

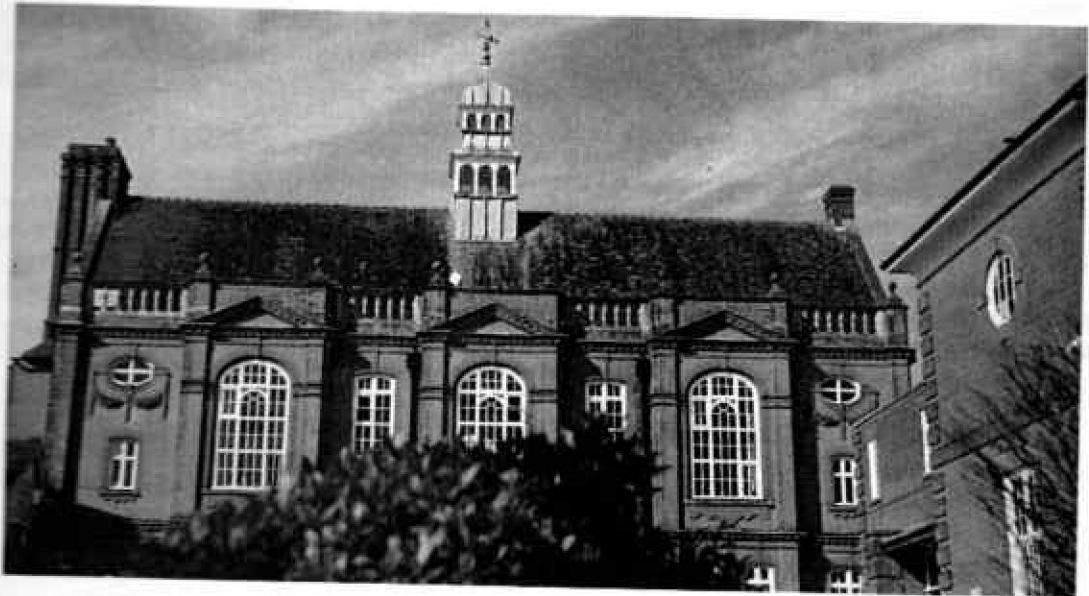


# Cranbrook School

Parents' Association

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## CSPA



## Accounts and Trustees' Report

for the year ended 31 August 2023

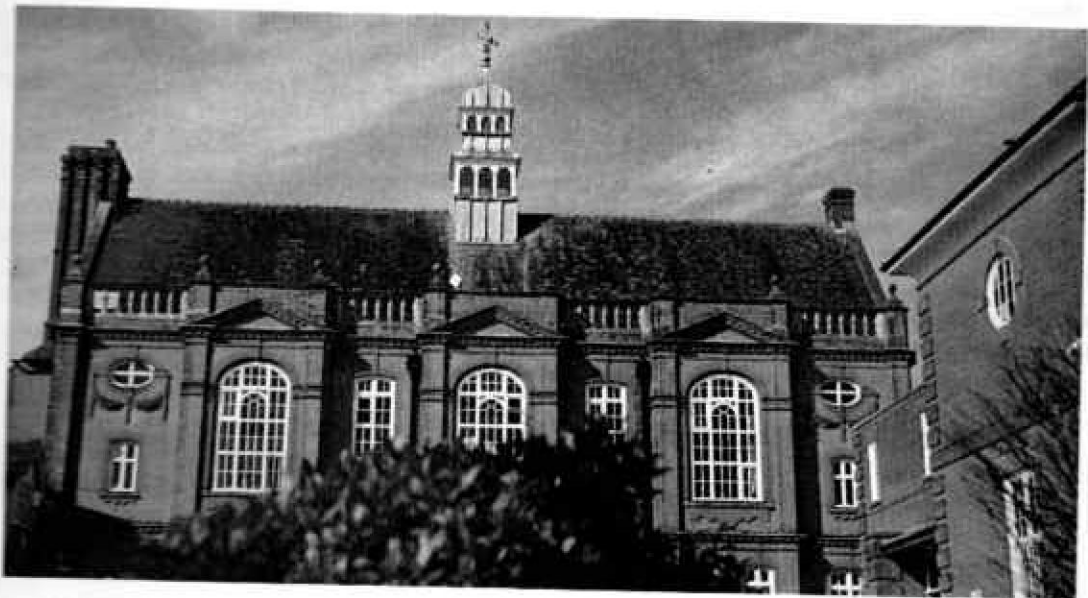
Registered charity no. 1002558



# Cranbrook School

Parents' Association

## CSPA



## Accounts and Trustees' Report

for the year ended 31 August 2023

Registered charity no. 1002558



Cranbrook School

Parents' Association

**CSPA**

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Cranbrook School

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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 2023, 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 Boobbyer  
McCabe Ford Williams  
Registered Auditors and Chartered Accountants  
Bank Chambers, High Street, Cranbrook, Kent TN17 3EG

Date: June 2024



# Cranbrook School

Parents' Association

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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 2023:

Chairman:	Georgina Stephenson
Vice Chairman:	Katherine Coltart appointed 16 November 2022
Secretary:	Lorraine Cannell
Treasurer:	Cara Hughes appointed 16 November 2022
Committee:	Lucinda Howells Susan Jugnarain Kristin Watt-Bonar Rachel Lane appointed 16 November 2022 Sophie Laurimore appointed 16 November 2022 Diana Maidment Jennifer-Smith Bromage appointed 16 November 2022 Lettice Jagan appointed 16 November 2022

\*Appointed at Annual General Meeting

+Resigned at Annual General Meeting

#### School representatives

Head teacher:	Will Chuter to August 2023 David Clark from August 2023
Teacher:	Pete Rogers
Governor:	By rotation



# Cranbrook School

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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 12 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  
Angleley 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



# Cranbrook School

Parents' Association

## CSPA

### 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 £28,417 of which £27,282 came from fundraising. Fundraising costs were £11,292 and donations made to the School amounted to £25,316. The total deficit for the year was £10,812. The General Reserve on 31 August 2023 stands at £32,830 which is considered adequate to meet our general running costs.

Signed

Treasurer

Chairman

Date: June 2024



**BALANCE SHEET**  
For the year ended 31 August 2023

	2023	2022
	£	£
Fixed Assets	-	-
Current Assets		
Stock & Branded Merchandise	1,922.58	658.44
Debtors & Prepayments (Cranbrook School subs)	720.00	9,577.74
Cash in hand	2,940.83	1,714.12
Cash at bank:		
Natwest current (lotto)	7,471.50	2,471.90
Natwest subs	1,831.82	1,755.59
Natwest uniform	5,231.28	5,014.23
CAF Gold	24,887.99	4,973.25
CAF Cash	-	-
Paypal A/c	269.04	27,285.77
	<u>45,275.04</u>	<u>53,451.04</u>
Current Liabilities		
Creditors	<u>12,481.18</u>	<u>9,808.98</u>
	<u>32,829.86</u>	<u>43,642.06</u>
Funds		
General Fund	<u>32,829.86</u>	<u>43,642.06</u>
	<u>32,829.86</u>	<u>43,642.06</u>

Approved by the trustees and signed on their behalf by:

Treasurer

Chairman

Date June 2024



Cranbrook School  
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**STATEMENT OF FINANCIAL ACTIVITIES**  
For the year ended 31 August 2023

	2023		2022	
	£		£	
Incoming Resources				1,875.00
Subscriptions from parents		840.00		
Other Donations				
Gift Aid				
<b>Fundraising</b>				
Fireworks	8,716.70			
Quiz Night	4,693.76			
CSPA Ball			38,251.31	
Merchandise	275.00			
Burns Night	4,527.01		4,751.85	
Artisan Tasting Evening			1,670.00	
CSPA Lotto	4,995.60		4,986.20	
Second hand uniform	3,420.48		1,943.00	
The Giving Machine	31.59		53.01	
Amazon Smile	316.30		341.80	
Apple Fayre	305.25		603.11	
Other				
		27,281.69		52,600.28
<b>Ed Support Talks</b>				
Neuro Ninja	£Nil		£Nil	
Digital Awareness	£Nil		£Nil	
Teenage Wellbeing	£Nil		£Nil	
Investment Income		295.78		20.22
Bank Interest		<u>28,417.47</u>		<u>54,495.50</u>
<b>Resources expended</b>				
<b>Fundraising expenses</b>			30,428.43	
CSPA Ball				
Fireworks	5,607.21			
Quiz Night	1,896.79			
Burns Night	3,254.82		3,340.66	
Artisan Tasting Evening			499.90	
CSPA Lotto - Prizes			267.57	
Stock - Opening				
Stock Movement	36.06		339.84	
Drawing of School	475.00			
Lotteries & Amusement Licence	20.00		20.00	
		11,291.88		34,896.40
<b>Ed Support Talks/Donations</b>				
Neuro Ninja	£Nil			
Digital Awareness	£Nil			
Teenage Wellbeing	£Nil			
Sam West Foundation	£Nil			



# Cranbrook School

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### STATEMENT OF FINANCIAL ACTIVITIES For the year ended 31 August 2023

Bifwd.		17,125.59	19,599.10
<b><u>Committed Charitable Activities Grants</u></b>			
Donation to school	11,000.00		
Student counselling			2,500.00
The Day Subscription	767.00		639.20
Gardening Club	-		-
Pupil Art Displays	-		950.00
Update Existing Gallery Space & Display Area	-		920.00
Art Installation	-		733.00
Cranbrook Circus Club	-		500.00
Head torches	-		150.00
Spanish Show	-		400.00
The Queens Hall/Art Displays	-		1,280.40
Re-mesh Silk Screens	-		832.35
Robotics	400.00		-
Art Display	920.00		-
Rootes Building Display Boards	975.00		-
Dissection Club	300.00		-
Library Books	2,500.00		-
Cameras	2,309.90		-
LED Sign for QHT	900.00		-
Computers for Art department	7,067.40		-
Andrea Abbott Short Story comp.	200.00		350.00
Grants not used/ released provision 2019/20	-	715.00	-
Grants not used/ released provision 2020/21	-	1,014.08	-
Grants not used/ released provision 2021/22	-	293.87	-
Grants not used/ released provision 2022/23	-	-	-
		25,316.35	7,720.65
<b>Resources Expended:</b>			
Charitable activities support costs	1,045.86		474.80
Postage, Stationery & photocopy	-		-
Gifts for School Staff	393.92		238.32
NCTPA Subscription	140.00		128.00
		1,579.78	841.12
<b>Governance Costs</b>			
Finance Charges	321.66		606.25
Independent Examiner's fee	756.00		720.00
		1,041.66	1,326.25
<b>Net Incoming Resources</b>		<u>10,812.20</u>	<u>9,711.08</u>
<b>Accumulated Funds @ 1 September 2022</b>		43,642.06	33,930.98
<b>Accumulated Funds @ 31 August 2023</b>		<u>32,829.86</u>	<u>43,642.06</u>



# Cranbrook School

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### 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 recognized 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.