

# WPSA Trustees' Report 2021 - 2022

Westbury Park School Association

## **Trustees Annual Report for the year ended 31<sup>st</sup> August 2022**

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 making donations/grants to the school:

- 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;
- Funding 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.

### **Funding Objectives**

The School Leadership Team identified the 2021/22 funding objectives in support of the School priorities, which included ICT, focus on the People, year group enrichments activities and development of the playground. The objectives, which were agreed by the WPSA Committee are set out below.

	<b>Budget</b>
Improving and enhancing the playground environment	£3,250
Chrome Books	£7,000
Year group enrichment activities or speakers (£300 per year group)	£2,800
Year of Wellbeing	£2,000
Books	<u>£3,500</u>
<b>Total Funding Target</b>	<b><u>£18,550</u></b>

Thanks to the dedication of the committee and the fantastic support of parents, carers and staff, the WPSA raised £19,450.

### **WPSA Finances 2021/2022**

Funds at start of year	<b>£8,667</b>	
Fund Raising Activities		£19,450
Donations to School		£(11,550)
Other expenses		<u>£(152)</u>
Net receipts/(payments)		<b>£7,748</b>
Funds at end of year	<b><u>£16,415</u></b>	

Funding target and grants/donations made to the school can be achieved through funds raised in the current year and surplus reserves from previous years fund raising. Grants/donations are not always settled in the same year as the funding objective.

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

### **Fundraising Activities**

Funds were raised from the following activities:

- Regular Donations;
- Cake and Ice lolly sales;
- Uniform Sales;
- Events;
- Sponsorship at events.

### **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

### **Cake and Ice lolly sales**

Year Group represents take it turns to arrange a bake sale during Autumn and Winter months and ice lolly sales during Summer months.

### **Uniform Sales**

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 the WPSA (minus a

percentage charge for credit /debit card payments) by the online provider. Uniform income of £1,029 was received during 2021/22.

In addition to sales of new uniform, sales of second-hand uniform donated to the WPSA raised £800.

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 with festive scenes designed by the children;
- Christmas Trees at the Christmas Fair;

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 volunteers came up with some great events including:

- Disco and Bingo evenings for the children
- Christmas Fair and Summer Fair for all the family
- A quiz for adults

### **Sponsorship**

Family events such as the Christmas Fair and the Summer Fair (Westfest) receive sponsorship from local businesses.

### **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.

### **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 2021/22, who were responsible for the management and control of the charity, were as follows:

Emma Stirk	Chair
Katherine Gould	Vice Chair
Hugo Gallery	Treasurer
Maria Velecela	Vice Treasurer
Jenny Bobroff	Communications
Annabel Fletcher	Secretary
Helen Clarke	Teacher Rep
Richard Bamber	Principal
Gemma Haworth	Events
Victoria Shufflebottom	Uniform Sales

Trustees: Emma Stirk, Hugo Gallery

On the 9<sup>th</sup> May 2023, prior to submission of the 2021-22 Trustee Report, the Chair Emma Stirk resigned and was replaced by Ellie Green.

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 of accounts: Mark Campion-Smith

# WPSA 2021/22

## Accounts Summary

### Receipts and Payments for the Year Ending 31st August 2022

	<u>Year to 31 Aug 2022</u>		<u>Year to 31 Aug 2021</u>		<u>Variance</u>	
	£	£	£	£	£	£
<b>Fund Raising net of expenses</b>						
Adult Quiz	£874		-		£874	
Ball	(£2,031)		-		(£2,031)	
Bring and Buy Sale	-		-		-	
Cake Sales	£1,562		-		£1,562	
Charities Trust	-		-		-	
Christmas Cards & Wrap	(£45)		£798		(£843)	
Christmas Fayre / Puddings	£6,734		£190		£6,544	
Christmas Fund Raising	-		£2,735		(£2,735)	
Cook Book	£1,810		(£895)		£2,705	
Donations	£655		£3,715		(£3,060)	
Easy Fundraising	£117		£146		(£28)	
Easter Egg Trail	-		£410		(£410)	
Euro Sweep Stake	-		£193		(£193)	
Gift Aid Claim	-		-		-	
Ice Lollies	£687		-		£687	
Interest	£1		£1		£0	
Kids Bingo	£938		-		£938	
Kids Disco	£1,766		£435		£1,331	
Magic Show	-		-		-	
Redland May Fair	-		-		-	
Uniform	£1,829		£1,526		£303	
Wine and Cheese night	-		£566		(£566)	
Westfest	£4,551		-		£4,551	
	<u>£19,450</u>		<u>£9,819</u>		<u>£9,631</u>	
<b>Donations to School and Other Payments</b>						
Donations to School	£11,550	<u>£11,550</u>	£17,850	<u>£17,850</u>	(£6,300)	<u>(6,300)</u>
Other Expenses	£152	<u>£152</u>	£123	<u>£123</u>	£29	<u>£29</u>
<b>Difference in Receipts and (Payments)</b>		<u>£7,748</u>		<u>(£8,155)</u>		<u>£15,902</u>

### Assets & Liabilities as at 31st August 2019

	<u>As at 31 Aug 2022</u>		<u>As at 31 Aug 2021</u>		<u>Variance</u>	
	£	£	£	£	£	£
Current Account	£7,152		£659		£6,492	
Savings Account	£9,223		£7,968		£1,255	
Cash Cake Sale Float	£40		£40		-	
<b>Total Assets</b>		<u>£16,415</u>		<u>£8,667</u>		<u>£7,748</u>

# WPSA 2021/22

## Accounts Summary

### Receipts and Payments

	Notes	Year to 31 Aug 2022		Year to 31 Aug 2021	
		£	£	£	£
<b>Receipts</b>					
Fundraising Income	1	£28,262		£8,125	
Gift Aid	2				
Uniform Income	3	£1,829		£1,526	
Other Income	4	£656		£3,716	
		<u>£30,747</u>		<u>£13,366</u>	
<b>Payments</b>					
Fundraising Expense	1	£11,297		£3,548	
Uniform Expense	3				
Other Expenses	5	£152		£123	
Donations to School	6	£11,550		£17,850	
		<u>£22,999</u>		<u>£21,521</u>	
		<u>£7,748</u>		<u>(£8,155)</u>	

### Assets & Liabilities

		£	£	£	£
<b>Bank</b>					
Current Account	7	£7,152		£659	
Savings Account	7	£9,223		£7,968	
<b>Cash</b>					
Cash Cake Sale Float	7	£40		£40	
Other					
Uniform Stock (cost)	7	-		-	
		<u>£16,415</u>		<u>£8,667</u>	
Check		£0.00		-	

### Notes

#### 1 Fundraising Income and Expenditure

	Year to 31 Aug 2022			Year to 31 Aug 2020		
	Income £	Expense £	Profit £	Income £	Expense £	Profit £
Adult Quiz	£1,488	£614	£874	-	-	-
Westfest	£9,915	£5,364	£4,551	-	-	-
Cake Sales	£1,562	-	£1,562	-	-	-
Christmas Cards & Wrap	-	£45	(£45)	£831	£32	£798
Christmas Fair / Puddings	£9,333	£2,599	£6,734	£678	£488	£190
Wine and Cheese Tasting	-	-	-	£2,336	£1,770	£566
Year 4 Xmas Fund raising	-	-	-	£450	-	£450
Easy Fundraising	£117	-	£117	£146	-	£146
Santa's Grotto and Hampers	-	-	-	£2,234	-	£2,234
Easter Egg Trail	-	-	-	£592	£182	£410
Kids Bingo	£938	-	£938	-	-	-
Kids Disco	£2,344	£578	£1,766	£615	£180	£435
Redland May Fair	-	-	-	-	-	-
Ice Lollies	£754	£67	£687	-	-	-
Bring and Buy Sale	-	-	-	-	-	-
Ball	-	£2,031	(£2,031)	-	-	-
Circus	-	-	-	-	-	-
Magic Show	-	-	-	-	-	-
Nativity Trail	-	-	-	£51	-	£51
Euro's Sweep Stake	-	-	-	£193	-	£193
Cook Book	£1,810	-	£1,810	-	£895	£895
Relating to prior year	-	-	-	-	-	-
	<u>£28,262</u>	<u>£11,297</u>	<u>£16,965</u>	<u>£8,125</u>	<u>£3,548</u>	<u>£4,578</u>

#### 2 Gift Aid Claim

£	£
<u>£0</u>	<u>£0</u>

#### 3 Uniform

Sales	£1,829	1,526
Purchases		
<b>Profit</b>	<u>£1,829</u>	<u>-</u>
	<u>£0</u>	<u>(£1,526)</u>

#### 4 Other Income

Gift Aid		-
Personal Donations	£225	£410
Charities Trust		
Interest	£1	£1
Other Donations	£430	£3,305
	<u>£656</u>	<u>£3,716</u>
	<u>£0</u>	<u>£0</u>

#### 5 Other Exps

AGM Expenses	£24	
Lottery Gambling License		
PTA Subscription/Insurance	£128	£123
Store bins & bags		
Money Belts / Stationary		
Deposits for Future events		
Total Expenditure	<u>£152</u>	<u>£123</u>
	<u>£0</u>	<u>£0</u>

#### 6 Donations to school

Cake Sales		
General		
Year Group Enrichment	£2,800	£2,800
Chrome Books		£6,405
School Reorganisation		
Playground	£3,250	£8,645
Toilets		
Anti-Bullying		
House Development / Extra curriculum	£2,000	
Mosiac 125th Anniversary		
PA system for hall		
Willis Walk		
IT Upgrade		
Books / Reading	£3,500	
Other		
	<u>£11,550</u>	<u>17,850</u>
	<u>£0</u>	<u>£0</u>

#### 7 Assets

<b>Cash at Bank</b>		
Current Account	£7,152	£659
Savings Account	£9,223	£7,968
<b>Cash</b>		
Cash Cake Sale Float	£40	£40
	<u>£16,415</u>	<u>£8,667</u>
	<u>£0</u>	<u>£0</u>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Westbury Park School Association

**On accounts for the year  
ended**

31/08/22

**Charity no  
(if any)**

1038593

**Set out on pages**

(remember to include the page numbers of additional sheets)

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

**Independent  
examiner's statement**

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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:**

**Date:**

29/06/2023

**Name:**

MARK CAMPION-SMITH.

**Relevant professional  
qualification(s) or body  
(if any):**

FELLOW - ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

**Address:**

1 DOWNS PARK EAST.  
BRISTOL  
BS6 7QF

Only complete if the examiner needs to highlight 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.**

[Empty box for disclosure details]