

CLEVEDON ADULT STUDIES ASSOCIATION (CASA)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2020

The Trustees have pleasure in presenting their annual report and the accounts for the year ended 31 August 2020.

CASA was formed in September 2017 and obtained Registered Charity Status in January 2019 (Charity Number 1181771) CASA is based at: 19, Edgehill Road, Clevedon BS21 7BZ

The Trustees who served the charity during the year were as follows:

Carolyn Morgan (Chair of Trustees and Secretary of Committee)
Patricia Halliwell (Chair of Committee)
Kay Bader (Treasurer)
Louise Johnston-Harris
Michael Halliwell (up to 14 May 2020, when his two year term of office ended)

CASA is a Charitable Incorporated Organisation governed by its constitution whose only voting members are its charity trustees. Day to day running is through a committee, comprised of all of the trustees and a number of other volunteers.

Objectives and Activities

CASA's principal object is to promote learning for pleasure through the acquisition of knowledge and the development of capabilities and skills. It provides courses for adult learning ranging from day schools to 2 hour sessions over 4 to 6 weeks. In the year 2019-2020, up to March 2020, 18 day schools and 12 weekly courses were run, involving 600 enrolments by members of the general public. Of these, 7 were places offered free of charge to those on limited income. Topics included literature, art, theatre, music, film, and a variety of practical hand crafts. Due to the risks and restrictions arising from the Covid 19 pandemic, courses were suspended in March 2020. Courses in progress were completed by offering on-line sessions, and the planned programme for April –August, including one day-trip, was postponed. All fees paid in advance were refunded. The Trustees continue to have regard to the Charity Commission guidance on public benefit in ensuring the diversity and standard of the courses and their availability to the general public.

Financial review

The charity's total income for the year amounted to £21,492 and expenditure was £21,885 resulting in a deficit of £393. Reserves stood at £8,972.

Responsibilities of Trustees

The Trustees are responsible for the preparation of the accounts. They consider that as the year's income does not meet the threshold of £25,000 an independent examination is not required. The Trustees approved this report on 11 May 2021 and it is signed on their behalf.

SIGNED: 
Carolyn Morgan (Chair)

DATED: 11 May 2021

CLEVEDON ADULT STUDIES ASSOCIATION (CASA) ACCOUNTS

YEAR ENDED 31ST AUGUST 2020

YEAR ENDED 31ST AUGUST 2019

INCOME:	£	£
Course fees	26,242	27,688
Trips	480	1,713
Other income	280	522
Total income	<u>27,002</u>	<u>29,923</u>
Less refunds (Covid related)*	5,510	
	<u>21,492</u>	
 EXPENDITURE:		
Tutors	17,174	18,438
Room Hire	2,175	3,120
Advertising	1,420	1,931
Insurance	99	99
Website	168	96
Administration	62	428
Other	787	486
Total expenditure	<u>21,885</u>	<u>26,278</u>
Deficit	<u>393</u>	Surplus <u>3,645</u>
Balance brought forward	9,365	5,720
Deficit for year	393	Surplus 3,645
Balance carried forward	8,972	9,365

** Because of Covid restrictions we were unable to continue our programme of courses from the beginning of March 2020. The large sum indicating Refunds consisted mainly of refunds having to be made after cancellation of the planned trip (included in Income) in addition to payments already made by students for courses due to take place in the Summer Term post Easter 2020.*

CLEVEDON ADULT STUDIES ASSOCIATION (CASA)
ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2020

NOTES TO THE ACCOUNTS

Income is derived mainly from courses and expenditure is largely in respect of such courses.

This year, income was affected by the onset of the Covid 19 pandemic and the cancellation of all activities from March 2020.

The figure for payments to tutors reflects the decision of the Trustees to increase the rate of pay in support of the agreed reserves policy detailed below.

Trustees and Staff

One Trustee has received remuneration totalling £411.44 as payment in their role as a tutor on courses during the year September 2019 to August 2020.

From time to time some trustees have received benefits in kind in respect of their personal work on behalf of the charity but this has not been calculated. The charity does not employ any staff.

Reserves Policy

The trustees consider that a cash reserve amount of £6000 is an appropriate amount to hold in the bank account for the foreseeable future. This reserve is to enable the purchase and replacement of necessary equipment, support for courses which run at a loss but still offer value to those participating, and the provision of free places to those qualifying by virtue of low income.