



# Trustees' Annual Report for the period

Period start date				Period end date			
<b>From</b>	31	August	2022	<b>To</b>	31	August	2023

## Section A Reference and administration details

**Charity name** Watling View Parent Staff Association

**Other names charity is known by** WVPSA

**Registered charity number (if any)** 1158303

**Charity's principal address**

17 Carisbrooke Road
Harpenden
Herts
AL5 5QS

### 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	Lucy Rayner	Chair		PSA committee
2	Tom Rayner	Treasurer		PSA committee
3	Liliana Picciuto			PSA committee
4	Penny Jordan			PSA committee
5	Helen Weston			PSA committee
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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### 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
How the charity is constituted (eg. trust, association, company)	Charitable Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by committee

### 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.

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## Section C Objectives and activities

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

To raise funds for Watling View School to be primarily used for the benefit of the pupils and to organise social events for the families.

**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)**

Through a range of charitable events and donations WVPSA has been able to raise funds to provide equipment and services that have materially improved the quality of the education and the physical wellbeing of the pupils at Watling View School in St Albans – a school for children with severe learning disabilities.

The 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**

During the financial year WVPSA generated total revenue of £29,136.

Of this, £11,142 came from a range of events organised by WVPSA and £17,500 from grants and donations (£10,000 from Clothworkers, £5,000 from Herts Comm, £1,000 from Neighbly Trust, £1,000 from the Lloyds foundation and £500 from TK Maxx). Other items included expenses of £1,108, primarily linked to fundraising events.

WVPSA transferred £1,800 to Watling View School during the financial year, primarily to fund a new fridge freezer for the school café.

## Section E

## Financial review

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

WVPSA intends to maintain a minimum positive float of £3,000 but to distribute its remaining reserves to the school to fund agreed projects. Money is actively transferred between the charity's current and savings account to take advantage of higher interest rates.

### Details of any funds materially in deficit

### 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)

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Full name(s)

Lucy Rayner

Thomas Rayner

Position (eg Secretary, Chair, etc)

Chair

**Date**

17/1/2024

# Watling View School PSA Treasurer's Report

Year ending 31 Aug 2023

Watling View School Parent Staff Association  
17 Carisbrooke Road  
Harpenden,  
Hertfordshire, AL5 5QS  
Phone: 01582 766220  
Registered Charity No: 1158303

17 January 2024

The figures below show the account movements in financial year ending 31 August 2023. The account balance increased by £26,228 in the financial year, with income of £29,136 offset by expenses of £1,108 and transfers to school of £1,800. Whereas the balance of £53,793 was unusually high at the financial year end, a payment of £40,000 has been made to school (post FYE) to fund outdoor playground equipment.

Accounts £	Year-end	Balance
Business Current Account	31-Aug 2022	23,678
Business Savings Account	31-Aug 2022	3,887
<b>Total funds</b>	<b>31-Aug 2022</b>	<b>27,565</b>
Business Current Account	31-Aug 2023	49,890
Business Savings Account	31-Aug 2023	3,904
<b>Total funds</b>	<b>31-Aug 2023</b>	<b>53,793</b>
Increase / (decrease) in financial year	-	26,228
<i>o/w income</i>	-	29,136
<i>o/w transfers to WV School</i>	-	(1,800)
<i>o/w expenditure</i>	-	(1,108)

The following summary tables break down income and expenditure.

SUMMARY (£)	INCOME	EXPENSE	SURPLUS
Grants	17,500	-	17,500
Fundraising Events	11,142	(517)	10,624
Donations	478	-	478
Ice cream van	-	(408)	(408)
Misc	16	(183)	(167)
<b>TOTAL</b>	<b>29,136</b>	<b>(1,108)</b>	<b>28,028</b>
Transfers to WV - Fridge Freezer	-	(1,800)	(1,800)
<b>TOTAL - POST TRANSFERS</b>	<b>29,136</b>	<b>(2,908)</b>	<b>26,228</b>

We raised £11,142 from fundraising events, with the 2023 Keanu Golf Day once again the main contributor, raising £6,315 (including £2,000 matched giving from Barclays), with a further £1,006 from the 2022 Keanu Golf Day disco also dropping into this financial year. Other events included Xmas raffle 2022, which raised £1,915, Quiz night 2022 £1,003, and Easter raffle 2023 £386.

We had a good year in terms of grants, raising a total of £17,500, including £10,000 from Clothworkers' Foundation, £5,000 from Herts Community Foundation, £1,000 from Neighbourly Charitable Trust, £1,000 from Lloyds Bank Foundation and £500 from TK Maxx. We raised a further £478 from donations, including Tony's customers, uniform sales, and Amazon Smile.

Expenses were mainly linked to fundraising events (e.g. raffle prizes, fish & chips on quiz night), plus the provision of an ice cream van for pupils and staff, a Parentkind subscription and the cost of a games license.

The tables below show additional detail of the funds raised from donations, grants, and organised events.

<b>FUNDRAISING EVENTS (£)</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>SURPLUS</b>
Keanu Golf Day 2023	6,315	-	6,315
Xmas Raffle 2022	1,915	-	1,915
Quiz Night 2022	1,445	(442)	1,003
Keanu Golf Day 2022 - Disco	1,006	-	1,006
Easter Raffle 2023	386	-	386
Bingo night / Refunds	75	(75)	0
<b>Total</b>	<b>11,142</b>	<b>(517)</b>	<b>10,624</b>

<b>GRANTS</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>SURPLUS</b>
Clothworkers Foundation	10,000	-	10,000
Herts Community Foundation	5,000	-	5,000
Neighbourly Charitable Trust	1,000	-	1,000
Lloyds Bank Foundation	1,000	-	1,000
TK MAXX	500	-	500
<b>Total</b>	<b>17,500</b>	<b>-</b>	<b>17,500</b>

<b>DONATIONS</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>SURPLUS</b>
Tony's customers	241	-	241
Uniform Sales & Disco	164	-	164
Amazon Smile	73	-	73
<b>Total</b>	<b>478</b>	<b>-</b>	<b>478</b>

<b>SUMMARY (£)</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>SURPLUS</b>
Grants	17,500	-	17,500
Fundraising Events	11,142	(517)	10,624
Donations	478	-	478
Ice cream van	-	(408)	(408)
Misc	16	(183)	(167)
<b>TOTAL</b>	<b>29,136</b>	<b>(1,108)</b>	<b>28,028</b>
Transfers to WV - Fridge Freezer	-	(1,800)	(1,800)
<b>TOTAL - POST TRANSFERS</b>	<b>29,136</b>	<b>(2,908)</b>	<b>26,228</b>

Sincerely,

Tom Rayner – Treasurer



## **Independent examiner's report to the trustees of Watling View School Parent & Staff Association**

I report to the trustees on my examination of the accounts of the Watling View School Parent & Staff Association (the Trust) for the year ended 31 August 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 all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Claire Bryson

Relevant professional qualification or membership of professional bodies (if any): Member of the Chartered Institute of Taxation

Address: 14 Spencer Gate, St Albans, Herts, AL1 4AD

Date: 03 February 2024