



# Carlisle School Association

## Annual Report 2023



# Contents

About us	3
Objectives and activities	4
Achievements and performance	8
Financial review	10
Independent examiner's report	11
Receipts and payments accounts	13
Structure, governance and management	15



# About us

- **Charity name:** Carlisle School Association, also known as the “CSA”
- **Registration number:** 297676
- **Registered address:** Carlisle Infant School, Broad Lane, Hampton TW12 3AJ
- **Website:** [carliseschoolassociation.org.uk](https://carliseschoolassociation.org.uk)
- **Trustees:**
  - Chair: Sabrina Banfi (until 19 July 2023) & Louise Bloom (from 19 July 2023 to 31 July 2023)
  - Secretary: Emma Goodden
  - Treasurer: Kerry Frank (until 19 July 2023) & Andrew Brooman (from 19 July 2023 to 31 July 2023)
  - Trustees:
    - Emma Webb
    - Emma Waight
    - Charlotte Brown (from 19 July 2023 to 31 July 2023)

# Objectives and activities

**The CSA's purpose 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 and**
- **engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.**

The trustees have regard to the guidance issued by the Charity Commission on public benefit in delivering the CSA's purpose and planning and implementing its activities.

All of the CSA activities and events are made possible through the hard work, time and efforts of the parents, carers, teachers and staff that make up the CSA community

# Objectives and activities

- The main activities in relation to the CSA's purpose are:
  - **Providing funds and facilities to the school** - totalling £23,184 for this financial year (2022: £15,418). See [“Achievements and performance”](#) section for more information.
  - **Organising events and extra-curricular activities** throughout the year that are accessible to the whole school community, developing staff, parent and pupil relationships.
    - These include...





# Objectives and activities

- ...delivering refreshments at parent events such as new joiner sessions, workshops and sports day
- ...coordinating with the school's 70th year celebrations in 2023





# Objectives and activities

- ...providing coordinated communications between the school and parents
- ...offering free extra curricular activities such as a halloween trail and Year 2 leavers' disco



# Achievements and performance

During **2022-2023, the CSA raised £31,737**  
with fundraising and other costs being £12,608

**The key events in the year raised the following (net of costs):**

Fireworks £6,408

Christmas tea towels £742

Christmas Cards £731

Summer Fair £5,151

Disco £842



Christmas Fair £1,833

Sponsored Run £1,212

Quiz Night £1,600

Uniform sales £757



# Achievements and performance

During 2022-2023, the CSA **provided £23,184**, which has supported the school and advanced the education of the pupils by funding the following activities and facilities:

- Outdoor classroom (£11,508)
- Reading scheme and toolkit (£2,532)
- Learning equipment (£1,871)
- Shed for the Jubilee Garden (£1,042)
- Theatre trip (£1,012)
- Trips to Bocketts Farm and Natural History Museum (£1,000)
- Year 2 leavers disco and leavers book (£659)
- Writing materials (£626)



# Financial review

## Assets

	As at 31 July 2023	As at 31 July 2022
Unrestricted cash funds	£14,102	£18,771
Restricted cash funds	£1,878	£1,265
Total cash funds	£15,980	£20,035

## Liabilities

	As at 31 July 2023	As at 31 July 2022
Liabilities	-	-

The reduction in cash funds available at 31 July 2022 is primarily because of the CSA determining that it was holding too much cash and that it should distribute more to the school, which it did so through funding the outdoor classroom as a large capital investment for the school.

Policy on reserves: The CSA aims to maintain reserves of £5,000 for general contingency purposes, to cover one third of annual amounts typically pledged to the school, if fundraising efforts do not return sufficient money. The CSA will monitor the actual level of reserves and compare with the target level no less than once a year.





Section A

Independent Examiner's Report

Report to the trustees

Carlisle School Association

On accounts for the year  
ended

31 July 2023

Charity no  
(if any)

297676

Set out on pages

13 - 14

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2023.

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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

25 April 2024

Name:

DARREN LANE

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

CHARTERED ACCOUNTANT, ICAEW

Address:

36 AVENUE ROAD

HAMPTON

TW12 2BE



Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Carlisle School Association

297676

## Receipts and payments accounts

CC16a

For the period from	01/08/2022	To	31/07/2023
------------------------	------------	----	------------

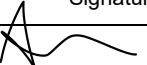

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations, legacies and grants	8	1,212	-	1,220	1,264
Charitable activities	30,517	-	-	30,517	35,951
Other trading activities	-	-	-	-	-
Investments	-	-	-	-	-
Separate material items of income	-	-	-	-	-
Other trading activities	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>30,525</b>	<b>1,212</b>	<b>-</b>	<b>31,737</b>	<b>37,215</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>30,525</b>	<b>1,212</b>	<b>-</b>	<b>31,737</b>	<b>37,215</b>
<b>A3 Payments</b>					
Cost of fundraising events	11,970	-	-	11,970	10,583
Insurance	140	-	-	140	-
Charitable activities	22,585	598	-	23,184	15,418
Other	498	-	-	498	1,139
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>35,193</b>	<b>598</b>	<b>-</b>	<b>35,792</b>	<b>27,140</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>35,193</b>	<b>598</b>	<b>-</b>	<b>35,792</b>	<b>27,140</b>
<b>Net of receipts/(payments)</b>	<b>- 4,669</b>	<b>613</b>	<b>-</b>	<b>- 4,055</b>	<b>10,075</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>18,771</b>	<b>1,265</b>	<b>-</b>	<b>20,035</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>14,102</b>	<b>1,878</b>	<b>-</b>	<b>15,980</b>	<b>10,075</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		14,102	1,878	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	14,102	1,878	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
<b>B4 Assets retained for the charity's own use</b>				
<b>B5 Liabilities</b>				

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Andrew Brooman	17/04/24
		Louise Bloom	17/04/24

# Structure, governance and management

**Type of governing document:** constitution adopted September 1984, as amended on 2 October 2023

**How the charity is constituted:** unincorporated association

**Trustee selection methods:** trustees are appointed or reappointed annually at the Annual General Meeting, or otherwise co-opted throughout the year if permitted by the constitution. All parents, guardians or carers of any current pupil and any teaching or non-teaching staff currently employed or volunteering at the school are encouraged to volunteer to be trustees.

# Thank you!

The CSA would like to thank all pupils, family members and staff for their assistance in activities during the year. In particular, we would like to thank:

- Mrs. Zoe Brittain, the Head of School
- Mr. David Wells, the Deputy Head of School and
- Mrs. Mapes and Mrs. Baines in the School office,

for their assistance with the CSA throughout the year





# Declaration

The trustees declare that they have approved the trustees' report above.  
Signed on behalf of the charity's trustees

<b>Signature</b>	 .....
<b>Full name</b>	Louise Bloom
<b>Position</b>	Chair
<b>Date</b>	17th April 2024

 .....
Andrew Brooman
Treasurer
17 April 2024