

MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Melbourn Primary School (MPS) PTFA
2.	Name, Address, and Status of Contact	[REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes
5.	Amount of grant requested	£5,080
6.	For what purpose of project is the grant requested.	Following the success of the 2021 MPS PTFA Fireworks Night - which returned to the primary school - we would like to please request a grant to cover the cost of the fireworks again, together with essentials to improve the event considerably in the immediate and longer term, including health and safety enhancements.
7.	What will be the total cost of the above project?	£5,080 TOTAL £2,530: fireworks display cost (15% increase on 2021) £1,000: 2 new gas BBQs and a bain marie for improved food hygiene - these will also benefit the community as we lend them to the fete committee £650: New hardwired permanent floodlights to improve safety. £900: 5x standalone wifi/3G card readers for main stalls to make sales more convenient and efficient
8.	If the total cost of the project is more than the grant, how will the residue be financed?	The PTFA will buy burgers, hotdogs, drinks, glow items etc and run those stalls ourselves using volunteers.
9.	Have you applied for grant for the same project to another organisation?	No

	If so, which organisation and how much?	N/A
10.	Are 3 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	Yes 1. Starburst The Firework Co www.skyburst.co.uk 2. MP Sparks Electrical Services Ltd to supply and fit floodlights
11.	Who will benefit from the project?	Most families who will attend live in the local community, and tickets will also be available to the wider non-school community. The annual MPS PTFA Fireworks Night is always well attended and received.
12.	Approximately how many of those who will benefit are parishioners?	It is difficult to say, because attendees would not just come from Melbourn, but also villages and towns nearby, eg Royston. The PTFA doesn't record geographic data. We would estimate the significant majority of the c1,300 attendees would be from the parish.

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? Yes

If yes, please give date. April 2021

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report. *The grant was to cover 100% of the cost of the 2021 Melbourn Primary School PTFA Fireworks display, which was spent in its entirety.*

Signed.....Date 17/4/22

**3<sup>rd</sup> parties**

We have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name: Alan Christie

Organisation: Skyburst The Firework Co

Name: Matt Page

Organisation: MP Sparks Electrical Services Ltd

**Melbourn Primary School PTFA**  
**Charity Number: 1059889**  
**Accounts**  
**Year to 31<sup>st</sup> August 2021**

**Presented at the Melbourn Primary School PTFA AGM on 13<sup>th</sup> October 2021**

<b>Charity name</b>	Melbourn County Primary School Parent Teacher and Friends Association		
<b>Registered charity number</b>	1059889		
<b>Charity's principal address</b>	Melbourn Primary School		
	18 Orchard Road		
	Melbourn		
	SG8 6HL		

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Mrs Nicola Halloran	Chair		
2	Mr Phil Stewart	Treasurer		
3	Mr Jon Stenning	Secretary		
4	Mrs Catriona Green			
5	Mrs Padmaja Jayathi			
6				
7				
8				
9				

**Summary of the objects of the charity set out in its governing document**

The object of the Association is to advance the education of pupils in the school in particular by:

- Developing effective relationships between the staff, parents and others associated with the school;
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

# Melbourn Primary School PTFA

Charity Number: 1059889

## Financial Review

	Period start date				Period end date		
<b>From</b>	<b>01</b>	<b>09</b>	<b>2020</b>	<b>To</b>	<b>31</b>	<b>08</b>	<b>2021</b>

### Brief statement of the charity's policy on reserves

The agreed policy is to hold reserves of £3,000 - £5,000 in order to meet cashflow requirements and to hold an appropriate level of contingency funds in order to manage risk.

The cash held at 31<sup>st</sup> August 2021 was £5,730 (2020: £21,034). All of the money donated to the school this year was funded from grants received, ringfenced funds raised in previous years or the GoFundMe campaign (please see below). Due to our usual fundraising activities not being able to have gone ahead this year due to Covid-19, we did not raise the forecasted profits required to cover the previously ringfenced hall blinds, sensory room and Year 5 toilets refurbishment. Therefore, these are no longer ringfenced and will need to be requested from newly raised funds if prioritised. As a result, the reserves are also £5,730 (2020: £3,137), which only slightly higher than the reserves policy cap so is considered to be reasonable.

### Details of any funds materially in deficit

There are no funds in deficit.

### Further financial review details (Optional information)

#### Principal sources of funds (including any fundraising)

Due to Covid-19 restrictions, the PTFA was unable to hold its usual fundraising events this year, including summer fayre, fireworks night, quiz night, Christmas fayre, spelling bee, discos, movie nights and cake stalls. However, we were still able to do Christmas cards and Lucky Numbers. In addition, we held a GoFundMe fundraising campaign that saw the adults compete against the children to be the first to donate or walk the equivalent of the 10,481 miles from Melbourn Primary School to Melbourne in Australia, which was a massive success. We also provided treasure trails around the village, held a hamper raffle following item donations from parents, and held a photo competition for the children. In total the fundraising events raised £17,894 (2020: £12,939) gross income and £15,510 (2020: £5,720) net profit.

In addition £6,476 (2020: £3,491) was earned from income generators (Easyfundraising, charitable donations received, matched funding and grants), excluding £2,200 received in grants for the 2021 fireworks that has been deferred until 2021/22. £413 (2020: £405) was spent on non-event expenditure (eg Parentkind membership and written off stock). No fixed assets were purchased (2020: £21), the total value of stock at the end of the year £879 (2020: £1,101), prepayments was £nil (2020: £59), debtors due was £106 (2020: £nil), creditors owed was £37 (2020: £nil) and deferred income was £2,200 (2020: £nil), all of which will be carried forward to 2021/22.

The total profit for the year before donations was £21,573 (2020: £8,806). Please see Appendix A for full details.

#### Donations to Melbourn Primary School

The PTFA assists the school to deliver the best education for its children by running events that raise money to support curriculum activities and purchase items which would not be available through the school's annual local education authority budget. The PTFA has paid donations to Melbourn Primary School during the year totalling £39,289 (2020: £24,320). Please see Appendix B for details. There are no ringfenced funds (2020: £17,897).

## Appendix A – 2020/21 Summary Income & Expenditure

Description	2020/21				2019/20
	Income	Expenditure	Profit	Profit Inc/(Dec) on PY	Profit
Summer Fayre					
Fireworks					£1,973
Quiz Night					(£26)
GoFundMe (Melbourn to Melbourne Money For Miles)	£13,129	£0	£13,129		
Christmas cards	£2,917	(£1,875)	£1,042	37%	£761
Lucky Numbers	£1,146	(£359)	£787	31%	£600
Christmas Fayre					£550
Discos					£682
Cake stalls					£360
Movie nights	£0	(£75)	(£75)		£820
Treasure Trail	£210	(£18)	£192		
Hampers Raffles	£492	(£25)	£467		
Photo competition	£0	(£32)	(£32)		
Spelling Bee					
<b>Total from events</b>	<b>£17,894</b>	<b>(£2,384)</b>	<b>£15,510</b>	<b>171%</b>	<b>£5,720</b>
Non-event income	£6,476		£6,476	86%	£3,491
Non-event expenditure		(£413)	(£413)	2%	(£405)
<b>Total before donations</b>	<b>£24,370</b>	<b>(£2,797)</b>	<b>£21,573</b>	<b>145%</b>	<b>£8,806</b>
Donations paid (see Appendix B)		(£39,289)	(£39,289)	62%	(£24,320)
<b>TOTAL FOR 2020/21</b>	<b>£24,370</b>	<b>(£42,086)</b>	<b>(£17,716)</b>	<b>14%</b>	<b>(£15,514)</b>

### Bank reconciliation

Description	2020/21	2019/20
Bank b/f @ 1 September 2020	£21,034	£36,076
Total for 2020/21 per above	(£17,716)	(£15,514)
Debtors movement	(£106)	
Creditors movement	£37	
Deferred income movement	£2,200	
Stock movement	£222	(£637)
Prepayments movement	£59	£1,109
Bank c/f @ 31 August 2021	£5,730	£21,034
<b>Less: Committed costs</b>		
None		
<b>Committed donations</b>	<b>£0</b>	<b>(£17,897)</b>
Reserves	£5,730	£3,137

Appendix B – 2020/21 Donations Paid

<b>Description</b>	<b>Amount</b>
D037 - Melbourn Story-time Sessions SCDC grant	£1,564
D038 - Deposit for Year 4 toilet works	£5,175
D038 - Roofing work for Year 4 toilets	£650
D039 - Balance payment fo Year 4 toilets	£12,075
D040 - PE Equipment (from ringfenced funds)	£721
D041 - Spelling Bee books (from ringfenced funds)	£103
D042 - Allyance counselling (grant from Melbourn Parish Council)	£3,000
D043 - Forest School Mud Kitchen	£360
D044 - Talking Together In Cambridgeshire (grant from Cambridgeshire County Council	£1,702
D045 - Money For Miles - GoFundMe	£13,129
D046 - Year 6 Leavers' Books	£810
<b>TOTAL paid donations</b>	<b>£39,289</b>