

WARMINSTER SCHOOL PARENTS ASSOCIATION

Trustee's Report & Financial Statements

For the year ended 31st August 2022

Charity Registration Number: 285207

WARMINSTER SCHOOL PARENTS' ASSOCIATION

Trustees

Deborah Kennett (Chairman)
Rachael Holtom (Secretary)
Helen Burnett (Treasurer)
Jeremy Robertson (School Employee)
Gillian Walmsley (Staff)
Fiona Pamela Bolton (Parent)
Gavin Saunders (Parent)
Vanessa Barnes (Parent)
Cheryl Amanda Louise Baker (Parent)
Julie-Anne Sharpe (Parent)
Sarah Kennedy (Parent)
Elizabeth Gray (Parent)
Kerry Hunnibell (Parent)
Alexandra Lucas (Parent)
Nicola Wagstaff (Parent)
Sarah Ison (Parent)

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 2022

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.

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 means for the development of the charity's provide financial stability and the 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 ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
For the year ending 31 August 2022

INCOMING RESOURCES

	2022	£	2021	£
Activities to generate funds				
Charity Shop		20935		17,564
Christmas Fayre		935		140
Halloween Disco		183		0
Fireworks Night		4,795		0
Christmas Dance		1,733		0
Burns Night		0		0
Quiz Night		1285		0
Summer Ball		10,022		0
Merchandise (amalgamated with Shop)		0		70
Cinema Night		158		0
Subscriptions		8,820		8,040
Investment Interest		0		0
Admin		16,861		21,903
Cabaret Support		0		0
6 th Form Support		33		
WS Bids (Refund)		461		
TOTAL INCOME		66,220		47,717

	2022	£	2021	£
Cost of generating funds				
Charity Shop		3,893		7,234
Christmas Fayre		372		245
Halloween Disco		86		0
Fireworks Night		2,074		0
Christmas Dance		407		0
Burns Night		0		0
Quiz Night		349		0
Summer Ball		4,384		0
Merchandise (amalgamated with Shop)		0		499
Admin		19,576		22,257
Cinema Night		0		0
Cabaret Support		1,103		0
6 th Form Support		84		
TOTAL EXPENDITURE		32,328		30,235

	Notes	2022	£	2021	£
Direct Charitable Expenditure					
Donations			10,668	12,358	
Management and Administration of the Charity					
Sundry Expenses			0	0	
Advance Fireworks deposit payment			0	0	
Creditors (<i>cheques not yet cashed</i>) less					
Creditors from previous financial year			(285)	(40)	
TOTAL EXPENDITURE			42,711	42,553	
Net Incoming Resources			23,508	5,164	
 FUND BALANCES brought forward	3a		21,224	16,062	
FUND BALANCES carried forward	3c		44,732	21,224	

WARMINSTER SCHOOL ASSOCIATION
STATEMENT OF ASSETS AND LIABILITIES
For the year ending 31 August 2022

CURRENT ASSETS	2022	£	2021	
CAF 90 day notice a/c – Scottish Widows		0		597
CAF Gold		40,755		16,458
CAF Cash		3,617		3,809
Petty Cash float		360		360
TOTAL at Bank or in cash		44,732		21,224

Debtors		0		0
Creditors		0		(296)

NET ASSETS		44,732		20,928
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FUNDS	2022	£	2021	£
Unrestricted				
Opening Balance		21,224		16,061
Net movement for the year		23,508		5164
Closing Balance		44,732		21,224

Memorandum Debtors	2022	£	2021	£
Payment in Advance for Fireworks		750		0
Total Debtors		750		0

Memorandum Creditors	2022	£	2021	£
Cheques not yet cashed		(285)		(296)
Total Creditors		(285)		(296)

WARMINSTER SCHOOL ASSOCIATION
NOTES TO THE ACCOUNTS
For the year ending 31 August 2022

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

	2022	£	2021	£
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	
Greenpower Car Accessories	306			
Horsebox	3,500			
Greenpower Car Equipment	126			
Horsebox generator	1,265			
BBQs and Accessories for Houses	377			
Music Tour Kit	38			
Photography Scanner	375			
Prep Water Play	369			
Prep Bench	577			
Edge Group Sewing Accessories	472			
Medical Centre Wellbeing Hub Accessories	388			
Volleyball Net	323			
Townroe Garden (part)	1,428			
Recycling Bins	392			
Townroe Garden (part)	273			
TOTAL EXPENDITURE	10,207		12,358	

3. FUNDS

Unrestricted General Accumulation Fund.

	2022	£	2021	£
Balance brought forward		21,224		16,061
Net movement for the year		23,508		5164
Balance carried forward		44,732		21,225

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.

The invoice from Warminster School was not received before the end of the financial year and will therefore be shown in the accounts for 2022-2023.

INDEPENDENT EXAMINERS' REPORT
To the Trustees of the WARMINSTER SCHOOL ASSOCIATION
For the year ending 31 August 2022

I report to the Trustees on my examination of the accounts of the Warminster School Association for the year ended 31st August 2022.

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 of 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 these 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: Sarah James

Name: Sarah James

Professional Qualification: Chartered Public Finance Accountant

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

Date: 6 April 2023

RECOMMENDATIONS

Recommendation 1	Information was requested in the form of a brief summary of how the stock of alcoholic drinks is secured and accounted for, to ensure the Trustees have good arrangements to mitigate any risk of loss of this stock. This information had not been provided when the review was concluded. The Trustees are recommended to assure themselves that arrangements for security and management of the alcoholic drinks stock are sound and to ensure there is a clear note of the arrangements in place.
Recommendation 2	A standing minute has been added to section 20 of the Constitution which makes a specific annual commitment for the use of some of the monies raised. The Trustees should note: • it is unusual practice to include a detailed spend decision within the Constitution • this inclusion does not and should not prevent future Trustees from making a different decision on how monies raised are best used The Trustees may wish to reconsider whether inclusion in the Constitution is the best way to record and manage this current decision and commitment. A renewed annual commitment at each AGM, for example, might be a more suitable approach.

WARMINSTER SCHOOL ASSOCIATION			BALANCE SHEET			
STATEMENT OF ASSETS AND LIABILITIES			as at 31 August 2022			
for the year ending 31 August 2022						<i>Difference</i>
INCOMING RESOURCES	2022	2021	CURRENT ASSETS	2022	2021	
Activities to Generate Funds			CAF Gold	£40,755	£16,458	£24,297
Admin	£16,861	£21,903	CAF Cash	£3,617	£3,809	-£192
Burns Night	£0	£0	Petty cash in hand	£360	£360	£0
Charity Shop	£20,935	£17,564	Merchandise float	£0	£0	£0
Christmas Dance	£1,733	£0	Scottish Widows	£0	£597	-£597
Christmas Market	£935	£140	NET ASSETS	£44,732	£21,224	£23,508
Fireworks Night	£4,795	£0				
Halloween Disco	£183	£0				
Merchandise (a/cs part of Shop)	£0	£70				
Quiz Night	£1,285	£0	FUNDS			
Summer Ball	£10,022	£0	Unrestricted			
WS Bids	£461	£0	Opening Balance	£21,224		
WSPA Subscriptions	£8,820	£8,040	Net movement for the year	£23,508		
Cinema Night	£158	£0	Closing Balance	£44,732		
6th Form Ball Support	£33					
Cabaret Support	£0					
Cheques not yet cashed (Creditors)	£285					
Unaccounted for	£0					
TOTAL INCOME	£66,505	£47,717				
Cost of Generating Funds						
Admin	£19,576	£22,257				
Burns Night	£0	£0				
Charity Shop	£3,893	£7,234				
Christmas Dance	£407	£0				
Christmas Market	£372	£245	Cheques not yet cashed:			
Fireworks Night	£2,074	£0	(542) Rowles	£20.50		
Halloween Disco	£86	£0	(529) Naidoo	£10.00		
Merchandise (a/cs part of Shop)	£0	£499	(547) Van Wagenen	£22.00		
Quiz Night	£349	£0	(601) Butler	£38.00		
Summer Ball	£4,384	£0	(606) Harris	£8.00		
Cinema Night	£0	£0	(607) Hart	£48.50		
Cabaret Support	£1,103	£0	(609) Hird	£23.50		
6th Form Ball Support	£84		(614) Overton	£20.00		
Cheques cashed (previous a/cs)	£0		(617) Rallings	£18.50		
			(620) Shipp	£76.00		
TOTAL RESOURCE EXPENDITURE	£32,328	£30,235				
Direct Charitable Expenditure						
Donations (WS Bids)	£10,668	£12,358	TOTAL (Creditors)	£285.00		
Management and Admin of the Charity			Balance as at 31 August	£3,332		
Sundry Expenses			Bank Balance CAF Cash	£3,617		
Miscellaneous						
Deposit in advance for Fireworks	£0	£0				
Deposit for Summer Ball Band (next yr)	£0	£0				
TOTAL EXPENDITURE	£42,996	£0				
Net Incoming Resources	£23,509	£0				
FUND BALANCES Brought Forward (3a)	£21,224	£16,061.00				
FUND BALANCES Carried Forward (3c)		£21,224.00				

WARMINSTER SCHOOL ASSOCIATION		2021/22		
MANAGEMENT ACCOUNTS				
	Inc	Exp	TOTALS	Comments
Admin	£16,861.06	£19,575.62	-£2,714.56	incl. various school pyts received in error
Burns Night	£0.00	£0.00	£0.00	event cancelled
Cabaret Support	£0.00	£1,102.88	-£1,102.88	
Charity Shop (2nd hand)	£20,934.50	£3,893.48	£17,041.02	
Christmas Dance	£1,732.63	£407.27	£1,325.36	
Christmas Market	£935.00	£372.40	£562.60	
Cinema Night	£158.00	£0.00	£158.00	
Fireworks Night	£4,795.26	£2,074.03	£2,721.23	
Halloween Disco	£183.00	£85.75	£97.25	
Quiz Night	£1,285.00	£349.18	£935.82	
Subscriptions	£8,820.00	£0.00	£8,820.00	
Summer Ball	£10,021.50	£4,384.04	£5,637.46	
WS Bids	£461.00	£10,668.03	-£10,207.03	
6th Form Ball Support	£33.00	£83.78	-£50.78	
Cheques not yet cashed (Creditors)	£285.00			
Cheques cashed (previous year a/c)				
<i>Unaccounted for</i>			£0.00	
Payment in advance for Fireworks deposit				
TOTALS	£66,504.95	£42,996.46	£23,508.49	

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03/07/22 Summer Ball raffle takings	122/107	£685.00										£685.00					
03/07/22 Summer Ball extra float return	122/108	£300.00										£300.00					
04/07/22 Shop Sales	122/109	£184.00		£184.00													
11/07/22 Shop Sales	122/110	£505.50		£505.50													
11/07/22 Summer Ball tickets	122/111	£7,998.50										£7,998.50					
18/07/22 Shop Sales	122/112	£252.00		£252.00													
21/07/22 Shop Sales	122/113	£445.00		£445.00													
21/07/22 Bid: Music Tour Refund	122/114	£481.00									£481.00						
12/08/22 Shop Sales	122/115	£1,804.00		£1,804.00													
12/08/22 Summer Ball silent auction	122/116	£290.00										£290.00					
15/08/22 Shop Sales	122/117	£279.00		£279.00													
18/08/22 Shop Sales	122/118	£1,319.00		£1,319.00													
19/08/22 Shop Sales	122/119	£250.00		£250.00													
19/08/22 Xmas Market stalls	122/120	£50.00		£50.00													
19/08/22 Shop Sales	122/121	£1,250.00		£1,250.00													
22/08/22 Xmas market stall	122/122	£25.00		£25.00													
31/08/22 Shop Sales	122/123	£1,025.00		£1,025.00													
31/08/22 Gazebo purchase refund	122/124	£0.00													£0.00		
27/06/22 Bank Interest (June)	122/125	£0.57													£0.57		
		£66,219.95	£8,820.00	£20,934.50	£935.00	£158.00	£183.00	£1,732.63	£0.00	£1,285.00	£4,795.26	£481.00	£10,021.50	£0.00	£33.00	£16,861.06	£66,219.95
Expenditure	Exp			£3,893.48	£372.40	£0.00	£85.75	£407.27	£0.00	£349.18	£2,074.03	£10,868.03	£4,384.04	£1,102.88	£83.78	£19,575.62	

WSPA Accounts - 2021/22																				
EXPENDITURE																				
Date	Description	ID No.	TOTAL	Bank Trf/pyt	Cash	Chq	Card	Shop & Merch'se	Cinema Night	Christmas Market	Halloween Disco	Christmas Dance	Burns Night	Quiz Night	Fireworks Night	Summer Ball	WS Bkds	Cabaret support	6th Form Ball Support	Admin
09/09/21	Zoom monthly renewal	E22/01	£14.39	£14.39																£14.39
15/09/21	Bank monthly charge (Sep)	E22/02	£8.00	£8.00																£8.00
15/09/21	Bid: Greenpower car equipment (part)	E22/03	£305.79				£305.79										£305.79			
04/10/21	Bid: Converted horsebox	E22/04	£3,500.00	£3,500.00													£3,500.00			
04/10/21	Purchases: drinks for events	E22/05	£289.12	£289.12														£289.12		
14/10/21	Bid: Greenpower car equipment (part)	E22/06	£125.97														£125.97			
05/10/21	Purchases for events	E22/07	£98.00	£98.00						£20.00								£78.00		
08/10/21	Zoom monthly renewal	E22/08	£14.39	£14.39																£14.39
19/10/21	Banked cheque fees	E22/09	£4.00		£4.00															£4.00
01/10/21	Shop 50/50 Refunds 542	E22/10	£20.50				£20.50		£20.50											
01/10/21	Shop 50/50 Refunds 528	E22/11	£18.00				£18.00		£18.00											
01/10/21	Shop 50/50 Refunds 527	E22/12	£14.00				£14.00		£14.00											
01/10/21	Shop 50/50 Refunds 528	E22/13	£57.00				£57.00		£57.00											
01/10/21	Shop 50/50 Refunds 528	E22/14	£10.00				£10.00		£10.00											
01/10/21	Shop 50/50 Refunds 530/3940	E22/15	£74.00				£74.00		£74.00											
01/10/21	Shop 50/50 Refunds 531	E22/16	£21.50				£21.50		£21.50											
01/10/21	Shop 50/50 Refunds 532	E22/17	£23.00				£23.00		£23.00											
01/10/21	Shop 50/50 Refunds 533	E22/18	£36.00				£36.00		£36.00											
01/10/21	Shop 50/50 Refunds 534	E22/19	£11.00				£11.00		£11.00											
01/10/21	Shop 50/50 Refunds 535	E22/20	£10.00				£10.00		£10.00											
01/10/21	Shop 50/50 Refunds 536	E22/21	£20.50				£20.50		£20.50											
01/10/21	Shop 50/50 Refunds 537	E22/22	£72.00				£72.00		£72.00											
01/10/21	Shop 50/50 Refunds 538	E22/23	£34.00				£34.00		£34.00											
25/10/21	Banked cheque fees	E22/24	£0.50		£0.50															£0.50
29/10/21	Schoet trip pyt (rec'd error)	E22/25	£215.00		£215.00															£215.00
29/10/21	Shop: sports leggings	E22/26	£437.88		£437.88			£437.88												
29/10/21	Drinks purchases for events	E22/27	£551.85		£551.85					£92.79								£458.06		£0.00
29/10/21	Fireworks glow products	E22/28	£375.33		£375.33										£375.33					
29/10/21	Drinks purchases for events	E22/29	£342.90		£342.90										£126.00			£216.90		
01/11/21	Shop 50/50 Refunds 541	E22/30	£17.50				£17.50		£17.50											
03/11/21	Drinks purchases for events	E22/31	£209.73		£209.73					£209.73										£0.00
08/11/21	Fireworks purchases for games	E22/32	£72.70		£72.70										£72.70					
08/11/21	Banked cheque fees	E22/33	£0.50		£0.50															£0.50
09/11/21	Drinks purchases for events	E22/34	£366.75		£366.75															£366.75
10/11/21	School trip pyt (rec'd error)	E22/35	£215.00		£215.00															£215.00
17/11/21	Fireworks - balance	E22/36	£750.00		£750.00										£750.00					£317.52
17/11/21	Purchase aprons for events	E22/37	£317.52		£317.52															£35.00
18/11/21	Sample drinks (stock)	E22/38	£35.00		£35.00															
18/11/21	Drinks for 'Cabaret'	E22/39	£80.00		£80.00													£80.00		
18/11/21	Bank monthly charge (Oct)	E22/40	£8.00		£8.00															£8.00
18/11/21	Bank monthly charge (Nov)	E22/41	£8.00		£8.00															£8.00
01/12/21	Pocket Money (rec'd in error)	E22/42	£50.00		£50.00															£50.00
02/12/21	Purchase drinks for events	E22/43	£458.73		£458.73															£0.00
02/12/21	Purchase drinks for events	E22/44	£247.38		£247.38					£217.40				£300.18					£53.80	£0.00
02/12/21	Purchase extension lead (events)	E22/45	£11.99		£11.99														£29.98	£0.00
02/12/21	Banked cheque fees	E22/46	£0.50		£0.50															£11.99
08/12/21	Xmas Market Stall Refund (\$43)	E22/47	£25.00				£25.00			£25.00										£0.50
07/12/21	Shop: Bearnies and Caps	E22/48	£425.80		£425.80			£425.80												
10/12/21	Purchases for events	E22/49	£100.15		£100.15					£19.45										£0.00
10/12/21	Xmas Market: Craft Items	E22/50	£19.55		£19.55					£19.55						£80.70				£100.15
15/12/21	Bank monthly charge (Dec)	E22/51	£8.00		£8.00															£8.00
06/01/22	Banked cheque fees	E22/52	£0.50		£0.50															£0.50
13/01/22	School fees rec'd in error	E22/53	£5,800.00		£5,800.00															£5,800.00
11/01/22	Banked cheque fees	E22/54	£0.50																	£0.50
17/01/22	Bank Admin Charge: Banking	E22/55	£57.78		£57.78															£57.78
20/01/22	Xmas Market - Lights	E22/56	£40.00		£40.00					£40.00										
27/01/22	Shop 50/50 Refunds	E22/57	£24.00		£24.00				£24.00											
27/01/22	Shop 50/50 Refunds (544)	E22/58	£82.50				£82.50		£82.50											
27/01/22	Shop 50/50 Refunds (545)	E22/59	£78.50				£78.50		£78.50											
27/01/22	Shop 50/50 Refunds(546)	E22/60	£18.00				£18.00		£18.00											
27/01/22	Shop 50/50 Refunds	E22/61	£22.00				£22.00		£22.00											
27/01/22	Shop 50/50 Refunds (548)	E22/62	£7.00				£7.00		£7.00											
27/01/22	Bid: Horsebox generator (part)	E22/63	£1,264.79				£1,264.79										£1,264.79			

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