



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **January 2023**  
Period end date

Period start date To **December 2023**

**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, 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.</p> <p>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.</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	
	Para 1.38	

Policy on social investment including program related investment		
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.</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)

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	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.
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

### **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	Chairperson		
2	Janette Keen	Treasurer		
3	Joanne Anderson	Secretary		
4	Susan Giuliani			
5	Sara Craig			
6	Jason Swann			
7	Andrew Gullon			
8	Leanne Ginnelly			
9	Joanne Whittington			
10				
11				
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15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## 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)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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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
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## 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
* <b>Officer who created the spreadsheet</b>	
Name of Owner	USERS OF ATTACHED PROFORMAS
* <b>Officer responsible for the accuracy of the data contained within the spreadsheet</b>	

### Location and Purpose of the Spreadsheet

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

### 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

<p>* <b>Enter below any specific user instructions you feel appropriate for the spreadsheet e.g. descriptions of calculations, constants used, which values to update etc.</b></p>	
1	<p><b>This workbook has been created in Microsoft Excel XP2003.</b> 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</p>
2	<p><b>This workbook contains</b> a 2014/15 &amp; 2015/16 full year ledger and I&amp;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 &amp; balances log is also provided if a cash float is operated.</p>
3	<p><b>Full Year or Monthly Ledger?</b> 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</p>
4	<p><b>Worksheet Protection:</b> 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.</p>
5	<p><b>How to remove protection:</b> 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.</p>
6	<p><b>Adding additional rows:</b> 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</p>
7	<p><b>Copying formula if new rows added:</b> 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</p>
8	<p><b>Adding or changing column categories:</b> All changes to columns in the Ledger must also be made in the corresponding I&amp;E Summary. Follow instructions at item 6 above but click on column Letter at top of spreadsheet</p>
9	<p><b>Copying formula if new columns added:</b> 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&amp;E Summary</p>
10	<p><b>Password Protection:</b> 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!</p>
11	<p><b>Keep check on the control totals at foot of Spreadsheet Ledger,</b> 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.</p>
12	<p><b>Also refer to notes / comments on worksheets.</b> NB If preferred, comments boxes can be hidden by right clicking on the cell &amp; 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.</p>

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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

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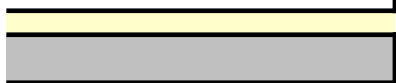


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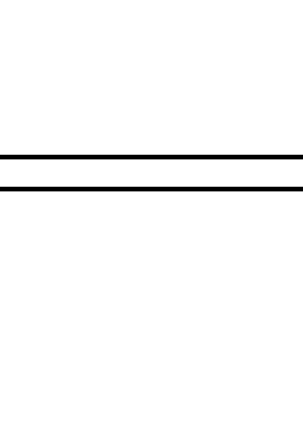
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income & Expenditure.  
**only be used if obtained**





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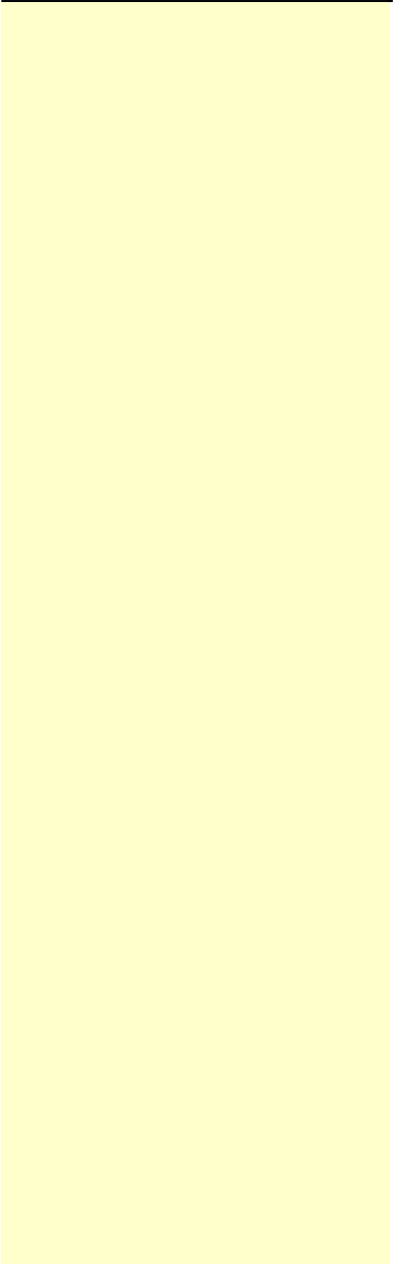
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boxes can be hidden by of the cell will still be mment.



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- 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 orginal 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

[illegible]

Figure 1 displays a large grid of 1000 small plots, arranged in 10 columns and 100 rows. Each plot shows a distribution of values, with a green vertical bar indicating the true distribution and a yellow horizontal bar indicating the simulated distribution. The distributions are centered around 0.5, with some plots showing a slight bias towards 0.5.

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(B)

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(C)

13174.52(D) = B-C

39856.30(E) = A+D

MONTHLY / YEAR END BANK RECONCILIATION

Cash at Bank	Date	39547.48	(As per Bank Statement)	Cash in Hand Control
Cash in Hand		308.82	(physical monies not yet banked)	
Cash in Transit and my donate			(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



### SCHOOL FUND CASH FLOAT EXPENDITURE 2023

34.68

[illegible]

# 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	Auditor	Cash	£		I&E Main	Auditor	Cash	£
	Ledger	Adjust	Repts	Total		Ledger	Adjustm'ts	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				-
	37,465.01	-	-	37,465.01		16,068.27	(1,000.00)	798.99	15,867.26
				(A) 37,465.01					(B) 15,867.26
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) 21,597.75
		48,314.21
Closing Balance		48,314.21
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
		48,314.21
Less cheques not yet presented		-
		48,314.21

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.