

# Te Totara Primary School PTA

## Performance Report

For the year ended:  
31 December 2017

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## Te Totara Primary School PTA

### Entity Information

"Who are we?", "Why do we exist?"

For the year ended:  
31 December 2017

<b>Legal Name of Entity:*</b>	Te Totara Primary School PTA
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<b>Other Name of Entity (if any):</b>	n/a
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<b>Type of Entity and Legal Basis (if any):*</b>	Registered Charity
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<b>Registration Number:</b>	CC47754
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#### **Entity's Purpose or Mission: \***

- (a) To plan and organise fundraising ventures to raise funds to purchase equipment, materials and improve facilities that benefit the whole school and all pupils;
- (b) To organise social events for the parents/caregivers of the school community; and
- (c) To provide a link between the pupils, their families and the School.

#### **Entity Structure: \***

The Te Totara Primary School PTA is a separate entity to Te Totara Primary School. The PTA consists of:

-The Executive Committee - Chairperson, Deputy Chairperson, Secretary, Events Co-ordinator, Treasurer, and Communications Officer, elected at each Annual General Meeting ("AGM") of the Association.

- All staff and parents/caregivers of pupils at Te Totara Primary School are automatically "Members" of the PTA

## Te Totara Primary School PTA

### Entity Information

"Who are we?", "Why do we exist?"

For the year ended:  
31 December 2017

#### Main Sources of the Entity's Cash and Resources:\*

Main source of cash is generated through fundraising activities.

#### Main Methods Used by the Entity to Raise Funds:\*

Fundraising performed throughout the year through a number of events held with involvement of school pupils. Methods include:

- School Disco's
- Ice block Sales
- Sale of Raffle Tickets
- Mufti Days
- School Gala
- Entertainment Book Sales

#### Entity's Reliance on Volunteers and Donated Goods or Services: \*

All PTA members are volunteers. No remuneration is paid.

#### Additional Information\*

No further information



## Te Totara Primary School PTA

### Entity Information

"Who are we?", "Why do we exist?"

For the year ended:  
31 December 2017

#### Contact details

Physical Address:	Te Totara Primary School PTA c/o- Te Totara Primary School 31 Hector Drive, Rototuna, Hamilton 3210
Postal Address:	Te Totara Primary School PTA c/o- Te Totara Primary School P.O.Box 28134, Rototuna, Hamilton 3256
Phone/Fax:	Phone: (07) 853 0039 (Te Totara Primary School)
Email/Website:	tetotara.pta@gmail.com
	Te Totara Primary School PTA (Facebook page)
	n/a

**Te Totara Primary School PTA  
Statement of Service Performance**

"What did we do?"

For the year ended  
31 December 2017

**Description of the Entity's Outcomes:**

To fundraise for the purpose of providing and improving facilities that benefit the whole school and all the pupils of Te Totara Primary School.

Description and Quantification (to the extent practicable) of the Entity's Outputs:	Actual*	Budget	Actual*
	This Year	This Year	Last Year
Continue fundraising for covered court for pupils of Te Totara Primary School	\$80,000	\$80,000	\$72,741

**Additional Output Measures:**

No further output measures

**Additional Information:**

No further information

**Te Totara Primary School PTA**  
**Statement of Receipts and Payments**  
**"How was it funded?" and "What did it cost?"**  
**For the year ended:**  
**31 December 2017**

	Notes	Actual* This Year \$	Actual* Last Year \$
<b>Operating Receipts</b>			
Donations, fundraising and other similar receipts*	2	66,396	40,240
Fees, subscriptions and other receipts from members*		-	-
Receipts from providing goods or services*		-	-
Interest, dividends and other investment income receipts*	2	1,756	219
Other operating receipts		-	-
<b>Total Operating Receipts</b>		<b>68,153</b>	<b>40,459</b>
<b>Operating Payments</b>			
Payments related to public fundraising*	3	19,650	7,655
Volunteer and employee related payments*		-	-
Payments related to providing goods or services*		-	-
Grants and donations paid*	3	-	250
Other operating payments	3	80	279
<b>Total Operating Payments</b>		<b>19,730</b>	<b>8,184</b>
<b>Operating Surplus or (Deficit)</b>		<b>48,422</b>	<b>32,275</b>
<b>Capital Receipts</b>			
Receipts from the sale of resources*		-	-
Receipts from borrowings*		-	-
<b>Capital Payments</b>			
Purchase of resources*		-	-
Repayments of borrowings*		-	-
<b>Increase/(Decrease) in Bank Accounts and Cash*</b>		<b>48,422</b>	<b>32,275</b>
Bank accounts and cash at the beginning of the financial year*		72,741	40,466
<b>Bank Accounts and Cash at the End of the Financial Year*</b>		<b>121,163</b>	<b>72,741</b>
<b>Represented by:*</b>			
Cheque account(s)		17,391	32,725
Savings account(s)			16
Cash Floats		-	-
Petty Cash		-	-
Term Deposit account(s)		100,000	40,000
Stock on hand		4,860	
Liabilities due		(1,088)	
<b>Total Bank Accounts and Cash at the End of the Financial Year*</b>		<b>121,163</b>	<b>72,741</b>

**Te Totara Primary School PTA**  
**Statement of Resources and Commitments**  
 "what the entity owns?" and "what the entity owes?"  
 As at  
 31 December 2017

SCHEDULE OF RESOURCES	This Year	Last Year
	\$	\$
<b>Bank Accounts and Cash (from Statement of Receipts and Payments)*</b>	<b>121,163</b>	<b>72,741</b>
<b>Money Held on Behalf of Others*</b>		
<b>Description*</b>	<b>Amount*</b>	<b>Amount*</b>
None	-	-
<b>Money Owed to the Entity*</b>		
<b>Description*</b>	<b>Amount*</b>	<b>Amount*</b>
None	-	-
<b>Other Resources*</b>		
<b>Description and Source of Value* (cost or current value required if practicable to obtain)</b>	<b>Cost or</b>	<b>Cost or</b>
None	<b>Current Value*</b>	<b>Current Value*</b>
	-	-
SCHEDULE OF COMMITMENTS	This Year	Last Year
	\$	\$
<b>Money Payable by the Entity*</b>		
<b>Description*</b>	<b>Amount*</b>	<b>Amount*</b>
Unpaid invoices	1,088	324

**Te Totara Primary School PTA**  
**Statement of Resources and Commitments**  
 "what the entity owns?" and "what the entity owes?"  
 As at  
 31 December 2017

<b>Description*</b>	<b>Amount*</b>	<b>Amount*</b>
None	-	-
<b>Guarantees*</b>		
<b>Description*</b>	<b>Amount*</b>	<b>Amount*</b>
None	-	-
<b>SCHEDULE OF OTHER INFORMATION</b>		
	This Year	Last Year
	\$	\$
<b>Grants or Donations with Conditions Attached (where conditions not fully met at balance date)*</b>	<b>Amount*</b>	<b>Amount*</b>
None	-	-
<b>Resources Used as Security for Borrowings*</b>		
None	-	-



## Te Totara Primary School PTA

### Notes to the Performance Report

For the year ended  
31 December 2017

#### Note 1: Accounting Policies "How did we do our accounting"

##### **Basis of Preparation\***

Te Totara Primary School PTA is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

##### **Goods and Services Tax (GST)\***

Te Totara Primary School PTA is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

**Te Totara Primary School PTA**  
**Notes to the Performance Report**  
For the year ended  
31 December 2017

**Note 2 : Analysis of Receipts "How was it funded?"**

		This Year	Last Year
Receipt Item	Analysis	\$	\$
Fundraising receipts	Raffle sales	21,406	21,395
	Disco sales	9,605	9,012
	Mufti Day	-	1,844
	Ice block sales	3,419	4,470
	Entertainment Book sales	2,947	2,786
	Gala (incl colour run)	23,675	-
	Other smaller events	169	598
	Movie Night	3,510	-
	<b>Total</b>		<b>64,731</b>

		This Year	Last Year
Receipt Item	Analysis	\$	\$
Donations	Donations/koha from the public	1,665	135
	<b>Total</b>	<b>1,665</b>	<b>135</b>

		This Year	Last Year
Receipt Item	Analysis	\$	\$
Fees, subscriptions and other receipts from members	None		
	<b>Total</b>	<b>-</b>	<b>-</b>

		This Year	Last Year
Receipt Item	Analysis	\$	\$
Receipts from providing goods or services	none	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>

		This Year	Last Year
Receipt Item	Analysis		\$
Interest, dividends and other investment	Interest income	1,756	219
	<b>Total</b>	<b>1,756</b>	<b>219</b>

		This Year	Last Year
Receipt Item	Analysis	\$	\$
Other receipts	None	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>

		This Year	Last Year
Receipt Item	Analysis	\$	\$
Capital receipts	None	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>

## Te Totara Primary School PTA

### Notes to the Performance Report

For the year ended  
31 December 2017

#### Note 3 : Analysis of Payments "What did it cost?"

Payment Item	Analysis	This Year \$	Last Year \$
Payments related to public fundraising	Raffle Costs	2,562	2,117
	Disco Costs	4,288	4,145
	Ice block costs	1,768	1,393
	Gala	8,313	-
	Movie Night Costs	2,720	-
	<b>Total</b>		<b>19,650</b>
Payment Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related payments	None	-	-
<b>Total</b>		<b>-</b>	<b>-</b>
Payment Item	Analysis	This Year \$	Last Year \$
Payments related to providing goods or services	None	-	-
<b>Total</b>		<b>-</b>	<b>-</b>
Payment Item	Analysis	This Year \$	Last Year \$
Grants and donations paid	Salvation Army Donation	-	250
	Te Totara Primary School	-	-
<b>Total</b>		<b>-</b>	<b>250</b>
Payment Item	Analysis	This Year \$	Last Year \$
Other operating payments	PTA costs	29	177
	Annual Registration Fee	51	102
<b>Total</b>		<b>80</b>	<b>279</b>
Payment Item	Analysis	This Year \$	Last Year \$
Capital payments	None	-	-
<b>Total</b>		<b>-</b>	<b>-</b>

**Te Totara Primary School PTA**

**Notes to the Performance Report**

**For the year ended  
31 December 2017**

**Notes 4-6**

**Note 4: Correction of Errors\***

There are no corrections of errors

**Note 5: Related Party Transactions\***

There were no transactions involving related parties during the financial year. (Last Year - Nil)

**Note 6: Events After the Balance Date\***

There were no events that have occurred after the balance date that would have a significant impact on the Performance Report. (Last Year - Nil)