

Cairnshill Parent Staff Association

Trustees' Report and financial statements

**for the 15 months from 1st April 2023 to 30th
June 2024**

Charity Number: 102153

Cairnshill Parent Staff Association

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Cairnshill Parent Staff Association

Legal and administrative information

Trustees	Mr David Kemp Mrs Claire Myles Miss Heather Marshall Mrs Alison Shields Mrs Jude Malone	Treasurer
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 the 15 months from 1st April 2023 to 30th June 2024

Trustees Mr David Kemp Treasurer
Mrs Claire Myles
Miss Heather Marshall
Mrs Alison Shields
Mrs Jude Malone

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 15 months from 1st April 2023 to 30th June 2024. 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

Once again the importance of the Christmas Fair to the PSA has been highlighted. Many thanks to the school community for supporting this and other fundraising efforts across the year.

Cairnshill Parent Staff Association (NICC: 102153)

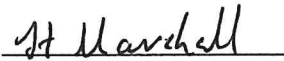
Trustees' Annual Report for the 15 months from 1st April 2023 to 30th June 2024 (continued)

Financial review

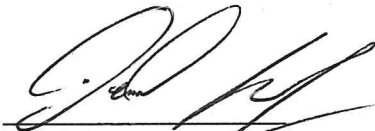
The charity's overall financial position has improved during the year, as shown by the increase in funds carried forward from £20,902 at year end 31st March 2023 to £31,038 at 30th June 2024.

Approval

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



Miss Heather Marshall



Mr David Kemp

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 15 months from 1st April 2023 to 30th June 2024, 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 15 months from 1st April 2023 to 30th June 2024

		Unrestricted	Restricted	15 months from 1st April 2023 to 30th June 2024	Year ended 31st March 2023
	Note	Funds	Revenue	Total	Total
		£	£	£	£
Incoming Resources					
Incoming resources from generated funds:					
Voluntary Income		-	-	-	-
Charitable Activities	2	31,156	-	31,156	19,632
Other Incoming Resources	3	13	-	13	1
Total Incoming Resources		31,169	-	31,169	19,633
Resources Expended					
Costs of generating funds:					
Charitable Activities	4	20,899	-	20,899	14,368
Other Resources Expended	5	135	-	135	91
Total Resources Expended		21,034	-	21,034	14,459
Net receipts/(payments)		10,135	-	10,135	5,174
Transfers between funds		-	-	-	-
Surplus/(Deficit) for the year		10,135	-	10,135	5,174


Cairnshill Parent Staff Association (NICC: 102153)

Statement of Assets and Liabilities
for the 15 months from 1st April 2023 to 30 June 2024

	30/06/2024	31/03/2023
	Total	Total
	£	£
Bank and Cash balances		
Current account	29,873	19,751
Savings account	1,165	1,151
	<u>31,038</u>	<u>20,902</u>

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


Miss Heather Marshall


Mr David Kemp

Cairnshill Parent Staff Association (NICC: 102153)

Notes to the financial statements

15 months from 1st April 2023 to 30th June 2024

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 15 months from 1st April 2023 to 30th June 2024.

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

15 months from 1st April 2023 to 30th June 2024

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 Funds £	Restricted Revenue Funds £	15 months from 1st	Year ended 31st
			April 2023 to 30th	March 2023
			June 2024	Total
	£	£	£	£
2 Income from Charitable Activities				
Christmas Card sale	3,222	-	3,222	-
Amazon	20	-	20	18
Christmas fair	14,375	-	14,375	15,080
Wreath making	1,260	-	1,260	-
Halloween costumes	20	-	20	-
Portrait night	50	-	50	-
Disco	1,640	-	1,640	-
Easter ballot	533	-	533	-
BBQ	1,255	-	1,255	-
Galgorm ticket sales	840	-	840	-
Sports day refreshments	670	-	670	-
Iced lolly sale	370	-	370	-
Curry night	410	-	410	-
Art workshop ballot	205	-	205	-
School musical photos	400	-	400	-
Coin trail	5,685	-	5,685	745
Developing healthy clear	200	-	200	800
Other lodgements	-	-	-	2,989
	31,156	-	31,156	19,632

	Unrestricted Funds £	Restricted Revenue Funds £	15 months from 1st	Year ended 31st
			April 2023 to 30th	March 2023
			June 2024	Total
	£	£	£	£
3 Other incoming resources				
Bank interest	13	-	13	1
	13	-	13	1

Cairnshill Parent Staff Association (NICC: 102153)

Notes to the financial statements

15 months from 1st April 2023 to 30th June 2024

	Unrestricted	Restricted	15 months from 1st	Year ended 31st
			Revenue	April 2023 to 30th
			Funds	June 2024
			£	Total
4 Expenditure from Charitable activities				
Donation to school	16,000	-	16,000	12,000
Christmas Cards and ballot	1,908	-	1,908	-
Christmas Fair	1,182	-	1,182	-
Christmas wreath making	186	-	186	-
End of year BBQ	366	-	366	-
Disco	257	-	257	-
Funding to Healthy Kids	1,000	-	1,000	-
Coin trail	-	-	-	88
Other expenditure	-	-	-	2,280
	20,899	-	20,899	14,368

	Unrestricted	Restricted	15 months from 1st	Year ended 31st
			Revenue	April 2023 to 30th
			Funds	June 2024
			£	Total
5 Other resources expended				
Bank fees	135	-	135	91
	135	-	135	91