

# Trustees' Annual Report 2023-2024



<b>Friends of Westways</b>	<b>Registered Charity No:</b> 1042633
<b>Westways Primary School</b>	<b>Trustees:</b> Catherine Hill, Sarah Smith, Rachel Wilson, Kate Bray
<b>Mona Avenue</b>	<b>Chair:</b> Catherine Hill
<b>Sheffield</b>	<b>Secretary:</b> Sarah Smith
<b>S10 1NE</b>	<b>Treasurer:</b> Rachel Wilson
	<b>Parentkind Membership:</b> 21421

## **Objectives of Friends of Westways (FoW)**

Friends of Westways' aim is to make the school experience even nicer for all our children by:

- engaging in fundraising activities to offer financial support to specific projects within school;
- contributing to social inclusion and coherence within the school through events for all children and their families/carers;
- nurturing a good relationship between staff, parents/carers, and the wider community of Crookes.

## **Activities and Achievements in 2023-24**

In July 2023 the Westways Summer Fair raised £3,600 for school - a record amount! In July 2024 we did even better, raising £4,100 for school. This was in no small part thanks to corporate sponsorship for the first time from Haybrook estate agents in Crookes. They agreed to pay us £10 for every 'For Sale' style advertising board - actually advertisements for the summer fair - which supporters agreed to have in their gardens. This alone raised £300 and is a partnership we hope to continue in future years.

## **Other main activities staged by the FoW:**

In October 2023 we held our AGM and attracted several new members to the group who have continued to be brilliant additions to our numbers throughout the academic year. Thank you.

In November 2023 we held our second Film Night in school, showing the film Elemental. Thanks to our membership with Parentkind, we had received a 25% discount the previous year on the cost of an annual film licence from MPLC, which expired in November 2023 allowing us to get two film screenings from the one licence. The Elemental screening raised £330 for school.

In November we also held a pre-Christmas pay-as-you-feel Festive Tops Swap Shop which raised nearly £50, followed by further sales of the leftover items on the Facebook group S10 Sales and Swaps.

A Krispy Kreme donut sale at the school's festive celebration on December 15th raised an amazing £180, a successful event which we repeated in May 2024, with more donuts, raising just over £200.

In March 2024 we staged a second very successful school disco off-site at Crookes Social Club. The evening was extremely well attended and popular and raised almost £1,800 for school. We intend to hold another winter disco in November 2024, again at the club, having formed a good working relationship with the manager Maurice Champeau.

FoW has worked in partnership with school staff over the year, in line with our stated ethos: to work in close collaboration with the school in a supportive role. We continue to have excellent formal and informal communication and cooperation between FoW, the school's SLT, and Vicky and the office, who are always helpful and supportive of everything we try to achieve.

This concludes the annual report of the FoW Secretary to the AGM.

Sarah Smith

Secretary, FoW

25th September, 2024

## **Treasurer's Annual Report 2023-2024**

We have had a successful year, with the annual summer fair raising a record amount again, £4114.42. Krispy Kreme donut sales, the family disco and Christmas cards have made significant contributions along with activity related to Cross Country (refreshment sales, bobble hats and hoodies). This year we moved to a new supplier for Tea Towels at a higher cost price, this alongside a different time of year meant this had a smaller impact to fundraising than in previous years.

Friends of Westways began this financial year with an opening balance of £15,918.88. At the end of 31/7/2024 FoW had a balance of £32,994.58.

A further installment of £10,000 from the legacy left by former pupil Peter Gill was received this year; this has not yet been spent and the committee are currently in discussions with school on options on how these funds could be used, in line with the wishes of Mr Gill. *Note: The costs attributed to the legacy for 2023-2024 relate to the Trim Trail equipment which was installed in the summer break before the start of 2023-2024 academic year but invoiced in this year.*

£1876.50 was donated to the school to offer a subsidy on school trips to a number of year groups; we also supported in school activities like a First Aid workshop for Year 6 and continued to support the Sports Leaders programme. We showed support to the staff with hampers for use in the staff rooms as a token of our collective appreciation, with a total cost of £61.29.

A summary of the income achieved from the full range of events and donation is in the table below, and also in the infographic which has been shared with parents and carers via the Westways Weekly newsletter.

Funds are being saved towards a larger expenditure in a future year, in line with the wishes of the committee. We do not have a reserves policy in place, given that we have no ongoing financial commitments.

	Total:	Costs:	Sales:
Payments to school (incl. Trip subsidies and Sports Leader programme)	-£ 2,809.57	-£ 2,809.57	£ -
Legacy from P Gill	£ 89.74	-£ 9,910.26	£ 10,000.00
Admin	-£ 38.39	-£ 38.39	£ -
Parentkind renewal	-£ 153.00	-£ 153.00	£ -
Assets	-£ 369.87	-£ 369.87	£ -
EasyFundRaising	£ 42.06	£ -	£ 42.06
XC hoodies & hats	£ 431.04	£ -	£ 431.04
XC Bole Hills	£ 102.44	-£ 150.11	£ 252.55
Cake Sale Oct 23	£ 351.43	-£ 0.02	£ 351.45
Film night Nov 23	£ 236.67	-£ 40.91	£ 277.58
Xmas Cards	£ 1,431.14	-£ 2,392.36	£ 3,823.50
Xmas jumper swap shop 17/11/23	£ 49.17	-£ 150.13	£ 199.30
Krispy Kreme donut sale 14 Dec 23	£ 182.11	-£ 386.09	£ 568.20
Staff Xmas hampers	-£ 61.29	-£ 61.29	£ -
XC Champs	£ 301.56	-£ 265.44	£ 567.00
XC Relays	£ 298.99	-£ 248.51	£ 547.50
Disco	£ 1,645.08	-£ 525.38	£ 2,170.46
Tea towels	£ 576.91	-£ 9.19	£ 586.10
Krispy Kreme donut sale May 24	£ 239.50	-£ 292.90	£ 532.40
Leavers' hoodies	£ 293.79	£ -	£ 293.79
New starter refreshments	£ 13.90	-£ 0.10	£ 14.00
Summer fair	£ 4,114.42	-£ 2,910.00	£ 7,024.42
Y6 play	-£ 31.72	-£ 109.84	£ 78.12
Y6 leavers' breakfast	-£ 238.23	-£ 258.23	£ 20.00
Y6 sports donations	£ 198.86	-£ 9.64	£ 208.50
<b>Total</b>	<b>£ 6,896.748</b>	<b>-£ 21,091.23</b>	<b>£ 27,987.97</b>

Rachel Wilson, Treasurer  
2 October, 2024

## 2023-24 Fundraising





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Westways

1042633

## Receipts and payments accounts

CC16a

For the period  
from

1/8/23

To

31/7/2024

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Fundraising sales	17,779	-	-	17,779	18,866
Donations	209	-	-	209	583
Legacy	10,000	-	-	10,000	10,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	27,988	-	-	27,988	29,450
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	27,988	-	-	27,988	29,450

### A3 Payments

Cost of fundraising events	7,529	-	-	7,529	9,425
Trip/visit subsidies grants	2,810	-	-	2,810	1,650
Educational enhancements grants	258	-	-	258	960
School enhancement - Staff Wellbeing	61	-	-	61	66

Insurance - Parentkind	153	-	-	153	140
Legacy	9,910	-	-	9,910	10,000
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>20,721</b>	<b>-</b>	<b>-</b>	<b>20,721</b>	<b>22,241</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Gazebo, kettle, pump pot, spoons, key,	370	-	-	370	
		-	-	-	
<b>Sub total</b>	<b>370</b>	<b>-</b>	<b>-</b>	<b>370</b>	<b>-</b>
<b>Total payments</b>	<b>21,091</b>	<b>-</b>	<b>-</b>	<b>21,091</b>	<b>22,241</b>
<b>Net of receipts/(payments)</b>	<b>6,897</b>	<b>-</b>	<b>-</b>	<b>6,897</b>	<b>7,208</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>6,712</b>
<b>Cash funds this year end</b>	<b>6,897</b>	<b>-</b>	<b>-</b>	<b>6,897</b>	<b>13,920</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank balance	32,995	-	-
			-	-
		-	-	-
	<b>Total cash funds</b>	<b>32,995</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds

**B2 Other monetary assets**

Details	to nearest £	to nearest £	to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

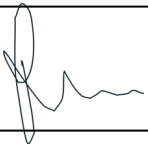
**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Banquet tables	unrestricted	-	-
Pump pots	unrestricted	-	-
Metal storage cabinets	unrestricted	-	-
Advertising banners/signs	unrestricted	-	-
Kettles	unrestricted	-	-
Fair games/equipment	unrestricted	-	-
Events stock	unrestricted	-	-
iZettle card reader	unrestricted	-	-
Gazebos and sandbags	unrestricted	-	-

## B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Rachel Wilson	16.5.25





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

#### Report to the trustees

Charity Name

Friends of Westways PTA

#### On accounts for the year ended

01.08.2023 - 31.07.2024

Charity no  
(if any)

1042633

#### 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 **31 / 07 / 2024**.

#### 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

Signed:

*Hillier*

Date:

25/05/25

Name:

Holly Hillier, Senior Finance Manager, Marks & Spencer

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

CIMA Qualified

**Address:** 3 Jarvis Drive  
Twyford  
RG10 9EW

**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.**

N/A