

Alban City School PTA

Financial Year End 31 August 2018

PTA Treasurer Report

I am pleased to report the attached financial summary for Alban City School PTA's sixth year.

Overview

As the school has become more established, so has the ACS PTA in its endeavours and 2017/18 has been a fantastic year.

The PTA has run 14 different types of events over the last school year (several of which had multiple iterations such as Cake Sales, Popcorn Afternoons etc) - three of which were new to the calendar.

From a fundraising perspective, it has been a great year. Whilst we would expect this as the school continues to grow, the hard work of the early PTA teams has solidified and big events such as Fairs have become both bigger and also more profitable as we have built on past experience and continued to establish relationships with local businesses.

New Events

As noted above, there has been the introduction of several new events this year. The Family Fun Day was a great success, it was enjoyed by all and was a lovely way to welcome new families to the school. The Wreath Making night was an enjoyable evening and the 200 Club was a new way to fundraise and give participants the opportunity to win money too.

Fundraising Focus

The PTA continued to support the school by paying £415 for subsidised tickets to the local pantomime and £100 for hi vis vests for outings.

In the summer term the PTA purchased £790 worth of fans to help keep the classrooms cool.

The PTA have also continued to support the school library by paying for £1000 worth of books.

Community Commercial Relationships

Commercial relationships with local businesses have also continued to be developed.

In addition to continuing straight sponsorship of events, we have used sponsorships to fund aspects of events (such as paid advertisements funding production of the Summer and Christmas Fair brochures) and also to once again fund whole a whole event (the Calendar production costs were wholly funded via sponsorship). Particular thanks must go to Bradford & Howley for agreeing to sponsor our Summer (2018) Fair and also the Christmas Fair in 2018.

In total, we have benefited from £850 in sponsorship payments in this financial year.

Grants and other income

Match-funding payments are paid directly to the school and so these payments do not appear on the PTA accounts.

The PTA has continued to benefit from cash-back payments from several companies, Easyfundraising in particular, which have raised a total of £513 this year. Two new cashback schemes were used this year too, Christmas Treeasy raised £15 and the sale of Saracens tickets raised 62.00.

A very special thank you must go to Dave Allen who raised £85 taking part in the St Albans Three Towers Challenge.

Banking

The PTA banking arrangements continue with Metrobank. Online banking is used for the majority of payments, vastly increasing the efficiency of the accounts. For the same reason, cash payments are also minimised/avoided.

EasyFundraising payments were transferred to the Metrobank account and the Co-Op account was closed as it was no longer used.

Music Fund

The ring-fenced funds raised for Music use remain in place. There has been no call on them this year and remain as at the end of last year at £89.15. A further £1180 was raised by the lovely concert held at St Peters Church.

Robustness of Processes

This year, a total of 2 receipts were missing, it was recommended that in future, expenses are not paid without receipts, with a maximum of two weeks allowed for submission of receipts after an event. The two items paid for without receipts were for the summer fair - the Pokemon figures had been purchased the previous year and the fruit was purchased from the market on the day in a hurry so these two payments, which were both under £15, were deemed justifiable in those circumstances. Otherwise, the requirement for a receipt for payment has been adhered to and the whole process has worked very well. Going forward receipts will be required within 2 weeks of payment.

It should be noted that 2 receipts are missing from the file - they were given to the treasurer and used for payment but went missing before being filed, those payments are flagged on the spreadsheet reviewed by Sophie Attree.

Audit of Accounts

The 2017/18 accounts have been audited by Sophie Attree.

A MASSIVE THANK YOU TO EVERYONE BOTH IN THE SCHOOL AND WIDER COMMUNITY FOR YOUR SUPPORT

ACS PTA Treasurer for the financial year ending 31 August 2018