



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				
9				
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)

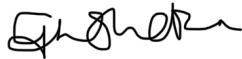
You **may choose** to include additional information, where relevant about:

- 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

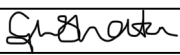
A4 Asset and investment purchases, (see table)

	-	-	-	-	
	-	-	-	-	
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