



The New Beacon School Parent Association ("NBPA")

**Annual Report and Accounts
for the Year Ended 31 August 2018**

N. Russell & Co Limited
Chartered Certified Accountants
Baywood
4 Brittain's Lane
Sevenoaks
Kent
TN13 2ND



The New Beacon School Parent Association ("NBPA")
Charity registration number: 1094688

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Reference and Administrative Details

Charity name	The New Beacon School Parent Association ("NBPA")
Charity registration number	1094688
Principal office	New Beacon School Brittains Lane Sevenoaks Kent TN13 2PB
Registered office:	New Beacon School Brittains Lane Sevenoaks Kent TN13 2PB
Secretary	Mrs Lesley Harrison
Chairman	Mrs Sarah Sumner
Events Co-ordinator	Mrs Candice Glenday
Headmaster	Mr Michael Piercy
Treasurer	Mrs Nicole Coll (Resigned 31 August 2018) Mrs Liezel Van de Merwe (Appointed 1 September 2018)
Trustees	Mr Michael Piercy Mrs Sarah Sumner Mrs Lesley Harrison Mrs Candice Glenday Mrs Nicole Coll (Resigned 31 August 2018) Mrs Kim Murphy Mrs Liezel Van de Merwe (Appointed 1 September 2018)
Independent Examiner	Mrs N Curd FCCA N. Russell & Co Limited Baywood 4 Brittains Lane Sevenoaks Kent TN13 2ND
Bankers	National Westminster Bank Plc 67 High Street Sevenoaks Kent TN13 1LA



Trustees' Annual Report for the Year Ended 31 August 2018

The Trustees present their annual report and examined financial statements of the charity for the year ended 31 August 2018.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities Act 2011 and 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 UK and Republic of Ireland (FRS 102) (effective 1 January 2015), as amended by Bulletin 1.

Trustees

The elected members of the Committee are the Chairman, Secretary and Treasurer (the "Officers") together with the Events Co-ordinator; these members are appointed at the AGM and in accordance with the NBPA's constitution.

The other members of the Committee (the "co-opted members") are co-opted by the elected members of the Committee. The Committee members, both elected and co-opted, are the charity trustees (the "Trustees").

There is also one main sub-committee of the NBPA which consists of the elected Form Representatives and the Officers of the charity.

The NBPA is an unincorporated association.

Objectives of the charity

The Constitution of the NBPA (which was adopted on 8 October 2002) states that the object of the charity is to advance the education of pupils in the school in particular by:

1. developing effective relationships between the staff, parents, pupils 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;
3. assisting in maintaining and strengthening links between the school and the local community; and supporting or promoting such educational charitable purposes as the Trustees may in their absolute discretion determine.

Public benefit statement

The NBPA meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The NBPA continues to support a number of local registered charities through its fundraising initiatives, in addition to contributions made to the school.



Trustees' Annual Report for the Year Ended 31 August 2018

Summary of the main achievements during the year

The NBPA has had another successful year through the hard work of the Committee, the Sub-committees and many other parents and New Beacon staff.

Fundraising from events this year raised £10,630 after all costs (2017: £40,993). In the current year, there was no Summer Ball as this is a biennial event (2017: £27,682).

The main annual events were: Quiz Night £2,133 (2016: £1,521) and Fete £5,952 (2017: £9,624).

Funds were also raised via a number of initiatives including the parents' shopping portal £884 (2017: £537), sales of Christmas Puddings £197 (2017: £181) and a percentage of the proceeds of Sevenoaks Round Table's Fireworks event £182 (2017: £141).

In addition to the fundraising events, sales of school merchandise generated a net profit of £6,768 (2017: £2,486). The school second hand shop generated a net profit of £5,307 (2017: £4,774).

The parents' welcome drinks (previously the new parents' drinks) incurred a net cost of £1,224 (2017: £453) and the Seals Swimming Club generated a surplus of £720 (2017: £895). A school disco was run for pupils generating income of £987 (2017: £454).

Donations made by the NBPA amounted to £2,420 (2017: £72,222).

A donation to the School's Bursary Fund of 10% of net profits amounting to £2,420 (2017: £3,043) was approved for the year.

In the previous year, the NBPA committee donated 100% of the £1,985 net profit from the Christmas Fayre to charities nominated by the pupils. In the current year the format of this event was changed and it was a non fundraising event which generated a net profit of £149. This was not donated to other nominated charities.

Following the 2017 Ball (a biennial event) a donation of £4,280 was made to Demelza House, which represented 15% of the net profit from the ball as well as personal contributions of £150. There was no ball in the current year.

In addition in the prior year, the NBPA contributed £12,914 to the School for the purchase of additional seating, ping pong tables and a lunch salad bar. In the current year the NBPA contributed £380 to storage for the theatre costume store. The current NBPA committee will make additional contributions to the school at the end of its two year term i.e. in the 2018/19 financial year.

In the previous year the outgoing committee pledged £50,000 to the school for construction of an outdoor classroom and play area, this was paid to the school in the current year. In 2016, payment was made to the school in the amount of £75,000 which was pledged by the previous NBPA Committee to fund an IT suite within the new sports hall development.



Trustees' Annual Report for the Year Ended 31 August 2018

Risk factors

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to them. The trustees continue to review and monitor the systems for managing the major strategic, business and operational risks which the charity faces. As at 31 August 2018 the trustees have not identified any operational risks to which the charity may be exposed.

Financial review

The accounts for the year ended 31 August 2018 accompany this report.

Incoming resources for the year amounted to £63,355 (2017: £138,806) from which donations of £2,420 (2017: £72,222) were made to the school and external charities.

After taking account of resources expended there was a net inflow of resources for the year of £21,784 (2017: outflow

At the end of the year the NBPA's funds amounted to £35,668 (2017: £13,884). These funds are unrestricted.

Reserves policy

The trustees aim to maintain reserves at a level they deem sufficient for the future needs of the charity and are aiming to maintain reserves at a level sufficient to support 6 months' expenditure for the shop and general expenses, which, based on the expenditure to 31 August 2018 would amount to £9,342 (2017: £14,449). At 31 August 2018 the unrestricted reserves amounted to £35,668 (2017: £13,884) and therefore this policy has been achieved.

Investment policy

Investment activities are managed in line with the requirements of the Trustee Act 2000. The trustees, having regard to the liquidity requirements of operating the charity and to the reserves policy, have operated a policy of keeping available funds in interest bearing deposit accounts and seek to achieve a rate of deposit which matches or exceeds inflation as measured by the retail prices index.

Structure, governance and management

Trustees of the charity

The trustees who have served during the year and since the year end were as follows:

Mr Michael Piercy
Mrs Sarah Sumner
Mrs Lesley Harrison
Mrs Candice Glenday
Mrs Nicole Coll (Resigned 31 August 2018)
Mrs Kim Murphy
Mrs Liezel Van de Merwe (Appointed 1 September 2018)

The NBPA is a registered charity (No.1094688) established under a Constitution which was adopted on 8 October 2002. The NBPA is an unincorporated association. The registered address is New Beacon School, Britains Lane, Sevenoaks, Kent, TN13 2PB.



The New Beacon School Parent Association ("NBPA")
Charity registration number: 1094688

Trustees' Annual Report for the Year Ended 31 August 2018

Appointment of trustees

The elected members of the Committee are the Chairman, Secretary and Treasurer (the "Officers") together with the Events Co-ordinator; these members are appointed at the AGM and in accordance with the NBPA's constitution.

The other members of the Committee (the "co-opted members") are co-opted by the elected members of the Committee. The Committee members, both elected and co-opted, are the charity trustees (the "Trustees").

There is also one main sub-committee of the NBPA which consists of the elected Form Representatives and the Officers of the charity.

Trustees' responsibilities

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

Under Charity Law, the trustees shall 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, including the income and expenditure, 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 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity. 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.

Approved by the Trustees on 12 September 2018

Signed on their behalf by:

Mrs. S. Sumner, as Chairman:

Mrs. L. Harrison, as Secretary:



Independent Examiner's Report to the Trustees of New Beacon School Parents' Association ("NBPA")

I report to the trustees on my examination of the accounts of the charity for the year ended 31 August 2018, which are set out on pages 8 to 15.

Responsibilities and basis of report

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 2011 Act; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the 2011 Act and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.

Nicola Curd FCCA
N. Russell & Co Limited
Chartered Certified Accountants
Baywood
4 Brittain's Lane
Sevenoaks
Kent
TN13 2ND

12 September 2018



Statement of Financial Activities for the Year Ended 31 August 2018

		Unrestricted Funds	Total Funds 2018	Total Funds 2017
	Note	£	£	£
Income from:				
Donations and legacies	2	2,522	2,522	2,567
Other trading activities	3	60,833	60,833	136,240
Total income		<u>63,355</u>	<u>63,355</u>	<u>138,807</u>
Expenditure				
Raising funds	4	37,417	37,417	88,742
Charitable activities	5	4,154	4,154	72,675
Total expenditure		<u>41,571</u>	<u>41,571</u>	<u>161,417</u>
Net movement in funds		21,784	21,784	(22,610)
Reconciliation of funds				
Total funds brought forward		13,884	13,884	36,494
Total funds carried forward		<u><u>35,668</u></u>	<u><u>35,668</u></u>	<u><u>13,884</u></u>

All incoming resources and resources expended derive from continuing activities.

The charity has no recognised gains or losses for the year other than the results above.

The notes on pages 10 to 15 form an integral part of these financial statements.



Balance Sheet as at 31 August 2018

		2018		2017	
	Note	£	£	£	£
Current assets					
Stocks and work in progress		10,538		8,814	
Debtors	9	343		2,731	
Cash at bank and in hand		27,607		59,662	
			<u>38,488</u>		<u>71,207</u>
Creditors: Amounts falling due within one year	10		(2,820)		(57,323)
Net current assets			<u>35,668</u>		<u>13,884</u>
Total assets less current liabilities			<u><u>35,668</u></u>		<u><u>13,884</u></u>
The funds of the charity:					
Unrestricted income funds					
Other reserves			-		-
Unrestricted income funds			<u>35,668</u>		<u>13,884</u>
Total unrestricted funds			<u><u>35,668</u></u>		<u><u>13,884</u></u>
Total charity funds			<u><u>35,668</u></u>		<u><u>13,884</u></u>

The financial statements were approved and authorised for issue by the Board of Trustees on 12 September 2018 and signed on its behalf by:

Mrs. S. Sumner, as Chairman:

Mrs. L. Harrison, as Secretary:

The notes on pages 10 to 15 form an integral part of these financial statements.



Notes to the Financial Statements for the Year Ended 31 August 2018

1 Accounting policies

Basis of accounting

The NBPA is a registered charity in the United Kingdom. The address of the registered office is given in the charity information on page 2 of these financial statements. The nature of the charity's operations and principal activities is to advance the education of pupils in the school.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 as amended by Bulletin 1 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011, amended per Bulletin 1.

Incoming recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Shop income and income derived from events is recognised as earned (that is, as the related goods or services are provided).

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

Costs of raising funds comprise the costs of running the school shop, and fundraising expenses, together with the associated support costs, as applicable.

Expenditure on charitable activities comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries. It includes both costs allocated directly to such activities and those costs of an indirect nature necessary to support them.



Notes to the Financial Statements for the Year Ended 31 August 2018

1 Accounting policies (continued)

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity. Further details of each fund are disclosed in note 11.

Stock

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stocks. Net realisable value is based on selling price less anticipated costs to completion and selling costs. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2 Income from donations

	Unrestricted Funds 2018 £	Unrestricted Funds 2017 £
Subscriptions	2,202	2,240
Gift Aid on subscriptions	320	327
	<u>2,522</u>	<u>2,567</u>



Notes to the Financial Statements for the Year Ended 31 August 2018

3 Income from other trading activities

	Unrestricted Funds 2018 £	Unrestricted Funds 2017 £
Merchandise sales		
School merchandise sales of purchased goods	16,960	22,123
School shop sales of purchased goods	12,527	10,834
Christmas pudding sales of purchased goods	685	571
Membership Fees		
Seals swimming club	1,920	2,405
Commission		
Sales of Player Layers sports kit	-	239
Shopping portal sales	884	537
Firework display ticket sales	868	703
Event Income		
Fete	16,075	20,012
Quiz night	2,874	2,525
Comedy night	-	1,687
Christmas fayre	1,910	3,039
Spring event	4,695	-
Disco	1,435	1,278
Ball	-	70,287
	<u>60,833</u>	<u>136,240</u>



Notes to the Financial Statements for the Year Ended 31 August 2018

4 Expenditure on raising funds

	Direct costs 2018 £	Unrestricted Funds 2018 £	Unrestricted Funds 2017 £
Merchandise sales			
School merchandise	10,192	10,192	19,637
School shop	7,220	7,220	6,060
Christmas puddings	488	488	390
Membership Fees			
Seals swimming club	1,200	1,200	1,510
Commission			
Firework display tickets	686	686	562
Event expenses			
Fete	10,123	10,123	10,388
Quiz night	741	741	1,004
Comedy night	-	-	1,506
Christmas fayre	1,761	1,761	1,055
Spring event	3,286	3,286	-
Disco	448	448	824
Ball	-	-	42,605
General expenses	1,272	1,272	3,201
	<u>37,417</u>	<u>37,417</u>	<u>88,742</u>

5 Expenditure on charitable activities

	Unrestricted Funds 2018 £	Unrestricted Funds 2017 £
The New Beacon School pledged donation	-	50,000
The New Beacon School donations	380	12,914
The New Beacon School Bursary Fund donation	2,420	3,043
Demelza House donation	-	4,280
Other donations	-	1,985
Parents drinks event	1,224	453
Year 6 softball event	130	-
	<u>4,154</u>	<u>72,675</u>

6 Trustees' remuneration and expenses

No trustees received any remuneration during the year.



Notes to the Financial Statements for the Year Ended 31 August 2018

7 Employees

There were no employees during the year (2017: none).

8 Related party transactions

During the year the charity entered into no transactions with related parties or trustees, other than The New Beacon School, details of which are disclosed in Note 5.

9 Debtors

	2018 £	2017 £
Trade debtors	-	2,405
Gift Aid reclaimable	320	326
Other debtors	23	-
	<u>343</u>	<u>2,731</u>

10 Creditors: Amounts falling due within one year

	2018 £	2017 £
Pledge to school	-	50,000
The New Beacon School Bursary Fund donation	2,420	3,043
Other creditors	400	4,280
	<u>2,820</u>	<u>57,323</u>

11 Fund reconciliation

Unrestricted funds 2017	At 1 September 2016 £	Incoming resources £	Resources expended £	At 31 August 2017 £
Unrestricted	36,494	138,807	(161,417)	13,884
	<u>36,494</u>	<u>138,807</u>	<u>(161,417)</u>	<u>13,884</u>
Unrestricted funds 2018	At 1 September 2017 £	Incoming resources £	Resources expended £	At 31 August 2018 £
Unrestricted	13,884	63,355	(41,571)	35,668
	<u>13,884</u>	<u>63,355</u>	<u>(41,571)</u>	<u>35,668</u>



The New Beacon School Parent Association ("NBPA")
Charity registration number: 1094688

Notes to the Financial Statements for the Year Ended 31 August 2018

12 Analysis of net assets between funds

	Unrestricted Funds 2018 £	Unrestricted Funds 2017 £
Current assets	38,488	71,207
Creditors: Amounts falling due within one year	(2,820)	(57,323)
Net Assets	<u>35,668</u>	<u>13,884</u>