

WARWICK PREPARATORY SCHOOL ASSOCIATION

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2020

CHARITY NUMBER: 1172090

WARWICK PREPARATORY SCHOOL ASSOCIATION
(Registered Charity No 1172090)

ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2020

Warwick Preparatory School Association is a registered charity (number 1172090) operated as an Association. It was formed by Resolution in 1969 and is governed by the Objectives and Activities set out in its Constitution, adopted on 6th March 2017. It became a charity on 16th March 2017. Its address is Warwick Preparatory School, Banbury Road, Warwick, CV34 6PL.

Trustees

The charity has no paid staff and is administered by a General Committee elected in September 2019 which comprises:-

| | | | |
|---------------|----------------------------------|------------|---------------|
| President: | Headteacher Mrs Hellen Dodsworth | Treasurer: | Viv Bosworth |
| Chairperson: | Helen Owen | Trustee: | Lucy Reeves |
| Deputy Chair: | Antonia Valentine | Trustee: | Clare Harding |

Other members (non-Trustees):

| | | |
|---------------------|-------------------------|----------------|
| Caroline Johnson | Charlotte Juxon | Anna Sullivan |
| Ruth Harrison | Melissa Bowden-Williams | Clare Phillips |
| Nicholas Todd-Jones | Julie Moon | Vicky Jenkins |
| Rob Bradley | Corolee Dorgan | |

Members appointed by other bodies or organisations:

Deborah Ward: Teaching Staff (Prep)
Gill Smeeton: Teaching Staff (Pre-Prep)
Dee Alder: Teaching Staff (Deputy Head)

Objectives and Activities

The objects of Warwick Preparatory School Association (WPSA) are:

- 1) To advance the education of pupils in the school in particular by:
 - (a) developing effective relationships between the staff, parents and others associated with the school.
 - (b) engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.
- 2) To further such charitable purpose or purposes as the trustees in their absolute discretion shall think fit but in particular through the making of grants and donations.

The main activities of WPSA during the year were fundraising events which also provided social occasions for members, and the collection of subscription receipts.

WPSA also runs a Second Hand Uniform Shop.

WARWICK PREPARATORY SCHOOL ASSOCIATION
(Registered Charity No 1172090)

ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2020

Achievements

WPSA's activities in 2020 were limited by Covid-19, which prevented the running of the Easter Egg Hunt, Bingo Night and Summer Fun Afternoon, as well as preventing us from holding a number of second hand uniform sales.

The total financial support given to the school in the 2019/20 year was £1,395. WPSA was able to support a wide range of requests for financial assistance, the full details of which are shown at Note 3 of the accounts. A further donation of £15,000 was given to the Warwick Independent Schools Foundation for the Project One Campus appeal, which will go towards new play spaces and play equipment for Warwick Prep. WPSA also raised £1,618 for other charities – primarily MacMillan. The WPSA second hand uniform shop returned £6,002 to parents in uniform sales, as well as reducing the costs of their uniform purchases.

Financial Matters

Throughout the year the WPSA operated a current account with Lloyds Bank, Warwick Branch, 12 Swan Street, Warwick CV34 4BJ for the holding of cash reserves.

The Independent Examiner of the WPSA accounts is Mrs Claire Atteck, of Springwood, Norton Grange, Little Kineton, Warwick CV35 0DP.

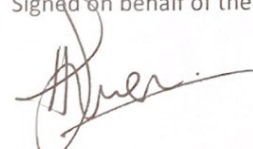
The accounts are prepared on a Receipts and Payments basis. The cash reserves at the year-end were uncommitted although it is the policy of the General Committee to keep accumulated funds to a minimum by supporting as many School projects as possible. Funds for the projects are generally allocated each term and applications for support are submitted by both staff members and the Pupil Council, and evaluated during committee meetings.

No trustee, committee member or persons known to be connected with them received remuneration or benefit directly or indirectly from the Charity during the year.

WPSA is grateful to Warwick Preparatory School and its staff for the operational and administrative support they have given during the period.

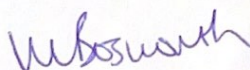
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the Charity's Trustees.



Helen Owen
Chairperson

Date: 20/06/21



Viv Bosworth
Treasurer

Date: 20/06/21

WARWICK PREPARATORY SCHOOL ASSOCIATION

Registered Charity No: 1172090

ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2020

WARWICK PREPARATORY SCHOOL ASSOCIATION***INCOME AND EXPENDITURE ACCOUNT for the year ended 31 August 2020***

| | <i>Notes</i> | 2019/20 | 2019/20 | 2018/19 | 2018/19 |
|---|--------------|------------------|--------------------------|----------------|-------------------------|
| | | £ | £ | £ | £ |
| INCOME | | | | | |
| Subscriptions | | 1,230.00 | | 3,810.00 | |
| Gift Aid | | 636.88 | | 2,093.76 | |
| Fundraising events | | 15,320.11 | | 16,643.56 | |
| Second Hand Uniform Shop | | 11,368.70 | | 18,238.00 | |
| Bank interest received | | 2.88 | | 2.92 | |
| TOTAL INCOME | | | <u>28,558.57</u> | | <u>40,788.24</u> |
| EXPENDITURE | | | | | |
| Direct Charitable Expenditure | | | | | |
| Warwick Prep School/ POC* donations | 3 | 16,395.25 | | 13,875.92 | |
| Charity donations | 2 | 1,618.93 | | 1,501.93 | |
| U2/L2 leavers gifts | | 1,120.79 | | 999.00 | |
| Fund Raising Expenditure | | | | | |
| Cost of running WPSA events | 1 | 6,985.35 | | 6,023.37 | |
| Second Hand Uniform Shop** | | 6,214.37 | | 12,365.39 | |
| Management & Administration | | | | | |
| Administration Costs | 4 | 284.49 | | 490.26 | |
| | | | <u>32,619.18</u> | | <u>35,255.87</u> |
| SURPLUS/DEFICIT GENERATED FOR THE YEAR | | | <u>- 4,060.61</u> | | <u>5,532.37</u> |

* Project One Campus

** Parent payments and administration costs

WARWICK PREPARATORY SCHOOL ASSOCIATION EXCLUDING UNIFORM SHOP
INCOME AND EXPENDITURE ACCOUNT for the year ended 31 August 2020

| | <i>Notes</i> | 2019/20 | 2019/20 | 2018/19 | 2018/19 |
|--|--------------|-----------|-------------------|-----------|------------------|
| | | £ | £ | £ | £ |
| INCOME | | | | | |
| Income from WPSA events* | 1 | 15,320.11 | | 16,643.56 | |
| Subscriptions | | 1,230.00 | | 3,810.00 | |
| Gift Aid on subscriptions & donations | | 636.88 | | 2,093.76 | |
| Bank interest received | | 2.88 | | 2.92 | |
| TOTAL INCOME | | | 17,189.87 | | 22,550.24 |
| EXPENDITURE | | | | | |
| Cost of WPSA events inc. bank/platform charges | 1 | 6,985.35 | | 6,023.37 | |
| Charity donations | 2 | 1,086.95 | | 1,237.93 | |
| Warwick Prep / POC** donations | 3 | 11,395.25 | | 8,875.92 | |
| U2/L2 leavers gifts | | 1,120.79 | | 999.00 | |
| Administration Costs | 4 | 219.49 | | 202.50 | |
| TOTAL EXPENDITURE | | | 20,807.83 | | 17,338.72 |
| SURPLUS GENERATED FOR THE YEAR | | | - 3,617.96 | | 5,211.52 |

* The Covid-19 pandemic prevented the running of the Easter Egg Hunt, Bingo Night and Summer Fun Afternoon.

** Project One Campus

WARWICK PREPARATORY SCHOOL ASSOCIATION - UNIFORM SHOP
INCOME AND EXPENDITURE ACCOUNT for the year ended 31 August 2020

| | <i>Notes</i> | 2019/20 | 2019/20 | 2018/19 | 2018/19 |
|---------------------------------------|--------------|------------------|-------------------------|------------------|-------------------------|
| | | £ | £ | £ | £ |
| INCOME | | | | | |
| Total proceeds from uniform sales | | 11,179.90 | | 18,238.00 | |
| Bag 2 School | | 188.80 | | - | |
| TOTAL INCOME | | | <u>11,368.70</u> | | <u>18,238.00</u> |
| EXPENDITURE | | | | | |
| Parent uniform payment | | 6,002.85 | | 10,549.45 | |
| Pay-pal and credit/debit card charges | | 211.52 | | 410.42 | |
| Administration Costs | 4 | 65.00 | | 287.76 | |
| School Blazer Uniform Stock | | - | | 1,405.52 | |
| Charity Donations | 2 | 531.98 | | 264.00 | |
| School donations | 3 | 5,000.00 | | 5,000.00 | |
| | | | <u>11,811.35</u> | | <u>17,917.15</u> |
| SURPLUS GENERATED FOR THE YEAR | | | <u>- 442.65</u> | | <u>320.85</u> |

WARWICK PREPARATORY SCHOOL ASSOCIATION***BALANCE SHEET as at 31 August 2020***

| | 2019/20 | 2019/20 | 2018/19 | 2018/19 |
|---------------------------------------|------------|------------------|------------|------------------|
| | £ | £ | £ | £ |
| CURRENT ASSETS | | | | |
| Cash at bank - WPSA | 25,097.83 | | 28,149.06 | |
| Cash at bank - Uniform shop | 12,048.33 | | 12,692.42 | |
| | | <u>37,146.16</u> | | <u>40,841.48</u> |
| ACCUMULATED FUNDS | | | | |
| General fund opening balance | 28,149.06 | | 22,015.34 | |
| Surplus generated for the year | (3,617.96) | | 5,211.52 | |
| Unpresented payments current year | 1,276.07 | | 1,552.34 | |
| Unreceived income from current year | - | | (43.00) | |
| Income received from previous year | 43.00 | | 658.00 | |
| Payments presented from previous year | (752.34) | | (1,245.14) | |
| | | <u>25,097.83</u> | | <u>28,149.06</u> |
| Uniform shop fund opening balance | 12,692.42 | | 12,342.87 | |
| Surplus generated for the year | (442.65) | | 320.85 | |
| Unreceived income current year | (160.14) | | | |
| Unpresented payments current year | 8.40 | | 76.30 | |
| Payments presented from previous year | (49.70) | | (47.60) | |
| | | <u>12,048.33</u> | | <u>12,692.42</u> |
| TOTAL FUNDS 31ST AUGUST | | <u>37,146.16</u> | | <u>40,841.48</u> |

WARWICK PREPARATORY SCHOOL ASSOCIATION

NOTES TO THE INCOME AND EXPENDITURE ACCOUNT for the year ended 31 August 2020

| 1 Breakdown of WPSA events | 2019/20 | | | 2018/19 | | |
|----------------------------|------------------|-----------------|-----------------|------------------|-----------------|------------------|
| | Income £ | Costs £ | Net Income £ | Income £ | Costs £ | Net Income £ |
| Macmillan coffee morning | 1,086.95 | - | 1,086.95 | 1,237.93 | - | 1,237.93 |
| Quiz night | 2,515.78 | 893.69 | 1,622.09 | 2,287.85 | 1,420.84 | 867.01 |
| Summer Fun Afternoon | - | - | - | 2,395.23 | 1,483.20 | 912.03 |
| Christmas Fair & Raffle | 2,791.65 | 590.02 | 2,201.63 | 2,006.38 | 1,197.63 | 808.75 |
| Christmas Puddings | 287.66 | 11.38 | 276.28 | 361.15 | 468.72 | 107.57 |
| Middle school disco | 2,211.35 | 1,275.93 | 935.42 | 1,310.30 | 755.22 | 555.08 |
| Film night | 981.75 | 286.21 | 695.54 | 661.00 | 203.77 | 457.23 |
| Easter Egg hunt | 230.00 | 239.69 | 9.69 | 576.10 | 306.29 | 269.81 |
| Welcome Back Evening | - | - | - | - | - | - |
| Summer Ball | - | 500.00 | 500.00 | - | - | - |
| Coffee morning | - | - | - | - | - | - |
| Donations | 173.23 | 5.93 | 167.30 | - | - | - |
| WPSA Challenge 50 | - | - | - | 4,584.54 | - | 4,584.54 |
| Bingo Afternoon | - | - | - | 1,223.08 | 187.70 | 1,035.38 |
| Oddballs Hats | 5,041.73 | 3,182.49 | 1,859.24 | - | - | - |
| | 15,320.11 | 6,985.35 | 8,334.76 | 16,643.56 | 6,023.37 | 10,620.19 |

| 2 Charity donations | 2019/20 £ | 2018/19 £ |
|---------------------------|-----------------|-----------------|
| <i>Main WPSA funds</i> | | |
| Macmillan | 1,086.95 | 1,237.93 |
| | 1,086.95 | 1,237.93 |
| <i>Uniform Shop funds</i> | | |
| MacMillan | 255.98 | |
| Global Care | 276.00 | 264.00 |
| | 531.98 | 264.00 |
| Total Charity Donations | 1,618.93 | 1,501.93 |

| 3 Warwick Prep school donations | 2019/20 | 2018/19 £ |
|---|------------------|--|
| <i>Main WPSA funds</i> | | |
| 60 Platinum star badges | 103.20 | Merit Badges 277.80 |
| 600 House Badges | 484.38 | Engraving To Badges 168.00 |
| Eco-committee badges | 31.50 | Antler Head Bands 356.14 |
| Quiz decorations and Christmas Elf Hats | 222.60 | Project One Campus Plus - Play Spaces 5,000.00 |
| 2018/19 Backpack Books | 61.69 | School Bid - Science Dept 657.24 |
| Badges | 491.88 | School Bid - Art Exhibition 500.00 |
| | | School Bid - Skills for Life 224.12 |
| | | School Bid - Badge Machine 487.93 |
| Project One Campus Plus - Play Spaces | 10,000.00 | School Bid - Reception Play Kitchen 347.29 |
| | | Skills 4 Life Badges 576.00 |
| | | Star Awards Badges 281.40 |
| | 11,395.25 | 8,875.92 |
| <i>Uniform Shop funds</i> | | |
| Project One Campus Plus | 5,000.00 | Project One Campus Plus 5,000.00 |
| Total Warwick Prep Donations | 16,395.25 | 13,875.92 |

| 4 Administration Costs | 2019/20 | 2018/19 £ |
|-------------------------------------|---------------|---|
| <i>Main WPSA funds</i> | | |
| Storage boxes for WPSA storage area | 27.50 | Polo Shirts/Hoodies (New Members) 85.50 |
| Polaroid camera | 69.99 | Public Liability Insurance 117.00 |
| Public Liability Insurance | 122.00 | |
| | 219.49 | 202.50 |
| <i>Uniform Shop funds</i> | | |
| Storage boxes for uniform | 65.00 | Carrier bags and hangers 287.76 |
| Total Administration Costs | 284.49 | 490.26 |



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
WARWICK PREPARATORY SCHOOL ASSOCIATION

**On accounts for the year
ended**

31 AUGUST 2020

**Charity no
(if any)**

1172090

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 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.

Name:

Claire Atteck

Date:

10 June 2021

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

ACA (ICAEW)

Address:

Springwood, Norton Grange

Little Kineton, Warwick

CV35 0DP

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.

N/A