

Friends of Stewart Fleming School PTA (registered charity 1044650)

Treasurers' Annual Report

AGM, October 2025

Reporting period

This report is for the financial year from 1 Sep 2024 to 31 Aug 2025. Treasury reports for the last two years have covered the calendar years (2023 and 2024 respectively); however, as our financial reporting year with the Charity Commission is September-August (in line with the school year), we have brought the reporting in line with this to improve clarity and accountability.

There is therefore some duplication in this report - the income and expenditure for the 24/25 autumn term (Sep-Dec 2024) was included in the Treasury report compiled by the Co-Chairs in Jan 2025, but has been included here also since it is part of the financial reporting to the Charity Commission for our 24/25 financial year.

Financial processes and tools

After a period without a Treasurer, when the financial affairs of the PTA was covered by Andrew Archer and Vicky Smith, Co-Chairs, Kate Jarman and Jon Norman jointly took on the Treasurer role in February 2025 (they have been co-opted into the role until a formal vote can take place at the AGM). Since then, the annual reporting to the Charity Commission has been brought up to date, and a new bank account has been opened with RBS to replace the old Metrobank account, which lacked the flexibility to allow for board member changes or easy online access.

In addition to the RBS account, we use the SumUp automated / card payment system to take payments at events and sales. They charge competitively and the hardware is easy to expand and to use with smartphone technology.

We are also linked to the school's ParentPay account. ParentPay is a cashless online payment system, and with the support of the school's admin team, we are able to use it to take payment for events like dress-up days and tickets for the discos.

Annual financial summary

We have built on the success of the first eighteen months of activities since the reformation of the PTA, which has allowed us to invest in new equipment for the PTA which can be used at future events, as well as supporting the purchase of equipment for the school. We have benefitted from fantastic support from parent and carer volunteers, as well as donations from local businesses and parents (individual and employer donations).

The PTA's primary aim is to support the educational and social experiences of the school's students and their families, and we run events and activities with this aim, but we are also pleased to have been successful in raising funds in 2024/25. This will allow us to support future projects and purchases for the school, as well as put on more fun events in 2025/26.

Opening Balance

We started the financial year (on 01/09/2024) with a bank balance of £10,341.00.

Events

Event	Event date(s)	Income	Expenditure	Profit
Dress up/down days (Spooky dress up; Break the Rules; PJ day)	Oct 2024 Feb 2025 May 2025	£1,088.50	£11.00	£1,077.50
Pre-loved clothing sales	Oct 2024, May/Jun 2025	£999.61	£11.15	£988.46
Bake sales	Sep 2024 Jun 2025	£1,960.81	£137.65	£1,823.16
Quiz night	15/11/2025	£924.00	£375.83	£548.17
Christmas discos	16/12/2025 17/12/2025	£2,055.00	£544.93	£1,510.07
World Book Day/Lincoln Bars	Mar 2025	£1,965.50	£521.72	£1,443.78
Spring Fair	03/04/2025	£3,618.09	£801.39	£2,816.70
Summer Fair	19/07/2025	£8,082.11	£2,839.09	£5,243.02

• **Income:** examples includes ticket sales, token sales, refreshment sales etc

- **Expenditure:** examples include purchase of food and drink for refreshments, ride/bouncy castle hire, event licences, decorations etc., as well as fees for card payment processing [NB Leftover non-perishable stock is stored for future PTA events; leftover perishable stock is sold on where possible, or may be given away if necessary]
- **Profit:** the amount made from each event after all expenses are accounted for. This may be reinvested into future events, or used to support purchases and projects for the school.

Support for school projects and equipment

The school staff provided a list of equipment which they would like to purchase to enrich student experience; the PTA purchased or supported the purchase of the following items in this school/financial year, which came to a total of £5,573.52

- Playground planters
- 2x iPad Air
- LEGO tech boxes to support coding
- 10x outdoor beanbags for the playground
- Go Pro kit
- Construction toys for reception classes
- Items from the 'wish list' put together by the School Council, including toys for wet play

Other income and expenditure

Grant spending

In June, the PTA were awarded a grant of up to £5,000 by the Pilgrim Trust, a charity that supports the preservation and conservation of historic objects and documents, to fund the conservation of the 1939 school plan that is displayed in the main school corridor, as well as a log book and register which document the early years of Stewart Fleming school. This will ensure that these unique survivals from the history of the school will survive for the future. The funding is to support the removal and repair of historic damage to these documents by an archives conservator, and their digitisation so that they can be used to support history teaching at Stewart Fleming, as well as the professional reframing of the plan.

Payments have been made for this work in this financial year totalling £2,468.00 - this has been claimed back from the Pilgrim Trust in full, so the income and expenditure for the project is cost neutral for the PTA.

We hope to apply for grants from other charitable trusts in the future to support specific projects at the school.

Expenditure

Barbeque and cover for use at events £552.94 [this will be offered to all parents, carers and staff for external hire for income generation]

Refreshments for new EYFS parents evening £63.51

Parentkind subscription, including Public Liability and Personal Accident Insurance policies
£162.00

Income

Donation income totalled £502.95

Closing balance

We ended the financial year (on 31/08/2025) with a bank balance of £18,773.51.

Balance of accounts at 01/09/2025	
RBS account	£18,773.51
Cash	£0.00
Total funds	£18,773.51
Committed and restricted funds	
Reserves	£5,000
Unpaid invoices	£0.00
Funds already committed to school projects/purchases	£0.00
Funds available for spending on school projects/purchases in 2025/26	
Balance	£13,773.51

The Board has agreed that we will retain £5,000 in the bank account as reserves, to allow us to support events and activities throughout the year.

The remainder of uncommitted funds are available to be spent on initiatives derived by the school and/or the PTA for the enrichment of Stewart Fleming Primary School (unless otherwise agreed by the PTA Board & school jointly). We intend to spend as much of the available balance as appropriate to ensure that this year's fundraising has an impact on students and the school as soon as possible. A proposal for how we will spend funds in 2025/26 will be presented at the AGM.

If you would like to see the financial annual return which will be submitted to the Charity Commission, or the detailed income and expenditure for the year, please contact us at treasurersfpta@gmail.com and request further information.

