

WARMINSTER SCHOOL PARENTS ASSOCIATION

Trustee's Report & Financial Statements

For the year ended 31st August 2020

Charity Registration Number: 285207

WARMINSTER SCHOOL PARENTS' ASSOCIATION

Trustees

Deborah Kennett (Chairman)
Rachael Holtom (Secretary)
Helen Burnett (Treasurer)
Jeremy Robertson (School Employee)
Melissa Jane Gairdner (Parent)
Annette Howard (Parent)
Gillian Walmsley (Staff)
Fiona Pamela Bolton (Parent)
Gavin Saunders (Parent)
Michelle Moltsen Kjoelner (Parent)
Vanessa Barnes (Parent)
Cheryl Amanda Louise Baker (Parent)
Alexandra Lucas (Parent)
Justin King (Parent)
Julie-Anne Sharpe (Parent)
Sally Bull (Parent)

Correspondence Address:

Warminster School
Church Street
Warminster
Wiltshire
BA12 8PJ

Registered Charity No

285207

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy, at any time, the financial position of the charity, and which enable them to ensure that the accounts comply with the applicable law and regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities

RESERVES POLICY

The financial reserves that have been set side provide financial stability and the means for the development of the charity's objectives.

The Trustees regularly review the amount of funds that the charity requires to ensure that they are adequate to fulfil the charity's ongoing obligations.

This report was approved by the Trustees.

Deborah Kennett

Date _____

Rachael Holtom

Date _____

Helen Burnett

Date _____

WARMINSTER SCHOOL PARENTS' ASSOCIATION

ANNUAL REPORT OF THE TRUSTEES for the year ending 31 August 2020

HISTORY AND OBJECTS OF THE TRUSTEES

The Charitable Trust was created on 2 October 1992 in order to advance the education of the pupils of Warminster School by providing, and assisting on the provision of, facilities for education in the school (not normally provided by the Governors of the school). As an ancillary thereto and in furtherance of this object, the Association may:

- a. Foster more extended relations between staff, parents and others associated with the School.
- b. Engage in activities that support the School and advance the education of the pupils attending it.
- c. Organise and run social activities, the profits of which shall be devoted to providing amenities for the School as the Association and Headmasters consider advisable.
- d. Arrange meetings, lectures and discussions for members of the Association.

TRUSTEES

The trustees who held office during the year were:

- a. Deborah Kennett (Chairman)
- b. Rachael Holtom (Secretary)
- c. Helen Burnett (Treasurer)

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees are required under the Charities Act 1993 to prepare accounts for each financial year that give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipts and payments basis). In preparing accounts giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts.
- prepare the accounts on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

WARMINSTER SCHOOL ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
For the year ending 31 August 2020

INCOMING RESOURCES

	2020	£	2019	£
Activities to generate funds				
Charity Shop		19,311		13,656
Christmas Fayre		1,884		1,881
Halloween Disco		165		178
Fireworks Night		4,392		59
Christmas Dance/		2,013		2,708
Burns Night		560		
Quiz Night		0		1,545
Summer Ball		0		11,978
School Bids		0		0
Merchandise		1,653		2,103
Cinema Night		50		288
Subscriptions		8,480		8,740
Investment Interest		0		0
Admin		14,911		343
Cabaret Support		1,264		
TOTAL INCOME		54,683		43,479

	2020	£	2019	£
Cost of generating funds				
Charity Shop		5,088		4,026
Christmas Fayre		1,436		623
Halloween Disco		22		106
Fireworks Night		2,912		726
Christmas Dance		2,416		2,499
Burns Night		613		
Quiz Night		0		1,063
Summer Ball		700		11,124
Merchandise		1,980		1,734
Admin		15,507		502
Cinema Night		34		516
Cabaret Support		1,429		
TOTAL EXPENDITURE		32,136		22,919

	Notes	2020	£	2019	£
Direct Charitable Expenditure					
Donations			32,658		30,846

**Management and Administration of
the Charity**

Sundry Expenses	0	0
Miscellaneous	0	0
TOTAL EXPENDITURE	64,794	53,765

Net Incoming Resources	(10,111)	(10,286)
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FUND BALANCES brought forward	3a	26,173	36,459
FUND BALANCES carried forward	3c	16,062	26,173

WARMINSTER SCHOOL ASSOCIATION
BALANCE SHEET
For the year ending 31 August 2020

CURRENT ASSETS	2020	£	2019	
CAF 90 day notice a/c – Scottish Widows		597		597
CAF Gold		12,146		20,211
CAF Cash		2,958		5,004
Petty Cash float		360		360
TOTAL at Bank or in cash		16,061		26,172

Debtors		0		0
Creditors		(254)		(91)

NET ASSETS		15,087		26,081
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FUNDS	2020	£	2019	£
Unrestricted				
Opening Balance		26,173		36,459
Net movement for the year		(10,111)		(10,286)
Closing Balance		16,062		26,173

Current Debtors	2020	£	2019	£
Payment in Advance for Fireworks		0		0
Total Debtors		0		0

Current Creditors	2020	£	2019	£
Cheques not yet cashed		(254)		(91)
Total Creditors		(254)		(91)

WARMINSTER SCHOOL ASSOCIATION
NOTES TO THE ACCOUNTS
For the year ending 31 August 2020

1. ACCOUNTING POLICIES

Basis of preparation of Accounts:

The income and expenditure account has been drawn up as a summary of the receipts and payments made during the year by the charity. Amounts are included as receipts by the charity or as payments made by cheque, cash, card or bank payments. The accounts have been prepared following the guidelines for accounting for smaller charities issued by the Charity Commission.

2. DONATIONS

	2020	£	2019	£
Sports Dept. – Floodlights			6,624	
Prep School – Musical Instruments			286	
Prep School – Playhouse			566	
St Denys - Playstation			250	
Prep School – Planters			270	
School History Book			3,000	
Prep School – 3D Printer			355	
Astro – Benches			1,135	
Green Power Kit Car			3,360	
TVs and Stands			1,531	
Gun Club – Guns			1,450	
Languages Dept. iPads Charging Station			1,139	
Large Screen TV (Dining Room)			636	
Fitness Trail – Senior			2,895	
Fitness Trail – Prep			1,500	
Table Top Tennis Set			121	
Camera – Photography Dept			1,444	
Radio Station (part)			4,129	
Radio Station (part)			156	
St Boniface TV	399			
Radio Station Equipment (part)	822			
Catering Wine Boxes	183			
Catering BBQ	478			
Radio Station Equipment (part)	257			
Tall Fridge	342			
Radio Station Equipment (part)	117			
Radio Station Equipment (part)	59			
Ivy House Table Tennis Set	466			

Radio Station Equipment (part)	359	
Prep Science Garden (part)	125	
Radio Station Equipment (part)	760	
Radio Station Equipment (part)	308	
Prep Science Garden (part)	65	
Photography Lighting	1,125	
Donation to Warminster School	26,000	
Prep Science Garden (part)	793	
TOTAL EXPENDITURE	32,658	30,847

3. FUNDS

Unrestricted General Accumulation Fund.

	2020	£	2019	£
Balance brought forward		26,173		36,459
Net movement for the year		(10,111)		(10,286)
Balance carried forward		16,062		26,173

Notes:

Admin: The income and expenditure is higher than normal during this year as some parents transferred their school fees into our account instead of the School's bank account. These were then transferred to the School.

Bids: The WSPA transferred £26,000 to Warminster School to help during the coronavirus pandemic.

Events: 'Cabaret', Quiz Night and the Summer Ball were all cancelled due to the pandemic.

INDEPENDENT EXAMINERS' REPORT
To the Trustees of the WARMINSTER SCHOOL ASSOCIATION
For the year ending 31 August 2020

I have examined the accounts on pages 5 to 7, which have been prepared under the historical cost convention, and the accounting policies set out on page 8.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINERS

As described on page 3, the charity's trustees are responsible for the preparation of accounts. You consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 437(b) of the Act, whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINERS REPORT

My examination was carried out in accordance with the general directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINERS STATEMENT

In connection with my examination, no matter has come to my attention:

- (1) Which gives me reasonable cause to believe that in any material aspect the requirements to:
 - (a) Keep accounting records in accordance with section 41 of the Act; and
 - (b) Prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met

- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

RECOMMENDATIONS

Recommendation 1	A sum of £570.49 is held in an otherwise dormant bank account. This account is in the name of the 'Warminster School Association' but the named signatories have long since left. Contact with the relevant bank (Scottish Widows) had been re-established through the diligence of the current Treasurer at the time of reviewing the 2018/19 accounts. Although the Treasurer and Trustees have progressed this item during the year this bank account remains open at present. It is recommended that the current Trustees continue to work with the bank to access these funds, transfer them to a live bank account held by the WSPA, and close the dormant account.
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WARMINSTER SCHOOL ASSOCIATION			BALANCE SHEET		
STATEMENT OF FINANCIAL ACTIVITIES			as at 31 August 2020		
for the year ending 31 August 2020					<i>Difference</i>
INCOMING RESOURCES			CURRENT ASSETS	2020	2019
	2020	2019	CAF 90 day notice a/c - Scottish Widows	£597	£597
Activities to Generate Funds			CAF Gold	£12,146	£20,211
Admin	£14,941	£281	CAF Cash	£2,958	£5,004
Charity Shop	£19,311	£13,656	Petty cash in hand	£360	£360
Christmas Dance	£2,013	£2,708			
Christmas Market	£1,884	£1,881			
Fireworks Night	£4,392	£59	NET ASSETS	£16,061	£26,173
Halloween Disco	£165	£178			
Merchandise	£1,653	£2,103			
Quiz Night	£0	£1,545			
Summer Ball	£0	£11,978	FUNDS		
WS Bids	£0	£0	Unrestricted		
WSPA Subscriptions	£8,480	£8,740	Opening Balance	£26,173	
Cinema Night	£50	£288	Net movement for the year	-£10,111	
Burns Night	£560	£0	Closing Balance	£16,062	
Cabaret Support	£1,264	£0			
Chqs not yet cashed previous (Creditors)					
Unaccounted for	-£30	£62			
TOTAL INCOME	£54,683	£43,479			
Cost of Generating Funds					
Admin	£15,507	£502	Cheques not yet cashed:		
Charity Shop	£5,087	£4,026			
Christmas Dance	£2,416	£2,499	Chqs 2018/19	15.00	
Christmas Market	£1,436	£623	329 Pountney	33.00	
Fireworks Night	£2,162	£726	340 Burt	3.00	
Halloween Disco	£22	£106	347 Steptoe	3.00	
Merchandise	£1,980	£1,734	349 Zang	26.00	
Quiz Night	£0	£1,063	405 Boote	4.00	
Summer Ball	£700	£11,124	406 Zang	£4.00	
Cinema Night	£34	£516	415 Newman	13.00	
Burns Night	£613	£0	417 Waghorn	5.00	
Cabaret Support	£1,429	£0	418 Pountney	9.50	
			419 Holdom	5.00	
TOTAL RESOURCE EXPENDITURE	£31,386	£22,919	421 Howard	22.50	
			422 Robinson	4.50	
Direct Charitable Expenditure			423 Wear	15.00	
Donations (WS Bids)	£32,658	£30,846	426 Harris	5.00	
			427 Stott	3.00	
Management and Admin of the Charity			428 Lowth	3.00	
Sundry Expenses			429 Petit	8.00	
Miscellaneous			430 Pountney	30.00	
Deposit for Fireworks (next year)	£750	£0	434 McBride	6.00	
Deposit for Summer Ball Band (next yr)	£0	£0	435 Clolli	46.50	
TOTAL EXPENDITURE	£64,794	£0	436 Wear	5.00	
Net Incoming Resources	-£10,111	£0			
			TOTAL (Creditors)	£269.00	
FUND BALANCES Brought Forward (3a)	£26,173	£36,459	Balance as at 31 August	£2,689	
FUND BALANCES Carried Forward (3c)		£26,173	Bank Balance CAF Cash	£2,958	

WARMINSTER SCHOOL ASSOCIATION		2019/20		
MANAGEMENT ACCOUNTS				
	Inc	Exp	TOTALS	Comments
Admin	£14,941.24	£15,506.61	-£565.37	Inc. School fees paid in error and returned
Burns Night	£560.00	£613.00	-£53.00	Event cancelled
Cabaret Support	£1,263.50	£1,428.61	-£165.11	Event cancelled due to Coronavirus
Charity Shop (2nd hand)	£19,310.61	£5,087.50	£14,223.11	
Christmas Dance	£2,012.99	£2,415.77	-£402.78	
Christmas Market	£1,884.10	£1,435.74	£448.36	
Cinema Night	£50.00	£33.73	£16.27	
Fireworks Night	£4,392.49	£2,912.36	£1,480.13	
Halloween Disco	£165.05	£22.30	£142.75	
Other Shop (Merchandise)	£1,653.00	£1,980.00	-£327.00	
Quiz Night	£0.00	£0.00	£0.00	Event cancelled due to Coronavirus
Subscriptions	£8,480.00	£0.00	£8,480.00	
Summer Ball	£0.00	£700.18	-£700.18	Event cancelled due to Coronavirus
WS Bids	£0.00	£32,658.24	-£32,658.24	Large donation to school during pandemic
<i>Unaccounted for</i>	<i>-£30.00</i>			
TOTALS	£54,682.98	£64,794.04	-£10,111.06	

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WSPA Accounts - 2019/20																		
INCOME																		
Date	Description	ID No.	TOTAL	Subscription	Charity Shop	Merchandise	Christmas Market	Cinema Night	Halloween Disco	Christmas Dance	Burns Night	Quiz Night	Fireworks Night	Bids	Summer Ball	Cabaret Support	Admin/Donations	
	Opening Balance		£0.00															£0.00
20/09/19	Shop Sales	120/01	£14.00		£14.00													
26/09/19	Bank Interest (September)	120/02	£9.62														£9.62	
30/09/19	School Pyts (Rec'd in error)	120/03	£9,232.00														£9,232.00	
04/10/19	Shop Sales	120/04	£1,260.00		£756.00	£504.00												£1,260.00
06/09/19	Shop Sales	120/05	£3,765.00		£3,765.00													
18/10/19	Halloween Disco Tickets	120/06	£165.05						£165.05									
09/11/19	Fireworks: advance tickets	120/07	£269.00										£269.00					
09/11/19	Fireworks: advance tickets	120/08	£260.00										£260.00					
09/11/19	Fireworks: BBQ	120/09	£842.45										£842.45					
09/11/19	Fireworks: Donation	120/10	£10.00										£10.00					
09/11/19	Fireworks: Sweets	120/11	£226.30										£226.30					
09/11/19	Fireworks: Hot Drinks	120/12	£542.50										£542.50					
09/11/19	Fireworks: Games	120/13	£79.67										£79.67					
09/11/19	Fireworks: Games	120/14	£18.50										£18.50					
09/11/19	Fireworks: Games	120/15	£44.10										£44.10					
09/11/19	Fireworks: Tickets	120/16	£723.00										£723.00					
09/11/19	Fireworks: Tickets	120/17	£371.00										£371.00					
09/11/19	Fireworks: Glow Products	120/18	£475.01										£475.01					
12/11/19	Fireworks: Glow Products	120/19	£150.00										£150.00					
13/11/19	Fireworks: advance tickets	120/20	£10.00										£10.00					
22/11/19	Xmas Dinner Tickets	120/21	£100.00							£100.00								
22/11/19	Xmas Dinner Tickets	120/22	£50.00							£50.00								
27/11/19	Xmas Dinner Tickets	120/23	£200.00							£200.00								
27/11/19	WS Trip Pyt (rec'd in error)	120/24	£125.00														£125.00	
29/11/19	Shop Sales	120/25	£1,121.00		£1,121.00													
30/11/19	Xmas Market: Stalls	120/26	£615.00				£615.00											
30/11/19	Xmas Dinner Tickets	120/27	£100.00							£100.00								
30/11/19	Xmas Dinner Tickets	120/28	£50.00							£50.00								
30/11/19	Xmas Market: Games	120/29	£52.60				£52.60											
30/11/19	Xmas Market: Grotto	120/30	£193.50				£193.50											
30/11/19	Xmas Market: Games	120/31	£49.70				£49.70											
30/11/19	Xmas Market: Cold Drinks	120/32	£92.50				£92.50											
30/11/19	Xmas Market: Crafts	120/33	£21.50				£21.50											
30/11/19	Xmas Market: Tombola	120/34	£179.50				£179.50											
30/11/19	Xmas Market: Hot Drinks	120/35	£329.80				£329.80											
02/12/19	Xmas Dinner Tickets	120/36	£250.00							£250.00								
02/12/19	Xmas Dinner Tickets	120/37	£20.00							£20.00								
03/12/19	Xmas Market Stall	120/38	£25.00				£25.00											
03/12/19	Xmas Dinner Tickets	120/39	£200.00							£200.00								
04/12/19	Xmas Dinner Tickets	120/40	£50.00							£50.00								
04/12/19	Xmas Dinner Tickets	120/41	£95.00							£95.00								
04/12/19	Xmas Market Choc	120/42	£16.00				£16.00											
07/12/19	Xmas Dinner Bar Takings	120/43	£373.50							£373.50								
08/12/19	Xmas Dinner Tickets	120/44	£95.00							£95.00								
09/12/19	Xmas Dinner Tickets	120/45	£30.00							£30.00								

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12/08/20	Shop Sales	120/95	£1,547.00		£1,547.00													
14/08/20	Shop Sales	120/96	£570.00		£570.00													
14/08/20	Xmas Market - Stall	120/97	£25.00				£25.00											
14/08/20	Shop Sales	120/98	£295.00		£255.00		£40.00											
14/08/20	Xmas Market - Stall	120/99	£25.00				£25.00											
18/08/20	Xmas Market - Stall	120/100	£90.00				£90.00											
20/08/20	Shop Sales	120/101	£145.00		£145.00													
24/08/20	Shop Sales	120/102	£215.00		£215.00													
24/08/20	Xmas Market - Stall	120/103	£25.00				£25.00											
25/08/20	WS Invoice SD2365	120/104	£957.45		£121.00		£81.00		£279.49			£370.96					£125.00	
25/08/20	WS Invoice SD2386	120/105	£558.00		£50.00	£508.00												
25/08/20	Shop Sales	120/106	£605.60		£605.60													
26/08/20	Shop Sales	120/107	£520.00		£520.00													
27/08/20	Shop Sales	120/108	£150.00		£150.00													
28/08/20	Shop Sales	120/109	£35.00		£35.00													
25/08/20	Payment received in error	120/110	£28.60														£28.60	
11/08/20	Shop Sales	120/111	£15.00		£15.00													
			£54,634.38	£8,480.00	£19,310.61	£1,653.00	£1,884.10	£50.00	£165.05	£2,012.99	£560.00	£0.00	£4,392.49	£0.00	£0.00	£1,263.50	£14,941.24	£54,712.88
	Expenditure	Exp		£0.00	£5,087.50	£1,980.00	£1,435.74	£33.73	£22.30	£2,415.77	£613.00	£0.00	£2,912.36	£32,658.24	£700.18	£1,428.61	£15,506.61	£64,794.04