

NEWSTEAD WOOD PARENTS' ASSOCIATION

ANNUAL REPORTS AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST JULY 2017

NEWSTEAD WOOD PARENTS' ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Management Board Members

Syed Hussain	Chairperson
Peter Benson	Vice Chairperson
Oluwakemi Sodeke ACCA	Treasurer

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

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 2017.

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.

Highlights of 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, the International Cultural evening, Quiz night and supported the school with various other events

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 £343 from ticket sales and sales of glow sticks and sweets.

The Family Quiz night in October 2017 was a fun event attended by more than 90 people (adults and children) raising £1,170. This event was organised by a group of Parent Volunteers coordinated by Cynthia Lamptey Alan Blount- the Quiz master made the event very interactive and an enjoyable evening for all, Many thanks to Alan and all the Parents who organised and donated the variety of gifts for the raffle draw

The International Cultural evening was organised by a group of Parents led by the former Chair -Sheela Rentalal 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 chose to support the charity - Deptford Reach with their share of the money raised (£210) and the PA committee decided to donate the PA's share of the money(also £210) to the same charity, as was done the previous year. A total of £420 was given to the charity. The PA hopes to continue this successful and fun event and also similar events in future, in conjunction with the students

Total amount raised for the Cultural night event was £420, This was further increased by match funding by a Parent Milind Chaudhari whose employer, Barclays matched the ticket sales takings with an amount of £420 The PA would like to thank Mr Chaudhari for pledging his match-funding to the Association

NEWSTEAD WOOD PARENTS' ASSOCIATION

TRUSTEES' ANNUAL REPORT

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 2 years at least once a term with help from parent volunteers. The PA has made £2,250 over the year through this and the Trustees would like to thank Elaine and other parent volunteers for their effort in keeping this going.

We would like to thank the Parent Volunteers (Cynthia Lamptey, Tiffany Barradell, Christian Mole, Hannah Ndungu, Lin Limbrey, Tetty Baxter, Alan Douglas, Liz O'Connor, Ola Inekuku, Rajat Bhatla, Cristina Graham, Ruwani Pannaupalau and Loise Farnol) for their commitment and efforts in organising these events and raising much needed funds for the school

Thanks also goes to Christina Woods and the entire Newstead Wood Caretaking team for always being available and for their support during all these events.

The money raised from the click through website Easyfundraising brought in an additional £1,619 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 £29,961 versus last year's total of £40,651, a decrease of 26%. 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), term donation for expenses (£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 contributed to the drama room flooring, blinds for classroom, Computer tables for the Geography class, art boards for the hall way 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 £33,227 to £22,544 as well as a decrease in the overall income of the Association from £47,620 to £38,619.

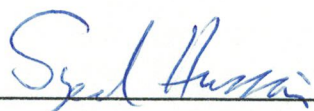
The Association has spent £40,304 on the needs of the school.

At the end of July 2017 the association had assets of £19,302 (2016: £21,686)

The main fundraising activities during the year were:

	Total 2017 £	Total 2016 £
Family Quiz	-	1,744
Year 7-9 Disco	268	747
Uniform Sale	2,250	1,312
Cultural Evening	420	-
	<u>2,938.00</u>	<u>3,803.00</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 2017, which are set out on pages 8 to 13.

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: 17th February 2018



K. Nathoo.

NEWSTEAD WOOD PARENTS' ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNTS)

FOR THE YEAR ENDED 31 JULY 2017

	Notes	Unrestricted Funds £	2017 Funds Total £	2016 Funds Total £
Incoming Resources				
Grants & Donations	2	29,950	29,950	40,651
Other Income	2	8,669	8,669	6,969
Total Incoming Resources		38,619	38,619	47,620
Resources Expended:				
Charitable Expenses	3	40,304	40,304	62,467
Governance Expenses	4	699	699	588
Total resources expended		41,003	41,003	63,055
Net Receipts/(Deficit)		(2,384)	(2,384)	(15,435)
Balance B/Fwd		21,686	21,686	37,121
Balance C/Fwd		19,302	19,302	21,686

NEWSTEAD WOOD PARENTS' ASSOCIATION

BALANCE SHEET AS AT 31 JULY 2017

	Notes	£ 2017 £	£ 2016 £
Current Assets			
Cash at Bank	5	19,302	21,686
		19,302	21,686
Current Liabilities			
Amounts falling due within 1 year:			
Accruals	6	-	-
Net current assets (liabilities)		19,302	21,686
Total Net Assets		19,302	21,686
 Reserves and Funds			
Restricted Funds		-	-
General Funds		19,302	21,686
		19,302	21,686

Approved by the trustees on: 28 March 2018

Signed on their behalf by: SYED A.R. HUSAIN Syed Husain

(name & signature)

NEWSTEAD WOOD PARENTS' ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2017

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 JULY 2017

	Total 2017 £	Total 2016 £
2 Incoming Resources		
Subscriptions & donations	22,554	33,227
Charities Trust	3,289	1,878
Social Committee Functions	3,756	4,084
Other Interest Received	0	32
Bank Interest	5	22
Gift Aid Recoverable	7,396	7,424
Easyfundraising	1,619	953
Total	38,619	47,620

NEWSTEAD WOOD PARENTS' ASSOCIATION

NOTES TO THE ACCOUNTS - *continue* FOR THE YEAR ENDED 31 JULY 2017

	Total 2017 £	Total 2016 £
3 Resources Expended		
<i>Charitable Expenditure:</i>		
Words and Music/Artist in residence	750	1,000
Composer in residence	-	1,000
Minibus expenses	2500	2,500
Minibus leases	15834	15,834
Library	-	6,000
School Fund Awards & Hardship	10000	10,000
UCAS course & expenses	-	1,367
New Projector	-	6,904
Notice Board	-	1,061
First Aid Courses	-	1,221
Counselling Courses	-	650
DT Kitchen	-	9,703
PE Equipment	-	2,227
Term donation	6000	3,000
Geography class computer tables	750	-
Art Boards	884	-
Classroom Blinds	2500	-
Drama Class Flooring	1086	-
Total	40,304	62,467

NEWSTEAD WOOD PARENTS' ASSOCIATION

NOTES TO THE ACCOUNTS - *continue* FOR THE YEAR ENDED 31 JULY 2017

	Total 2017 £	Total 2016 £
4 Governance Costs		
Social Committee Functions	555	281
Bank Charges	-	83
Other Costs	144	224
	<u>699</u>	<u>588</u>
5 Funds	£	£
	<u>19,302</u>	<u>21,686</u>
	<u>19,302</u>	<u>21,686</u>
6 Accruals	£	£
Independent Examination Fee	-	0
	<u>-</u>	<u>-</u>