

Newland House School Parents Association

---

Newland House School Parents Association

---

REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

---

Newland House School Parents Association

---

**ANNUAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2023**

**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 2023 comprised the following:

Co-Chairs: Nicholas Sarbicki  
Mariya Sarbicki

Treasurer: Philip Gee  
Trustees: Jane Runnacles, Sonja Whitticase and Emma Cremin

Contact Details: [parentsassociation@newlandhouse.net](mailto: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.

---

## Newland House School Parents Association

---

### **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 Quiz night in March 2023. This event was followed by the Spring Party in May, the annual Summer Fair in June 2023, Fireworks display in November 2023 and the Christmas Fair in December 2023. 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 Christmas card project contributed to the fundraising and capped off a successful year.

### **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 2023 started with the Quiz night. This was a low key parent and teachers only event with the quiz being run by a team of three parents. It was held in the prep hall and thoroughly enjoyed by all those who attended and it raised £1,348.

We then had the bi-annual Spring party with a live band, drinks and dancing and it raised £1,780. We are hugely grateful to the team who organised the event.

We then had a successful Summer Fair with sunshine, live music and a great show of talent from some of the extracurricular clubs. This event, including its raffle, raised £4,889, slightly less than our previous summer fair but still in keeping with the usual funds raised by our fairs. 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 Fireworks night, which unfortunately only made a profit of £140. This was due to a raise in the cost of the fireworks show itself and

---

Newland House School Parents Association

---

due to a drop in attendance. The latter was influenced by several factors including the timing of the event coinciding with the last weekend of half term and the running of local larger fireworks displays. In addition to this adverse weather has threatened to cancel the event on the day for both 2022 and 2023. This means that the event has become a high risk event for the PA to host, with a high likelihood of the PA making a loss of several thousand pounds. As a result we have decided not to go ahead with this event in the coming year and replace it with smaller low risk events that have a lower running cost.

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. The event was extremely popular and successful, with a total profit of £4,873, again slightly less than the previous year however in keeping with the average fair profit. Thanks again to the team organising it for their hard work and all the parents for their attendance and kind generosity to make the event such a success.

Other Christmas initiatives this year involved the Christmas card art project raising £897, similar to previous years. This year we did not organise a Christmas tree sale due to difficulty in recruiting volunteers and a reduction in the profitability of this endeavour.

Income from the School shop this year was at £5,272 which is higher than previous years. We are very grateful to all the volunteers who run this amazing and very popular initiative.

Online fundraising initiatives, including easyfundraising.com and Amazon Smile, have continued to generate some income for the Association, £331 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 £5,000 towards the renovation of the prep hall was the largest one-off expense. Both nursery school and pre-prep were thrilled once again with the reindeer visit (£1,104) whilst all year groups benefited from the author visit during World Book week (£1,312). The Year 6 Leavers disco was also supported by the PA as usual (£500) and this year we also gave funding towards the Year 2 leavers disco (£300). There were some notable teachers who left during that academic year and therefore the PA contributed towards leaving gifts (£382). £1,167 was spent on new camera equipment for the school to improve event recordings (currently done by a school iPad).

Donations towards our nominated charity for the academic year of 2022/2023 - The Cystic fibrosis trust amounted to a total £7,963 with £4,008 coming in 2023, with donations contributing towards research projects, advocacy and support for people with cystic fibrosis.

The nominated charities for the Academic year of 2023/2024 are Born too Soon and Time for a Change. They will receive £2,507 between them.

As a fully volunteer-led organisation, overheads remain very low, limited to annual subscriptions to Parentkind, which provides insurance and advice, and Xero, our accounting software. The cost for those were £140 and £154 respectively.

As a result, the Association finishes the Financial Year for FY23 at a surplus of £3,006, and with net assets of £35,476. This surplus is less than last year, which would be reflective of the year not having a ball.

**PLANS FOR FUTURE PERIODS**

This coming year we, being a ball year, we aim to raise a larger amount than 2023. We have already had a successful Quiz night. The Ball is due to take place in May, has already been booked and tickets are being sold. Plans for usual Summer and Christmas Fairs will be made as we go through the year. Given increased risk with adverse weather, increased cost and significantly decreased margins we have decided not to hold a Fireworks night in 2024. To counter this other smaller events are being planned both for parents and whole families. We are hopeful that the second-hand shop continues to provide the Association with a substantial and consistent portion of its income, and we aim to increase the number of parents signed up to the online initiatives, Amazon Smile and Easyfundraising. 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.

**TRUSTEES' RESPONSIBILITIES STATEMENT**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

07-May-2024

Approved by the Trustees on .....,  
and signed on their behalf by:

DocuSigned by:  
*Nicholas Sarbicki*  
4D7ED1E60B5647D.....

Nicholas Sarbicki  
Chair

Newland House School Parents Association

---

**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 31<sup>st</sup> December 2023.

**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:

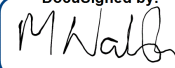
1. Accounting records were not kept in respect of the Society as required by section 130 of the Act; or
2. That the accounts do not accord with those records; or
3. That the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts 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.

Madeline Walsh

12-May-2024

Date: .....

DocuSigned by:  
  
AE2D2F056B42430...

## Newland House School Parents Association

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023

	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year funds
	£	£	£	£	£
<b>Incoming resources</b>					
<b>Income and endowments from:</b>					
Donations and legacies	331			331	523
Charitable activities	38,574			38,574	84,654
Other trading activities					
Investments	159			159	12
Separate material item of income					
Other					
<b>Total</b>	<b>39,065</b>			<b>39,065</b>	<b>85,189</b>
<b>Resources expended</b>					
<b>Expenditure on:</b>					
Raising funds	19,371			19,371	45,772
Charitable activities	16,329			16,329	30,523
Separate material item of expense					
Other	358			358	793
<b>Total</b>	<b>36,058</b>			<b>36,058</b>	<b>77,088</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>	3,007			3,007	8,101
Net gains/(losses) on investments					
<b>Net income/(expenditure)</b>	3,007			3,007	8,101
<b>Extraordinary items</b>					
<b>Transfers between funds</b>					
<b>Other recognised gains/(losses):</b>					
Gains and losses on revaluation of fixed assets for the charity's own use					
Other gains/(losses)					
<b>Net movement in funds</b>	<b>3,007</b>			<b>3,007</b>	<b>8,101</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	32,470			32,470	24,370
<b>Total funds carried forward</b>	<b>35,477</b>			<b>35,477</b>	<b>32,470</b>



## Newland House School Parents Association

# BALANCE SHEET

## AS AT 31 DECEMBER 2023

	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
	£	£	£	£	£
<b>Fixed assets</b>					
Intangible assets					
Tangible assets					
Heritage assets					
Investments					
<i>Total fixed assets</i>					
<b>Current assets</b>					
Stocks					
Debtors	105			105	1,867
Investments					
Cash at bank and in hand	40,304			40,304	40,264
<i>Total current assets</i>	<b>40,409</b>			<b>40,409</b>	<b>42,131</b>
Creditors: amounts falling due within one year	4,932			4,932	9,661
<i>Net current assets/(liabilities)</i>	<b>35,477</b>			<b>35,477</b>	<b>32,470</b>
<i>Total assets less current liabilities</i>	<b>35,477</b>			<b>35,477</b>	<b>32,470</b>
Creditors: amounts falling due after one year (Note 20)					
Provisions for liabilities					
<i>Total net assets or liabilities</i>	<b>35,477</b>			<b>35,477</b>	<b>32,470</b>
<b>Funds of the Charity</b>					
Endowment funds					
Restricted income funds					
Unrestricted funds	35,477			35,477	32,470
Revaluation reserve					
<i>Total funds</i>	<b>35,477</b>			<b>35,477</b>	<b>32,470</b>

Newland House School Parents Association

---

07-May-2024

Approved by the Trustees on .....  
and signed on their behalf by:

DocuSigned by:  
*Nicholas Sarbicki*  
.....4D7ED1E60B56470...

Nicholas Sarbicki  
Chair

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

### **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 1<sup>st</sup> January to 31<sup>st</sup> December.

### **NOTE 2 – DISCLOSURES**

#### **Trustee Remuneration**

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