

WPSA Trustees' Report 2019

Westbury Park School Association

Trustees Annual Report for the year ended 31st August 2020

The Trustees of the Westbury Park Association (WPSA) present their annual report in accordance with Part VI of the Charities Act 1993 and applicable regulations. The names of the Trustees are listed later in the report.

WPSA structure, aims and objectives

The WPSA is a registered charity run by the Trustees, who are parents of children, or staff at Westbury Park Primary School. The membership of the Association comprises all parents and / or guardians of pupils attending the school and all the staff. The Officers and Ordinary Committee Members (the Trustees) are elected on an annual basis at the AGM.

The WPSA operates in accordance with its Constitution, with the main objective of advancing the education of pupils in the school. This is achieved through:

- Raising funds to enhance available facilities and resources in the school curriculum;
- Developing a sense of community within the school;
- Supporting the school's links with the wider community.

All parents, carers and staff are automatically members of the WPSA.

Class Representatives (two to four volunteers from each year group) also play a key role in the operation of the WPSA. They are responsible for:

- forwarding WPSA emails to their year groups;
- running one cake sale per year;
- organising one annual fundraising event;
- producing craft items to sell at the Christmas Bazaar;
- promoting the WPSA generally and encouraging people to volunteer.

Review of 2019/20

At the beginning of the year, the school and the WPSA agreed a proposal for focused fundraising, to determine how funds raised would be spent and when they would be required. The result was an agreed set of funding objectives outlining enrichment activities / resources needed by the school, the amount of money required and when.

However, due to the covid pandemic, some of the fundraising events planned for March 2020 could not be held. Despite this, thanks to the dedication of the committee and the fantastic support of parents, carers and staff, the WPSA raised £20,789 (£38,603 gross of expenses incurred at the fund raising events).

WPSA Finances 2019/2020

Funds at start of year	£19,224	
Net funds raised		£20,789 (£38,603 gross of expenses)
Donations to School		£(22,945)
Other expenses		<u>£(246)</u>
Net receipts/(payments)		£(2,402)
Funds at end of year	£16,821	

The WPSA once again organised a wide range of social events, which were enjoyed by many within the school community.

Funding Objectives

The School Leadership Team identified the 2019/20 funding objectives in support of the School priorities, which included ICT, focus on the People, Places and Beliefs curriculum, year group enrichments activities and development of the playground. The objectives, which were agreed by the WPSA Committee are set out below.

	Budget
IT infrastructure Upgrade	£8,000
Improving and enhancing the playground environment	£8,000
Developing community an enriching the curriculum	£2,000
Year group enrichment activities or speakers (£300 per year group)	<u>£2,800</u>
Total Funding Target	<u>£20,800</u>

The actual donations made to the school in years 2019/20 were as follows:

General Donations inc Cake Sales	£1,271
Year Group Enrichment	£2,800
IT Upgrade	£7,540
Playground	£8,421
House Development/Enrichment	£823
Toilets	<u>£2,090</u>
Total	£22,945

Fundraising Activities

Funds were raised from the following activities:

- Regular Donations;
- Sales and Promotions;
- Events; and
- Individual Sponsorship

Regular Donations

Parents are able to make regular monthly, quarterly or even annual financial donations to the WPSA. Gift Aid is claimed for any donations made by UK Taxpayers.

Sales and Promotions

The WPSA provides a uniform shop, through an external online provider, Mapac. The price of each item includes a small mark up, which is paid monthly to the WPSA (minus a percentage charge for credit /debit card payments) by the online provider. Uniform income of £560.29 was earned during 2019/20, but not received from the third party Mapac until year ending 2020/21.

Throughout the year, the WPSA organizes cake sales and during the summer there are weekly ice lolly sales. In the lead-up to Christmas, the WPSA organises the sale of:

- Cards and mugs -printed with winter scenes designed by the children;
- Christmas wrapping paper; and
- Christmas Trees at the Christmas Bazaar.

Parents, carers and staff can fundraise for the WPSA whilst they shop online through Easyfundraising, which donate a percentage of sales to our charity.

Events

There is a wonderful sense of community at Westbury Park School and amazing support for fundraising events. Throughout the year there were events for all ages and tastes including:

For the children:

- A lively disco;
- A magic show.

For the adults:

- An ball to celebrate to the 125th anniversary of Westbury Park School, which raised a fabulous £10,116 through ticket sales and an auction on the night.
- An evening quiz

For all the family:

- The Christmas Fair
- Unfortunately the Summer Festival, WestFest was unable to go ahead due to covid restrictions.

Sponsorship

The Family events received sponsorship from local businesses.

WPSA in the Community

The WPSA reinforced the school's links with the wider community by:

- Helping to promote the Westbury Park Festival.
- One of the parents of at the school created beautiful window decorations that formed part of a Christmas Nativity Trail in partnership with St Albans Church.

Thank you

The WPSA Trustees would like to take this opportunity to thank all the people who gave their time and their talents so generously last year. The WPSA relies on the hard work and enthusiasm of many within the school community and their efforts are hugely appreciated.

In particular, our thanks go to the extraordinarily patient staff in the school office, Mr. Bamber, Head Teacher and Mrs Clark (Deputy Head Teacher).

A number of parents have dedicated much of their spare time to fulfilling the key roles on the WPSA committee over the past few years. We would especially like to thank the Ordinary Members who all stepped down as Committee Members autumn 2019.

Legal and Administrative Information

Westbury Park School Association is a registered charity, number 1038593. Its principle address is Westbury Park School, Bayswater Avenue, Bristol, BS6 7NU.

The members of the committee during the financial year 2019/20, who were responsible for the management and control of the charity, were as follows:

Sally Wootten	Chair
Rachel Session-Hodges	Vice Chair (resigned AGM Nov-20)
Hugo Gallery	Treasurer
Maria Velecela	Vice Treasurer
Kate Hawkins/Sharon Backes	Communications (SB resigned AGM Nov-20)
Annabel Fletcher	Secretary
Helen Clarke	Teacher Rep
Mr Bamber	Principal
Emma Stirk	Events
Katherine Gould/Fiona Greener	Uniform Sales
Zoe Everson	Sponsorship

Trustees: Sally Wootten, Hugo Gallery

Bank: The WPSA banks with Lloyds Bank, Westbury-on-Trym, Bristol

The WPSA has a reserve limit of £5,000. This buffer is to make sure there is always enough cash available to fund future fund raising events. Anything over and above £5,000 can be donated to the school in line with their funding objectives.

Independent Examiner: Mr Mark Champion Smith

WPSA 2019/20

Accounts Summary

Receipts and Payments for the Year Ending 31st August 2020

Fund Raising net of expenses	Year to 31 Aug 2020		Year to 31 Aug 2019		Variance	
	£	£	£	£	£	£
Adult Quiz	1,508		945		563	
Ball	10,116		-		10,116	
Bring and Buy Sale	-		165		(165)	
Cake Sales	1,209		1,184		25	
Charities Trust	-		541		(541)	
Christmas Cards & Wrap	539		579		(40)	
Christmas Fayre	4,823		6,193		(1,370)	
Donations	771		550		221	
Easy Fundraising	-		261		(261)	
Gift Aid Claim	-		651		(651)	
Ice Lollies	-		567		(567)	
Interest	4		1		3	
Kids Bingo	-		769		(769)	
Kids Disco	1,544		1,446		99	
Magic Show	274					
Redland May Fair	-		158		(158)	
Uniform	-		862		(862)	
Westfest	-		5,210		(5,210)	
	<u>20,789</u>		<u>20,082</u>		<u>433</u>	
Donations to School and Other Payments						
Donations to School	22,945	<u>22,945</u>	24,584	<u>24,584</u>	(1,639)	<u>(1,639)</u>
Other Expenses	246	<u>246</u>	256	<u>256</u>	(10)	<u>(10)</u>
Difference in Receipts and (Payments)		<u>(2,402)</u>		<u>(4,758)</u>		<u>2,082</u>

Assets & Liabilities as at 31st August 2019

	As at 31 Aug 2020		As at 31 Aug 2019		Variance	
	£	£	£	£	£	£
Current Account	3,459		16,285		(12,827)	
Savings Account	13,323		2,898		10,424	
Cash Cake Sale Float	40		40		-	
Total Assets		<u>16,821</u>		<u>19,224</u>		<u>(2,402)</u>
Check P&L to B/S Movement		-				

WPSA 2019/20

Accounts Summary

Receipts and Payments

	Notes	Year to 31 Aug 2020		Year to 31 Aug 2019	
		£	£	£	£
Receipts					
Fundraising Income	1		£37,828		£25,265
Gift Aid	2		-		£651
Uniform Income	3		-		£862
Other Income	4		£775		£1,092
			£38,603		£27,870
Payments					
Fundraising Expense	1		£17,814		£7,788
Uniform Expense	3		-		-
Other Expenses	5		£246		£256
Donations to School	6		£22,945		£24,584
			£41,005		£32,628
			(£2,402)		(£4,758)

Assets & Liabilities

		£	£	£	£
Bank					
Current Account	7		£3,459		£16,285
Savings Account	7		£13,323		£2,898
Cash					
Cash Cake Sale Float	7		£40		£40
Total Assets			£16,821		£19,224
Check			£0.00		£0.00

Notes

1 Fundraising Income and Expenditure

	Year to 31 Aug 2020			Year to 31 Aug 2019		
	Income	Expense	Profit	Income	Expense	Profit
	£	£	£	£	£	£
Adult Quiz	£1,649	£141	£1,508	£1,396	£451	£945
Westfest	-	-	-	£8,551	£3,341	£5,210
Cake Sales	£1,209	-	£1,209	£1,184	-	£1,184
Christmas Cards & Wrap	£571	£32	£539	£579	-	£579
Christmas Fayre	£7,475	£2,652	£4,823	£8,707	£2,515	£6,193
Cinema Trip	-	-	-	-	-	-
John Ashby / Comedy and Curry	-	-	-	-	-	-
Easy Fundraising	-	-	-	£261	-	£261
Strictly incl bucket donations	-	-	-	-	-	-
Kids Bingo	-	-	-	£876	£108	£769
Kids Disco	£2,625	£1,080	£1,544	£2,505	£1,059	£1,446
Redland May Fair	-	-	-	£158	-	£158
Ice Lollies	-	-	-	£882	£315	£567
Bring and Buy Sale	-	-	-	£165	-	£165
Ball	£23,791	£13,675	£10,116	-	-	-
Circus	-	-	-	-	-	-
Magic Show	£508	£234	£274	-	-	-
Relating to prior year	-	-	-	-	-	-
	£37,828	£17,814	£20,014	£25,265	£7,788	£17,476

2 Gift Aid Claim

£	£
-	£651
-	-

3 Uniform

Sales		£862
Purchases		-
Profit		£862
		-

4 Other Income

Gift Aid		-
Personal Donations	£420	£420
Charities Trust	-	£541
Interest	£4	£1
Other Donations	£351	£130
	£775	£1,092
	-	-

5 Other Exps

AGM Expenses	£39	-
Lottery Gambling License	-	£20
PTA Subscription/Insurance	-	£117
Store bins & bags	-	-
Money Belts / Stationary	-	-
Other	£207	£119
Total Expenditure	£246	£256
	-	-

6 Donations to school

Cake Sales	£922	£1,190
General	-	£1,710
Year Group Enrichment	£2,800	£2,800
Chrome Books	-	£5,400
School Reorganisation	-	-
Playground	£8,421	£6,407
Toilets	£2,090	-
Anti-Bullying	-	-
House Development / Extra curriculum	£823	£2,000
Mosaic 125th Anniversary	-	£3,160
PA system for hall	-	£1,660
Wills Walk	-	£257
IT Upgrade	£7,540	-
Other	£350	-
	£22,945	£24,584
	-	-

7 Assets

Cash at Bank					
Current Account		£3,459		£16,285	
Savings Account		£13,323		£2,898	
Cash					
Cash Cake Sale Float		£40		£40	
Other					
Uniform Stock (cost)		-		-	
		£16,821		£19,224	
		-		-	



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name
Westbury Park School Association

On accounts for the year ended

31/08/2020

Charity no (if any)

1038593

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

27/06/2021

Name:

MARK CAMPION - SMITH.

Relevant professional qualification(s) or body

FCCA.

(if any):

Address:

1 Downs Park East, Bristol

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than those disclosed below *) which gives me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 (other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: [Signature]
Name: Mark Capion-Smith
Relevant professional qualification(s) or body: FCCA