

REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2017  
FOR  
BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION

BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION

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for the year ended 31 JULY 2017

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BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION

CHARITY INFORMATION  
for the year ended 31 July 2017

**COMMITTEE OFFICERS:** Stuart Smallwood  
Steve Taylor  
Andrew Cutler  
Paul Tayler  
Julia Forder  
Lucy Schofield  
Nicolette Beardsmore

**SECRETARY:** Jo Woods

**PRINCIPAL ADDRESS:** 11 The Close  
Salisbury  
SP1 2ED

**CHARITY REGISTRATION NUMBER:** 1081166

**INDEPENDENT EXAMINER:** R M V Allen FCA  
Fawcetts LLP  
Chartered Accountants  
Windover House  
St Ann Street  
Salisbury  
SP1 2DR

**BANKERS:** Lloyds Bank plc  
38 Blue Boar Row  
Salisbury  
SP1 1DB

## BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION

### COMMITTEE ANNUAL REPORT for the year ended 31 July 2017

The committee present their report with the financial statements of the charity for the year ended 31 July 2017.

#### COMMITTEE

Committee officers are elected at the AGM. The Chairman can serve for a maximum period of two years. The committee meet at least once a term. The committee officers during the year under review were:

Stuart Smallwood	- President
Steve Taylor	- Chair (appointed 11 November 2016)
Edward Martin	- Chair (resigned 11 November 2016)
Andrew Cutler	- Vice chair (appointed Vice chair 11 November 2016)
Paul Tayler	- Treasurer (appointed 16 November 2017)
Wijendra Peiris	- Treasurer (resigned 16 November 2017)
Julia Forder	- Assistant Treasurer (appointed 16 November 2017)
Jo Woods	- Secretary (appointed 16 November 2017)
Bridget Lawson	- Secretary (appointed 11 November 2016, resigned 16 November 2017)
Sue Malone-Crossman	- Secretary (resigned 11 November 2016)
Lucy Schofield	- Assistant Secretary (appointed 16 November 2017)
Nicolette Beardsmore	

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is governed by its constitution document drawn up when the charity became registered on 17 June 1996.

Appointment of committee officers is governed by the constitution document which states that they shall be elected at the Annual General Meeting.

#### OBJECTS AND ACTIVITIES

The Association's objective is to have an appropriate level of income reserve and to assist the financial support of the School on a year-on-year basis.

The aims of the Association are:-

- To advance the education of pupils at the School.
- To ensure the fullest possible contact between members and the School.
- To develop and maintain the status, freedom, interest and traditions of the School.
- To raise a fund by voluntary contribution, to be called the "Parents' Fund".

The trustees confirm that they have complied with the duty in s17(5) of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit, including 'Public benefit: reporting' [PB3].

#### ACHIEVEMENTS AND PERFORMANCE

The achievements of the charity for the financial year are included within the Chairman's Report on page 4.

The notes form part of these financial statements

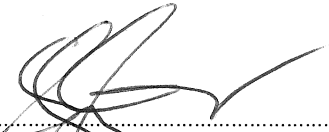
BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION

COMMITTEE ANNUAL REPORT  
for the year ended 31 July 2017

RESERVES POLICY

Bishop Wordsworth's School Parents' Association is run as an independent charity, and is responsible for all internal functions. The charity's policy is to hold approximately £2,000 in reserves in the eventuality of the charity losing a primary source of income or having to close down completely. At present the free reserves amount to £15,929.

ON BEHALF OF THE COMMITTEE:



.....  
Steve Taylor - CHAIR

Date: 30 MAY 2018

## BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION

### REPORT OF THE CHAIR for the year ended 31 July 2017

First of all, thank you for taking the time to read through the BWSPA financial statements for the year ended 31 July 2017.

All roles within the Parents' Association are voluntary, and interested parties both old and new are always welcome at our bi-termly meetings, AGM and throughout the year assisting with our shared goal of making Bishop Wordsworth's School an exemplary establishment for our Sons' rounded education and springboard to future success and happiness in life.

This is my first report as Chair of the BWSPA, having taken over from Edward Martin at the AGM held in Autumn 2016. As the only volunteer for the post, it seems it is not a role coveted by many, but that is also true of all our elected posts. I hope, in future, this will change, and see part of my role as Chair to experiment with new ways of running the BWSPA in order to create more opportunities for interested parents to assist with School Life in a way that also synchronises better with family life in 2017 and beyond.

*"A leader is best when people barely know he exists, when his work is done, his aim fulfilled, they will say: we did it ourselves."* – Lao Tzu

As Chair, I am visible at School events and take on full responsibility for the effectiveness of the BWSPA in supporting the four key objectives of our constitution:

1. Develop more extended relationships between the staff, parents and others associated with the school.
2. Engage in activities which support the school and advance the education of the pupils attending it.
3. Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds), in addition to providing and/or supporting such extra-curricular activities as the Committee in consultation with the Governing Body as represented by the President of the Association, or his representative, shall from time-to-time determine.
4. If it so decides, campaign, or assist a campaign, in support of the school's status as a grammar school and/or its status as an academy, should the Governing Body, as represented by the President or his representative, consider that status to be under threat.

However, there are many others, including and additional to the four other elected roles of our committee who are vital in ensuring our core objectives are met, and for whose help and dedicated commitment I am extremely grateful.

In particular I would like to highlight the invaluable support of Wijendra Peiris (Honorary Treasurer), who was the only elected member of the Committee to continue in their role from 2015/16 through to 2017. The continuity this has provided has been invaluable and his whole family even turned out for the Founder's Day Fete and raised a large proportion of the profits that day with their excellent culinary skills.

Jo Woods, as Secretary is equally dedicated to the success of BWSPA; putting together the agendas for all of our meetings and taking excellent minutes of the discussions that take place and, in addition, continues to organise our annual Rain or Shine outdoor theatre event that I and many others had the pleasure of attending on the Headmaster's lawn.

Continued on page 5

The notes form part of these financial statements

## BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION

### REPORT OF THE CHAIR (Continued) for the year ended 31 July 2017

Continued from page 4

Andrew Cutler, as Vice Chair, kindly stepped up to the plate and ran meetings on my behalf on occasions when I had other commitments that could not be moved, and for which I am again, extremely grateful. Penny Calvert, whilst not an elected member, has taken on the newly created role of Online Media Co-ordinator and is a regular at our bi-termly meetings. Penny's graphic design and marketing skills have added an extra degree of professionalism to the BWSPA with our new improved logo, Facebook presence and Fill The Tank Minibus Appeal – currently on track to provide Bishop Wordsworth with two new minibuses for use by the School and wider community in 2018/19. These vehicles will make a huge difference to the school, as they have been specifically selected by Justin Moore (School Bursar) on the merits of being legally drivable for all staff members with a full UK driving licence- unlike our current fleet that can only be driven by a handful of current staff members- additionally they will also provide cost savings to the School due to their superior fuel efficiency and reduce our carbon footprint. Tamara Everington, again not an elected committee member, made the suggestion of creating a Mothers & Sons event in addition to our established annual Fathers & Sons Dinner, and took on the challenge of designing and project managing this great new addition to our calendar in 2017 – an undoubted success that is now set to be a regular addition to the BWSPA Calendar going forward.

There are also many other parents and staff members that contribute to the effectiveness of the BWSPA and I could easily continue my vote of thanks onto several pages. Suffice to say, to anyone not singled out above: your contribution, however large or small is most greatly appreciated and I thank you for your willingness to support our association and the school in general.

As a final note to my report of 2017, I look ahead to 2018 and beyond. I know part of the further success to come as it is now 2018 in which I am writing this report, yet I am also aware that my tenure as Chair – as governed by our constitution – is coming to an end (maximum term currently two years for each post). At our last bi-monthly BWSPA meeting, there were no other volunteers for Chair and this will undoubtedly prove a challenge in Autumn 2018 without forethought or an increase in interest in the role. Planning for the scenario of no volunteers for the role of Chair or Secretary for 2018/19, I believe there is merit in a change to our constitution. Allowing committee members to remain in post for all of the years of their Son's attendance at Bishop Wordsworth's - combined with the prudent check of a requirement to be re-elected annually – would, I believe, increase healthy competition for the roles on the BWSPA committee, provide greater continuity and also enhance effectiveness.

Once again, thank you for taking the time to read the BWSPA financial statements. I hope, if you are not already attending our meetings or assisting at our events, that your interest will develop into an active role within our organisation and I would like to end with a poignant quote:

*"Never doubt that a small group of thoughtful, concerned citizens can change the world. Indeed it is the only thing that ever has."* – Margaret Mead

Kind regards

**Steve Taylor** BSocSc (Hons)

Chair BWSPA (for the year ended 31 July 2017)

The notes form part of these financial statements

BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 July 2017

	Notes	Total Unrestricted 2017 £	Total Unrestricted 2016 £
<b>INCOME FROM:</b>			
Donations		422	2,280
Other trading activities			
Fundraising		18,480	20,331
Investments	3	1	1
<b>TOTAL INCOME</b>		<u>18,903</u>	<u>22,612</u>
<b>EXPENDITURE ON:</b>			
Raising funds		7,835	12,865
Charitable activities			
Donations to Bishop Wordsworth's School		550	17,754
<b>TOTAL EXPENDITURE</b>		<u>8,385</u>	<u>30,619</u>
<b>NET INCOME / (EXPENDITURE)</b>	2	10,518	(8,007)
Total funds brought forward at 1 August 2016		<u>5,411</u>	<u>13,418</u>
<b>TOTAL FUNDS CARRIED FORWARD at 31 July 2017</b>		<u>15,929</u>	<u>5,411</u>

**Total recognised gains and losses**

The charity has no recognised gains or losses other than the surplus or (deficit) for the current or previous year.

**Continuing operations**

None of the charity's activities were acquired or discontinued during the current or previous year.

All of the charity's income and expenditure arises from unrestricted funds.

The notes form part of these financial statements



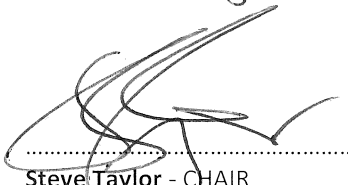
BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION

BALANCE SHEET  
31 July 2017

		2017		2016	
	Notes	£	£	£	£
<b>CURRENT ASSETS:</b>					
Cash at bank and in hand		<u>18,308</u>		<u>8,965</u>	
<b>CREDITORS: Amounts falling due within one year</b>					
	4	<u>2,379</u>		<u>3,554</u>	
<b>NET CURRENT ASSETS:</b>			<u>15,929</u>		<u>5,411</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>	5		<u>£ 15,929</u>		<u>£5,411</u>
<b>FUNDS:</b>					
Unrestricted fund: general			<u>15,929</u>		<u>5,411</u>
<b>TOTAL CHARITY FUNDS:</b>			<u>£ 15,929</u>		<u>£5,411</u>

The financial statements were approved and authorised for issue by the Committee on 30 MAY 2018 and signed on its behalf by:

  
.....  
Paul Tayler - TREASURER

  
.....  
Steve Taylor - CHAIR

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 July 2017

1. **ACCOUNTING POLICIES**

**Accounting convention**

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 United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis. The financial statements are prepared in Sterling (£) which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the committee in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the committee for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

**Income recognition**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

**Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 July 2017

2. DETAILED INCOME AND EXPENDITURE ACCOUNT – for the year ended 31 July 2017

	2016/2017			2015/2016
	Income	Expenditure	Surplus/ (Deficit)	Surplus/ (Deficit)
	£	£	£	£
Donations & covenants	422	-	422	2,280
Easyfundraising.org.uk initiative	812	-	812	680
Interest	1	-	1	1
Donations to school	-	550	(550)	(17,754)
Car parking	-	-	-	2,684
Christmas and Summer draws	4,027	1,371	2,656	2,973
Fathers & Sons evening	1,290	929	361	675
Founders Day fete	1,711	91	1,620	789
Mothers & Sons evening	925	606	319	-
Parents' evenings	305	204	101	(68)
Quiz night	-	-	-	417
Skittles nights	1,798	1,496	302	486
Smartie tubes	443	123	320	819
Summer party 2016	-	-	-	(642)
Summer party 2015	-	-	-	(2,420)
Theatre performance	755	447	308	327
Winter fayre	3,414	1,782	1,632	1,661
1000 Club	3,000	-	3,000	-
Miscellaneous	-	336	(336)	(459)
Independent examiner's fee	-	390	(390)	(390)
Gifts, donations & thank you's	-	60	(60)	(66)
	<u>18,903</u>	<u>8,385</u>	<u>10,518</u>	<u>(8,007)</u>
<b>Surplus / (Deficit) for the period</b>	<b><u>18,903</u></b>	<b><u>8,385</u></b>	<b><u>10,518</u></b>	<b><u>(8,007)</u></b>

3. INCOME FROM INVESTMENTS

All of the charity's income from investments arises from an interest bearing deposit account.

BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 July 2017

4. CREDITORS: AMOUNTS FALLING  
DUE WITHIN ONE YEAR

	2017 £	2016 £
1000 Club	1,564	2,739
Accruals and deferred income	<u>815</u>	<u>815</u>
	<u><u>2,379</u></u>	<u><u>3,554</u></u>

5. ALLOCATION OF THE CHARITY NET ASSETS

The net assets are held as unrestricted funds:

	Net Current Assets £	Total £
General purposes	15,929	<u>15,929</u>
<b>Total</b>	<u><u>15,929</u></u>	<u><u>15,929</u></u>

6. COMMITTEE COSTS

The key management personnel of the charity comprise the committee officers. None of the committee officers received any remuneration or reimbursed expenses during the year.

BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT  
for the year ended 31 July 2017

	2017		2016	
	£	£	£	£
<b>Income:</b>				
Donations & covenants	422		2,280	
Easyfundraising.org.uk initiative	812		680	
Christmas car parking	-		2,684	
Christmas and Summer draws	4,027		4,325	
Fathers & Sons evening	1,290		1,684	
Founders Day fete	1,711		1,364	
Mothers & Sons evening	925		-	
Parents' evenings	305		143	
Quiz night	-		802	
Skittles nights	1,798		1,837	
Smartie tubes	443		819	
Summer party 2016	-		350	
Summer party 2015	-		280	
Theatre performance	755		1,349	
Winter fayre	3,414		4,014	
1000 Club	3,000		-	
Miscellaneous	-		-	
		<b>18,902</b>		<b>22,611</b>
<b>Other income:</b>				
Interest		<b>1</b>		<b>1</b>
		<b>18,903</b>		<b>22,612</b>
<b>Expenditure:</b>				
Donations to Bishop Wordsworth's school	550		17,754	
Christmas and Summer draws	1,371		1,352	
Fathers & Sons evening	929		1,009	
Founders Day fete	91		575	
Mothers & Sons evening	606		-	
Parents' evenings	204		211	
Quiz night	-		385	
Skittles nights	1,496		1,351	
Smartie tubes	123		-	
Summer party 2016	-		992	
Summer party 2015	-		2,700	
Theatre performance	447		1,022	
Winter fayre	1,782		2,353	
Gifts, donations and thank you's	60		66	
Independent examiner's fee	390		390	
Miscellaneous	336		459	
		<b>8,385</b>		<b>30,619</b>
<b>NET INCOME / (EXPENDITURE)</b>		<b>£ 10,518</b>		<b>(£ 8,007)</b>

This page does not form part of the statutory financial statements

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF BISHOP WORDSWORTH'S SCHOOL PARENTS' ASSOCIATION**

I report to the charity trustees on my examination of the accounts of Bishop Wordsworth's School Parents' Association for the year ended 31 July 2017, which are set out on pages 2 to 10.

**Responsibilities and basis of report**

As the charity's trustees 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 charity's accounts carried out under section 145 of the 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 charity as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulation 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.



R M V Allen FCA  
Fawcetts LLP  
Chartered Accountants  
Windover House  
St Ann Street  
Salisbury  
SP1 2DR

31 May 2018