



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)

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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 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)

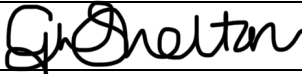
You **may choose** to include additional information, where relevant about:

- 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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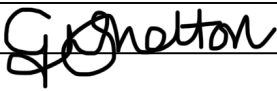
Net of receipts/(payments)	- 4,791	-	-	- 4,791	4,568
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A5 Transfers between funds	-	-	-	-	-
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A6 Cash funds last year end	39,366	-	-	39,366	34,798
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Cash funds this year end	34,575	-	-	34,575	39,366
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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