

FRIENDS OF SIR CHARLES PARSONS SCHOOL

England & Wales · Charity number 1165658

Details

Other names FOSCP

Status Registered

Legal form Other

Registered 2016-02-22

Register [View on the Charity Commission register](#)

Contact

Address Sir Charles Parsons School
Westbourne Avenue
Walkergate
Newcastle Upon Tyne
NE6 4ED

Phone 0191 2952280

Email helen.clarkson@scp.newcastle.sch.uk

Website www.scp.newcastle.sch.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL IN PARTICULAR BY:1) DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL;2) ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.

Activities: 'The Friends of Sir Charles Parsons School' are a registered charity who support the work of Sir Charles Parsons School by fundraising for specialist equipment and resources. Sir Charles Parsons School is a school for your people who have a range of additional needs including severe learning disabilities, complex learning disabilities and profound and multiple learning disabilities

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Disability
- **Who:** Children/young People, People With Disabilities

Geography

- Gateshead
- Newcastle Upon Tyne City

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£106,835	£108,052	-	-
2023-12-31	£28,721	£15,546	-	-
2022-12-31	£13,335	£13,542	-	-
2021-12-31	£10,495	£4,110	-	-
2020-12-31	£27,911	£29,176	-	-

Trustees

Name	Role	Appointed
HELEN CLARKSON	Chair	2016-12-01
JANETTE KEEN		2025-11-14
JASON SWANN		2015-10-13

FRIENDS OF SIR CHARLES PARSONS SCHOOL

England & Wales - Charity number 1165658

Accounts



Trustees' Annual Report for the period

From January 2024 Period start date
To December 2024 Period end date

Charity name: Friends of Sir Charles Parsons School

Charity registration number: 1165658

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To enhance the education of the students of Sir Charles Parsons School and young adults with disabilities in the local community by providing or assisting in the provision of educational, recreational and other charitable facilities not normally provided by the Local Authority.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>We have organised several events such as Easter, summer and Christmas fayres as well as singing and signing at local supermarkets. This has enabled the school and their families to socialise together and support each other.</p> <p>The main part of our funding was raised on our behalf by an external volunteer who hosted cabaret nights with his band at a range of local venues as well as cycling the 'John O'Groats to Lands End' route with two of his friends. In total this individual raised £63, 410 towards a new school minibus whilst parents of a child who used to attend our school donated £20, 000 in memory of their son. Making the sum of £83,410 which paid for the new bus.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees of the Friends of Sir Charles Parsons School have read and taken into account the Charity Commission's guidance on Public Benefit when planning activities, raising funds and providing equipment and resources for the students of Sir Charles Parsons School.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	

Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity has been able to raise a significant amount of money through a range of fundraising activities as documented above. The charity used funds to purchase a fully accessible minibus and pay towards specialist residential experiences, among other smaller projects.</p> <p>The accessible minibus has enabled the young people of Sir Charles Parsons School to access both the local community and further afield as well as bringing local groups into school to work alongside our students. e.g. residents from nearby care homes for the elderly.</p> <p>The residential experiences that were provided allowed young people with a range of physical and learning disabilities (including students with profound and multiple learning disabilities) to be able to achieve through a range of physical activities, supporting them to develop more awareness of themselves, as well as raising their self esteem.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	During the financial period this report covers, the Charity's: Income was £106837 Expenditure was £108052. Monies carried forward from previous year was £48078 Cash funds for the Year end were £47068
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Trustees consider that the Friends of Sir Charles Parsons School require reserves to provide funds which can be designated to specific projects for the benefit of the students as and when they arise, and to enable these projects to be undertaken at short notice. To save a sum of money with the long term aim of purchasing for the students a large piece of equipment or resource, e.g replacing a mini bus for instance. As a Charity relying mainly on small, individual donations, grants and fundraising events as its source of funding, it is difficult to be prescriptive with regard to the amount of reserves the organisation will be in a position to hold. We consider that we have a simple, stable pattern of receipts and payments, little susceptibility to outside influences, and minimal risk of serious disruption to its charitable work. Taking these factors into account, the Trustees have agreed to keep reserves of £6000 for the coming year. This amount will be reviewed regularly during the next financial year, and evaluated in light of any future needs, opportunities or risks that may arise during this period.
Amount of reserves held	Para 1.22	£6000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	

A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Friends of Sir Charles Parsons School
Other name the charity uses	-
Registered charity number	1165658
Charity's principal address	Sir Charles Parsons School Westbourne Avenue Walker Newcastle upon Tyne NE6 4ED

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

--	--

Full name(s)

Helen Clarkson

Helen Clarkson	
----------------	--

Position (eg Secretary,
Chair, etc)

Chair

Chair	
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Date

22/09/2025

22/09/2025

Voluntary Fund Audit Certificate

Name of Account: Friends of Sir Charles Parsons School

Year Ending: 31st December 2024

INCOME AND EXPENDITURE (I&E) ACCOUNT

INCOME					£	EXPENDITURE					£
	I&E Main Ledger	Auditor Adjust.	Cash Repts		Total		I&E Main Ledger	Auditor Adjust.	Cash Exp		Total
External Charity Fundraising	207.60				207.60	External Charity Fundraising	200.19				200.19
Christmas Sundries	-				-	Christmas Sundries	-				-
Coffee Morning Fundraising	10,006.73				10,006.73	Coffee Morning Fundraising	502.96		461.67		964.63
Class Trips	-				-	Class Trips	672.31		42.43		714.74
100+ club	1,492.50				1,492.50	100+ Club	619.50				619.50
Sponsored events					-	Sponsored events	-				-
Residential Trips	11,718.89				11,718.89	Residential Trips	22,463.20				22,463.20
Donations Received	83,409.75				83,409.75	Donations / Transfers to SCP	83,093.43				83,093.43
Cash float reimbursement*	500.00				500.00	Cash float reimbursement*	500.00				500.00
Other					-	Other	-				-
	<u>107,335.47</u>	-	-		<u>107,335.47</u>		<u>108,051.59</u>	-	504.10		<u>108,555.69</u>
					(A) <u>107,335.47</u>						(B) <u>108,555.69</u>
In Year Surplus / (Deficit)					(C) <u>107,335.47</u>						(A-B) <u>(1,220.22)</u>

YEAR END RECONCILIATION

CASH BOOK SUMMARY

Opening Balance as at: 01/01/2023		48,314.21	
Bank/cheque	48,082.62		
Unverified cash balance	231.59		
In Year Surplus / (Deficit)		(C) <u>(1,220.22)</u>	
		<u>47,093.99</u>	
Closing Balance		<u>47,093.99</u>	
Bank/cheque	<u>46,862.40</u>		
Unverified cash balance	231.59		

YEAR END BANK RECONCILIATION

Cash at Bank	31/12/2024	47,068.71
Income received and not yet banked		
unverified cash balance		231.59
Cash in Transit		<u>47,300.30</u>
Less cheques not yet presented		
	100284 59.00	
	100285 147.31	<u>206.31</u>
		<u>47,093.99</u>

Signed: _____ (Chair) Date: _____

Auditors Statement

We have examined the financial records relating to this fund and consider that the accounts reflect a true and fair view of the operation of the fund, taking into account the auditors adjustments as explained in the notes below.

Signed: C L Spencer (Auditor) Date: 18 June 2025

Cheryl Spencer, Senior Auditor, Audit, Insurance and Risk, Newcastle City Council

Auditors Notes, Observations and Recommendations

- 1 The account is supported by a constitution which clearly sets out the fund purpose and responsibility.
- 2 A two step bank authorisation system exists to ensure that all bank transactions are checked and authorised.
- 3 A suitable ledger is maintained to record receipts and payments, bankings and direct bank transactions. This facilitates bank reconciliations, which are undertaken on a regular basis, signed and filed with the corresponding bank statement.
- 4 The ledger also provides a reference to source records, and transactions were found in the main to be well supported.
- 5 All receipts and payments recorded in the ledger were confirmed to the bank statements.

FRIENDS OF SIR CHARLES PARSONS SCHOOL

England & Wales - Charity number 1165658

Accounts



Trustees' Annual Report for the period

From **January 2023** Period start date To **December 2023**
Period end date

Charity name: Friends of Sir Charles Parsons School

Charity registration number: 1165658

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To enhance the education of the students of Sir Charles Parsons School and young adults with disabilities in the local community by providing or assisting in the provision of educational, recreational and other charitable facilities not normally provided by the Local Authority.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	We have organised several events such as Easter, summer and Christmas fayres, school photo day and a Halloween disco. This has enabled the school and their families to socialise together and support each other. These funds have been used to purchase new 'switch' technology for the students, two new trikes and has covered the cost of class day trips out of school. We have also held raffles, sponsored events and hosted stalls at external fayres which has raised much needed funds towards a week long residential experience at a specialist outdoor pursuits activity centre for our sixth form students.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees of the Friends of Sir Charles Parsons School have read and taken into account the Charity Commission's guidance on Public Benefit when planning activities, raising funds and providing equipment and resources for the students of Sir Charles Parsons School.

Additional information (optional)

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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity has been able to raise a significant amount of money through a range of fundraising activities as documented above.</p> <p>The charity used funds to purchase switch equipment, and pay for specialist residential experiences, among other smaller projects. The switch equipment has enabled a number of young people of Sir Charles Parsons School to access lessons more fully, for example by communicating or taking control of their environment.</p> <p>The residential experiences that were provided allowed young people with a range of physical and learning disabilities (including students with profound and multiple learning disabilities) to be able to achieve through a range of physical activities, supporting them to develop more awareness of themselves, as well as raising their self esteem.</p>

Additional information (optional)

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Investment performance	Para 1.41	

against objectives		
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	During the financial period this report covers, the Charity's: Income was £28721.31 Expenditure was £15546.79. Monies carried forward from previous year was £26681.78. Cash funds for the Year end were £39856.30
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Trustees consider that the Friends of Sir Charles Parsons School require reserves to provide funds which can be designated to specific projects for the benefit of the students as and when they arise, and to enable these projects to be undertaken at short notice. To save a sum of money with the long term aim of purchasing for the students a large piece of equipment or resource, e.g replacing a mini bus for instance. As a Charity relying mainly on small, individual donations, grants and fundraising events as its source of funding, it is difficult to be prescriptive with regard to the amount of reserves the organisation will be in a position to hold. We consider that we have a simple, stable pattern of receipts and payments, little susceptibility to outside influences, and minimal risk of serious disruption to its charitable work. Taking these factors into account, the Trustees have agreed to keep reserves of £6000 for the coming year. This amount will be reviewed regularly during the next financial year, and evaluated in light of any future needs, opportunities or risks that may arise during this period.
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Description of the assets held in this capacity	
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Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

--	--

Full name(s)

Helen Clarkson	Joanne Anderson
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Position (eg Secretary,
Chair, etc)

Chair	Secretary
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Date

23/09/2024

Spreadsheet Information

The following required for **All** spreadsheets in line with the 'Spreadsheet Usage & Security Policy'

Business Area and Owner Details	
Directorate	Chief Executive's Directorate
Team / Section	AUDIT, INSURANCE & RISK
Name of Spreadsheet Creator	CHERYL SPENCER
* Officer who created the spreadsheet	
Name of Owner	USERS OF ATTACHED PROFORMAS
* Officer responsible for the accuracy of the data contained within the spreadsheet	

Location and Purpose of the Spreadsheet	
Name of Spreadsheet	IA School Fund Ledger Proforma 2013/14 v5
* In line with stated naming conventions as per	'Spreadsheet Usage and Security Policy'
Is this Spreadsheet deemed 'Critical'	NO
* If deemed Critical, this MUST be recorded on the Critical Spreadsheet Register. Guidance at:	'Spreadsheet Usage and Security Policy'
Document Classification	NCC Internal Use Only
* State the Document Classification from the	'Information Asset Classification Policy'
Location of Spreadsheet	"#\$SS INSTRUCTIONS OFFICE 2003
* Server & Folder Name in which the spreadsheet is located	
What is the spreadsheet used for (purpose)	Proforma created for consultancy services to schools for recording School Fund Income & Expenditure. This spreadsheet should only be used if obtained from Internal Audit
* Brief description of purpose	
Frequency of use	Daily
* Daily / Weekly / Monthly / Quarterly / Annual / Ad-Hoc	
Does data from another Spreadsheet feed into 'This' document	NO
* If so please give the Name and File Location, i.e. server and folder	
Does data from this Spreadsheet feed into 'Another' document	NO
* If so please give the Name and File Location, i.e. server and folder	

Version Control	
* Numbering in line with 'Spreadsheet Security Policy', list below the key events in the life of the spreadsheet. If you require additional rows on the version table below, please contact the Financial Systems & Accounting Team on extension 26507.	

Version Number	Purpose/Change	Author	Date
2	Income & Bankings now before exp table	C L Spencer	###
2	I&E Summary & balances sheet added	C L Spencer	###
3	Cash Float Exp Ledger added	C L Spencer	###
4	Cash in Hand control totals added	C L Spencer	###
4	User Instructions expanded	C L Spencer	###
5	Minor Changes to Instructions and I&E Summary	C L Spencer	###

User Instructions

*	Enter below any specific user instructions you feel appropriate for the spreadsheet e.g. descriptions of calculations, constants used, which values to update etc.
1	This workbook has been created in Microsoft Excel XP2003. Some schools may use a different version of Excel. If so the workbook is still compatible, however, the toolbar and whereabouts of some functions may differ. If you have attended the IA SF Training and experience difficulty using this workbook please contact Cheryl Spencer on 211 6505
2	This workbook contains a 2014/15 & 2015/16 full year ledger and I&E Summary, AND a 2014/15 monthly ledger and Summary. Either option can be used, (if you operate a small fund the annual ledger is recommended). A cash float expenditure & balances log is also provided if a cash float is operated.
3	Full Year or Monthly Ledger? Once you have decided, the worksheet name tabs are colour coded so you know which sheets to use, i.e. if you decide on the annual ledger only use the pink worksheets (orange for 14/15), if you decide on a monthly ledger only use the blue worksheets
4	Worksheet Protection: to avoid accidental change of formulae, worksheets are protected. Category columns and rows can be added or deleted, however, the protection will need to be removed to allow the formulae to be copied to the new cells containing column and row totals.
5	How to remove protection: to minimise error protection should be removed and reinstated on a sheet by sheet basis as and when necessary. To remove, select 'Protection' from the tools menu, then select 'Unprotect'. To reinstate select 'Protection' then 'Protect' then OK from the options box.
6	Adding additional rows: click on a blank row number (the row will be highlighted grey) right click with the mouse and select 'insert' Several rows can be inserted by highlighting more than one blank row, e.g. if 5 rows are highlighted, 5 more will be inserted
7	Copying formula if new rows added: the formulae must be inserted in all new cells in the Income, Exp and Running Bal total columns. E.g. click on the cell above the new cells in the Income tot col, move cursor to bottom right of cell until cross appears, click and drag the formula to the new cells
8	Adding or changing column categories: All changes to columns in the Ledger must also be made in the corresponding I&E Summary. Follow instructions at item 6 above but click on column Letter at top of spreadsheet
9	Copying formula if new columns added: the formulae must be inserted in all new cells in the totals row at the foot of the spreadsheet (follow instructions at item 7). The same will need to be done in the I&E Summary
10	Password Protection: a password can be entered before clicking 'OK' in the options box referred to at 3 above. Once entered and protected, users will be prompted for a password should they try to remove the protection. NB if the password is forgotten protected cells can NOT be unlocked!
11	Keep check on the control totals at foot of Spreadsheet Ledger, if these differ to the corresponding cell an error has occurred; this will usually be due to rows / cols added and formulae not copied to the new cells OR formula being deleted while the sheet was unprotected.
12	Also refer to notes / comments on worksheets. NB If preferred, comments boxes can be hidden by right clicking on the cell & selecting 'Hide Comment'. A red triangle in the corner of the cell will still be visible to indicate a cell comment exists. Hover cursor over the cell to see the comment.

Spreadsheet Information

The following required for **All** spreadsheets in line with the 'Spreadsheet Us

Business Area and Owner Details

Directorate	Chief Executive's Directorate
Team / Section	AUDIT, INSURANCE & RIS
Name of Spreadsheet Creator	CHERYL SPENCER
* Officer who created the spreadsheet	
Name of Owner	USERS OF ATTACHED PR
* Officer responsible for the accuracy of the data contained within the spread	

Location and Purpose of the Spreadsheet

Name of Spreadsheet	IA School Fund Ledger Prof
* In line with stated naming conventions as per	'Spreadsheet Usage and S
Is this Spreadsheet deemed 'Critical'	NO
* If deemed Critical, this MUST be recorded on the	Critical Spreadsheet Regis
'Spreadsheet Usage and Security Policy'	
Document Classification	NCC Internal Use Only
* State the Document Classification from the	'Information Asset Classifi
Location of Spreadsheet	"#\$UPDATE INFO INSTRUC OFF
* Server & Folder Name in which the spreadsheet is located	
What is the spreadsheet used for (purpose)	Proforma created for consul for recording School Fund Ir This spreadsheet should c from Internal Audit
* Brief description of purpose	
Frequency of use	Daily
* Daily / Weekly / Monthly / Quarterly / Annual / Ad-Hoc	
Does data from another Spreadsheet feed into 'This' document	NO

* If so please give the Name and File Location, i.e. server and folder

Does data from this Spreadsheet feed into 'Another' document

NO

* If so please give the Name and File Location, i.e. server and folder

Version Control

* Numbering in line with 'Spreadsheet Security Policy', list below the key events spreadsheet. If you require additional rows on the version table below, please contact Systems & Accounting Team on extension 26507.

Version Number	Purpose/Change	Author
# 2	Income & Bankings now before exp table	C L Spencer
# 2	I&E Summary & balances sheet added	C L Spencer
3	Cash Float Exp Ledger added	C L Spencer
4	Cash in Hand control totals added	C L Spencer
4	User Instructions expanded	C L Spencer
5	Minor Changes to Instructions and I&E Summary	C L Spencer
6	Windows 2010 Instructions added.	C L Spencer
6	CIH C/F added to Main Ledger	C L Spencer
6	Cumulative CIH added to monthly Ledgers	C L Spencer
6	Instructions added to I&E Summary	C L Spencer
7	Completed and Certified by added to I&E Summary	C L Spencer
8	Minor change to categories & CFR link added	C L Spencer
9	Cash float balance accounted for in I&E Summary	C L Spencer

User Instructions

* **Enter below any specific user instructions you feel appropriate for the spread descriptions of calculations, constants used, which values to update etc.**

1 **This workbook has been created in Microsoft Excel XP2003, however, some different version of Excel.** The instructions below are for school's using Windows schools have been upgraded to during 2013/14. Office 2003 instructions can still spreadsheet. If you have attended a SF Training Session and experience difficulties please contact Cheryl Spencer on 014 6505

2 **This workbook contains** a 2014/15 & 2015/16 full year ledger and I&E Summary ledger and Summary. Either option can be used, (if you operate a small fund the recommended). A cash float expenditure & balances log is also provided if a cash

3 **Full Year or Monthly Ledger?** Once you have decided, the worksheet name tells you know which sheets to use, i.e. if you decide on the annual ledger only use the purple (15/16), if you decide on a monthly ledger only use the blue worksheets

4 **Worksheet Protection:** to avoid accidental change of formulae, worksheets are protected. Columns and rows can be added or deleted, however, the protection will need to be removed. Formulae to be copied to the new cells containing column and row totals.

5 **How to remove protection:** to minimise error, protection should be removed on a sheet basis as and when necessary. To remove protection; select 'Unprotect Sheet' on the 'Format' menu. To reinstate change back to 'Protect Sheet' An options box will appear - just

6 **Adding additional rows:** click on a blank row number (the row will be highlighted) with mouse and select 'insert' Several rows can be inserted by highlighting more than one row. If 5 rows are highlighted, 5 more will be inserted

7 **Copying formula if new rows added:** the formulae must be inserted in all new cells in the Running Balance total columns. E.g. click on the cell above the new cells in the Income total column to the right of cell until cross appears, click and drag the formula to the new cells

8 **Adding or changing column categories:** All changes to columns in the Ledger correspond to the I&E Summary. Follow instructions at item 6 above but click on column headers in spreadsheet

9 **Copying formula if new columns added:** the formulae must be inserted in all rows at the foot of the spreadsheet (follow instructions at item 7). The same will need to be done in the Summary

10 **Password Protection:** a password can be entered before clicking 'OK' in the options box above. Once entered and protected, users will be prompted for a password should they attempt to change the spreadsheet. **NB if the password is forgotten protected cells can NOT be unlocked**

11 **Keep check on the control totals at foot of Spreadsheet Ledger,** if these differ from the expected totals an error has occurred; this will usually be due to rows / cols added and formulae deleted OR formula being deleted while the sheet was unprotected.

12

Also refer to notes / comments on worksheets. NB If preferred, comments be right clicking on the cell & selecting 'Hide Comment'. A red triangle in the corner visible to indicate a cell comment exists. Hover curser over the cell to see the co



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ncome & Expenditure.
only be used if obtained



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schools may use a
2010, the version most
be found on the previous
ty using this workbook

y, AND a 2014/15 monthly
annual ledger is
sh float is operated.

s are colour coded so you
rk worksheets (orange for

protected. Category
be removed to allow the

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st click ok.

d grey) right click with the
one blank row, e.g. if 5

the Income, Exp and
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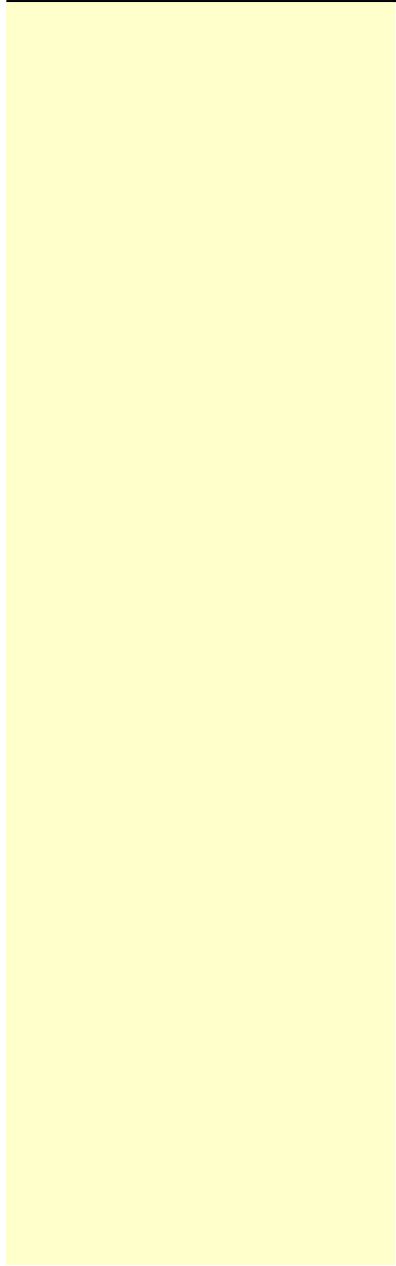
must also be made in the
umn Letter at top of

new cells in the totals row
to be done in the I&E

tions box referred to at 5
ld they try to remove the
cked!

er to the corresponding cell
not copied to the new cells

boxes can be hidden by of the cell will still be comment.



- E10: **Cheryl Spencer:**
Notification of adjustment to bankings must be recorded in the ledger to enable a balanced bank reconciliation; the adj should be referenced to (and ideally inserted below) the original banking, and where known recorded under the relevant income category - alternatively record against Misc.
NB Original entry should not be changed as may not, then, agree to source documents.
- E11: **Cheryl Spencer:**
ALL MONIES RECEIVED FROM UNIVERSITIES FOR MENTORING STUDENTS SHOULD BE PAID INTO THE SCHOOL BUDGET
- E27: **Cheryl Spencer:**
Any direct bank credits must be recorded in the SF Ledger to enable a balanced bank reconciliation
- I9: **Cheryl Spencer:**
All monies raised for specific charities should be paid over to that charity!
- M9: **Cheryl Spencer:**
Cells are underlined to clearly show what is included in banking;
- M55: **Cheryl Spencer:**
If this total differs to the control total above, there is an error in the spreadsheet
- O9: **Cheryl Spencer:**
Highlight bankings as they appear in bank statement
- O10:
- O57: **Cheryl Spencer:**
This is the difference between the total income and total bankings as shown above. This should agree to actual monies not yet banked.
- S11: **Cheryl Spencer:**
Cheques must be recorded in sequence including cancelled chqs
- T20: **Cheryl Spencer:**
Any cheques not presented after 6 months (or year to be safe) should be added back to the Ledger
- X11: **Cheryl Spencer:**
Highlight cheque amounts once confirmed to bank statement; any unhighlighted cells = cheques NYP
- AD55: **Cheryl Spencer:**
This total should always = the latest running balance above and the total book balance on the I&E Summary

The image shows a small grid with a green vertical bar on the left and a yellow vertical bar on the right. The grid contains some faint data points, possibly representing a chart or a table. The data points are scattered across the grid, with some appearing as small yellow squares and others as small black squares. The grid is composed of many small cells, and the overall appearance is that of a data visualization or a table with a grid overlay.

SCHOOL NAME:

2023 INCOME & EXPENDITURE SUMMARY

2023 OPENING BOOK BALANCE 26681.78 (A)

INCOME									
External Charity Fundraising	Christmas Sundries	Coffee Morning Fundraising	Class Trips	100+ Club	Donations	Residential Trips	Virgin Money	Restricted Grant Funding	Total
1075.47	0.00	5645.73	843.17	861.00	6373.46	13922.48	0.00	0.00	28721.31

EXPENDITURE									
Reimburse Cash Float (Separate Exp Log Kept)	External Charity Fundraising	Christmas Sundries	Coffee Morning Fundraising	Class Trips	100+ Club	Donations	Residential Trips	Restricted Grant Funding	Total
1000.00	947.65	0.00	272.85	341.72	472.00	5666.57	6846.00	0.00	15546.79

13174.52 (D) = B-C

39856.30 (E) = A+D

MONTHLY / YEAR END BANK RECONCILIATION

	<i>Date</i>			
Cash at Bank		39547.48	(As per Bank Statement)	<i>Cash in Hand Control</i>
Cash in Hand		308.82	(physical monies not yet banked)	
Cash in Transit and my donate		39856.30	(bankings not yet deposited)	
		39856.30		

Less Cheques not yet presented

Chq No				
Chq No				
Chq No				
Chq No				
Chq No			Amount	
Chq No			Amount	
Chq No			Amount	
Chq No			Amount	0.00

RECONCILIATION TOTAL 39856.30 (Should = E)

Completed by _____ Date _____

Certified by _____ Date _____

Voluntary Fund Audit Certificate

Name of Account: Friends of Sir Charles Parsons School

Year Ending: 31st December 2023

INCOME AND EXPENDITURE (I&E) ACCOUNT

INCOME				£	EXPENDITURE				£
	I&E Main Ledger	Auditor Adjust	Cash Repts	Total		I&E Main Ledger	Auditor Adjustm'ts	Cash Exp	Total
External Charity Fundraising	1,075.47			1,075.47	External Charity Fundraising	947.65			947.65
Christmas Sundries	-			-	Christmas Sundries				-
Coffee Morning Fundraising	9,630.21			9,630.21	Coffee Morning Fundraising	747.83		717.05	1,464.88
Class Trips	843.17			843.17	Class Trips	341.72			341.72
100+ club	896.00			896.00	100+ Club	518.50			518.50
Sponsored events				-	Sponsored events			81.94	81.94
Residential Trips	18,238.55			18,238.55	Residential Trips	6,846.00			6,846.00
Donations Received	6,781.61			6,781.61	Donations / Transfers to SCP	5,666.57			5,666.57
My Donation - Virgin Money				-	Cash float reimbursement*	1,000.00	(1,000.00)		-
Other				-	Other				-
	<u>37,465.01</u>	-	-	<u>37,465.01</u>		<u>16,068.27</u>	<u>(1,000.00)</u>	798.99	<u>15,867.26</u>
			(A)	<u>37,465.01</u>				(B)	<u>15,867.26</u>
In Year Surplus / (Deficit)			(C)	21,597.75	(A-B)				

YEAR END RECONCILIATION

CASH BOOK SUMMARY

Opening Balance as at: 01/01/2023		26,716.46	
Bank/cheque	26,681.78		
Unverified cash balance	34.68		
In Year Surplus / (Deficit)		(C)	<u>21,597.75</u>
			<u>48,314.21</u>
Closing Balance			<u>48,314.21</u>
Bank/cheque	48,078.52		
Unverified cash balance	235.69		

YEAR END BANK RECONCILIATION

Cash at Bank	31/12/2023	46,224.92
Income received and not yet banked		-
unverified cash balance		235.69
Cash in Transit		1,853.60
		<u>48,314.21</u>
Less cheques not yet presented		-
		<u>48,314.21</u>

Signed: _____ (Chair) Date: _____

Auditors Statement

We have examined the financial records relating to this fund and consider that the accounts reflect a true and fair view of the operation of the fund, taking into account the auditors adjustments as explained in the notes below.

Signed: C L Spencer (Auditor) Date: 04 July 2024

Cheryl Spencer, Senior Auditor, Audit, Insurance and Risk, Newcastle City Council

Auditors Notes, Observations and Recommendations

- 1 An audit adjustment has been made for the cash float reimbursement, to allow the actual cash expenditure and cash float balance to be separately shown in the above I&E account and year end reconciliation. All cash expenditure, cash float reimbursement and balance have been appropriately recorded by the school.
- 2 The account is supported by a constitution which clearly sets out the fund purpose and responsibility. This was updated June 2024
- 3 A two step bank authorisation system exists to ensure that all bank transactions are checked and authorised.
- 4 A suitable ledger is maintained to record receipts and payments, bankings and direct bank transactions. This facilitates bank reconciliations, which are undertaken on a regular basis, signed and filed with the corresponding bank statement.
- 5 The ledger also provides a reference to source records, and transactions were found in the main to be well supported. A recommendation for removing duplication in the process and thereby improving efficiency and effectiveness, was agreed.
- 6 All receipts and payments recorded in the ledger were confirmed to the bank statements.

FRIENDS OF SIR CHARLES PARSONS SCHOOL

England & Wales - Charity number 1165658

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1st	Month Jan	Year 2020		Day 31st	Month Dec	Year 2020

Section A Reference and administration details

Charity name The Friends of Sir Charles Parsons School

Other names charity is known by

Registered charity number (if any) 1165658

Charity's principal address Sir Charles Parsons School

Westbourne Avenue, Walker,

Newcastle upon Tyne

Postcode NE6 4ED

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Helen Clarkson		Whole year	
2	Joanne Anderson		Whole year	
3	Janette Keen		Whole year	
4	Jason Swann		Whole year	
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

--	--	--

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Charity Constitution
How the charity is constituted (eg. trust, association, company)	Unincorporated
Trustee selection methods (eg. appointed by, elected by)	Appointed by charity committee

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

--

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The purpose of the charity is to support the work of Sir Charles Parsons School by funding for specialist equipment and resources.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Over the last year the charity's activities have been greatly affected by the Covid-19 pandemic. Despite this the charity have still been able to successfully operate with the main achievements including:

- Organising 'Virtual Fairs' in terms of a booklet sent to families and friends to detailing the crafts, bakes and competitions regularly held at our three pre-pandemic 'Coffee Mornings' Spring, Summer and Winter. Wherein the charity could continue to fundraise by selling such items to our supporters.
- Purchase of the 'Velo-Plus Electric Wheelchair Accessible Cycle' and full refurbishment of our previously purchased 'Duet Cycle' which has ensured every single one of our students can access to 'Bikes and Trikes' within our school.
- Continued support for our charities ongoing initiatives such as 'Rag-Bag' recycling scheme and collection tins on display at local businesses.
- One volunteer organised his own sponsored run event, through which he was able to raise nearly £500.

The charity has been able to undertake these events thanks to the support of the volunteers who manage and contribute towards the charity. Volunteers have successfully prepared accounts for audit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Trustees have had regard for the public benefit guidance. All decisions have been made to ensure that the charity provides purpose to a 'sufficient section of the public'.

The two main objectives of the charity continue to be:

- 1) To develop effective relationships between staff, parents and others associated with the school.
- 2) To engage in activities or provide facilities or equipment which support the school and advance the education of the pupils.

Unfortunately due to the pandemic objective one has not been met in the way we would expect, in terms of bringing our community together at social fundraising events. However, we have maintained interactions between our community and parents through our ongoing initiatives which have been well supported, as well as through the virtual fairs.

Objective two has been met by raising funds through a range of initiatives, which has then allowed us to purchase specialist equipment such as the Velo-Plus bike, as well as smaller occupational therapy items.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity have agreed (through the finance committee) that the charity will always hold a reserve of £6,000. The committee agreed that this amount would be sufficient to cover any unforeseen circumstances, such as damage to the specialist equipment provided to the school.

Details of any funds materially in deficit

There is a very slight deficit of the funds highlighted in the annual accounts. This is due to the lack of public fundraising opportunities available to our volunteers due to the 'COVID 19' ongoing pandemic.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

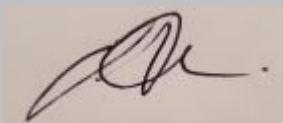
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

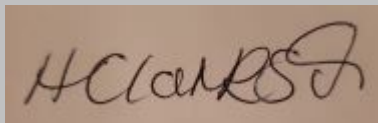
Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees



Signature(s)



Full name(s) Helen Clarkson

Joanne Anderson

Position (eg Secretary, Chair, etc) Chair Person

Secretary

Date 06/12/2021

06/12/2021

VOLUNTARY FUND AUDIT CERTIFICATE

Name of Account: Friends of Sir Charles Parsons School

Year Ending: 31st December 2020

INCOME AND EXPENDITURE (I&E) ACCOUNT

INCOME

	I&E Main Ledger	Auditor Adjustments	Cash receipts	£ Total
External Charity Fundraising	17.60			17.60
Christmas Sundries	5.00			5.00
Coffee Morning Fundraising	778.85			778.85
Class Trips	533.00			533.00
100+ club	2,524.00			2,524.00
Sponsored events	6,658.10			6,658.10
Residential Trips	16,788.24			16,788.24
My Donation - Virgin Money	606.18			606.18
Restricted Grant Funding	-			-
	<u>27,910.97</u>	-	-	<u>27,910.97</u>

(A) 27,910.97

EXPENDITURE

	I&E Main Ledger	Auditor Adjustments	Cash payments	£ Total
External Charity Fundraising	151.55			151.55
Christmas Sundries	-		80.00	80.00
Coffee Morning Fundraising	-		172.00	172.00
Class Trips	728.00			728.00
100+ Club	413.50		166.50	580.00
Sponsored events	8,488.63		121.35	8,609.98
Residential Trips	18,312.00			18,312.00
Cash float reimbursement*	500.00	(500.00)		-
Exp on grant funded items	<u>541.97</u>			<u>541.97</u>
	<u>29,135.65</u>	<u>(500.00)</u>	<u>539.85</u>	<u>29,175.50</u>

(B) 29,175.50

In Year Surplus / (Deficit)

(C) (1,264.53) (A-B)

YEAR END RECONCILIATION

CASH BOOK SUMMARY

	£
Opening Balance as at: 01/01/2019	20,422.46
Bank/cheque	254.45
Unverified cash balance	20,168.01
In Year Surplus / (Deficit)	(C) <u>(1,264.53)</u>
	<u>19,157.93</u>
Closing Balance	<u><u>19,157.93</u></u>
Bank/cheque	18,943.33
Unverified cash balance	214.60

YEAR END BANK RECONCILIATION

Cash at Bank	31/12/2020	19,649.88
Cash in Hand		-
unverified cash balance	31/12/2020	214.60
Cash in Transit		-
		<u>19,864.48</u>
Less cheques not yet presented		
	100173	133.95
	100176	555.00
	100229	<u>17.60</u>
		<u>706.55</u>
		<u><u>19,157.93</u></u>
Represented by		
Restricted Funds	419.73	
Unrestricted Funds	18,738.20	

Signed:

(Chair)

Date:

Auditors Statement

We have examined the financial records relating to this fund and consider that the accounts reflect a true and fair view of the operation of the fund, taking into account the auditors adjustments as explained in the notes below.

Signed:



(Auditor)

Date: 3/12/21

Philip Slater, Audit, Risk and Insurance Manager

VOLUNTARY FUND AUDIT CERTIFICATE

Auditors Notes, Observations and Recommendations

An audit adjustment has been made for the cash float reimbursement, to allow the actual cash expenditure and cash float balance to be separately shown in the above I&E account and year end reconciliation. All cash expenditure, cash float reimbursement and balance have been appropriately recorded by the school.

The account is supported by a Constitution which clearly sets out the fund purpose and responsibility. This was last updated April 2021

Appropriate controls exist to ensure that all bank transactions checked and authorised.

A suitable ledger is maintained to record all receipts and payments. The ledger provides a clear audit trail to source records and facilitates bank reconciliations which are prepared monthly and certified by a second officer.

All receipts and payments recorded in the ledger were confirmed to the bank statements.

A sample of income and expenditure transactions were tested and found to be well supported. Cancelled trip refunds were supported by the original payment schedule.