

Alban City School PTA **Financial Year End 31 August 2019**

PTA Treasurer Report

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

Overview

As the school has become more established, so has the ACS PTA in its endeavours and 2018/19 has been a fantastic year.

The PTA has run 18 different types of events and fundraising initiatives over the last school year (several of which had multiple iterations such as Cake Sales, Pop Corn Afternoons etc). There were two new fundraising initiatives, The School Cookbook and Silent Auction.

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

New Fundraising Initiatives

This year fundraising focus was predominately to raise money for the school's new theatre. To help raise funds to transform the dark and dusty basement into a state-of-the-art theatre facility for the children to use and enjoy now and for many years to come.

The School Cookbook was a great way for families to share their favourite recipes with the school community and raise funds for the theatre project. A lot of hard work went into producing the cookbook, which looked fantastic. The team managed to obtain some sponsorship from local companies, to help cover the high production costs. By the end of this year around three quarters of the books produced were sold, giving a profit of £308.

We were overwhelmed by the success of the Silent Auction at the end of the Summer Term. Through the generosity of the parents, donating some fabulous auction lots, we were able to raise £1561 to put towards the theatre project.

Fundraising Focus

As already mentioned, the main fundraising focus for this year was the theatre Project. In the Spring/early Summer of 2019 we made a payment to the school of £8,000 to cover the cost of the Feasibility Reports and Architects drawings.

At the end of the Summer Term we were then able to make a massive £33,000 payment to the school, which went towards the building costs of the theatre.

In addition to the theatre project, the PTA continued to support the school by paying £950 for subsidised tickets to the local pantomime.

In October 2018 £1150 was paid to the school to buy music stands and a trolley.

2019 saw the school's first year 6 cohort. The PTA agreed to pay £10 per pupil towards their leaving event. Therefore £560 was paid to the school at the end of the summer term for this. It has been agreed this will be an ongoing contributions from the PTA for year 6 leavers in the future.

Community Commercial Relationships

Commercial relationships with local businesses have continued to be developed. Particular thanks must go to Bradford & Howley, who again agreed to sponsor our Christmas Fair (2018) and our Summer Fair in 2019.

Paid advertising from local companies paid for the production of the Summer Fair brochure.

In total, we have benefited from £1,380 in sponsorship payments this financial year (£530 up on 2017/18).

Grants and other income

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

As part of the theatre project fundraising a Just Giving Page was set up, so parents and carers could donate lump sums of money to the project. These funds are again paid direct to the school as the donations can attract Gift Aid if paid direct to a charity. The School, due to the way it's set up, has charity status, so it was deemed the easiest and most effective way to receive these donations.

The PTA has continued to receive cashback payments from several companies. Easyfundraising raised a total of £529 this year. We also received £156 from Micro Scooter and £41 from Christmas Treeasy.

We also had another team marshalling at the St Albans Half Marathon and received £600 for this.

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.

We decided to invest in a Square contactless payment machine this year and used it for the first time at the Summer Fair. This seemed to work well on its first use, considering attendees of events are used to paying in cash. We expect this to be used more going forward, especially for bar payments at the adult social events.

We have also used Eventbrite a lot more this year for the online payment of ticketed events such as the Odyssey Takeover and adult social events. This has proved popular and we will continue to use it in the future.

Independent Examination of Accounts

The 2018/19 accounts have been independently examined by Sophie Attree. She has recommended a review of cash handling processes to ensure robust internal financial controls, alongside a review of the cashbook processes followed by the treasurer to ensure financial accounting completeness.

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 2019

