

WPSA Trustees' Report 2022 - 2023

Westbury Park School Association

Trustees Annual Report for the year ended 31st August 2023

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;
- Running one cake sale and lolly sale per year;
- Organising one annual fundraising event;
- Running a stall at the Christmas Fair;
- Promoting the WPSA generally and encouraging people to volunteer.

Funding Raising Objectives

The School Leadership Team identified the 2022/23 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.

	Target
School Hall refurbishment	£16,500
Year group enrichment activities	£2,800
House Enrichment activities	£1,500
Playground Equipment	<u>£1,500</u>
Total Funding Target	<u>£22,300</u>

School Hall

Update the school hall to enhance wellbeing and highlight the importance of healthy eating, assemblies, performance and the creative arts. Spending includes new tables and seating, new audio/visual equipment, flooring retreatment, updated windows and blinds and outside storage for chairs.

Year Group Enrichment

Our staff work incredibly hard to deliver exciting lessons where children are inspired to learn. Part of this learning revolves around WOW days which might take the form of a day hosted in school by staff or a visit from an expert.

House Enrichment

Whole school activities focussing on the emotional and social wellbeing of the children and developing the school community.

Playground equipment

Including improving the EYFS outside space. The children are always in need of additional equipment for the playground. This will be spent over the course of the year on consumable items.

Fund Raising Total

Thanks to the dedication of the committee and the fantastic support of parents, carers and staff, the WPSA raised **£32,817**.

WPSA Finances 2022/2023

Funds at start of year	£16,415	
Fund Raising Activities		£32,817
Donations to School		£(18,643)
Other expenses		<u>£(140)</u>
Net receipts/(payments)		£14,035
Funds at end of year	<u>£30,449</u>	
 Increase in Reserves	 <u>£14,035</u>	

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 to the School are not always settled in the same year as the funding objective is raised. Therefore the change in reserves is dependent on the timing of when the school receive invoices for the supported fund raising objectives.

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 can be 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. New Uniform income of £839 was received during 2022/23 and £399 was raised by selling donated second hand uniform.

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
- A ball for adults

Fund Raising net of expenses

	£
Adult Quiz	£1,136
Ball	£7,490
Cake Sales	£1,839
Christmas Cards & Wrap	£510
Christmas Fair	£8,268
Cinema Night	£1,140
Personal Donations	£122
Easy Fundraising	£96
Ice Lollies	£791
Interest	£96
Kids Bingo	£704
Kids Disco	£1,756
Uniform	£1,238
Westfest Summer Fair	£5,770
Items relating to Prior Year fund raising	£1,861
	<u>32,817</u>

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 2022/23, who were responsible for the management and control of the charity, were as follows:

Emma Stirk (to 09.05.2023)	Chair
Ellie Green (from 09.05.23)	Chair
Kat Gould (to 09.05.2023)	Vice Chair
Victoria Sarsfield-Rumsby (from 09.05.23)	Secretary / Vice Chair
Joanna Walker (from 09.05.23)	Secretary / Vice Chair
Hugo Gallery	Treasurer
Maria Velecela	Vice Treasurer
Jenny Bobroff	Communications
Helen Clarke	Teacher Rep
Richard Bamber	Principal
Gemma Haworth	Events
Victoria Shufflebottom (to 20.06.23)	Uniform Sales

Trustees: Ellie Green, 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 of accounts: Mark Campion-Smith

WPSA 2022/23

Accounts Summary

Receipts and Payments for the Year Ending 31st August 2023

	Year to 31 Aug 2023		Year to 31 Aug 2022		Variance	
	£	£	£	£	£	£
Fund Raising net of expenses						
Adult Quiz	£1,136		£874		£262	
Ball	£7,490		(£2,031)	£	£9,521	
Cake Sales	£1,839		£1,562		£277	
Charities Trust	-		-		-	
Christmas Cards & Wrap	£510		(£45)		£555	
Christmas Fayre / Puddings	£8,268		£6,734		£1,534	
Christmas Fund Raising	-		-		-	
Cinema	£1,140		-		-	
Cook Book	-		£1,810		(£1,810)	
Donations	£122		£655		(£533)	
Easy Fundraising	£96		£117		(£21)	
Easter Egg Trail	-		-		-	
Euro Sweep Stake	-		-		-	
Ice Lollies	£791		£687		£104	
Interest	£96		£1		£95	
Kids Bingo	£704		£938		(£234)	
Kids Disco	£1,756		£1,766		(£10)	
Uniform	£1,238		£1,829		(£591)	
Wine and Cheese night	-		-		-	
Westfest	£5,770		£4,551		£1,219	
Relating to Prior Year	£1,861					
		<u>£32,817</u>		<u>£19,450</u>		<u>£10,366</u>
Donations to School and Other Payments						
Donations to School	£18,643	<u>£18,643</u>	£11,550	<u>£11,550</u>	£7,093	<u>7,093</u>
Other Expenses	£140	<u>£140</u>	£152	<u>£152</u>	(£12)	<u>(£12)</u>
Difference in Receipts and (Payments)		<u>£14,035</u>		<u>£7,748</u>		<u>£3,286</u>

Assets & Liabilities as at 31st August 2019

	As at 31 Aug 2022		As at 31 Aug 2021		Variance	
	£	£	£	£	£	£
Current Account	£5,357		£7,152		(£1,795)	
Savings Account	£25,277		£9,223		£16,054	
Cash Cake Sale Float	£40		£40		-	
Owed to Foxes Football Club	(£225)				(£225)	
Total Assets		<u>£30,449</u>		<u>£16,415</u>		<u>£14,035</u>
Check P&L to B/S Movement		£0				£0

WPSA 2022/23

Accounts Summary

Receipts and Payments

	Notes	Year to 31 Aug 2023		Year to 31 Aug 2022	
		£	£	£	£
Receipts					
Fundraising Income	1	£51,238		£28,262	
Gift Aid	2				
Uniform Income	3	£1,238		£1,829	
Other Income	4	£218		£656	
		£52,694		£30,747	
Payments					
Fundraising Expense	1	£19,876		£11,297	
Uniform Expense	3				
Other Expenses	5	£140		£152	
Donations to School	6	£18,643		£11,550	
		£38,659		£22,999	
		£14,035		£7,748	
Assets & Liabilities					
		£	£	£	£
Bank					
Current Account		£5,357		£7,152	
Savings Account		£25,277		£9,222.88	
Cash					
Cash Cake Sale Float		£40		£40	
Liabilities					
Owed to Foxes Football Club		(£225)		-	
Total Assets		£30,449		£16,415	
Check		£0.00		£0.00	

Notes

1 Fundraising Income and Expenditure

	Year to 31 Aug 2023			Year to 31 Aug 2022		
	Income	Expense	Profit	Income	Expense	Profit
	£	£	£	£	£	£
Adult Quiz	£1,388	£252	£1,136	£1,488	£614	£874
Westfest	£10,515	£4,745	£5,770	£9,915	£5,364	£4,551
Cake Sales	£1,839		£1,839	£1,562		£1,562
Cinema	£1,685	£545	£1,140			
Christmas Cards & Wrap	£593	£83	£510		£45	(£45)
Christmas Fair	£10,822	£2,554	£8,268	£9,333	£2,599	£6,734
Wine and Cheese Tasting	-	-	-	-	-	-
Year 4 Xmas Fund raising						
Easy Fundraising	£96		£96	£117		£117
Santa's Grotto and Hampers	-	-	-	-	-	-
Easter Egg Trail	-	-	-	-	-	-
Kids Bingo	£882	£178	£704	£938		£938
Kids Disco	£2,494	£738	£1,756	£2,344	£578	£1,766
Redland May Fair						
Ice Lollies	£894	£103	£791	£754	£67	£687
Bring and Buy Sale						
Ball	£18,168	£10,679	£7,490		£2,031	(£2,031)
Circus						
Magic Show						
Nativity Trail						
Euro's Sweep Stake						
Cook Book				£1,810		£1,810
Relating to prior year	£1,861		£1,861			
	£51,238	£19,876	£31,362	£28,262	£11,297	£16,965

2 Gift Aid Claim

£	£
£0	£0

3 Uniform

Sales	£1,238	£1,829
Purchases		
Profit	£1,238	£1,829
	£0	£0

4 Other Income

Gift Aid		
Personal Donations	£122	£225
Charities Trust		
Interest	£96	£1
Other Donations		£430
	£218	£656
	£0	£0

5 Other Exps

AGM Expenses		£24
Lottery Gambling License		
PTA Subscription/Insurance		£128
Store bins & bags	£140	
Money Belts / Stationary		
Deposits for Future events		
Total Expenditure	£140	£152
	£0	£0

6 Donations to school

Cake Sales		
General		
Year Group Enrichment		£2,800
Chrome Books	£6,020	
School Reorganisation		
Playground	£1,500	£3,250
Toilets		
Anti-Bullying		
House Development / Extra curriculum		£2,000
Mosaic 125th Anniversary		
School Hall Works	£10,873	
Wills Walk		
IT Upgrade		
Books / Reading		£3,500
Other	£250	
	£18,643	£11,550
	£0	£0



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Westbury Park School Association

**On accounts for the year
ended**

31/08/23
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 **31 / 08 / 2023**.

**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").

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.

**Independent
examiner's statement**

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:

26/06/2024

Name:

MARK CAMPION-SMITH.

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

QUALIFIED WITH ACCA. MEMBERSHIP NOW LAPSED
20+ YEARS EXPERIENCE IN FINANCE.

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.

