

Treasury report

Friends of Stewart Fleming PTA AGM 27th January 2025

This treasury report has been drafted by Vicky Smith & Andy Archer, co-chairs of the Friends of Stewart Fleming Primary School PTA (Reg Charity 1044650)

Unfortunately, our treasurer Stefano Valentino has been non-communicational for some time. This made working the charities finances very difficult & we would like to thank the ex PTA Chair Sam Ogunyomi for his invaluable assistance so far.

Our financial tools:

Sum up:

We use the card payment product called Sum up automated / card payments. They have a fantastic web based POS system that integrates very well with our Bank. They charge competitively & the hardware is easy to expand & to use with smart phone technology.

Parent pay:

We are linked to Parent Pay and the Admin team at the school is excellent at managing the funds that the PTA raises via Parent Pay.

Metro Bank:

We use Metro Bank as our primary banking facility. Once we can access this more freely we will be moving to a traditional high street bank rather than one which is primarily online.

Annual performance summary

We have performed very well financially, holding to a minimum spending philosophy & benefitting from fantastic support from volunteers & donations from local businesses and parents.

The annual highlights look as follows:

Spring fair:

A 2-hour after school event to mark the spring season. This was our second; a great starter event for only the immediate school community. It serves as a warm up for the Summer fair, our biggest single event in the calendar.

Our turnover was £2,462.15 Our spends were £994.15, sales on the day were hampered by an issue with Sum Up which had not been correctly set up at that point, resulting in the event having to be cash only with very little notice to our visitors. The spend at the Spring fair is high as we purchased many non-consumables at that point with the knowledge that we would use them in the year.

Dress down/up days:

These are fun events that the children enjoy within the school. The teachers often dress up/down as well and creates a great environment for both staff and students. These are minimal cost which are mostly parent pay administration fees.

Our turnover was £840.50, with £11.00 in fees.

Preloved clothing sales:

A vital event to encourage the reuse of clothing and to avoid unnecessary wastage. Again, minimal costs to run this event and fees are sum up and parent pay administration costs.

Turnover £597, and our costs were £6.77, as with the spring fair, early in the yea we had issues with the set up of Sum up which made for a challenging afternoon, our thanks to those involved & the patience shared from the parents involved.

Summer fare:

Our annual Summer fare is always a popular event, now in its 3rd year. Largely open to the public, it is an event we run on a Saturday so children can attend with family and friends. It is also the opportunity for prospective parents to view elements of the school for the first time.

Total spending for the Summer fair is relatively low because we had the stock purchased previously and receive a large amount of support for the event from external sources.

Turnover £6,858.15 and our spends were £940.27 **Bake**

sales:

A recent addition to our events that has been fantastic for the PTA, Bake sales are enormously well received. Our spends have been minimal due to kind donations and Amanda giving up so much time to the fantastic bakes she brings to the school. As ever the PTA would be very grateful for any donations from aspiring bakers to get involved.

Turnover £1,256.80 and our spends were £58.29 **Quiz**

night:

A night of fun and laughter for our parents and guardians. Not designed as a profit night but more as an event for the people who support & encourage the PTA's activities. It was well received & we hope it will increase in numbers when we do the next ones.

Turnover £924 and our spends were £375.83 **Christmas**

discos:

A well-received event over the festive period. One we will certainly continue going forward. Turnover £2,055 and our costs were £544.93

Donations:

The SFPTA Charity received a very generous £250 cash donation at Christmas.

At the beginning of the school year, the SFPTA donated £500 towards initiatives at The Pioneer Academy.

Admin costs:

Parent Kind Membership (#37197) £162

Public Liability Insurance (Zurich & AIG)

Annual renewals

Expert Advice

Temporary event notices:

For all events we take out Temporary events Notices with Bromley council, they are £23 each & allow us to have licensed activities. We also believe it stands us well with the authorities as this creates a layer of compliance & confidence with them.

Bouncy castle license:

£100 – Assessment & certification annually of bouncy castles with official body suitable for insurance.

We also cover a limited amount for food at occasional PTA committee meetings.

Total Admin costs £504.51

Total turnover for the year £15,243.60

Total spend for the year £3,935.75

Profit £11,307.85

The SFPTA has agreed with the school that we will retain 20% of the total profit to be used as the opening budget for the following year. The remainder of the proceeds will be spent on initiatives derived by the school for the enrichment of Stewart Fleming Primary School, unless otherwise agreed by the PTA committee & school jointly.

If you would like a more excel based financial P&L, we have these to have a sit down with you to go over. Please contact us at stewartflemingpta@gmail.com