

NEWSTEAD WOOD PARENTS' ASSOCIATION

ANNUAL REPORTS AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST JULY 2020

NEWSTEAD WOOD PARENTS' ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Management Board Members

Alan Kenneth Douglas	Chairperson
Ruwani Niluka Senaratna Ponnampalam	Vice Chairperson
Maurizio Pilu	Treasurer
Adriana Panackova	Secretary
Charity Number	272614

Registered Office

c/o Newstead Wood School

Avebury Avenue

Orpington

Kent

BR6 9SA

Independent Examiner

Krit Nathoo FCCA

Bankers

Nat West Bank

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NEWSTEAD WOOD PARENTS ASSOCIATION

Trustees Annual report for FY 19-20

1 Introduction

The Trustees of the Newstead Wood Parents Association (NWPA), who are also the management committee members of the association, submit their report and financial statement for the financial year ended 31st July 2020.

The Trustees with support from NWPA members lead the activities of the association. The Trustees deliver the NWPA objectives, uphold its values and set its strategic direction.

The Trustees are elected at the Annual General Meeting (AGM) and serve on the committee until the next AGM when they can be re-elected or step down.

In addition to the AGM, general meeting (GM) including Trustees, parents' representatives, the Head of Newstead Wood School and the school representative of the PA are held at least three times a year and the agendas with supporting papers are shared in advance of the meetings.

The Objective of the AGM and the GMs are

- To provide opportunities for cooperation between parents, staff and pupils
- To explore ideas and means to raise fund
- Discuss other school matters

A new constitution of the PA was voted in and adopted in March 2016 and approved by the Charity Commission.

2 Balance Sheet and Profit and Loss Statement

As of 31st July 2020 the NWPA has a net asset position of £18,092

Based on actual bank statement, the table below shows in more detail the balance sheet at the end of July 2020 showing the four cash or cash equivalent assets.

Balance sheet e/o FY

Cash in bank	17308
Cash in hand	<u>784.02</u>
Total liquidity	18092

This year the PA has run a net surplus of £1,933, with three aspects worth noting:

- Decrease of donations from parents due to school leavers but without corresponding replacement donations, which are now going to PET.
- not running the Familiarisation Test, due to the pandemic which would have been a major source of income
- a much lower level of PA activities due to the pandemic

The table below shows an extract of the main sources of donations and income, charitable donations and income from NWPA activities.

Profit and Loss Statement

Income

Subscriptions & donations	£21,238
NWPA activities	£6,671
Bank interest	£41

Expenditure

Donations to the school	£25,895
Governance expenses	£122
Net surplus	£1,933

This position is relatively strong but the Trustees note that due to an expected drop in parents' donations and uncertainty around major fund-raising activities (such as the familiarisation test), the charitable donation approach to Newstead Woods School may have to change next year.

3 Income from NWPA activities

One of the main functions of the NWPA is to shape, deliver and/or support social activities for parents and students and the Trustees are pleased about the high level of activity and funds raised.

The year was severely impacted by the pandemic but before the first lockdown, activities were robust. For the year the NWPA delivered around 17 (previous year: 40) discrete social and fund-raising activities, ranging from small ice-cream sales to regular uniform sales and more ambitious activities such as the Diwali and Hairspray.

All of these activities had a fund-raising element and delivered a total net contribution of £6,671.

Notable activities this year were:

Diwali	£3,251
Uniform sales	£1,853
Disco	£746
Hairspray	£380

This amount raised this year compares favourably what raised in the previous financial year despite the pandemic.

Not considering the pandemic, and considering the fam test was fully scheduled, that income that NWPA activities would have raised would have been substantially higher than last 2 years.

The Trustees would like to collectively thank all the parents, volunteers school staff and occasionally students who contribute to shaping and delivering all the NWPA activities this year.

4 Parents subscriptions and other income

The main source of income this year has been the generous donations of parents through regular standing orders, one-off donations, plus other donations such as through EasyFundRaising.

This year these donations amounted to a total of £21,238.

The number of standing orders from parents has dropped to 40, with no new regular contributors in this financial year. This compares with 50 named regular contributors in the previous year. The drop out is expected to continue next year, with possibly around 10-15 fewer parents contributing.

Notable donations this year were from Charities Trust (£3,029) from an unidentified parent in March and the Gift Aid refund £6,260 from HMRC (for the 17/18 and 18/19 FYs).

EasyFundRaising continues to be successful; it contributed £645 this year and we thank the School for the continued support in advertising it through the Newsletter.

The Trustees would like to warmly thank the parents for their valuable and generous financial contributions.

5 NWPA Donations to the school

In addition to supporting social events, the main mission of the NWPA is to provide donations to the School for certain specific purposes. The Trustees are pleased to say that despite the expected drop in income from parents' subscriptions and not running the familiarisation test, the Trustees decided to sustain donations to the School at the same level as last year.

For the year, in more specific details, the NWPA made the following charitable donations to Newstead wood:

Donations

Ad hoc funding	£2,895
School yearly request	<u>£23,000</u>
Total donations	£25,895

The yearly standing donations to the School was invested as follows as evidenced in the letter sent by the School on 22/03/2021:

School Fund Awards and Hardship - £5,000

Minibus Leases (x2) - £8,000

Termly donation & Ad hoc funding - £12,895

Part of the termly donation was the items purchased through the Ad Hoc funding requests by the Math, French, Science departments as follows:

Ad-hoc funding

Math	x5 visualizers, x12 Amzon fires, Set of CG50	£1,695
French	Books	£903
Science	x3 Visualizers	<u>£297</u>
Total		£2,895

**INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE OF
NEWSTEAD WOOD PARENTS' ASSOCIATION**

I report on the accounts of the company for the year ended 31 July 2020, which are set out on pages 8 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- * examine the accounts under section 145 of the Charities Act,
- *to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- *to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's 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 respect, the requirements:

- *to keep accounting records in accordance with section 130 of the Charities Act; and
- *to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

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



Date: 4th May 2021

NEWSTEAD WOOD PARENTS' ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNTS)

FOR THE YEAR ENDED 31 JULY 2020

	Notes	Unrestricted Funds	2020 Funds Total	2019 Funds Total
Incoming Resources		£	£	£
Grants & Donations	2	21,238	21,238	25,373
Other Income	2	6,712	6,712	6,023
Total Incoming Resources		27,950	27,950	31,396
Resources Expended:				
Charitable Expenses	3	25,895	25,895	34,387
Governance Expenses	4	122	122	117
Total resources expended		26,017	26,017	34,504
Net Receipts/(Deficit)		1,933	1,933	(3,108)
Balance B/Fwd		16,159	16,159	19,267
Balance C/Fwd		18,092	18,092	16,159

NEWSTEAD WOOD PARENTS' ASSOCIATION

BALANCE SHEET FOR THE YEAR ENDED 31 JULY 2020

	Notes	£ 2020 £	£ 2019 £
Current Assets			
Cash at Bank	5	17,308	16,034
Cash in Hand		784	125
		<hr/>	<hr/>
		18,092	16,159
Current Liabilities			
Amounts falling due within 1 year:			
Accruals	6	-	-
		<hr/>	<hr/>
Net current assets (liabilities)		18,092	16,159
Total Net Assets			
		<hr/>	<hr/>
		18,092	16,159
		<hr/>	<hr/>
Reserves and Funds			
Restricted Funds			-
General Funds		18,092	16,159
		<hr/>	<hr/>
		18,092	16,159
		<hr/>	<hr/>

Approved by the trustees on:

04/05/2021

Signed on their behalf by:



NEWSTEAD WOOD PARENTS' ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

1 Accounting Policies

1.1 Basis of preparation

The accounts have been prepared in accordance under the historical cost convention in accordance with the Statement of Recommended Practice in accordance with Financial Reporting Standard for Smaller Entities Accounting and Reporting by Charities (SORP FRS 102) published March 2017

1.2 Restricted Funds

Restricted funds are those funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

1.3 Unrestricted Funds

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

1.4 Status

The Newstead Wood Parents' Association is registered with the Charity Commission, its registration number is 272614.

NEWSTEAD WOOD PARENTS' ASSOCIATION

NOTES TO THE ACCOUNTS - *continue* FOR THE YEAR ENDED 31 JULY 2020

	Total	Total
	2020	2019
	£	£
2 Incoming Resources		
Subscriptions & donations	21,238	25,373
Social Committee Functions	6,671	5,982
Bank Interest	41	41
Bank charges & refunds	0	0
Other income	0	0
Total	27,950	31,396

	£	£
3 Resources Expended		
Charitable Expenditure:		
Minibus expenses	0	2500
Minibus leases	8000	15834
School Fund Awards & Hardship	5000	10000
Termly donation	10000	4000
Departmental Projects (Ad Hoc funding)	2895	0
Library	0	1500
Science club	0	153
Writing workshop	0	400
Total	25,895	34,387

NEWSTEAD WOOD PARENTS' ASSOCIATION

NOTES TO THE ACCOUNTS - *continue* FOR THE YEAR ENDED 31 JULY 2020

	Total 2020 £	Total 2019 £
4 Governance Costs		
Social Committee Functions	-	-
Charitable Donation	-	-
Bank Charges	-	-
Other Costs	122	117
	<u>122</u>	<u>117</u>
5 Funds	£	£
Bank balance	17,308	16,034
Cash at Hand	784	125
	<u>18,092</u>	<u>16,159</u>
6 Accruals		£
Independent Examination Fee	-	-
	<u>-</u>	<u>-</u>