

Newland House School Parents Association

Newland House School Parents Association

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2022

REFERENCE AND ADMINISTRATIVE DETAILS - TRUSTEES AND ADVISERS

NEWLAND HOUSE SCHOOL PARENTS ASSOCIATION is a registered charity with the Charity Commission for England and Wales (no. 1186413).

The committee for the year ended 31 December 2022 comprised the following:

Co-Chairs: Nicholas Sarbicki
Mariya Sarbicki

Treasurer: Philip Gee

Trustees: Jane Runnacles, Helen Daniel, Jane Hamilton

Contact Details: parentsassociation@newlandhouse.net

Newland House School Parents Association
c/o Newland House School
Waldegrave Park
Twickenham
Middlesex
TW1 4TQ

Bankers -

Barclays Bank
LEICESTER
LE87 2BB

STRUCTURE, GOVERNANCE and MANAGEMENT

The Charity is a members' association organised in accordance with its Constitution under which the management of the Charity is vested in a Management Committee comprising the trustees of the Charity. The Management Committee are all elected annually by the members of the Charity at an Annual General Meeting.

The Constitution is for all intents and purposes treated as the document governing the operation of the Charity. The Management Committee is responsible for furthering the charitable objectives set out in the Constitution.

Although the officers of the Charity do not undergo any formal training as trustees of a charity they have access to advice in such matters online and from the Charity's Independent Examiner.

OBJECTIVES AND ACTIVITIES

The objectives of the Association are:

- to advance the education of pupils at Newland House 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

During the year, the Association held a variety of events starting with the bi-annual Ball in March 2022. This event was followed by the annual Summer Fair in June 2022, Fireworks display in November 2022 and the Christmas Fair in December 2022. The school second-hand shop was in operation for much of the year and contributed substantially to the income of the charity. In addition, the selling of Christmas Trees and the Christmas card project contributed to the fundraising and capped off a successful year.

This year there was also a community driven collection of items that were then donated to the Ukrainian collection bank organised by the local Prosperity Restaurant.

RISK POLICY

The Trustees annually review any risks to the Charity and have taken the necessary measures to mitigate any possible risks.

RESERVES POLICY

The Association has very few operational costs or outgoings. Existing costs are generally associated with events and purchasing small amounts of branded stock for the on-site school uniform shop. Events are planned only if they can raise funds and therefore the need to hold reserves is limited. The trustees plan to review the reserve policy annually in case there is a change to the current cash-flow structure.

DONATIONS POLICY

It was agreed at the inaugural meeting of the Association in its current form that all funds raised from charitable activities would be split equally between charitable donations and funding projects for the school to the benefit of the children's education. Criteria for charitable donations have also been agreed.

FINANCIAL REVIEW

The Financial Year to 31 December 2022 started with the much anticipated Ball. This event sold out within hours and it raised £19,215. It was a great success, enjoyed by all those who attended and included a Raffle and an Auction. This was less than the money the 2019 Ball raised but it is generally accepted that the 2019 ball was exceptional. Thank you to the ball team who organised the event.

This was followed by a very successful Summer Fair where the lovely weather and the live music allowed for families to stay and enjoy the afternoon. This event, including its raffle, raised £5,998, significantly more than any previous summer fair. Thanks to the Summer fair team for their time and dedication organising the event and to all the parents who volunteered and made the day a memorable one.

Following the Summer break we had our annual and much loved Fireworks night, which despite the challenging weather on the night, went ahead with the help of our parent community who came early and helped make the night a success bringing in profits of

£2,402. This was slightly less compared to last year's, however that was due to an increase in the price of the show itself and the purchase of a new batch of glow toys.

The Christmas Fair once again brought the community together with a wide array of stalls and activities for children and adults, spread out around the entire school site. Once again, the event was extremely popular and successful, with a total profit of £5,508, another record profit compared to previous years. Thanks to the team for their hard work and all the parents for their attendance and kind generosity to make the event such a success.

Other Christmas initiatives provided additional income, with the sale of Christmas Trees making £572, slightly down on last year, and the Christmas card art project raising £1,166, similar to previous years. Thanks again to the parents who organised these projects and helped in deliveries.

Income from the School shop this year was at £4,021 which is similar to last year's. We are very grateful to all the volunteers who run this amazing initiative.

Online fundraising initiatives, including [easyfundraising.com](https://www.easyfundraising.com) and Amazon Smile, have continued to generate some income for the Association, £523 this financial year. Donations are limited to a relatively small number of parents, and we would like to increase this in the coming years.

Expenditure largely focused on purchases for the school. The investment of £10,000 into the new prep playground was the largest one-off expense and has proved to be a huge hit with all the children in our school community. Both nursery school and pre-prep were thrilled once again with the reindeer visit (£900) whilst all year groups benefited from the author visit during World Book week (£685), plant for the school grounds (£1,040) and the wildlife show (£590). The Year 6 Leavers disco was also supported by the PA as usual (£500).

Donations to the two Charities chosen by the Association for the previous academic year, RUILS and ADHD Embrace, total £6,303 each.

The nominated charity for the Academic year of 2022/2023 is The cystic Fibrosis Trust which will receive a donation of £3,955 for this financial year as a result of the events run in the autumn term.

As a fully volunteer led organisation, overheads remain very low, limited to annual subscriptions to Parentkind, which provides insurance and advice, and PlanSocial, the events allocations and sales system. The cost for those were £128 and £216 respectively. There was also a new subscription paid to Xero, the Associations accounting software, of £76 which will likely become an annual cost. There were additional one-off expenses this year costing to £373 which included MDF boards used to protect the astro playground during the Fireworks display and a new coin counting machine.

As a result, the Association finishes the Financial Year for FY22 at a surplus of £8,100, and with net assets of £32,470, putting the association in a strong position to continue with donations to the school through the coming year.

PLANS FOR FUTURE PERIODS

Despite the next year not having a large fundraising event such as the Ball, Trustees are optimistic that our usual events will raise significant funds in 2023. We have already had our Quiz night which raised around £1,396. The Spring Party due to take place in May 2023 has already been booked and most of the tickets have been sold and we are hoping this event will be a success. Plans for our usual events, namely the Summer Fair, Fireworks and Christmas Fair will be made as we go through the year. We are hopeful that the second-hand shop continues to provide the Association with a consistent source of its income, and

we aim to increase the number of parents signed up to the online initiative- Easyfundraising as Amazon Smile is no longer operational. With a healthy balance, the Association remains positive that it can continue to further its charitable objectives of supporting the education of the pupils at Newland House School whilst supporting local charities.

INDEPENDENT EXAMINER'S REPORT

TO THE MEMBERS OF NEWLAND HOUSE SCHOOL PARENTS ASSOCIATION

I report to the trustees on my examination of the accounts of the Newland House Parents Association for the year ended 31st December 2022.

Responsibilities and basis of report

As the charity trustees of the Association you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the Association's accounts as required under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Society as required by section 130 of the Act; or
2. That the accounts do not accord with those records; or
3. That the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than the requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Emma Pitt

Date: 3rd July 2023

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

| | Unrestricted funds | Restricted income funds | Endowment funds | Total funds | Prior year funds |
|---|--------------------|-------------------------|-----------------|---------------|------------------|
| | £ | £ | £ | £ | £ |
| Incoming resources | | | | | |
| Income and endowments from: | | | | | |
| Donations and legacies | 523 | - | - | 523 | 401 |
| Charitable activities | 84,654 | - | - | 84,654 | 28,702 |
| Other trading activities | - | - | - | - | - |
| Investments | 12 | - | - | 12 | - |
| Separate material item of income | - | - | - | - | - |
| Other | - | - | - | - | - |
| Total | 85,189 | - | - | 85,189 | 29,103 |
| Resources expended | | | | | |
| Expenditure on: | | | | | |
| Raising funds | 45,772 | - | - | 45,772 | 14,301 |
| Charitable activities | 30,523 | - | - | 30,523 | 13,726 |
| Separate material item of expense | - | - | - | - | - |
| Other | 793 | - | - | 793 | 342 |
| Total | 77,088 | - | - | 77,088 | 28,369 |
| Net income/(expenditure) before investment gains/(losses) | 8,101 | - | - | 8,101 | 734 |
| Net gains/(losses) on investments | - | - | - | - | - |
| Net income/(expenditure) | 8,101 | - | - | 8,101 | 734 |
| Extraordinary items | - | - | - | - | - |
| Transfers between funds | - | - | - | - | - |
| Other recognised gains/(losses): | | | | | |
| Gains and losses on revaluation of fixed assets for the charity's own use | - | - | - | - | - |
| Other gains/(losses) | - | - | - | - | - |
| Net movement in funds | 8,101 | - | - | 8,101 | 734 |
| Reconciliation of funds: | | | | | |
| Total funds brought forward | 24,370 | - | - | 24,370 | 23,635 |
| Total funds carried forward | 32,470 | - | - | 32,470 | 24,370 |

BALANCE SHEET AS AT 31 DECEMBER 2022

| | Unrestricted funds | Restricted income funds | Endowment funds | Total this year | Total last year |
|--|--------------------|-------------------------|-----------------|-----------------|-----------------|
| | £ | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Intangible assets | - | - | - | - | - |
| Tangible assets | - | - | - | - | - |
| Heritage assets | - | - | - | - | - |
| Investments | - | - | - | - | - |
| Total fixed assets | - | - | - | - | - |
| Current assets | | | | | |
| Stocks | - | - | - | - | - |
| Debtors | 1,867 | - | - | 1,867 | 15,316 |
| Investments | - | - | - | - | - |
| Cash at bank and in hand | 40,264 | - | - | 40,264 | 46,909 |
| Total current assets | 42,131 | - | - | 42,131 | 62,225 |
| Creditors: amounts falling due within one year | 9,661 | - | - | 9,661 | 37,855 |
| Net current assets/(liabilities) | 32,470 | - | - | 32,470 | 24,370 |
| Total assets less current liabilities | 32,470 | - | - | 32,470 | 24,370 |
| Creditors: amounts falling due after one year | - | - | - | - | - |
| Provisions for liabilities | - | - | - | - | - |
| Total net assets or liabilities | 32,470 | - | - | 32,470 | 24,370 |
| Funds of the Charity | | | | | |
| Endowment funds | - | - | - | - | - |
| Restricted income funds | - | - | - | - | - |
| Unrestricted funds | 32,470 | - | - | 32,470 | 24,370 |
| Revaluation reserve | - | - | - | - | - |
| Total funds | 32,470 | - | - | 32,470 | 24,370 |

Approved by the Trustees on20/03/2023..... 2023, and signed on their behalf
by:



Nicholas Sarbicki
Chair

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

NOTE 1 – ACCOUNTING POLICIES

Basis of Preparation of the Accounts

The accounts (financial statements) have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) (effective January 2015) and the Charities Act 2011 and applicable regulations.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the notes to the accounts.

The Association's financial year runs from 1st January to 31st December.

NOTE 2 – DISCLOSURES

Trustee Remuneration

None of the trustees received any remuneration during the year, nor did they claim any expenses.