

CRANBROOK SCHOOL PARENTS' ASSOCIATION

England & Wales · Charity number 1002558

Details

Status Registered

Legal form Other

Registered 1991-04-17

Register [View on the Charity Commission register](#)

Contact

Address Ashley
Horns Road
Hawkhurst
Cranbrook
Kent
TN18 4QT

Phone 01580 714054

Email cspa@cranbrook.kent.sch.uk

Website www.cranbrookschoolparents.com

Activities

Objects: TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL

Activities: We raise money and accept regular donations from the parents so that grants may be made to departments within the school to help improve the children's education and welfare.

Classification

- **How:** Makes Grants To Organisations
- **What:** General Charitable Purposes
- **Who:** Children/young People

Geography

- Area of benefit: CRANBROOK
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	-	-	-	-
2023-08-31	£28,417	£39,229	-	-
2022-08-31	£54,475	£44,764	-	-
2021-08-31	£16,610	£18,681	-	-
2020-08-31	£15,716	£31,438	-	-
2019-08-31	£31,893	£35,495	-	-

Trustees

Name	Role	Appointed
Katherine Anne Coltart		2022-11-16
Kristin A Watt-Bonar		2020-03-11
Laetitia Rose Hagan		2022-11-16
Lucinda Jane Howells		2021-06-30
Susan Anne Jugnarain		2021-06-30

CRANBROOK SCHOOL PARENTS' ASSOCIATION

England & Wales - Charity number 1002558

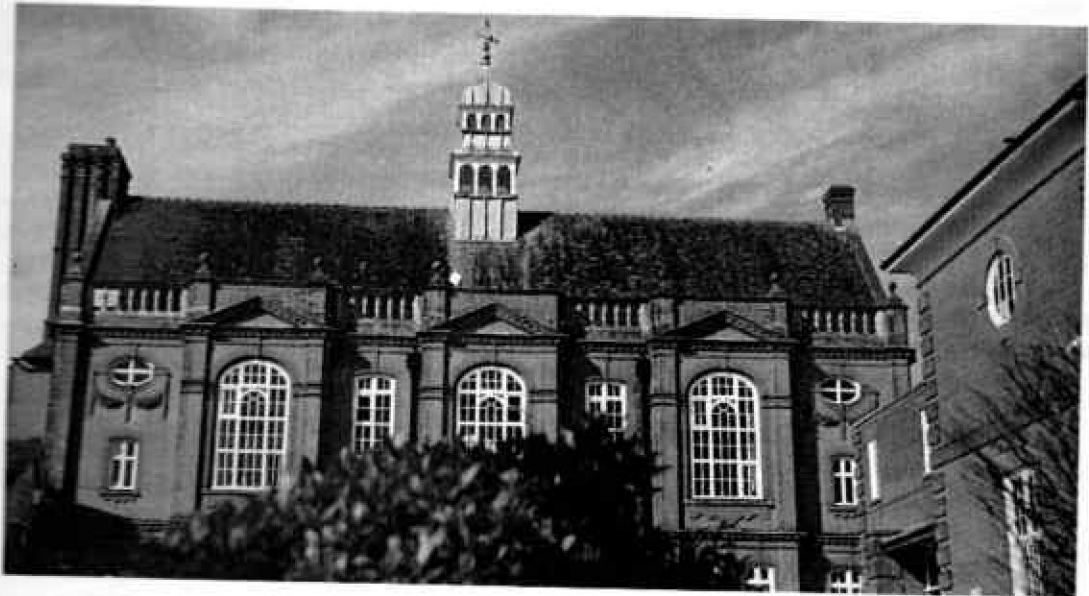
Accounts



Cranbrook School

Parents' Association

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Accounts and Trustees' Report

for the year ended 31 August 2023

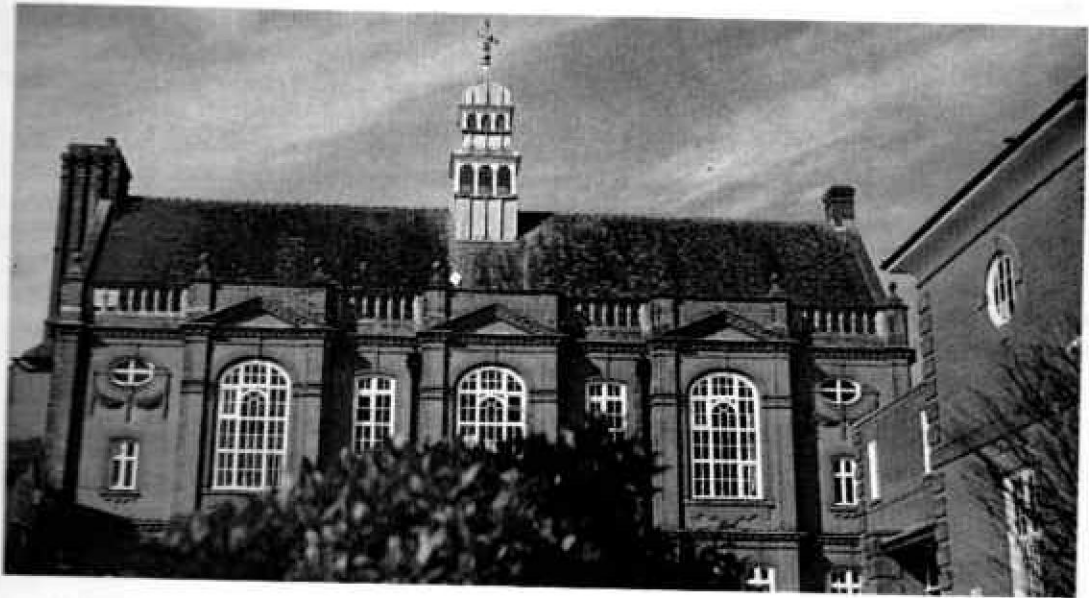
Registered charity no. 1002558



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Accounts and Trustees' Report

for the year ended 31 August 2023

Registered charity no. 1002558



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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

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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

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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 £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



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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			
Fundraising			
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			52,600.28
		27,281.69	
Ed Support Talks			
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>
Resources expended			
Fundraising expenses			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			339.84
Stock Movement	36.06		
Drawing of School	475.00		
Lotteries & Amusement Licence	20.00	20.00	
		11,291.88	34,896.40
Ed Support Talks/Donations			
Neuro Ninja	£Nil		
Digital Awareness	£Nil		
Teenage Wellbeing	£Nil		
Sam West Foundation	£Nil		



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STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 August 2023

Bifwd.		17,125.59	19,599.10
<u>Committed Charitable Activities Grants</u>			
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
<u>Resources Expended:</u>			
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
<u>Governance Costs</u>			
Finance Charges	321.66		606.25
Independent Examiner's fee	756.00		720.00
		1,041.66	1,326.25
Net Incoming Resources		10,812.20	9,711.08
Accumulated Funds @ 1 September 2022		43,642.06	33,930.98
Accumulated Funds @ 31 August 2023		<u>32,829.86</u>	<u>43,642.06</u>



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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.

CRANBROOK SCHOOL PARENTS' ASSOCIATION

England & Wales - Charity number 1002558

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Accounts and Trustees' Report

for the year ended 31 August 2022

Registered charity no. 1002558



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

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Respective responsibilities of trustees and examiner

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Basis of independent examiner's report

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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

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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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Date:



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Trustees' Report

Objects of Charity

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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.

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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:



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BALANCE SHEET As at 31 August 2022

	2022	2022	2021	2021
	£	£	£	£
Current Assets:				
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>	
Current Liabilities:				
Creditors		9,808.98		7,746.48
		<u>£43,642.06</u>		<u>£33,930.98</u>
Funds:				
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
Incoming Resources:				
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
Ed Support Talks:				
Neuro Ninja	-		-	
Digital Awareness	-		-	
	<u>54,475.28</u>			<u>16,609.37</u>
Investment Income:				
Bank interest	20.22			0.47
	<u>54,495.50</u>			<u>16,609.84</u>
Resources Expended:				
Fund Raising Expenses:				
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>
Ed Support Talks				
Neuro Ninja	-		243.67	
Digital Awareness	-		-	243.67
	<u>19,599.10</u>			<u>13,009.62</u>
Charitable Activities Grants.				
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

Parents' Association

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STATEMENT OF FINANCIAL ACTIVITIES For the Year Ended 31 August 2022 continued

	2022 £	2022 £	2021 £	2021 £
	General Unrestricted Funds	Designated Fund Sinking Fund		Total
b/fwd.	19,599.10	-		11,868.81
Performing Arts - Grease Rights	-	-	2,014.00	
Science - Hofmann's Voltmeter & Electrodes & Stand	-	-	198.96	
Art - Display screen	-	-	1,600.00	
Art - Gallery space and display area	920.00	-	-	
Pupil Art Displays	950.00	-	-	
The Queens Hall/Art Displays	1,280.40	-	-	
Re-mesh silk screens	832.35	-	-	
Art installation	733.00	-	-	
Cranbrook Circus Club	500.00	-	-	
Department visualiser	-	-	-	
Screen Printing	-	-	384.00	
PHSE - Student counselling	2,500.00	-	900.00	
Mental Health Pastoral care	-	-	2,500.00	
Addiction talk	-	-	200.00	
Drugs and addiction talk	-	-	549.00	
Contraceptive Display kits	-	-	400.00	
English - Andrea Abbott short story competition	350.00	-	183.90	
Communal areas - Improve facilities in Sixth Form centre	-	-	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	639.20	-	350.00	
Face masks for school staff	-	-	799.00	
Chair Plaques	-	-	1,020.00	
Customised Flag	-	-	172.68	
Digimap subscription	-	-	979.19	
QHT Live Streaming capability	-	-	159.00	
Head torches	150.00	-	1,800.00	
Spanish Show	400.00	-	-	
Grant not used 2018-19	-	-	-	
Grant not used 2019-20	-	-	(4,082.93)	
Grant not used 2020-21	(995.45)	-	(2,711.68)	
	<u>(538.85)</u>	7,720.65	<u>-</u>	12,024.31
Charitable Activities: Support Costs				
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
Governance Costs				
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		<u>43,642.06</u>		<u>33,930.98</u>



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.