



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

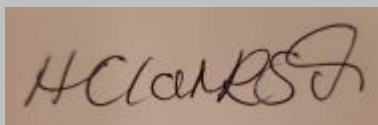
Declaration

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	-			-
	27,910.97	-	-	27,910.97

(A) 27,910.97

In Year Surplus / (Deficit)

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

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	541.97			541.97
	29,135.65	(500.00)	539.85	29,175.50

(B) 29,175.50

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) (1,264.53)
	<u>19,157.93</u>
Closing Balance	<u>19,157.93</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	17.60
		<u>706.55</u>
		<u>19,157.93</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.