



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
6				
7				
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 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

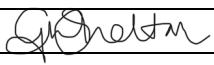
A4 Asset and investment purchases, (see table)

	-	-	-	-	
	-	-	-	-	
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