

Charity number: 1024743

**OAKWOOD PARK GRAMMAR SCHOOL TRUST**

**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 AUGUST 2022**

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**OAKWOOD PARK GRAMMAR SCHOOL TRUST**

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**CONTENTS**

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	Page
<b>Reference and administrative details of the Charity, its Trustees and advisers</b>	<b>1</b>
<b>Trustees' report</b>	<b>2 - 4</b>
<b>Independent examiner's report</b>	<b>5</b>
<b>Statement of financial activities</b>	<b>6</b>
<b>Balance sheet</b>	<b>7</b>
<b>Notes to the financial statements</b>	<b>8 - 16</b>

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**OAKWOOD PARK GRAMMAR SCHOOL TRUST**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 AUGUST 2022**

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**Trustees** Mr. K. Moody, Head Teacher  
Mr. M. Housden, Trustee  
Mr. G. Twist, Trustee  
Mrs. J. Murton, Trustee

**Charity registered  
number** 1024743

**Principal office** Oakwood Park  
Maidstone  
Kent  
ME16 8AH

**Independent examiner** MHA  
Chartered Accountants  
Victoria Court  
17-21 Ashford Road  
Maidstone  
Kent  
ME14 5DA

**Bankers** NatWest Bank plc  
3 High Street  
Maidstone  
Kent  
ME14 1XU

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## OAKWOOD PARK GRAMMAR SCHOOL TRUST

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2022

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The Trustees present their annual report together with the financial statements of the Charity for the 1 September 2021 to 31 August 2022.

#### Objectives and activities

##### a. Aims and objectives

The Trustees hold the trust fund and its income upon trust to enable them to assist families and students where a lack of income prevents them from purchasing school uniform and games kit, or from being able to go on school trips or educational visits. The trust also assists the sixth form by purchasing equipment for their annual fund raising.

The charitable objects are to the furtherance of the education of and for the benefit of children attending Oakwood Park Grammar School, or for the benefit of any such other exclusively charitable objects and purposes in the United Kingdom or worldwide as the Trustees, in their discretion, see fit.

In setting objectives, developing strategies and undertaking activities, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit under section 4 of the Charities Act 2006.

#### Achievements and performance

##### a. Main achievements of the Charity

The 6th Form Charities supported in 2021/22 were Maidstone MIND who received a donation of £1,178.36, and Dementia UK & Demelza Hospice who both received £595.37 each.

Donations were also made to Stonewall Charity and Young Minds at a total of £301.08 which was raised by students holding cake sales.

The Trust donated £300.00 to Slideaway for bereavement support for students.

The Trust Fund has continued to support students by purchasing bus and train tickets and bus passes to enable pupils to attend school whose parents could not afford the travel expenses, purchasing school uniform for disadvantaged students, and generally supporting families who have financial difficulties when paying for locker rental, revision resources, PE activities etc.

The Trust supported The Senior Sports Celebratory Dinner with a donation of £587.66 to help towards the cost of the guest speaker and the Awards presented to students.

The Trust also supported the Theatre Studies department at a cost of £1,410.60 by purchasing A Lighting Control Console for the drama studio.

School kit (clothing) continues to be sold through Simmons; however, stationery, ties and badges can be purchased through the school.

The Trust Fund donation for year 7's remains at £100.00 as a one-off payment to cover 5 years. The year 12 student's donation remains at £30.00 to cover years 12 and 13.

The School Learning Resources Fund account continues with parents making monthly contributions of £5.00.

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## OAKWOOD PARK GRAMMAR SCHOOL TRUST

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

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#### Financial review

##### a. Funds

General fund incoming resources decreased by £10,653 this year to £93,879. Expended resources increased by £13,395 to £65,690. Overall this left a surplus on the general fund for the year of £28,189, this compared to a surplus of £52,237 for the year to 31 August 2021.

Income of £909 was received into the staff fund during the year, and with expenditure of £1,101 this left a deficit of £192 for the year, compared to a surplus of £948 for the year to 31 August 2021.

When taken to the Balance Sheet, these movements in the year end had the combined effect of increasing the charity's net assets by £27,997 to £221,178 as at 31 August 2022.

##### b. Going concern

The trustees have reviewed the charity's forecast and projects, and the trustees are confident that the charity will have adequate resources to continue in operational existence for the foreseeable future. The charity continues to adopt the going concern basis in preparing its financial statements.

##### c. Reserves policy

The reserves of the Charity are held in unrestricted funds. The Trustees monitor projects on an individual basis to ensure there are sufficient reserves held to meet future project costs and the Charity's legal obligations.

#### Structure, governance and management

##### a. Constitution

The charity's governing document is the Trust Deed dated 6 April 1993, as modified by a Deed of Variation dated 30 July 1993. The Trust became a registered charity on 11 August 1993 and is referred to as the OPGS Trust.

##### b. Methods of appointment or election of Trustees

The number of Trustees is restricted to a minimum of four, with no maximum, and may include the following officials, for the time that they hold office at the School:-

- one of the Governors of the School, appointed by the Governors;
- the Headmaster of the School;
- one of the other members of teaching staff, who shall be nominated by the Headmaster and appointed by

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## OAKWOOD PARK GRAMMAR SCHOOL TRUST

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

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#### Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

.....  
**Mr. K. Moody**  
(Head Teacher)

Date: 5.6.23

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**OAKWOOD PARK GRAMMAR SCHOOL TRUST**

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**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 AUGUST 2022**

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**Independent examiner's report to the Trustees of Oakwood Park Grammar School Trust ('the Charity')**

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 August 2022.

**Responsibilities and basis of report**

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no 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 in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:



Dated: 06 June 2023

Duncan Cochrane-Dyet BSc BFP FCA

For and on behalf of MHA  
Maidstone  
United Kingdom

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OAKWOOD PARK GRAMMAR SCHOOL TRUST

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STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2022

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	Note	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>Income from:</b>				
Donations and legacies	4	24,356	24,356	47,547
Charitable activities	6	69,554	69,554	57,121
Other trading activities	5	780	780	1,900
Investments	7	98	98	17
<b>Total income</b>		<b>94,788</b>	<b>94,788</b>	<b>106,585</b>
<b>Expenditure on:</b>				
Raising funds	8	601	601	100
Charitable activities	9	66,190	66,190	53,300
<b>Total expenditure</b>		<b>66,791</b>	<b>66,791</b>	<b>53,400</b>
<b>Net movement in funds</b>		<b>27,997</b>	<b>27,997</b>	<b>53,185</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward		193,181	193,181	139,996
Net movement in funds		27,997	27,997	53,185
<b>Total funds carried forward</b>		<b>221,178</b>	<b>221,178</b>	<b>193,181</b>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 8 to 16 form part of these financial statements.



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OAKWOOD PARK GRAMMAR SCHOOL TRUST

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**BALANCE SHEET  
AS AT 31 AUGUST 2022**

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	Note	2022 £	2021 £
<b>Current assets</b>			
Stocks	13	578	743
Debtors	14	3,761	3,890
Cash at bank and in hand		237,982	209,359
		<u>242,321</u>	<u>213,992</u>
Creditors: amounts falling due within one year	15	(21,143)	(20,811)
<b>Net current assets</b>		<u>221,178</u>	<u>193,181</u>
<b>Total net assets</b>		<u><u>221,178</u></u>	<u><u>193,181</u></u>
<b>Charity funds</b>			
Unrestricted funds	16	221,178	193,181
<b>Total funds</b>		<u><u>221,178</u></u>	<u><u>193,181</u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

.....  
**Mr. K. Moody**  
(Head Teacher)

Date: 5.6.23

The notes on pages 8 to 16 form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2022**

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**1. General information**

Oakwood Park Grammar School Voluntary Fund is a charity registered in England and Wales. The address of the registered office is given on page 1 of the financial statements. The nature of the charity's operations and principal activities is the assistance of families and students of Oakwood Park Grammar School in purchasing school uniform, income towards school trips and educational visits.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Oakwood Park Grammar School Trust is an unincorporated charitable trust, and meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The financial statements are presented in sterling which is the functional currency and is rounded to the nearest £1.

**2.2 Going concern**

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

**2.3 Income**

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2022**

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**2. Accounting policies (continued)**

**2.4 Expenditure (continued)**

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

**2.5 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

**2.6 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.7 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.8 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

**2.9 Fund accounting**

All funds held are unrestricted funds, and can be used in accordance with the charitable objects, at the discretion of the Trustees. Within the general fund the Trust operates a staff account, which is used to account for monies received from school staff towards the cost of drinks.

**3. Critical accounting estimates and areas of judgement**

No key judgements (apart from those involving estimates as disclosed in the notes above) have been made in the process of applying the above accounting policies.

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OAKWOOD PARK GRAMMAR SCHOOL TRUST

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2022

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4. Income from donations and legacies

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	24,356	24,356	44,127
School grants	-	-	3,420
<b>Total 2022</b>	<b>24,356</b>	<b>24,356</b>	<b>47,547</b>
<i>Total 2021</i>	<i>47,547</i>	<i>47,547</i>	

5. Income from trading activities

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Lettings	780	780	1,900
<i>Total 2021</i>	<i>1,900</i>	<i>1,900</i>	

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OAKWOOD PARK GRAMMAR SCHOOL TRUST

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2022

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6. Income from charitable activities

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
School Kit and Equipment	9,863	9,863	7,548
School Productions	-	-	1,496
Clubs and Societies	12,753	12,753	25
Physical Education	500	500	-
Revision Guides	15,075	15,075	15,689
UCAS Applications	4,774	4,774	2,684
6th Form Leavers	8,878	8,878	992
Lockers	5,856	5,856	1,420
Other	10,946	10,946	13,034
Staff fund	909	909	2,053
Reimbursement of school trip expenses	-	-	12,180
<b>Total 2022</b>	<b>69,554</b>	<b>69,554</b>	<b>57,121</b>
<i>Total 2021</i>	<i>57,121</i>	<i>57,121</i>	

7. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Bank interest	98	98	17
<i>Total 2021</i>	<i>17</i>	<i>17</i>	

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2022

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8. Expenditure on raising funds

Costs of raising voluntary income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations and fundraising	601	601	100
	<hr/>	<hr/>	<hr/>
<i>Total 2021</i>	<hr/> 100 <hr/>	<hr/> 100 <hr/>	

9. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2022 £	Total 2022 £	Total 2021 £
Charitable activities	66,190	66,190	53,300
	<hr/>	<hr/>	<hr/>
<i>Total 2021</i>	<hr/> 53,300 <hr/>	<hr/> 53,300 <hr/>	

10. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Charitable activities	64,193	1,997	66,190	53,300
	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total 2021</i>	<hr/> 51,455 <hr/>	<hr/> 1,845 <hr/>	<hr/> 53,300 <hr/>	

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2022

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10. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Activities 2022 £	Total funds 2022 £	Total funds 2021 £
School Kit and Equipment	7,902	7,902	15,282
School Productions	1,255	1,255	566
Clubs and Societies	10,644	10,644	1,350
Revision Guides	11,928	11,928	8,855
Ex-Gratia Payments	1,423	1,423	1,860
6th Form Leavers	8,165	8,165	1,198
Reimbursement to School	2,785	2,785	8,988
Other	18,990	18,990	12,251
Staff Expenditure	1,101	1,101	1,105
<b>Total 2022</b>	<b>64,193</b>	<b>64,193</b>	<b>51,455</b>
<i>Total 2021</i>	<i>51,455</i>	<i>51,455</i>	

Analysis of support costs

	Activities 2022 £	Total funds 2022 £	Total funds 2021 £
Bank Charges and Interest	465	465	522
Independent Examination Fee	1,532	1,532	1,323
<b>Total 2022</b>	<b>1,997</b>	<b>1,997</b>	<b>1,845</b>
<i>Total 2021</i>	<i>1,845</i>	<i>1,845</i>	

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OAKWOOD PARK GRAMMAR SCHOOL TRUST

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2022

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**11. Independent examiner's remuneration**

	2022 £	2021 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	<u>1,532</u>	<u>1,323</u>

**12. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 August 2022, no Trustee expenses have been incurred (2021 - £NIL).

**13. Stocks**

	2022 £	2021 £
School kit	<u>578</u>	<u>743</u>

**14. Debtors**

	2022 £	2021 £
<b>Due within one year</b>		
Accrued income	3,761	3,890
	<u>3,761</u>	<u>3,890</u>

**15. Creditors: Amounts falling due within one year**

	2022 £	2021 £
Accruals and deferred income	<u>21,143</u>	<u>20,811</u>



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**OAKWOOD PARK GRAMMAR SCHOOL TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2022**

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**16. Statement of funds****Statement of funds - current year**

	<b>Balance at 1 September 2021 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Balance at 31 August 2022 £</b>
<b>Unrestricted funds</b>				
General Fund	179,179	93,879	(65,690)	207,368
Staff Account	14,002	909	(1,101)	13,810
	<u>193,181</u>	<u>94,788</u>	<u>(66,791)</u>	<u>221,178</u>

**Statement of funds - prior year**

	<i>Balance at 1 September 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 August 2021 £</i>
<b>Unrestricted funds</b>				
General Fund	126,942	104,532	(52,295)	179,179
Staff Account	13,054	2,053	(1,105)	14,002
	<u>139,996</u>	<u>106,585</u>	<u>(53,400)</u>	<u>193,181</u>

Unrestricted funds can be used in accordance with the charitable objects, at the discretion of the Trustees.

Within the general fund, the Trust operates a staff account which is used to account for monies received from school staff towards the cost of drinks.

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## OAKWOOD PARK GRAMMAR SCHOOL TRUST

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2022

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#### 17. Analysis of net assets between funds

##### Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Total funds 2022 £
Current assets	242,321	<b>242,321</b>
Creditors due within one year	(21,143)	<b>(21,143)</b>
<b>Total</b>	<b>221,178</b>	<b>221,178</b>

##### Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Current assets	213,992	213,992
Creditors due within one year	(20,811)	(20,811)
<b>Total</b>	<b>193,181</b>	<b>193,181</b>

#### 18. Related party transactions

During the year, the Trust paid £2,785 (2021: £8,988) to Oakwood Park Grammar School in regards to reimbursement of expenses paid.

As at the year end, there were no amounts due to Oakwood Park Grammar School (2021: £Nil).