

**Chartridge School Association**  
**Registered Charity Number: 1166267**

**Trustees' Annual Report for the year ended**  
**31 August 2024**

**Principal Office:** c/o Chartridge Combined School  
Cogdells Lane,  
Chartridge,  
Chesham, Buckinghamshire  
HP5 2TW

**Trustees:** Chairperson: Laura Correia  
Vice Chairperson: Candice Channing Williams,  
Julia Emma Gaine  
Co Secretary: Gemma Jane Banks, Riki Marie Birkett,  
Josefina Beatriz Laurel Harper  
Treasurer: Jennifer Jackson,  
Ketankumar Patel

**Report of the trustees for the year ended 31 August 2024**

The Trustees present their annual report and financial statements of the charity for the year ended 31 August 2024. The financial statements have been prepared on a receipts and payments basis and comply with the charity's governing document and the Charities Act 2011.

**Structure, Governance and Management**

The charity is an unincorporated association constituted under a governing document adopted by the charity's members at an extraordinary general meeting on 4 March 2016.

The members include the parents, guardians or carers of any pupil currently attending Chartridge Combined School, Chesham as well as the teaching and non-teaching staff currently employed by the school.

Under the constitution the Trustees are persons elected as committee members of the governing body at the annual general meeting. Additional Trustees may be co-opted by the trustees at any time. The Trustees' term of office is one year. Retiring Trustees may seek re-election at the annual general meeting. Elected Trustees must be members, but co-opted Trustees need not be members.

In January 2024 the charity renewed its membership with Parentkind (formerly PTA UK) which provides it with all risks insurance cover (public liability, employers' liability, loss of money, fidelity guarantee and personal accident cover). The charity is also registered with the Lotteries and Amusement Act 1976 (as amended) and has paid its annual fee, which allows the charity to run raffles and grand draws at the Summer and Christmas fairs and at its other events. All Trustees and members give their time voluntarily and receive no remuneration or other benefits.

### **Objectives and Activities**

The charity exists to raise money for the wellbeing, education and benefit of the pupils of Chartridge Combined School, Chesham. Specifically, the object of the Association is to advance the education of pupils in the School in particular by:

- developing effective relationships between the staff, parents and others associated with the School.
- engaging in activities or providing facilities or equipment which support the School and advance the education of the pupils.

During the year ending 31 August 2024 the charity organised several fundraising activities for the school's pupils and their parents including: Starters & Leavers BBQ's, Christmas Fair, Disco, ChartFest music event, Race Night (virtual horse race evening), the annual British Cycling Ride Chartridge event, class Movie Night's, Sponsored Walk plus many more activities

The Summer Fair and Ride Chartridge were merged together as these two events have historically been close together. This also made it easier to get volunteers. The annual football match (Chartridge Cup) was sadly postponed as we no longer have a volunteer to organize the event.

Monies raised by the charity through its activities and from donations are applied by providing grants to help fund: (a) improvements to the school's facilities and environment, and (b) the acquisition and upgrading of equipment and materials, in accordance with the objectives of the charity.

During the year we distributed £38,091.40 of funding to Chartridge School. We were able to contribute towards a new starters BBQ and entertainer, leavers BBQ, Christmas Crackers for the Children's Christmas lunch, coffee for the Macmillan Coffee Morning, school website renewal, school cloud, educational assessment papers, Teachers2Parents text messaging service (between school and parents), the TT Rockstars & Numbots educational software, the Marvelous Me app (between teachers and parents), outdoor playground equipment for both KS1 and KS2, school hall lighting, new housepoint collector and housepoints, soil for the school allotments and funds towards yearbooks for school leavers.

## **Financial Review**

### ***Reserves***

The charity operates on a receipts and payments basis without reference to a balance sheet. When considering funds available for grants and donations, an operational reserve of £3,000 is deducted.

### ***Sources of Funds***

Key to achieving our annual fundraising objectives are a programme of regular events attended by pupils and/or their parents. These raised a total of £37,417.83 (2022/23 £29,625).

### ***Expenditure of Funds***

During the year the charity made grants to the school, the breakdown of which is detailed on the accompanying sheet (totalling £38,091.40 in this financial year). Some of these disbursements were owed to the school from last academic year and some IT software payments were for more than one academic year.

During the year the Trustees committed funds for future projects which are expected to be completed in the following financial year approximately £10,000 (towards renovating the outside building) as we are awaiting the school to source quotes and £197.50 towards the school allotments to be

spent in the spring. The trustees will continue to support the school with the provision of educational software, comms service and assessment papers, totalling approximately £8,000 and will work closely with the school to identify other areas that we can help fund and support the school to advance the education of the pupils and the school environment.

### **Public Benefit Statement**

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission for England and Wales in exercising their powers and duties.

### **Declaration**


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

**Signed on behalf of the charity's Trustees:**

A handwritten signature in black ink that reads "Laura Correia". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Laura Correia, Chairperson

**Date: 27<sup>th</sup> February 2025**



CHARITY COMMISSION

FOR ENGLAND AND WALES

Chartridge School Association

1166267

Receipts and payments accounts

For the period from

01/09/2023

To

31/08/2024

CC16a

Section A Receipts and payments

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

**Independent examiner's report to the trustees of Chartridge School Association (CSA)**

I report to the charity trustees on my examination of the accounts of the CSA for the year ended 31<sup>st</sup> August 2024.

**Responsibilities and basis of report**

As the charity trustees of the CSA, 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 CSA's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement- matter of concern identified**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept as required by section 130 of the Act; or
2. the accounts do not accord with those records.

In carrying out my examination I noted that all matters raised during the last inspection had been dealt with and the accounts are kept to a good standard.

I confirm that there are no other matters to which your attention should be drawn to enable proper understanding of the accounts to be reached.

Signed: *A Hawkes*

Name: Alexandra Hawkes

Relevant professional qualification(s) or membership of professional bodies (if any):  
ACMA CGMA Chartered Institute of Management Accountants

Address: 2 Poles Hill, Chesham, Bucks, HP5 2QP

Date: 26th February 2025