

## CLEVEDON ADULT STUDIES ASSOCIATION (CASA)

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2023

The Trustees have pleasure in presenting their annual report and the accounts for the year ended 31 August 2023.

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

Pauline Trapp – appointed in November 2022

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.

#### **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. The 22-23 financial year marked a full return to operation post-pandemic with 14 weekly and 25 day courses offered over the three terms. Topics included history, literature, music, history of art and architecture and hand crafts. 6 courses did not run, 4 due to insufficient numbers enrolled and two due to the unavailability of the tutor.

The Trustees will 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. Full remission of fees is available to any person in receipt of benefits and a number of places were given on this basis during the year.

#### **Financial review**

Income for the year was £19,104 and expenditure £20,448.07 resulting in a deficit of £1344.07. Set against the balance of £8854 brought forward from the year 21-22, this leaves £7509.93 to carry forward which is in excess of the agreed reserve of £6000.

#### **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 21 June 2024 and it is signed on their behalf.

SIGNED:  .....

Carolyn Morgan (Chair)

DATED: 21 June 2024

## CLEVEDON ADULT STUDIES ASSOCIATION (CASA) ACCOUNTS

YEAR ENDED 31<sup>st</sup> AUGUST 2023

YEAR ENDED 31<sup>st</sup> AUGUST 2022

<b>INCOME:</b>	<b>£</b>	<b>£</b>
Course Fees	21116.00 minus	6197.00 minus
Course Refunds	2012.00	441.00
<b>TOTAL INCOME</b>	<b>19104.00</b>	<b>5756.00</b>
<b>EXPENDITURE:</b>		
Tutors	15717.22	4495.56
Room Hire	2618.50	1152.50
Insurance	96.00	96.00
Website	71.86	00.00
Advertising/promotion	179.00	00.00
Plus garden party	716.50	00.00
Equipment	1048.99	00.00
<b>Total expenditure</b>	<b>20448.07</b>	<b>5744.06</b>
<b>LOSS FOR YEAR</b>	<b>1344.07</b>	<b>12.00</b>
<b>Balance brought fwd</b>	<b>8854.00</b>	<b>8842.00</b>
<b>Loss for year</b>	<b>1344.07</b>	<b>12.00</b>
<b>Balance carried fwd</b>	<b>7509.93</b>	<b>8854.00</b>
<b>Reserve</b>	<b>6000.00</b>	
<b>Surplus to reserve</b>	<b>1509.93</b>	

## **CLEVEDON ADULT STUDIES ASSOCIATION (CASA)**

### **ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2023**

#### **NOTES TO THE ACCOUNTS**

Income is derived from course fees and expenditure is largely in respect of promotion and running of the courses. Expenditure for the year exceeded income, due in part to the purchase of equipment, as two venues are now being used for courses and this necessitated buying a second projector. Costs for venue hire increased over the year and take up of courses took some time to return to pre-pandemic levels. The Trustees had agreed to use money from the reserves if necessary to support any courses incurring a loss. The final balance carried forward is still in excess of the amount stated in the reserves policy.

#### **Trustees and Staff**

One Trustee received £316 in payment for work as a tutor delivering one course.

The charity does not employ any staff.

#### **Reserves Policy**

The trustees continue to consider that a cash reserves figure of £6000 remains appropriate. Its purpose 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. These costs rose over the year. Venue charges have increased considerably and the cost of any replacement or addition to equipment is likely to be higher in the future. The Trustees will be keeping this figure under review for the year 2023 – 2024.