

# Te Totara Primary School PTA

## Performance Report

For the year ended:  
31 December 2019

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**Te Totara Primary School PTA**

**Entity Information**

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

For the year ended:  
31 December 2019

Legal Name of Entity:*	Te Totara Primary School PTA
Other Name of Entity (if any):	n/a
Type of Entity and Legal Basis (if any):*	Registered Charity
Registration Number:	CC47754

**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

**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
- Spellathons and Readathons
- 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

**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:	<a href="mailto:pta@tetotara.school.nz">pta@tetotara.school.nz</a>
	Te Totara Primary School PTA (Facebook page)
	n/a

Financial statements approved by:

PTA Chairperson \_\_\_\_\_

PTA Treasurer \_\_\_\_\_

Date \_\_\_\_\_

  
  
 12/2/2020

**Te Totara Primary School PTA**  
**Statement of Service Performance**  
 "What did we do?"  
 For the year ended  
 31 December 2019

**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 new playground cover for pupils of Te Totara Primary School	\$20,000	\$20,000	\$65,000

**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 2019

	Notes	Actual* This Year \$	Actual* Last Year \$
<b>Operating Receipts</b>			
Donations, fundraising and other similar receipts*	2	34,269	56,676
Fees, subscriptions and other receipts from members*		-	-
Receipts from providing goods or services*		-	-
Interest, dividends and other investment income receipts*	2	257	1,625
Other operating receipts		-	-
<b>Total Operating Receipts</b>		<b>34,526</b>	<b>58,301</b>
<b>Operating Payments</b>			
Payments related to public fundraising*	3	5,345	20,864
Volunteer and employee related payments*		-	-
Payments related to providing goods or services*		-	-
Grants and donations paid*	3	20,000	145,000
Other operating payments	3	828	683
<b>Total Operating Payments</b>		<b>26,173</b>	<b>166,546</b>
<b>Operating Surplus or (Deficit)</b>		<b>8,353</b>	<b>(108,245)</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>8,353</b>	<b>(108,245)</b>
Bank accounts and cash at the beginning of the financial year*		12,918	121,163
<b>Bank Accounts and Cash at the End of the Financial Year*</b>		<b>21,271</b>	<b>12,918</b>
<b>Represented by:*</b>			
Cheque account(s)		6,271	918
Savings account(s)		-	-
Cash Floats		-	-
Petty Cash		-	-
Term Deposit account(s)		15,000	12,000
Stock on hand		-	-
Liabilities due		-	-
<b>Total Bank Accounts and Cash at the End of the Financial Year*</b>		<b>21,271</b>	<b>12,918</b>

**Te Totara Primary School PTA**  
**Statement of Resources and Commitments**  
 "what the entity owns?" and "what the entity owes?"  
 As at  
 31 December 2019

SCHEDULE OF RESOURCES	This Year \$	Last Year \$
<b>Bank Accounts and Cash (from Statement of Receipts and Payments)*</b>	<b>21,271</b>	<b>12,918</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 Current Value*</b>	<b>Cost or Current Value*</b>
None	-	-
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	-	-
<b>Description*</b>	<b>Amount*</b>	<b>Amount*</b>
None	-	-
<b>Guarantees*</b>		
<b>Description*</b>	<b>Amount*</b>	<b>Amount*</b>
None	-	-
SCHEDULE OF OTHER INFORMATION	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 2019

**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 2019

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

Receipt Item	Analysis	This Year \$	Last Year \$
Fundraising receipts	Raffle sales	-	254
	Disco sales	7,469	12,061
	Spellathon/Readathon	14,206	8,573
	Ice block sales	6,040	941
	Entertainment Book sales	2,693	3,371
	Art Auction	3,554	-
	Gala		29,906
	Other smaller events	90	199
	Dough Raisers	217	1,171
	<b>Total</b>		<b>34,269</b>

Receipt Item	Analysis	This Year \$	Last Year \$
Donations	Donations/koha from the public	-	200
	<b>Total</b>	<b>-</b>	<b>200</b>

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

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

Receipt Item	Analysis	This Year	Last Year \$
Interest, dividends and other investment	Interest income	257	1,625
	<b>Total</b>	<b>257</b>	<b>1,625</b>

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

Receipt Item	Analysis	This Year \$	Last Year \$
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 2019

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

Payment Item	Analysis	This Year \$	Last Year \$
Payments related to public fundraising	Raffle Costs	-	876
	Disco Costs	3,016	5,330
	Ice block costs	1,591	-
	Gala	-	14,658
	Art Auction	291	
	Spellathon	447	
<b>Total</b>		<b>5,345</b>	<b>20,864</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	-	-
	Te Totara Primary School	20,000	145,000
<b>Total</b>		<b>20,000</b>	<b>145,000</b>

Payment Item	Analysis	This Year \$	Last Year \$
Other operating payments	PTA costs	777	632
	Annual Registration Fee	51	51
<b>Total</b>		<b>828</b>	<b>683</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 2019

**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)