

*Review Policy:*

*Every 2 years or after grant application round if amendments identified*

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	██████████ ██████████ ██
3.	Telephone Number of Contact	██████████
4.	Is the organisation a Registered Charity?	Yes
5.	Amount of grant requested	£6,461
6.	For what purpose of project is the grant requested.	Following the success of the 2022 MPS PTFA Fireworks Night, we would like to request a grant to again help cover the cost of this annual event, together with essentials to improve the event both in the immediate and longer term. Grant request can be broken down as follows: 1. £4,060 fireworks display cost (60% increase on previous year)

		<ol style="list-style-type: none"> <li>2. £480 to purchase a new 3 bay marquee and a new smaller marquee. Existing marquee has suffered from much wear and tear due to age. Marquee is used at our two main annual funding events and is also available for use by the fete committee.</li> <li>3. £380 to replace 2x faulty urns and purchase 2x longer extension cables to improve health and safety. Urns are used at many of our events, used by the school and pre-school, and we could additionally lend them to the fete committee.</li> <li>4. £358 for 2x standalone wifi/3G card readers for stalls to make sales more convenient and efficient, and adapt to an increasingly cashless community.</li> <li>5. £1,183 to install an additional 2 permanent floodlights and 3 permanent external sockets to further improve health and safety.</li> </ol>
7.	What will be the total cost of the above project?	Total cost of the event is expected to be in the order of £9,000
8.	If the total cost of the project is more than the grant, how will the residue be financed?	The PTFA will buy food, drinks, glow items etc for sale and run those stalls ourselves using volunteers. The PTFA also funds the cost of licensing and first aid cover for the event.
9.	Have you applied for grant for the same project to another organisation?	No

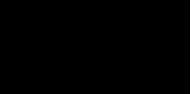
	If so, which organisation and how much?	N/A
10.	Are 3 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	Yes: 1) Starburst The Firework Co <a href="http://www.skyburst.co.uk">www.skyburst.co.uk</a>  2) MP Sparks Electrical Services Ltd to
11.	Who will benefit from the 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.  The Fireworks Display is our largest annual event, generating important funds to provide extra resources to support curriculum activities at the school.
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 from the surrounding villages and towns, eg Royston. The PTFA does not record geographic data. We would estimate the majority of the ~1,300 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/~~No~~

If yes, please give date: Previous grant awarded in April 2022.

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.

Signed.....  .....Date...20/04/23....

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

I/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: Matthew Page

Organisation: MP Sparks Electrical Services Ltd

## Report on Parish Council Grant Expenditure

The grant provided by the Parish Council in April 2022 has been used to cover the cost of the Primary School's PTFA annual fireworks display and to purchase additional equipment to improve the school's community events.

The total amount of the grant was £5,080, which was used as follows:

Fireworks display: £2,600 was used to fund the annual fireworks display held at Melbourn Primary School. The display was a sell-out success and enjoyed by the whole community. The event generated a massive £11,962.50 turnover and £7,368.90 profit, all of which is available to donate to the school for much needed resources for the children.

BBQ equipment: £890.71 was used to purchase two new BBQs and one new bain marie to be used at PTFA events such as the Fireworks Night and annual Summer Fayre.

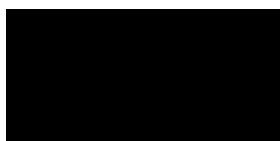
Flood lights: £600 was used to purchase permanent flood lights to enhance the lighting around the school during fireworks night. These lights have made a noticeable improvement to the visibility and safety of these events, and we have received feedback from a disabled attendee on how helpful the additional lighting is.

Card readers for stalls: £894 was used to purchase card readers. These were initially trialled at the Fireworks Night and have been a great success. Card readers have been used at many of our events subsequently; they have improved the efficiency and ease of payment at our stalls.

This totals £4,984.71 equating to an underspend of £95.29 to be returned to the Parish Council.

In summary, the Parish Council's grant has been used to great effect and has helped to enhance the PTFA's community events. On behalf of the Melbourn Primary School PTFA, I would like to thank the Parish Council for their support in awarding us the money to improve both provision for community events and our fundraising capabilities.

Signed,

A solid black rectangular box used to redact the signature of Logan Gamble.

Logan Gamble  
PTFA Treasurer  
On behalf of Melbourn Primary PTFA

**Melbourn Primary School PTFA**  
**Charity Number: 1059889**  
**Accounts**  
**Year to 31<sup>st</sup> August 2022**

**Presented at the Melbourn Primary School PTFA AGM on 12<sup>th</sup> October 2022**

<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**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs Nicola Halloran	Chair		
2	Mr Phil Stewart	Treasurer		
3	Mr Jon Stenning	Secretary		
4	Mrs Catriona Green			
5	Mrs Padmaja Jayathi			
6	Mrs Audrey Campbell			
7	Mrs Lauren Chappell			
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>	01	09	2021	<b>To</b>	31	08	2022

### 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 2022 was £25,339 (2021: £5,730), none of which is ringfenced.

### 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)

Following the lifting of Covid restrictions, the PTFA once again held fundraising events throughout the year including a summer fayre, fireworks night, quiz night, Christmas cards, discos Lucky Numbers and ice pops sales. In total the fundraising events raised £29,253 (2021: £17,894) gross income and £18,593 (2021: £15,510) net profit.

In addition £5,530 (2021: £6,476) was earned from income generators (Easyfundraising, charitable donations received, matched funding and grants). £321 (2021: £413) was spent on non-event expenditure (eg Parentkind membership and written off stock).

A further £1,894 was spent on fixed assets (2021: £nil), all of which was expensed this year. The total value of stock at the end of the year £766 (2021: £879), prepayments was £780 (2021: £nil), debtors due was £1,460 (2021: £106), creditors owed was £7 (2021: £37) and deferred income related to grants received that haven't been spent yet was £2,850 (2021: £2,200), all of which will be carried forward to 2022/23.

The total profit for the year before donations was £21,908 (2021: £21,573). 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 £899 (2021: £39,289). Please see Appendix B for details. There are no ringfenced funds (2021: £nil).



## Appendix A – 2021/22 Summary Income & Expenditure

Description	2021/22				2020/21
	Income	Expenditure	Profit	Profit Inc/(Dec) on PY	Profit
Summer Fayre	£10,064	(£2,731)	£7,333		£0
Fireworks	£11,472	(£4,169)	£7,303		£0
Quiz Night	£1,787	(£634)	£1,153		£0
GoFundMe (Melbourn to Melbourne Money For Miles)	£0	£0	£0		£13,129
Christmas cards	£3,127	(£2,036)	£1,091	5%	£1,042
Lucky Numbers	£1,155	(£538)	£617	(22%)	£787
Ice pops	£245	(£8)	£237		£0
Discos	£1,403	(£544)	£859		£0
Movie nights	£0	£0	£0		(£75)
Treasure Trail	£0	£0	£0		£192
Hampers Raffles	£0	£0	£0		£467
Photo competition	£0	£0	£0		(£32)
<b>Total from events</b>	<b>£29,253</b>	<b>(£10,660)</b>	<b>£18,593</b>	<b>20%</b>	<b>£15,510</b>
Non-event income	£5,530		£5,530	(15%)	£6,476
Non-event expenditure		(£2,215)	(£2,215)	437%	(£413)
<b>Total before donations</b>	<b>£34,783</b>	<b>(£12,875)</b>	<b>£21,908</b>	<b>2%</b>	<b>£21,573</b>
Donations paid (see Appendix B)		(£899)	(£899)	(98%)	(£39,289)
<b>TOTAL FOR 2021/22</b>	<b>£34,783</b>	<b>(£13,774)</b>	<b>£21,009</b>	<b>(219%)</b>	<b>(£17,716)</b>

### Bank reconciliation

Description	2021/22	2020/21
Bank b/f @ 1 September 2021	£5,730	£21,034
Total for 2021/22 per above	£21,009	(£17,716)
Debtors movement	(£1,354)	(£106)
Creditors movement	(£30)	£37
Deferred income movement	£650	£2,200
Stock movement	£114	£222
Prepayments movement	(£780)	£59
<b>Bank c/f @ 31 August 2022</b>	<b>£25,339</b>	<b>£5,730</b>
<b>Less: Committed costs</b>		
None		
<b>Committed donations</b>	<b>£0</b>	<b>£0</b>
Reserves	£25,339	£5,730

Appendix B – 2021/22 Donations Paid

<b>Description</b>	<b>Amount</b>
D047 - Year 6 Leavers' Books deposit	£100
D048 - Year 6 Leavers' Books 2022 Second instalment	£619
D048 - Year 6 Leavers' Books 2022 Final instalment	£180
<b>TOTAL paid donations</b>	<b>£899</b>