

WARMINSTER SCHOOL PARENTS ASSOCIATION

Trustee's Report & Financial Statements

For the year ended 31st August 2021

Charity Registration Number: 285207

WARMINSTER SCHOOL PARENTS' ASSOCIATION

Trustees

Deborah Kennett (Chairman)
Alexandra Lucas (Secretary)
Helen Burnett (Treasurer)
Jeremy Robertson (School Employee)
Rachael Holton (Parent)
Melissa Jane Gairdner (Parent)
Annette Howard (Parent)
Gillian Walmsley (Staff)
Fiona Pamela Bolton (Parent)
Gavin Saunders (Parent)
Vanessa Barnes (Parent)
Cheryl Amanda Louise Baker (Parent)
Julie-Anne Sharpe (Parent)
Lesley Thomas (Parent)
Nicola Wagstaff (Parent)
Sarah Ison (Parent)
Stella Aldridge (Staff)

Correspondence Address:

Warminster School
Church Street
Warminster
Wiltshire
BA12 8PJ

Registered Charity No

285207

WARMINSTER SCHOOL PARENTS' ASSOCIATION

ANNUAL REPORT OF THE TRUSTEES for the year ending 31 August 2021

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. Alexandra Lucas (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.

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 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 _____

Alexandra Lucas

Date _____

Helen Burnett

Date _____

WARMINSTER SCHOOL ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
For the year ending 31 August 2021

INCOMING RESOURCES

	2021	£	2020	£
Activities to generate funds				
Charity Shop		17,564		19,311
Christmas Fayre		140		1,884
Halloween Disco		0		165
Fireworks Night		0		4,392
Christmas Dance/		0		2,013
Burns Night		0		50
Quiz Night		0		0
Summer Ball		0		0
School Bids		0		0
Merchandise		70		1,6553
Cinema Night		0		50
Subscriptions		8,040		8,480
Investment Interest		0		0
Admin		21,903		14,911
Cabaret Support		0		1,264
TOTAL INCOME		47,717		54,683

	2021	£	2020	£
Cost of generating funds				
Charity Shop		7,234		5,088
Christmas Fayre		245		1,436
Halloween Disco		0		22
Fireworks Night		0		2,912
Christmas Dance		0		2,416
Burns Night		0		613
Quiz Night		0		0
Summer Ball		0		700
Merchandise		499		1,980
Admin		22,257		15,507
Cinema Night		0		34
Cabaret Support		0		1,429
TOTAL EXPENDITURE		30,235		32,136

	Notes	2021	£	2020	£
Direct Charitable Expenditure					
Donations			12,358	32,658	
Management and Administration of the Charity					
Sundry Expenses			0	0	
Miscellaneous			0	0	
<i>Creditors (cheques not yet cashed) less</i>					
<i>Creditors from previous financial year</i>			(40)		
TOTAL EXPENDITURE			42,553	64,794	
Net Incoming Resources			5,164	(10,111)	
 FUND BALANCES brought forward	 3a		 16,062	 26,173	
FUND BALANCES carried forward	3c		21,224	16,062	

WARMINSTER SCHOOL ASSOCIATION
BALANCE SHEET
For the year ending 31 August 2021

CURRENT ASSETS	2021	£	2020
CAF 90 day notice a/c – Scottish Widows		597	597
CAF Gold		16,458	12,146
CAF Cash		3,809	2,958
Petty Cash float		360	360
TOTAL at Bank or in cash		21,224	16,061

Debtors		0	0
Creditors		(296)	(254)

NET ASSETS		20,928	15,087
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FUNDS	2021	£	2020	£
Unrestricted				
Opening Balance		16,061		26,173
Net movement for the year		5,164		(10,111)
Closing Balance		21,224		16,061

Current Debtors	2021	£	2020	£
Payment in Advance for Fireworks		0		0

Total Debtors		0		0
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Current Creditors	2021	£	2020	£
Cheques not yet cashed		(296)		(254)
Total Creditors		(296)		(254)

WARMINSTER SCHOOL ASSOCIATION
NOTES TO THE ACCOUNTS
For the year ending 31 August 2021

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

	2021	£	2020	£
St Boniface TV			339	
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	
Donation to Warminster School	10,000			
Boarders Pizza Oven	249			
Wood Pellets For Pizza Oven	14			
Prep Science Garden (part)	58			
Prep Science Garden (part)	37			
Greenhouse & Accessories	680			
Prep Library (part)	181			
Prep Library (part)	54			
St Boniface – garden slates (part)	209			
Prep Library (part)	587			
St Boniface table (part)	199			
Prep Library (part)	92			
TOTAL EXPENDITURE	12,358		32,658	

3. FUNDS

Unrestricted General Accumulation Fund.

	2021	£	2020	£
Balance brought forward		16,061		26,173
Net movement for the year		5164		(10,111)
Balance carried forward		21,225		16,062

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 £10,000 to Warminster School to help during the coronavirus pandemic.

Events: most were all cancelled due to the pandemic.

Independent examiner's report to the trustees of the Warminster School Association

I report to the trustees on my examination of the accounts of the Warminster School Association for the year ended 31 August 2021.

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: Sarah James

Professional qualification: Chartered Public Finance Accountant

Address: 25 Cheddar Close, Frome, Somerset, BA11 2DT

Date: 19 April 2022

WARMINSTER SCHOOL ASSOCIATION			BALANCE SHEET		
STATEMENT OF FINANCIAL ACTIVITIES			as at 31 August 2021		
for the year ending 31 August 2021					Difference
INCOMING RESOURCES			CURRENT ASSETS	2021	2020
	2021	2020	CAF 90 day notice a/c - Scottish Widows	£597	£597
Activities to Generate Funds			CAF Gold	£16,458	£12,146
Admin	£21,903	£14,941	CAF Cash	£3,809	£2,958
Charity Shop	£17,564	£19,311	Petty cash in hand	£360	£360
Christmas Dance	£0	£2,013	Merchandise float	£0	£0
Christmas Market	£140	£1,844			
Fireworks Night	£0	£4,392	NET ASSETS	£21,224	£16,061
Halloween Disco	£0	£165			
Merchandise	£70	£1,653			
Quiz Night	£0	£0			
Summer Ball	£0	£0	FUNDS		
WS Bids	£0	£0	Unrestricted		
WSPA Subscriptions	£8,040	£8,480	Opening Balance	£16,061	
Cinema Night	£0	£50	Net movement for the year	£5,163	
Burns Night	£0	£560	Closing Balance	£21,224	
Cabaret Support	£0	£1,264			
Cheques not yet cashed (Creditors)	£149	£254			
Unaccounted for	-£7	£57			
TOTAL INCOME	£47,858	£54,984			
Cost of Generating Funds					
Admin	£22,257	£15,507	Cheques not yet cashed:	£149	
Charity Shop	£7,234	£5,087	cheques not yet cashed: (previous a/cs)	£147.00	
Christmas Dance	£0	£2,416			
Christmas Market	£245	£987			
Fireworks Night	£0	£2,912			
Halloween Disco	£0	£22			
Merchandise	£499	£1,980	TOTAL (Creditors)	£296.00	
Quiz Night	£0	£0	Balance as at 31 August	£3,513	
Summer Ball	£0	£700	Bank Balance CAF Cash	£3,809	
Cinema Night	£0	£34			
Burns Night	£0	£613			
Cabaret Support	£0	£1,429			
Cheques cashed (previous a/cs)	£102				
TOTAL RESOURCE EXPENDITURE	£30,336	£31,687			
Direct Charitable Expenditure					
Donations (WS Bids)	£12,358	£32,658			
Management and Admin of the Charity					
Sundry Expenses					
Miscellaneous					
Deposit for Fireworks (next year)	£0 c/f	£750			
Deposit for Summer Ball Band (next yr)	£0	£0			
TOTAL EXPENDITURE	£42,695	£64,794			
Net Incoming Resources	£5,164	-£10,111			
FUND BALANCES Brought Forward (3a)	£16,061	£26,173			
FUND BALANCES Carried Forward (3c)		£16,061			

WARMINSTER SCHOOL ASSOCIATION		2020/21		
MANAGEMENT ACCOUNTS				
	Inc	Exp	TOTALS	Comments
Admin	£21,902.85	£22,256.53	-£353.68	
Burns Night	£0.00	£0.00	£0.00	
Cabaret Support	£0.00	£0.00	£0.00	
Charity Shop (2nd hand)	£17,563.51	£7,234.00	£10,329.51	
Christmas Dance/Burns Night	£0.00	£0.00	£0.00	
Christmas Market	£140.00	£245.00	-£105.00	Cancelled due to pandemic
Cinema Night	£0.00	£0.00	£0.00	
Fireworks Night	£0.00	£0.00	£0.00	
Halloween Disco	£0.00	£0.00	£0.00	
Other Shop (Merchandise)	£70.00	£498.72	-£428.72	
Quiz Night	£0.00	£0.00	£0.00	
Subscriptions	£8,040.00	£0.00	£8,040.00	
Summer Ball	£0.00	£0.00	£0.00	
WS Bids	£0.00	£12,358.41	-£12,358.41	Inc. donation to School during pandemic
<i>Cheques not yet cashed (Creditors)</i>	£149.00			
<i>cheques cashed (previous year a/c)</i>		£102.00		
<i>Unaccounted for</i>		£7.00		
TOTALS	£47,865.36	£42,701.66	£5,163.70	

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16/05/21	Shop Sales	121/49	£416.00		£416.00														
19/05/21	Shop Sales	121/50	£51.00		£51.00														
25/05/21	Shop Sales	121/51	£101.00		£101.00														
27/05/21	Shop Sales	121/52	£14.00		£14.00														
29/05/21	Shop Sales	121/53	£104.00		£104.00														
03/06/21	Shop Sales	121/54	£319.00		£319.00														
03/06/21	Shop Sales	121/55	£312.80		£312.80														
03/06/21	WS Trip Pyt (Rec'd in error)	121/56	£100.00															£100.00	
11/06/21	Shop Sales	121/57	£235.00		£235.00														
14/06/21	Shop Sales	121/58	£62.00		£62.00														
19/06/21	Subscriptions (Summer)	121/59	£2,590.00	£2,590.00															
22/06/21	Shop Sales	121/60	£229.00		£229.00														
25/06/21	Shop Sales/school fee pyt	121/61	£234.00		£182.00													£52.00	
26/06/21	Bank Interest (June)	121/62	£0.32															£0.32	
05/07/21	Shop Sales	121/63	£139.80		£139.80														
08/07/21	Shop Sales	121/64	£139.80		£139.80														
12/07/21	Shop Sales	121/65	£613.80		£613.80														
16/07/21	Shop Sales	121/66	£565.00		£565.00														
16/07/21	Xmas Market Stalls	121/67	£90.00				£90.00												
13/07/21	Shop Sales	121/68	£153.00		£153.00														
16/07/21	Shop Sales	121/69	£516.00		£516.00														
19/07/21	Shop Sales	121/70	£115.00		£115.00														
21/07/21	School trip pyt rec'd in error	121/71	£80.00															£80.00	
21/07/21	Shop Sales	121/72	£806.80		£806.80														
22/07/21	Shop Sales	121/73	£227.00		£227.00														
23/07/21	Shop Sales	121/74	£533.80		£533.80														
13/08/21	Shop Sales	121/75	£137.00		£137.00														
05/07/21	WS Fee Pyt rec'd in error	121/76	£0.00																
18/07/21	Shop Sales	121/77	£126.00		£126.00														
19/08/21	Xmas Market Stall	121/78	£25.00				£25.00												
25/08/21	WS Invoice SD2410	121/79	£405.00		£405.00														
24/08/21	Shop Sales	121/80	£926.00		£926.00														
27/08/21	Shop Sales	121/81	£169.00		£169.00														
31/08/21	Shop Sales	121/82	£909.00		£909.00														
19/08/21	Shop Sales	121/83	£791.10		£791.10														
			£47,716.36	£8,040.00	£17,563.51	£70.00	£140.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£21,902.86	£25,813.51
	Expenditure	Exp		£12,358.41	£7,234.00	£498.72	£245.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£12,358.41	£0.00	£0.00	£0.00	£22,256.53	

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