

Weeke Primary School Association  
Registered charity no. 1110977  
Trustees' Annual Report  
for the year ended 31 March 2024

---



# Contents

	Page
Legal and administrative information	3
Trustees' report	4
Examiner's report	7
Statement of Financial Activities	9
Balance sheet	10
Notes	11

## **Legal and administrative information**

### **Status**

Weeke Primary School Association (WPSA) is a registered charity (no. 1110977). The charity was established through a constitution on 9<sup>th</sup> June 2005.

The trustees of the charity are volunteers recruited from the parents and staff of Weeke Primary School. Upon appointment, trustees with management responsibility can serve for a maximum term of three years. The trustees with management responsibility are appointed annually at the Annual General Meeting.

### **Trustees**

The following trustees managed the charity during the year:

Rachel Bailey (chair)  
Huw Anthony (chair)  
Christine Ingram (Treasurer)  
Susan Grimm (Treasurer)  
Rob White (Secretary)

### **Charity's principal address**

Stoney Lane, Weeke, Winchester, SO22 6DR

### **Bankers**

Barclays Bank plc  
Edgbaston Servicing Centre Business Centre  
3<sup>rd</sup> Floor Westgrove House  
38-40 Hagley Road  
Edgbaston, Birmingham  
B16 8PE

## **Trustees' Report**

### **Key Objectives of the Weeke Primary School Association (WPSA)**

- Raising funds to support Weeke Primary School in providing the equipment and facilities necessary to help create the best environment for our children's development through learning and play.
- Through our events embrace the community feel of Weeke Primary School and bring together all those associated with the school.

### **Fundraising and donations**

The WPSA has had a tremendously successful year of fundraising again after hosting some regular events as well as introducing some new ones. We end the 2023/24 financial year with closing funds of £23,945 (2022/23: £10,462). Gross income for the year was £36,617 (2022/23: £29,635) and we have made donations to the school throughout the year totalling £6,996 (2022/23: £20,772).

The main donations to the school in the year to 31 March 2024 were:

- £1,500 for the library
- £3,000 for Listen2Me (the Hampshire Music Service) to provide lessons
- £1,365 for Y6 residential, yearbooks and other small events

### **Risk management**

The key financial risk to the Charity is that expenditure will need to be incurred on activity which does not result in raising funds for the school. For example, should an event be cancelled due to poor weather, WPSA may still incur costs without being able to raise funds. The team considers and manages the risks on an event by event basis, ensuring that demand for an event is sufficient before expenditure is committed. Appropriate insurance cover is also maintained.

The key operational risk is that volunteers will not be recruited to the management team in order to maintain momentum for the WPSA, generating support from the school community for events. Volunteers are recruited through whole school communication, such as parent emails as well as informal networking in the school community.

The Trustees prioritise the safety of pupils, teachers and volunteers in suspending, cancelling or rearranging events as the lockdown rules evolve. Looking ahead to the 2024/25 financial year the fundraising climate continues to look tough with the squeeze on family finances. We will look to see how we can support those families over the coming year. We also have a low intake for the Year R starting in September. This will have an impact on the amount of money that can be raised.

### **Future targets**

The school has requested for this financial year that, as well as supporting the usual activities, we provide funds to aid with the cost of refurbishing the school hall. We have nearly raised all the funds needed and the reserves are high at the year end because of this. We will be in a position to cover the rest of the costs by the end of this school year. We have also asked the school to look at the cost of resurfacing the playground, although this will be a long-term commitment. The Trustees have decided to provide support for these from general funds for now, rather than setting aside or raising designated funds towards these objectives.

### **Reserves policy**

Since the objective of the charity is to raise funds for the school, there is no need to retain reserves in excess of ongoing commitments. The charity does not have any ongoing commitments. The treasurer generally aims to retain a minimum of £1,500 in the bank account to cover short term cash flows and avoid the account becoming overdrawn. Where funds are raised at an event solely for a specific project, these are set aside from general funds as designated funds.

### **Public benefit**

The trustees have considered the Charity Commission's guidance on public benefit and are comfortable that the fundraising efforts for our school are consistent with the guidance, given that the fundraising enhances the education of the children of our local community, thus meeting both the "public" and "benefit" elements of the guidance.

### **Review and thanks**

This has been another successful year for the WPSA and we would like to thank you for your continued support in our roles as Chair.

**Thank you for your time, help and support!**

*H Anthony*

*R Bailey*

Rachel Bailey, Huw Anthony

Chair

please date here

## **Independent examination**

I report on the financial statements of the charity for the year ended 31 March 2024 which are set out on pages 9 to 14.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is the examiner's responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

The examination was carried out in accordance with the general Directions given by the charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
  - To keep accounting records in accordance with section 130 of the 2011 Act; and
  - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Signed*

Name: Paul Fowler FCA

Address: 10 Bailiffs Close, Axbridge, Somerset BS26 2AZ

Date: 05/12/24



# Weeke Primary School Association

Registered charity no. 1110977

## Statement of Financial Activities

For the year ended 31<sup>st</sup> March

Unrestricted Funds	2024 £	2023 £
<b>Income from:</b>		
Events and fundraising	£34,175.85	34,077.04
Sponsorship	£1,441.33	£1,898.57
<b>Total income</b>	<b>£ 35,617.18</b>	<b>35,975.61</b>
<b>Expenditure on:</b>		
Costs of activities for generating funds	(15,137.65)	(14,713.37)
Charitable activities – donations to Weeke primary school	(6,995.90)	(22,326.34)
<b>Total expenditure</b>	<b>(22,133.55)</b>	<b>(37,039.71)</b>
<b>Net income for the year</b>	<b>13,483.63</b>	<b>(1,064.10)</b>
<b>Total funds brought forward at 1 April</b>	<b>10,462.07</b>	<b>£11,526.17</b>
<b>Total funds carried forward at 31 March</b>	<b>23,945.70</b>	<b>£10,462.07</b>

The statement of financial activities includes all gains and losses recognised in the year. All the above results are derived from continuing activities. The notes on pages 11 to 14 form part of these accounts.

# Weeke Primary School Association

Registered charity no. 1110977

## Balance sheet

	31 March 2024	31 March 2023
	£	£
<b>Current assets</b>		
Cash at bank and in hand	23,945.70	10,462.07
Prepayments	630.00	
<b>Current Liabilities</b>		
Trade creditors	-	-
<b>Net current assets</b>	24,575.70	10,462.07
<b>Net assets</b>	24,575.70	10,462.07
<b>Funds of the charity</b>		
Unrestricted funds	24,575.70	10,462.07
<b>Total charity funds</b>	24,575.70	10,462.07

The financial statements were approved and signed on behalf of the Trustees by:

*R Bailey*

date here please

Rachel Bailey, Huw Anthony  
Chair

The notes on pages 11 to 13 form part of these accounts.

## Notes to the financial statements

### 1. Accounting policies

#### *Basis of accounting*

The financial statements have been prepared under the historic cost convention and in accordance with the *Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE)* (effective 1 January 2015), the Charities Act 2011, and other applicable accounting standards. A summary of the accounting policies, which have been consistently applied, is set out below.

#### *Fund accounting*

The charity maintains only unrestricted general funds, which are available for use at the discretion of the Trustees in furtherance of the general objectives.

#### *Income*

All income is included in the statement of financial activities when the charity is legally entitled to the income, and the amount can be quantified with reasonable accuracy. Specifically, policies for certain types of income are as follows:

- Event fundraising is the total of all fundraising income from events such as the Summer Fete, cake sales and the summer party. It includes the sale of donated goods at events.
- Goods donated for resale are included as income when they are sold and the cash has been received.

#### *Expenditure*

All expenditure is accounted for on an accruals basis and has been listed under headings that aggregate all costs relating to that category. Liabilities are accounted for when a constructive obligation arises.

- Costs of generating funds are those costs incurred in organising, promoting and running events for the charity.
- Charitable activities are all costs incurred in meeting the core objectives of the charity.

#### *Taxation*

Weeke Primary School Association is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable trust for UK income tax

purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Part 10 Income Tax Act 2007 or the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

## **2 Resources expended**

The charity does not have any employees nor does it make payments to Trustees, except for the reimbursement of expenditure incurred wholly on behalf of the charity.

## **3 Creditors**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade creditors	-	-
<b>Creditors falling due within one year</b>	-	-

## Weeke Primary School Association (registered charity no. 1110977)

Annual Report for the year ended 31 March 2024

### 4 Statement of funds

	Balance at 1 April 2023	Incoming resources	Expenditure	Balance at 31 March 2024
	£	£	£	£
<b>General unrestricted funds</b>	10,462.07	35,617.18	(22,133.55)	<b>23,945.70</b>
<b>Designated funds</b>	-	-	-	-
<b>Total funds</b>	10,462.07	35,617.18	(22,133.55)	<b>23,945.70</b>

The general funds represent the funds of the charity which are not designated for particular purposes by the Trustees.