

Trustees' Annual Report

1st January 2023 to 31st December 2023

Charity name: Berrywood School Association (BSA)

Charity registration number: 1020836

Objectives and activities

Objectives of the charity

The main objective of the BSA is to support the staff and children of Berrywood School through fundraising activities to help further our children's learning; give the parents of Berrywood children a voice within the school; and to put on events that engage parents, children and the wider community whilst maintaining the "school within a garden" ethos of Berrywood Primary School.

Review of the activities of the charity

A review of the activities associated with the charity are listed below.

Activities

The activities mentioned in the Achievements and Performances are reviewed after the event with any feedback discussed. All expenditures needed in order to put on these events are accounted for (please refer to the Annual Finance Report). Any funds raised are put forward to benefit the children attending Berrywood Primary School.

Funding for the school

The BSA agreed to use some of the funds raised to fund the visit of two authors (booked in for 2024 but agreed in 2023), one for each key stage (key stage 1 and 2) which covers from year reception to year 6. This has been inspirational and fits with the criteria set out above.

The BSA also provided each year group with additional supplies for "wet play" lunch breaks.

It is acknowledged that the BSA has not contributed as much to the school monetarily as it could have this year given the remaining balance available at the end of the year and they have committed to investigate additional needs within Berrywood School in line with our charitable purposes for the coming year 2024.

Achievements and performance

The following summarises the main achievements of the charity in 2023. The BSA believe the objectives of raising funds through events involving the Berrywood school community in a fun, affordable and accessible way has been met through the following:

- The BSA provided year group discos. The BSA believe that this event was fun, affordable, accessible and a safe space for all pupils who were booked on to attend the event.
- The school annual summer fayre was an event where the BSA upheld the school ethos of a “school within a garden”. Those that came enjoyed free or low-price activities, live music performed by Berrywood children and the Berrywood Buskers Band, good food cooked to order on the BBQ and garden games available for all.
- The annual fireworks display offered a fabulous fireworks display alongside food, low priced activities and live music.
- The BSA organised a festive Berrywood Christmas fayre. Those that came enjoyed a number of fun activities including: free arts and crafts; a local farm; Christmas Wreath making; live music from the fabulous Key Stage 2 choir and the Berrywood Buskers Band and curry.

Financial review

Please refer to the BSA Annual Finance Report.

Structure and management

The BSA Annual meeting takes place in January of each year. All members of the Berrywood Primary School parent community are invited to attend. The BSA committee members are nominated and seconded into their position on the committee during this meeting. The appointing of committee members are recorded in the minutes of the meeting.

There are currently three trustees, all of whom are members of the BSA committee.

The BSA committee then aims to meet termly or more frequently if required in order to discuss business matters, finances and plan for the key events listed under Achievement and Performance. The chairperson leads these meetings. All matters on expenditure is discussed by the BSA committee where all members are able to bring ideas and vote before money is distributed. The BSA runs according to the Revised Constitution of the Berrywood School Association (4) as approved and agreed initially by the BSA members at the annual general meeting held on 19th October 2016 and approved and agreed by the charity commission on the 14th of November 2016.

Reference and administrative details

Charity name

Berrywood School Association (BSA)

Charity number

1020836

Contact details

Email: berrywoodbsa@outlook.com

Names of the Charity Trustees on 31st December 2023

Esther Douglas (Chairperson)

Anita Farrell (Vice Chairperson and super administrator)

Catherine Goodall

Names of other persons who served as Trustees in financial year 01.01.23 – 31.12.23

None.

Names and addresses of other relevant organisations

None.

Approved by the Trustees on the 3rd of September 2024 and signed on their behalf by

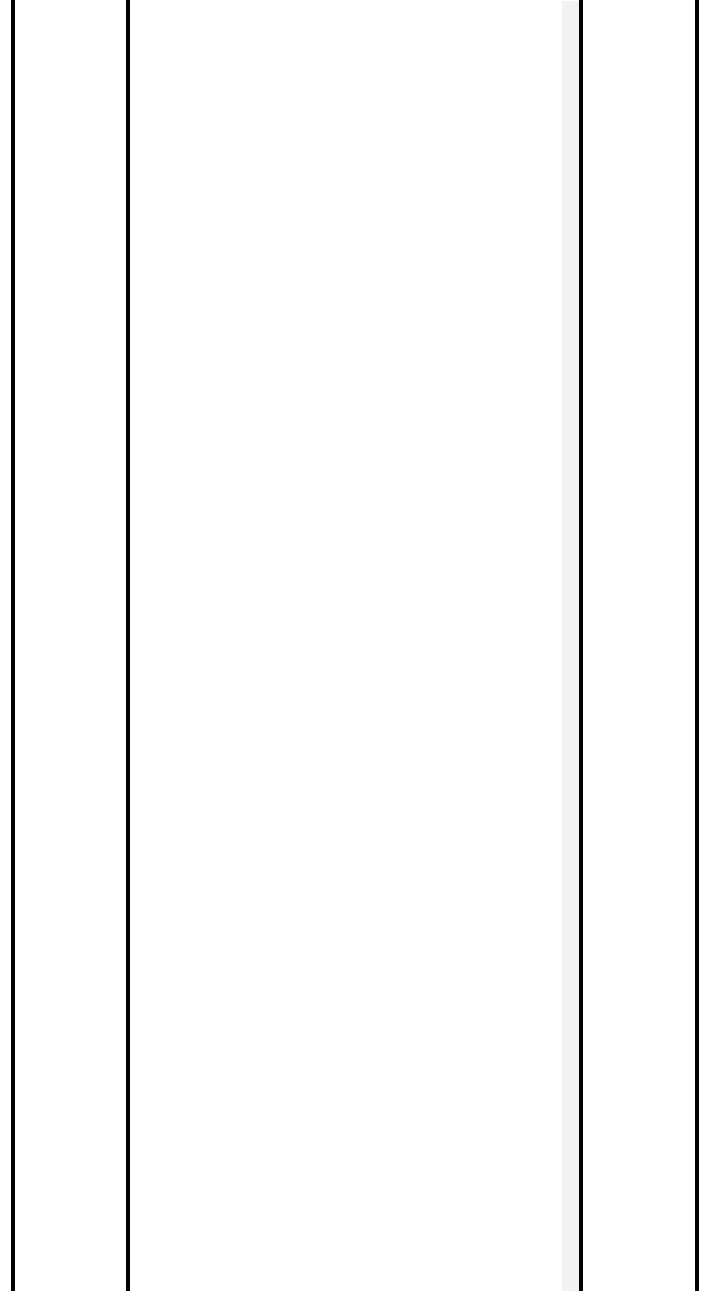
Esther Douglas

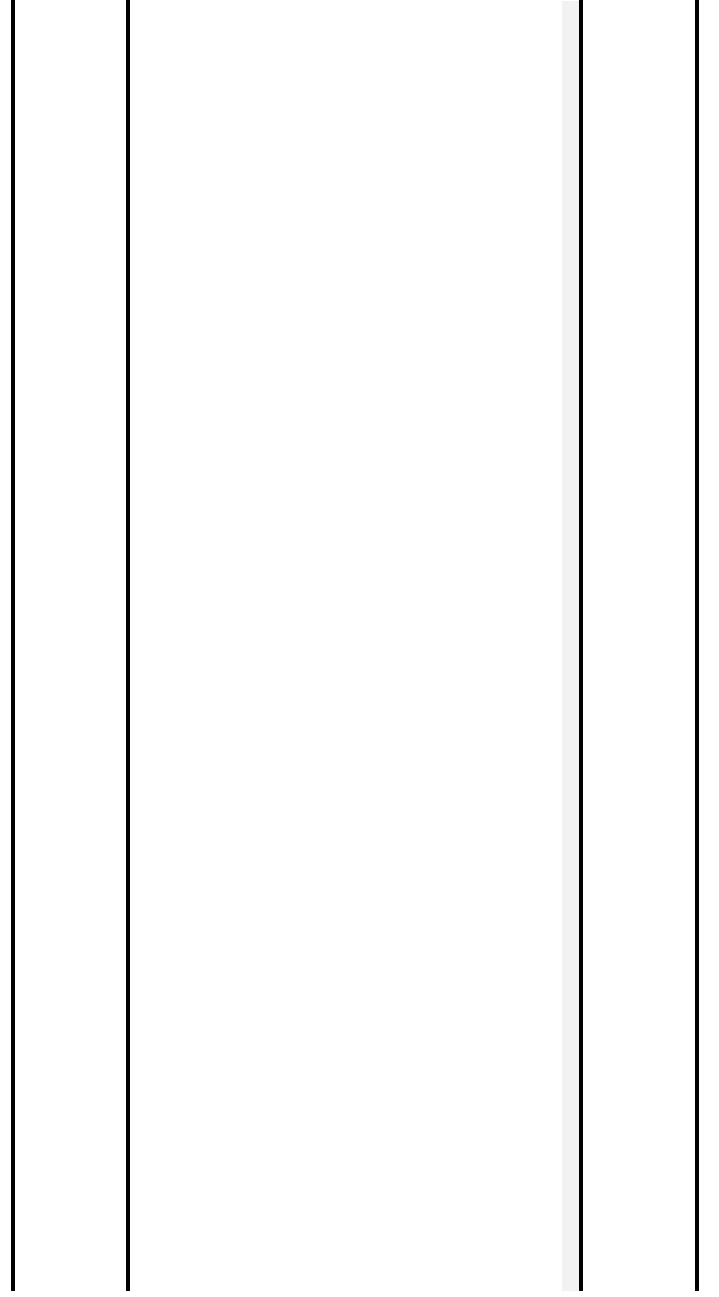
Esther Douglas (Chairperson)

				Opening Balance	£15,682.74			£15,682.74	
Date	Description	Income	All Exp	Transaction Balance	Balance Natwest	Receipt no.	Receipt Y/N	Comments	Balance Natwest
Opening Balance		Online	Cheque / Cash						
03.01.2023	Parentkind subscription			-140.00	-140.00		y		£15,542.74
06.01.2023	Chq 502451		5.00		5.00				£15,547.74
06.01.2023	Cash J Smith		60.00		60.00				£15,607.74
13.01.2023	Groundwork UK Tesco Grant		375.00		375.00				£15,982.74
31.01.2023	Amazon Europe Core		64.70		64.70				£16,047.44
22.03.2023	Berrywood Primary - invoice 3611624090			-375.00	-375.00		y		£15,672.44
04.05.2023	Raffle tickets			-65.40	-65.40		y		£15,607.04
05.05.2023	Gambling Licence - Re-imburse Anita Farrell			-21.00	-21.00		y		£15,586.04
05.05.2023	Andy Maxwell - DJ School Disco's			-450.00	-450.00		y		£15,136.04
05.05.2023	Andy Maxwell - Y6 Leavers Party DJ			-220.00	-220.00		y		£14,916.04
31.03.2023	Cq 0000007 - Leavers Gift Laura Rodbourne			-80.00	-80.00		y		£14,836.04
24.03.2023	cq 0000006 - Storyteller			-250.00	-250.00		y		£14,586.04
24.04.2023	Amazon Europe Core		29.94		29.94				£14,615.98
09.05.2023	Pimms			-51.50	-51.50		y		£14,564.48
19.05.2023	Amazon Europe Core		101.32		101.32				£14,665.80
30.05.2023	Costco Crisps			-75.51	-75.51				£14,590.29
30.05.2023	B&M Teabags			-10.99	-10.99				£14,579.30
01.06.2023	Stripe		388.50		388.50				£14,967.80
01.06.2023	Home Bargains - sweets			-3.18	-3.18				£14,964.62
01.06.2023	Booker Ltd - Sweets			-45.23	-45.23				£14,919.39
02.06.2023	Stripe		504.41		504.41				£15,423.80
05.06.2023	Stripe		36.98		36.98				£15,460.78
06.06.2023	Stripe		83.31		83.31				£15,544.09
07.06.2023	Stripe		46.12		46.12				£15,590.21
08.06.2023	Stripe		249.51		249.51				£15,839.72
08.06.2023	Sunflower seeds			-4.94	-4.94				£15,834.78
08.06.2023	Axtons coconuts			-36	-36				£15,798.78
09.06.2023	Stripe	119.87			119.87				£15,918.65
12.06.2023	Stripe	192.57			192.57				£16,111.22
12.06.2023	SP Kids Party - refund unavailable items		5.04		5.04				£16,116.26
12.06.2023	SP Kids Party - prizes for stalls			-186.93	-186.93				£15,929.33
12.06.2023	Costco - drinks			-154.48	-154.48				£15,774.85
13.06.2023	Stripe	87.88			87.88				£15,862.73
14.06.2023	Stripe	41.34			41.34				£15,904.07
14.06.2023	SP Yorkshire Trading - plastic cups			-11.94	-11.94				£15,892.13
14.06.2023	Aldi - hot dogs			-14.54	-14.54				£15,877.59
15.06.2023	Refund Anita F - Refreshments, condiments,sweets			-144.94	-144.94				£15,732.65
15.06.2023	Stripe	59.39			59.39				£15,792.04
16.06.2023	Stripe	13.71			13.71				£15,805.75
15.06.2023	Tesco - Squash			-3	-3				£15,802.75
16.06.2023	Andy Maxwell - Deposit for Fireworks Music			-50	-50				£15,752.75
19.06.2023	Stripe	4.57			4.57				£15,757.32
19.06.2023	Sainsburys veg burgers			-26	-26				£15,731.32
21.06.2023	Richmonds raffle donation	250			250				£15,981.32
22.06.2023	Cash withdrawal for floats/change stall			-1660	-1660				£14,321.32
26.06.2023	Sumup fayre	3.44			3.44				£14,324.76
26.06.2023	Tesco delivery - fresh produce/ice			-135.82	-135.82				£14,188.94
26.06.2023	Tesco refreshments			-64	-64				£14,124.94

26.06.2023	Tesco refreshments	Summer Fayre		-85.3	-85.3	14039.64	£14,039.64
26.06.2023	Tesco refreshments	Summer Fayre		-22.7	-22.7	14016.94	£14,016.94
26.06.2023	Owtons - meat for BBQ	Summer Fayre		-458.56	-458.56	13558.38	£13,558.38
26.06.2023	Tesco refreshments	Summer Fayre		-30	-30	13528.38	£13,528.38
26.06.2023	Sainsburys Ice etc.	Summer Fayre		-33.5	-33.5	13494.88	£13,494.88
26.06.2023	Cq no. 9 - Sally Harfield BBQ Gas	Summer Fayre		-65	-65	13429.88	£13,429.88
27.06.2023	Coins banked	Summer Fayre	1241.57		1241.57	14671.45	£14,671.45
27.06.2023	Notes/cheques banked	Summer Fayre	4535		4535	19206.45	£19,206.45
27.06.2023	cq no. 8 - Anna Paterson BBQ Gas	Summer Fayre		-36	-36	19170.45	£19,170.45
29.06.2023	Sumup fayre	Summer Fayre	454.19		454.19	19624.64	£19,624.64
29.06.23	online payment ED - prize from pickwell farm	Summer Fayre		-5	-5	19619.64	£19,619.64
29.06.2023	online payment GH - prize & lastminute	Summer Fayre		-15.85	-15.85	19603.79	£19,603.79
29.06.2023	online payment AF - Cosco refreshments etc.	Summer Fayre		-104.55	-104.55	19499.24	£19,499.24
29.06.2023	Help for Heroes donation	Summer Fayre		-60	-60	19439.24	£19,439.24
07.07.2023	Inv 3611662204 - Gazebos & Water bottle carriers	School Invoice		-945.51	-945.51	18493.73	£18,493.73
03.10.2023	CG payment for LA Leaving fift	Miscellaneous		-90	-90	18403.73	£18,403.73
04.10.2023	SCC - Temporary event notice SELP-XLE3CI00	Fireworks		-21	-21	18382.73	£18,382.73
06.10.2023	Payment Anita Farrell - Firewoks refreshments	Fireworks		-55.41	-55.41	18327.32	£18,327.32
12.10.2023	PTA Events - Scanning facility for firework tickets	Fireworks		-66	-66	18261.32	£18,261.32
17.10.2023	Anita Farrell - Fireworks refreshements	Fireworks		-159.82	-159.82	18101.5	£18,101.50
17.10.2023	Flashpoint Fireworks - balance	Fireworks		-2550	-2550	15551.5	£15,551.50
17.10.2023	Glitter tattoos/glow sticks etc	Fireworks		-423.49	-423.49	15128.01	£15,128.01
17.10.2023	stripe payment Fireworks	Fireworks	39.65		39.65	15167.66	£15,167.66
19.10.2023	Stripe Payment Fireworks	Fireworks	5614.5		5614.5	20782.16	£20,782.16
25.10.2023	Stripe Payment Fireworks	Fireworks	997.21		997.21	21779.37	£21,779.37
02.11.2023	stripe payment Fireworks	Fireworks	2079.07		2079.07	23858.44	£23,858.44
02.07.2023	Amazon - cable ties	Fireworks		-17.98	-17.98	23840.46	£23,840.46
03.11.2023	stripe payment Fireworks	Fireworks	166.15		166.15	24006.61	£24,006.61
03.11.2023	Tesco - refreshments	Fireworks		-99.55	-99.55	23907.06	£23,907.06
03.11.2023	Nineveh Trust - Grant for school	School Grant	2000		2000	25907.06	£25,907.06
03.11.2023	Cash Floats withdrawn for fireworks	Fireworks		-1195	-1195	24712.06	£24,712.06
03.11.2023	DJ Andy Maxwell - balance owed	Fireworks		-175	-175	24537.06	£24,537.06
03.11.2023	Dillinghall Ltd - Bread Rolls	Fireworks		-97.5	-97.5	24439.56	£24,439.56
03.11.2023	Southampton City Council - Gambling Licence	Miscellaneous		-20	-20	24419.56	£24,419.56
06.11.2023	stripe payment Fireworks	Fireworks	125.67		125.67	24545.23	£24,545.23
06.11.2023	Owtons Butchers - Sausages	Fireworks		-46.56	-46.56	24498.67	£24,498.67
08.11.2023	A Farrell Reimbursed - Refrshments	Fireworks		-64.58	-64.58	24434.09	£24,434.09
20.11.2023	Sum up fireworks card payments	Fireworks	209.86		209.86	24643.95	£24,643.95
07.11.2023	Stripe Payments - fireworks	Fireworks	416.21		416.21	25060.16	£25,060.16
07.11.2023	Co-op Grant	School Grant	2937.51		2937.51	27997.67	£27,997.67
07.11.2023	Cash paid into bank	Fireworks	2537.5		2537.5	30535.17	£30,535.17
07.11.2023	Coins banked	Fireworks	289.18		289.18	30824.35	£30,824.35
07.11.2023	A Farrell -alcohol licence	Christmas Fayre		-21	-21	30803.35	£30,803.35
21.11.2023	A Farrell - Fireworks refreshments	Fireworks		-4.3	-4.3	30799.05	£30,799.05
08.11.2023	Stripe Payment - Fireworks	Fireworks	433.9		433.9	31232.95	£31,232.95
09.11.2023	Stripe Payment - fireworks	Fireworks	1271.31		1271.31	32504.26	£32,504.26
15.11.2023	Amazon - thermos flasks	Miscellaneous		-103.4	-103.4	32400.86	£32,400.86
17.11.2023	Raffle tickes - regal white	Christmas fayre		-35.4	-35.4	32365.46	£32,365.46
23.11.2023	PTA Donation - Young World Leisure	Miscellaneous	25		25	32390.46	£32,390.46
24.11.2023	Amazon - Glitter Tatts	Christmas Fayre		-43.39	-43.39	32347.07	£32,347.07
28.11.2023	Grant - invoice 3611662204 balance	School Grant		-9	-9	32338.07	£32,338.07
29.11.2023	Amazon - Prosecco galsses - reindeer glitter	Christmas Fayre		-31.04	-31.04	32307.03	£32,307.03
04.12.2023	Amazon - flower arranging	Christmas Fayre		-112.46	-112.46	32194.57	£32,194.57

06.12.2023	AF reimbursement - Sweet bags/raffle tickets	Christmas Fayre		-234.54	-234.54	31960.03	£31,960.03
06.12.2023	Nineveh Trust/co-op - Grant Inv 3611720748	School Grant		-4937.51	-4937.51	27022.52	£27,022.52
07.12.2023	Float	Christmas Fayre		-1330	-1330	25692.52	£25,692.52
07.11.2023	CR - Jacket Potatoes	Christmas Fayre		-67.05	-67.05	25625.47	£25,625.47
07.11.2023	M Scott - wreaths	Christmas Fayre		-33.75	-33.75	25591.72	£25,591.72
07.11.2023	AF - Raffle Tickets	Christmas Fayre		-73.2	-73.2	25518.52	£25,518.52
07.11.2023	Mill Cottage farm	Christmas Fayre		-360	-360	25158.52	£25,158.52
07.12.2023	GH - Light Bulbs	Miscellaneous		-84.84	-84.84	25073.68	£25,073.68
07.12.2023	SH - Curry	Christmas Fayre		-11.01	-11.01	25062.67	£25,062.67
07.12.2023	Tesco	Christmas Fayre		-228.46	-228.46	24834.21	£24,834.21
07.12.2023	AS - Uniform Laundry	Christmas Fayre		-32	-32	24802.21	£24,802.21
12.12.2023	Online Payments - Sumup	Christmas Fayre	312.12		312.12	25114.33	£25,114.33
12.12.2023	Notes/cheques banked	Christmas Fayre	3160		3160	28274.33	£28,274.33
12.12.2023	Coins banked	Christmas Fayre	1490.48		1490.48	29764.81	£29,764.81
13.12.2023	Bookers - AF	Christmas Fayre		-259.9	-259.9	29504.91	£29,504.91
14.12.2023	Digital Terrain SU - Donation	Miscellaneous	50		50	29554.91	£29,554.91
						29554.91	£29,554.91





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Julie Woolley
Treasurer
BSA
C/O Berrywood Primary School
Maunsell Way
Hedge End
Southampton
SO30 2TL

26th September 2024

To Whom It May Concern,

Re: Financial Accounts of the BSA

Please take this letter of confirmation that I have reviewed the financial records of the BSA for the year ending: -

- 31st December 2023

I find the records and accounts to be an accurate reflection of the financial activity of the BSA for the year.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Joanne Bates', with a stylized flourish at the end.

Joanne Bates
Finance Officer