



# Trustees' Annual Report for the period

	Period start date			Period end date			
From	1	10	2022	To	31	7	2023

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address   
  
  
Postcode

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Vicky Willcock	Chair	From September 2021	
Caroline Collins	Treasurer	From September 2017	
Natalie Winters	Secretary	From September 2021	
Colette Rinaldi		From September 2020	
Abigail Hebblethwaite		From March 2022	

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

How the charity is constituted  
(eg. trust, association, company)

Trustee selection methods  
(eg. appointed by, elected by)

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

**Summary of the objects of the charity set out in its governing document**

The object of the association (the objects) is to advance the education of pupils in the school in particular by:

2.1 Developing effective relationships between the staff, parents and others associated with the school

2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

We organise several fundraising events and activities through the year to raise funds for our school. These are often fun socials for the children and or parents to enjoy and therefore help build our community spirit while raising funds.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



**Summary of the main achievements of the charity during the year**

We have now changed our year end date from 30<sup>th</sup> September to 31<sup>st</sup> July to align to the academic school years, creating a slightly shorter financial period. These are the results for the 10 month period from 1<sup>st</sup> October 2022 to 31<sup>st</sup> July 2023.

We've had a record breaking period, raising a fantastic £19k for our school! A massive THANK YOU to everyone involved and of course particular thanks to Vicky who we've been so lucky to have guiding us through again.

We began our fundraising efforts with our old favourite selling tea towels, and this time shopper bags too, making a profit of £532. Christmas fundraising- including an online raffle, Get Christmas Cracking event, wreath making event, Christmas tree sales and the return of the school discos- combined raised a fantastic £5.1k. The popular quiz night returned to make £1,658. The sports day was another successful fundraiser making £1,279 (with a further £388 to be received in 2023-24 for sales of Dave's photographs as well as Warmingham's sponsorship). Several other smaller events and activities throughout the period, such as art cafes, the Easter parade and sweet stalls after school all helped top up our funds.

Donations have been remarkable this period, totalling £5.3k and include: £2,154 from the Co-op for our Sun Safety initiative; £2,000 from Peter Baker through the Good Exchange Scheme; £445 from the bucket at Whitchurch Bridge and £657 in personal donations. Thank you to all our generous donors. Corporate matching is a simple way to make money for our school and this period we have received an amazing £3.0k through our Vodafone employees.

This period we have given an impressive £15k to help the school. This includes £6,090 for 21 new i-pads and cases, £5,280 to replace the playground canopy for Willow Class, £1,365 for 2 years of National Online Safety programs, £683 for Twinkl educational resource, £420 for a new Natterhub e-safety subscription, £355 for a Teach Mate AI planning tool, £270 contribution towards an Upper School concert trip, £125 for Jane Considine English subscription and £117 for Early Start French subscription.

During the period the fundraising activities made a surplus of £19,128. This is from income raised of £25,896 and associated costs of £6,768. After the fundraising purchases for the school of £15,169, there was a net surplus of £3,959 in the period.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

At the AGM in September 2021 we agreed to set aside £1.5k a year for the future replacement of the Astroturf (will be required in 15-20 years for c£40k) and £1k per year for the next Parentmail renewal (due in December 2025 for c£5k). This means that at this AGM our reserves stand at £4.5k for Astroturf replacement and £3k for Parentmail renewal.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

It is best practice to review our financial controls and procedures on an annual basis. This policy has been reviewed by the Trustees for approval by the members at this AGM.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Caroline Collins	Victoria Willcock
Position (eg Secretary, Chair, etc)	Treasurer	Chair

Date





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

WHITCHURCH PRIMARY PARENT'S ASSOCIATION

#### On accounts for the year ended

Period 1 October 2022 to 31 July 2023

Charity no  
(if any)

1114159

#### Set out on pages

1

(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 July 2023 (10 months).

#### 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:

14/8/23

Name:

Robert Plumb

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

B Comm CA (SA) FRICS

Address:

Uplands Cottage

Whitchurch on Thames
RG8 7HH

Section B	Disclosure
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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.

# Whitchurch Primary Parent's Association

## Summary Income & Expenditure for 2022 - 2023 for Charity Commission

Registered Charity no: 1114159

Accounts for the period 1 October 2022 to 31 July 2023

10 months

	Income	Expenditure	Net Surplus / (deficit)
Tea towels and shopper bags	£1,257	-£725	£532
Festive P.A.rty	£250	£16	£266
Christmas raffle	£2,737	-£312	£2,425
Christmas wreaths	£600	-£109	£491
Christmas trees	£985	-£770	£215
Get Christmas Cracking	£1,619	-£497	£1,123
Year 6 Xmas Stalls	£313	£0	£313
Discos	£336	-£88	£248
Quiz night	£2,295	-£637	£1,658
Easter parade	£536	-£382	£154
Coronation bar	£560	-£569	-£9
Sports Day	£2,609	-£1,330	£1,279
Sweet stall	£477	-£115	£362
Upper School play ice cream sales	£148	-£71	£77
House t-shirts	£270	-£201	£69
Art café	£1,218	-£145	£1,073
Corporate matching	£2,994	£0	£2,994
Donations	£5,255	£0	£5,255
Whitchurch 140	£546	-£543	£3
Gift aid	£0	£0	£0
Easyfundraising	£368	£0	£368
Amazon Smile	£407	£0	£407
Membership, insurance & other committee expenses	£117	-£291	-£174
<b>Fundraising income / expenditure (including donations)</b>	<b>£25,896</b>	<b>-£6,768</b>	<b>£19,128</b>
Fundraising purchases	£0	-£15,169	-£15,169
<b>Surplus / (deficit) for the period</b>	<b>£25,896</b>	<b>-£21,937</b>	<b>£3,959</b>

### Bank reconciliation:

Opening bank balance at 1st October 2022	£23,849
Reverse items relating to 2021-22 (including cheques written but cl	£0
<b>Opening balance at 1st October 2022</b>	<b>£23,849</b>

<b>Net surplus / (loss)</b>	<b>£3,959</b>
Less: cheques and cash not cleared	£0
<b>Closing bank balance at 31st July 2023</b>	<b>£27,808</b>

### Bank balances:

	<u>31/07/23</u>	<u>01/10/2022</u>
CAF Cash	£7,715.38	£5,222.80
CAF Gold	£20,092.79	£2,501.37
HSBC	£0.00	£16,125.21
	<b>£27,808.17</b>	<b>£23,849.38</b>