

# Treasurer's Report

1 August 2020 to 31 July 2021

Milton Road Primary School's Parent Teacher Association

Charity registration number: 1038520

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Dear parents, carers, teachers, and everyone who contributes to our PTA,

Thank you for making it past page one! While the rest of this report perhaps gets somewhat deep into the financial weeds, we hope we can capture everyone's attention for just this first section: what was the impact of the pandemic, projects the PTA supported, why fundraising is important and expectations going forward.

## **Impact Of The Pandemic**

Over the last year, COVID-19 has limited not only what we've been able to do within our own personal lives but within our community here at Milton Road Primary School. It should come as no surprise that COVID has severely limited the role the PTA normally would function as.

As the graphs in the next section show, our events revenue in the last two years was cut by more than half compared to previous years. But so many of us stepped up to make up for this in donations (sometimes on top of existing schedules) that despite everything, the PTA this year actually still raised a fair bit of money, subsidised several teaching programs and a variety of activities for our children.

With restrictions being lifted, we hope the PTA will resume all the events and projects that we supported in years past.

## **Projects the PTA has supported this past year**

Almost all of our spending this year was on two new teaching programmes: Maths No Problem, to be used from Year 1 to Year 6, and Storytime Phonics, to be used mainly in Reception and Year 1. Both these requests had already been approved by the PTA committee of 2019-2020, and that meant that funds for these had already been allocated going into this year. However, thanks to your generous new donations, it turned out that we did not need to dig into those reserves at all.

While there were fewer small requests than in other years (and teachers are hereby encouraged to continue to send requests!), we somewhat made up for this (and for the lack of our usual fun-filled PTA events) by sponsoring end-of-term parties held within class bubbles. The budgets requested for the parties were very modest; their great success was really down to incredible teacher effort!

## **Why Fundraising Is Important**

Nationwide, school budgets remain under pressure and teachers have fewer discretionary funds to work with. The School Fund seeks to remedy this situation, giving our superb teachers the means to make the teaching environment equally great, and it makes a big impact.

In the past four years, the PTA has funded well over £100k in various projects and events for the school. In recent years, the PTA has helped fund the IT Suite, interactive whiteboards in

all classrooms, renovating the KS1 playground and various academic programmes. The PTA on average outlays £19k a year for these items.

With a fair bit of data to work with at this point and forecasting into the future, the PTA expects to be asked to continue to fund various new projects and events costing over £20k per year.

Without your help, donating time and money, none of these things would be possible.

## **Monthly Giving**

One of the big takeaways this year from a financial point of view is that giving is important. Without the support of our very generous families, we would have been looking at a year of expenses.

Which is why we would like to take this opportunity to encourage new parents and those among us who have not already done so, to take a minute and perhaps consider signing up for monthly giving. You can do so by following this link:

<https://www.nowdonate.com/checkout/milton-road-primary-schools-parent-teacher-association>

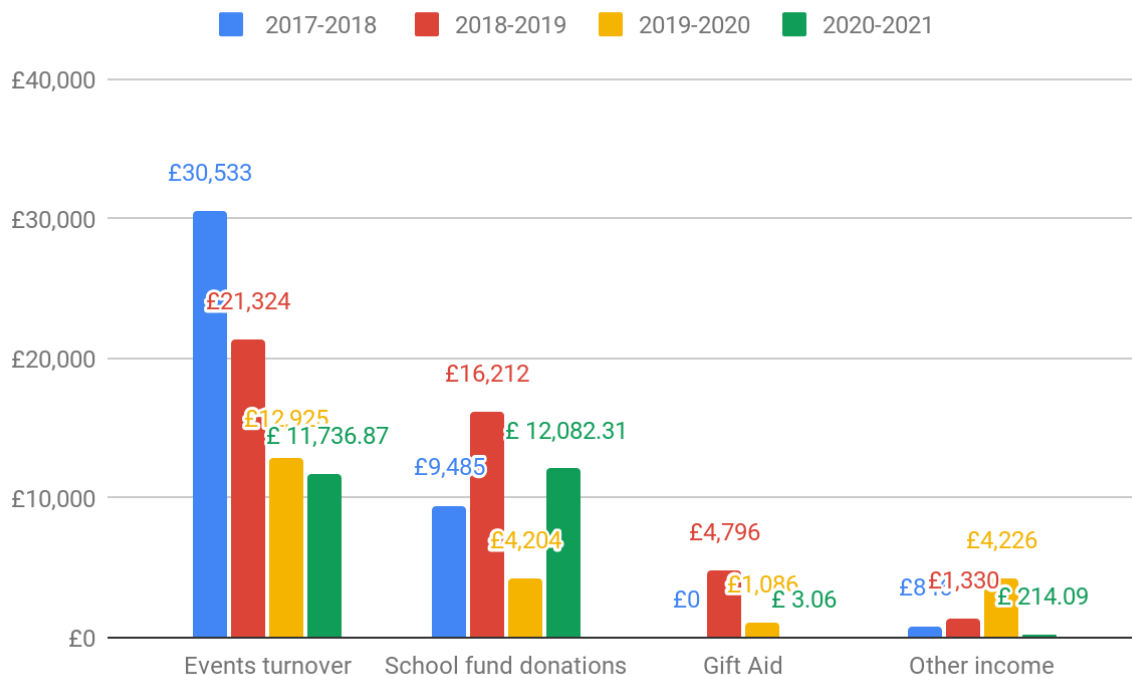
Thank You,

Yung-Chin & Eric

# A Four-Year Summary

## Income

Here's a breakdown of PTA income, spread across four categories:



## Events turnover

In light of the pandemic essentially stopping all but two events during the last school year, the PTA still managed to have somewhat a respectable turnover. This is almost exclusively due to Christmas Tree Sales for which the PTA would like to thank Liz & Andy Simmonds. The Christmas Tree Sales generated £ 11,042.00 in turnover. The other event at the same time was the Christmas Card Project with a turnover of £ 436.15 thanks to the efforts of Véronique Mutsaerts.

## School Fund donations

Your donations to the School Fund were the largest source of income this year. As noted last year, there have been swings from year to year. With the biggest peak being in 2018-19 which was thanks to the fundraising appeal for the playground revamp, which resulted in over £9k in one-off donations.

This year, 39 individuals had one off donations and 23 individuals had recurring donations. The PTA would like to formally ask if you haven't signed up for monthly giving now would be a great time to do so!

<https://www.nowdonate.com/checkout/milton-road-primary-schools-parent-teacher-association>

## Gift Aid

We split out Gift Aid into its own category, because it is income that doesn't typically derive from the year in which it appears on the books, and would therefore muddy the year-to-year comparison. It also illustrates how worthwhile it is to tick the consent box. Gift Aid is a key reason to donate through the PTA, as the school itself is not a registered charity.

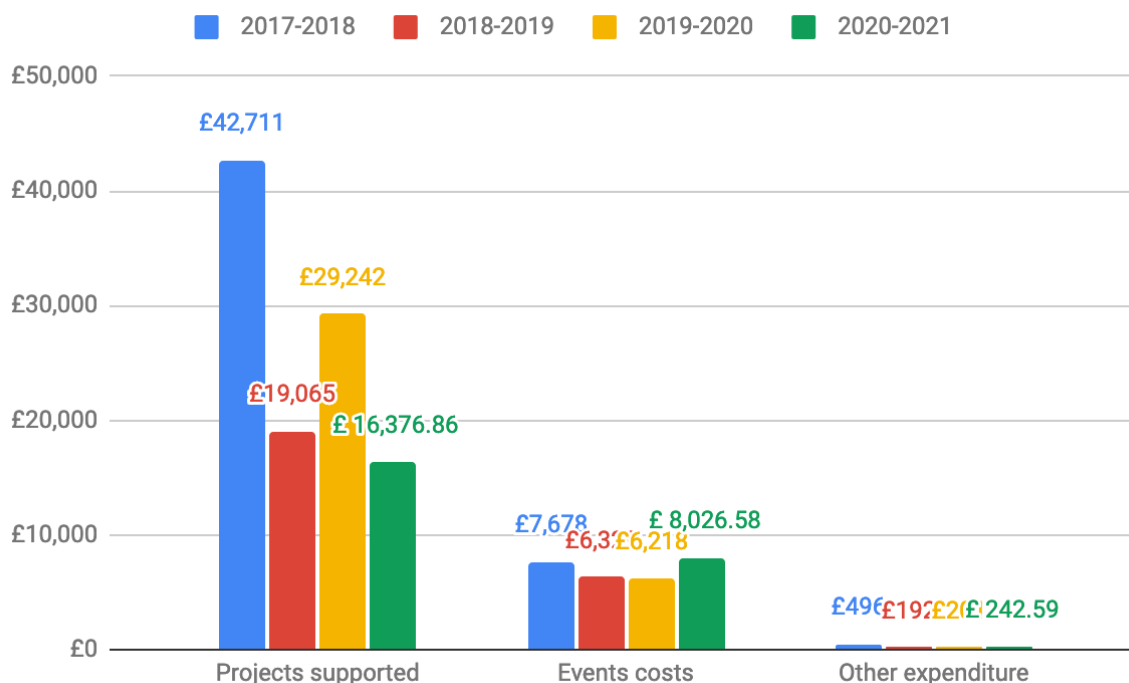
We spent 2018-19 and 2019-20 catching up on Gift Aid claims going back to 2016. As such, the nearly £5.9k appearing in the chart should be attributed to a period of 4.5 years. Going forward, our claims are almost entirely automated thanks to a free service called Donation Manager, provided by the same team that runs NowDonate.

## Other income

This collects all our other fundraising. It stood out both in 2018-19 and 2019-20, largely thanks to donations from the Co-op Local Community Fund: the PTA was one of its three selected local charities throughout 2019.

# Expenditure

On the spending side we distinguish three categories:



## Projects supported

This category captures all the requests from teachers and/or school leadership (and occasionally there's a parent-led project, too) that the PTA sponsors.

A number of large projects have made up most of our spending these last years: the outfitting of the IT Suite (£17.5k) in 2017-18, the new interactive whiteboards (£22k) mostly in 2017-18, but spreading into the following two years, and the KS1 playground revamp (£36.5k) which started in 2018-19 and was completed in 2019-20. This year, the PTA sponsored the introduction of new maths and phonics teaching programmes (£14.3k). In addition to these, we've also supported numerous smaller projects.

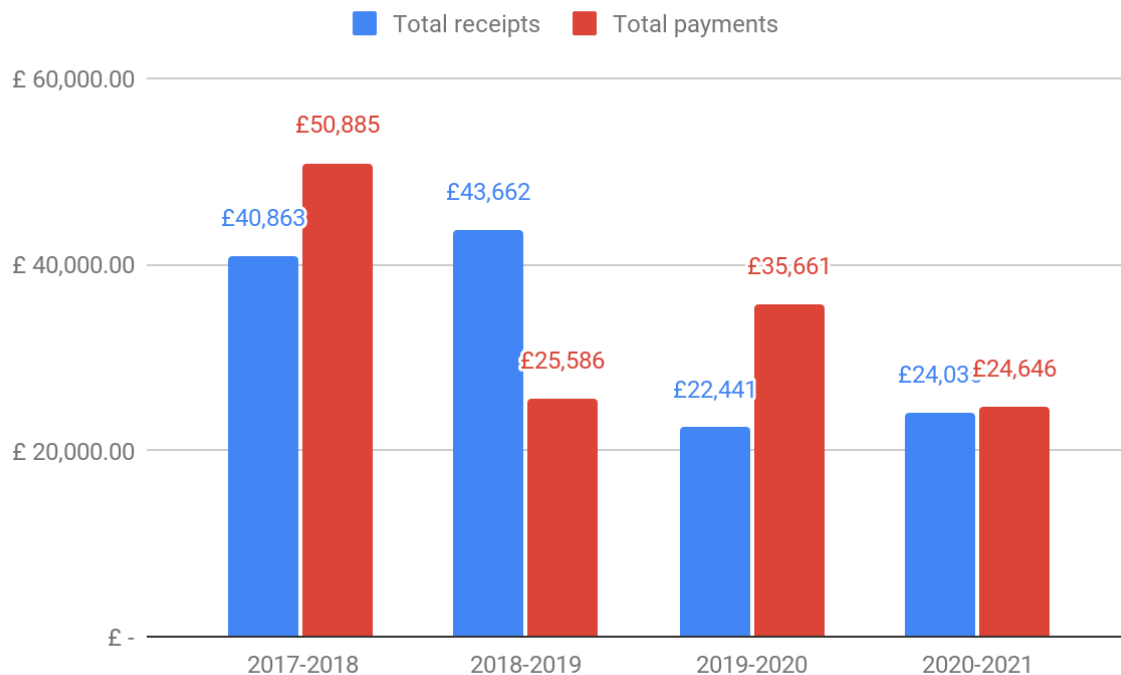
## Events costs

As the PTA only held two events this year, one of which had no expenses, all event costs came from the Christmas Tree project. The Christmas Tree project sold 262 trees this year at a cost of £ 8,026.58.

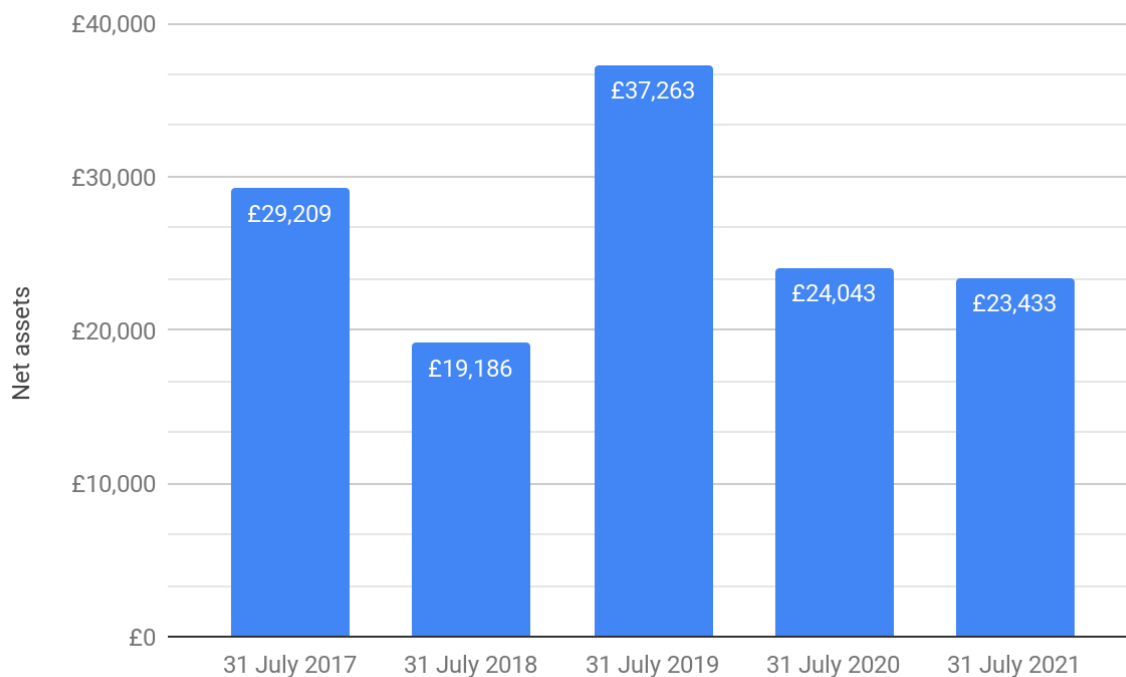
## Other expenditure

These are just overheads such as insurance, software and accounting, and some expenses that weren't attributable to any single project.

## Net assets



This year our total receipts and total payments were almost exactly the same.



As the school requested funding for two large projects (both teaching programmes and materials) our bottom line didn't decrease by much this year. In years past projects like the IT Suite, new playground and other projects would have affected our net assets to a greater degree.

## Projects supported

This category captures all the requests from teachers and/or school leadership (and occasionally there's a parent-led project, too) that the PTA have sponsored.

This year, besides the usual sorts of projects (of which there were fewer), we provided funding for parties held within class bubbles, because the PTA could not organise our usual school-wide events. The class parties held at the end of summer term will appear on next year's accounts however, as these were invoiced after our year-end.

<b>Requests and Projects</b>	<b>Amount</b>
Yearbook Y6	£ 500.00
EYFS Easter party	£ 197.91
EYFS/Y1 Bug Club books subscription	£ 449.00
School request for families in hardship	£ 173.73
Maths No Problem teaching programme	£ 11,667.36
EYFS renovations	£ 98.03
Christmas pantomimes	£ 275.00
Class Christmas parties	£ 388.20
EYFS phonics teaching programme	£ 2,627.63
	<b>£ 16,376.86</b>

At the start of this year, the PTA received a donation specifically earmarked for the school choir. With the addition of Gift Aid, this amounts to £250.00, which remains available to be spent by the choir teachers at their discretion.

## Events

Pre-COVID, this was normally a fun table as it highlights all the events the PTA is part of. Hopefully this year most, if not these events will be back on the table and we hope you will not only support them but come out and enjoy them too!

Special thanks are due to the leaving class of 2020, who donated the surplus of their fundraising for their PGL trip to the PTA, to Véronique Mutsaerts, who has coordinated the Christmas Cards project for the fourth year running, and to Liz and Andy Simmonds, who initiated the Christmas Trees project and have fully run its operations also for four years now.

Event	Turnover	Expenses	Net
Class of 2020 PGL surplus	£ 258.72	£ -	£ 258.72
Welcome Picnic	£ -	£ -	£ -
Fun Run	£ -	£ -	£ -
Harvest Festival	£ -	£ -	£ -
Spooky Disco	£ -	£ -	£ -
Christmas Card Project	£ 436.15	£ -	£ 436.15
Christmas Tree Project	£ 11,042.00	£ 8,026.58	£ 3,015.42
Winter Fair	£ -	£ -	£ -
Bag2School Collection	£ -	£ -	£ -
Drama Club Night	£ -	£ -	£ -
Board Games Afternoon	£ -	£ -	£ -
Book Day Disco	£ -	£ -	£ -
Band Night	£ -	£ -	£ -
Ice Cream Fridays	£ -	£ -	£ -
Summer Fair	£ -	£ -	£ -

Cash donations at events are eligible for Gift Aid under the “Small Donations” scheme, and we’re reporting the additional income from those claims in the Gift Aid section. As, historically, the cash in the donation buckets has always been perceived to be part of the event results, we continue to include that here and not in the School Fund section.

# School Fund donations

This year the PTA's single largest source of funds came from the parents.

In the previous years, this section featured a breakdown of donations by platform, reflecting a variety of ways to donate. The PTA has now made that a lot simpler, with the school website pointing to only one destination, which is

<https://www.nowdonate.com/checkout/milton-road-primary-schools-parent-teacher-association>

Currently the breakdown is as follows:

Donation type	Total
Workplace donations scheme	£ 126.31
Recurring donations	£ 4,280.00
Single donations	£ 7,676.00
	<b>£ 12,082.31</b>

Interestingly, this year the PTA has 23 families who are on repeating donations and there are 39 individuals who have made one off donations.

As noted earlier, with NowDonate we will not have to worry about such an operation again: NowDonate manages setting up payments and registering Gift Aid consents for us, but they do not intermediate any payments. Once regular payments have been set up, they are managed by large payment providers Stripe and GoCardless, who pay directly to the PTA.

Still, there are other ways to donate that may suit your circumstances better: there's the "workplace donations scheme" that some employers provide (sometimes called "payroll giving"), and a large share of the single donations above were anonymous donations via the Charities Aid Foundation (CAF), who help you to organise all your giving under one system.

# Gift Aid

As noted before, we report this as a separate category of income both to highlight that it is worthwhile to opt into Gift Aid where possible, and because it makes annual results easier to compare.

Gift Aid is claimed over all eligible donations to the School Fund and, under the Small Donations Scheme, over the bucket donations made at events. Some Gift Aid is accounted for in the School Fund category and of course we don't report it again here - for example, CAF claims Gift Aid for you, and the PTA receives a sum total that already includes it.

This year, there's not much to report, other than the interest HMRC paid us over our claim from last year. The amount claimable for donations received over 2020-2021 is £2,197.75 and this will appear on next year's accounts.

Gift Aid claimable	Total
Repayment interest on 2019-2020 claim	£ 3.06
	<b>£ 3.06</b>

## Other income

Other income	Total
Easyfundraising Charity Shopping	£ 183.00
Amazon Smile	£ 17.09
Flowers by Elizabeth Jane sponsorship	£ 14.00
	<b>£ 214.09</b>

Easyfundraising is yet another way in which you can support the PTA. If you use it as your internet portal page (remember those?) when shopping online, it captures the referral fees that are otherwise paid to search engines, and pays them to the PTA. This is especially worthwhile for big-ticket items (renewing your car/home insurance, switching utilities, buying a washing machine, laptop, etc) and for your Christmas shopping. As of this year, you can also find the PTA on Amazon Smile.

## Other expenditure

Just some bits and bobs that don't fall into any other category:

Other expenses	Amount
Payment fees School Fund	£ 119.59
PTA UK membership (indemnity insurance)	£ 123.00
	<b>£ 242.59</b>

## Notes for auditing

Sources for all tables and figures in this report can be inspected by following their links to [this spreadsheet](#). The fields in the spreadsheet that are not derived data have been annotated with links to their source in our online accounting package QuickFile (which we cannot safely grant public access to, for privacy and security reasons).

This is the end of this report.