

# WPSA Trustees' Report 2023 - 2024

Westbury Park School Association

## **Trustees Annual Report for the year ended 31<sup>st</sup> August 2024**

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 per year;
- Organising one annual fundraising event or running lolly sales over the summer;
- 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 2023/24 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>Target</b>
Outdoor Library/quiet area in KS2	£2,250
Year group enrichment activities	£2,800
House Enrichment activities	£1,000
Playground Equipment inc scrapstore Playpod	£20,000
Chromebooks	<u>£3,500</u>
<b>Total Funding Target</b>	<b><u>£29,550</u></b>

#### Outdoor Library/quiet area in KS2

The playground is a busy place, and the children have asked for a space to escape the hustle and bustle. The solution is an all year round outside library/quiet place between the Year 3 and Year 6 classrooms.

#### 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. In order to do this, we would be very grateful if you could provide each class with £200.

#### House Enrichment

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

#### Playground equipment

Improve personal social and health outcomes for the children. The **Scrapstore PlayPod** introduces loose parts into schools and early years settings to transform playtimes and it is environmentally friendly!

#### Chromebooks

The children use these to access curriculum learning and are now an essential way to enhance classroom practice.

#### **Fund Raising Total**

Thanks to the dedication of the committee and the fantastic support of parents, carers and staff, the WPSA raised **£24,439**.

Although not quite the fund raising target, the school donations can be made using prior year reserves built up.

#### **WPSA Finances 2022/2023**

Funds at start of year	<b>£30,449</b>
Fund Raising Activities	£24,439
Donations to School	£(44,369)
Other expenses	<u>£(249)</u>
Net receipts/(payments)	<b>£(20,179)</b>
Funds at end of year	<b><u>£10,270</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 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.

### **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 £872 was received during 2023/24 and £418 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	£1,367	
Adult Disco	£1,378	
Cake Sales	£1,957	
Christmas Fayre / Puddings	£8,136	
Cinema	£1,209	
Donations	£120	
Easy Fundraising	£42	
Ice Lollies	£1,108	
Interest	£230	
Kids Bingo	£1,229	
Kids Disco	£1,888	
Uniform	£1,155	
Westfest	£3,752	
Relating to Prior Year	£869	
		<b>£24,439</b>

**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).

### **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 2023/24, who were responsible for the management and control of the charity, were as follows:

Ellie Green	Chair
Victoria Sarsfield-Rumsby	Secretary / Vice Chair
Joanna Walker	Secretary / Vice Chair
Hugo Gallery	Treasurer
Maria Velecela (left July 2024)	Vice Treasurer
Josey Bentley (from July 2024)	Vice Treasurer
Jenny Bobroff (left July 2024)	Communications
Pip (from July 2024)	Communications
Helen Clark	Teacher Rep
Richard Bamber	Principal
Suzy Williams	Uniform Sales
Laura Penning	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 2023/24

## Accounts Summary

### Receipts and Payments for the Year Ending

	<u>Year to 31 Aug 2024</u>		<u>Year to 31 Aug 2023</u>	
<u>Fund Raising net of expenses</u>	£	£	£	£
Adult Quiz	£1,218		£1,136	
Adult Disco	£1,348			
Ball	-		£7,490	
Cake Sales	£1,957		£1,839	
Charities Trust	-		-	
Christmas Cards & Wrap	-		£510	
Christmas Fayre / Puddings	£8,136		£8,268	
Christmas Fund Raising	-		-	
Cinema	£1,377		£1,140	
Cook Book	-		-	
Donations	£120		£122	
Easy Fundraising	£42		£96	
Easter Egg Trail	-		-	
Euro Sweep Stake	-		-	
Ice Lollies	£1,108		£791	
Interest	£230		£96	
Kids Bingo	£1,240		£704	
Kids Disco	£1,888		£1,756	
Uniform	£1,155		£1,238	
Wine and Cheese night	-		-	
Westfest	£3,752		£5,770	
Relating to Prior Year	£869		£1,861	
		<u>£24,439</u>		<u>£32,817</u>
<u>Donations to School and Other Payments</u>				
Donations to School	£44,369	<u>£44,369</u>	£18,643	<u>£18,643</u>
Other Expenses	£249	<u>£249</u>	£140	<u>£140</u>
<u>Difference in Receipts and (Payments)</u>		<u>(£20,179)</u>		<u>£14,035</u>

### Assets & Liabilities as at

	<u>As at 31 Aug 2024</u>		<u>As at 31 Aug 2023</u>	
	£	£	£	£
Current Account	£552		£5,357	
Savings Account	£9,479		£25,277	
Cash Float Events	£40		£40	
Cash Float Events	£200			
Owed to Foxes FC			(£225)	
Term Deposit	-			
<b>Total Assets</b>		<u><u>£10,270</u></u>		<u><u>£30,449</u></u>
Check P&L to B/S Movement		£0		

# WPSA 2023/24

## Accounts Summary

### Receipts and Payments

	Notes	Year to 31 Aug 2024		Year to 31 Aug 2023	
		£	£	£	£
<b>Receipts</b>					
Fundraising Income	1	£34,695		£50,696	
Gift Aid	2				
Uniform Income	3	£1,155		£1,238	
Other Income	4	£350		£218	
		<b>£36,200</b>		<b>£52,151</b>	
<b>Payments</b>					
Fundraising Expense	1	£11,760		£19,334	
Uniform Expense	3				
Other Expenses	5	£249		£140	
Donations to School	6	£44,369		£18,643	
		<b>£56,379</b>		<b>£38,116</b>	
<b>Difference in Receipts and Payments</b>		<b>(£20,179)</b>		<b>£14,035</b>	

### Assets & Liabilities

	£	£	£	£
<b>Bank</b>				
Current Account		£552		£5,357
Savings Account		£9,479		£25,277
Term Deposit				
<b>Cash</b>				
Cash Float Cake Sales		£40		£40
Cash Float Events		£200		
<b>Other</b>				
Owed to Foxes Football Club			-	£225
		<b>£10,270</b>		<b>£30,449</b>
Check			<b>£0.00</b>	<b>£0.00</b>

### Notes

#### 1 Fundraising Income and Expenditure

	Year to 31 Aug 2024			Year to 31 Aug 2023		
	Income £	Expense £	Profit £	Income £	Expense £	Profit £
Adult Quiz	£1,759	£541	£1,218	£1,380	£243	£1,136
Adult Disco	£1,636	£288	£1,348			
Westfest	£9,714	£5,962	£3,752	£9,998	£4,228	£5,770
Cake Sales	£1,957		£1,957	£1,839		£1,839
Cinema	£1,886	£509	£1,377	£1,684	£544	£1,140
Christmas Cards & Wrap	-	-	-	£593	£83	£510
Christmas Fair	£11,083	£2,947	£8,136	£10,810	£2,542	£8,268
Wine and Cheese Tasting	-	-	-	-	-	-
Year 4 Xmas Fund raising	-	-	-	-	-	-
Easy Fundraising	£42		£42	£96		£96
Santa's Grotto and Hampers	-	-	-	-	-	-
Easter Egg Trail	-	-	-	-	-	-
Kids Bingo	£1,525	£285	£1,240	£882	£178	£704
Kids Disco	£2,812	£924	£1,888	£2,490	£734	£1,756
Redland May Fair	-	-	-	-	-	-
Ice Lollies	£1,413	£304	£1,108	£894	£103	£791
Bring and Buy Sale	-	-	-	-	-	-
Ball	-	-	-	£18,168	£10,679	£7,490
Circus	-	-	-	-	-	-
Magic Show	-	-	-	-	-	-
Nativity Trail	-	-	-	-	-	-
Euro's Sweep Stake	-	-	-	-	-	-
Cook Book	-	-	-	-	-	-
Relating to prior year	£869		£869	£1,861		£1,861
	<b>£34,695</b>	<b>£11,760</b>	<b>£22,935</b>	<b>£50,696</b>	<b>£19,334</b>	<b>£31,362</b>
	<b>£0</b>			<b>£0</b>		
<b>2 Gift Aid Claim</b>						
<b>3 Uniform</b>						
Sales	£1,155			£1,238		
Purchases						
<b>Profit</b>	<b>£1,155</b>			<b>£1,238</b>		
	<b>£0</b>			<b>£0</b>		
<b>4 Other Income</b>						
Gift Aid						
Personal Donations	£120			£122		
Charities Trust						
Interest	£230			£96		
Other Donations	-			-		
	<b>£350</b>			<b>£218</b>		
	<b>£0</b>			<b>£0</b>		
<b>5 Other Exps</b>						
AGM Expenses	-			-		
Lottery Gambling License						
PTA Subscription/Insurance	£153			£140		
Storage / Cupboard	£96					
Money Belts / Stationary						
Deposits for Future events						
Total Expenditure	<b>£249</b>			<b>£140</b>		
	<b>£0</b>			<b>£0</b>		
<b>6 Donations to school</b>						
Cake Sales						
General						
Year Group Enrichment	£5,600					
School Hall	£6,212			£6,020		
School Reorganisation						
Playground	£23,647			£1,500		
Toilets						
Anti-Bullying						
House Development / Extra curriculum	£2,355					
Mosaic 125th Anniversary						
School Hall Works	£806			£10,873		
Outdoor reading area	£2,249					
IT Upgrade / Chromebooks	£3,500					
Books / Reading						
Other						
				<b>£250</b>		
	<b>£44,369</b>			<b>£18,643</b>		
	<b>£0</b>			<b>£0</b>		

# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees

Westbury Park School Association

On accounts for the year ended

31<sup>st</sup> August 2024

Charity no  
(if any)

1038593

Set out on pages

1,2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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.~~

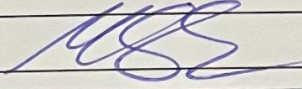
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- 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:



Date:

29/06/2025

Name:

Mark Campion-Smith

Relevant professional qualification(s) or body

QUALIFIED ACCOUNTANT BUT NO LONGER AN ACTIVE MEMBER OF ACCA

(if any):

Address: 28 LOGAN ROAD  
BRISTOL  
BS7 8DT.

**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.

NOTHING TO DISCLOSE.