

WESTFIELD FIRST SCHOOL PARENT STAFF ASSOCIATION

England & Wales · Charity number 1149519

Details

Status Registered

Legal form Other

Registered 2012-10-29

Register [View on the Charity Commission register](#)

Contact

Address Westfield Primary School
Durrants Lane
Berkhamsted
Hertfordshire
HP4 3PJ

Phone 01442862729

Email wispawestfield@gmail.com

Website <http://www.westfieldfirst.herts.sch.uk/parents/w1spa.html>

Activities

Objects: TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL IN PARTICULAR BY:1) DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL;2) ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.

Activities: The Westfield Primary School Parent Staff Association (W1SPA) aims to raise money to provide the school with equipment and extras that enhance the school experience of the pupils who attend Westfield Primary School.

Classification

- **How:** Provides Other Finance, Provides Human Resources, Provides Services
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Environment/conservation/heritage, Recreation
- **Who:** Children/young People

Geography

- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£14,041	£9,703	-	-
2024-08-31	£10,176	£5,788	-	-
2023-08-31	£30,083	£23,706	-	-
2022-08-31	£37,193	£45,566	-	-
2021-08-31	£32,174	£36,965	-	-
2020-08-31	£33,097	£28,529	-	-

Trustees

Name	Role	Appointed
ANNA FOSTER		2025-10-21
Caitlin Ferrara		2025-09-24
Emily Alice Millar		2020-06-29
Gina Louise Shelton		2020-06-29
Joanna Theis		2023-09-29

WESTFIELD FIRST SCHOOL PARENT STAFF ASSOCIATION

England & Wales - Charity number 1149519

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	September	2022		31st	August	2023

Section A Reference and administration details

Charity name Westfield First School Parent Staff Association

Other names charity is known by W1SPA, Westfield School Association

Registered charity number (if any) 1149519

Charity's principal address Westfield Primary School

Durrants Lane

Berkhamsted, Hertfordshire

Postcode

HP4 3PJ

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)
1	Karen Futchter	Joint Chair		W1SPA Members
2	Caitlin Ferrara	Joint Chair		W1SPA Members
3	Gina Shelton	Treasurer and trustee		W1SPA Members
4	Joanna Theis	Secretary and trustee		W1SPA Members
5	Emily Perks	Second Hand Uniform, Trustee		W1SPA Members
6	Emily Millar	Trustee		W1SPA Members
7				
8				
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10				
11				
12				
13				
14				
15				
16				
17				
18				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

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

Constitution adopted 24th May 2012

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

Association

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

Trustees are appointed or reappointed at the Annual General Meeting held in September each year.

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.

The management of the association shall be vested in a committee, consisting of a Chairperson, Secretary and Treasurer, along with additional committee members. These positions are voted for by the parents of pupils at the school, who are the W1SPA members.

Section C Objectives and activities

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

To raise money to provide the school with equipment and extras that enhance the experience of pupils (age 3-11) who attend Westfield Primary School.

W1SPA is run by members who voluntarily provide a great contribution of effort and resources to support the school in various fundraising activities. The fundraising benefits the school and its pupils.

All trustees have reviewed and understood the guidance on public benefit issued by the Charity Commission.

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)

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

Total income in the year of £30,083 and total expenditure for the year of £23,706, led to an overall surplus for the year of £6,377.

The main event of the year for W1SPA was the Christmas Fair. This proved to be a tremendous success raising an incredible £1,679.

Other fundraising events and activities held during the year, were as follows:

- Supermarket vouchers; profit of £2,929 (this came to an end this year)
- Summer Fair; profit of £710
- Cake / Ice cream / Tea and coffee sales; profit of £1,700
- Rainbow raffle; income of £335
- Westival; profit of £480
- Easter Disco; profit of £522
- Quiz; profit of £92
- Bags2School; income of £100
- Amazon Smile scheme; income of £110
- Ashridge Lights; income of £96
- Uniform sales; income of £93
- Christmas Tree Farm prize money; income of £35
- Party in a box; income of £65

We repeated the Santa Sleigh event and were able to raise a fantastic £932 due to a great team of volunteers.

As part of our annual commitment, we were able to set aside £5,000 into the BMM account to provide for future computer equipment purchases for the school.

W1SPA were able to provide funding to the school totalling £3,892. This included £395 for a full day carnival dance workshop, £350 for a full day World Book Day dance workshop, a contribution of £2,165 towards coaches for school trips, £402 for a First News subscription, as well as £315 for Coronation badges and craft materials.

We continue to notice that fundraising events have been making less money than in previous years and so we are adapting our events to suit the changing needs of the school. We continue to welcome feedback from parents as to what will engage them and to encourage new parent volunteers to get involved in future events.

Brief statement of the charity's policy on reserves

W1SPA aims to spend a large proportion of the funds that it raises within the relevant school year, with the following provisions:

- W1SPA aims to avoid any kind of deficit and spending is phased to protect this situation. The Chair and other Trustees meet regularly with the school to discuss planned spending. Current cash levels are a key consideration before committing to fund future items.

- W1SPA aims to reserve £5,000 per year into the BMM account to replace IT equipment. If W1SPA identifies other long term fundraising projects, funds may be reserved.

At the end of the period total reserves were £32,578. This comprises the BMM account balance held of £17,959 - this is held as a fund for replacing IT equipment in future years. It also comprises the Charity's current account with a balance held of £14,589. The petty cash balance held was £30.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

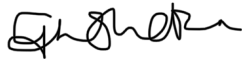
You **may choose** to include additional information, where relevant about:

- 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.

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	
Full name(s)	Gina Shelton
Position (eg Secretary, Chair, etc)	Treasurer
Date	29/06/2024

Receipts and payments accounts

For the period from	01/09/2022	To	31/08/2023
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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 £
A1 Receipts					
Supermarket vouchers	16,925	-	-	16,925	22,797
Christmas Fair & raffle tickets	2,136	-	-	2,136	-
Summer Fair	2,014	-	-	2,014	-
Cake / Ice cream / Tea and coffee sales	1,861	-	-	1,861	709
Grant income - Mural	-	1,660	-	1,660	-
Westival	1,635	-	-	1,635	1,411
Rotary Club - Santa's Sleigh	932	-	-	932	920
Easter Disco	657	-	-	657	-
Grant income - Jubilee Garden	-	400	-	400	-
Rainbow Raffle	343	-	-	343	487
Grant income - Forest school (to be repaid to school)	-	300	-	300	-
Mrs Stace (headteacher) leaving gifts	-	232	-	232	-
Quiz night	191	-	-	191	-
Science signage donation (to be repaid to school)	-	150	-	150	-
Bank interest received on BMM account	128	-	-	128	4
Amazon Smile	110	-	-	110	79
Bags2school	100	-	-	100	120
Ashridge Lights	96	-	-	96	-
School uniform sales & Gio's Books	93	-	-	93	75
Gio's Party In The Box	65	-	-	65	53
Christmas Tree Sale donations / prizes	35	-	-	35	35
Misc - stools donation	20	-	-	20	-
Happy Circus event	-	-	-	-	5,451
Christmas cards	-	-	-	-	1,075
Halloween Disco	-	-	-	-	1,047
Christmas raffle	-	-	-	-	452
Lottery	-	-	-	-	429
Wine tasting night	-	-	-	-	384
Voluntary fund	-	-	-	-	303
Christmas events	-	-	-	-	93
Last day of school sale	-	-	-	-	84
Westfield Jumble Trail	-	-	-	-	25
Giving Machine	-	-	-	-	15
Grant income (to be repaid to school)	-	-	-	-	1,145
Sub total (Gross income for AR)	27,341	2,742	-	30,083	37,193
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	27,341	2,742	-	30,083	37,193

A3 Payments

Supermarket vouchers	13,996	-	-	13,996	18,721
School purchases	3,892	-	-	3,892	1,431
Summer Fair	1,304	-	-	1,304	-
Westival	1,154	-	-	1,154	278
Mural expenses (Grant funded)	-	703	-	703	-
Christmas Fair / Raffle / Events	466	-	-	466	61
Jubilee Garden (grant funded)	-	320	-	320	-
Christmas books for all children in school	317	-	-	317	260
Forest school (grant funded, repaid to school)	-	300	-	300	-
Mrs Stace (headteacher) leaving gifts	-	248	-	248	-
Happy Circus event	200	-	-	200	3,740
Ice cream / Tea and coffee sales	161	-	-	161	-
Science signage (Donation, repaid to school)	-	150	-	150	-
PTA Insurance	145	-	-	145	121
Easter Disco	135	-	-	135	-
Quiz night	99	-	-	99	-
Bank charges	78	-	-	78	55
Lottery registration annual fee	20	-	-	20	20
PTA Events fees	18	-	-	18	20
School IT purchases	-	-	-	-	17,335
Grant payments made to the school (to repay income received into W1SPA bank account in 2021)	-	-	-	-	1,500
Grant payments made to the school (to repay income received into W1SPA bank account in 2022)	-	-	-	-	1,145
Christmas cards	-	-	-	-	664
Halloween Disco	-	-	-	-	177
Wine tasting night	-	-	-	-	21
Lottery winnings paid out	-	-	-	-	17
Sub total	21,985	1,721	-	23,706	45,566

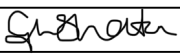
A4 Asset and investment purchases, (see table)

	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-

Total payments	21,985	1,721	-	23,706	45,566
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Net of receipts/(payments)	5,356	1,021	-	6,377	- 8,373
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	26,201	-	-	26,201	34,575
Cash funds this year end	31,557	1,021	-	32,578	26,202

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 £
B1 Cash funds	Main Bank Current Account	13,568	1,021	-
	Petty cash	30	-	-
	BMM account	17,959	-	-
	Total cash funds	31,557	1,021	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Amounts owed from Westfield Primary school (refund of VAT charged in error)	156	-	-
		-	-	-
		-	-	-
		-	-	-
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)
			-	-
			-	-
			-	-
			-	-
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	
		GINA SHELTON	29/06/2024	



Section A

Independent Examiner's Report

Report to the trustees/
members of

WESTFIELD FIRST SCHOOL PARENT STAFF ASSOCIATION

On accounts for the year
ended

31st AUGUST 2023

Charity no
(if any)

1149519

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 **31/08/2023**.

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:

Erika Byng

Date:

30/06/2024

Name:

ERIKA BYNG

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

ACA

Address:

27 Marlin Close

Berkhamsted

Hertfordshire, HP4 3JX

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.

NONE

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	September	2021		31st	August	2022

Section A Reference and administration details

Charity name Westfield First School Parent Staff Association

Other names charity is known by W1SPA, Westfield School Association

Registered charity number (if any) 1149519

Charity's principal address Westfield Primary School

Durrants Lane

Berkhamsted, Hertfordshire

Postcode

HP4 3PJ

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)
1	Angharad Harrison	Chair		W1SPA Members
2	Gina Shelton	Treasurer		W1SPA Members
3	Emily Perks	Secretary		W1SPA Members
4	Emily Millar	Committee Member		W1SPA Members
5	Paul Banham	Committee Member		W1SPA Members
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13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

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

Constitution adopted 24th May 2012

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

Association

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

Trustees are appointed or reappointed at the Annual General Meeting held in September each year.

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.

The management of the association shall be vested in a committee, consisting of a Chairperson, Secretary and Treasurer, along with additional committee members. These positions are voted for by the parents of pupils at the school, who are the W1SPA members.

Section C Objectives and activities

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

To raise money to provide the school with equipment and extras that enhance the experience of pupils (age 3-11) who attend Westfield Primary School.

W1SPA is run by members who voluntarily provide a great contribution of effort and resources to support the school in various fundraising activities. The fundraising benefits the school and its pupils.

All trustees have reviewed and understood the guidance on public benefit issued by the Charity Commission.

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)

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

Total income in the year of £37,193 and total expenditure for the year of £45,566, led to an overall deficit for the year of £8,373 – funded by W1SPA reserves from previous years. The primary reason for the overall deficit was due to our funding of the purchase of IT equipment by the school during the year, totalling £12,642.

The main event of the year for W1SPA was Happy's Circus. It was wonderful to have everyone together again to share an afternoon of laughter and amazement. This proved to be a tremendous success raising an incredible £1,711.

Other fundraising events and activities held during the year, were as follows:

- Supermarket vouchers; profit of £4,076
- Westival camping at school event; profit of £1,133
- Halloween Disco; profit of £870
- Cake / Ice cream / Tea and coffee sales; profit of £709
- Rainbow raffle; income of £487
- Christmas raffle; income of £452
- Wine night; profit of £363
- Lottery; profit of £412
- Christmas Cards; profit of £411
- Voluntary fund donations; income of £303
- Bags2School; income of £120
- Last day of school sale; income of £84
- Amazon Smile scheme; income of £79
- Uniform sales; income of £75
- Gio's Party in the Box; income of £53
- Christmas Tree Farm prize money; income of £35
- Christmas events; profit of £32
- Westfield Jumble Trail; income of £25
- Giving machine; income of £15

We repeated the Santa Sleigh event and were able to raise a fantastic £920 due to a great team of volunteers.

As part of our annual commitment, we were able to set aside £5,000 into the BMM account to provide for future computer equipment purchases for the school.

During the year the school spent £12,642 on new IT equipment, which W1SPA were able to fund using the funds held in the BMM account.

In addition to the IT equipment funding, W1SPA were able to provide funding to the school totalling £1,430. This included £415 for a science workshop, £372 for the First News subscription, £118 for book bags for reception children, £135 for Young Voices T Shirts as well as £390 for coaches for a school trip.

We continue to notice that fundraising events have been making less money than in previous years and so we are adapting our events to suit the changing needs of the school. We continue to welcome feedback from parents as to what will engage them and to encourage new parent volunteers to get involved in future events.

Brief statement of the charity's policy on reserves

W1SPA aims to spend a large proportion of the funds that it raises within the relevant school year, with the following provisions:

- W1SPA aims to avoid any kind of deficit and spending is phased to protect this situation. The Chair and other Trustees meet regularly with the school to discuss planned spending. Current cash levels are a key consideration before committing to fund future items.

- W1SPA aims to reserve £5,000 per year into the BMM account to replace IT equipment. If W1SPA identifies other long term fundraising projects, funds may be reserved.

- Sufficient reserves must be kept on a monthly basis to cover outlay on Supermarket vouchers (for this reporting period approx. £1,500 per month)

At the end of the period total reserves were £26,202. The BMM account held £12,831 as a fund for replacing IT equipment in future years, together with the Charity's current account with a balance held of £13,341. The petty cash balance held was £30.

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.

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	
Full name(s)	Gina Shelton
Position (eg Secretary, Chair, etc)	Treasurer
Date	29/06/2023

Receipts and payments accounts

For the period
from

01/09/2021

To

31/08/2022

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 £
A1 Receipts					
Supermarket vouchers	22,797	-	-	22,797	19,093
Happy Circus event	5,451	-	-	5,451	-
Westival	1,411	-	-	1,411	-
Christmas cards	1,075	-	-	1,075	1,746
Halloween Disco	1,047	-	-	1,047	-
Rotary Club - Santa's Sleigh	920	-	-	920	900
Cake / Ice cream / Tea and coffee sales	709	-	-	709	180
Rainbow Hampers Raffle	487	-	-	487	830
Christmas raffle	452	-	-	452	-
Lottery	429	-	-	429	1,680
Wine tasting night	384	-	-	384	-
Voluntary fund	303	-	-	303	1,542
Bags2school	120	-	-	120	243
Christmas events	93	-	-	93	-
Last day of school sale	84	-	-	84	-
Amazon Smile	79	-	-	79	34
Gio's Books/ school uniform sales	75	-	-	75	1,379
Gio's Party In The Box	53	-	-	53	65
Christmas Tree Sale donations / prizes	35	-	-	35	121
Westfield Jumble Trail	25	-	-	25	-
Giving Machine	15	-	-	15	36
Bank interest received on BMM account	4	-	-	4	3
Grant income (to be repaid to school)	1,145	-	-	1,145	1,708
Tea Towels	-	-	-	-	1,074
Freida's Book Challenge	-	-	-	-	434
Waitrose Community Matters Project	-	-	-	-	333
Halloween Trail	-	-	-	-	184
Christmas Jumper Day	-	-	-	-	169
Second hand uniform sales	-	-	-	-	45
London Marathon (to be repaid to school)	-	-	-	-	375
Sub total (Gross income for AR)	37,193	-	-	37,193	32,174
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	37,193	-	-	37,193	32,174

A3 Payments

Supermarket vouchers	18,721	-	-	18,721	25,630
School IT purchases	17,335	-	-	17,335	-
Happy Circus event	3,740	-	-	3,740	-
Grant payments made to the school (to repay income received into W1SPA bank account in 2021)	1,500	-	-	1,500	-
School purchases	1,431	-	-	1,431	7,640
Grant payments made to the school (to repay income received into W1SPA bank account in 2022)	1,145	-	-	1,145	-
Christmas cards	664	-	-	664	1,336
Westival	278	-	-	278	-
Christmas books for all children in school	260	-	-	260	-
Halloween Disco	177	-	-	177	-
PTA Insurance	121	-	-	121	111
Christmas events	61	-	-	61	-
Bank charges	55	-	-	55	-
Wine tasting night	21	-	-	21	-
Lottery registration annual fee	20	-	-	20	20
PTA Events fees	20	-	-	20	-
Lottery winnings paid out	17	-	-	17	-
Hectors House donation (owed from 2020)	-	-	-	-	946
Tea Towels	-	-	-	-	624
London Marathon	-	-	-	-	375
Deposits lost due to Covid 19	-	-	-	-	180
Insectlore	-	-	-	-	103
Sub total	45,566	-	-	45,566	36,965

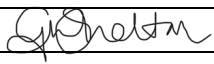
A4 Asset and investment purchases, (see table)

	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-

Total payments	45,566	-	-	45,566	36,965
-----------------------	---------------	----------	----------	---------------	---------------

Net of receipts/(payments)	- 8,373	-	-	- 8,373	- 4,791
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	34,575	-	-	34,575	39,366
Cash funds this year end	26,202	-	-	26,202	34,575

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 £
B1 Cash funds	Main Bank Current Account	13,341	-	-
	Petty cash	30	-	-
	BMM account	12,831	-	-
	Total cash funds	26,202	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Stock of Supermarket vouchers	3,695	-	-
	Amounts owed from Westfield Primary school (refund of VAT charged in error)	156	-	-
		-	-	-
		-	-	-
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)
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Supermarket vouchers owed to parents for Christmas savers club	Unrestricted	1,360	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		GINA SHELTON	29/06/2023	



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Report to the trustees/
members of

Charity Name

WESTFIELD FIRST SCHOOL PARENT STAFF ASSOCIATION

On accounts for the year
ended

31st AUGUST 2022

Charity no
(if any)

1149519

Set out on pages

1-2

(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 **31/08/2022**.

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:

28/6/23

Name:

Tamzyn Wright

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

FCCA

Address:

31 Durrants Road

Berkhamsted

Hertfordshire, HP4 3PG

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.

NONE

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	September	2020		31st	August	2021

Section A Reference and administration details

Charity name Westfield First School Parent Staff Association

Other names charity is known by W1SPA, Westfield School Association

Registered charity number (if any) 1149519

Charity's principal address

Westfield Primary School
Durrants Lane
Berkhamsted, Hertfordshire
Postcode HP4 3PJ

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)
1	Angharad Harrison	Chair		W1SPA Members
2	Sianne Plenderleith	Co-Chair		W1SPA Members
3	Gina Shelton	Treasurer		W1SPA Members
4	Emily Perks	Secretary		W1SPA Members
5	Emily Millar	Committee Member		W1SPA Members
6	Paul Banham	Committee Member		W1SPA Members
7	Bex Plenderleith	Committee Member		W1SPA Members
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 24 th May 2012
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed at the Annual General Meeting held in September each year.

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.

The management of the association shall be vested in a committee, consisting of a Chairperson, Secretary and Treasurer, along with additional committee members. These positions are voted for by the parents of pupils at the school, who are the W1SPA members.

Section C Objectives and activities

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

To raise money to provide the school with equipment and extras that enhance the experience of pupils (age 3-11) who attend Westfield Primary School.

W1SPA is run by members who voluntarily provide a great contribution of effort and resources to support the school in various fundraising activities. The fundraising benefits the school and its pupils.

All trustees have reviewed and understood the guidance on public benefit issued by the Charity Commission.

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)

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

The overall deficit for the year is £314 (paying due consideration to monies owed to the charity and liabilities payable by the charity).

The unprecedented situation posed by the Covid-19 pandemic and the resulting lockdowns and restrictions, has undoubtedly had a significant impact on the fundraising ability of our association, directly impacting the level of income we have been able to raise again this year. This meant that two of the biggest fundraising events of the year, namely the Summer Fair and the Christmas Fair, could not go ahead.

The fundraising events and activities held during the year, were as follows:

- Lottery; profit of £1,708
- Voluntary Fund income of £1,542
- Gio's book / School uniform sale income of £1,379
- Rainbow Hampers Raffle; profit of £830
- Tea towels; profit of £450
- Freida's Book Challenge income of £434
- Christmas Cards; profit of £411
- Waitrose Community Matters Project income of £333
- Bags2School income of £243
- Halloween Trail; profit of £184
- Christmas Cake day income of £180
- Christmas Jumper Day income of £169
- Christmas Tree Sales donations income of £121
- Gio's Party in the Box income of £65
- Uniform sale income of £45

We repeated the Santa Sleigh event and were able to raise a fantastic £900 due to a great team of volunteers.

We continued to make money through the Supermarket voucher scheme, Amazon Smile, and Giving Machine.

For this year, rather than put aside £5,000 into the BMM account to provide for future computer equipment purchases for the school – the school spent £4,729 on an Interactive White Board, which W1SPA were able to fund.

Furthermore, W1SPA were able to provide funding to the school totalling £2,911. This included £170 for a science magazine subscription, £240 for a Christmas Book / treat on Christmas Jumper day, £116 for the Y6 leavers pizza, £415 for coaches for school trips to Celtic Harmony and Lincolnsfield Centre, as well as £1,970 for coaches for a school beach trip. Unfortunately, this beach trip got cancelled due to Covid-19 and this money has since been used to pay for coaches for future trips, in the coming year.

It has been noted that fundraising events have recently been making less money than in previous years and so we are adapting our events to suit the changing needs of the school. We continue to welcome feedback from parents as to what will engage them and to encourage new parent volunteers to get involved in future events.

Brief statement of the charity's policy on reserves

W1SPA aims to spend a large proportion of the funds that it raises within the relevant school year, with the following provisions:

- W1SPA aims to avoid any kind of deficit and spending is phased to protect this situation. The Chair and other Trustees meet regularly with the school to discuss planned spending. Current cash levels are a key consideration before committing to fund future items.

- W1SPA aims to reserve £5,000 per year into the BMM account to replace IT equipment. If W1SPA identifies other long term fundraising projects, funds may be reserved.

- Sufficient reserves must be kept on a monthly basis to cover outlay on Supermarket vouchers (for this reporting period approx. £2,200 per month)

At the end of the period total reserves were £34,575. The BMM account held £25,163 as a fund for replacing IT equipment in future years, together with the Charity's current account with a balance held of £9,382. The petty cash balance held was £30.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

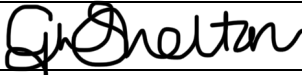
You **may choose** to include additional information, where relevant about:

- 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.

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)	Gina Shelton
Position (eg Secretary, Chair, etc)	Treasurer
Date	29/06/2022



Receipts and payments accounts

CC16a

For the period
from

01/09/2020

To

31/08/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Supermarket vouchers	19,093	-	-	19,093	21,425
Christmas cards	1,746	-	-	1,746	458
Lottery	1,680	-	-	1,680	-
Voluntary fund	1,542	-	-	1,542	-
Gio's Books/ school uniform sales	1,379	-	-	1,379	-
Tea Towels	1,074	-	-	1,074	-
Rotary Club - Santa's Sleigh	900	-	-	900	600
Rainbow Hampers Raffle	830	-	-	830	-
Freida's Book Challenge	434	-	-	434	-
Waitrose Community Matters Project	333	-	-	333	393
Bags2school	243	-	-	243	152
Halloween Trail	184	-	-	184	-
Cake sales	180	-	-	180	511
Christmas Jumper Day	169	-	-	169	-
Christmas Tree Sale Donations	121	-	-	121	-
Gio's Party In The Box	65	-	-	65	-
Second hand uniform sales	45	-	-	45	61
Giving Machine	36	-	-	36	204
Amazon Smile	34	-	-	34	-
Bank interest received on BMM account	3	-	-	3	43
Grant income (to be repaid to school)	1,708	-	-	1,708	-
London Marathon (to be repaid to school)	375	-	-	375	-
Christmas fair and parties	-	-	-	-	3,991
Art Club	-	-	-	-	1,256
Elf House	-	-	-	-	946
Quiz night	-	-	-	-	904
Halloween Disco	-	-	-	-	535
Wine tasting	-	-	-	-	549
Film night	-	-	-	-	266
Mr Bananahead	-	-	-	-	371
Book hunt	-	-	-	-	90
Misc donations	-	-	-	-	60
Bingo	-	-	-	-	55
Spare Change Challenge	-	-	-	-	7
Summer Fair / parties	-	-	-	-	220
Sub total (Gross income for AR)	32,174	-	-	32,174	33,097
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	32,174	-	-	32,174	33,097

A3 Payments

Supermarket vouchers	25,630	-	-	25,630	16,594
School purchases	7,640	-	-	7,640	7,524
Christmas cards	1,336	-	-	1,336	338
Hectors House donation (owed from 2020)	946	-	-	946	-
Tea Towels	624	-	-	624	-
London Marathon	375	-	-	375	-
Deposits lost due to Covid 19	180	-	-	180	155
PTA Insurance	111	-	-	111	110
Insectlore	103	-	-	103	-
Miscellaneous expenditure	20	-	-	20	96
Christmas fair and parties	-	-	-	-	1,798
Art Club	-	-	-	-	740
Quiz night	-	-	-	-	410
Halloween Disco	-	-	-	-	145
Wine tasting	-	-	-	-	222
Mr Bananahead	-	-	-	-	225
Summer Fair / parties	-	-	-	-	82
Stripe payment fees	-	-	-	-	66
Elf House	-	-	-	-	24
Sub total	36,965	-	-	36,965	28,529

A4 Asset and investment purchases, (see table)

	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-

Total payments	36,965	-	-	36,965	28,529
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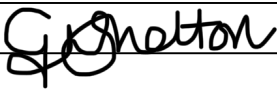
Net of receipts/(payments)	- 4,791	-	-	- 4,791	4,568
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A5 Transfers between funds	-	-	-	-	-
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A6 Cash funds last year end	39,366	-	-	39,366	34,798
------------------------------------	---------------	----------	----------	---------------	---------------

Cash funds this year end	34,575	-	-	34,575	39,366
---------------------------------	---------------	----------	----------	---------------	---------------

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 £
B1 Cash funds	Main Bank Current Account	9,382	-	-
	Petty cash	30	-	-
	BMM account	25,163	-	-
	Total cash funds	34,575	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Stock of Supermarket vouchers	5,460	-	-
	Supermarket voucher monies owed from parents	1,800	-	-
	Amounts owed from Westfield Primary school (refund of VAT charged in error)	156	-	-
		-	-	-
		-	-	-
		-	-	-
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)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Supermarket vouchers owed to parents for Christmas savers club	Unrestricted	1,230	
	Grant income to be repaid to Westfield Primary School	Unrestricted	1,708	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			GINA SHELTON	29/06/2022



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

WESTFIELD FIRST SCHOOL PARENT STAFF ASSOCIATION

**On accounts for the year
ended**

31st AUGUST 2021

**Charity no
(if any)**

1149519

Set out on pages

1-2

(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 **31/08/2021**.

**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**

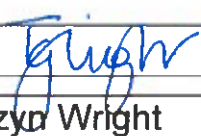
I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- 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:

29th June 2022

Name:

Tamzyn Wright

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

FCCA

Address:

31 Durrants Road

Berkhamsted

Hertfordshire, HP4 3PG

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.

NONE

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01.09.2019 Period start date To 31.08.2020 Period end date

Charity name: Westfield First School Parent Staff Association

Charity registration number: 1149519

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To raise money to provide the school with equipment and extras that enhance the experience of pupils (age 3-11) who attend Westfield Primary School.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	W1SPA is run by members who voluntarily provide a great contribution of effort and resources to support the school in various fundraising activities. The fundraising benefits the school and its pupils.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees have reviewed and understood the guidance on public benefit issued by the Charity Commission.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<i>This is not applicable to the charity</i>
Policy on social investment including program related investment	Para 1.38	<i>This is not applicable to the charity</i>
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Despite the unprecedented situation posed by the Covid-19 pandemic, W1SPA managed to raise an overall surplus for the year (paying due consideration to <i>monies owed to the charity and liabilities payable by the charity</i>), of £2,218. The biggest fundraising events and activities held during the year were as follows: - Christmas fair and parties: <i>profit of £2,193</i> - Weekly Art Club: <i>profit of £516</i> - Cake sales: <i>profit of £511</i> - Quiz night: <i>profit of £494</i> - Halloween disco: <i>profit of £389</i> - Wine tasting: <i>profit of £326</i> - Film night: <i>profit of £266</i> - Mr Banana head event: <i>profit of £146</i> - Christmas cards: <i>profit of £120</i> - Book hunt: <i>profit of £90</i> - Bingo: <i>profit of £55</i> We repeated the Santa Sleigh event and were able to raise a fantastic £945.50 due to a great team of volunteers. We continued to make money through the Supermarket voucher scheme, Giving Machine, second hand uniform sales and Bags2school. £5,000 was put aside into the BMM account to provide for future computer equipment purchases as and when they are required. W1SPA were able to provide substantial funding totalling £7,524, for experiences and learning support materials in response to a teacher's Wish List. This included science resources and books for all classes, funding P.E. Equipment, as well as funding for a Chinese Ribbon Dance (one-day) Workshop and a Bollywood Dance workshop. Furthermore, we funded coaches for the Y2, Y3 and Y4 trips as well as entry for the Y2 trip to Mountfitchet Castle. We funded Art Supplies, a flipchart, water bottles for Reception, Sand and water trays, Two Classroom Carpets (Fruit Square and Back to Nature themes), together with contributing towards the leaver's hoodies.

		The Covid-19 pandemic and the resulting school closures and lockdowns from March through to August 2020, has undoubtedly had a significant impact on the Charity and its fundraising ability, as planned events were cancelled – including one of the biggest fundraising events of the year, the Summer Fair.
--	--	---

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	It has been noted that fundraising events have recently been making less money than in previous years and so we are adapting our events to suit the changing needs of the school. We continue to welcome feedback from parents as to what will engage them and to encourage new parent volunteers to get involved in future events.
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period total reserves were £39,366. The BMM account held £25,160 as a fund for replacing IT equipment in future years, together with the Charity's current account with a balance held of £14,156. The petty cash balance held was £50.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	W1SPA aims to spend a large proportion of the funds that it raises within the relevant school year, with the following provisions: - Sufficient reserves must be kept on a monthly basis to cover outlay on Supermarket vouchers (for this reporting period approx. £2,400 per month) - Sufficient reserves must be kept covering expenditure during the Winter Term until the significant cash injection of fundraising from the Christmas Fair - W1SPA aims to reserve £5,000 per year into the BMM account to replace IT equipment. If W1SPA identifies other long term fundraising projects, funds may be reserved. - W1SPA aims to avoid any kind of deficit and spending is phased to protect this situation. The Chair and other Trustees meet regularly with the school to discuss planned spending. Current cash levels are a key consideration before committing to fund future items.
Amount of reserves held	Para 1.22	£39,366 as detailed above
Reasons for holding zero reserves	Para 1.22	<i>Not applicable</i>
Details of fund materially in deficit	Para 1.24	<i>Not applicable</i>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<i>Not applicable, no uncertainties surrounding going concern</i>

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any	Para 1.46	

social investment policy adopted		
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution raised 22 nd February 2010
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed or reappointed at the Annual General Meeting held in September each year.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The management of the association shall be vested in a committee, consisting of a Chairperson, Secretary and Treasurer, along with additional committee members. These positions are voted for by the parents of pupils at the school, who are the W1SPA members.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Westfield First School Parent Staff Association
Other name the charity uses	W1SPA, Westfield School Association
Registered charity number	1149519
Charity's principal address	Westfield Primary School Durrants Lane Berkhamsted Hertfordshire HP4 3PJ

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)
1	Sianne Plenderleith	Chair		W1SPA Members
2	Angharad Harrison	Co-Chair		W1SPA Members
3	Gina Shelton	Treasurer		W1SPA Members
4	Emily Perks	Secretary		W1SPA Members
5	Lisa Engel	Committee Member		W1SPA Members
6	Emily Millar	Committee Member		W1SPA Members
7	Bex Plenderleith	Committee Member		W1SPA Members
8	Paul Banham	Committee Member		W1SPA Members
9				
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18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	<i>Not applicable</i>
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	<i>Not applicable</i>
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	<i>Not applicable</i>

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

Signature(s)	
Full name(s)	Gina Shelton
Position (eg Secretary, Chair, etc)	Treasurer
Date	28/06/2021



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
WESTFIELD FIRST SCHOOL PARENT STAFF ASSOCIATION

**On accounts for the year
ended**

31st AUGUST 2020

**Charity no
(if any)**

1149519

Set out on pages

1-2

(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 **31/08/2020**.

**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 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.

Signed:

Date:

28th June 2021

Name:

Tamzyn Wright

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

FCCA

Address:

31 Durrants Road

Berkhamsted

Hertfordshire, HP4 3PG

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.

NONE