

NEWSTEAD WOOD PARENTS' ASSOCIATION

ANNUAL REPORTS AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST JULY 2023

NEWSTEAD WOOD PARENTS' ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Management Board Members

Victoria Cattermole	Chairperson
Anmol Rana	Vice Chairperson
Kapil Trivedi	Treasurer
Sara Bredemear	Secretary
Syed Hussain	Advisor

Charity Number	272614
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Registered Office	c/o Newstead Wood School
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Avebury Avenue

Orpington

Kent

BR6 9SA

Bank	Nat West Bank
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NEWSTEAD WOOD PARENTS ASSOCIATION

Trustees Annual report for FY 22-23

1 Introduction

The Trustees of the Newstead Wood Parents Association (NWPA), who are also the management committee members of the association, submit their report and financial statement for the financial year ended 31st July 2023.

The Trustees with support from NWPA members lead the activities of the association. The Trustees deliver the NWPA objectives, uphold its values and set its strategic direction.

The Trustees are elected at the Annual General Meeting (AGM) and serve on the committee until the next AGM when they can be re-elected or step down.

In addition to the AGM, general meeting (GM) including Trustees, parents' representatives, the Head of Newstead Wood School and the school representative of the PA are held at least three times a year and the agendas with supporting papers are shared in advance of the meetings.

The Objective of the AGM and the GMs are

- To provide opportunities for cooperation between parents, staff and pupils
- To explore ideas and means to raise fund
- Discuss other school matters

A new constitution of the PA was voted in and adopted in September 2020 and approved by the Charity Commission.

2 Balance Sheet and Profit and Loss Statement

As of 31st July 2023 the NWPA has a net asset position of £61,225

Based on actual bank statement, the table below shows in more detail the balance sheet at the end of July 2023 showing the four cash or cash equivalent assets.

Balance sheet e/o FY

Cash in bank	61,219
<u>Cash in hand</u>	<u>6</u>
Total liquidity	61,225

This year the PA has run a net profit of £3,388, with three aspects worth noting:

- Decrease of donations from parents due to school leavers but without corresponding replacement donations, which are now going to PET.
- a very successful Familiarisation Test which was a major source of income
- a number of PA activities such as uniform sales, disco.

The table below shows an extract of the main sources of donations and income, charitable donations and income from NWPA activities.

Profit and Loss Statement

Income

Subscriptions & donations	£6,474
NWPA activities	£54,453

Expenditure

Donations to the school	£50,000
Governance expenses	£7,539
Net profit	£3,388

3 Income from NWPA activities

One of the main functions of the NWPA is to shape, deliver and/or support social activities for parents and students and the Trustees are pleased about the high level of activity and funds raised.

For the year the NWPA delivered a number of discrete social and fund-raising activities, quiz night and regular uniform sales.

All of these activities had a fund-raising element and delivered a total net contribution of £54,453 (previous year £20,329).

Notable activities this year were:

Disco Party	£845
Uniform sales	£1,348
Famtest	£52,260

As all activities have resumed to pre-covid levels, the income raised is substantially higher than last 2 years.

The Trustees would like to collectively thank all the parents, volunteers school staff and occasionally students who contribute to shaping and delivering all the NWPA activities this year.

4 Parents subscriptions and other income

The main source of income this year has been the generous donations of parents through regular standing orders, one-off donations, plus other donations such as through EasyFundRaising and amazon Smile.

This year these donations amounted to a total of £6,474.

The number of standing orders from parents has dropped to 3, with no new regular contributors in this financial year. This compares with 13 named regular contributors in the previous year.

EasyFundRaising and Amazon Smile continue to be successful; it contributed £538 this year and we thank the School for the continued support in advertising it through the Newsletter.

The Trustees would like to warmly thank the parents for their valuable and generous financial contributions.

5 NWPA Donations to the school

In addition to supporting social events, the main mission of the NWPA is to provide donations to the School for certain specific purposes. The Trustees are pleased to say that despite the expected drop in income from parents' subscriptions, the Trustees decided to sustain donations to the School at the same level as last year.

For the year, in more specific details, the NWPA made the following charitable donations to Newstead wood:

Donations

School donation	£50,000
Total donations	£50,000

The yearly standing donations to the School will be invested as follows:

School Fund Awards and Hardship - £50,000

INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE OF NEWSTEAD WOOD PARENTS' ASSOCIATION

I report on the accounts of the company for the year ended 31 July 2023, which are set out on pages 9 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

* examine the accounts under section 145 of the Charities Act,

*to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and

*to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

*to keep accounting records in accordance with section 130 of the Charities Act; and

*to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Date: 28th May 2024

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME & EXPENDITURE ACCOUNTS)

FOR THE YEAR ENDED 31 JULY 2023


	Notes	2023 Funds Total £	2022 Funds Total £
Incoming Resources			
Grants & Donations	2	6,474	10,351
Other Income	2	54,453	20,329
Total Incoming Resources		60,927	30,680
Resources Expended:			
Charitable Expenses	3	50,000	35,000
Governance Expenses	4	7,539	168
Total resources expended		57,539	35,168
Net Receipts/(Deficit)		3,388	(4,488)
Balance B/Fwd		6,761	11,249
Balance C/Fwd		10,149	6,761

NEWSTEAD WOOD PARENTS' ASSOCIATION

BALANCE SHEET FOR THE YEAR ENDED 31 JULY 2023

	Notes	£ 2023 £	£ 2022 £
Current Assets			
Cash at Bank	5	61,219	41,731
Cash in Hand		6	30
		61,225	41,761
Current Liabilities			
Amounts falling due within 1 year:			
Accruals	6	50,000	35,000
Net current assets (liabilities)		10,149	6,761
Total Net Assets		10,149	6,761
Reserves and Funds			
Restricted Funds			
General Funds		10,149	6,761
		10,149	6,761

Approved by the trustees on: 28/05/24

Signed on their behalf by: 

(name & signature)

NEWSTEAD WOOD PARENTS' ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2023

1 Accounting Policies

1.1 Basis of preparation

The accounts have been prepared in accordance under the historical cost convention in accordance with the Statement of Recommended Practice in accordance with Financial Reporting Standard for Smaller Entities Accounting and Reporting by Charities (SORP FRS 102) published March 2017

1.2 Restricted Funds

Restricted funds are those funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

1.3 Unrestricted Funds

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

1.4 Status

The Newstead Wood Parents' Association is registered with the Charity Commission, its registration number is 272614.

NEWSTEAD WOOD PARENTS' ASSOCIATION

NOTES TO THE ACCOUNTS - *continue* FOR THE YEAR ENDED 31 JULY 2023

	Total	Total
	2023	2022
2 Incoming Resources	£	£
Subscriptions & donations	6,474	10,351
Social Committee Functions	54,453	20,329
Bank Interest	8	8
Bank charges & refunds	0	0
Other income	0	0
Total	<u>60,927</u>	<u>30,680</u>
3 Resources Expended	£	£
Charitable Expenditure:		
Minibus expenses	0	0
Minibus leases	0	0
School Fund Awards & Hardship	0	0
Library & Termly donation	0	0
Departmental Projects (Ad Hoc funding)	50,000	35,000
Total	<u>50,000</u>	<u>35,000</u>

NEWSTEAD WOOD PARENTS' ASSOCIATION

NOTES TO THE ACCOUNTS - *continue* FOR THE YEAR ENDED 31 JULY 2023

	Total 2023 £	Total 2022 £
4 Governance Costs		
Social Committee Functions	7,399	-
Charitable Donation	-	-
Bank Charges	-	-
Other Costs	140	168
	7,539	168
5 Funds	£	£
Bank balance	61,219	41,731
Cash at Hand	6	30
	61,225	41,761
6 Accruals	£	£
Donation to the school	50,000	35,000
	50,000	35,000