

Trustees' Annual Report for the period

From 01.01.2023 to 31.12.2023

Charity name: Bourn School Association

Charity registration number: 1128715

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para. 1.17	The Bourn School Association is made up of parents, carers and teachers who meet regularly to plan the fundraising and social events that help to build and strengthen links between families, the school and the local community, as well as raising money to provide extra facilities and opportunities for the children.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>This year has seen a number of fundraising events, which have brought together the school as a community, as well as providing vital funds for additional activities and equipment that the school budget cannot stretch to.</p> <p>The regular events which took place this year included a school disco in February, a Mother's Day gift shop in March, an Easter egg hunt in March, a summer fete in July, Bourn to Run in September which is a 10k and 3k race organised for local runners and families including children of the school, a quiz night for parents, Christmas cards and related goods that the children designed themselves for sale to parents, a Christmas gift shop where children can purchase gifts to give to family members that they have chosen themselves and our Christmas extravaganza event Christmas Capers which is held on the first Saturday of December at the school and is attended by the majority of the families attending the school with various fun games, a Christmas café and stalls for the parents to browse. This is in addition to various additional services provided by the BSA such as serving and selling tea, coffee and sometimes offering a</p>

		<p>licensed bar at various school events to boost funds including for example sports day, Christmas performances and school plays. In addition to this the BSA manages a second hand uniform stock where parents can donate uniforms they no longer need and the BSA sells it on as and when needed and via organised sales that take place throughout the year. In addition to this the BSA organises a quarterly bag drop whereby parents can donate bags of unwanted clothes, shoes and bags which are collected by a charity and a donation is received correlating to the weight of the donations.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para.1.18	<p>In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. All events were designed to engage children at the school and their families, to build a community feeling, whilst at the same time providing a material benefit to children at the school.</p>

Additional information (optional)

Contributions made by volunteers	Para 1.38	<p>We are grateful to all the member volunteers who selflessly give their time and energy to organise fundraising events for the school. Many of the experiences children enjoy in school and much of the equipment they have available to use would not be there without these volunteers.</p>
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Each year the BSA contributes a specified amount per class towards the cost of school trips to ensure that all children regardless of financial means can attend. The BSA also provides a substantial donation each year to support the running of the outdoor swimming pool so that the children can have swimming lessons as part of their PE lessons in the</p>

		<p>summer term. This is a facility which is loved and enjoyed by children throughout the school.</p> <p>In addition this year the BSA have provided funding in relation to the specific events and activities organised for the children listed below.</p> <ul style="list-style-type: none"> • Giraffe Statue • Life Bus • Wildlife camera • Science week <p>In addition this year the BSA has provided funding in relation to the following equipment which was needed by the school and could not be met within its budget.</p> <ul style="list-style-type: none"> • Chromebook Trolleys • Swimming pool • Reception class refit
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Cash in the bank as of 31.12.2023 was £14,647.09</p> <p>Cash held by the Treasurer as of 31.12.2023 was £914.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>We would normally aim to hold approximately £3,000 of unrestricted funds in reserve to cover the charity's operational costs for the year as well as unexpected costs for equipment the school might need without notice, for example damaged parts of the building such as steps, doors etc. which need immediate repair for the safety of the children and equipment such as tablets which are vital to the everyday learning of the children but can be broken very easily and need quick replacement.</p>
Amount of reserves held	Para 1.22	£3,000

Reasons for holding zero reserves	Para 1.22	NOT APPLICABLE
Details of fund materially in deficit	Para 1.24	NOT APPLICABLE
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	NOT APPLICABLE

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Constitution adopted in 10.9.2008
How is the charity constituted?	Para 1.25	Unincorporate Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed and reappointed annually at the Annual General Meeting.

Additional information (optional)

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>The current trustees and all members of the BSA committee either have the relevant enhanced DBS checks or are undertaking them at present. They have all read and confirmed to have read the school's child safeguarding policy including the latest KICS guidance.</p> <p>Parent volunteers helping at events where they are not supervising the children directly, or at events where parents are present and responsible for their children, or at events outside school time where parents are present, are not routinely subject to a DBS check. All volunteers who supervise children directly or are organising events within the school within the school day are subject to enhanced DBS checks.</p> <p>All trustees give their time voluntarily and receive no remuneration or other benefits.</p>
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Reference and Administrative details

Charity name	Bourn School Association
Other name the charity uses	NOT APPLICABLE
Registered charity number	1128715
Charity's principal address	Riddy Lane Bourn Cambridge Cambridgeshire CB23 2SP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body entitled to appoint trustee (if any)
1	Catherine Byfield	Chair		
2	Mimi Wheeler	Treasurer		
3	Simone Glennen	Secretary	27.01. - 31.12.	
4	Dee Sturdy	Vice Chair		
5	Louisa Harvey	Committee Member		
6	Phil Canavan	Committee Member	27.01.- 31.12.	
7	Andrew Johnson	Committee Member	27.01.- 31.12.	
8	Lucie Zubrik	Committee Member	27.01.- 31.12.	
9	Jennifer Hayes	Committee Member	01.01 - July2023	
10	Karima Sbitri	Committee Member	01.01 - July2023	

Corporate trustees – names of the directors at the date the report was approved
NOT APPLICABLE

Director name		

Name of trustees holding title to property belonging to the charity
NOT APPLICABLE

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others



Description of the assets held in this capacity	NOT APPLICABLE
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	NOT APPLICABLE
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	NOT APPLICABLE

Declarations

The Trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
Catherine Byfield	Lucie Zubrik

Full name(s)

Position (e.g. Secretary,
Chair, etc)

Date

27.03.2026



Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

Charity Name

BOURN SCHOOL ASSOCIATION

On accounts for the year
ended

01.01.2023 - 31.12.2023

Charity no.:

1128715

Company no.:

Set out on pages

3-6

(remember to include the page numbers of additional sheets)

I report to the charity trustees on my examination of the accounts of the Company for the year ended **31/12/2023**

Responsibilities and
basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent
examiner's statement

~~[The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]] Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

* Please delete the words in the brackets if they do not apply.

DIC

17-4-26

DAVID GARRAD

CIMA
1-4 MVWST

~~31~~ 31 CAXTON END, BOURN, CB23 2SS

Disclosure

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION
FOR ENGLAND AND WALES

BOURN SCHOOL ASSOCIATION

No (if any)

Receipts and payments accounts

CC16a

For the period from	1.1.2023	To	31.12.2023
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fundraising Events	15,021	-	-	15,021	-
Donations	11,026	-	-	11,026	-
Book Bus - Just Giving	5,687	-	-	5,687	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	31,733	-	-	31,733	-

A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	
Total receipts	31,733	-	-	31,733	-

A3 Payments					
Cost of fundraising events	6,593	-	-	6,593	-
Cost of bookkeeping software (Xero)	9	-	-	9	-
Insurance	140	-	-	140	-
Donations to BournCofE Academy - Projects	16,793	-	-	16,793	-

Donations to BournCofE Academy - Justgiving	5,754	-	-	5,754	-
Google Cloud Emea	3	-	-	3	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	29,291	-	-	29,291	-

A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	

Total payments	29,291	-	-	29,291	-
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Net of receipts/(payments)	2,442	-	-	2,442	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	12,205	-	-	12,205	-
Cash funds this year end	14,647	-	-	14,647	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds				
	Cash in hand	914	-	-
		-	-	-
		-	-	-
	Total cash funds	914	-	-

(agree balances with receipts and payments account (s))

Agreement Error OK Restricted funds OK Endowment funds OK

B2 Other monetary assets

Details	to nearest £	to nearest £	to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-



B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Lucie Zubrik	13.3.2026
	Catherine Byfield	13.3.2026