

## PTA AGM & Treasurer 24/25

Dear Parents/Carers,

As you are aware, the PTA have had another successful year of fundraising and this is a **HUGE** support to the school and it is fantastic to see the children enjoying the fayres and discos, amongst other activities.

We invite you to attend our upcoming Annual General Meeting (AGM). This is a legal requirement but also a chance for you to learn about the PTA's achievements, activities and future plans.

**Date:** Wednesday 18th September

**Time:** 6-6.45 pm

**Location:** school hall

Teachers will be on hand to occupy children 😊

During the AGM, we will:

- \* Present a report on the PTA's activities and financial performance for the past year.
- \* Elect new PTA committee members.
- \* Discuss upcoming events and fundraising initiatives.
- \* Address any questions or concerns you may have.

The current Co-chairs and Secretary are happy to continue next year (subject to re-election at the AGM) BUT the PTA is on the hunt for a **new Treasurer to join the team!**



Want to be our next PTA treasurer? With a clear head for numbers, you will control the PTA funds in line with the committee's decisions, as well as charity law. You will also make sure upcoming events are affordable and profitable, and report financial information to the rest of the team. A handover and support will be given! For more information, please contact [chairofwivelsfieldpta@gmail.com](mailto:chairofwivelsfieldpta@gmail.com) and see the main points of the role:

Suits people who are...  
Confident at handling money and budgets  
Good with numbers  
Methodical

The treasurer's responsibilities

Keeps a detailed & accurate record of the PTA's financial activity & provides updates at the 3 annual meetings & the AGM

Arranges floats for events

Banks the takings from events and fundraisers  
Makes Gift Aid claims  
Implements procedures for making payments & claiming expenses  
Completes the Charity Commission annual return  
Gets accounts audited where necessary

It is **crucial** that we have a Treasurer to continue our financial support of the school - last academic year we have spent around £13000. The PTA is a registered charity (1033350) and 100% volunteer run. We want to keep supporting forest school, music, trips and so much more and don't want the children to miss out!

**Please get in contact or come along on the 18th if you think you might be able to help!!** Priority is a new Treasurer but happy to also welcome new Committee members, PTA Lite (less availability to make fundraising happen) or a Class Rep.

We look forward to seeing you there! If you can't make it but have a question, please message us on the PTA Facebook page or email [chairofwivelsfieldpta@gmail.com](mailto:chairofwivelsfieldpta@gmail.com)

Katy Woods and Stella Phillips, Co-Chairs