

NEWSTEAD WOOD PARENTS' ASSOCIATION

ANNUAL REPORTS AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST JULY 2016

NEWSTEAD WOOD PARENTS' ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Management Board Members

Sheela Rentala	Chair
Julie Bentley MAAT	Treasurer
Andrea Lynch	Secretary

Charity Number	272614
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Registered Office

c/o Newstead Wood School
Avebury Avenue
Orpington
Kent
BR6 9SA

Independent Examiner

Bankers

Nat West Bank

CONTENTS**PAGE**

Trustees' Annual Report	4 - 5
Independent Examiners Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 - 12

NEWSTEAD WOOD PARENTS' ASSOCIATION

TRUSTEES' ANNUAL REPORT

The Trustees, who are also the management committee members of the association, submit their report and the financial statements of the Newstead Wood Parents' Association (PA) for the year ended 31st July 2016.

The Trustees and committee members are elected at the AGM and serve on the committee until the next AGM when they can be re-elected or step-down. The General Committee leads the activities of the association. It ensures delivery of its objectives, upholds its values and sets its strategic direction. It meets at least three times a year and agendas with supporting papers are circulated to all Committee members a week before each meeting.

Members of the General Committee include Trustees, parent representatives, the Head of Newstead Wood School and the school representative for the PA.

The objectives of the committee are:

- (i) to provide opportunities for close co-operation between parents, staff and pupils past and present.
- (ii) to raise funds for the provision of additional amenities and facilities as may be considered necessary and desirable.

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

Activities during the year:

The Social Committee volunteer to lead and organise the school social events. Over the past year, they have organised the years 7-9 Disco, Family Quiz night, and the International Cultural evening.

Around 15 parents helped the social committee members with the organisation of the disco which was attended by 105 pupils from both the neighbouring boys school St Olaves' and Newstead Wood. The PA made a sum total of £747 from ticket sales and sales of glow sticks and sweets.

The Family Quiz night in March was a fun event attended by more than 100 people (adults and children) raising £994. This amount was further increased by match funding by a parent Milind Chaudhari whose employer, Barclays matched the ticket sales takings with an amount of £750 making a total of £1744. We would like to thank Mr Chaudhari for pledging his match-funding to the PA.

Our new event for this year, the International Cultural evening was organised by Tetty Baxter in conjunction with the sixth form student reps. The students put together an evening of entertaining performances from various regions and cultures from all over the world. A superb selection of food was offered by parents ranging from British scones to Jamaican and Ghanaian rice, Mexican tacos to Indian samosas. The students had planned to support two charities but chose to support just the charity Deptford Reach with their share of the money raised (£381) and the PA committee decided to donate the PA share of the money to the same charity. The PA hopes to continue this successful and fun event every year with the aid of the students.

We would like to thank the Social Committee members (Alisa Igoe, Julita Pearson, Irina Pearson, Parul Agrawal, Elaine Turnbull, Tetty Baxter, Peter Benson) for their commitment and efforts in organising these events and raising much needed funds for the school.

The Nearly New Uniform Sale has grown to be a steady fundraiser providing parents with some good quality second hand uniforms for the students. Elaine Turnbull has been running this event over the last year at least once a term with help from parent volunteers. The PA has made £1312 over the year through this and the Trustees would like to thank Elaine and other parent volunteers for their effort in

NEWSTEAD WOOD PARENTS' ASSOCIATION

TRUSTEES' ANNUAL REPORT

keeping this going.

The money raised from the click through website Easyfundraising brought in an additional £953 over this year towards our fundraising total.

The PA's main source of funds has always been the generous donations of parents through regular standing orders or one-off donations each year. This amount has been declining with the total this year of £33,227 versus last year's total of £39,353. Almost all of this money is used to support the school with extra amenities as requested by them, and agreed by all attending committee members at the meetings over the year. Following the school's request to no longer ask for new donations from parents joining from September 2016 the PA may not be able to meet these regular requests going forward as the incoming funds will have reduced significantly.

The PA has regularly funded the minibus lease (£15,834) and annual maintenance (£2,500), funding for library books (£6000), the school hardship fund (£10,000) and various other items over the last few years and it has been the same this year. In addition the PA has also funded the re-modelling and refurbishment of the DT kitchen with new units and appliances (£9,703), the new projector (£6,904) for the main school hall and various other smaller items.

We would like to thank all parents and carers for their continued support of the PA whether through the donations we receive, or the volunteers who give their time at the various social events, or the parents who come to support us at all our events through their attendance. The school and the children benefit immensely regardless of whether you give time, money or your presence and the PA is thankful to have this support during this year and in the future.

NEWSTEAD WOOD PARENTS' ASSOCIATION

TRUSTEES' ANNUAL REPORT - *cont*

The past year has seen a decrease in parental donations from £39,353 to £33,227 as well as a decrease in the overall income of the Association from £50,866 to £47,620.

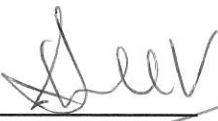
The Association has spent £62,467 on the needs of the school.

At the end of July 2016 the association had assets of £21,686 (2015: £37,482)

The major fundraising activities during the year were:

	Total 2016 £	Total 2015 £
Family Quiz	1,744	884
Year 7-9 Disco	747	1,744
Uniform Sale	1,312	1,068
Cultural Evening	-	-
	<u>3,803.00</u>	<u>3,696.00</u>

Signed



**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 2016, which are set out on pages 7 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.



KRZT NATHOO.

Date: 18th March 2017.

NEWSTEAD WOOD PARENTS' ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNTS)

FOR THE YEAR ENDED 31 MARCH 2016

	Notes	Unrestricted Funds £	2016 Funds Total £	2015 Funds Total £
Incoming Resources				
Grants & Donations	2	33,227	33,227	39,353
Other Income	2	14,393	14,393	11,513
Total Incoming Resources		<u>47,620</u>	<u>47,620</u>	<u>50,866</u>
Resources Expended:				
Charitable Expenses	3	62,467	62,467	35,946
Governance Expenses	4	588	588	1,392
Total resources expended		<u>63,056</u>	<u>63,056</u>	<u>37,338</u>
Net Receipts/(Deficit)		(15,436)	(15,436)	13,528
Balance B/Fwd		37,121	37,121	23,593
Balance C/Fwd		<u><u>21,685</u></u>	<u><u>21,685</u></u>	<u>37,121</u>

NEWSTEAD WOOD PARENTS' ASSOCIATION

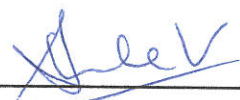
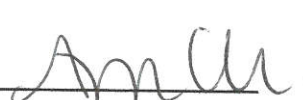
BALANCE SHEET AS AT 31 JULY 2016

	Notes	£ 2016 £	£ 2015 £
Current Assets			
Cash at Bank	5	<u>21,686</u>	<u>37,482</u>
		21,686	37,482
Current Liabilities			
Amounts falling due within 1 year:			
Accruals	6	-	(360)
Net current assets (liabilities)		<u>21,686</u>	<u>37,122</u>
Total Net Assets		<u>21,686</u>	<u>37,122</u>

Reserves and Funds

Restricted Funds	-	
General Funds		
	<u>21,686</u>	<u>37,122</u>
	<u>21,686</u>	<u>37,122</u>

Approved by the trustees on: 29th November 2016

Signed on their behalf by:  
SHEELA RENTALA A LYOCH

NEWSTEAD WOOD PARENTS' ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

1 Accounting Policies

1.1 Basis of preparation

The accounts have been prepared in accordance with applicable accounting standards on a cash receipts and payment basis and followed the recommendations in the Statement of Recommended Practice: Accounting by Charities (SORP) 2005

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 MARCH 2016

	Total 2016 £	Total 2015 £
2 Incoming Resources		
Subscriptions & donations	33,227	39,353
Charities Trust	1,878	1,272
Social Committee Functions	4,084	3,424
Other Interest Received	32	27
Bank Interest	22	15
Gift Aid Recoverable	7,424	6,775
Easyfundraising	953	
Total	<u>47,620</u>	<u>50,866</u>

NEWSTEAD WOOD PARENTS' ASSOCIATION

NOTES TO THE ACCOUNTS - *continue* FOR THE YEAR ENDED 31 MARCH 2016

	Total 2016 £	Total 2015 £
3 Resources Expended		
<i>Charitable Expenditure:</i>		
Words and Music/Artist in residence	1000	1,000
Composer in residence	1000	1,000
Morrisby testing		3,400
Minibus expenses	2500	2,500
Minibus leases	15834	5,286
Mentoring	0	1,400
Hospitality	0	1,000
Library	6000	6,000
School Fund Awards & Hardship	10000	10,000
Enterprise Education Fund	0	4,000
Independent Examination Fee	0	360
UCAS course & expenses	1367	
New Projector	6904	
Notice Board	1061	
First Aid Courses	1222	
Counselling Courses	650	
DT Kitchen	9703	
PE Equipment	2227	
Term donation	3000	
Total	62,467	35,946

NEWSTEAD WOOD PARENTS' ASSOCIATION

NOTES TO THE ACCOUNTS - *continue* FOR THE YEAR ENDED 31 MARCH 2016

	Total 2016 £	Total 2015 £
4 Governance Costs		
Social Committee Functions	281	398
Bank Charges	83	191
Other Costs	224	803
	<u>588</u>	<u>1,392</u>
5 Funds	£	£
	<u>21,686</u>	<u>37,482</u>
	<u>21,686</u>	<u>37,482</u>
6 Accruals	£	£
Independent Examination Fee	-	360
	<u>-</u>	<u>360</u>