

WARMINSTER SCHOOL PARENTS ASSOCIATION

Trustee's Report & Financial Statements

For the year ended 31st August 2023

Charity Registration Number: 285207

WARMINSTER SCHOOL PARENTS' ASSOCIATION

Trustees

Deborah Kennett (Chairman) *(Resigned 16th January 2024)*
Sarah Ison (Secretary) *(Resigned 12th September 2023)*
Annette Howard (Treasurer) *(Resigned 16th January 2024)*
Julie Sharpe (Parent)
Gavin Saunders (Parent)
Vanessa Barnes (Parent) *(Resigned 12th September 2023)*
Fiona Pamela Bolton (Parent) *(Resigned 12th September 2023)*
Gillian Walmsley (Staff)
Sarah Hall (Parent)
Sarah Kennedy (Parent)
Kerry Hunnibell (Staff)
Nichola Wagstaff (Parent)
Jeremy Robertson (Staff)
Nicola Morgan-Nash (Parent) *(Appointed 12th September 2023)*
Lisa Webber (Parent) *(Appointed 22nd January 2024)*
Lisa Cook (Staff) *(Appointed 22nd January 2024)*
Laura Gibson (Staff) *(Appointed 22nd January 2024)*
Camilla Wheatley-Hubbard (Parent) *(Appointed 12th Sep 2023)*
Emma Brown (Parent) *(Appointed 12th September 2023)*
Liisa Wallace (Parent) *(Appointed 12th September 2023)*
Lucy Fryer (Parent) *(Appointed 12th September 2023)*

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 2023

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) *(Resigned as Chairman: 12th September 2023)*
- b. Sarah Ison (Secretary) *(Resigned: 12th September 2023)*
- c. Annette Howard (Treasurer) *(Resigned: 16th January 2024)*
- d. Sarah Kennedy (Chairman) *(Appointed as Chairman: 12th September 2023)*
- e. Nicola Morgan-Nash (Secretary) *(Appointed: 12th September 2023)*
- f. Lisa Webber (Treasurer) *(Appointed: 22nd January 2024)*

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 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.

Sarah Kennedy

Date: 19th June 2024

Nicola Morgan-Nash

Date: 19th June 2024

Lisa Webber

Date: 19th June 2024

WARMINSTER SCHOOL PARENTS ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
For the year ending 31 August 2023

INCOMING RESOURCES		
	2023	2022
	£	£
Activities to generate funds		
Charity Shop + Merchandise	20,948	20,935
Christmas Fayre	2,642	935
Halloween Disco	190	183
Fireworks Night	4,771	4,795
Christmas Dance	2,922	1,733
Burns Night	2,599	0
Quiz Night	2,478	1,285
Summer Ball	13,225	10,022
Cinema Night	96	158
Subscriptions	8,220	8,820
Bank Interest	351	0
Admin	18,044	16,861
Cabaret Night Support	62	0
6 th Form Support	1,331	33
WS Bids (Refund)	0	461
TOTAL INCOME	77,879	66,220

Cost of generating funds	2023	2022
	£	£
Charity Shop + Merchandise	12,760	3,893
Christmas Fayre	580	372
Halloween Disco	84	86
Fireworks Night	2,841	2,074
Christmas Dance	2,786	407
Burns Night	725	0
Quiz Night	1,427	349
Summer Ball	10,422	4,384
Bank Charges	90	
Admin	21,750	19,567
Cinema Night	98	0
Cabaret Support	264	1,103
6 th Form Support	0	84
TOTAL EXPENDITURE	53,827	32,328

Charity Shop includes repayment cheques, some not cashed by payee, see adjustment below.
Admin includes a sum of £17,687 in both income and expenditure relating to school fees paid to the charity in error and returned.

Direct Charitable Expenditure	Notes	2023	£	2022	£
Donations & Bids			12,456		10,668

Management and Administration of the Charity					
Sundry Expenses			0		0
Cheques not cashed			(290)		(285)
Miscellaneous			0		0
TOTAL EXPENDITURE			65,993		42,711
Net Incoming Resources (Profit)			11,886		23,508
FUND BALANCES brought forward	3a		44,732		21,224
FUND BALANCES carried forward	3c		56,618		44,732

WARMINSTER SCHOOL PARENTS ASSOCIATION
STATEMENT OF ASSETS AND LIABILITIES
For the year ending 31 August 2023

CURRENT ASSETS (as at 31Aug)	2023	£	2022	£
CAF Gold		55,099		40,755
CAF Cash		1,159		3,617
Petty Cash float		360		360
TOTAL at Bank or in cash		56,618		44,732
NET ASSETS		56,618		44,732

FUNDS	2023	£	2022	£
Unrestricted				
Opening Balance		44,732		21,224
Net movement for the year		11,886		23,508
Closing Balance		56,618		44,732

WARMINSTER SCHOOL PARENTS ASSOCIATION
NOTES TO THE ACCOUNTS
For the year ending 31 August 2023

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

	2023	£	2022	£
Greenpower Car Accessories			306	
Horsebox			3,500	
Greenpower Car Equipment			126	
Horsebox Generator			1,265	
BBQs and Accessories for Houses			377	
Music Tour Kit			499	
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 (part1)			1,428	
Recycling Bins			392	
Townroe Gardens (part 2)			273	
Medical Centre Wellbeing Hub Accessories		120		
Ice Machine		228		
Townroe Garden (Part 3)		1,696		
Cycling Club		582		
Edge Tools		332		
Shooting Club Firearms		1,995		
Cycling Club Hi Vis Jackets		353		
Radio Station Mixer		3,009		
Crumble Kit for Prep School		576		
Sports Dept. Video Camera		3,241		
Uniform for Sponsored Ukraine Pupil (part)		324		
TOTAL EXPENDITURE		12,456		10,668

WARMINSTER SCHOOL PARENTS ASSOCIATION
STATEMENT OF ASSETS AND LIABILITIES
For the year ending 31 August 2023

CURRENT ASSETS (as at 31 Aug)	2023	£	2022	£
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Petty Cash float		360		360
TOTAL at Bank or in cash		56,618		44,732
NET ASSETS		56,618		44,732

FUNDS	2023	£	2022	£
Unrestricted				
Opening Balance		44,732		21,224
Net movement for the year		11,886		23,508
Closing Balance		56,618		44,732

3. FUNDS

Unrestricted General Accumulation Fund.

	2023	£	2022	£
Balance brought forward		44,732		21,224
Net movement for the year		11,886		23,508
Balance carried forward		56,618		44,732

Notes for 2023

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 back to the school.

The end of year balancing reconciliation (invoice/credit note) from Warminster School was not received before the end of the 2022/23 financial year and will therefore be shown in the accounts for 2023/24. These 2022/23 accounts include a similar year end balancing reconciliation from the financial year 2021/22.

INDEPENDENT EXAMINERS' REPORT
To the Trustees of the WARMINSTER SCHOOL PARENTS ASSOCIATION
For the year ending 31 August 2023

I report to the Trustees on my examination of the accounts of the Warminster School Parents Association for the Year End 31st August 2023

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of 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 Commissioners 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 Association 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

Relevant professional qualification: Fellow Chartered Public Finance Accountant

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

Date: 24 June 2024