

## CLEVEDON ADULT STUDIES ASSOCIATION (CASA)

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2024

The Trustees have pleasure in presenting their annual report and the accounts for the year ended 31 August 2024.

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

\*these Trustees were re-appointed for a third term in May 2024

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 three 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 3 to 6 weeks. During the 23-24 financial year 14 weekly and 35 day courses were offered over the three terms. Topics included history, astronomy, literature, music, history of art and architecture and hand crafts. All of the courses ran, with several being fully booked or attracting more bookings than could be accommodated, leading to waiting lists.

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 £40,773.75 and expenditure £37,563.91 resulting in a surplus of £3169.84. Added to the balance of £7509.93 brought forward from the year 22-23, this allows £10,679.77 to be carried forward.

#### **Responsibilities of Trustees**

The Trustees are responsible for the preparation of the accounts. They determined that as the year's income exceeded the threshold of £25,000 an independent examination was required. The Trustees approved this report on 6 May 2025 and it is signed on their behalf.

  
SIGNED: .....  
Carolyn Morgan (Chair)

DATED: 6 May 2025

## CLEVEDON ADULT STUDIES ASSOCIATION (CASA) ACCOUNTS

YEAR ENDED 31ST AUGUST 2024

YEAR ENDED 31ST AUGUST 2023

<b>INCOME:</b>	<b>£</b>	<b>£</b>
Course Fees	40845.00 minus	21116.00 minus
Course Refunds	629.00	2012.00
Accountancy Adjustment	517.75	
<b>TOTAL INCOME</b>	<b>40773.75</b>	<b>19104.00</b>
<b>EXPENDITURE:</b>		
Tutors	29994.93	15717.20
Room Hire	5448.00	2618.50
Insurance	96.00	96.00
Website	5.51	71.86
Advertising/promotion	1368.00	895.50
Equipment	651.47	1048.99
<b>Total expenditure</b>	<b>37563.91</b>	<b>20448.05</b>
<b>SURPLUS</b>	<b>3169.84</b>	<b>LOSS 1344.05</b>
<b>Balance brought fwd</b>	<b>7509.93</b>	<b>8854.00</b>
<b>Surplus for year</b>	<b>3169.84</b>	<b>LOSS 1344.07</b>
<b>Balance carried fwd</b>	<b>10679.77</b>	<b>7509.93</b>
<b>Reserve</b>	<b>8000.00</b>	<b>6000.00</b>
<b>Surplus to reserve</b>	<b>2679.77</b>	<b>1509.93</b>

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

### **ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2024**

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

Income is derived from course fees and expenditure is largely in respect of promotion and running of the courses. Both income and expenditure were higher than in the previous year, due to the increase in the number of courses that ran. Income exceeded expenditure by a small amount this year.

#### **Trustees and Staff**

One Trustee received £600.64 in payment for work as a tutor delivering two courses.

The charity does not employ any staff.

#### **Reserves Policy**

The trustees consider that a higher cash reserves figure of £8000 is now 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 have risen 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.

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CLEVEDON ADULT STUDIES ASSOCIATION (CASA)**

I report on the accounts of CASA for the year ended 31 August 2024.

## **Respective responsibilities of Trustees and Examiner**

The Trustees of CASA are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under Section 144(2) of The Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- Examine the accounts under Section 145 of the 2011 Act
- Follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

## **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records 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 you, as 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 report is limited to those matters set out in the statement below.

## **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material aspect the requirements
  - to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met or:
- (ii) to which, in my opinion, attention should be drawn in order to enable to proper understanding of the accounts to be reached.

SIGNED: W. Cordis FCA

DATED: 10.4.25