



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From January 2024  
To December 2024

Period start date  
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	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</b>

### 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 ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	Constitution
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	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	Alysha Ferguson	Treasurer		
3	Joanne Anderson	Secretary		
4	Janette Keen			
5	Sara Craig			
6	Jason Swann			
7	Susan Giuliani			
8	Leanne Ginnelly			
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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

Helen Clarkson	
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Position (eg Secretary,  
Chair, etc)

Chair

Chair	
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Date

22/09/2025

22/09/2025
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### SCHOOL FUND CASH FLOAT EXPENDITURE 2024

235.69

Control Total

# 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	I&E Main Ledger	Auditor Adjust.	Cash Repts	£ Total
External Charity Fundraising	207.60			207.60
Christmas Sundries	-			-
Coffee Morning Fundraising	10,006.73			10,006.73
Class Trips	-			-
100+ club	1,492.50			1,492.50
Sponsored events				-
Residential Trips	11,718.89			11,718.89
Donations Received	83,409.75			83,409.75
Cash float reimbursement*	500.00			500.00
Other				-
	<u>107,335.47</u>	-	-	<u>107,335.47</u>

(A) 107,335.47

In Year Surplus / (Deficit) (C) (1,220.22) (A-B)

EXPENDITURE	I&E Main Ledger	Auditor Adjust.	Cash Exp	£ Total
External Charity Fundraising	200.19			200.19
Christmas Sundries	-			-
Coffee Morning Fundraising	502.96		461.67	964.63
Class Trips	672.31		42.43	714.74
100+ Club	619.50			619.50
Sponsored events	-			-
Residential Trips	22,463.20			22,463.20
Donations / Transfers to SCP	83,093.43			83,093.43
Cash float reimbursement*	500.00			500.00
Other	-			-
	<u>108,051.59</u>	-	504.10	<u>108,555.69</u>

(B) 108,555.69

## 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

- The account is supported by a constitution which clearly sets out the fund purpose and responsibility.
- A two step bank authorisation system exists to ensure that all bank transactions are checked and authorised.
- 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.
- The ledger also provides a reference to source records, and transactions were found in the main to be well supported.
- All receipts and payments recorded in the ledger were confirmed to the bank statements.