

WESTMINSTER SUPPLEMENTARY SCHOOL

FINANCIAL STATEMENTS

04 DECEMBER 2022

Charity Number 1190485

WESTMINSTER SUPPLEMENTARY SCHOOL
LEGAL AND ADMINISTRATIVE DETAILS OF THE
CHARITY YEAR ENDED 04 DECEMBER 2022

Registered Charity Name	WESTMINSTER SUPPLEMENTARY SCHOOL
Charity Registration Number	294201
Registered Office	Flat 24 Baltimore Court 70 Vauxhall Bridge Road London SW1V 2RP
Trustees	Yawooz Izzat (Chair) Ismail Oyzoy (Trustee) Ertugrul Salichoglou (Trustee)
Secretary	Ertugrul Salichoglou
Bankers	Barclays Bank uk plc; 1 Churchill place; E14 5HP

WESTMINSTER SUPPLEMENTARY SCHOOL

TRUSTEES REPORT

YEAR ENDED 04 DECEMBER 2022

The Governors of the Westminster Supplementary School (WSS) Present their annual report and audited account for year ending 04 December 2022 and confirm they comply with the requirements of the Charities Act 2011, the trust deed and the Charities SORP (FRS 102).

Westminster Supplementary School has been serving the local community and providing a high quality tuition in subjects of Maths, English and Arabic language for a number of years. We are teaching , Maths, English beside Arabic language for children aged between 5-15 years old, to the modern standard of British education system. Our Services continued during the COVID 19 pandemic whereby we switched to online and provided our tuition services using both Goole classroom and Zoom online facilities.

Since 2021 WSS successfully is providing holiday activities. These activities are part of DfE plan and funded by City of Westminster, intended to support children who are eligible for Free School Meal (FSM) during schools holiday terms. Our activities included Art & Craft, Cooking and sport activities. All our activities are free of charge. We accept funds, donations and contributions.

Our objectives are:

- 1- By helping the child to achieve to their potential in the area of their curriculum in the subjects of Maths and English will maximise the impact of civic involvement of the children and by learning to Speaking another language besides English, will increase their confident and provide an active way to engage children with their wider families and each other.
- 2- Facilitate volunteering opportunities for the local communities reflecting local difference, aiming to create a consistency in service delivery by a dynamic integrated local community based organisation. Improve access and equality of opportunity to a diverse range of volunteers, enhance collaboration to meet the local communities need.
- 3- Providing occupational therapy to volunteers, in that volunteering will make positive change in all aspect of the life of the volunteers, ranging from social, cultural, economic or environmental issues. Our vision is that facilitating individuals to connect with others and their community will help to build strong and self-sustaining communities leading to a healthy society to emerge paving the way For a Better World. Our mission is constructed from the believe that volunteering enables people to meet each other.

REVEIEW OF ACTIVITIES AND ACHIEVEMENTS

Our supplementary school's reputation is well known in the area we serve. We offer a modern way of tuition to the slandered of British Educational System provided by local specialist teachers. The curriculum we teach facilitates lifelong learning for children that benefits children during and after the school day ends, and for the rest of their live.

WESTMINSTER SUPPLEMENTARY SCHOOL TRUSTEES REPORT YEAR ENDED 04 DECEMBER 2022

These activities are part of DOE plan and funded by City of Westminster, intended to support children who are eligible for Free School Meal (FSM) during schools holiday terms. Our activities included Art & Craft, Cooking and sport activities. Most of the children we have engaged with have benefited from our services in that the children who have attended our services have achieved to their potential in the subject of their tuition in English and Maths. Also are able to speak, read and write in Arabic. We have taught Arabic language nearly 250 children over the last nine years and many of these children do not have an Arabic background. Most of the children who are attending our classes, from both sexes are British from English, Bangladeshi, Greek, Morocco, Algeria, Egypt, Turkish and Iraq. Some of these children have been with us since we have started, but also many have joined as recently and there are many others on our waiting list because we are not able to accommodate them due to lack of space. Currently we are to provide our services in other local spaces might be available. This demonstrates that there is a huge demand for our services.

REVIEW OF ACTIVITIES AND ACHIEVEMENTS

Children's numbers and fees

Our services contains of two parts:

- 1) School term educational activities whereby WSS provides tuition services for children aged 4-16 years old. We urged parents to £5 per child £7 for 2 (siblings) (once a week) only for those children whose parent can offered to pay.
- 2) HAF activities whereby WSS have provided for at least 35 children a day; physical, sport, Art & Craft activities and free meal all free of charge. The holiday activities were funded by the WCC. There were 15 volunteers who has joined us while delivering these services last year.

FUTURE PLANS

The Governors intended to continue the current plan to provide competitive service to local deprived children and families by providing high quality tuition and HAF activity services. Also provide opportunities for volunteers to practise their skills and gain confidence while working with children. The organisation also is committed to provide volunteers with reference and help them their job search task as much as we can.

OUR FINANCES

Our bank statement shows our net income which is around £18,000 for last year period this includes the funds which we received from WCC for HAF activities and contributions from Trustees and parents. As a charity the parents of the children have the assurance that all the income of the WSS must be applied for the educational purposes and wellbeing of the children who are attending WSS.

WESTMINSTER SUPPLEMENTARY SCHOOL
TRUSTEES REPORT
YEAR ENDED 04 DECEMBER 2022

In addition to the very substantial benefits of WSS to the children, the local community and society through the education and activities we offer our free programme create a social asset without cost to Exchequer.

Reserves and Financial Health

The Governors regularly review the finances, budgets and spend against budget together with a termly cash flow analysis as a part of the effective obligations of the charity.

WESTMINSTER SUPPLEMENTARY SCHOOL ETHOS, STRATEGY AND POLIES

The Governors of WSS are responsible for setting a strategy to achieving the objectives they have set. The essence WSS strategy is based on the welfare and development of the children who are attending our services; their learning, achievement, mental health and healthy development. To maintain long term achievement:

- The strategies of the charity are constantly are reviewed.
- The range of activities are re-evaluated, developed and new activities were considered. Invest in technology are measured.
- The aim for a beggar and a wider space are emphasized to achieve more values and to serve more children for longer hours.
- Co-operate and share information with Authorities
- Continue to review and develop our strategies to ensure wider access to pupils from all backgrounds

Our ethos: a caring charity serving our local community and society

Westminster Supplementary School is a charitable organisation which aims to benefit the public through the mean which the charity has adopted. Our free services are accessible to everyone and welcome children from all backgrounds.

WSS strive to be able to benefit every child in their area of curriculum and help them to develop to the best of their potential comparable to the general standards achieved by their peers.

WSS is an equal opportunity organisation and are committed to a working environment that is free from any forms of discrimination on the grounds of colour, race, ethnicity, religion, sex, or disability.

Our school is committed to safeguarding and promoting the welfare of the children and expects all staff and volunteers to share this commitment.

WESTMINSTER SUPPLEMENTARY SCHOOL
TRUSTEES REPORT
YEAR ENDED 04 DECEMBER 2022

Parents are given regular information about their children's achievements and progress through parent evenings and end of term and year reports. WSS maintain regular contact with parents throughout the year through informal contacts and through our WhatsApp and newsletter.

ACCESS POLICY

Access to our services (Tuition, Art and Craft and sports activities) are free of charge for children of deprived families. We accept little contribution from families who can offer. We believe the children who attend our services benefit from learning with a diverse community. WSS believe incredible learning will occur through social perspectives of other people that will be vital in their adult lives.

Assistance for our volunteers

We facilitate training whenever available, advice and offer reference for our volunteers whenever required and help them in their job search. We provide, papers, envelopes access to PC printer and use internet.

Organisational Management:

The Governors of WSS determine the general policy of the organisation. Select the types and times of the activities. The director undertakes the key leadership role overseeing educational, pastoral and administrative functions in consultation with the Governors and other members of the tuition and other activities providers. The administration the school term tuition classes and holiday term Art & Craft and sport activities are undertaken within the policies and procedures approved by the Governors meetings.

Risk Management

The Governors are responsible for the overseeing of the risks faced by the organisation. Detailed consideration of the risk are delegated to the director of WSS. Risks are identified, assessed and controls established throughout the year. A formal review of the charity's risk management process is undertaken on an annual basis. Risk is managed under the headings of the financial stability, school safety, student welfare, employment, trips and events and community access.

The main risks that the Governors have consider and plan to manage are:

- **Reputation:** The WSS's success is built on its reputation for the education and well-being the children attending. WSS manage this risk through safeguarding policies, staff and volunteer policies, pastoral support for children, volunteers and staff and active identification and resolution of health and safety related issues.

**WESTMINSTER SUPPLEMENTARY SCHOOL
TRUSTEES REPORT
YEAR ENDED 04 DECEMBER 2022**

- **Money:** Our ability to continue is reliant on the little donation from parents, commitment of the volunteers and fund that we hope to receive from the Authorities that supported WSS summer activities.
- **Curriculum:** Our tuition activities to achieve high standers require the most able teachers to deliver the academic curriculum compatible to the National Academic stander which required for the child to achieve at a certain year grope according to their age. In addition to the academic curriculum WSS is teaching Arabic language as a foreign language for those children; both who are from Arabic background who want to learn their mother tong to communicate sufficiently with wider family members or those who are from none Arabic background who want to learn Arabic or various reasons.

Through the risk management processes established for the organisation. The Governors are satisfied the major risks identified have been adequately mitigated where necessary. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately been managed.

Governor Recruitment and Training

The Governing body requires breadth and depth of experience to carry out its duties effectively and efficiently. Despite all our Governors are volunteers, but they attribute a passion to the work of our organisation and maintain rounded experience of personal growth. WSS Governors attend training whenever available to develop their skills. Yet we advertise locally and consider individual with required experiences to join our board. Currently the WSS will not be able to recruit Governors due to financial reasons, but hoping it for near future. Where possible the Governors consider that the skills and experience of the board should compromise the following:

A Governor with legal background

A Governor with a financial/accounting background

A Governor with education experience

A Governor with senior managerial or business experience

A governor with experience of equal opportunities or disability needs

At least one female governor at least one male Governor

One Governor may have one or more of these skills.

WESTMINSTER SUPPLEMENTARY SCHOOL
TRUSTEES REPORT
YEAR ENDED 04 DECEMBER 2022

GOVERNORS AND CHARITY TRUSTEES

The Governors are the charity trustees of Westminster Supplementary School in their last review meeting in 24 Sep 2023 conformed the present trustees will continue their position on the Board of Governors as before.

Governors

Yawooz Izzat Chairperson

Ismail Oyzoyun Treasurer

Ertugrul Salichoglou Secretary

Chair Person



WESTMINSTER SUPPLEMENTARY SCHOOL
STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME
AND EXPENDITURE ACCOUNT)
YEAR ENDED 04 DECEMBER 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOME FROM					
Grants	2	–	16,256	16,256	11,020
Donations		1,337		1,337	1,796
Income from charitable Activities	3				–
Other trading activities	4	300		300	–
Investment income	5	–		–	–
TOTAL INCOME		1,637	16,256	17,893	12,816
EXPENDITURE ON					
Cost of raising funds					
Charitable activities	6	(204)	(16,256)	(16,460)	(12,461)
TOTAL EXPENDITURE		(204)	(16,256)	(16,460)	(12,461)
NET INCOME /(EXPENDITURE)		1,433		1,433	355
RECONCILIATION OF FUNDS					
Total funds brought forward		355	–	355	
TOTAL FUNDS CARRIED FORWARD		1,788	–	1,788	355

The Statement of Financial Activities includes all gains and losses recognised in the year. All of the above amounts relate to continuing activities.

The notes on pages 11 to 15 form part of these financial statements.

WESTMINSTER SUPPLEMENTARY SCHOOL
BALANCE SHEET
YEAR ENDED 04 DECEMBER 2022

	Note	2022 £	£	2021 £	£
CURRENT ASSETS					
Cash at Bank and in Hand	7	1,633		-	
Debtors	8	355		355	
		<u>1,987</u>		<u>17,100</u>	
CREDITORS: Amounts falling due within one year	9	<u>(200)</u>		<u>-</u>	
NET CURRENT ASSETS			<u>1,788</u>		<u>355</u>
NET ASSETS			<u>1,788</u>		<u>355</u>
CHARITY FUNDS					
Restricted Funds	10				
Unrestricted Funds	11		<u>1,788</u>		<u>355</u>
TOTAL FUNDS			<u>1,788</u>		<u>355</u>

The accounts have been prepared in accordance with the Financial Reporting Standard 102 (effective January 2015)

These financial statements were approved by the Management Committee on:

Yawooz Izzat Chairperson

Ismail Oyzoyin Treasurer

Ertugrul Salichoglou Secretary



The notes on pages 11 to 15 form part of these financial statements.

WESTMINSTER SUPPLEMENTARY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 04 DECEMBER 2022

1. ACCOUNTING POLICIES:

Basis of accounting

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

Income

All income is recognised once the Centre has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis

Restricted funds

Restricted income received are accounted for separately as restricted funds and are used for the purposes specified by the donor

2. GRANTS:

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Grants		16,256	16,256	11,020
		<u>16,256</u>	<u>16,256</u>	<u>11,020</u>
		=	=	=

2a. GRANTS:

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
HAF		16256	16256	11020
		<u>16,256</u>	<u>16,256</u>	<u>11,020</u>
		=	=	=

WESTMINSTER SUPPLEMENTARY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 04 DECEMBER 2022

3. INCOME FROM CHARITABLE ACTIVITIES:

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
-	-	-	-	-
-	-	-	-	-
	-	-	-	-

**3a. CHARITABLE ACTIVITIES
/GRANTS:**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
-	-	-	-	-
-	-	-	-	-
	-	-	-	-

4. OTHER TRADING INCOME:

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Coaching fee	300	-	300	-
	300	-	300	-

5. INVESTMENT INCOME:

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Bank Interest Received	-	-	-	-
	-	-	-	-

WESTMINSTER SUPPLEMENTARY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 04 DECEMBER 2022

6. COSTS OF CHARITABLE ACTIVITIES:

	Total Funds 2022	Total Funds 2021
	£	£
Staff Costs	1,761	1,586
Support Costs	1,679	1,380
Direct Project Expenditure	12,820	9,495
Governance	200	-
	<hr/> 16,460	<hr/> 12,461

6a. STAFF COSTS:

	Total Funds 2022	Total Funds 2021
	£	£
Staff Salaries	1,761	1,586
Employers NI	-	-
	<hr/> 1,761	<hr/> 1,586

The average number of employees during the year was 4

6b. SUPPORT COSTS:

	Total Funds 2022	Total Funds 2021
	£	£
Volunteers Expenses	-	-
Printing, Postage, Stationery	119	84
Computer Expenses & Website	-	-
Telecommunications	-	-
Refreshment	612	502
Insurance	20	20
Travel & Subsistence	445	387
Subscription	9	7
Rent & Rates	65	48
Repairs and Maintenance	246	198
Miscellaneous	152	134
Professional	11	-
	<hr/> 1,679	<hr/> 1,380

WESTMINSTER SUPPLEMENTARY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 04 DECEMBER 2022

6c. DIRECT PROJECT EXPENDITURE:

	Total Funds 2022 £	Total Funds 2021 £
Trips & Activities	11,253	8,319
Publicity	—	—
Tutors	140	128
Equipment and Materials	1,427	1,048
	<u>12,820</u>	<u>9,495</u>

6d. GOVERNANCE:

	Total Funds 2022 £	Total Funds 2021 £
Independent Examination	200	—
Payroll Services	—	—
Membership/Subscription	—	—
	<u>200</u>	<u>—</u>

7. CASH AT BANK AND IN HAND:

	2022 £	2021 £
Total Cash	1,633	—
	<u>1,633</u>	<u>—</u>

8. DEBTORS:

	2022 £	2021 £
Accrued Income	355	355
Other Debtors	—	—
	<u>355</u>	<u>355</u>

WESTMINSTER SUPPLEMENTARY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 04 DECEMBER 2022

9. CREDITORS: Amounts falling due within one year

	2022 £	2021 £
Accountancy payable	200	—
—	—	—
	<u>200</u>	<u>—</u>

10. RESTRICTED INCOME FUNDS:

	Balance at 05 Dec 2021	Incoming resources	Outgoing Resources	Transfers In/(Out)	Balance at 04 Dec 2022
—	—	—	—	—	—
	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
	—	—	—	—	—

11. UNRESTRICTED INCOME FUNDS:

	Balance at 05 Dec 2021 £	Incoming resources £	Outgoing resources £	Transfers In/(Out) £	Balance at 04 Dec 2022 £
General	355	1,637	(204)		1,788
	<u>355</u>	<u>1,637</u>	<u>(204)</u>	<u>—</u>	<u>1,788</u>

**WESTMINSTER SUPPLEMENTARY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 04 DECEMBER 2022**

The following pages do not form part of the statutory financial statements

WESTMINSTER SUPPLEMENTARY SCHOOL
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 04 DECEMBER 2022

	2022 £	2021 £
INCOME FOR		
DONATION AND LEGACIES		
Donations	1,337	1,796
	<u>1,337</u>	<u>1,796</u>
INCOME FROM CHARITABLE ACTIVITIES		
Grants		
HAF	16,256	11,020
Miscellaneous	—	—
	<u>16,256</u>	<u>11,020</u>
OTHER TRADING ACTIVITIES		
Coaching fee	300	—
	<u>300</u>	<u>—</u>
INVESTMENT INCOME		
Bank Interest Received	—	—
	<u>—</u>	<u>—</u>
TOTAL INCOME	<u>17,893</u>	<u>12,816</u>

WESTMINSTER SUPPLEMENTARY SCHOOL
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 04 DECEMBER 2022

	2022 £	2021 £
EXPENDITURE		
COST OF RAISING FUNDS		
Fundraising and Publicity		
CHARITABLE ACTIVITIES		
Staff Costs		
Staff Salaries	1,761	1,586
Employers NI		
Support Costs		
Volunteers Expenses	-	-
Printing, Postage, Stationery	119	84
Computer Expenses & Website	-	-
Telecommunications	-	-
Refreshment	612	502
Insurance	20	20
Travel & Subsistence	445	387
Subscription	9	7
Rent & Rates	65	48
Business Rates		0
Repairs and Maintenance	246	198
Miscellaneous	152	134
Professional	11	-
Direct Project Costs		
Trips & Activities	11,253	8,319
Publicity	-	-
Tutors	140	128
Equipment and Materials	1,427	1,048
Governance Costs		
Independent Examination	200	-
Membership/Subscription	-	-
Bank Charges	-	-
	<u>16,460</u>	<u>12,461</u>
TOTAL EXPENDITURE	<u>16,460</u>	<u>12,461</u>
NET INCOME / (EXPENDITURE)		
FOR THE YEAR	<u>1,433</u>	<u>355</u>

