

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees of

Charity Name

Caversham Primary School Association

On accounts for the year ended

31st August 2022

Charity no

1133086

Set out on pages

5 - 12

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

16.03.2023

Name:

Tao Foo

Relevant professional qualification(s) or body (if any):

Director, Treasury Advisory at Deloitte

Address:

1 George Close, Caversham, Reading, RG4 5EW

CAVERSHAM PRIMARY SCHOOL ASSOCIATION ANNUAL REPORT 2021-22



Caversham Primary School Association: Trustees' Annual Report for the year to 31/08/2022

Objectives and Activities

The objective of the Caversham Primary School Association (CPSA) as laid out in its constitution is to raise funds to provide additional facilities and opportunities for the children at Caversham Primary School. It achieves this by raising funds through various fundraising activities and using those funds to make grants to Caversham Primary School to enable it to carry out activities and develop its facilities in ways it would not otherwise be able to do. The trustees meet with the school representatives on a regular basis to review requests for funds and agree target activities for funding.

The charity raises funds by holding a variety of fundraising events, including a Christmas Fair, Summer BBQ, Fun Run, Quiz Nights, cake sales, book sales etc. We have also run schemes to raise funds through the sale of Football and Pantomime tickets and collection of surplus clothing.

The CPSA is entirely dependent upon volunteers for its operations and management. We are enormously grateful to the many parents and carers of children in the school and the staff and others who give their time to help run events.

The trustees have due regard to the Charity Commission guidance on public benefit in planning their charitable activities. The charity provides public benefit by providing direct support to Caversham Primary School in delivering educational opportunities to the pupils that attend the school.

Achievements and Performance

The key projects funded this year were the ongoing lease on the school minibus at a cost of £5,220 and £2,234 on experiential learning days. We also provided £659 of funding for the new Year 1 Outdoor area.

Financial Review

2021/22 was the third, and hopefully final, year impacted by coronavirus restrictions on large gatherings of people. The CPSA were able to organise a Summer BBQ and Fun Run but not the Christmas Fun Day, however we were able to host an online raffle in its place. Income therefore increased to £37,037 (2020/21: £10,801) while costs of fundraising increased to £6,956 (2020/21: £350). Overall, fundraising activities produced a surplus of £30,080 compared to £10,451 in the previous year. Charitable expenditure increased to £8,179 from £7,786. Reserves increased from £16,034 to £37,807.

Key fundraising events in 2021/22 were as follows:

Event	Profit in 2021/22	Profit in 2020/21
Christmas Raffle/Fun Day	£3,985	£3,914
Summer BBQ	£13,863	£0
Fun Run	£2,769	£0
Cake Sales	£610	£0
Pantomime Tickets	£-39	£0
Year 6 Legacy Appeal	£1,951	£1,008
Bridges House Sales	£1,455	£1,741
Uniform Sales	£137	£1,664
Other Events	£5,308	£2,123
Total	£30,080	£10,451

The volunteer team endeavoured to identify new fundraising activities and some of the most successful this year were the Tea Towels which made a profit of £1,849 and the Raisin Challenge which raised £909. The Trustees were very pleased with the level of fundraising that was achieved and hope to continue this upward trend next year with the return of the Christmas Fun Day. Reselling pantomime tickets was not financially successful this year and made a small loss, therefore this activity will not be repeated in 2022/23.

Reserves Policy

The charity holds reserves to ensure that it can continue to finance future fundraising events and to cover the risk of a loss-making event and to cover commitments made to the school. The target level of reserves was £5,000, whereas the actual level of reserves held at the end of the financial year was £37,807. The level of reserves held by the CPSA should be increased to £10,000 as larger events are now occurring more frequently, requiring a larger initial outlay, as well as a significant increase in many costs. The Trustees are in discussion with the senior school staff around ways in which the current excess level of reserves can be spent to support the work of the school.

Risks

The trustees have identified the following as the key risks facing the charity:

- 1) A loss-making fundraising event draining reserves. This is mitigated by having a portfolio of different events and careful financial review to ensure only those events that prove successful are repeated.
- 2) Inability to recruit suitably skilled trustees and volunteers to operate the charity and its activities. This is a key focus area for the trustees to identify future candidates for key roles.
- 3) Financial fraud against the charity. This is mitigated by proportionate financial controls to ensure that funds are safe, including dual authorisation of all payments from the bank account.
- 4)

Structure, Governance and Management

The Caversham Primary School Association is an unincorporated association using the PTA Model Constitution 2016. The charity has a small board of trustees, which oversees the work of the charity. Events are planned and coordinated by subcommittees formed of some trustees and volunteers. The trustees are elected by members of the CPSA at the annual AGM, or co-opted by the other trustees between AGMs. New trustees are provided with copies of the accounts of the charity and the constitution and are briefed on the work of the charity by the other trustees.

CPSA has a close working relationship with Caversham Primary School and their leadership team. We collaborate both on fundraising events (many of which use the school premises) and agreeing the projects to be funded by the CPSA.

Reference and Administrative details

Charity name: Caversham Primary School Association

Other name the charity uses: CPSA

Registered charity number: 1133086

Principal address: Caversham Primary School, Hemdean Road, Caversham, RG4 7RA

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year
Astrid Marker	Chair	
Rachael Parker	Vice Chair	From 1 st September 2021
Richard Wilson	Treasurer	Until AGM, 16 th February 2022
Lindsay Thomas	Treasurer	From AGM, 16 th February 2022
Sarah Ruth Rosewell	Trustee	
Amy Louise Ward	Trustee	
Simone Hookey	Trustee	Until AGM, 16 th February 2022
Hester Kan	Trustee	Until AGM, 16 th February 2022

Signed on behalf of the charity's trustees

Astrid Marker, Chair



22/03/2023





Section A Statement of Financial Activities

	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year funds
	£	£	£	£	£
Incoming resources					
Note 3					
Income and endowments from:					
Donations and legacies	15,747	-	-	15,747	9,432
Charitable activities	-	-	-	-	-
Other trading activities	21,290	-	-	21,290	1,369
Investments	-	-	-	-	-
Separate material item of income	-	-	-	-	-
Other	-	-	-	-	-
Total	37,037	-	-	37,037	10,801
Resources expended					
Note 6					
Expenditure on:					
Raising funds	6,956	-	-	6,956	350
Charitable activities	8,179	-	-	8,179	7,786
Separate material item of expense	-	-	-	-	-
Other	128	-	-	128	123
Total	15,264	-	-	15,264	8,259
Net income/(expenditure) before investment gains/(losses)	21,773	-	-	21,773	2,543
Net gains/(losses) on investments	-	-	-	-	-
Net income/(expenditure)	21,773	-	-	21,773	2,543
Extraordinary items	-	-	-	-	-
Transfers between funds	-	-	-	-	-
Other recognised gains/(losses):					
Gains and losses on revaluation of fixed assets for the charity's own use	-	-	-	-	-
Other gains/(losses)	-	-	-	-	-
Net movement in funds	21,773	-	-	21,773	2,543
Reconciliation of funds:					
Total funds brought forward	16,034	-	-	16,034	13,491
Total funds carried forward	37,807	-	-	37,807	16,034

Section B Balance sheet

		Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
Fixed assets						
Tangible assets	Note 14	-	-	-	-	-
Intangible assets	Note 15	-	-	-	-	-
Heritage assets	Note 16	-	-	-	-	-
Investments	Note 17	-	-	-	-	-
Total fixed assets		-	-	-	-	-
Current assets						
Stocks	Note 18	-	-	-	-	-
Debtors	Note 19	-	-	-	-	-
Investments	Note 17	-	-	-	-	-
Cash at bank and in hand	Note 24	37,807	-	-	37,807	17,646
Total current assets		37,807	-	-	37,807	17,646
Creditors: amounts falling due within one year	Note 20	-	-	-	-	1,612
Net current assets/(liabilities)		37,807	-	-	37,807	16,034
Total assets less current liabilities		37,807	-	-	37,807	16,034
Creditors: amounts falling due after one year	Note 20	-	-	-	-	-
Provisions for liabilities		-	-	-	-	-
Total net assets or liabilities		37,807	-	-	37,807	16,034
Funds of the Charity						
Endowment funds	Note 27	-	-	-	-	-
Restricted income funds	Note 27	-	-	-	-	-
Unrestricted funds		37,807	-	-	37,807	16,034
Total funds		37,807	-	-	37,807	16,034

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

	Print Name	Date of approval dd/mm/yyyy
	Astrid Marker	22/03/23
	Lindsay Thomas	22/03/23

Note 1 Basis of preparation**1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

1.2 Going concern

The Trustees of the Charity consider it to be a going concern and accounts have been prepared on this basis.

Note 2 Accounting policies**2.1 INCOME****Recognition of income**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Grants and donations

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).

Legacies

Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Government grants

The charity has received no government grants in the reporting period

Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Contractual income and performance related grants

This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

Donated goods

Donated goods are included in the SOFA only when the value is material to the event they support or the charity

Donated services and facilities

Donated services and facilities are included in the SOFA only when the value is material to the event they support

Support costs

The charity has incurred expenditure on support costs.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Income from interest, royalties and dividends

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

Settlement of insurance claims

Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP) and are included as an item of other income in the SoFA.

Investment gains and losses

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

Note 2 Accounting policies

2.2 EXPENDITURE AND LIABILITIES

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Governance and support costs

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.

Redundancy cost

The charity made no redundancy payments during the reporting period.

Deferred income

No material item of deferred income has been included in the accounts.

Creditors

The charity recognises creditors which are measured at settlement amounts less any trade discounts

Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date

Basic financial instruments

The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.

2.3 ASSETS

Tangible fixed assets for use by charity

The charity holds no tangible fixed assets

Intangible fixed assets

The charity holds no intangible fixed assets

Heritage assets

The charity has no heritage assets

Investments

The charity holds no investments

Stocks and work in progress

The charity holds no stocks or work in progress

Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Current asset investments

The charity has no current asset investments.

Note 3 Analysis of income

	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year
	£	£	£	£	£
Donations and legacies:					
Donations and gifts	15,747	-	-	15,747	9,432
Gift Aid	-	-	-	-	-
Total	15,747	-	-	15,747	9,432
Other trading activities:					
Bag2School	-	-	-	-	-
Summer BBQ	11,562	-	-	11,562	-
Cake Sales	604	-	-	604	-
Christmas Fun Day	-	-	-	-	-
Christmas secrets room	-	-	-	-	-
Halloween Craft	-	-	-	-	-
Amazon Smile	-	-	-	-	-
Easy Fundraising	-	-	-	-	169
Football tickets	-	-	-	-	123
Fun Run	1,550	-	-	1,550	214
Book Sales	-	-	-	-	-
Mother's Day Secrets Room	-	-	-	-	-
Panto Tickets	-	-	-	-	50
Quiz Nights	882	-	-	882	-
Reception Evening Social	-	-	-	-	-
School Discos	134	-	-	134	-
Sports Day	327	-	-	327	-
Uniform Sales	-	-	-	-	-
Christmas Social	-	-	-	-	-
Scavenger Hunt	-	-	-	-	572
Facemask Sales	-	-	-	-	242
Raisin Challenge	969	-	-	969	-
Tea Towels	3,249	-	-	3,249	-
Christmas Raffle	1,993	-	-	1,993	-
Virtual Panto	21	-	-	21	-
Rave4School	-	-	-	-	-
Total	21,290	-	-	21,290	1,369
TOTAL INCOME	37,037	-	-	37,037	10,801

Other information:

All income in the prior year was unrestricted

Note 4 Analysis of receipts of government grants

The charity received no government grants in the current year or prior year

Note 5 Donated goods, facilities and services

No donated goods, facilities or services are recognised within the accounts

All of the CPSA's events are organised and staffed by unpaid volunteers. Some fundraising events involve raising funds through the sale of donated goods, but these are not considered material.

Note 6 Analysis of expenditure

Analysis	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year
	£	£	£	£	£
Expenditure on raising funds:					
Staging fundraising events	6,956	-	-	6,956	350
Total expenditure on raising funds	6,956	-	-	6,956	350
Expenditure on charitable activities					
Christmas Class Parties	20	-	-	20	-
Learning days	2,234	-	-	2,234	-
Mini Bus	5,220	-	-	5,220	6,120
Year 6 Dictionaries	-	-	-	-	120
School IT spend	-	-	-	-	-
SmartScreens Upgrade	-	-	-	-	-
Year 6 Legacy Appeal	-	-	-	-	-
Year 1 Outdoor Area	659	-	-	659	1,492
School Misc	46	-	-	46	54
Total expenditure on charitable activities	8,179	-	-	8,179	7,786
Other					
Overheads	128	-	-	128	123
Total other expenditure	128	-	-	128	123
TOTAL EXPENDITURE	15,264	-	-	15,264	8,259

Other information:

All expenditure on charitable activities was in the form of grants to Caversham Primary School for specific projects

Note 7 Extraordinary items

There were no extraordinary items in the current year or prior year

Note 8 Funds received as agent

The charity received no funds as an agent

Note 9 Support Costs

The only costs that were not directly related to fundraising events or charitable activities are disclosed under other costs in the Statement of Financial Activities

Note 10 Details of certain items of expenditure

There were no fees paid to the Independent examiner for reviewing the accounts or for any other services.

Note 11 Paid employees

The charity had no paid employees in the period

Note 12 Pension Schemes

The charity is not a participating employer in any pension schemes

Note 13 Grantmaking

	Grants to institutions	Grants to individuals	Support costs	Total
	£	£	£	£
Mini Bus	5,220	-	-	-
Year 6 Dictionaries	-	-	-	-
Year 1 Outdoor Area	659	-	-	-
School Misc	46	-	-	-
Total	5,925	-	-	-

All grants were made to the Caversham Primary School to support the specific projects mentioned

Note 14 Tangible fixed assets

The charity holds no Tangible fixed assets

Note 15 Intangible assets

The charity holds no Intangible fixed assets

Note 16 Heritage assets

The Charity has no heritage assets

Note 17 Investment assets

The charity holds no investment assets

Note 18 Stocks

The charity holds no material stocks

Note 19 Debtors and prepayments

19.1 Analysis of debtors	This year	Last year
Trade debtors	-	-
Prepayments	-	-
Accrued income	-	-
Total	-	-

Note 20 Creditors and accruals
20.1 Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year (£)	Last year (£)	This year (£)	Last year (£)
Trade creditors	-	1,612	-	-
Accruals and deferred income	-	-	-	-
Total	-	1,612	-	-

20.2 Deferred income

Movement in deferred income account	This year (£)	Last year (£)
Balance at the start of the reporting period	-	-
Amounts added in current period	-	-
Amounts released to income from previous periods	-	-
Balance at the end of the reporting period	-	-

Note 21 Provisions for liabilities and charges

The charity has no provisions for liabilities and charges

Note 22 Other disclosures for debtors, creditors and other basic financial instruments

The charity makes no use of financial instruments, has no loans and has not offered any assets as security for a loan

Note 23 Contingent liabilities and contingent assets

The charity has no contingent assets or liabilities

Note 24 Cash at bank and in hand

	This year (£)	Last year (£)
Current Account	37,807	17,646
Total	37,807	17,646

Note 25 Fair value of assets and liabilities

There have been no fair value adjustments to the value of the charities assets or liabilities

Note 26 Events after the end of the reporting period

There have been no material events after the end of the reporting period

Section C Notes to the accounts (cont)

Note 27 Charity funds

27.1 Details of material funds held and movements during the CURRENT reporting period

* Key: PE - permanent endowment funds; EE - expendable endowment funds; R - restricted income funds, including special trusts, of the charity; and UR - unrestricted funds

Fund names	Type PE, EE R or UR *	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
Unres- tricted Fund	UR	Provision of additional facilities and opportunities for the children at Caversham Primary School.	16,034	37,037	(15,264)	-	-	37,807
Total Funds			16,034	37,037	(15,264)	-	-	37,807

27.2 Details of material funds held and movements during the PREVIOUS reporting period

Fund names	Type PE, EE R or UR *	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
Unres- tricted nd	UR	Provision of additional facilities and opportunities for the children at Caversham Primary School.	13,491	10,801	(8,259)	-	-	16,034
Total Funds			13,491	10,801	(8,259)	-	-	16,034

27.3 Designated funds

The charity holds no designated funds

Note 28 Transactions with trustees and related parties

28.1 Trustee remuneration and benefits

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity

28.2 Trustees' expenses

Type of expenses reimbursed

	This year £	Last year £
Travel	-	-
Subsistence	-	-
Accommodation	-	-
Supplies and costs in relation to fundraising events	4,771	2,401
TOTAL	4,771	2,401

4 trustees were reimbursed for expenses paid by the charity

28.3 Transaction(s) with related parties

There have been no related party transactions in the reporting period