

**Cairnshill Parent Staff Association**  
**Trustees' Report and financial statements**  
**for the year ended 30<sup>th</sup> June 2025**

Charity Number: 102153

## Cairnshill Parent Staff Association

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## **Cairnshill Parent Staff Association**

### **Legal and administrative information**

<b>Trustees</b>	Mrs Emma Hutchinson	Chair (Appointed Sept 2024)
	Mr David Kemp	Treasurer
	Mrs Claire Myles	(Resigned June 2024)
	Miss Heather Marshall	(Resigned November 2024)
	Mrs Alison Shields	
	Mrs Jude Malone	(Resigned June 2024)

**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 year ended 30<sup>th</sup> June 2025**

<b>Trustees</b>	Mrs Emma Hutchinson	Chair
	Mr David Kemp	Treasurer
	Mrs Alison Shields	

<b>Registered Address</b>	Cairnshill Primary School 6A Cairnshill Drive Belfast BT8 6RT
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### **Introduction**

The Trustees are pleased to present their report and financial statements for the year ended 30<sup>th</sup> June 2025. 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 year ended 30<sup>th</sup> June 2025 (continued)

**Financial review**

The charity's overall financial position has improved during the year, as shown by the increase in funds carried forward from £31,038 at year end 30<sup>th</sup> June 2024 to £44,872 at year end 30<sup>th</sup> June 2025.

**Approval**

Approved by the Trustees on 4<sup>th</sup> November 2025 and signed on their behalf by:



Mr David Kemp



Mrs Alison Shields

**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 30<sup>th</sup> June 2025, which are set out on pages 6 to 11.

**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: 04/11/2025

Cairnshill Parent Staff Association (NICC: 102153)

Statement of Receipts and Payments  
for the year ended 30th June 2025

	Note	Unrestricted Funds £	Restricted Revenue Funds £	Year ended 30th June 2025 Total £	15 months from 1st April 2023 to 30th June 2024 Total £
<b>Incoming Resources</b>					
Incoming resources from generated funds:					
Voluntary Income		-	-	-	-
Charitable Activities	2	29,964	-	29,964	31,156
Other Incoming Resources	3	26	-	26	13
<b>Total Incoming Resources</b>		<b>29,990</b>	<b>-</b>	<b>29,990</b>	<b>31,169</b>
<b>Resources Expended</b>					
Costs of generating funds:					
Charitable Activities	4	16,093	-	16,093	20,899
Other Resources Expended	5	62	-	62	135
<b>Total Resources Expended</b>		<b>16,155</b>	<b>-</b>	<b>16,155</b>	<b>21,034</b>
<b>Net receipts/(payments)</b>		<b>13,834</b>	<b>-</b>	<b>13,834</b>	<b>10,135</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Surplus/(Deficit) for the year</b>		<b>13,834</b>	<b>-</b>	<b>13,834</b>	<b>10,135</b>

Cairnshill Parent Staff Association (NICC: 102153)

Statement of Assets and Liabilities  
for the year ended 30th June 2025

	30/06/2025	30/06/2024
	Total	Total
	£	£
<b>Bank and Cash balances</b>		
Current account	5,186	29,873
Savings account	39,686	1,165
	<hr/>	<hr/>
	44,872	31,038
	<hr/>	<hr/>

Approved by the trustees on 4-11-25 and signed on their behalf by:

  
\_\_\_\_\_  
Mr David Kemp

  
\_\_\_\_\_  
Mrs Alison Shields

**Cairnshill Parent Staff Association (NICC: 102153)**

**Notes to the financial statements**

**Year ended 30<sup>th</sup> June 2025**

**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 30<sup>th</sup> June 2025.

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 30<sup>th</sup> June 2025**

**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.

Cairnshill Parent Staff Association (NICC: 102153)

Notes to the financial statements

Year ended 30<sup>th</sup> June 2025

	Unrestricted	Restricted	Year ended 30th June	15 months from 1st
	Funds	Revenue	2025	April 2023 to 30th
	£	£	Total	June 2024
			£	Total
				£
<b>2 Income from Charitable Activities</b>				
Christmas Card sale	3,273	-	3,273	3,222
Amazon	-	-	-	20
Christmas fair	14,106	-	14,106	14,375
Wreath making	-	-	-	1,260
Halloween costumes	-	-	-	20
Portrait night	180	-	180	50
Disco	1,746	-	1,746	1,640
Easter ballot	-	-	-	533
Easter Egg guessing competition	189	-	189	-
BBQ	2,688	-	2,688	1,255
Galgorm ticket sales	1,135	-	1,135	840
Sports day refreshments	430	-	430	670
Iced lolly sale	865	-	865	370
Curry night	235	-	235	410
Art workshop ballot	-	-	-	205
School musical photos	-	-	-	400
Coin trail	2,161	-	2,161	5,685
Developing healthy clear	-	-	-	200
Trivia night	706	-	706	-
Commission on name tags	22	-	22	-
Charity Aid Foundation	1,344	-	1,344	-
Asda Cashpot for Schools with Parentkind	136	-	136	-
Donation in memory of Miss Marshall	748	-	748	-
	29,964	-	29,964	31,156

	Unrestricted	Restricted	Year ended 30th June	15 months from 1st
	Funds	Revenue	2025	April 2023 to 30th
	£	£	Total	June 2024
			£	Total
				£
<b>3 Other incoming resources</b>				
Bank interest	26	-	26	13
	26	-	26	13

Cairnshill Parent Staff Association (NICC: 102153)

Notes to the financial statements

Year ended 30<sup>th</sup> June 2025

	Unrestricted Funds £	Restricted Revenue Funds £	Year ended 30th June 2025 Total £	15 months from 1st
				April 2023 to 30th
				June 2024 Total £
<b>4 Expenditure from Charitable activities</b>				
Donation to school	9,000	-	9,000	16,000
Christmas Cards and ballot	2,055	-	2,055	1,908
Christmas Fair	1,333	-	1,333	1,182
Christmas wreath making	-	-	-	186
End of year BBQ	259	-	259	366
Disco	1,119	-	1,119	257
Funding to Healthy Kids	-	-	-	1,000
Trivia night	267	-	267	-
Coin trail	8	-	8	-
Easter Egg guessing competition	30	-	30	-
Ice lolly sales	152	-	152	-
Galgorm Ballot prize	347	-	347	-
Donation in memory of Miss Marshall	748	-	748	-
Other expenditure	776	-	776	-
	<b>16,093</b>	<b>-</b>	<b>16,093</b>	<b>20,899</b>

	Unrestricted Funds £	Restricted Revenue Funds £	Year ended 30th June 2025 Total £	15 months from 1st
				April 2023 to 30th
				June 2024 Total £
<b>5 Other resources expended</b>				
Bank fees	62	-	62	135
	<b>62</b>	<b>-</b>	<b>62</b>	<b>135</b>