

COED GLAS PTA TREASURY REPORT – JULY 2018

Opening balance - £2016.22

Closing balance - £5958.25

Please note that the accounting year does not officially finish until August 31st 2018 and this summary does not include the 2018 Leavers do which is taking place on Monday 23rd July or the 2nd hand uniform sale on Friday 20th July.

Summary of events 2017/2018

	A	B	C	D	
1	Activity	Monies take	Expens	Profit	
2	Donation	2660.21	0	2660.21	
3	BBQ	3524.88	1411.21	2113.67	N
4	Xmas Fair	2155.81	898.31	1257.5	
5	Raffle	733.45	0	733.45	
6	Halloween Disco	638.57	110.89	527.68	
7	School Uniform Commission	492.25	0	492.25	
8	Christmas Cards	1753.97	1451.55	302.42	
9	Grandparents day	315.59	70.13	245.46	
10	2017 Leavers do	233.3	41.13	192.17	
11	2nd hand uniform	166.8	0	166.8	
12	Car boot sale	40	0	40	
13	Sports day refreshments	77.75	55.75	22	
14	Easy Fundraising	21.96	0	21.96	
15	Afternoon Tea	202.25	271.38	-69.13	
16	Miscellaneous including insurances		367.67	-367.67	
17	Payments to school including activities paid for by PTA		4004.92	-4004.9	
18		13016.79	8682.94	4333.85	
19					

Notes to accounts

- The Summer BBQ also includes a receipt of £291.96 for the 2017 Summer BBQ as this expense was not submitted until November 2017 (5 months after the event)
- Most profitable event in the period September 2017-July 2018 was BBQ and Xmas Fair and would suggest continuing with these events but try to reduce the expenses as these were £1411 (Summer BBQ) and £898 (Xmas Fair)
- The raffle summary does not include the Summer BBQ and a more thorough breakdown for this event will be provided to the new PTA in September 2018 to form part of their planning for next year

Aims

Aims for 2017-2018 were to raise funds for water fountains and outdoor shelters. The water fountains were installed but the outdoor shelters have not been. The school is obtaining quotes and we will hopefully understand in September how much needs to be allocated to this. Additional funds were provided to the school and these are shown on the next slide.

Contribution to school events/items

£ Paid Out	PAID OUT DATE	NOTES
2.49	24/11/2017	Miscellaneous - Thank you Certs - Eileen Wong
110.00	24/11/2017	Live Magic Events
55.81	24/11/2017	Miscellaneous - Cakes - Mrs Gillies
60.00	12/12/2017	Nature School Trip - Transferred to school account
2000.00	20/12/2017	School Minibus - Transferred to school account
90.00	20/12/2017	Nursery Animals - Transferred to school account
51.58	16/02/2018	Prizes for Concert - Mrs Kennard
62.43	16/02/2018	Nursery Grotto - Mrs Hammond
1260.00	23/03/2018	Water Fountains - Transferred to school account
150.00	23/03/2018	Pandemonium pantomine - Transferred to school account
34.66	26/03/2018	Easter - Easter Eggs - Cerys Lockett
21.78	27/03/2018	Easter - Easter Prizes - Eileen Wong
100.00	02/07/2018	Material for school play - transferred direct to school account
64.47	02/07/2018	Paints for outdoor playground - transferred direct to school account

Recommendations

- Before running events need to agree budget vs sales made to decide whether worthwhile running. For afternoon tea no budget was set and subsequently resulted in a loss. Therefore more tighter control of budgets to allow better profit margins;
- Agree at the start of the year what proportion of funds can be allocated to adhoc requests from the school including teachers submitting requests at the start of the year so all requests can be considered;
- PTA volunteers and members need to be stricter with submitting receipts in a timely fashion to keep track of profit;
- PTA volunteers and members to ensure they keep their own record of what receipts have been submitted to ensure that duplicate receipts are not submitted. This happened several times throughout this year and could have resulted in duplicated payments and reducing the profit made.

Next steps

- Agree what fundraising money will be used to purchase for the school;
- Agree events that PTA will run next year;