

Cairnshill Parent Staff Association

Trustees' Report and financial statements

for the year ended 31 March 2023

Charity Number: 102153

Cairnshill Parent Staff Association

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Cairnshill Parent Staff Association

Legal and administrative information

Trustees	Miss Heather Marshall Mrs Alison Shields
Charity Number	102153
Registered office	Cairnshill Primary School 6A Cairnshill Drive Belfast BT8 6RT
Independent examiners	Cleaver Black Suite 5 Ormeau House 91-97 Ormeau Road Belfast BT7 1SH

Cairnshill Parent Staff Association (NICC: 102153)

Trustees' Annual Report for Year Ended 31 March 2023

Trustees Miss Heather Marshall
Mrs Alison Shields

Registered Address Cairnshill Primary School
6A Cairnshill Drive
Belfast
BT8 6RT

Introduction

The Trustees are pleased to present their report and financial statements for the year 1st April 2022 to 31 March 2023. The financial statements have been prepared on a 'Receipts and Payments' basis and the Trustees have had regard to the NI Charity Commission's Public Benefit Guidance.

Our Purposes

Our purpose is to improve relationships between home and school, and to advance the education of pupils in the school.

Constitution

The PSA adopted the model constitution of Parent Teacher Associations UK ("PTA-UK") on 29th April 2014, which was also used for charity registration with the Charity Commission for Northern Ireland. It was incorporated as a Parent Staff Association. The purpose of the Association is to advance the education of pupils in the school. Members of the Association are the parents, guardians or carers of any pupil currently attending the school, plus teaching and non-teaching staff currently employed by the school. The Committee, including the Chair, are decided at an Annual General Meeting and are Trustees of the charity and have control of the Association, its property and funds. The Committee must meet at least 3 times in a school year. The property and funds of the Association must only be used to fulfil the stated purpose.

Main Activities and Achievements

With great relief, the Christmas Fair returned for the first time in 3 years, following the disruption of COVID-19. The importance of this event to the year's fundraising efforts is significant. Many thanks to the school community for supporting this and other fundraising efforts across the year.

Cairnshill Parent Staff Association (NICC: 102153)

Trustees' Annual Report for Year Ended 31 March 2023 (continued)

Financial review

The charity's overall financial position has improved during the year, as shown by the increase in funds carried forward from £15,727 at year end 31st March 2022 to £20,902 at year end 31st March 2023.

Approval

Approved by the Trustees on 13/11/24 and signed on their behalf by:

H Marshall

Miss Heather Marshall

Cairnshill Parent Staff Association (NICC: 102153)

Independent examiner's report to the charity trustees of Cairnshill Parent Staff Association

I report on the accounts of the company for the year ended 31st March 2023, which are set out on pages 6 to 10.

Respective responsibilities of charity trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the Charities Act (Northern Ireland) 2008.

It is my responsibility to:

- examine the accounts under section 65 of the Charities Act
- follow the procedures laid down in the general Directions given by the Commission under section 65(9)(b) of the Charities Act
- state whether particular matters have come to my attention.

Basis of independent examiner's report

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.

My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts and seeking explanations from you as charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 63 of the Charities Act.
2. That the accounts do not accord with those accounting records.
3. That the accounts do not comply with the accounting requirements of the Charities Act.
4. That there is further information needed for a proper understanding of the accounts to be reached.

Cairnshill Parent Staff Association (NICC: 102153)

Independent examiner's report to the charity trustees of Cairnshill Parent Staff Association (continued)

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.



Cleaver Black
Chartered Accountants
Suite 5 Ormeau House
91-97 Ormeau Road
Belfast
BT7 1SH

Date: 13/11/24

Cairnshill Parent Staff Association (NICC: 102153)

Statement of Receipts and Payments
for the year ended 31 March 2023

		Restricted		2023	2022
		Unrestricted	Revenue	Total	Total
	Note	Funds	Funds	£	£
		£	£	£	£
Incoming Resources					
Incoming resources from generated funds:					
Voluntary Income		-	-	-	-
Charitable Activities	2	19,632	-	19,632	2,150
Other Incoming Resources	3	1	-	1	-
Total Incoming Resources		19,633	-	19,633	2,150
Resources Expended					
Costs of generating funds:					
Charitable Activities	4	14,368	-	14,368	1,818
Other Resources Expended	5	91	-	91	36
Total Resources Expended		14,459	-	14,459	1,854
Net receipts/(payments)		5,174	-	5,174	296
Transfers between funds		-	-	-	-
Surplus/(Deficit) for the year		5,174	-	5,174	296

Cairnshill Parent Staff Association (NICC: 102153)

Statement of Assets and Liabilities
for the year ended 31 March 2023

	2023	2022
	Total	Total
	£	£
Bank and Cash balances		
Current account	19,751	14,577
Savings account	1,151	1,150
	<u>20,902</u>	<u>15,727</u>

Approved by the trustees on13/11/24..... and signed on their behalf by:


Miss Heather Marshall

Cairnshill Parent Staff Association (NICC: 102153)

Notes to the financial statements

Year Ended 31 March 2023

1. Accounting policies

The following accounting policies have been applied consistently in dealing with the charity's financial statements.

1.1 Basis of accounting

Section 133 of the Charities Act 2011 permits a charity to prepare a receipts and payments account and a statement of assets and liabilities where gross income in the financial year does not exceed £250,000, therefore receipts and payments accounts and a statement of liabilities has been prepared and presented for the year ended 31 March 2023.

All income, including grants and investment income is recorded when received.

All expenditure is recorded when paid.

Gift aid reclaimable on donations is included in the amounts of income once received.

1.2 Basis of valuation

Investments are held at market value.

1.3 Expenses

No expenses were paid to any of the trustees during the year except to reimburse them for purchases made on behalf of the charity.

1.4 Trustees' Indemnity Insurance

No charitable funds have been used to purchase insurance to indemnify the Trustees against consequences of any neglect or default on their part.

1.5 Fund Accounting

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.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for a particular purpose.

General funds may be transferred to designated funds where trustees wish to use these funds for specific purposes. Such funds may be transferred back to general funds once the criteria for the designation have been met or are no longer applicable.

Cairnshill Parent Staff Association (NICC: 102153)

Notes to the financial statements

Year Ended 31 March 2023

1.5 Fund Accounting (cont'd)

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for purposes. The cost of raising or administering such funds are charged against the specific fund. Restricted funds may only be transferred to general or designated funds once the criteria for restriction have been discharged or no longer apply.

	Unrestricted	Restricted	2023	2022
	Funds	Revenue Funds	Total	Total
	£	£	£	£
2 Income from Charitable Activities				
Christmas Card sale	-	-	-	2,132
Amazon	18	-	18	18
Christmas fair	15,080	-	15,080	-
Coin trail	745	-	745	-
Developing healthy clear	800	-	800	-
Other lodgements	2,989	-	2,989	-
	19,632	-	19,632	2,150

	Unrestricted	Restricted	2023	2022
	Funds	Revenue Funds	Total	Total
	£	£	£	£
3 Other incoming resources				
Bank interest	1	-	1	-
	1	-	1	-

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Notes to the financial statements

Year Ended 31 March 2023

	Unrestricted	Restricted	2023	2022
	Funds	Revenue	Total	Total
	£	£	£	£
4 Expenditure from Charitable activities				
Christmas Cards	-	-	-	1,818
Donation to school	12,000	-	12,000	-
Coin trail	88	-	88	-
Other expenditure	2,280	-	2,280	-
	<hr/> 14,368	-	14,368	1,818

	Unrestricted	Restricted	2023	2022
	Funds	Funds	Total	Total
	£	£	£	£
5 Other resources expended				
Bank fees	91	-	91	36
	<hr/> 91	-	91	36