



# Cranbrook School

Parents' Association

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## CSPA



## **Accounts and Trustees' Report**

for the year ended 31 August 2022

Registered charity no. 1002558



Cranbrook School

Parents' Association

**CSPA**

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### **Independent Examiner's Report to the Trustees of Cranbrook School Parents' Association**

I report on the accounts of the Trust for the year ended 31 August 2022, which are set out on pages 4 to 10.

#### **Respective responsibilities of trustees and examiner**

As the charity's trustees, you are responsible for the preparation of the accounts: you consider that the audit requirement of section 144(2) of the Charities Act 2011 ('the Act') does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act, 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 Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

#### **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 Act;
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

D N A Boobyer  
McCabe Ford Williams  
Registered Auditors and Chartered Accountants  
Bank Chambers, High Street, Cranbrook, Kent TN17 3EG

Date:



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Bank Chambers, High Street, Cranbrook, Kent TN17 3EG

Date:



# Cranbrook School

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### Trustees' Report

#### Objects of Charity

The Trust is governed by the Constitution dated 27 October 1990. The charity was registered with the Charity Commission on 17 April 1991 and is located in England.

As a charity, the object of the Association is to advance the education of the pupils in the school. In planning our activities for this year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. In furtherance of this object, and thus benefiting the education of the pupils, the Association may:

- a. Develop more extended relationships between the staff, parents and others associated with the school.
- b. Engage in activities that support the school and advance the education of the pupils attending it.
- c. Provide and assist in the provision of facilities for education at the school.

#### Committee members

The following served as members of the committee in the year to 31 August 2022:

Chairman:	Georgina Stephenson
Vice Chairman:	Helen Sevens resigned July 2022
Secretary:	John Harrold resigned July 2022
Treasurer:	Lorraine Cannell
Committee:	Caroline Bennett resigned January 2022 Michael Cogswell resigned August 2022 Graham Cook resigned March 2022 Lucy Howells Cara Hughes resigned March 2022 Sue Jugnarain Marina Kim Resigned January 2022 Andrew Nadin resigned April 2022 Tessa Teichmann-Derville resigned January 2022 Kristin Watt-Bonar

\*Appointed at Annual General Meeting

+Resigned at Annual General Meeting

#### School representatives

Head teacher:	Will Chuter
Teacher:	Pete Rogers
Governor:	By rotation



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### Trustees' Report cont./

#### **Policies and Procedures adopted for the induction and training of trustees**

All trustees are inducted by the Chairman and are provided with a copy of the Charity Commission booklet "The Essential Trustee: What you need to know."

#### **Organisation**

There are 10 elected trustees plus two staff representatives, including the head teacher, as well as a school governor on a rotational basis. The trustees normally meet every other month throughout the year. When necessary, extraordinary meetings can be called by the Chairman. Appropriate staff and parents are approached by existing trustees and asked whether they would be prepared to act as trustees when vacancies arise.

#### **Address**

Wilsley Oast  
Angley Road  
Cranbrook  
Kent  
TN17 2LE

#### **Bankers:**

National Westminster Bank Plc  
High Street  
Cranbrook  
Kent TN17 3EA

CAF Bank Ltd  
Kings Hill  
West Malling  
Kent ME19 4TA

#### **Independent Examiner**

D N A Boobbyer  
McCabe Ford Williams  
Registered Auditors and Chartered Accountants  
Bank Chambers  
High Street  
Cranbrook  
Kent TN17 3EG



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### Trustees' Report cont./

#### Activities during the year

We have continued to support the school by funding equipment, the cost of refurbishment of existing facilities and the funding of events, as requested by various departments, along with ongoing support for student counselling.

#### Financial Review and Reserves

The income for the year amounted to £54,475 of which £52,600 came from fundraising. Fundraising costs were £34,896 and donations made to the School amounted to £7,721. The total surplus for the year was £9,711. The General Reserve at 31 August 2022 stands at £43,642 which is considered adequate to meet our general running costs.

Signed

Treasurer

Chairman

Date:



# Cranbrook School

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### BALANCE SHEET As at 31 August 2022

	2022	2022	2021	2021
	£	£	£	£
<b>Current Assets:</b>				
Stock	658.44		998.28	
Debtors & prepayments	9,577.74		1,060.00	
Cash in hand	1,714.12		14.86	
Cash at bank National Westminster current account	2,471.90		929.90	
National Westminster Subscription account	1,755.59		1,684.81	
National Westminster Uniform account	5,014.23		4,380.90	
CAF gold account	4,973.25		32,027.08	
CAF cheque account	-		-	
Paypal	27,285.77		581.63	
		<u>53,451.04</u>	<u>41,677.46</u>	
		<u>53,451.04</u>	<u>41,677.46</u>	
<b>Current Liabilities:</b>				
Creditors		9,808.98		7,746.48
		<u>£43,642.06</u>		<u>£33,930.98</u>
<b>Funds:</b>				
General Fund		43,642.06		33,930.98
Designated Fund - Sinking Fund		-		-
		<u>£43,642.06</u>		<u>£33,930.98</u>

Approved by the trustees and signed on their behalf by

Treasurer

Chairman



# Cranbrook School

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### STATEMENT OF FINANCIAL ACTIVITIES

For the Year Ended 31 August 2022

	2022	2022	2021	2021
	£	£	£	£
	General Unrestricted Funds	Designated Fund Sinking Fund		Total
<b>Incoming Resources:</b>				
Subscriptions from parents	1,875.00			5,500.00
Other Donations	-			-
Gift Aid	-			5,477.95
Fund raising:				
CSPA Ball 2022	38,251.31		-	
Cranbrook School Lotto	4,986.20		711.00	
Burns Night	4,751.85		-	
QHT Chairs	-		180.00	
Amazon Smile	341.80		430.37	
Merchandise sales	-		1,428.50	
Sale of second hand uniform	1,943.00		2,616.50	
The Giving Machine	53.01		88.55	
Artisan Tasting Evening	1,670.00		-	
Apple Fayre	603.11		176.50	
	<u>52,600.28</u>			<u>5,631.42</u>
	54,475.28			16,609.37
<b>Ed Support Talks:</b>				
Neuro Ninja	-		-	
Digital Awareness	-		-	
	<u>54,475.28</u>			<u>16,609.37</u>
<b>Investment Income:</b>				
Bank interest	20.22			0.47
	<u>54,495.50</u>			<u>16,609.84</u>
<b>Resources Expended:</b>				
<b>Fund Raising Expenses:</b>				
Lotto prizes	267.57		327.60	
Burns Night	3,340.66		189.87	
Merchandise adjusting for stock	339.84		1,748.08	
Artisan Tasting Evening	499.90		-	
2022 Ball	30,428.43		1,091.00	
Lotteries & Amusement licence	20.00	34,896.40	-	3,356.55
	<u>19,599.10</u>			<u>13,253.29</u>
<b>Ed Support Talks</b>				
Neuro Ninja	-		243.67	
Digital Awareness	-		-	243.67
	<u>19,599.10</u>			<u>13,009.62</u>
<b>Charitable Activities Grants.</b>				
Sport - Sports Sheds	-		-	
Cricket	-		331.21	
Volleyball posts	-		809.60	
Swim Hats	-		-	1,140.81
c/fwd	<u>-</u>	<u>19,599.10</u>	<u>1,140.81</u>	<u>11,868.81</u>



# Cranbrook School

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### STATEMENT OF FINANCIAL ACTIVITIES

For the Year Ended 31 August 2022 continued

	2022		2021	2021
	£	£	£	£
	General Unrestricted Funds	Designated Fund Sinking Fund		Total
b/fwd.	19,599.10	-		11,868.81
Performing Arts - Grease Rights	-	-		
Science - Hofmann's Voltmeter & Electrodes & Stand	-	-	2,014.00	
Art - Display screen	-	-	198.96	
Art - Gallery space and display area	-	-	1,600.00	
Pupil Art Displays	920.00	-	-	
The Queens Hall/Art Displays	950.00	-	-	
Re-mesh silk screens	1,280.40	-	-	
Art installation	832.35	-	-	
Cranbrook Circus Club	733.00	-	-	
Department visualiser	500.00	-	-	
Screen Printing	-	-	384.00	
PHSE - Student counselling	-	-	900.00	
Mental Health Pastoral care	2,500.00	-	2,500.00	
Addiction talk	-	-	200.00	
Drugs and addiction talk	-	-	549.00	
Contraceptive Display kits	-	-	400.00	
English - Andrea Abbott short story competition	-	-	183.90	
Communal areas - Improve facilities in Sixth Form centre	350.00	-	275.50	
Outside Furniture	-	-		
SEN Portacabin Provision	-	-	1,865.00	
Decking outside tea huts	-	-	600.00	
Clubs - Biology Dissection Society	-	-	1,568.69	
Gardening	-	-	300.00	
The Day Subscription	-	-	350.00	
Face masks for school staff	639.20	-	799.00	
Chair Plaques	-	-	1,020.00	
Customised Flag	-	-	172.68	
Digimap subscription	-	-	979.19	
QHT Live Streaming capability	-	-	159.00	
Head torches	-	-	1,800.00	
Spanish Show	150.00	-	-	
Grant not used 2018-19	400.00	-	-	
Grant not used 2019-20	-	-	(4,082.93)	
Grant not used 2020-21	(995.45)	-	(2,711.68)	
	(538.85)	7,720.65	-	12,024.31
<b>Charitable Activities: Support Costs</b>				
Postage, stationery & photocopying	-	-	-	
Xmas presents for school staff	238.32	-	250.23	
Charitable Activities Support Costs	474.80	-	693.68	
NCPTA subscription	128.00	841.12	123.00	1,066.91
<b>Governance Costs</b>				
Finance charges	606.25	-	128.80	
Independent examiner's fee	720.00	1,326.25	720.00	848.80
Net Incoming Resources		9,711.08		(2,071.21)
Accumulated Funds @ 1 September 2021		33,930.98		36,002.19
Transfer from Sinking Fund		-		-
Accumulated Funds @ 31 August 2022		43,642.06		33,930.98



### Notes to the Financial Statements

#### Accounting Policies

##### **Basis of preparation**

- a. The accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, rather than as cash is received or paid.
- b. The financial statements of the charity, which is a public benefit entity under FRS102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.
- c. The accounts are presented in sterling.

##### **Fund accounting**

- a. The Charity's unrestricted funds consist of funds the Charity may use for its purposes at its discretion.
- b. There are no restricted funds. However, the Charity has a sinking fund designated for the purposes of funding major projects within the school.

##### **Voluntary income**

- a. All voluntary income is included in income on receipt unless where the donor requires the sum to be invested to provide income for the Charity's purposes, in which case it would be treated as a restricted donation.
- b. Donations under gift aid, together with the associated income tax recovery, are recognised as income when the donation is received and the gift aid is recognised when claimed.

##### **Investment income**

Credit is taken for interest when the interest falls due for payment.

##### **Governance costs**

Governance costs comprise all costs incurred in ensuring the public accountability of the Charity and its compliance with regulation and good practice.

##### **Cost of generating funds**

The cost of generating funds comprises costs incurred in encouraging people or organisations to contribute financially to the Charity's work.

##### **Stock**

Stock consists of branded items purchased for re-sale through the Charity's trading activities. The stock is included at the lower of cost or net realizable value.

##### **Trustees Remuneration and expenses**

No trustees were remunerated or paid any expense in the year.

##### **Related party Transactions**

There were no related party transactions in the year.