



St. John's CE Primary School

Growing and learning together
Sharing the love of God

Headteacher: **Amanda Aze**
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A message from St John's PTA



Dear Fellow Parents,

Your PTA (Governors, Parents and Teacher Association), needs your help and support if it is to continue to provide activities, equipment and support to our School.

No matter what skills or time you have, anything is gratefully received and together we can put on Fayres, discos and film afternoons etc.

Over the years the PTA has helped to fund many of the fun things that the children enjoy from the scrap store on the playground, to subsidising the Christmas Theatre Production and Primary College, that children attend in Year 6, to name a few.

We are currently a very small team and, without more support, what we will be able to offer will be sadly reduced and funding of some activities will fall to parents.

We are currently in need of committee members, a Secretary and in 12 months' time, a Treasurer.

I currently hold the role as Treasurer and am happy to continue in the role for the current school year however, next September, when my youngest enters year 6, I intend to stand down but remain part of the PTA. My main reason for this is that it will take some time to complete a full handover, changing all the details at the bank etc. I would like to be able to facilitate a smooth handover and be on hand to assist and answer any questions. With this in mind, I would like you to consider if this is a role that you could undertake?

I am putting this out now so that anyone who may be interested can have an opportunity to work with us before taking on the role, so that we can work through any concerns and allow me to support the new post holder as much or as little as they desire.



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

What is my role:

My role as treasurer is to take care of the PTA finances and keep members up to date of funds available and ensure that they are being used correctly.

What is involved:

- Keep track of any income and expenditure and ensure that it is correctly documented where requires.
- Arrange reimbursement of any expenses incurred by the team.
- Arrange any floats require for events.
- Count and bank funds after an event.
- Arrange to reimburse the school for any expenses incurred or funding that has been agreed by the committee.
- Reconcile the bank statements (monthly).
- At the end of the school financial year (Sept – Aug) produce and Income and expenditure report for the year.
- Arrange for the accounts to be Independently verified.
- Complete the Charities Commission Annual Return (as we are small this involves logging in and submitting two numbers).

The main amount of time would be spent before and after a large event 2-3 times a year however, you are in control of how and when you complete the tasks.

If you wish to find out more about this role or any other role, please contact the PTA in person or using our email address: PTA@stjohnswey@dsat.org.uk

If we don't find someone to take over the Treasurer role and other key roles, then the PTA will cease to exist and the burden of funding some of these activities e.g. Primary College will fall to the parents to pay the full amount.

Please, consider putting yourself forward to help support the PTA, the School and ultimately all our children, in whatever role you can. The more people who join us, the less work there is for each of us.

Thank you in advance,

Jane Phillips

PTA Treasurer.