

CAVERSHAM PRIMARY  
SCHOOL ASSOCIATION  
ANNUAL REPORT 2024-25





## **Caversham Primary School Association: Trustees' Annual Report for the year to 31/08/2025**

### **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, clothes and uniform sales etc.

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**

This year the CPSA's main spend was £9,734 on new teaching equipment for Caversham Primary School. Other key projects funded this year were the ongoing lease on the school minibus at a cost of £5,220 and £2,646 on experiential learning days. We also provided smaller amounts of funding for class parties, dictionaries for the Year 6 leavers and other smaller items to benefit the pupils.

### **Financial Review**

2024/25 was once again a very successful year for the CPSA event organisers with all three key events (Summer BBQ, Christmas Fayre and Fun Run) being a great success. As done every year, the school leadership team was encouraged to utilise the significant reserves built up during the previous year – with over £18k of Charitable Expenditure in 2024/25, resulting in many beneficial experiences and new items for the pupils. However, with a longer term plan to replace playground equipment in 2025/26 (estimated to be in the region of £30k), it has been decided to hold a proportion of these reserves to cover this much needed replacement in the coming year.

Our income for 2024-25 was £29,203, a slight decrease on the previous year's £32,066 which can be attributed to a reduction in donations (matched funding, etc) and no wine tasting event slightly offset by increased fundraising income from the Summer BBQ event. Overall, fundraising activities produced a surplus of £22,521 compared to £22,784 in the previous year. Charitable expenditure decreased compared to prior year (as per above, funds are being saved for significant expenditure required in 2025/26 for which new school playground equipment has been identified); however, we were delighted to spend £18,568 on improvements for Caversham Primary School in the year. Our reserves therefore have increased from £39,841 to £43,632 at the end of the financial year.

Key fundraising events in 2024/25 were as follows:

Event	Profit in 2024/25	Profit in 2023/24
Christmas Fun Day (including raffle)	£5,859	£5,585
Summer BBQ	£8,110	£4,703
Fun Run	£1,342	£2,272
Cake Sales	£638	£603
Quiz Night	£432	£739
Year 6 Legacy Appeal	£989	£1,233
Bridges House Sales	£731	£0
Uniform Sales	£754	£1,085
MUGA Appeal	£0	£500
EasyFundraising	£595	£1,494
Raisin Challenge	£302	£596
Other Events	£2,769	£3,976
<b>Total</b>	<b>£22,521</b>	<b>£22,784</b>

### 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 is currently £10,000 as the three main events require a large initial outlay. The Trustees remain 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 and ensuring Cash is deposited at the bank in a timely manner after any fundraising event.

### 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

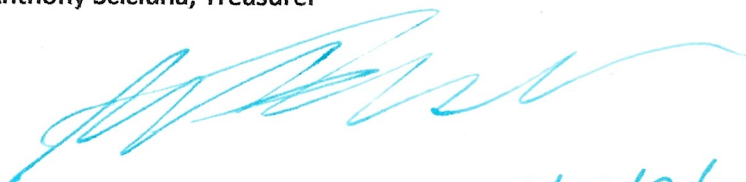
**Names of the charity trustees who manage the charity**

Trustee name	Office (if any)	Dates acted if not for whole year
Joanna Hendrikx	Chair	
Anthony Scicluna	Treasurer	
Juliano Bako	Assistant Treasurer	
Sarah Megilley	Trustee	
Becky Walshaw	Trustee	

} ALL 29/01/2025

**Signed on behalf of the charity's trustees**

Anthony Scicluna, Treasurer



25/01/26







Section A Statement of Financial Activities

		Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year funds
		£	£	£	£	£
<b>Incoming resources</b>	Note 3					
Income and endowments from:						
Donations and legacies		6,330	-	-	6,330	8,669
Charitable activities		-	-	-	-	-
Other trading activities		22,873	-	-	22,873	23,397
Investments		-	-	-	-	-
Separate material item of income		-	-	-	-	-
Other		-	-	-	-	-
<b>Total</b>		<b>29,203</b>	<b>-</b>	<b>-</b>	<b>29,203</b>	<b>32,066</b>
<b>Resources expended</b>	Note 6					
Expenditure on:						
Raising funds		6,682	-	-	6,682	9,282
Charitable activities		18,568	-	-	18,568	42,606
Separate material item of expense		-	-	-	-	-
Other		162	-	-	162	153
<b>Total</b>		<b>25,412</b>	<b>-</b>	<b>-</b>	<b>25,412</b>	<b>52,041</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>		<b>3,791</b>	<b>-</b>	<b>-</b>	<b>3,791</b>	
Net gains/(losses) on investments		-	-	-	-	-
<b>Net income/(expenditure)</b>		<b>3,791</b>	<b>-</b>	<b>-</b>	<b>3,791</b>	
Extraordinary items	Note 7	-	-	-	-	-
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other recognised gains/(losses):</b>						
Gains and losses on revaluation of fixed assets for the charity's own use		-	-	-	-	-
Other gains/(losses)		-	-	-	-	-
<b>Net movement in funds</b>		<b>3,791</b>	<b>-</b>	<b>-</b>	<b>3,791</b>	
<b>Reconciliation of funds:</b>						
Total funds brought forward		39,841	-	-	39,841	59,816
<b>Total funds carried forward</b>		<b>43,632</b>	<b>-</b>	<b>-</b>	<b>43,632</b>	<b>39,841</b>

## Section B Balance sheet

		Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
<b>Fixed assets</b>						
Tangible assets	Note 14	-	-	-	-	-
Intangible assets	Note 15	-	-	-	-	-
Heritage assets	Note 16	-	-	-	-	-
Investments	Note 17	-	-	-	-	-
<b>Total fixed assets</b>		-	-	-	-	-
<b>Current assets</b>						
Stocks	Note 18	-	-	-	-	-
Debtors	Note 19	-	-	-	-	-
Investments	Note 17	-	-	-	-	-
Cash at bank and in hand	Note 24	46,181	-	-	46,181	39,841
<b>Total current assets</b>		46,181	-	-	46,181	39,841
<b>Creditors: amounts falling due within one year</b>	Note 20	2,549	-	-	2,549	-
<b>Net current assets/(liabilities)</b>		43,632	-	-	43,632	39,841
<b>Total assets less current liabilities</b>		43,632	-	-	43,632	39,841
<b>Creditors: amounts falling due after one year</b>	Note 20	-	-	-	-	-
<b>Provisions for liabilities</b>		-	-	-	-	-
<b>Total net assets or liabilities</b>		43,632	-	-	43,632	39,841
<b>Funds of the Charity</b>						
Endowment funds	Note 27	-	-	-	-	-
Restricted income funds	Note 27	-	-	-	-	-
Unrestricted funds		43,632	-	-	43,632	39,841
<b>Total funds</b>		43,632	-	-	43,632	39,841

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

	Print Name	Date of approval dd/mm/yyyy
	Joanna Hendrikx	25/1/26
	Anthony Scicluna	25/01/26



**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). 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

**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

**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
	£	£	£	£	£
<b>Donations and legacies:</b>					
Donations and gifts	6,330	-	-	6,330	8,669
Gift Aid	-	-	-	-	-
<b>Total</b>	<b>6,330</b>	<b>-</b>	<b>-</b>	<b>6,330</b>	<b>8,669</b>
<b>Other trading activities:</b>					
Wine Tasting	-	-	-	-	1,174
Summer BBQ	11,008	-	-	11,008	8,316
Cake Sales	638	-	-	638	603
Christmas Fun Day	6,311	-	-	6,311	6,317
Christmas Baubles	-	-	-	-	207
Halloween Craft	-	-	-	-	-
Amazon Smile	-	-	-	-	-
Easy Fundraising	-	-	-	-	-
Football tickets	-	-	-	-	-
Fun Run	1,211	-	-	1,211	1,854
Ice Lolly Sales	233	-	-	233	140
Book Sales	-	-	-	-	-
MUGA Appeal	-	-	-	-	-
Artology Social	-	-	-	-	2
Quiz Nights	833	-	-	833	1,232
Reception Evening Social	166	-	-	166	182
School Discos	-	-	-	-	-
Sports Day	-	-	-	-	-
Uniform Sales	-	-	-	-	682
Christmas Social	-	-	-	-	-
Scavenger Hunt	-	-	-	-	-
Facemask Sales	-	-	-	-	-
Raisin Challenge	302	-	-	302	641
Tea Towels	-	-	-	-	-
Christmas Raffle	1,601	-	-	1,601	1,575
Preloved Clothing Sale	415	-	-	415	475
Other Income	155	-	-	155	-
Rave4School	-	-	-	-	-
<b>Total</b>	<b>22,873</b>	<b>-</b>	<b>-</b>	<b>22,873</b>	<b>23,397</b>
<b>TOTAL INCOME</b>	<b>29,203</b>	<b>-</b>	<b>-</b>	<b>29,203</b>	<b>32,066</b>

**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
	£	£	£	£	£
<b>Expenditure on raising funds:</b>					
Staging fundraising events	6,682	-	-	6,682	9,282
<b>Total expenditure on raising funds</b>	<b>6,682</b>	<b>-</b>	<b>-</b>	<b>6,682</b>	<b>9,282</b>
<b>Expenditure on charitable activities</b>					
Christmas Class Parties	553	-	-	553	188
Learning days	2,646	-	-	2,646	4,926
Mini Bus	5,220	-	-	5,220	5,220
Year 6 Dictionaries	150	-	-	150	108
Drinks Improvements	-	-	-	-	559
Bunting	-	-	-	-	-
King's Coronation gifts	-	-	-	-	-
Frozen Friday	10	-	-	10	119
Memorial Clock	-	-	-	-	1,272
Staff gifts	98	-	-	98	483
Year Group £250	157	-	-	157	923
Teaching Equipment	9,734	-	-	9,734	27,724
Y6 Legacy	-	-	-	-	461
MUGA Build	-	-	-	-	642
<b>Total expenditure on charitable activities</b>	<b>18,568</b>	<b>-</b>	<b>-</b>	<b>18,568</b>	<b>42,606</b>
<b>Other</b>					
Overheads	162	-	-	162	153
<b>Total other expenditure</b>	<b>162</b>	<b>-</b>	<b>-</b>	<b>162</b>	<b>153</b>
<b>TOTAL EXPENDITURE</b>	<b>25,412</b>	<b>-</b>	<b>-</b>	<b>25,412</b>	<b>52,041</b>

## 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 The charity received no funds as an agent

The only costs that were not directly related to fundraising events or charitable activities are disclosed under other costs in the  
Note 9 : Statement of Financial Activities

Note 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  
Grant making

	Grants to institutions	Grants to individuals	Support costs	Total
	£	£	£	£
Mini Bus	5,220	-	-	-
Year 6 Dictionaries	150	-	-	-
Year 1 Outdoor Area	-	-	-	-
School Misc	-	-	-	-
<b>Total</b>	<b>5,370</b>	<b>-</b>	<b>-</b>	<b>-</b>

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



**Section C Notes to the accounts (cont)****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	-	-
<b>Total</b>	-	-

**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	2,549	-	-	-
Accruals and deferred income	-	-	-	-
<b>Total</b>	<b>2,549</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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	-	-
<b>Balance at the end of the reporting period</b>	<b>-</b>	<b>-</b>

**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 (£)
Cash in hand	7,668	-
Current Account	38,513	39,841
<b>Total</b>	<b>46,181</b>	<b>39,841</b>

**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 - expendible 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.	39,841	29,203		-	-	43,632
<b>Total Funds</b>			<b>39,841</b>	<b>29,203</b>		<b>-</b>	<b>-</b>	<b>43,632</b>

#### 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 Fund	UR	Provision of additional facilities and opportunities for the children at Caversham Primary School.	59,816	32,066		-	-	39,841
<b>Total Funds</b>			<b>59,816</b>	<b>32,066</b>		<b>-</b>	<b>-</b>	<b>39,841</b>

#### 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	1,361	6,538
<b>TOTAL</b>	<b>1,361</b>	<b>6,538</b>

5 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





Section A

Independent Examiner's Report

**Report to the trustees**

Charity Name

Caversham Primary School Association

**On accounts for the year  
ended**

31<sup>st</sup> August 2025

**Charity no  
(if any)**

1133086

**Set out on pages**

5 to 12

*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2025.

**Responsibilities and  
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 no concerns and 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:**

*G. M. Fletcher*

**Date:**

26/1/26

**Name:**

Graham Fletcher

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

ACMA CGMA, Chartered Institute of Management Accountants

**Address:**

1 St Andrews Road, Caversham, Reading, Berkshire, RG4 7PH



CAVERSHAM PRIMARY  
SCHOOL ASSOCIATION  
ANNUAL REPORT 2024-25





## **Caversham Primary School Association: Trustees' Annual Report for the year to 31/08/2025**

### **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, clothes and uniform sales etc.

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**

This year the CPSA's main spend was £9,734 on new teaching equipment for Caversham Primary School. Other key projects funded this year were the ongoing lease on the school minibus at a cost of £5,220 and £2,646 on experiential learning days. We also provided smaller amounts of funding for class parties, dictionaries for the Year 6 leavers and other smaller items to benefit the pupils.

### **Financial Review**

2024/25 was once again a very successful year for the CPSA event organisers with all three key events (Summer BBQ, Christmas Fayre and Fun Run) being a great success. As done every year, the school leadership team was encouraged to utilise the significant reserves built up during the previous year – with over £18k of Charitable Expenditure in 2024/25, resulting in many beneficial experiences and new items for the pupils. However, with a longer term plan to replace playground equipment in 2025/26 (estimated to be in the region of £30k), it has been decided to hold a proportion of these reserves to cover this much needed replacement in the coming year.

Our income for 2024-25 was £29,203, a slight decrease on the previous year's £32,066 which can be attributed to a reduction in donations (matched funding, etc) and no wine tasting event slightly offset by increased fundraising income from the Summer BBQ event. Overall, fundraising activities produced a surplus of £22,521 compared to £22,784 in the previous year. Charitable expenditure decreased compared to prior year (as per above, funds are being saved for significant expenditure required in 2025/26 for which new school playground equipment has been identified); however, we were delighted to spend £18,568 on improvements for Caversham Primary School in the year. Our reserves therefore have increased from £39,841 to £43,632 at the end of the financial year.

Key fundraising events in 2024/25 were as follows:

Event	Profit in 2024/25	Profit in 2023/24
Christmas Fun Day (including raffle)	£5,859	£5,585
Summer BBQ	£8,110	£4,703
Fun Run	£1,342	£2,272
Cake Sales	£638	£603
Quiz Night	£432	£739
Year 6 Legacy Appeal	£989	£1,233
Bridges House Sales	£731	£0
Uniform Sales	£754	£1,085
MUGA Appeal	£0	£500
EasyFundraising	£595	£1,494
Raisin Challenge	£302	£596
Other Events	£2,769	£3,976
<b>Total</b>	<b>£22,521</b>	<b>£22,784</b>

### 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 is currently £10,000 as the three main events require a large initial outlay. The Trustees remain 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 and ensuring Cash is deposited at the bank in a timely manner after any fundraising event.

### 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

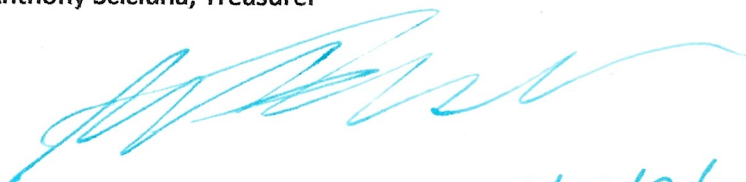
**Names of the charity trustees who manage the charity**

Trustee name	Office (if any)	Dates acted if not for whole year
Joanna Hendrikx	Chair	
Anthony Scicluna	Treasurer	
Juliano Bako	Assistant Treasurer	
Sarah Megilley	Trustee	
Becky Walshaw	Trustee	

} ALL 29/01/2025

**Signed on behalf of the charity's trustees**

Anthony Scicluna, Treasurer



25/01/26







Section A Statement of Financial Activities

		Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year funds
		£	£	£	£	£
<b>Incoming resources</b>	Note 3					
Income and endowments from:						
Donations and legacies		6,330	-	-	6,330	8,669
Charitable activities		-	-	-	-	-
Other trading activities		22,873	-	-	22,873	23,397
Investments		-	-	-	-	-
Separate material item of income		-	-	-	-	-
Other		-	-	-	-	-
<b>Total</b>		<b>29,203</b>	<b>-</b>	<b>-</b>	<b>29,203</b>	<b>32,066</b>
<b>Resources expended</b>	Note 6					
Expenditure on:						
Raising funds		6,682	-	-	6,682	9,282
Charitable activities		18,568	-	-	18,568	42,606
Separate material item of expense		-	-	-	-	-
Other		162	-	-	162	153
<b>Total</b>		<b>25,412</b>	<b>-</b>	<b>-</b>	<b>25,412</b>	<b>52,041</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>		<b>3,791</b>	<b>-</b>	<b>-</b>	<b>3,791</b>	
Net gains/(losses) on investments		-	-	-	-	-
<b>Net income/(expenditure)</b>		<b>3,791</b>	<b>-</b>	<b>-</b>	<b>3,791</b>	
Extraordinary items	Note 7	-	-	-	-	-
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other recognised gains/(losses):</b>						
Gains and losses on revaluation of fixed assets for the charity's own use		-	-	-	-	-
Other gains/(losses)		-	-	-	-	-
<b>Net movement in funds</b>		<b>3,791</b>	<b>-</b>	<b>-</b>	<b>3,791</b>	
<b>Reconciliation of funds:</b>						
Total funds brought forward		39,841	-	-	39,841	59,816
<b>Total funds carried forward</b>		<b>43,632</b>	<b>-</b>	<b>-</b>	<b>43,632</b>	<b>39,841</b>

## Section B Balance sheet

		Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
<b>Fixed assets</b>						
Tangible assets	Note 14	-	-	-	-	-
Intangible assets	Note 15	-	-	-	-	-
Heritage assets	Note 16	-	-	-	-	-
Investments	Note 17	-	-	-	-	-
<b>Total fixed assets</b>		-	-	-	-	-
<b>Current assets</b>						
Stocks	Note 18	-	-	-	-	-
Debtors	Note 19	-	-	-	-	-
Investments	Note 17	-	-	-	-	-
Cash at bank and in hand	Note 24	46,181	-	-	46,181	39,841
<b>Total current assets</b>		46,181	-	-	46,181	39,841
<b>Creditors: amounts falling due within one year</b>	Note 20	2,549	-	-	2,549	-
<b>Net current assets/(liabilities)</b>		43,632	-	-	43,632	39,841
<b>Total assets less current liabilities</b>		43,632	-	-	43,632	39,841
<b>Creditors: amounts falling due after one year</b>	Note 20	-	-	-	-	-
<b>Provisions for liabilities</b>		-	-	-	-	-
<b>Total net assets or liabilities</b>		43,632	-	-	43,632	39,841
<b>Funds of the Charity</b>						
Endowment funds	Note 27	-	-	-	-	-
Restricted income funds	Note 27	-	-	-	-	-
Unrestricted funds		43,632	-	-	43,632	39,841
<b>Total funds</b>		43,632	-	-	43,632	39,841

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

	Print Name	Date of approval dd/mm/yyyy
	Joanna Hendrikx	25/11/26
	Anthony Scicluna	25/01/26

**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). 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

**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

**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
	£	£	£	£	£
<b>Donations and legacies:</b>					
Donations and gifts	6,330	-	-	6,330	8,669
Gift Aid	-	-	-	-	-
<b>Total</b>	<b>6,330</b>	<b>-</b>	<b>-</b>	<b>6,330</b>	<b>8,669</b>
<b>Other trading activities:</b>					
Wine Tasting	-	-	-	-	1,174
Summer BBQ	11,008	-	-	11,008	8,316
Cake Sales	638	-	-	638	603
Christmas Fun Day	6,311	-	-	6,311	6,317
Christmas Baubles	-	-	-	-	207
Halloween Craft	-	-	-	-	-
Amazon Smile	-	-	-	-	-
Easy Fundraising	-	-	-	-	-
Football tickets	-	-	-	-	-
Fun Run	1,211	-	-	1,211	1,854
Ice Lolly Sales	233	-	-	233	140
Book Sales	-	-	-	-	-
MUGA Appeal	-	-	-	-	-
Artology Social	-	-	-	-	2
Quiz Nights	833	-	-	833	1,232
Reception Evening Social	166	-	-	166	182
School Discos	-	-	-	-	-
Sports Day	-	-	-	-	-
Uniform Sales	-	-	-	-	682
Christmas Social	-	-	-	-	-
Scavenger Hunt	-	-	-	-	-
Facemask Sales	-	-	-	-	-
Raisin Challenge	302	-	-	302	641
Tea Towels	-	-	-	-	-
Christmas Raffle	1,601	-	-	1,601	1,575
Preloved Clothing Sale	415	-	-	415	475
Other Income	155	-	-	155	-
Rave4School	-	-	-	-	-
<b>Total</b>	<b>22,873</b>	<b>-</b>	<b>-</b>	<b>22,873</b>	<b>23,397</b>
<b>TOTAL INCOME</b>	<b>29,203</b>	<b>-</b>	<b>-</b>	<b>29,203</b>	<b>32,066</b>

**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
	£	£	£	£	£
<b>Expenditure on raising funds:</b>					
Staging fundraising events	6,682	-	-	6,682	9,282
<b>Total expenditure on raising funds</b>	<b>6,682</b>	<b>-</b>	<b>-</b>	<b>6,682</b>	<b>9,282</b>
<b>Expenditure on charitable activities</b>					
Christmas Class Parties	553	-	-	553	188
Learning days	2,646	-	-	2,646	4,926
Mini Bus	5,220	-	-	5,220	5,220
Year 6 Dictionaries	150	-	-	150	108
Drinks Improvements	-	-	-	-	559
Bunting	-	-	-	-	-
King's Coronation gifts	-	-	-	-	-
Frozen Friday	10	-	-	10	119
Memorial Clock	-	-	-	-	1,272
Staff gifts	98	-	-	98	483
Year Group £250	157	-	-	157	923
Teaching Equipment	9,734	-	-	9,734	27,724
Y6 Legacy	-	-	-	-	461
MUGA Build	-	-	-	-	642
<b>Total expenditure on charitable activities</b>	<b>18,568</b>	<b>-</b>	<b>-</b>	<b>18,568</b>	<b>42,606</b>
<b>Other</b>					
Overheads	162	-	-	162	153
<b>Total other expenditure</b>	<b>162</b>	<b>-</b>	<b>-</b>	<b>162</b>	<b>153</b>
<b>TOTAL EXPENDITURE</b>	<b>25,412</b>	<b>-</b>	<b>-</b>	<b>25,412</b>	<b>52,041</b>

**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** The charity received no funds as an agent

The only costs that were not directly related to fundraising events or charitable activities are disclosed under other costs in the **Note 9 : Statement of Financial Activities**

**Note** 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  
Grant making**

	Grants to institutions	Grants to individuals	Support costs	Total
	£	£	£	£
Mini Bus	5,220	-	-	-
Year 6 Dictionaries	150	-	-	-
Year 1 Outdoor Area	-	-	-	-
School Misc	-	-	-	-
<b>Total</b>	<b>5,370</b>	<b>-</b>	<b>-</b>	<b>-</b>

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



**Section C Notes to the accounts (cont)****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	-	-
<b>Total</b>	-	-

**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	2,549	-	-	-
Accruals and deferred income	-	-	-	-
<b>Total</b>	<b>2,549</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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	-	-
<b>Balance at the end of the reporting period</b>	<b>-</b>	<b>-</b>

**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 (£)
Cash in hand	7,668	-
Current Account	38,513	39,841
<b>Total</b>	<b>46,181</b>	<b>39,841</b>

**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 - expendible 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.	39,841	29,203		-	-	43,632
<b>Total Funds</b>			<b>39,841</b>	<b>29,203</b>		<b>-</b>	<b>-</b>	<b>43,632</b>

#### 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 Fund	UR	Provision of additional facilities and opportunities for the children at Caversham Primary School.	59,816	32,066		-	-	39,841
<b>Total Funds</b>			<b>59,816</b>	<b>32,066</b>		<b>-</b>	<b>-</b>	<b>39,841</b>

#### 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	1,361	6,538
<b>TOTAL</b>	<b>1,361</b>	<b>6,538</b>

5 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