

WESTMINSTER CATHEDRAL CHOIR SCHOOL

England & Wales · Charity number 1063761

Details

Status Registered

Legal form Other

Registered 1997-08-04

Register [View on the Charity Commission register](#)

Contact

Address Choir School
Ambrosden Avenue
London
London
SW1P 1QH

Phone 020 7798 9081

Email finance@choirschool.com

Website www.choirschool.com

Activities

Objects: THE ADVANCEMENT OF ROMAN CATHOLIC RELIGION AND THE ADVANCEMENT OF EDUCATION IN THE ROMAN CATHOLIC TRADITION AND IN PARTICULAR (BUT WITHOUT LIMITING THE FOREGOING) TO EDUCATE CHILDREN IN CHURCH CHORAL MUSIC AND TO CONDUCT FOR THE PURPOSE THE WESTMINSTER CATHEDRAL CHOIR SCHOOL.

Activities: The advancement of the Roman Catholic Religion and the advancement of education in the Roman Catholic tradition. In particular the charity aims to train children in church choral music.

Classification

- **How:** Other Charitable Activities
- **What:** Education/training, Religious Activities
- **Who:** Children/young People

Geography

- **Area of benefit:** GREATER LONDON.
- City Of Westminster

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£7,126,537	£6,664,092	£4,716,326	73
2024-08-31	£6,569,155	£6,319,147	£4,253,881	69
2023-08-31	£6,427,094	£5,882,506	£4,003,873	68
2022-08-31	£5,765,052	£5,103,735	£3,459,285	64
2021-08-31	£5,288,346	£4,579,117	£2,797,968	64

Trustees

Name	Role	Appointed
WESTMINSTER ROMAN CATHOLIC DIOCESE TRUSTEE		

Accounts

**Westminster
Cathedral
Choir
School**

Annual Report and Accounts

31 August 2025

Charity Registration Number
1063761

Contents

Reports

Reference and administrative details of the charity and its Corporate Trustee	1
Report of the directors of the Corporate Trustee	3
Independent auditor's report	12

Accounts

Statement of financial activities	16
Balance sheet	17
Statement of cash flows	18
Principal accounting policies	19
Notes to the accounts	23

Reference and administrative details of the charity and its Corporate Trustee

Trustee of the charity

The charity is controlled by the “Westminster Roman Catholic Diocese Trustee” (WRCDT), a company limited by guarantee. The company does not conduct any trade or business for its own account and has no assets or liabilities. Its sole purpose is to act as trustee for a number of trusts and funds. The principal of these is the Westminster Roman Catholic Diocesan Trust.

The Directors of Westminster Roman Catholic Diocese Trustee (herein referred to as Trustees) are:

Archbishop Richard Moth (appointed 14 February 2026)
His Eminence Cardinal V Nichols (retired 14 February 2026)
Rt Rev J Sherrington (Resigned 16 May 2025)
Rt Rev N Hudson (Resigned 28 November 2025)
Rt Rev P McAleenan
Rev Mgr M Hayes
Rt Rev J Curry
Mr A Ndoca
Baroness N O’Loan
Dame C Bowe
Mr K Ingram
Mr E Craston

President of the School

Archbishop Richard Moth (appointed 14 February 2026)
His Eminence Cardinal V Nichols (retired 14 February 2026)

The Board of Governors

Chairman

Mr David Heminway
Mr Robert Enserro
Mrs Kate Finch
Martin Hattrell (Resigned July 2025)
Father Alexander Master (Private Secretary to the Archbishop)
Mr James O’Brien
Ms Laura Pigorini
Mr Nick Robinson
Father Stuart Seaton
Mr Nicholas Seed (Chief Financial Officer for the Diocese)
Ms Maria Strauss
Rev Sławomir Witoń (The Dean of Westminster Cathedral)

Reference and administrative details of the charity and its Corporate Trustee

<i>In attendance at Governors' meetings</i>	The Head Master – Mr Neil McLaughlan The Bursar – Mrs Joanna Stephens The Deputy Head (Pastoral) – Miss Emily Auger The Director of Admissions – Mrs Lucy Freeman (nee Auger)
Clerk to the Governors	Mrs Joanna Stephens
Principal address	Westminster Cathedral Choir School Ambrosden Avenue London SW1 1QH
Charity registration number	1063761
Auditor	Buzzacott Audit LLP 130 Wood Street London EC2V 6DL
Bankers	HSBC Bank plc 69 Pall Mall London SW1Y 5EY
Solicitors	Farrer & Co LLP 66 Lincoln's Inn Fields London WC2A 3LH

Report of the Directors of the Corporate Trustee Year to 31 August 2025

Introduction

The Directors of the Corporate Trustee (hereafter referred to as the Trustees) present their statutory report together with the accounts of Westminster Cathedral Choir School (the charity or School or WCCS) for the year ended 31 August 2025.

The accounts have been prepared in accordance with the accounting policies set out on pages 19 to 22 of the attached accounts and comply with the charity's trust deed, applicable laws and 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).

Structure, governance and management

Constitution

Westminster Cathedral Choir School is governed by a trust deed dated 8 July 1997 and is registered with the Charity Commission, Charity Registration No 1063761.

Status

Westminster Cathedral Choir School was founded by Cardinal Herbert Vaughan in 1902 to provide boarding Choristers and Exhibitioners to sing the daily capitular liturgy in the then new Cathedral. In 1976 day boys were introduced and in 2017 a Pre-Prep was added. There were 282 boys, aged 4-13 at the start of the 2024/25 year. The School is divided into nine year groups (National Curriculum Years Reception to Year 8). There are approximately 30 boys in each year group.

WCCS is situated within the precincts of Westminster Cathedral and is Roman Catholic by foundation. The Head Master is a member of the Incorporated Association of Preparatory Schools (IAPS), the Catholic Independent Schools' Conference (CISC) and the Choir Schools' Association (CSA).

Organisation

Ultimate responsibility for the charity lies with the Directors of Westminster Roman Catholic Diocese Trustee (WRCDT) (the Trustees).

Trustees and Governors

The Trustees i.e. the Directors of the Corporate Trustee are appointed by the Archbishop of Westminster.

Report of the Directors of the Corporate Trustee Year to 31 August 2025

Structure, governance and management (continued)

Trustees and Governors (continued)

The Trustees who have been in office since 1 September 2024 are as follows:

Archbishop Richard Moth	Appointed 14 February 2026
His Eminence Cardinal V Nichols	Retired 14 February 2026
Rt Rev J Sherrington	Resigned 16 May 2025
Rt Rev N Hudson	Resigned 28 November 2025
Rt Rev P McAleenan	
Rt Rev J Curry	
Mr A Ndoca	
Dame C Bowe	
Baroness N O'Loan	
Mr K Ingram	
Mr E Craston	

On agreeing to become a Director of the Corporate Trustee, the Trustees are thoroughly briefed by their co-Trustees on the history of the charity, the day-to-day management, the responsibilities of the Trustees, the current objectives and future plans. The Trustees are also encouraged to attend any courses which they feel are relevant to the development of their role and to keep up-to-date on any changes in legislation.

The Trustees are ultimately responsible for the policies, activities and assets of the charity. The Archbishop appoints a Chairman of the Board of Governors who appoints other governors for a fixed term in consultation with the Archbishop. The Governors work with the Trustees in determining the general direction of the School and operate within powers set out in an Instrument of Government. They meet during the year to review the developments with regard to the charity, its activities and make any important decisions. When necessary, the Trustees and/or Governors seek advice and support from the charity's professional advisers including solicitors and accountants. The Bursar undertakes the day-to-day management of the charity's activities, the implementation of policies, administers payments and keeps the books and records of the charity.

The names of the Governors who have served since 1 September 2024 are given on page 1 of this report and accounts.

At their meetings, the Governors review the latest management accounts including budget forecasts.

Trustees' and Governors' remuneration

No Trustee or Governor received any remuneration from the charity in connection with his/her duties as a Trustee or Governor during the year. Three Governors received reimbursement of travel and accommodation expenses totalling £1,901 (2023/24 - £2,187 for two Governors) from the charity in connection with their duties as a Governor during the year. No Trustee or Governor had any beneficial interest in any contract with the charity.

Structure, governance and management (continued)

Responsibilities of the Trustees

The Trustees are responsible for preparing the Annual Report and Accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these accounts, the Trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in 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);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities (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.

Key management personnel

The Trustees and Governors consider that they, together with the Senior Management Team (SMT), comprise the key management of the charity in charge of directing and controlling, running and operating the School.

As noted above, neither the Trustees nor the Governors receive any remuneration in respect of their services. The Governors meet at least once a term and there is regular formal and informal communication between the Governors, the Trustees and members of the SMT.

Day to day management of the School is the responsibility of the Senior Management Team. This consists of the Head Master, Deputy Head (Pastoral), Head of Pre-Prep, Deputy Head (Academic) (also Head of Boarding), Director of Studies, Director of Admissions and Bursar. The SMT meets weekly to discuss any operational, safeguarding or staff matters.

Structure, governance and management (continued)

Key management personnel (continued)

The remuneration of members of the SMT is reviewed annually by the Governors' Remuneration Committee. This Committee considers market pay levels (using external survey data where available), individual performance over the year and any changes in responsibilities. Those members of the SMT that also teach will have a portion of their salary determined by the main teaching pay scale.

Risk management

The Trustees delegate risk management to the School's Governing Body – principally through its Pastoral and Finance Committees, which meet termly. The School is also represented at the Health, Safety and Fire Committee of the Westminster Roman Catholic Diocesan Trust. Risks are identified and assessed, and controls established throughout the year.

The key controls used by the School include:

- ◆ Formal agendas for all committee meetings
- ◆ Strategic planning, budgeting and management accounting
- ◆ Established organisational structure and lines of reporting
- ◆ Formal written policies, including safeguarding and child protection
- ◆ Clear authorisation and approval levels
- ◆ Maintenance of a risk register

Through the risk management processes established for the School, the Governors are satisfied that the major risks identified have been mitigated. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Principal risks and uncertainties

The principal risks and uncertainties facing the charity are detailed in a risk register. The principal risks and the strategies applied by the Trustees and Governors for managing these are outlined below.

Structure, governance and management (continued)

Principal risks and uncertainties (continued)

- ◆ **Safeguarding:** Compliance with safeguarding regulation is a key management concern because of the associated reputational risk for non-compliance. The School has a Designated Safeguarding Lead and a Safeguarding Governor who is responsible for ensuring the policies and procedures comply with the latest Independent Schools Inspectorate (ISI) regulations and *Keeping Children Safe in Education*, and are implemented in all aspects of the School's operation. Advice is sought from Westminster Local Authority Designated Officer (LADO) as appropriate. All staff are subject to an enhanced DBS check. Each member of staff receives safeguarding training at induction and this is repeated annually at staff INSET training. The Senior Management Team receives additional training on safer recruitment. The Deputy Head (Pastoral) and Designated Safeguarding Lead report any pastoral or safeguarding matters to the SMT weekly, and to the Governors' Pastoral Committee and full Governors' meetings termly.
- ◆ **Fall in pupil numbers:** A reduction in pupil numbers would result in a fall in income which, over the long term, could affect the overall financial security of the School. The School benefits from a strong market position, and demand for places is high. The School carefully monitors registration numbers to ensure any deterioration of this position is quickly identified and addressed. The existence of the Pre-Prep substantially reduces the School's reliance on a small, and dwindling, number of Pre-Prep feeder schools, and affords the School greater control of its pupil intake. Future market changes are expected to result in a rise of 11+ exits. This is a particular risk for the School that needs a provision in Year 7 and 8 to support the choristers in these year groups. The Governors' Strategy committee is monitoring the market closely and the Trustees receive regular updates from the School on this risk.
- ◆ **Financial risk:** The charity opened a Pre-Prep for boys aged 4 to 8 in September 2017. Whilst this reduces the risk of falling pupil numbers, it increases the financial risk as substantial rent payments must be met to occupy the Pre-Prep building. The rent payments are linked to bank base rate so the School is exposed to interest rate risk. The annual budget and five-year cash flow are reviewed regularly by the Finance Committee to ensure affordability of rent. There is total confidence in the charity's ability to meet the projected rent levels and cash flow remains strong. VAT on School fees was introduced in January 2025 and resulted in the loss of a small number of pupils. Further impact may be seen in admission numbers and is being carefully monitored. The loss of business rate relief and increase in employer National Insurance contributions has significantly increased the School's costs and will be factored into the annual budgets.
- ◆ **Political risk:** Further political changes could impact the School's charitable status. This is a significant risk to the School. The School continues to actively support the local and national community through the Choir and its support of the choristers.

Structure, governance and management (continued)

- ◆ **Reputational risk:** The School may attract media interest. Inaccurate media coverage of the School or the Westminster Cathedral Choir creates a potential reputational risk for the School. The School will seek professional advice where necessary to reduce this risk and closely monitors pupil registrations to ensure that any link between adverse press coverage and pupil registrations is noted and addressed.

Connected charity

The Trustees are also responsible for Westminster Roman Catholic Diocesan Trust, a registered charity, Charity Registration Number 233699.

Objectives and activities

The charity exists to advance the Roman Catholic faith and education in the Catholic tradition. It does this through Westminster Cathedral Choir School (WCCS). The School trains boys in church choral music and gives them a traditional academic education within a caring and well-organised community.

When planning its work, the Trustees and Governors consider the Charity Commission's guidance on public benefit.

Pupil numbers

At the start of the 2024/25 academic year there were 282 boys in the School (2023/24: 269) of whom 23 were choristers (2023/24: 23) and 259 were day boys (2023/24: 246).

Fees

Termly fees, excluding VAT, for 2024/25 were:

Day boys (Reception–Year 3): £7,183 (2023/24: £6,974)

Day boys (Years 4–8): £8,180 (2023/24: £7,942)

Choristers: £3,777 (2023/24: £3,667)

The Governors' Finance committee reviews fees each year to cover the cost of teaching, care and maintenance of the buildings.

Academic life

The School continues to strengthen its traditional academic education. Teachers use materials developed within the School for every subject from Reception to Year 8. Small class sizes and individual attention allow every boy to flourish.

The School prepares boys for 13+ Common Entrance and other senior school exams. The 2025 leavers' list was one of the strongest in the School's history, with boys gaining places and scholarships at Eton, Harrow, Dulwich, St Paul's, Westminster, Radley, Tonbridge and other leading schools.

Report of the Directors of the Corporate Trustee Year to 31 August 2025

Academic life (continued)

The School met all inspection standards in June 2023. Inspectors praised the quality of teaching, learning and pastoral care.

Music and choristers

Music remains at the heart of the School. The Choir sings six times a week at Westminster Cathedral and also performs in concerts, tours and recordings. In 2025 the choristers sang at the Festival of St Cecilia, the Cathedral Christmas Celebration, toured the USA and Germany and made a new recording.

Recruiting new choristers remains a key focus. The School has appointed two consultants to develop a chorister marketing plan. New initiatives include online sessions for families, outreach to Catholic primary schools and parishes, and clear communication about the life and work of the Choir.

Community and public benefit

The School's main public benefit is its support for Westminster Cathedral's world-class Choir. The Choir sings free to the public six times a week, offering sacred music of the highest quality. All choristers receive generous scholarships and bursaries so that any boy with musical talent can apply, whatever his background.

The School and parents also raised £15,000 for charity this year, divided between the Cardinal Hume Centre, which helps young homeless people, and Eyehope, which funds treatment for eye disease in Tanzania.

Catholic identity

The Catholic faith remains central to the School's life. In 2025/26, 67% of pupils were Catholic, one of the highest proportions among Catholic independent schools in the country. Daily worship, service and respect are part of the School's routine and ethos.

The School's blend of faith, music and traditional academic education continues to make it a distinctive and respected institution within Catholic education.

Financial review

Financial position

The charity had income during the year of £7,126,537 (2024 - £6,569,155). Income from tuition fees and similar charges, net of bursaries, totalled £6,800,854 (2024 - £6,288,895). Donations and legacies during the year amounted to £191,589 (2024 - £152,152). Included within this total was £105,000 (2024 - £105,000) received by way of a grant from the Westminster Cathedral Choir School Fund (Registered Charity Number 276878). Bank interest was £134,094 (2024 - £128,108).

Report of the Directors of the Corporate Trustee Year to 31 August 2025

Financial review (continued)

Financial position (continued)

Total expenditure amounted to £6,664,092 (2024 - £6,319,147) with staff costs, rent for the Pre-Prep building and premises expenditure accounting for a significant proportion of this total. The accounts incorporate expenditure on refurbishment of the facilities and buildings to improve the quality of education provided to the boys.

The charity had net income for the year of £462,445 (2024 - £250,008).

At 31 August 2025, the charity had total net funds of £4,716,326 (2024 - £4,253,881). This includes restricted funds at 31 August 2025 of £411,410 (2024 - £414,174), principally being monies to be applied towards meeting the fees of those choristers who apply for a bursary.

Reserves policy

The Trustees and Governors have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, designated or otherwise committed. The requirement for free reserves is affected by the amounts held in respect to fee deposits (most of which will not be repayable for several years), and an accrual for rent that arises from the requirement to account for payments under the lease on a straight line basis instead of when payable. Therefore, the nature of the charity's activities is such that the key performance indicator is cash flow rather than the level of free reserves. Cash flow will vary over the course of each term, with high levels of cash being held at the start of each term and then being used over the course of the term to meet expenditure on staff, premises and the operation of the School.

The Trustees and Governors are of the opinion that at all times the charity should have sufficient cash flow to enable it to meet its costs, that the cash flow should be sufficient to enable the School to continue to invest in the premises, facilities and equipment, to provide sufficient flexibility to cover temporary shortfalls in income due to falls in pupil numbers, and to cover the other risks and uncertainties of operating as an independent educational establishment. To this end cash flow is monitored regularly against budget and there is tight control over debt collection and expenditure.

At 31 August 2025 the charity had net current assets of £3,515,104 (2024 - £2,986,907) with cash at bank and short term deposits amounting to £5,490,447 (2024 - £4,970,229). Free reserves were £2,602,194 (2024 - £2,041,235). The Trustees and Governors believe that the financial position of the School at this date was acceptable and that the cash flow, which is monitored closely, was adequate but not excessive.

Fundraising statement

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells data; it never swaps data and ensures that communication preferences can be changed at any time. The charity manages its own fundraising activities and does not employ the services of professional fundraisers. The charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During the year, the charity received no complaints about its fundraising activities.

Report of the Directors of the Corporate Trustee Year to 31 August 2025

Future plans

The Trustees' main aim is to keep the School strong and forward-looking while remaining faithful to its Catholic and musical mission and to its tradition of academic excellence.

Plans for the coming years include:

1. Delivering the new chorister marketing plan to attract more families from across the country
2. Expanding digital communication and outreach to promote the School's strengths
3. Maintaining close links with senior schools to support scholarship and entrance success
4. Updating the curriculum to promote both strong academic learning and personal wellbeing
5. Offering more training and mentoring for teachers to help them grow and develop
6. Expanding bursary support to widen access and opportunity
7. Continuing careful stewardship of resources to support the long-term growth of the School
8. Ensuring that Westminster Cathedral Choir School continues to offer boys a traditional academic education supported by outstanding music and grounded in the Catholic faith.
9. Completing the third floor of the Pre-Prep to enable the School to rationalise its administrative functions while providing much-needed meeting space for parents in the Prep School.

In a challenging educational climate, the School remains well run, well staffed and well regarded.

The Trustees remain committed to protecting the School's Catholic and musical heritage and to helping Westminster Cathedral Choir School serve pupils, families and the wider community for many years to come.

Signed on behalf of the Directors of Westminster Roman Catholic Diocese Trustee by:



Trustee

Approved by the Trustees on: 13 March 2026

Independent auditor's report Year to 31 August 2025

Independent auditor's report to the Directors of the Westminster Roman Catholic Diocese Trust ('the Trustees')

Opinion

We have audited the accounts of the Westminster Cathedral Choir School (the 'charity') for the year ended 31 August 2025 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and notes to the accounts. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the accounts:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 August 2025 and of its incoming resources and application of resources for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the accounts, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the accounts is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the accounts are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Independent auditor's report Year to 31 August 2025

Other information

The other information comprises the information included in the Annual Report and Accounts, other than the accounts and our auditor's report thereon. The Trustees are responsible for the other information contained within the Annual Report and Accounts. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the accounts themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- ◆ the information given in the Trustees' report is inconsistent in any material respect with the accounts; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the accounts are not in agreement with the accounting records; or
- ◆ we have not received all the information and explanations we require for our audit.

Responsibilities of Trustees

As explained more fully in the statement of the responsibilities of the Trustees, the Trustees are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the accounts

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ we identified the laws and regulations applicable to the charity through discussions with those charged with governance and other management, and from our knowledge and experience of the sector;
- ◆ we focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the operations of the charity, including the Charities (Accounts and Reports) Regulations 2008, the Financial Reporting Standard applicable in the UK and Republic of Ireland (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 (Charities SORP FRS 102), and safeguarding regulations; and
- ◆ we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence. We corroborated our enquiries through our review of Trustees', Governors' and committee minutes.

We assessed the susceptibility of the charity's accounts to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ making enquiries of management as to their knowledge of actual, suspected and alleged fraud; and
- ◆ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ performed analytical procedures to identify any unusual or unexpected financial relationships;

Independent auditor's report Year to 31 August 2025

Auditor's responsibilities for the audit of the accounts (continued)

- ◆ performed substantive testing of expenditure including testing the authorisation thereof; and
- ◆ tested journal entries to identify unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ agreeing financial statement disclosures to underlying supporting documentation;
- ◆ reading the minutes of meetings of those charged with governance;
- ◆ reviewing legal expenses incurred in the year; and
- ◆ enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

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. Our audit work has been undertaken so that we might state to the charity's Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Buzzacott Audit LLP

Buzzacott Audit LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

Date: 18 March 2026

Buzzacott Audit LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Statement of financial activities Year to 31 August 2025

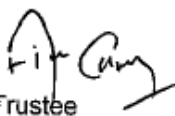
	Notes	Un-restricted funds £	Restricted funds £	Total 2025 £	Un-restricted funds £	Restricted funds £	Total 2024 £
Income from:							
Donations and legacies	1	123,722	67,867	191,589	120,788	31,364	152,152
Bank interest		120,863	13,231	134,094	120,988	7,120	128,108
Charitable activities							
. Provision of education	2	6,800,854	—	6,800,854	6,288,895	—	6,288,895
Total income		7,045,439	81,098	7,126,537	6,530,671	38,484	6,569,155
Expenditure on:							
Charitable activities							
. Provision of education	3	6,580,230	83,862	6,664,092	6,257,992	54,384	6,312,376
. Charity donations		—	—	—	—	6,771	6,771
Total expenditure		6,580,230	83,862	6,664,092	6,257,992	61,155	6,319,147
Net income (expenditure) and net movement in funds		465,209	(2,764)	462,445	272,679	(22,671)	250,008
Reconciliation of funds							
Balances brought forward at 1 September		3,839,707	414,174	4,253,881	3,567,028	436,845	4,003,873
Balances carried forward at 31 August		4,304,916	411,410	4,716,326	3,839,707	414,174	4,253,881

All of the charity's activities derived from continuing operations during each of the above two financial periods.

Balance sheet 31 August 2025

	Notes	2025 £	2025 £	2024 £	2024 £
Fixed assets					
Tangible assets	7		1,702,722		1,798,472
Current assets					
Debtors	8	149,473		122,062	
Short term deposits		3,850,000		1,800,000	
Cash at bank and in hand		1,640,447		3,170,229	
		5,639,920		5,092,291	
Creditors: amounts falling due within one year	9	(2,124,816)		(2,105,384)	
Net current assets			3,515,104		2,986,907
Total assets less current liabilities			5,217,826		4,785,379
Creditors: amounts falling due after more than one year	10		(501,500)		(531,498)
Total net assets			4,716,326		4,253,881
The funds of the charity:					
Funds and reserves					
Restricted funds	11		411,410		414,174
Unrestricted income funds					
.. General fund					
..Tangible fixed assets		1,702,722		1,798,472	
..Free reserves		2,602,194		2,041,235	
			4,304,916		3,839,707
			4,716,326		4,253,881

Approved by the Directors of Westminster Roman Catholic Diocese Trustee and signed on their behalf by:


Trustee

Approved on: 13 March 2026

Statement of cash flows Year to 31 August 2025

	Notes	2025 £	2024 £
Cash flows from operating activities:			
Net cash provided by operating activities	A	719,933	973,794
Cash flows from investing activities:			
Increase in short term deposits		(2,050,000)	(300,000)
Purchase of tangible fixed assets		(199,715)	(644,845)
Net cash used in investing activities		(2,249,715)	(944,845)
Change in cash and cash equivalents in the year		(1,529,782)	28,949
Cash and cash equivalents at 1 September	B	3,170,229	3,141,280
Cash and cash equivalents at 31 August	B	1,640,447	3,170,229

Notes to the statement of cash flows for the year to 31 August 2025

A Reconciliation of net movement in funds to net cash provided by operating activities

	2025 £	2024 £
Net movement in funds (as per the statement of financial activities)	462,445	250,008
Adjustments for:		
Depreciation charge	224,117	212,130
Loss on disposal of fixed assets	867	—
(Increase) decrease in debtors	(27,411)	19,497
Increase in creditors (excluding fixed asset creditors)	59,915	492,159
Net cash provided by operating activities	719,933	973,794

B Analysis of cash and cash equivalents

	2025 £	2024 £
Total cash and cash equivalents: Cash at bank and in hand	1,640,447	3,170,229

C Analysis of changes in net (debt) funds

	At 1 September 2024 £	Cash flows £	At 31 August 2025 £
Cash and cash equivalents	3,170,229	(1,529,782)	1,640,447
Short term deposits	1,800,000	2,050,000	3,850,000
Total	4,970,229	520,218	5,490,447

Principal accounting policies Year to 31 August 2025

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

Basis of preparation

These accounts have been prepared for the year to 31 August 2025 with comparative information given in respect to the year to 31 August 2024.

The accounts have been prepared in accordance with 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities (Accounts and Reports) Regulations 2008.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the Trustees, in consultation with the Governors and Senior Management Team, to make significant judgements and estimates.

The items in the accounts where these judgements and estimates have been made include:

- ♦ Estimating the useful economic life of tangible fixed assets for the purposes of determining an annual depreciation charge; and
- ♦ Assessing the level of any necessary bad debt provision.

Assessment of going concern

The Trustees, in consultation with the Governors, have assessed whether the use of the going concern assumption is appropriate in preparing these accounts. They have made this assessment in respect to a period of at least one year from the date of approval of these accounts.

The Trustees and Governors of the charity have concluded that there are no material uncertainties related to events or conditions, including the current macroeconomic and geopolitical climate, that may cast significant doubt on the ability of the charity to continue as a going concern although maintaining pupil numbers remains essential to financial security (see principal risks set out in the Report of the Directors of the Corporate Trustee). The Trustees and Governors are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Principal accounting policies Year to 31 August 2025

Income

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Donations and grants are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations or grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation or grant is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacies are included in the statement of financial activities when the charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charity.

Interest receivable on bank deposits is credited to the statement of financial activities on an accruals basis.

Fees for the provision of education comprise tuition and related fees paid in accordance with agreements between the School and individual pupils' parents. Such income is stated after deducting bursaries and is recognised when the School is entitled to receipt under the relevant contractual agreements. This is usually at the point at which the School has commenced the provision of education in respect to the relevant student at the start of each academic term.

Expenditure

Expenditure is recognised as soon as there is a legal or constructive obligation committing the charity to make a payment 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.

All expenditure is accounted for on an accruals basis. Expenditure comprises direct costs and support costs and is stated inclusive of irrecoverable VAT.

Expenditure on charitable activities includes all direct and indirect costs associated with furthering the charitable purposes of the charity i.e. the provision of education and the training of children in church choral music through the operation of Westminster Cathedral Choir School. Such costs include:

- ◆ Teaching costs i.e. the cost of teaching and support staff salaries, including pension and national insurance costs, books and other tuition expenses, and the cost of games and activities.
- ◆ Welfare costs i.e. all domestic costs associated with the School including employment costs, consumables and catering.

Principal accounting policies Year to 31 August 2025

Expenditure (continued)

- ◆ Premises costs i.e. costs associated with the premises, grounds and estate used by the charity for the purposes of education.
- ◆ Support costs i.e. administrative costs incurred in connection with the School.
- ◆ Governance costs, i.e. costs directly attributable to the legal procedures necessary for compliance with statutory requirements.

Tangible fixed assets

Assets costing in excess of £1,000 and with an expected useful life exceeding one year are capitalised.

All tangible fixed assets are stated at cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

- ◆ Furniture, equipment and minor improvements 10% - 20% per annum based on cost
- ◆ Major improvements to property 4% per annum based on cost

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits.

Creditors and provisions

Creditors and provisions 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. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt.

Fund structure

The general fund comprises the net book value of tangible fixed assets and free reserves i.e. those monies which may be used towards meeting the charitable objectives of the charity and which may be applied at the discretion of the Trustees.

The restricted funds comprise monies raised for, or their use restricted to, a specified purpose or amounts subject to donor imposed conditions as to use.

Principal accounting policies Year to 31 August 2025

Leased assets

Operating leases are defined as those leases where substantially all of the benefits and risks of ownership remain with the lessor. The rental applicable for the period from the commencement of such a lease until the end of the lease is charged to the statement of financial activities on a straight line basis spread over the entirety of the lease term, including over any rent free period or period of reduced rent.

Pension costs

Contributions in respect to defined contribution schemes are charged to the statement of financial activities in the year in which they become payable to the schemes.

The charity contributes to a defined benefit pension scheme. Under the definitions set out in FRS 102, the scheme is a multi-employer pension scheme. The School is unable to identify its share of the underlying assets and liabilities of the scheme and accordingly, the School has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined contribution scheme.

Notes to the accounts Year to 31 August 2025

1 Income from: Donations and legacies

	Un-restricted funds £	Restricted funds £	Total 2025 £	Un-restricted funds £	Restricted funds £	Total 2024 £
Grants receivable from Westminster Cathedral Choir School Fund (note 17)	105,000	—	105,000	105,000	—	105,000
Other donations, gifts and sundry receipts	18,722	67,867	86,589	15,788	31,364	47,152
Total funds	123,722	67,867	191,589	120,788	31,364	152,152

2 Income from: Provision of education

	Un-restricted funds £	Restricted funds £	Total 2025 £	Un-restricted funds £	Restricted funds £	Total 2024 £
Gross fees	6,903,316	—	6,903,316	6,368,929	—	6,368,929
Less: Bursaries	(102,462)	—	(102,462)	(80,034)	—	(80,034)
Total funds	6,800,854	—	6,800,854	6,288,895	—	6,288,895

Choristers' fees only partially cover the costs associated with the provision of education for choristers. The shortfall is in part made up by a grant of £105,000 (2024 - £105,000) receivable from Westminster Cathedral Choir School Fund (see note 1).

3 Expenditure on: Provision of education

	Un-restricted funds £	Restricted funds £	Total 2025 £	Un-restricted funds £	Restricted funds £	Total 2024 £
Teaching and music						
Personnel costs	2,892,400	—	2,892,400	2,571,349	—	2,571,349
Books, equipment and educational supplies	500,551	—	500,551	672,785	—	672,785
Scholarships and prizes	24,666	83,862	108,528	24,407	54,384	78,791
Depreciation	135,800	—	135,800	135,814	—	135,814
Advertising, travel and related costs	145,836	—	145,836	86,966	—	86,966
	3,699,254	83,862	3,783,116	3,491,321	54,384	3,545,705
Welfare						
Personnel costs	353,769	—	353,769	317,241	—	317,241
Provisions	185,381	—	185,381	178,950	—	178,950
Miscellaneous expenses	34,503	—	34,503	35,209	—	35,209
	573,653	—	573,653	531,400	—	531,400

Notes to the accounts Year to 31 August 2025

3 Expenditure on: Provision of education (continued)

	Un-restricted funds £	Restricted funds £	Total 2025 £	Un-restricted funds £	Restricted funds £	Total 2024 £
Premises						
Personnel costs	180,417	—	180,417	160,532	—	160,532
Maintenance and repairs	180,954	—	180,954	149,014	—	149,014
Rent and property charges payable to Westminster Roman Catholic Diocesan Trust (note 14)	918,604	—	918,604	1,000,787	—	1,000,787
Depreciation	85,860	—	85,860	76,316	—	76,316
Fuel, light and water	163,953	—	163,953	150,525	—	150,525
Cleaning	20,041	—	20,041	12,698	—	12,698
Staff accommodation	78,875	—	78,875	78,104	—	78,104
Loss on disposal of fixed assets	867	—	867	—	—	—
Miscellaneous	35,298	—	35,298	26,639	—	26,639
	1,664,869	—	1,664,869	1,654,615	—	1,654,615
Support						
Personnel costs	421,992	—	421,992	365,295	—	365,295
Printing, postage, stationery and telephone	58,564	—	58,564	57,894	—	57,894
Computers and related maintenance	73,790	—	73,790	69,641	—	69,641
Bank charges	7,470	—	7,470	6,589	—	6,589
Bad debts	26,796	—	26,796	—	—	—
	588,612	—	588,612	499,419	—	499,419
Governance						
Auditor's remuneration	15,150	—	15,150	12,580	—	12,580
Other legal and professional fees	38,693	—	38,693	68,657	—	68,657
	53,843	—	53,843	81,237	—	81,237
Total funds	6,580,230	83,862	6,664,092	6,257,992	54,384	6,312,376

4 Staff costs

	2025 £	2024 £
Staff costs during the period were as follows:		
Wages and salaries	2,911,372	2,639,535
Social security costs	327,772	273,686
Other pension costs	543,548	445,848
	3,782,692	3,359,069
Other staff costs	65,886	55,348
	3,848,578	3,414,417

Included in staff costs are termination payments of £16,152 (2024- £nil).

4 Staff costs (continued)

The number of employees who earned more than £60,000 (including taxable benefits but excluding employer's national insurance and pension contributions) during the year was as follows:

	Total 2025	Total 2024
£60,001 - £70,000	6	5
£70,001 - £80,000	1	2
£80,001 - £90,000	2	3
£90,001 - £100,000	2	2
£100,001 - £110,000	1	—
£170,001 - £180,000	—	1
£180,001 - £190,000	1	—

The average number of employees during the period, analysed by function, was as follows:

	2025 No.	2024 No.
Teaching and music	49	46
Welfare	18	18
Support	6	5
	73	69

5 Remuneration of Trustees, Governors and key management personnel

No Trustee or Governor received any remuneration from the charity in connection with their duties as a Director of the Corporate Trustee or Governor during the year or in respect of their role as key management personnel (2024 – £nil). Three Governors received reimbursement of travel and accommodation expenses totalling £1,901 from the charity in connection with their duties as a Governor during the year (2024 – £2,187 reimbursed to two Governors). No Trustee or Governor had any beneficial interest in any contract with the charity during the year (2024 – none).

The key management personnel of the charity in charge of running and operating the charity on a day-to-day basis are the Directors of the Corporate Trustee, Governors, Head Master, Deputy Head (Pastoral), Head of Pre-Prep, Deputy Head (Academic) (also Head of Boarding), Director of Studies, Director of Admissions and Bursar. The total remuneration (including taxable benefits, employer's national insurance and pension contributions) of the key management personnel for the year was £992,437 (2024 – £917,481).

The School provides a discount on school fees of up to 85% for senior management and up to 25% for all other School staff. In line with this policy, the Head of Pre-Prep receives an 85% discount on School fees for her son, who joined the School in September 2020.

6 Taxation

Westminster Cathedral Choir School is a registered charity and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

Notes to the accounts Year to 31 August 2025

7 Tangible fixed assets

	Major improvements to property £	Furniture, equipment and minor improvements £	Total £
Cost			
At 1 September 2024	2,136,690	2,099,323	4,236,013
Additions	9,801	119,566	129,367
Disposals	—	(262,583)	(262,583)
At 31 August 2025	<u>2,146,491</u>	<u>1,956,306</u>	<u>4,102,797</u>
Depreciation			
At 1 September 2024	856,933	1,580,608	2,437,541
Charge for year	85,860	138,257	224,117
Eliminated in respect of disposals	—	(261,583)	(261,583)
At 31 August 2025	<u>942,793</u>	<u>1,457,282</u>	<u>2,400,075</u>
Net book values			
At 31 August 2025	<u>1,203,698</u>	<u>499,024</u>	<u>1,702,722</u>
At 31 August 2024	<u>1,279,757</u>	<u>518,715</u>	<u>1,798,472</u>

8 Debtors

	2025 £	2024 £
Tuition and other fees receivable	70,693	38,161
Prepayments and sundry debtors	78,780	83,901
	<u>149,473</u>	<u>122,062</u>

9 Creditors: amounts falling due within one year

	2025 £	2024 £
Amounts due to Westminster Roman Catholic Diocesan Trust (note 14)	99,190	91,972
Accrued rent (see below)	278,348	303,087
PAYE, National Insurance and employer's pension contributions	173,713	130,162
Fees in advance	1,326,006	1,379,144
Returnable fee deposits	54,000	60,500
Additions to tangible fixed assets	28,402	98,884
Accruals	165,157	41,635
	<u>2,124,816</u>	<u>2,105,384</u>

The accrued rent of £278,348 (2024 – £303,087) represents the cumulative charge to the statement of financial activities required in order to spread the rent applicable to the lease of the charity's premises over the entire period of the lease on a straight line basis, after adjusting for an initial three year period of reduced rent and a further 6 month period of reduced rent.

Notes to the accounts Year to 31 August 2025

10 Creditors: amounts falling due after more than one year

	2025 £	2024 £
Returnable fee deposits	501,500	531,498

11 Restricted funds

The income funds include restricted funds comprising the following unexpended balances of donations and grants to be applied for specific purposes.

	At 1 September 2024 £	Income £	Expenditure £	At 31 August 2025 £
Basil Hume Fund	412,505	71,098	(83,862)	399,741
Neil McLaughlan Fund	1,669	10,000	—	11,669
Total restricted funds	414,174	81,098	(83,862)	411,410

	At 1 September 2023 £	Income £	Expenditure £	At 31 August 2024 £
Basil Hume Fund	434,926	31,713	(54,134)	412,505
Neil McLaughlan Fund	1,919	—	(250)	1,669
Other funds	—	6,771	(6,771)	—
Total restricted funds	436,845	38,484	(61,155)	414,174

The purposes for which the funds must be used are as follows:

- ◆ Basil Hume Fund
Although choristers are required to pay only a small proportion of the full fees by virtue of the grant received annually from the Westminster Cathedral Choir School Fund (note 1), further assistance is also available on application to this fund.
- ◆ Neil McLaughlan Fund
The Neil McLaughlan Fund comprises donations from parents to establish a fund from which ad-hoc awards will be made, usually annually, to recognise an outstanding contribution from a member of academic teaching staff (excluding SMT members).

12 Analysis of net assets between funds

	Unrestricted general fund £	Restricted funds £	2025 Total £
Fund balances at 31 August 2025			
are represented by:			
Tangible fixed assets	1,702,722	—	1,702,722
Net current assets	3,103,694	411,410	3,515,104
Creditors: amounts falling due after more than one year	(501,500)	—	(501,500)
Total net assets	4,304,916	411,410	4,716,326
	Unrestricted general fund £	Restricted funds £	2024 Total £
Fund balances at 31 August 2024			
are represented by:			
Tangible fixed assets	1,798,472	—	1,798,472
Net current assets	2,572,733	414,174	2,986,907
Creditors: amounts falling due after more than one year	(531,498)	—	(531,498)
Total net assets	3,839,707	414,174	4,253,881

13 Connected charity

The charity is connected to Westminster Roman Catholic Diocesan Trust (Charity Registration Number 233699) which has the same Corporate Trustee, namely Westminster Roman Catholic Diocese Trustee.

14 Transactions with connected charity

A licence agreement exists between the School and Westminster Roman Catholic Diocesan Trust in relation to the School's share of the heating and hot water costs.

During the year to 31 August 2025, rent and property related charges of £918,604 (2024 – £1,000,787) were payable to Westminster Roman Catholic Diocesan Trust. This includes a rent payment for the use of 47 Francis Street, London, SW1P 1QR by Westminster Cathedral Choir School as a Pre-Prep School. The property is owned by the Westminster Roman Catholic Diocesan Trust and is rented to the charity.

As at 31 August 2025, an amount of £99,190 (2024 - £91,972) was due to Westminster Roman Catholic Diocesan Trust (note 9).

15 Commitments under operating leases

At 31 August 2025, the total of the charity's future minimum lease payments under non-cancellable operating leases was as follows:

	2025 £	2024 £
Land and buildings		
Amount due within one year	834,087	938,251
Amounts due between two and five years	3,109,771	3,488,662
Amounts due after five years	8,668,039	9,962,524
	12,611,897	14,389,437

The above lease is for a 30 year period from July 2017 with an initial three year period of reduced rent and a further 6 months of reduced rent from April 2020.

The rent payable is variable and depends on the Bank Rate set by the Bank of England.

16 Pension commitments

The charity's teaching staff belong to the Teachers' Pension Scheme (TPS). The total pension cost for the TPS for the period was £491,768 (2024 – £400,122). For non-teaching staff, contributions are made to defined contribution pension schemes. The total pension costs for the year payable to these schemes was £51,761 (2024 – £45,726).

Teachers' Pension Scheme (TPS)

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. These regulations apply to teachers in schools, colleges and other educational establishments. Membership is automatic for teachers and lecturers at eligible institutions. Teachers and lecturers are able to opt out of the TPS.

The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis – these contributions, along with those made by employers, are credited to the Exchequer under arrangements governed by the above Act. Retirement and other pension benefits are paid by public funds provided by Parliament.

Under the definitions set out in FRS 102 (28.11), the TPS is a multi-employer pension plan. The School is unable to identify its share of the underlying assets and liabilities of the plan.

Accordingly, the School has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined-contribution plan. The School has set out below the information available on the plan and the implications for the School in terms of the anticipated contribution rates.

The valuation of the TPS is carried out in line with regulations made under the Public Service Pension Act 2013. Valuations credit the teachers' pension account with a real rate of return assuming funds are invested in notional investments that produce that real rate of return.

16 Pension commitments (continued)

Teachers' Pension Scheme (TPS) (continued)

The latest actuarial review of the TPS was carried out as at 31 March 2020. The valuation report was published by the Department for Education (DfE) in October 2023. The valuation reported total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £262 billion, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £222 billion, giving a notional past service deficit of £40 billion.

As a result of the valuation, new employer contribution rates have been set at 28.68% of pensionable pay from April 2024 onwards (compared to 23.68% since September 2019).

A full copy of the valuation report and supporting documentation can be found on the Teachers' Pension Scheme website.

17 Related party transactions

A total of £27,090 (2024 – £34,321) was paid to Farrer & Co LLP, the School's legal advisers, of which Maria Strauss, a Governor, is a partner.

A grant of £105,000 (2024 - £105,000) was received from Westminster Cathedral Choir School Fund (Registered Charity Number 276878) of which Mrs Joanna Stephens, Bursar at the School, is a trustee.

Other than the relationships and transactions disclosed in notes 5, 14 and 15, there were no other related party transactions requiring disclosure (2024 – none).

Accounts

**Westminster
Cathedral
Choir
School**

Annual Report and Accounts

31 August 2024

Charity Registration Number
1063761

Contents

Reports

Reference and administrative details of the charity and its Corporate Trustee	1
Report of the directors of the Corporate Trustee	3
Independent auditor's report	12

Accounts

Statement of financial activities	16
Balance sheet	17
Statement of cash flows	18
Principal accounting policies	19
Notes to the accounts	23

Reference and administrative details of the charity and its Corporate Trustee

Trustee of the charity

The charity is controlled by the "Westminster Roman Catholic Diocese Trustee" (WRCDT), a company limited by guarantee. The company does not conduct any trade or business for its own account and has no assets or liabilities. Its sole purpose is to act as trustee for a number of trusts and funds. The principal of these is the Westminster Roman Catholic Diocesan Trust.

The Directors of Westminster Roman Catholic Diocese Trustee (herein referred to as Trustees) are:

His Eminence Cardinal V Nichols
Rt Rev J Sherrington
Rt Rev N Hudson
Rt Rev P McAleenan
Rev Mgr M Hayes
Rev Mgr J O'Boyle (resigned 5 July 2024)
Rt Rev J Curry (appointed 18 June 2024)
Mr A Ndoca
Baroness N O'Loan
Dame C Bowe
Mr K Ingram
Mr E Craston

President of the School

His Eminence Cardinal V Nichols

The Board of Governors

Chairman

Mr David Heminway
Mr Robert Enserro
Mrs Kate Finch
Martin Hattrell
Rev Alexander Master (Private Secretary to the Cardinal)
Mr James O'Brien
Mr Mike Pittendreigh (resigned 5 July 2024)
Ms Laura Pigorini (appointed 14 June 2024)
Mr Nick Robinson
Rev Stuart Seaton
Mr Nicholas Seed (Chief Financial Officer for the Diocese)
Ms Maria Strauss
Rev Sławomir Witoń (The Dean of Westminster Cathedral)

Reference and administrative details of the charity and its Corporate Trustee

<i>In attendance at Governors' meetings</i>	The Head Master – Mr Neil McLaughlan The Master of Music – Mr Simon Johnson The Bursar – Mrs Joanna Stephens The Deputy Head (Pastoral) – Miss Emily Auger The Director of Admissions – Mrs Lucy Freeman (nee Auger)
Clerk to the Governors	Mrs Joanna Stephens
Principal address	Westminster Cathedral Choir School Ambrosden Avenue London SW1 1QH
Charity registration number	1063761
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	HSBC Bank plc 69 Pall Mall London SW1Y 5EY
Solicitors	Farrer & Co LLP 66 Lincoln's Inn Fields London WC2A 3LH

Report of the Directors of the Corporate Trustee Year to 31 August 2024

Introduction

The Directors of the Corporate Trustee (hereafter referred to as the Trustees) present their statutory report together with the accounts of Westminster Cathedral Choir School (the charity or School or WCCS) for the year ended 31 August 2024.

The accounts have been prepared in accordance with the accounting policies set out on pages 19 to 22 of the attached accounts and comply with the charity's trust deed, applicable laws and 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).

Structure, governance and management

Constitution

Westminster Cathedral Choir School is governed by a trust deed dated 8 July 1997 and is registered with the Charity Commission, Charity Registration No 1063761.

Status

Westminster Cathedral Choir School was founded by Cardinal Herbert Vaughan in 1902 to provide boarding Choristers and Exhibitioners to sing the daily capitular liturgy in the then new Cathedral. In 1976 day boys were introduced and in 2017 a Pre Prep was added. There were 269 boys, aged 4-13 at the start of the 2023/24 year. The School is divided into nine year groups (National Curriculum Years Reception to Year 8). There are approximately 30 boys in each year group.

WCCS is situated within the precincts of Westminster Cathedral and is Roman Catholic by foundation. The Head Master is a member of the Incorporated Association of Preparatory Schools (IAPS), the Catholic Independent Schools' Conference (CISC) and the Choir Schools' Association (CSA).

Organisation

Ultimate responsibility for the charity lies with the Directors of Westminster Roman Catholic Diocese Trustee (WRCDT) (the Trustees).

Trustees and Governors

The Trustees i.e. the Directors of the Corporate Trustee are appointed by the Archbishop of Westminster.

Report of the Directors of the Corporate Trustee Year to 31 August 2024

Structure, governance and management (continued)

Trustees and Governors (continued)

The Trustees who have been in office since 1 September 2023 are as follows:

His Eminence Cardinal V Nichols
Rt Rev J Sherrington
Rt Rev N Hudson
Rt Rev P McAleenan
Rev Mgr M Hayes
Rev Mgr J O'Boyle (resigned 5 July 2024)
Rt Rev J Curry (appointed 18 June 2024)
Mr A Ndoca
Dame C Bowe
Baroness N O'Loan
Mr K Ingram
Mr E Craston

On agreeing to become a Director of the Corporate Trustee, the Trustees are thoroughly briefed by their co-Trustees on the history of the charity, the day-to-day management, the responsibilities of the Trustees, the current objectives and future plans. The Trustees are also encouraged to attend any courses which they feel are relevant to the development of their role and to keep up-to-date on any changes in legislation.

The Trustees are ultimately responsible for the policies, activities and assets of the charity. The Archbishop appoints a Chairman of the Board of Governors who appoints other governors for a fixed term in consultation with the Archbishop. The Governors work with the Trustees in determining the general direction of the School and operate within powers set out in an Instrument of Government. They meet during the year to review the developments with regard to the charity, its activities and make any important decisions. When necessary, the Trustees and/or Governors seek advice and support from the charity's professional advisers including solicitors and accountants. The Bursar undertakes the day-to-day management of the charity's activities, the implementation of policies, administers payments and keeps the books and records of the charity.

The names of the Governors who have served since 1 September 2023 are given on page 1 of this report and accounts.

At their meetings, the Governors review the latest management accounts including budget forecasts.

Trustees' and Governors' remuneration

No Trustee or Governor received any remuneration from the charity in connection with his/her duties as a Trustee or Governor during the year. Two Governors received reimbursement of travel and accommodation expenses totalling £2,187 (2022/23: £457 for one Governor) from the charity in connection with their duties as a Governor during the year. No Trustee or Governor had any beneficial interest in any contract with the charity.

Report of the Directors of the Corporate Trustee Year to 31 August 2024

Structure, governance and management (continued)

Responsibilities of the Trustees

The Trustees are responsible for preparing the Annual Report and Accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these accounts, the Trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in 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);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities (Accounts and Reports) Regulations 2008, the applicable Charity (Accounts and Reports) Regulations 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.

Key management personnel

The Trustees and Governors consider that they, together with the Senior Management Team (SMT), comprise the key management of the charity in charge of directing and controlling, running and operating the School.

As noted above, neither the Trustees nor the Governors receive any remuneration in respect to their services. The Governors meet at least once a term and there is regular formal and informal communication between the Governors, the Trustees and members of the SMT.

Day to day management of the School is the responsibility of the Senior Management Team. This consists of the Head Master, Deputy Head (Pastoral), Head of Pre-Prep, Deputy Head (Academic) (also Head of Boarding), Director of Studies, Director of Admissions and Bursar. The SMT meets weekly to discuss any operational, safeguarding or staff matters.

Report of the Directors of the Corporate Trustee Year to 31 August 2024

Structure, governance and management (continued)

Key management personnel (continued)

The remuneration of members of the SMT is reviewed annually by the Governors' Remuneration Committee. This Committee considers market pay levels (using external survey data where available), individual performance over the year and any changes in responsibilities. Those members of the SMT that also teach will have a portion of their salary determined by the main teaching pay scale.

Risk management

The Trustees delegate risk management to the School's Governing Body – principally through its Pastoral and Finance Committees, which meet termly. The School is also represented at the Health, Safety and Fire Committee of the Westminster Roman Catholic Diocesan Trust. Risks are identified and assessed, and controls established throughout the year.

The key controls used by the School include:

- ◆ Formal agendas for all committee meetings
- ◆ Strategic planning, budgeting and management accounting
- ◆ Established organisational structure and lines of reporting
- ◆ Formal written policies, including safeguarding and child protection
- ◆ Clear authorisation and approval levels
- ◆ Maintenance of a risk register

Through the risk management processes established for the School, the Governors are satisfied that the major risks identified have been mitigated. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Principal risks and uncertainties

The principal risks and uncertainties facing the charity are detailed in a risk register. The principal risks and the strategies applied by the Trustees and Governors for managing these are outlined below.

Structure, governance and management (continued)

Principal risks and uncertainties (continued)

- ◆ **Safeguarding:** Compliance with safeguarding regulation is a key management concern because of the associated reputational risk for non-compliance. The School has a Designated Safeguarding Lead and a Safeguarding Governor who is responsible for ensuring the policies and procedures comply with the latest Independent Schools Inspectorate (ISI) regulations and *Keeping Children Safe in Education*, and are implemented in all aspects of the School's operation. Advice is sought from Westminster Local Authority Designated Officer (LADO) as appropriate. All staff are subject to an enhanced DBS check which is refreshed every 3 years. Each member of staff receives safeguarding training at induction and this is repeated annually at staff INSET training. The Senior Management Team receives additional training on safer recruitment. The Deputy Head (Pastoral) and Designated Safeguarding Lead reports any pastoral or safeguarding matters to the SMT weekly, and to the Governors' Pastoral Committee and full Governors' meetings termly.
- ◆ **Fall in pupil numbers:** A reduction in pupil numbers would result in a fall in income which, over the long term, could affect the overall financial security of the School. The School benefits from a strong market position, and demand for places is high. The School carefully monitors registration numbers to ensure any deterioration of this position is quickly identified and addressed. The existence of the Pre-Prep substantially reduces the School's reliance on a small, and dwindling, number of Pre-Prep feeder schools, and affords the School greater control of its pupil intake. Future market changes are expected to result in a rise of 11+ exits. This is a particular risk for the School that needs a provision in year 7 & 8 to support the choristers in these year groups. The Governors' Strategy committee is monitoring the market closely and the Trustees receive regular updates from the School on this risk.
- ◆ **Financial risk:** The charity opened a Pre-Prep for boys aged 4 to 8 in September 2017. Whilst this reduces the risk of falling pupil numbers, it increases the financial risk as substantial rent payments must be met to occupy the Pre-Prep building. The rent payments are linked to bank base rate so the School is exposed to interest rate risk. The annual budget and five-year cash flow are reviewed regularly by the Finance Committee to ensure affordability of rent. There is total confidence in the charity's ability to meet the projected rent levels and cash flow remains strong. The introduction of VAT on school fees may impact pupil numbers and affordability of the fees. The loss of business rate relief and increase in employer National Insurance contributions will significantly increase the School's costs and will be factored into the annual budgets.

Structure, governance and management (continued)

- ◆ **Political risk:** Further political changes could impact the School's charitable status. This is a significant risk to the School. The School continues to actively support the local and national community through the Choir and its support of the choristers.
- ◆ **Reputational risk:** The School may attract media interest. Inaccurate media coverage of the School or the Westminster Cathedral Choir creates a potential reputational risk for the School. The School will seek professional advice where necessary to reduce this risk and closely monitors pupil registrations to ensure that any link between adverse press coverage and pupil registrations is noted and addressed.

Connected charity

The Trustees are also responsible for Westminster Roman Catholic Diocesan Trust, a registered charity, Charity Registration Number 233699.

Objectives and activities

The general aims of the charity are the advancement of the Roman Catholic Religion and the advancement of education in the Roman Catholic tradition. The charity aims to train boys in church choral music through the operation of Westminster Cathedral Choir School.

In planning the activities of the charity for the year, the Trustees and Governors have considered the guidance on public benefit issued by the Charity Commission.

Pupil numbers

At the start of the 2023/24 academic year there were 269 boys in the School (2022/23: 277) of whom 23 were choristers (2022/23: 22) and 246 day boys (2022/23: 255).

Fees

Termly fees for 2023/24 were £6,974 for day boys in Reception – Year 2 (2022/23: £6,457), £7,204 for day boys in Year 3 (2022/23: £7,204), £7,942 for day boys in Years 4-8 (2022/23: £7,564) and £3,667 for choristers (2022/23: £3,600).

The Governors' Finance Committee sets the level of fees each year taking into consideration the cost of providing high standards of teaching, learning and pastoral care, and of maintaining the fabric of the building.

Academic life

WCCS continued to develop its liberal academic curriculum, producing exclusive resources for each subject from Reception to Year 8.

The School remains committed to 13+ Common Entrance and continues to prepare boys for a range of senior schools.

Report of the Directors of the Corporate Trustee Year to 31 August 2024

Objectives and activities (continued)

Academic life (continued)

In 2024, the School's exit list included the following:

- ♦ City of London School x 2
- ♦ Dulwich College x 4 (1 Academic Scholarship)
- ♦ Eton College x 3
- ♦ Harrow School x 2
- ♦ King's College School, Wimbledon
- ♦ Radley College x 1 (Music & Sports scholarship)
- ♦ Westminster School x 4

The School also met all the standards for an Independent Schools Inspectorate (ISI) inspection in June 2023.

Westminster Cathedral Choir continued a busy and varied schedule, on top of the six-day-a-week singing of the capitular liturgy in the Cathedral. This year the choristers sang at the Festival of St Cecilia, at the Christmas Celebration in Westminster Cathedral, and enjoyed a successful tour to Germany in May, as well as doing a fruitful recording session in June.

The School and the local community

The School continues to devote an enormous amount of time, effort and funds to supporting its principal form of public benefit: supporting Westminster Cathedral's world-class choir. The choir sings live in public, at no cost to its thousands of listeners, six times a week, at a standard universally acknowledged to be world class. All the choristers receive generous scholarships, supported by means-tested bursaries, to enable this form of musical education to be accessible to any boy with an aptitude to sing.

On top of supporting the Choir, the School and Parents' Association raised £11,000 for charities over the year. This was split between the Cardinal Hume Centre, a local charity for young homeless people, and Eyehope, a charity founded by a team of Ophthalmologic Consultants at nearby St Thomas's Hospital and treating eye disease in Tanzania.

Financial review

Financial position

The charity had income during the year of £6,569,155 (2023 - £6,427,094). Income from tuition fees and similar charges, net of bursaries, totalled £6,288,895 (2023 - £6,202,723). Donations and legacies during the year amounted to £152,152 (2023 - £197,967). Included within this total was £105,000 (2023 - £90,000) received by way of a grant from the Westminster Cathedral Choir School Fund (Registered Charity Number 276878). Bank interest was £128,108 (2023 - £26,404).

Report of the Directors of the Corporate Trustee Year to 31 August 2024

Financial review (continued)

Financial position (continued)

Total expenditure amounted to £6,319,147 (2023 - £5,882,506) with staff costs, rent for the Pre-Prep building and premises expenditure accounting for a significant proportion of this total. The accounts incorporate expenditure on refurbishment of the facilities and buildings to improve the quality of education provided to the boys.

The charity had net income for the year of £250,008 (2023 - £544,588).

At 31 August 2024, the charity had total net funds of £4,253,881 (2023 - £4,003,873). This includes restricted funds at 31 August 2024 of £414,174 (2023 - £436,845), principally being monies to be applied towards meeting the fees of those choristers who apply for a bursary.

Reserves policy

The Trustees and Governors have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, designated or otherwise committed. The requirement for free reserves is affected by the amounts held in respect to fee deposits (most of which will not be repayable for several years), and an accrual for rent that arises from the requirement to account for payments under the lease on a straight line basis instead of when payable. Therefore, the nature of the charity's activities is such that the key performance indicator is cash flow rather than the level of free reserves. Cash flow will vary over the course of each term, with high levels of cash being held at the start of each term and then being used over the course of the term to meet expenditure on staff, premises and the operation of the School.

The Trustees and Governors are of the opinion that at all times the charity should have sufficient cash flow to enable it to meet its costs, that the cash flow should be sufficient to enable the School to continue to invest in the premises, facilities and equipment, to provide sufficient flexibility to cover temporary shortfalls in income due to falls in pupil numbers, and to cover the other risks and uncertainties of operating as an independent educational establishment. To this end cash flow is monitored regularly against budget and there is tight control over debt collection and expenditure.

At 31 August 2024 the charity had net current assets of £2,986,907 (2023 - £2,938,046) with cash at bank and short term deposits amounting to £4,970,229 (2023 - £4,641,280). Free reserves were £2,041,235 (2023 - £2,003,701). The Trustees and Governors believe that the financial position of the School at this date was acceptable and that the cash flow, which is monitored closely, was adequate but not excessive.

Fundraising statement

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells data; it never swaps data and ensures that communication preferences can be changed at any time. The charity manages its own fundraising activities and does not employ the services of professional fundraisers. The charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During the year, the charity received no complaints about its fundraising activities.

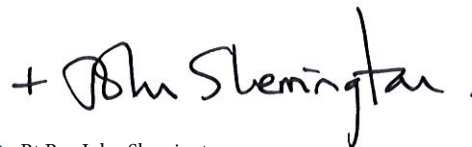
Report of the Directors of the Corporate Trustee Year to 31 August 2024

Future plans

WCCS continues to enjoy stable pupil numbers in what has become a complex and over-supplied market in central London.

The charity's focus remains on maintaining numbers in the Pre-Prep School, which takes boys from Reception (age 4) to Year 3 (age 8). In September 2017, the Pre-Prep recruited its first 29 boys; in 2024 there were 96 boys from Reception (age 4) to Year 3 (age 8).

Signed on behalf of the Directors of Westminster Roman Catholic Diocese Trustee by:

A handwritten signature in black ink, reading "+ John Sherrington .". The signature is written in a cursive, flowing style.

Trustee Rt Rev John Sherrington

Approved by the Trustees on: 14th March 2025

Independent auditor's report Year to 31 August 2024

Independent auditor's report to the Directors of the Westminster Roman Catholic Diocese Trust ('the Trustees')

Opinion

We have audited the accounts of the Westminster Cathedral Choir School (the 'charity') for the year ended 31 August 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and notes to the accounts. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the accounts:

- ♦ give a true and fair view of the state of the charity's affairs as at 31 August 2024 and of its incoming resources and application of resources for the year then ended;
- ♦ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ♦ have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the accounts, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the accounts is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the accounts are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Independent auditor's report Year to 31 August 2024

Other information

The other information comprises the information included in the Annual Report and Accounts, other than the accounts and our auditor's report thereon. The Trustees are responsible for the other information contained within the Annual Report and Accounts. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the accounts themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- ◆ the information given in the Trustees' report is inconsistent in any material respect with the accounts; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the accounts are not in agreement with the accounting records; or
- ◆ we have not received all the information and explanations we require for our audit.

Responsibilities of Trustees

As explained more fully in the statement of the responsibilities of the Trustees, the Trustees are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Independent auditor's report Year to 31 August 2024

Auditor's responsibilities for the audit of the accounts

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ we identified the laws and regulations applicable to the charity through discussions with those charged with governance and other management, and from our knowledge and experience of the sector;
- ◆ we focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the operations of the charity, including the Charities (Accounts and Reports) Regulations 2008, the Financial Reporting Standard applicable in the UK and Republic of Ireland (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 (Charities SORP FRS 102), and safeguarding regulations; and
- ◆ we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence. We corroborated our enquiries through our review of Trustees', Governors' and committee minutes.

We assessed the susceptibility of the charity's accounts to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ making enquiries of management as to their knowledge of actual, suspected and alleged fraud; and
- ◆ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ performed analytical procedures to identify any unusual or unexpected financial relationships;

Independent auditor's report Year to 31 August 2024

Auditor's responsibilities for the audit of the accounts (continued)

- ◆ performed substantive testing of expenditure including testing the authorisation thereof; and
- ◆ tested journal entries to identify unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ agreeing financial statement disclosures to underlying supporting documentation;
- ◆ reading the minutes of meetings of those charged with governance;
- ◆ reviewing legal expenses incurred in the year; and
- ◆ enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

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. Our audit work has been undertaken so that we might state to the charity's Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.



15 March 2025

Buzzacott LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Statement of financial activities Year to 31 August 2024

	Notes	Un- restricted funds £	Restricted funds £	Total 2024 £	Un- restricted funds £	Restricted funds £	Total 2023 £
Income from:							
Donations and legacies	1	120,788	31,364	152,152	105,284	92,683	197,967
Bank interest		120,988	7,120	128,108	26,404	—	26,404
Charitable activities							
. Provision of education	2	6,288,895	—	6,288,895	6,202,723	—	6,202,723
Total income		6,530,671	38,484	6,569,155	6,334,411	92,683	6,427,094
Expenditure on:							
Charitable activities							
. Provision of education	3	6,257,992	54,384	6,312,376	5,805,889	51,151	5,857,040
. Charity donations		—	6,771	6,771	—	25,466	25,466
Total expenditure		6,257,992	61,155	6,319,147	5,805,889	76,617	5,882,506
Net income (expenditure) and net movement in funds		272,679	(22,671)	250,008	528,522	16,066	544,588
Reconciliation of funds							
Balances brought forward at 1 September		3,567,028	436,845	4,003,873	3,038,506	420,779	3,459,285
Balances carried forward at 31 August		3,839,707	414,174	4,253,881	3,567,028	436,845	4,003,873

All of the charity's activities derived from continuing operations during each of the above two financial periods.

Balance sheet 31 August 2024

	Notes	2024 £	2024 £	2023 £	2023 £
Fixed assets					
Tangible assets	7		1,798,472		1,563,327
Current assets					
Debtors	8	122,062		141,559	
Short term deposits		1,800,000		1,500,000	
Cash at bank and in hand		3,170,229		3,141,280	
		<u>5,092,291</u>		<u>4,782,839</u>	
Creditors: amounts falling due within one year	9	(2,105,384)		(1,844,793)	
Net current assets			<u>2,986,907</u>		<u>2,938,046</u>
Total assets less current liabilities			<u>4,785,379</u>		<u>4,501,373</u>
Creditors: amounts falling due after more than one year	10		(531,498)		(497,500)
Total net assets			<u>4,253,881</u>		<u>4,003,873</u>
The funds of the charity:					
Funds and reserves					
Restricted funds	11		414,174		436,845
Unrestricted income funds					
.. General fund					
..Tangible fixed assets		1,798,472		1,563,327	
..Free reserves		<u>2,041,235</u>		<u>2,003,701</u>	
			<u>3,839,707</u>		<u>3,567,028</u>
			<u>4,253,881</u>		<u>4,003,873</u>

Approved by the Directors of Westminster Roman Catholic Diocese Trustee and signed on their behalf by:

+ 

Trustee Rt Rev John Sherrington

Approved on:

14th March 2025.

Statement of cash flows Year to 31 August 2024

	Notes	2024 £	2023 £
Cash flows from operating activities:			
Net cash provided by operating activities	A	973,794	914,630
Cash flows from investing activities:			
Increase in short term deposits		(300,000)	(1,500,000)
Purchase of tangible fixed assets		(644,845)	(229,242)
Net cash used in investing activities		(944,845)	(1,729,242)
Cash flows from financing activities:			
Repayment of borrowings		—	(200,000)
Net cash used in financing activities		—	(200,000)
Change in cash and cash equivalents in the year		28,949	(1,014,612)
Cash and cash equivalents at 1 September	B	3,141,280	4,155,892
Cash and cash equivalents at 31 August	B	3,170,229	3,141,280

Notes to the statement of cash flows for the year to 31 August 2024

A Reconciliation of net movement in funds to net cash provided by operating activities

	2024 £	2023 £
Net movement in funds (as per the statement of financial activities)	250,008	544,588
Adjustments for:		
Depreciation charge	212,130	154,678
Decrease in debtors	19,497	32,620
Increase in creditors (excluding fixed asset creditors)	492,159	182,744
Net cash provided by operating activities	973,794	914,630

B Analysis of cash and cash equivalents

	2024 £	2023 £
Total cash and cash equivalents: Cash at bank and in hand	3,170,229	3,141,280

C Analysis of changes in net (debt) funds

	At 1 September 2023 £	Cash flows £	At 31 August 2024 £
Cash and cash equivalents	3,141,280	28,949	3,170,229
Short term deposits	1,500,000	300,000	1,800,000
Total	4,641,280	328,949	4,970,229

Principal accounting policies Year to 31 August 2024

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

Basis of preparation

These accounts have been prepared for the year to 31 August 2024 with comparative information given in respect to the year to 31 August 2023.

The accounts have been prepared in accordance with 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities (Accounts and Reports) Regulations 2008.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the Trustees, in consultation with the Governors and Senior Management Team, to make significant judgements and estimates.

The items in the accounts where these judgements and estimates have been made include:

- ◆ Estimating the useful economic life of tangible fixed assets for the purposes of determining an annual depreciation charge; and
- ◆ Assessing the level of any necessary bad debt provision.

Assessment of going concern

The Trustees, in consultation with the Governors, have assessed whether the use of the going concern assumption is appropriate in preparing these accounts. They have made this assessment in respect to a period of at least one year from the date of approval of these accounts.

The Trustees and Governors of the charity have concluded that there are no material uncertainties related to events or conditions, including the current macroeconomic and geopolitical climate, that may cast significant doubt on the ability of the charity to continue as a going concern although maintaining pupil numbers remains essential to financial security (see principal risks set out in the Report of the Directors of the Corporate Trustee). The Trustees and Governors are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Principal accounting policies Year to 31 August 2024

Income

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Donations and grants are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations or grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation or grant is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacies are included in the statement of financial activities when the charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charity.

Interest receivable on bank deposits is credited to the statement of financial activities on an accruals basis.

Fees for the provision of education comprise tuition and related fees paid in accordance with agreements between the School and individual pupils' parents. Such income is stated after deducting bursaries and is recognised when the School is entitled to receipt under the relevant contractual agreements. This is usually at the point at which the School has commenced the provision of education in respect to the relevant student at the start of each academic term.

Expenditure

Expenditure is recognised as soon as there is a legal or constructive obligation committing the charity to make a payment 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.

All expenditure is accounted for on an accruals basis. Expenditure comprises direct costs and support costs and is stated inclusive of irrecoverable VAT.

Expenditure on charitable activities includes all direct and indirect costs associated with furthering the charitable purposes of the charity i.e. the provision of education and the training of children in church choral music through the operation of Westminster Cathedral Choir School. Such costs include:

- ◆ Teaching costs i.e. the cost of teaching and support staff salaries, including pension and national insurance costs, books and other tuition expenses, and the cost of games and activities.
- ◆ Welfare costs i.e. all domestic costs associated with the School including employment costs, consumables and catering.

Principal accounting policies Year to 31 August 2024

Expenditure (continued)

- ◆ Premises costs i.e. costs associated with the premises, grounds and estate used by the charity for the purposes of education.
- ◆ Support costs i.e. administrative costs incurred in connection with the School.
- ◆ Governance costs, i.e. costs directly attributable to the legal procedures necessary for compliance with statutory requirements.

Tangible fixed assets

Assets costing in excess of £1,000 and with an expected useful life exceeding one year are capitalised.

All tangible fixed assets are stated at cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

- ◆ Furniture, equipment and minor improvements 10% - 20% per annum based on cost
- ◆ Major improvements to property 4% per annum based on cost

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits.

Creditors and provisions

Creditors and provisions 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. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt.

Fund structure

The general fund comprises the net book value of tangible fixed assets and free reserves i.e. those monies which may be used towards meeting the charitable objectives of the charity and which may be applied at the discretion of the Trustees.

The restricted funds comprise monies raised for, or their use restricted to, a specified purpose or amounts subject to donor imposed conditions as to use.

Principal accounting policies Year to 31 August 2024

Leased assets

Operating leases are defined as those leases where substantially all of the benefits and risks of ownership remain with the lessor. The rental applicable for the period from the commencement of such a lease until the end of the lease is charged to the statement of financial activities on a straight line basis spread over the entirety of the lease term, including over any rent free period or period of reduced rent.

Pension costs

Contributions in respect to defined contribution schemes are charged to the statement of financial activities in the year in which they become payable to the schemes.

The charity contributes to a defined benefit pension scheme. Under the definitions set out in FRS 102, the scheme is a multi-employer pension scheme. The School is unable to identify its share of the underlying assets and liabilities of the scheme and accordingly, the School has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined contribution scheme.

Notes to the accounts Year to 31 August 2024

1 Income from: Donations and legacies

	Un-restricted funds £	Restricted funds £	Total 2024 £	Un-restricted funds £	Restricted funds £	Total 2023 £
Grants receivable from Westminster Cathedral Choir School Fund (note 17)	105,000	—	105,000	90,000	—	90,000
Legacies receivable	—	—	—	—	20,511	20,511
Other donations, gifts and sundry receipts	15,788	31,364	47,152	15,284	72,172	87,456
Total funds	120,788	31,364	152,152	105,284	92,683	197,967

2 Income from: Provision of education

	Un-restricted funds £	Restricted funds £	Total 2024 £	Un-restricted funds £	Restricted funds £	Total 2023 £
Gross fees	6,368,929	—	6,368,929	6,284,123	—	6,284,123
Less: Bursaries	(80,034)	—	(80,034)	(81,400)	—	(81,400)
Total funds	6,288,895	—	6,288,895	6,202,723	—	6,202,723

Choristers' fees only partially cover the costs associated with the provision of education for choristers. The shortfall is in part made up by a grant of £105,000 (2023 - £90,000) receivable from Westminster Cathedral Choir School Fund (see note 1).

3 Expenditure on: Provision of education

	Un-restricted funds £	Restricted funds £	Total 2024 £	Un-restricted funds £	Restricted funds £	Total 2023 £
Teaching and music						
Personnel costs	2,571,349	—	2,571,349	2,416,042	—	2,416,042
Books, equipment and educational supplies	672,785	—	672,785	598,864	—	598,864
Scholarships and prizes	24,407	54,384	78,791	11,564	51,151	62,715
Depreciation	135,814	—	135,814	95,260	—	95,260
Advertising, travel and related costs	86,966	—	86,966	138,807	—	138,807
	3,491,321	54,384	3,545,705	3,260,537	51,151	3,311,688
Welfare						
Personnel costs	317,241	—	317,241	305,551	—	305,551
Provisions	178,950	—	178,950	172,698	—	172,698
Miscellaneous expenses	35,209	—	35,209	25,028	—	25,028
	531,400	—	531,400	503,277	—	503,277

Notes to the accounts Year to 31 August 2024

3 Expenditure on: Provision of education (continued)

	Un- restricted funds £	Restricted funds £	Total 2024 £	Un- restricted funds £	Restricted funds £	Total 2023 £
Premises						
Personnel costs	160,532	—	160,532	157,709	—	157,709
Maintenance and repairs	149,014	—	149,014	159,797	—	159,797
Rent and property charges payable to Westminster Roman Catholic Diocesan Trust (note 14)	1,000,787	—	1,000,787	896,900	—	896,900
Depreciation	76,316	—	76,316	59,418	—	59,418
Fuel, light and water	150,525	—	150,525	135,939	—	135,939
Cleaning	12,698	—	12,698	8,902	—	8,902
Staff accommodation	78,104	—	78,104	70,767	—	70,767
Miscellaneous	26,639	—	26,639	26,612	—	26,612
	1,654,615	—	1,654,615	1,516,044	—	1,516,044
Support						
Personnel costs	365,295	—	365,295	338,112	—	338,112
Printing, postage, stationery and telephone	57,894	—	57,894	61,254	—	61,254
Computers and related maintenance	69,641	—	69,641	57,236	—	57,236
Bank charges	6,589	—	6,589	6,676	—	6,676
	499,419	—	499,419	463,278	—	463,278
Governance						
Auditor's remuneration	12,580	—	12,580	14,229	—	14,229
Other legal and professional fees	68,657	—	68,657	48,524	—	48,524
	81,237	—	81,237	62,753	—	62,753
Total funds	6,257,992	54,384	6,312,376	5,805,889	51,151	5,857,040

4 Staff costs

	2024 £	2023 £
Staff costs during the period were as follows:		
Wages and salaries	2,639,535	2,516,341
Social security costs	273,686	243,634
Other pension costs	445,848	409,084
	3,359,069	3,169,059
Other staff costs	55,348	48,355
	3,414,417	3,217,414

Notes to the accounts Year to 31 August 2024

4 Staff costs (continued)

The number of employees who earned more than £60,000 (including taxable benefits but excluding employer's national insurance and pension contributions) during the year was as follows:

	Total 2024	Total 2023
£60,001 - £70,000	5	2
£70,001 - £80,000	2	4
£80,001 - £90,000	3	2
£90,001 - £100,000	2	—
£160,001 - £170,000	—	1
£170,001 - £180,000	1	—

The average number of employees during the period, analysed by function, was as follows:

	2024 No.	2023 No.
Teaching and music	46	44
Welfare	18	19
Support	5	5
	69	68

5 Remuneration of Trustees, Governors and key management personnel

No Trustee or Governor received any remuneration from the charity in connection with their duties as a Director of the Corporate Trustee or Governor during the year or in respect of their role as key management personnel (2023 – £nil). Two Governors received reimbursement of travel and accommodation expenses totalling £2,187 from the charity in connection with their duties as a Governor during the year (2023 – £457 reimbursed to one Governor). No Trustee or Governor had any beneficial interest in any contract with the charity during the year (2023 – none).

The key management personnel of the charity in charge of running and operating the charity on a day-to-day basis are the Directors of the Corporate Trustee, Governors, Head Master, Deputy Head (Pastoral), Head of Pre-Prep, Deputy Head (Academic) (also Head of Boarding), Director of Studies, Director of Admissions and Bursar. The total remuneration (including taxable benefits, employer's national insurance and pension contributions) of the key management personnel for the year was £917,481 (2023 – £844,288).

The School provides a discount on school fees of up to 85% for senior management and up to 25% for all other School staff. In line with this policy, the Head of Pre-Prep receives an 85% discount on School fees for her son, who joined the School in September 2020.

6 Taxation

Westminster Cathedral Choir School is a registered charity and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

Notes to the accounts Year to 31 August 2024

7 Tangible fixed assets

	Major improvements to property £	Furniture, equipment and minor improvements £	Total £
Cost			
At 1 September 2023	1,907,895	2,004,854	3,912,749
Additions	228,795	218,480	447,275
Disposals	—	(124,011)	(124,011)
At 31 August 2024	<u>2,136,690</u>	<u>2,099,323</u>	<u>4,236,013</u>
Depreciation			
At 1 September 2023	780,617	1,568,805	2,349,422
Charge for year	76,316	135,814	212,130
Eliminated in respect of disposals	—	(124,011)	(124,011)
At 31 August 2024	<u>856,933</u>	<u>1,580,608</u>	<u>2,437,541</u>
Net book values			
At 31 August 2024	<u>1,279,757</u>	<u>518,715</u>	<u>1,798,472</u>
At 31 August 2023	<u>1,127,278</u>	<u>436,049</u>	<u>1,563,327</u>

8 Debtors

	2024 £	2023 £
Tuition and other fees receivable	38,161	33,110
Prepayments and sundry debtors	83,901	108,449
	<u>122,062</u>	<u>141,559</u>

9 Creditors: amounts falling due within one year

	2024 £	2023 £
Amounts due to Westminster Roman Catholic Diocesan Trust (note 14)	91,972	61,431
Accrued rent (see below)	303,087	317,311
PAYE, National Insurance and employer's pension contributions	130,162	128,616
Fees in advance	1,379,144	933,227
Returnable fee deposits	60,500	41,000
Additions to tangible fixed assets	98,884	296,454
Accruals	41,635	66,754
	<u>2,105,384</u>	<u>1,844,793</u>

The accrued rent of £303,087 (2023 – £317,311) represents the cumulative charge to the statement of financial activities required in order to spread the rent applicable to the lease of the charity's premises over the entire period of the lease on a straight line basis, after adjusting for an initial three year period of reduced rent and a further 6 month period of reduced rent.

Notes to the accounts Year to 31 August 2024

10 Creditors: amounts falling due after more than one year

	2024 £	2023 £
Returnable fee deposits	531,498	497,500

11 Restricted funds

The income funds include restricted funds comprising the following unexpended balances of donations and grants to be applied for specific purposes.

	At 1 September 2023 £	Income £	Expenditure £	At 31 August 2024 £
Basil Hume Fund	434,926	31,713	(54,134)	412,505
Neil McLaughlan Fund	1,919	—	(250)	1,669
Other funds	—	6,771	(6,771)	—
Total restricted funds	436,845	38,484	(61,155)	414,174

	At 1 September 2022 £	Income £	Expenditure £	At 31 August 2023 £
Basil Hume Fund	402,815	83,011	(50,900)	434,926
Neil McLaughlan Fund	2,169	—	(250)	1,919
Other funds	15,795	9,672	(25,467)	—
Total restricted funds	420,779	92,683	(76,617)	436,845

The purposes for which the funds must be used are as follows:

- ◆ **Basil Hume Fund**
Although choristers are required to pay only a small proportion of the full fees by virtue of the grant received annually from the Westminster Cathedral Choir School Fund (note 1), further assistance is also available on application to this fund.
- ◆ **Neil McLaughlan Fund**
The Neil McLaughlan Fund comprises a donation from a parent to establish a fund from which an annual award will be made to recognise an outstanding contribution from a member of academic teaching staff (excluding SMT members).
- ◆ **Other funds**
Funds were collected for the Eyehope charity and the Cardinal Hume Centre during the course of the year.

12 Analysis of net assets between funds

	Unrestricted general fund £	Restricted funds £	2024 Total £
Fund balances at 31 August 2024			
are represented by:			
Tangible fixed assets	1,798,472	—	1,798,472
Net current assets	2,572,733	414,174	2,986,907
Creditors: amounts falling due after more than one year	(531,498)	—	(531,498)
Total net assets	3,839,707	414,174	4,253,881
	Unrestricted general fund £	Restricted funds £	2023 Total £
Fund balances at 31 August 2023			
are represented by:			
Tangible fixed assets	1,563,327	—	1,563,327
Net current assets	2,501,201	436,845	2,938,046
Creditors: amounts falling due after more than one year	(497,500)	—	(497,500)
Total net assets	3,567,028	436,845	4,003,873

13 Connected charity

The charity is connected to Westminster Roman Catholic Diocesan Trust (Charity Registration Number 233699) which has the same Corporate Trustee, namely Westminster Roman Catholic Diocese Trustee.

14 Transactions with connected charity

A licence agreement exists between the School and Westminster Roman Catholic Diocesan Trust in relation to the School's share of the heating and hot water costs.

During the year to 31 August 2024, rent and property related charges of £1,000,787 (2023 – £896,900) were payable to Westminster Roman Catholic Diocesan Trust. This includes a rent payment for the use of 47 Francis Street, London, SW1P by Westminster Cathedral Choir School as a Pre-Prep School. The property is owned by the Westminster Roman Catholic Diocesan Trust and is rented to the charity.

As at 31 August 2024, an amount of £91,972 (2023 - £61,431) was due to Westminster Roman Catholic Diocesan Trust (note 9).

Notes to the accounts Year to 31 August 2024

15 Commitments under operating leases

At 31 August 2024, the total of the charity's future minimum lease payments under non-cancellable operating leases was as follows:

	2024 £	2023 £
Land and buildings		
Amount due within one year	938,251	986,006
Amounts due between two and five years	3,488,662	3,670,241
Amounts due after five years	9,962,524	10,949,396
	14,389,437	15,605,643

The above lease is for a 30 year period from July 2017 with an initial three year period of reduced rent and a further 6 months of reduced rent from April 2020.

The rent payable is variable and depends on the Bank Rate set by the Bank of England.

16 Pension commitments

The charity's teaching staff belong to the Teachers' Pension Scheme (TPS). The total pension cost for the TPS for the period was £400,122 (2023 – £367,713). For non-teaching staff, contributions are made to defined contribution pension schemes. The total pension costs for the year payable to these schemes was £45,726 (2023 – £41,371).

Teachers' Pension Scheme (TPS)

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. These regulations apply to teachers in schools, colleges and other educational establishments. Membership is automatic for teachers and lecturers at eligible institutions. Teachers and lecturers are able to opt out of the TPS.

The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis – these contributions, along with those made by employers, are credited to the Exchequer under arrangements governed by the above Act. Retirement and other pension benefits are paid by public funds provided by Parliament.

Under the definitions set out in FRS 102 (28.11), the TPS is a multi-employer pension plan. The School is unable to identify its share of the underlying assets and liabilities of the plan.

Accordingly, the School has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined-contribution plan. The School has set out below the information available on the plan and the implications for the School in terms of the anticipated contribution rates.

The valuation of the TPS is carried out in line with regulations made under the Public Service Pension Act 2013. Valuations credit the teachers' pension account with a real rate of return assuming funds are invested in notional investments that produce that real rate of return.

16 Pension commitments (continued)

Teachers' Pension Scheme (TPS) (continued)

The latest actuarial review of the TPS was carried out as at 31 March 2020. The valuation report was published by the Department for Education (DfE) in October 2023. The valuation reported total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £262 billion, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £222 billion, giving a notional past service deficit of £40 billion.

As a result of the valuation, new employer contribution rates have been set at 28.68% of pensionable pay from April 2024 onwards (compared to 23.68% since September 2019).

A full copy of the valuation report and supporting documentation can be found on the Teachers' Pension Scheme website.

17 Related party transactions

A total of £34,321 (2023 – £34,597) was paid to Farrer & Co LLP, the School's legal advisers, of which Maria Strauss, a Governor, is a partner.

A grant of £105,000 (2023 - £90,000) was received from Westminster Cathedral Choir School Fund (Registered Charity Number 276878) of which Mrs Joanna Stephens, Bursar at the School, is a trustee.

Other than the relationships and transactions disclosed in notes 5 and 14 there were no other related party transactions requiring disclosure (2023 – none).

Accounts

**Westminster
Cathedral
Choir
School**

Annual Report and Accounts

31 August 2023

Charity Registration Number
1063761

Contents

Reports

Reference and administrative details of the charity and its Corporate Trustee	1
Report of the directors of the Corporate Trustee	3
Independent auditor's report	12

Accounts

Statement of financial activities	16
Balance sheet	17
Statement of cash flows	18
Principal accounting policies	19
Notes to the accounts	23

Reference and administrative details of the charity and its Corporate Trustee

Trustee of the charity

The charity is controlled by the "Westminster Roman Catholic Diocese Trustee" (WRCDT), a company limited by guarantee. The company does not conduct any trade or business for its own account and has no assets or liabilities. Its sole purpose is to act as trustee for a number of trusts and funds. The principal of these is the Westminster Roman Catholic Diocesan Trust.

The Directors of Westminster Roman Catholic Diocese Trustee (herein referred to as Trustees) are:

His Eminence Cardinal V Nichols
Rt Rev J Sherrington
Rt Rev N Hudson
Rt Rev P McAleenan
Rev Mgr M Hayes
Rev Mgr J O'Boyle
Mr A Ndoca
Baroness N O'Loan
Dame C Bowe
Mr K Ingram
Mr E Craston

President of the School

His Eminence Cardinal V Nichols

The Board of Governors

Chairman

Mr David Heminway
Mr Robert Enserro
Mrs Kate Finch
Martin Hattrell
Mrs Flora Lyon (resigned 7 July 2023)
Rev Alexander Master (Private Secretary to the Cardinal)
Mr James O'Brien
Mr Mike Pittendreigh
Mr Nick Robinson
Rev Stuart Seaton
Mr Nicholas Seed (appointed 6 September 2022; Finance Director for the Diocese)
Ms Maria Strauss
Rev Sławomir Witoń (The Dean of Westminster Cathedral)

Reference and administrative details of the charity and its Corporate Trustee

***In attendance at
Governors' meetings*** The Head Master – Mr Neil McLaughlan
The Master of Music – Mr Simon Johnson
The Bursar – Mrs Joanna Stephens
The Deputy Head (Pastoral) – Miss Emily Auger
The Director of Admissions – Miss Lucy Auger

Clerk to the Governors Mrs Joanna Stephens

Principal address Westminster Cathedral Choir School
Ambrosden Avenue
London
SW1 1QH

**Charity registration
number** 1063761

Auditor Buzzacott LLP
130 Wood Street
London
EC2V 6DL

Bankers HSBC Bank plc
69 Pall Mall
London
SW1Y 5EY

Solicitors Farrer & Co LLP
66 Lincoln's Inn Fields
London
WC2A 3LH

Report of the Directors of the Corporate Trustee Year to 31 August 2023

Introduction

The Directors of the Corporate Trustee (hereafter referred to as the Trustees) present their statutory report together with the accounts of Westminster Cathedral Choir School (the charity or School or WCCS) for the year ended 31 August 2023.

The accounts have been prepared in accordance with the accounting policies set out on pages 19 to 22 of the attached accounts and comply with the charity's trust deed, applicable laws and 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).

Structure, governance and management

Constitution

Westminster Cathedral Choir School is governed by a trust deed dated 8 July 1997 and is registered with the Charity Commission, Charity Registration No 1063761.

Status

Westminster Cathedral Choir School was founded by Cardinal Herbert Vaughan in 1902 to provide boarding Choristers and Exhibitioners to sing the daily capitular liturgy in the then new Cathedral. In 1976 day boys were introduced and in 2017 a Pre Prep was added. There were 277 boys, aged 4-13, at the start of the 2022/23 year. The School is divided into nine year groups (National Curriculum Years Reception to Year 8). There are approximately 30 boys in each year group.

WCCS is situated within the precincts of Westminster Cathedral and is Roman Catholic by foundation. The Head Master is a member of the Incorporated Association of Preparatory Schools (IAPS), the Catholic Independent Schools' Conference (CISC) and the Choir Schools' Association (CSA).

Organisation

Ultimate responsibility for the charity lies with the Directors of Westminster Roman Catholic Diocese Trustee (WRCDT) (the Trustees).

Trustees and Governors

The Trustees i.e. the Directors of the Corporate Trustee are appointed by the Archbishop of Westminster.

Report of the Directors of the Corporate Trustee Year to 31 August 2023

Structure, governance and management (continued)

Trustees and Governors (continued)

The Trustees who have been in office since 1 September 2022 are as follows:

His Eminence Cardinal V Nichols
Rt Rev J Sherrington
Rt Rev N Hudson
Rt Rev P McAleenan
Rev Mgr M Hayes
Rev Mgr J O'Boyle
Mr A Ndoca
Dame C Bowe
Baroness N O'Loan
Mr K Ingram
Mr E Craston

On agreeing to become a Director of the Corporate Trustee, the Trustees are thoroughly briefed by their co-Trustees on the history of the charity, the day-to-day management, the responsibilities of the Trustees, the current objectives and future plans. The Trustees are also encouraged to attend any courses which they feel are relevant to the development of their role and to keep up-to-date on any changes in legislation.

The Trustees are ultimately responsible for the policies, activities and assets of the charity. The Archbishop appoints a Chairman of the Board of Governors who appoints other governors for a fixed term in consultation with the Archbishop. The Governors work with the Trustees in determining the general direction of the School and operate within powers set out in an Instrument of Government. They meet during the year to review the developments with regard to the charity, its activities and make any important decisions. When necessary, the Trustees and/or Governors seek advice and support from the charity's professional advisers including solicitors and accountants. The Bursar undertakes the day-to-day management of the charity's activities, the implementation of policies, administers payments and keeps the books and records of the charity.

The names of the Governors who have served since 1 September 2022 are given on page 1 of this report and accounts.

At their meetings, the Governors review the latest management accounts including budget forecasts.

Trustees' and Governors' remuneration

No Trustee or Governor received any remuneration from the charity in connection with his/her duties as a Trustee or Governor during the year. One Governor received reimbursement of expenses totalling £457 from the charity in connection with their duties as a Governor during the year. No Trustee or Governor had any beneficial interest in any contract with the charity. £5,077 was spent during the year on a one-off event for Governors and staff to mark the retirement of a long standing Governor and recognise her contribution to the School.

Report of the Directors of the Corporate Trustee Year to 31 August 2023

Structure, governance and management (continued)

Responsibilities of the Trustees

The Trustees are responsible for preparing the Annual Report and Accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these accounts, the Trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in 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);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the applicable Charity (Accounts and Reports) Regulations 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.

Key management personnel

The Trustees and Governors consider that they, together with the Senior Management Team (SMT), comprise the key management of the charity in charge of directing and controlling, running and operating the School.

As noted above, neither the Trustees nor the Governors receive any remuneration in respect to their services. The Governors meet at least once a term and there is regular formal and informal communication between the Governors, the Trustees and members of the SMT.

Day to day management of the School is the responsibility of the Senior Management Team. This consists of the Head Master, Deputy Head (Pastoral), Head of Pre-Prep, Deputy Head (Academic) (also Head of Boarding), Director of Studies, Director of Admissions and Bursar. The SMT meets weekly to discuss any operational, safeguarding or staff matters.

Report of the Directors of the Corporate Trustee Year to 31 August 2023

Structure, governance and management (continued)

Key management personnel (continued)

The remuneration of members of the SMT is reviewed annually by the Governors' Remuneration Committee. This Committee considers market pay levels (using external survey data where available), individual performance over the year and any changes in responsibilities. Those members of the SMT that also teach will have a portion of their salary determined by the main teaching pay scale.

Risk management

The Trustees delegate risk management to the School's Governing Body – principally through its Pastoral and Finance Committees, which meet termly. The School is also represented at the Health, Safety and Fire Committee of the Westminster Roman Catholic Diocesan Trust. Risks are identified and assessed, and controls established throughout the year.

The key controls used by the School include:

- ◆ Formal agendas for all committee meetings
- ◆ Strategic planning, budgeting and management accounting
- ◆ Established organisational structure and lines of reporting
- ◆ Formal written policies, including safeguarding and child protection
- ◆ Clear authorisation and approval levels
- ◆ Maintenance of a risk register

Through the risk management processes established for the School, the Governors are satisfied that the major risks identified have been mitigated. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Principal risks and uncertainties

The principal risks and uncertainties facing the charity are detailed in a risk register. The principal risks and the strategies applied by the Trustees and Governors for managing these are outlined below.

Report of the Directors of the Corporate Trustee Year to 31 August 2023

Structure, governance and management (continued)

Principal risks and uncertainties (continued)

- ◆ **Safeguarding:** Compliance with safeguarding regulation is a key management concern because of the associated reputational risk for non-compliance. The School has a Designated Safeguarding Lead and a Safeguarding Governor who is responsible for ensuring the policies and procedures comply with the latest Independent Schools Inspectorate (ISI) regulations and *Keeping Children Safe in Education*, and are implemented in all aspects of the School's operation. Advice is sought from Westminster Local Authority Designated Officer (LADO) as appropriate. All staff are subject to an enhanced DBS check. Each member of staff receives safeguarding training at induction and this is repeated annually at staff INSET training. The Senior Management Team receives additional training on safer recruitment. The Deputy Head (Pastoral) and Designated Safeguarding Lead report any pastoral or safeguarding matters to the SMT weekly, and to the Governors' Pastoral Committee and full Governors' meetings termly.
- ◆ **Fall in pupil numbers:** A reduction in pupil numbers would result in a fall in income which, over the long term, could affect the overall financial security of the School. The School benefits from a strong market position, and demand for places is high. The School carefully monitors registration numbers to ensure any deterioration of this position is quickly identified and addressed. The existence of the Pre-Prep substantially reduces the School's reliance on a small, and dwindling, number of Pre-Prep feeder schools, and affords the School greater control of its pupil intake. Future market changes are expected to result in a rise of 11+ exits. This is a particular risk for the School that needs a provision in year 7 & 8 to support the choristers in these year groups. The Governors' Strategy committee is monitoring the market closely and the Trustees receive regular updates from the School on this risk.
- ◆ **Financial risk:** The charity opened a Pre-Prep for boys aged 4 to 8 in September 2017. Whilst this reduces the risk of falling pupil numbers, it increases the financial risk as substantial rent payments must be met to occupy the Pre-Prep building. The rent payments are linked to bank base rate so the School is exposed to interest rate risk. The annual budget and five-year cash flow are reviewed regularly by the Finance Committee to ensure affordability of rent. There is total confidence in the charity's ability to meet the rent levels as interest rates increase and cash flow remains strong.
- ◆ **Reputational risk:** The School may attract media interest due to the profile of both Westminster Cathedral and the Westminster Cathedral Choir. Inaccurate media coverage creates a potential reputational risk for the School. The School will seek professional advice where necessary to reduce this risk and closely monitors pupil registrations to ensure that any link between adverse press coverage and pupil registrations is noted and addressed.
- ◆ **Structural risk:** There is a potential for conflicts of interest to arise between the two charities, the Westminster Roman Catholic Diocesan Trust (charity number 233699) and the Westminster Cathedral Choir School (charity number 1063761), both of which have the same corporate trustee. A conflict-of-interest policy has been produced by the corporate trustee setting out the process for managing potential conflicts of interest between the two charities. This is subject to ongoing discussion and review.

Report of the Directors of the Corporate Trustee Year to 31 August 2023

Structure, governance and management (continued)

Connected charity

The Trustees are also responsible for Westminster Roman Catholic Diocesan Trust, a registered charity, Charity Registration Number 233699.

Objectives and activities

The general aims of the charity are the advancement of the Roman Catholic Religion and the advancement of education in the Roman Catholic tradition. The charity aims to train boys in church choral music through the operation of Westminster Cathedral Choir School.

In planning the activities of the charity for the year, the Trustees and Governors have considered the guidance on public benefit issued by the Charity Commission.

Pupil numbers

At the start of the 2022/23 academic year there were 277 boys in the School (2021/22: 260) of whom 22 were choristers (2021/22: 21) and 255 day boys (2021/22: 239).

Fees

Termly fees for 2022/23 were £6,457 for day boys in Reception – Year 2 (2021/22: £5,979), £7,204 for day boys in Year 3 (2021/22: £7,204), £7,564 for day boys in Years 4-8 (2021/22: £7,204) and £3,600 for choristers (2021/22: £3,564).

The Governors' Finance Committee sets the level of fees each year taking into consideration the cost of providing high standards of teaching, learning and pastoral care, and of maintaining the fabric of the building.

Academic life

WCCS continued to develop its liberal academic curriculum, producing exclusive resources for each subject from Reception to Year 8.

The School remains committed to 13+ Common Entrance and continues to prepare boys for a range of senior schools.

In 2023, the School enjoyed the most successful exit list in its history:

City of London School x 5
Dulwich College x 5 (2 Academic Scholarships)
Eton College x 6 (1 Choral Award)
Harrow School x 5
King's College School, Wimbledon
Radley College x 3 (2 Music Exhibitions)
St Paul's School x 3
The London Oratory School
Westminster School x 3
Winchester College.

Report of the Directors of the Corporate Trustee Year to 31 August 2023

Objectives and activities (continued)

Academic life (continued)

The School also met all the standards for an Independent Schools Inspectorate (ISI) inspection in June 2023.

Westminster Cathedral Choir continued a busy and varied schedule, on top of the six-day-a-week singing of the capitular liturgy in the Cathedral. It sang Evensong with the choir of Westminster Abbey in the Abbey for the Feast of St Edward the Confessor and Vespers in St Paul's Cathedral during the Week of Prayer for Christian Unity. The choristers also sang at the Festival of St Cecilia, at the Christmas Celebration in Westminster Cathedral, and enjoyed a successful tour to Germany in the autumn, as well as a doing fruitful recording session at Buckfast Abbey.

The School and the local community

The School continues to devote an enormous amount of time, effort and funds to supporting its principal form of public benefit: supporting Westminster Cathedral's world-class choir. The choir sings live in public, at no cost to its thousands of listeners, six times a week, at a standard universally acknowledged to be world class. All the choristers receive generous scholarships, supported by means-tested bursaries, to enable this form of musical education to be accessible to any boy with an aptitude to sing.

On top of supporting the Choir, the School and Parents' Association raised £26,000 for charities over the year. This was split between the Cardinal Hume Centre, a local charity for young homeless people, and Eyehope, a charity founded by a team of Ophthalmologic Consultants at nearby St Thomas's Hospital and treating eye disease in Tanzania.

Financial review

Financial position

The charity had income during the year of £6,427,094 (2022 - £5,765,052). Income from tuition fees and similar charges, net of bursaries, totalled £6,202,723 (2022 - £5,558,163). Donations and legacies during the year amounted to £197,967 (2022 - £206,889). Included within this total was £90,000 (2022 - £90,000) received by way of a grant from the Westminster Cathedral Choir School Fund (Registered Charity Number 276878). Bank interest was £26,404 (2022 - £nil).

Total expenditure amounted to £5,882,506 (2022 - £5,103,735) with staff costs, rent for the Pre-Prep building and premises expenditure accounting for a significant proportion of this total. The accounts incorporate expenditure on refurbishment of the facilities and buildings to improve the quality of education provided to the boys.

The charity had net income for the year of £544,588 (2022 - £661,317).

At 31 August 2023, the charity had total net funds of £4,003,873 (2022 - £3,459,285). This includes restricted funds at 31 August 2023 of £436,845 (2022 - £420,779), principally being monies to be applied towards meeting the fees of those choristers who apply for a bursary.

Report of the Directors of the Corporate Trustee Year to 31 August 2023

Financial review (continued)

Reserves policy

The Trustees and Governors have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, designated or otherwise committed. The requirement for free reserves is affected by the amounts held in respect to fee deposits (most of which will not be repayable for several years), and an accrual for rent that arises from the requirement to account for payments under the lease on a straight line basis instead of when payable. Therefore, the nature of the charity's activities is such that the key performance indicator is cash flow rather than the level of free reserves. Cash flow will vary over the course of each term, with high levels of cash being held at the start of each term and then being used over the course of the term to meet expenditure on staff, premises and the operation of the School.

The Trustees and Governors are of the opinion that at all times the charity should have sufficient cash flow to enable it to meet its costs, that the cash flow should be sufficient to enable the School to continue to invest in the premises, facilities and equipment, to provide sufficient flexibility to cover temporary shortfalls in income due to falls in pupil numbers, and to cover the other risks and uncertainties of operating as an independent educational establishment. To this end cash flow is monitored regularly against budget and there is tight control over debt collection and expenditure.

At 31 August 2023 the charity had net current assets of £2,938,046 (2022 - £2,688,065) with cash at bank amounting to £4,641,280 (2022 - £4,155,892). Free reserves were £2,003,701 (2022 - £1,808,786). The Trustees and Governors believe that the financial position of the School at this date was acceptable and that the cash flow, which is monitored closely, was adequate but not excessive.

Fundraising statement

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells data; it never swaps data and ensures that communication preferences can be changed at any time. The charity manages its own fundraising activities and does not employ the services of professional fundraisers. The charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During the year, the charity received no complaints about its fundraising activities.

Report of the Directors of the Corporate Trustee Year to 31 August 2023

Future plans

WCCS continues to enjoy stable pupil numbers in what has become a complex and over-supplied market in central London.

The charity's focus remains on maintaining numbers in the Pre-Prep School, which takes boys from Reception (age 4) to Year 3 (age 8). In September 2017, the Pre-Prep recruited its first 29 boys; in 2022 there were 96 boys from Reception (age 4) to Year 3 (age 8).

Signed on behalf of the Directors of Westminster Roman Catholic Diocese Trustee by:

Trustee

+ 

Approved by the Trustees on:

15th March 2024.

Independent auditor's report Year to 31 August 2023

Independent auditor's report to the Directors of the Westminster Roman Catholic Diocese Trust (the Trustees)

Opinion

We have audited the accounts of the Westminster Cathedral Choir School (the 'charity') for the year ended 31 August 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and notes to the accounts. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the accounts:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 August 2023 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the accounts, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the accounts is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the accounts are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Independent auditor's report Year to 31 August 2023

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report and Accounts, other than the accounts and our auditor's report thereon. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the accounts or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- ◆ the information given in the Trustees' report is inconsistent in any material respect with the accounts; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the accounts are not in agreement with the accounting records and returns; or
- ◆ we have not received all the information and explanations we require for our audit.

Responsibilities of Trustees

As explained more fully in the statement of the responsibilities of the Trustees, the Trustees are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Independent auditor's report Year to 31 August 2023

Auditor's responsibilities for the audit of the accounts

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ we identified the laws and regulations applicable to the charity through discussions with those charged with governance and other management, and from our knowledge and experience of the sector;
- ◆ we focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the operations of the charity, including the Charities Act 2011, the Financial Reporting Standard applicable in the UK and Republic of Ireland (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 (Charities SORP FRS 102), and safeguarding regulations; and
- ◆ we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence. We corroborated our enquiries through our review of Trustees', Governors' and committee minutes.

We assessed the susceptibility of the charity's accounts to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ making enquiries of management as to their knowledge of actual, suspected and alleged fraud; and
- ◆ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ performed analytical procedures to identify any unusual or unexpected financial relationships;
- ◆ performed substantive testing of expenditure including testing the authorisation thereof; and

Independent auditor's report Year to 31 August 2023

Auditor's responsibilities for the audit of the accounts (continued)

- ♦ tested journal entries to identify unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ♦ agreeing financial statement disclosures to underlying supporting documentation;
- ♦ reading the minutes of meetings of those charged with governance;
- ♦ reviewing legal expenses incurred in the year; and
- ♦ enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's Trustees, as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Buzzacott LLP
Registered Auditor
130 Wood Street
London
EC2V 6DL

19 March 2024

Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Statement of financial activities Year to 31 August 2023

	Notes	Un-restricted funds £	Restricted funds £	Total 2023 £	Un-restricted funds £	Restricted funds £	Total 2022 £
Income from:							
Donations and legacies	1	105,284	92,683	197,967	114,225	92,664	206,889
Bank interest		26,404	—	26,404	—	—	—
Charitable activities							
Provision of education	2	6,202,723	—	6,202,723	5,558,163	—	5,558,163
Total income		6,334,411	92,683	6,427,094	5,672,388	92,664	5,765,052
Expenditure on:							
Charitable activities							
Provision of education	3	5,805,889	51,151	5,857,040	5,071,054	29,541	5,100,595
Charity donations		—	25,466	25,466	328	2,812	3,140
Total expenditure		5,805,889	76,617	5,882,506	5,071,382	32,353	5,103,735
Net income and net movement in funds		528,522	16,066	544,588	601,006	60,311	661,317
Reconciliation of funds							
Balances brought forward at 1 September		3,038,506	420,779	3,459,285	2,437,500	360,468	2,797,968
Balances carried forward at 31 August		3,567,028	436,845	4,003,873	3,038,506	420,779	3,459,285

All of the charity's activities derived from continuing operations during each of the above two financial periods.

Balance sheet 31 August 2023

	Notes	2023 £	2023 £	2022 £	2022 £
Fixed assets					
Tangible assets	7		1,563,327		1,229,720
Current assets					
Debtors	8	141,559		174,179	
Short term deposits		1,500,000		—	
Cash at bank and in hand		3,141,280		4,155,892	
		<u>4,782,839</u>		<u>4,330,071</u>	
Creditors: amounts falling due within one year	9	<u>(1,844,793)</u>		<u>(1,642,006)</u>	
Net current assets			<u>2,938,046</u>		<u>2,688,065</u>
Total assets less current liabilities			<u>4,501,373</u>		<u>3,917,785</u>
Creditors: amounts falling due after more than one year	10		<u>(497,500)</u>		<u>(458,500)</u>
Total net assets			<u>4,003,873</u>		<u>3,459,285</u>
The funds of the charity:					
Funds and reserves					
Restricted funds	11		436,845		420,779
Unrestricted income funds					
.. General fund					
.. Tangible fixed assets		1,563,327		1,229,720	
.. Free reserves		<u>2,003,701</u>		<u>1,808,786</u>	
			<u>3,567,028</u>		<u>3,038,506</u>
			<u>4,003,873</u>		<u>3,459,285</u>

Approved by the Directors of Westminster Roman Catholic Diocese Trustee and signed on their behalf by:

Trustee

+ John Sherrington.

Approved on:

15th March 2024

Statement of cash flows Year to 31 August 2023

	Notes	2023 £	2022 £
Cash flows from operating activities:			
Net cash provided by operating activities	A	914,630	1,078,356
Cash flows from investing activities:			
Increase in short term deposits		(1,500,000)	—
Purchase of tangible fixed assets		(229,242)	(188,188)
Net cash used in investing activities		(1,729,242)	(188,188)
Cash flows from financing activities:			
Repayment of borrowings		(200,000)	—
Net cash used in financing activities		(200,000)	—
Change in cash and cash equivalents in the year		(1,014,612)	890,168
Cash and cash equivalents at 1 September	B	4,155,892	3,265,724
Cash and cash equivalents at 31 August	B	3,141,280	4,155,892

Notes to the statement of cash flows for the year to 31 August 2023

A Reconciliation of net movement in funds to net cash provided by operating activities

	2023 £	2022 £
Net movement in funds (as per the statement of financial activities)	544,588	661,317
Adjustments for:		
Depreciation charge	154,678	196,127
Loss on disposal of tangible fixed assets	—	16,410
Decrease in debtors	32,620	133,169
Increase in creditors (excluding fixed asset creditors)	182,744	71,333
Net cash provided by operating activities	914,630	1,078,356

B Analysis of cash and cash equivalents

	2023 £	2022 £
Total cash and cash equivalents: Cash at bank and in hand	3,141,280	4,155,892

C Analysis of changes in net cash

	At 1 September 2022 £	Cash flows £	At 31 August 2023 £
Cash and cash equivalents	4,155,892	(1,014,612)	3,141,280
Short term deposits	—	1,500,000	1,500,000
Total	4,155,892	485,388	4,641,280

Principal accounting policies Year to 31 August 2023

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

Basis of preparation

These accounts have been prepared for the year to 31 August 2023 with comparative information given in respect to the year to 31 August 2022.

The accounts have been prepared in accordance with 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the Trustees, in consultation with the Governors and Senior Management Team, to make significant judgements and estimates.

The items in the accounts where these judgements and estimates have been made include:

- ◆ Estimating the useful economic life of tangible fixed assets for the purposes of determining an annual depreciation charge;
- ◆ Assessing the level of any necessary bad debt provision; and
- ◆ Estimating future income and expenditure flows for the purpose of assessing going concern (see below).

Assessment of going concern

The Trustees, in consultation with the Governors, have assessed whether the use of the going concern assumption is appropriate in preparing these accounts. They have made this assessment in respect to a period of at least one year from the date of approval of these accounts.

Principal accounting policies Year to 31 August 2023

Assessment of going concern (continued)

The Trustees and Governors of the charity have concluded that there are no material uncertainties related to events or conditions, including the current macroeconomic and geopolitical climate, that may cast significant doubt on the ability of the charity to continue as a going concern although maintaining pupil numbers remains essential to financial security (see principal risks set out in the Report of the Directors of the Corporate Trustee). The Trustees and Governors are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Income

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Donations and grants are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations or grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation or grant is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacies are included in the statement of financial activities when the charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charity.

Interest receivable on bank deposits is credited to the statement of financial activities on an accruals basis.

Fees for the provision of education comprise tuition and related fees paid in accordance with agreements between the School and individual pupils' parents. Such income is stated after deducting bursaries and is recognised when the School is entitled to receipt under the relevant contractual agreements. This is usually at the point at which the School has commenced the provision of education in respect to the relevant student at the start of each academic term.

Expenditure

Expenditure is recognised as soon as there is a legal or constructive obligation committing the charity to make a payment 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.

All expenditure is accounted for on an accruals basis. Expenditure comprises direct costs and support costs and is stated inclusive of irrecoverable VAT.

Principal accounting policies Year to 31 August 2023

Expenditure (continued)

Expenditure on charitable activities includes all direct and indirect costs associated with furthering the charitable purposes of the charity i.e. the provision of education and the training of children in church choral music through the operation of Westminster Cathedral Choir School. Such costs include:

- ◆ Teaching costs i.e. the cost of teaching and support staff salaries, including pension and national insurance costs, books and other tuition expenses, and the cost of games and activities.
- ◆ Welfare costs i.e. all domestic costs associated with the School including employment costs, consumables and catering.
- ◆ Premises costs i.e. costs associated with the premises, grounds and estate used by the charity for the purposes of education.
- ◆ Support costs i.e. administrative costs incurred in connection with the School.
- ◆ Governance costs, i.e. costs directly attributable to the legal procedures necessary for compliance with statutory requirements.

Tangible fixed assets

Assets costing in excess of £1,000 and with an expected useful life exceeding one year are capitalised.

All tangible fixed assets are stated at cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

- ◆ Furniture, equipment and minor improvements 10% - 20% per annum based on cost
- ◆ Major improvements to property 4% per annum based on cost

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits.

Principal accounting policies Year to 31 August 2023

Creditors and provisions

Creditors and provisions 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. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt.

Fund structure

The general fund comprises the net book value of tangible fixed assets and free reserves i.e. those monies which may be used towards meeting the charitable objectives of the charity and which may be applied at the discretion of the Trustees.

The restricted funds comprise monies raised for, or their use restricted to, a specified purpose or amounts subject to donor imposed conditions as to use.

Leased assets

Operating leases are defined as those leases where substantially all of the benefits and risks of ownership remain with the lessor. The rental applicable for the period from the commencement of such a lease until the end of the lease is charged to the statement of financial activities on a straight line basis spread over the entirety of the lease term, including over any rent free period or period of reduced rent.

Pension costs

Contributions in respect to defined contribution schemes are charged to the statement of financial activities in the year in which they become payable to the schemes.

The charity contributes to a defined benefit pension scheme. Under the definitions set out in FRS 102, the scheme is a multi-employer pension scheme. The School is unable to identify its share of the underlying assets and liabilities of the scheme and accordingly, the School has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined contribution scheme.

Notes to the accounts Year to 31 August 2023

1 Income from: Donations and legacies

	Un-restricted funds £	Restricted funds £	Total 2023 £	Un-restricted funds £	Restricted funds £	Total 2022 £
Grants receivable from Westminster Cathedral Choir School Fund (Registered Charity Number 276878)	90,000	—	90,000	90,000	—	90,000
Legacies receivable	—	20,511	20,511	—	—	—
Other donations, gifts and sundry receipts	15,284	72,172	87,456	24,225	92,664	116,889
Total funds	105,284	92,683	197,967	114,225	92,664	206,889

Mrs Joanna Stephens, Bursar at the School, is a trustee of Westminster Cathedral Choir School Fund.

2 Income from: Provision of education

	Un-restricted funds £	Restricted funds £	Total 2023 £	Un-restricted funds £	Restricted funds £	Total 2022 £
Gross fees	6,284,123	—	6,284,123	5,608,163	—	5,608,163
Less: Bursaries	(81,400)	—	(81,400)	(50,000)	—	(50,000)
Total funds	6,202,723	—	6,202,723	5,558,163	—	5,558,163

Choristers' fees only partially cover the costs associated with the provision of education for choristers. The shortfall is in part made up by a grant of £90,000 (2022 - £90,000) receivable from Westminster Cathedral Choir School Fund (see note 1).

3 Expenditure on: Provision of education

	Un-restricted funds £	Restricted funds £	Total 2023 £	Un-restricted funds £	Restricted funds £	Total 2022 £
Teaching and music						
Personnel costs	2,416,042	—	2,416,042	2,208,160	—	2,208,160
Books, equipment and educational supplies	598,864	—	598,864	479,462	—	479,462
Scholarships and prizes	11,564	51,151	62,715	20,030	29,541	49,571
Depreciation	95,260	—	95,260	136,709	—	136,709
Advertising, travel and related costs	138,807	—	138,807	112,850	—	112,850
	3,260,537	51,151	3,311,688	2,957,211	29,541	2,986,752

Notes to the accounts Year to 31 August 2023

3 Expenditure on: Provision of education (continued)

	Un-restricted funds £	Restricted funds £	Total 2023 £	Un-restricted funds £	Restricted funds £	Total 2022 £
Welfare						
Personnel costs	305,551	—	305,551	281,751	—	281,751
Provisions	172,698	—	172,698	121,066	—	121,066
Miscellaneous expenses	25,028	—	25,028	21,390	—	21,390
	503,277	—	503,277	424,207	—	424,207
Premises						
Personnel costs	157,709	—	157,709	145,475	—	145,475
Maintenance and repairs	159,797	—	159,797	134,038	—	134,038
Rent and property charges payable to Westminster Roman Catholic Diocesan Trust (note 14)	896,900	—	896,900	636,516	—	636,516
Depreciation	59,418	—	59,418	59,418	—	59,418
Fuel, light and water	135,939	—	135,939	88,102	—	88,102
Cleaning	8,902	—	8,902	8,385	—	8,385
Staff accommodation	70,767	—	70,767	104,465	—	104,465
Loss on disposal of tangible fixed assets	—	—	—	16,410	—	16,410
Miscellaneous	26,612	—	26,612	33,966	—	33,966
	1,516,044	—	1,516,044	1,226,775	—	1,226,775
Support						
Personnel costs	338,112	—	338,112	314,883	—	314,883
Printing, postage, stationery and telephone	61,254	—	61,254	48,806	—	48,806
Computers and related maintenance	57,236	—	57,236	53,866	—	53,866
Bank charges	6,676	—	6,676	5,604	—	5,604
	463,278	—	463,278	423,159	—	423,159
Governance						
Auditor's remuneration	14,229	—	14,229	12,530	—	12,530
Other legal and professional fees	48,523	—	48,523	27,172	—	27,172
	62,752	—	62,752	39,702	—	39,702
Total funds	5,805,889	51,151	5,857,040	5,071,054	29,541	5,100,595

4 Staff costs

	2023 £	2022 £
Staff costs during the period were as follows:		
Wages and salaries	2,516,341	2,293,166
Social security costs	243,634	238,358
Other pension costs	409,084	362,012
	3,169,059	2,893,536
Other staff costs	48,355	56,732
	3,217,414	2,950,268

Notes to the accounts Year to 31 August 2023

4 Staff costs (continued)

The number of employees who earned more than £60,000 (including taxable benefits but excluding employer's national insurance and pension contributions) during the year was as follows:

	Total 2023	Total 2022
£60,001 - £70,000	2	3
£70,001 - £80,000	4	2
£80,001 - £90,000	2	1
£150,001 - £160,000	—	1
£160,001 - £170,000	1	—

The average number of employees during the period, analysed by function, was as follows:

	2023 No.	2022 No.
Teaching and music	44	42
Welfare	19	17
Support	5	5
	68	64

5 Remuneration of Trustees, Governors and key management personnel

No Trustee or Governor received any remuneration from the charity in connection with their duties as a Director of the Corporate Trustee or Governor during the year or in respect to their role as key management personnel (2022 – £nil). One Governor received reimbursement of expenses totalling £457 from the charity in connection with their duties as a Governor during the year (2022 – £769 reimbursed to three Governors). No Trustee or Governor had any beneficial interest in any contract with the charity during the year (2022 – none). £5,077 was spent during the year on a one-off event for Governors and staff to mark the retirement of a long standing Governor and recognise her contribution to the School. (2022 – £nil).

The key management personnel of the charity in charge of running and operating the charity on a day-to-day basis are the Directors of the Corporate Trustee, Governors, Head Master, Deputy Head (Pastoral), Head of Pre-Prep, Deputy Head (Academic) (also Head of Boarding), Director of Studies, Director of Admissions and Bursar. The total remuneration (including taxable benefits, employer's national insurance and pension contributions) of the key management personnel for the year was £844,288 (2022 – £778,231).

The School provides a discount on school fees of up to 85% for senior management and up to 25% for all other School staff. In line with this policy, the Head of Pre-Prep receives an 85% discount on School fees for her son, who joined the School in September 2020.

There were no donations from Governors in the year (2022 – donations totalling £8,000 were made to support a choir trip to Rome).

Notes to the accounts Year to 31 August 2023

6 Taxation

Westminster Cathedral Choir School is a registered charity and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

7 Tangible fixed assets

	Major improvements to property £	Furniture, equipment and minor improvements £	Total £
Cost			
At 1 September 2022	1,485,462	2,017,311	3,502,773
Additions	422,433	65,852	488,285
Disposals	—	(78,309)	(78,309)
At 31 August 2023	<u>1,907,895</u>	<u>2,004,854</u>	<u>3,912,749</u>
Depreciation			
At 1 September 2022	721,199	1,551,854	2,273,053
Charge for year	59,418	95,260	154,678
Eliminated in respect of disposals	—	(78,309)	(78,309)
At 31 August 2023	<u>780,617</u>	<u>1,568,805</u>	<u>2,349,422</u>
Net book values			
At 31 August 2023	<u>1,127,278</u>	<u>436,049</u>	<u>1,563,327</u>
At 31 August 2022	<u>764,263</u>	<u>465,457</u>	<u>1,229,720</u>

8 Debtors

	2023 £	2022 £
Tuition and other fees receivable	33,110	16,837
Rent prepaid	—	100,000
Prepayments and sundry debtors	108,449	57,342
	<u>141,559</u>	<u>174,179</u>

9 Creditors: amounts falling due within one year

	2023 £	2022 £
Loan from Westminster Cathedral Choir School Fund (see below)	—	200,000
Amounts due to Westminster Roman Catholic Diocesan Trust (note 14)	61,431	9,754
Accrued rent (see below)	317,311	384,472
PAYE, National Insurance and employer's pension contributions	128,616	114,022
Fees in advance	933,227	780,064
Returnable fee deposits	41,000	47,500
Additions to tangible fixed assets	296,454	37,411
Accruals	66,754	68,783
	<u>1,844,793</u>	<u>1,642,006</u>

The loan from the Westminster Cathedral Choir School Fund (Charity Registration Number 276878) was interest free and was repaid in full in November 2022.

Notes to the accounts Year to 31 August 2023

9 Creditors: amounts falling due within one year (continued)

The accrued rent of £317,311 (2022 – £384,472) represents the cumulative charge to the statement of financial activities required in order to spread the rent applicable to the lease of the charity's premises over the entire period of the lease on a straight line basis, after adjusting for an initial period of reduced rent and a further 6 month period of reduced rent.

10 Creditors: amounts falling due after more than one year

	2023 £	2022 £
Returnable fee deposits	497,500	458,500

11 Restricted funds

The income funds include restricted funds comprising the following unexpended balances of donations and grants to be applied for specific purposes.

	At 1 September 2022 £	Income £	Expenditure £	At 31 August 2023 £
Basil Hume Fund	402,815	83,011	(50,900)	434,926
Neil McLaughlan Fund	2,169	—	(250)	1,919
Other funds	15,795	9,672	(25,467)	—
Total restricted funds	420,779	92,683	(76,617)	436,845

	At 1 September 2021 £	Income £	Expenditure £	At 31 August 2022 £
Basil Hume Fund	354,756	77,600	(29,541)	402,815
Neil McLaughlan Fund	2,169	—	—	2,169
Other funds	3,543	15,064	(2,812)	15,795
Total restricted funds	360,468	92,664	(32,353)	420,779

The purposes for which the funds must be used are as follows:

♦ Basil Hume Fund

Although choristers are required to pay only a small proportion of the full fees by virtue of the grant received annually from the Westminster Cathedral Choir School Fund (note 1), further assistance is also available on application to this fund.

♦ Neil McLaughlan Fund.

The Neil McLaughlan Fund comprises a donation from a parent to establish a fund from which an annual award will be made to recognise an outstanding contribution from a member of academic teaching staff (excluding SMT members).

♦ Other funds

Funds were collected for the Eyehope charity and the Cardinal Hume Centre during the course of the year.

Notes to the accounts Year to 31 August 2023

12 Analysis of net assets between funds

	Unrestricted general fund £	Restricted funds £	2023 Total £
Fund balances at 31 August 2023			
are represented by:			
Tangible fixed assets	1,563,327	—	1,563,327
Net current assets	2,501,201	436,845	2,938,046
Creditors: amounts falling due after more than one year	(497,500)	—	(497,500)
Total net assets	3,567,028	436,845	4,003,873
	Unrestricted general fund £	Restricted funds £	2022 Total £
Fund balances at 31 August 2022			
are represented by:			
Tangible fixed assets	1,229,720	—	1,229,720
Net current assets	2,267,286	420,779	2,688,065
Creditors: amounts falling due after more than one year	(458,500)	—	(458,500)
Total net assets	3,038,506	420,779	3,459,285

13 Connected charity

The charity is connected to Westminster Roman Catholic Diocesan Trust (Charity Registration Number 233699) which has the same Corporate Trustee, namely Westminster Roman Catholic Diocese Trustee.

14 Transactions with connected charity

A licence agreement exists between the School and Westminster Roman Catholic Diocesan Trust in relation to the School's share of the heating and hot water costs.

During the year to 31 August 2023, rent and property related charges of £896,900 (2022 – £636,516) were payable to Westminster Roman Catholic Diocesan Trust. This includes a rent payment for the use of 47 Francis Street, London, SW1P by Westminster Cathedral Choir School as a Pre-Prep School. The property is owned by the Westminster Roman Catholic Diocesan Trust and is rented to the charity.

As at 31 August 2023, an amount of £61,431 (2022 - £9,754) was due to Westminster Roman Catholic Diocesan Trust (note 9).

Notes to the accounts Year to 31 August 2023

15 Commitments under operating leases

At 31 August 2023, the total of the charity's future minimum lease payments under non-cancellable operating leases was as follows:

	2023 £	2022 £
Land and buildings		
Amount due within one year	986,006	701,680
Amounts due between two and five years	3,670,241	2,665,109
Amounts due after five years	10,949,396	9,415,825
	<u>15,605,643</u>	<u>12,782,614</u>

The above lease is for a 30 year period from July 2017 with an initial three year period of reduced rent and a further 6 months of reduced rent from April 2020.

The rent payable is variable and depends on the Bank Rate set by the Bank of England.

16 Pension commitments

The charity's teaching staff belong to the Teachers' Pension Scheme (TPS). The total pension cost for the TPS for the period was £367,713 (2022 – £323,614). For non-teaching staff, contributions are made to defined contribution pension schemes. The total pension costs for the year payable to these schemes was £41,371 (2022 – £38,398).

Teachers' Pension Scheme (TPS)

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. These regulations apply to teachers in schools, colleges and other educational establishments. Membership is automatic for teachers and lecturers at eligible institutions. Teachers and lecturers are able to opt out of the TPS.

The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis – these contributions, along with those made by employers, are credited to the Exchequer under arrangements governed by the above Act. Retirement and other pension benefits are paid by public funds provided by Parliament.

Under the definitions set out in FRS 102 (28.11), the TPS is a multi-employer pension plan. The School is unable to identify its share of the underlying assets and liabilities of the plan.

Accordingly, the School has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined-contribution plan. The School has set out below the information available on the plan and the implications for the School in terms of the anticipated contribution rates.

The valuation of the TPS is carried out in line with regulations made under the Public Service Pension Act 2013. Valuations credit the teachers' pension account with a real rate of return assuming funds are invested in notional investments that produce that real rate of return.

16 Pension commitments (continued)

Teachers' Pension Scheme (TPS) (continued)

The latest actuarial review of the TPS was carried out as at 31 March 2020. The valuation report was published by the Department for Education (DfE) in October 2023. The valuation reported total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £262 billion, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £222 billion, giving a notional past service deficit of £40 billion.

As a result of the valuation, new employer contribution rates have been set at 28.68% of pensionable pay from April 2024 onwards (compared to 23.68% since September 2019).

A full copy of the valuation report and supporting documentation can be found on the Teachers' Pension Scheme website.

17 Related party transactions

A total of £34,597 (2022 – £23,298) was paid to Farrer & Co LLP, the School's legal advisers, of which Maria Strauss, a Governor, is a partner. Other than the relationships and transactions disclosed in notes 1, 5 and 14 there were no other related party transactions requiring disclosure (2022 – none).

Accounts

**Westminster
Cathedral
Choir
School**

Annual Report and Accounts

31 August 2022

Charity Registration Number
1063761

Contents

Reports

Reference and administrative details of the charity and its Corporate Trustee	1
Report of the directors of the Corporate Trustee	3
Independent auditor's report	12

Accounts

Statement of financial activities	16
Balance sheet	17
Statement of cash flows	18
Principal accounting policies	19
Notes to the accounts	23

Reference and administrative details of the charity and its Corporate Trustee

Trustee of the charity

The charity is controlled by the "Westminster Roman Catholic Diocese Trustee" (WRCDT), a company limited by guarantee. The company does not conduct any trade or business for its own account and has no assets or liabilities. Its sole purpose is to act as trustee for a number of trusts and funds. The principal of these is the Westminster Roman Catholic Diocesan Trust.

The Directors of Westminster Roman Catholic Diocese Trustee (herein referred to as Trustees) are:

His Eminence Cardinal V Nichols
Rt Rev J Sherrington
Rt Rev N Hudson
Rt Rev P McAleenan
Rev Mgr M Hayes
Rev Mgr J O'Boyle
Mr A Ndoca
Baroness N O'Loan
Dame C Bowe
Mr K Ingram
Mr E Craston

President of the School

His Eminence Cardinal V Nichols

The Board of Governors

Chairman

Mr David Heminway
Mr Robert Enserro
Mrs Kate Finch
Martin Hattrell
Mrs Flora Lyon
Rev Alexander Master (Private Secretary to the Cardinal)
Mr James O'Brien
Mr Mike Pittendreigh (Assistant Director of Education for the Diocese until 31 December 2021)
Mr Nick Robinson
Rev Stuart Seaton
Mr Nicholas Seed (appointed September 2022; Finance Director for the Diocese)
Ms Maria Strauss (appointed March 2022)
Rev Sławomir Witoń (Cathedral Administrator)

Reference and administrative details of the charity and its Corporate Trustee

<i>In attendance at Governors' meetings</i>	The Head Master – Mr Neil McLaughlan The Master of Music – Mr Simon Johnson The Bursar – Mrs Joanna Stephens The Deputy Head (Pastoral) – Miss Emily Auger The Director of Admissions – Miss Lucy Auger
Clerk to the Governors	Mrs Joanna Stephens
Principal address	Westminster Cathedral Choir School Ambrosden Avenue London SW1 1QH
Charity registration number	1063761
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	HSBC Bank plc 69 Pall Mall London SW1Y 5EY

Report of the Directors of the Corporate Trustee Year to 31 August 2022

Introduction

The Directors of the Corporate Trustee (hereafter referred to as the Trustees) present their statutory report together with the accounts of Westminster Cathedral Choir School (the charity or School or WCCS) for the year ended 31 August 2022.

The accounts have been prepared in accordance with the accounting policies set out on pages 19 to 22 of the attached accounts and comply with the charity's trust deed, applicable laws and 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).

Structure, governance and management

Constitution

Westminster Cathedral Choir School is governed by a trust deed dated 8 July 1997 and is registered with the Charity Commission, Charity Registration No 1063761.

Status

Westminster Cathedral Choir School was founded by Cardinal Herbert Vaughan in 1902 to provide boarding Choristers and Exhibitioners to sing the daily capitular liturgy in the then new Cathedral. In 1976 day boys were introduced and in 2017 a Pre Prep was added. Current numbers stand at 279 boys, aged 4-13. The School is divided into nine year groups (National Curriculum Years Reception to Year 8). There are approximately 30 boys in each year group.

WCCS is situated within the precincts of Westminster Cathedral and is Roman Catholic by foundation. The Head Master is a member of the Incorporated Association of Preparatory Schools (IAPS), the Catholic Independent Schools' Conference (CISC) and the Choir Schools' Association (CSA).

Organisation

Ultimate responsibility for the charity lies with the Directors of Westminster Roman Catholic Diocese Trustee (WRCDT) (the Trustees).

Trustees and Governors

The Trustees i.e. the Directors of the Corporate Trustee are appointed by the Archbishop of Westminster.

Report of the Directors of the Corporate Trustee Year to 31 August 2022

Structure, governance and management (continued)

Trustees and Governors (continued)

The Trustees who have been in office since 1 September 2021 are as follows:

His Eminence Cardinal V Nichols
Rt Rev J Sherrington
Rt Rev N Hudson
Rt Rev P McAleenan
Rev Mgr M Hayes
Rev Mgr J O'Boyle
Mr A Ndoca
Dame C Bowe
Baroness N O'Loan
Mr K Ingram
Mr E Craston

On agreeing to become a Director of the Corporate Trustee, the Trustees are thoroughly briefed by their co-Trustees on the history of the charity, the day-to-day management, the responsibilities of the Trustees, the current objectives and future plans. The Trustees are also encouraged to attend any courses which they feel are relevant to the development of their role and to keep up-to-date on any changes in legislation.

The Trustees are ultimately responsible for the policies, activities and assets of the charity. The Archbishop appoints a Chairman of the Board of Governors who appoints other governors for a fixed term in consultation with the Archbishop. The Governors work with the Trustees in determining the general direction of the School and operate within powers set out in an Instrument of Government. They meet during the year to review the developments with regard to the charity, its activities and make any important decisions. When necessary, the Trustees and/or Governors seek advice and support from the charity's professional advisers including solicitors and accountants. The Bursar undertakes the day to day management of the charity's activities, the implementation of policies, administers payments and keeps the books and records of the charity.

The names of the Governors are given on page 1.

At their meetings, the Governors review the latest management accounts including budget forecasts.

Trustees' and Governors' expenses

No Trustee or Governor received any remuneration from the charity in connection with his/her duties as a Trustee or Governor during the year. Three Governors received reimbursement of travel expenses totalling £769 from the charity in connection with their duties as a Governor during the year. No Trustee or Governor had any beneficial interest in any contract with the charity.

Report of the Directors of the Corporate Trustee Year to 31 August 2022

Structure, governance and management (continued)

Responsibilities of the Trustees

The Trustees are responsible for preparing the Annual Report and Accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these accounts, the Trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in 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);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the applicable Charity (Accounts and Reports) Regulations 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.

Key management personnel

The Trustees and Governors consider that they, together with the Senior Management Team (SMT), comprise the key management of the charity in charge of directing and controlling, running and operating the School.

As noted above, neither the Trustees nor the Governors receive any remuneration in respect to their services. The Governors meet at least once a term and there is regular formal and informal communication between the Governors, the Trustees and members of the SMT.

Day to day management of the School is the responsibility of the Senior Management Team. This consists of the Head Master, Deputy Head (Pastoral), Head of Pre-Prep, Deputy Head (Academic) (also Head of Boarding), Director of Studies, Director of Admissions and Bursar. The SMT meets weekly to discuss any operational, safeguarding or staff matters.

Report of the Directors of the Corporate Trustee Year to 31 August 2022

Structure, governance and management (continued)

Key management personnel (continued)

The remuneration of members of the SMT is reviewed annually by the Governors' Remuneration Committee. This Committee considers market pay levels (using external survey data where available), individual performance over the year and any changes in responsibilities. Those members of the SMT that also teach will have a portion of their salary determined by the main teaching pay scale.

Risk management

The Trustees delegate risk management to the School's Governing Body – principally through its Pastoral and Finance Committees, which meet termly. The School is also represented at the Health, Safety and Fire Committee of the Westminster Roman Catholic Diocesan Trust. Risks are identified and assessed, and controls established throughout the year.

The key controls used by the School include:

- ◆ Formal agendas for all committee meetings
- ◆ Strategic planning, budgeting and management accounting
- ◆ Established organisational structure and lines of reporting
- ◆ Formal written policies, including safeguarding and child protection
- ◆ Clear authorisation and approval level
- ◆ Maintenance of a risk register

Through the risk management processes established for the School, the Governors are satisfied that the major risks identified have been mitigated. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Principal risks and uncertainties

The principal risks and uncertainties facing the charity are detailed in a risk register. The principal risks and the strategies applied by the Trustees and Governors for managing these are outlined below

Report of the Directors of the Corporate Trustee Year to 31 August 2022

Structure, governance and management (continued)

Principal risks and uncertainties (continued)

- ◆ **Safeguarding:** Compliance with safeguarding regulation is a key management concern because of the associated reputational risk for non-compliance. The School has a Designated Safeguarding Lead and a Safeguarding Governor who is responsible for ensuring the policies and procedures comply with the latest Independent Schools Inspectorate (ISI) regulations and *Keeping Children Safe in Education*, and are implemented in all aspects of the School's operation. Advice is sought from Westminster Local Authority Designated Officer (LADO) as appropriate. All staff are subject to an enhanced DBS check. Each member of staff receives safeguarding training at induction and this is repeated annually at staff INSET training. The Senior Management Team receives additional training on safer recruitment. The Deputy Head (Pastoral) and Designated Safeguarding Lead reports any pastoral or safeguarding matters to the SMT weekly, and to the Governors' Pastoral Committee and full Governors' meetings termly.
- ◆ **Fall in pupil numbers:** A reduction in pupil numbers would result in a fall in income which, over the long term, could affect the overall financial security of the School. The School benefits from a strong market position, and demand for places is high. The School carefully monitors registration numbers to ensure any deterioration of this position is quickly identified and addressed. The introduction of the Pre-Prep substantially reduces the School's reliance on a small, and dwindling, number of Pre-Prep feeder schools, and affords the School greater control of its pupil intake. Future market changes are expected to result in a rise on 11+ exits. This is a particular risk for the School that needs a provision in year 7 & 8 to support the choristers in these year groups. The Governors' Strategy committee is monitoring the market closely and the Trustees receive regular updates from the School on this risk.
- ◆ **Financial risk:** The charity opened a Pre-Prep for boys aged 4 to 8 in September 2017. Whilst this reduces the risk of falling pupil numbers, it increases the financial risk as substantial rent payments must be met to occupy the Pre-Prep building. The rent payments are linked to bank base rate so the School is exposed to interest rate risk. The annual budget and five year cash flow are reviewed regularly by the Finance Committee to ensure affordability of rent. There is total confidence in the charity's ability to meet the rent levels as interest rates increase and cash flow remains strong.
- ◆ **Reputational risk:** The School may attract media interest due to the profile of both Westminster Cathedral and the Westminster Cathedral Choir. Inaccurate media coverage creates a potential reputational risk for the School. The School will seek professional advice where necessary to reduce this risk and closely monitors pupil registrations to ensure that any link between adverse press coverage and pupil registrations is noted and addressed.
- ◆ **Structural risk:** There is a potential for conflicts of interest to arise between the two charities, the Westminster Roman Catholic Diocesan Trust (charity number 233699) and the Westminster Cathedral Choir School (charity number 1063761), both of which have the same corporate trustee. A conflict of interest policy has been produced by the corporate trustee setting out the process for managing potential conflicts of interest between the two charities. This is subject to ongoing discussion and review.

Report of the Directors of the Corporate Trustee Year to 31 August 2022

Structure, governance and management (continued)

Connected charity

The Trustees are also responsible for Westminster Roman Catholic Diocesan Trust, a registered charity, Charity Registration Number 233699.

Objectives and activities

The general aims of the charity are the advancement of the Roman Catholic Religion and the advancement of education in the Roman Catholic tradition. The charity aims to train boys in church choral music through the operation of Westminster Cathedral Choir School.

In planning the activities of the charity for the year, the Trustees and Governors have considered the guidance on public benefit issued by the Charity Commission.

Pupil numbers

At the start of the 2021/22 academic year there were 260 boys in the School (2020/21: 263) of whom 21 were choristers (2020/21: 20) and 239 day boys (2020/21: 243). Pupil numbers increased over the course of the year with 265 pupils by start of the Trinity term 2022.

Fees

Termly fees for 2021/22 were £5,979 for reception boys (2020/21: £5,641), £7,204 for day boys (2020/21: £6,796) and £3,564 for choristers (2020/21: £3,362). The Governors' Finance Committee sets the level of fees each year taking into consideration the cost of providing high standards of teaching, learning and pastoral care, and of maintaining the fabric of the building.

Academic life

The School continued to scrutinise, develop and assess its liberal academic curriculum, producing proprietary resources for each subject and discipline from Reception to Year 8.

The School continued to emphasise the importance of British Values and respect for the law through its Civics (PSHCE) course, which also examined:

Caring and respectful relationships
Anti-bullying
Global culture
Mental health and wellbeing
Staying safe online
Heathy eating
Drugs, alcohol and tobacco
Health and fitness
Consent
Marriage
Parliamentary democracy
Inclusivity & diversity

Report of the Directors of the Corporate Trustee Year to 31 August 2022

Objectives and activities (continued)

Academic life (continued)

The School remains a 13+ Common Entrance School preparing boys for a wide range of senior schools.

In 2022 boys went on to the following schools:

Canford School
Dulwich College
Eaton Square Senior School
Eton College x 2
Harrow School x 2
Latymer Upper School
King's College School, Wimbledon x 2
King's School, Canterbury (1 Music Scholarship)
Radley College x 2 (1 Music Scholarship)
St James's School for Boys
St Paul's School x 3
Tonbridge School
Wellington College
Westminster School
Wetherby School
Winchester College x 2
Worth School

It was another busy year for the Cathedral Choir. The Choir sang Evensong with the choir of Westminster Abbey in the Abbey for the Feast of St Edward the Confessor and Vespers in St Paul's Cathedral during the Week of Prayer for Christian Unity. The choristers also sang at the Festival of St Cecilia in Westminster Abbey, at the Christmas Celebration in Westminster Cathedral and enjoyed a successful tour to Rome in the summer, singing in St Peter's Basilica and at The Venerable English College.

The School and the local community

The School and Parent's Association raised £8,500 for the Cardinal Hume Centre, a local charity for young homeless people and £17,000 for Eyehope, a charity founded by a team of Ophthalmologic Consultants at nearby St Thomas's Hospital and treating eye disease in Tanzania.

Financial review

Financial position

The charity had income during the year of £5,765,052 (2021 - £5,288,346). Income from tuition fees and similar charges, net of bursaries, totalled £5,558,163 (2021 - £5,118,664). Donations and legacies during the year amounted to £206,889 (2021 - £169,682). Included within this total was £90,000 (2021 - £90,000) received by way of a grant from the Westminster Cathedral Choir School Fund (Registered Charity Number 276878).

Report of the Directors of the Corporate Trustee Year to 31 August 2022

Financial review (continued)

Financial position (continued)

Total expenditure amounted to £5,103,735 (2021 - £4,579,117) with staff costs, rent for the Pre-Prep building and premises expenditure accounting for a significant proportion of this total. The accounts incorporate expenditure on refurbishment of the facilities and buildings to improve the quality of education provided to the boys.

The charity had net income for the year of £661,317 (2021 - £709,229).

At 31 August 2022, the charity had total net funds of £3,459,285 (2021 - £2,797,968). This includes restricted funds at 31 August 2022 of £420,779 (2021 - £360,468), principally being monies to be applied towards meeting the fees of those choristers who apply for a bursary.

Reserves policy

The Trustees and Governors have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, designated or otherwise committed. The requirement for free reserves is affected by the amounts held in respect to fee deposits (most of which will not be repayable for several years), and an accrual for rent that arises from the requirement to account for payments under the lease on a straight line basis instead of when payable. Therefore, the nature of the charity's activities is such that the key performance indicator is cash flow rather than the level of free reserves. Cash flow will vary over the course of each term, with high levels of cash being held at the start of each term and then being used over the course of the term to meet expenditure on staff, premises and the operation of the School.

The Trustees and Governors are of the opinion that at all times the charity should have sufficient cash flow to enable it to meet its costs, that the cash flow should be sufficient to enable the School to continue to invest in the premises, facilities and equipment, to provide sufficient flexibility to cover temporary shortfalls in income due to falls in pupil numbers, and to cover the other risks and uncertainties of operating as an independent educational establishment. To this end cash flow is monitored regularly against budget and there is tight control over debt collection and expenditure.

At 31 August 2022 the charity had net current assets of £2,688,065 (2021 - £2,126,664) with cash at bank amounting to £4,155,892 (2021 - £3,265,724). Free reserves were £1,808,786 (2021 - £1,112,036). The Trustees and Governors believe that the financial position of the School at this date was acceptable and that the cash flow, which is monitored closely, was adequate but not excessive.

Report of the Directors of the Corporate Trustee Year to 31 August 2022

Fundraising statement

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that communication preferences can be changed at any time. The charity manages its own fundraising activities and does not employ the services of professional fundraisers. The charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During the year, the charity received no complaints about its fundraising activities.

Covid-19

Day to day operations of the School were not materially impacted by COVID in 2021-22. A focus on good ventilation in classrooms and shared areas and on hand hygiene remains.

Future plans

WCCS continues to enjoy strong and stable pupil numbers. Total pupil numbers have increased by 65% over the past decade (2012: total pupils 157; 2022: total pupils 260).

The charity's focus remains on building up and regularising pupil numbers in the Pre-Prep School, which takes boys from Reception (age 4) to Year 3 (age 8). In September 2017, the Pre-Prep recruited its first 29 boys; in 2021 there were 93 boys from Reception (age 4) to Year 3 (age 8).

The charity's other focus is improving its already outstanding exit list at 13+.

Signed on behalf of the Directors of Westminster Roman Catholic Diocese Trustee by:



Trustee

Approved by the Trustees on: 17/3/23

Independent auditor's report Year to 31 August 2022

Independent auditor's report to the Directors of the Westminster Roman Catholic Diocese Trust (the Trustees)

Opinion

We have audited the accounts of the Westminster Cathedral Choir School (the 'charity') for the year ended 31 August 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and notes to the accounts. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the accounts:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 August 2022 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the accounts, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the accounts is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the accounts are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Independent auditor's report Year to 31 August 2022

Other Information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report and Accounts, other than the accounts and our auditor's report thereon. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the accounts or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- ◆ the information given in the Trustees' report is inconsistent in any material respect with the accounts; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the accounts are not in agreement with the accounting records and returns; or
- ◆ we have not received all the information and explanations we require for our audit.

Responsibilities of Trustees

As explained more fully in the statement of the responsibilities of the Trustees, the Trustees are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Independent auditor's report Year to 31 August 2022

Auditor's responsibilities for the audit of the accounts

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ we identified the laws and regulations applicable to the charity through discussions with those charged with governance and other management, and from our knowledge and experience of the sector;
- ◆ we focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the operations of the charity, including the Charities Act 2011, the Financial Reporting Standard applicable in the UK and Republic of Ireland (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 (Charities SORP FRS 102), and safeguarding regulations; and
- ◆ we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence. We corroborated our enquiries through our review of Trustees', Governors' and committee minutes.

We assessed the susceptibility of the charity's accounts to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ making enquiries of management as to their knowledge of actual, suspected and alleged fraud; and
- ◆ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ performed analytical procedures to identify any unusual or unexpected financial relationships;

Independent auditor's report Year to 31 August 2022

Auditor's responsibilities for the audit of the accounts (continued)

- ◆ performed substantive testing of expenditure including testing the authorisation thereof; and
- ◆ tested journal entries to identify unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ agreeing financial statement disclosures to underlying supporting documentation;
- ◆ reading the minutes of meetings of those charged with governance;
- ◆ reviewing legal expenses incurred in the year; and
- ◆ enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's Trustees, as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Buzzacott LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Statement of financial activities Year to 31 August 2022

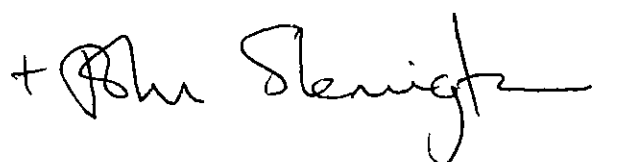
	Notes	Un- restricted funds £	Restricted funds £	Total 2022 £	Un- restricted funds £	Restricted funds £	Total 2021 £
Income from:							
Donations and legacies	1	114,225	92,664	206,889	118,469	51,213	169,682
Charitable activities							
. Provision of education	2	5,558,163	—	5,558,163	5,118,664	—	5,118,664
Total income		5,672,388	92,664	5,765,052	5,237,133	51,213	5,288,346
Expenditure on:							
Charitable activities							
. Provision of education	3	5,071,382	32,353	5,103,735	4,554,032	25,085	4,579,117
Total expenditure		5,071,382	32,353	5,103,735	4,554,032	25,085	4,579,117
Net income and net movement in funds		601,006	60,311	661,317	683,101	26,128	709,229
Reconciliation of funds							
Balances brought forward at 1 September		2,437,500	360,468	2,797,968	1,754,399	334,340	2,088,739
Balances carried forward at 31 August		3,038,506	420,779	3,459,285	2,437,500	360,468	2,797,968

All of the charity's activities derived from continuing operations during each of the above two financial periods.

Balance sheet 31 August 2022

	Notes	2022 £	2022 £	2021 £	2021 £
Fixed assets					
Tangible assets	7		1,229,720		1,325,464
Current assets					
Debtors	8	174,179		307,348	
Cash at bank and in hand		4,155,892		3,265,724	
		<u>4,330,071</u>		<u>3,573,072</u>	
Creditors: amounts falling due within one year	9	<u>(1,642,006)</u>		<u>(1,446,408)</u>	
Net current assets			<u>2,688,065</u>		<u>2,126,664</u>
Total assets less current liabilities			<u>3,917,785</u>		<u>3,452,128</u>
Creditors: amounts falling due after more than one year	10		<u>(458,500)</u>		<u>(654,160)</u>
Total net assets			<u><u>3,459,285</u></u>		<u><u>2,797,968</u></u>
The funds of the charity:					
Funds and reserves					
Restricted funds	11		420,779		360,468
Unrestricted Income funds					
.. General fund					
..Tangible fixed assets		1,229,720		1,325,464	
..Free reserves		<u>1,808,786</u>		<u>1,112,036</u>	
			<u>3,038,506</u>		<u>2,437,500</u>
			<u><u>3,459,285</u></u>		<u><u>2,797,968</u></u>

Approved by the Directors of Westminster Roman Catholic Diocese Trustee and signed on their behalf by:

+ .
Trustee

Approved on: 17/3/23

Statement of cash flows Year to 31 August 2022

	Notes	2022 £	2021 £
Cash flows from operating activities:			
Net cash provided by operating activities	A	1,078,356	866,920
Cash flows from investing activities:			
Purchase of tangible fixed assets		(188,188)	(83,932)
Net cash used in investing activities		(188,188)	(83,932)
Change in cash and cash equivalents in the year		890,168	782,988
Cash and cash equivalents at 1 September	B	3,265,724	2,482,736
Cash and cash equivalents at 31 August	B	4,155,892	3,265,724

Notes to the statement of cash flows for the year to 31 August 2022

A Reconciliation of net movement in funds to net cash provided by operating activities

	2022 £	2021 £
Net movement in funds (as per the statement of financial activities)	661,317	709,229
Adjustments for:		
Depreciation charge	196,127	191,893
Loss on disposal of tangible fixed assets	16,410	—
Decrease in debtors	133,169	207,968
Increase (decrease) in creditors (excluding fixed asset creditors)	71,333	(242,170)
Net cash provided by operating activities	1,078,356	866,920

B Analysis of cash and cash equivalents

	2022 £	2021 £
Total cash and cash equivalents: Cash at bank and in hand	4,155,892	3,265,724

No separate statement of changes in net debt has been prepared as there is no difference between the movements in cash and cash equivalents and movement in net cash (debt).

Principal accounting policies Year to 31 August 2022

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

Basis of preparation

These accounts have been prepared for the year to 31 August 2022 with comparative information given in respect to the year to 31 August 2021.

The accounts have been prepared in accordance with 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the Trustees, in consultation with the Governors and Senior Management Team, to make significant judgements and estimates.

The items in the accounts where these judgements and estimates have been made include:

- ◆ Estimating the useful economic life of tangible fixed assets for the purposes of determining an annual depreciation charge;
- ◆ Assessing the level of any necessary bad debt provision; and
- ◆ Estimating future income and expenditure flows for the purpose of assessing going concern (see below).

Assessment of going concern

The Trustees, in consultation with the Governors, have assessed whether the use of the going concern assumption is appropriate in preparing these accounts. They have made this assessment in respect to a period of at least one year from the date of approval of these accounts.

Principal accounting policies Year to 31 August 2022

Assessment of going concern (continued)

The Trustees and Governors of the charity have concluded that there are no material uncertainties related to events or conditions, including both the aftermath of Covid-19 and the current macroeconomic and geopolitical climate, that may cast significant doubt on the ability of the charity to continue as a going concern although maintaining pupil numbers remains essential to financial security (see principal risks set out in the Report of the Directors of the Corporate Trustee). The Trustees and Governors are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Income

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Donations and grants are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations or grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation or grant is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacies are included in the statement of financial activities when the charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charity.

Fees for the provision of education comprise tuition and related fees paid in accordance with agreements between the School and individual pupils' parents. Such income is stated after deducting bursaries and is recognised when the School is entitled to receipt under the relevant contractual agreements. This is usually at the point at which the School has commenced the provision of education in respect to the relevant student at the start of each academic term.

Expenditure

Expenditure is recognised as soon as there is a legal or constructive obligation committing the charity to make a payment 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.

All expenditure is accounted for on an accruals basis. Expenditure comprises direct costs and support costs and is stated inclusive of irrecoverable VAT.

Principal accounting policies Year to 31 August 2022

Expenditure (continued)

Expenditure on charitable activities includes all direct and indirect costs associated with furthering the charitable purposes of the charity i.e. the provision of education and the training of children in church choral music through the operation of Westminster Cathedral Choir School. Such costs include:

- ◆ Teaching costs i.e. the cost of teaching and support staff salaries, including pension and national insurance costs, books and other tuition expenses, and the cost of games and activities.
- ◆ Welfare costs i.e. all domestic costs associated with the School including employment costs, consumables and catering.
- ◆ Premises costs i.e. costs associated with the premises, grounds and estate used by the charity for the purposes of education.
- ◆ Support costs i.e. administrative costs incurred in connection with the School.
- ◆ Governance costs, i.e. costs directly attributable to the legal procedures necessary for compliance with statutory requirements.

Tangible fixed assets

Assets costing in excess of £1,000 and with an expected useful life exceeding one year are capitalised.

All tangible fixed assets are stated at cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

- ◆ Furniture, equipment and minor improvements 10% - 20% per annum based on cost
- ◆ Major improvements to property 4% per annum based on cost

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

Principal accounting policies Year to 31 August 2022

Creditors and provisions

Creditors and provisions 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. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt.

Fund structure

The general fund comprises the net book value of tangible fixed assets and free reserves i.e. those monies which may be used towards meeting the charitable objectives of the charity and which may be applied at the discretion of the Trustees.

The restricted funds comprise monies raised for, or their use restricted to, a specified purpose or amounts subject to donor imposed conditions as to use.

Leased assets

Operating leases are defined as those leases where substantially all of the benefits and risks of ownership remain with the lessor. The rental applicable for the period from the commencement of such a lease until the end of the lease is charged to the statement of financial activities on a straight line basis spread over the entirety of the lease term, including over any rent free period or period of reduced rent.

Pension costs

Contributions in respect to defined contribution schemes are charged to the statement of financial activities in the year in which they become payable to the schemes.

The charity contributes to a defined benefit pension scheme. Under the definitions set out in FRS 102, the scheme is a multi-employer pension scheme. The School is unable to identify its share of the underlying assets and liabilities of the scheme and accordingly, the School has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined contribution scheme.

Notes to the accounts Year to 31 August 2022

1 Income from: Donations and legacies

	Un- restricted funds £	Restricted funds £	Total 2022 £	Un- restricted funds £	Restricted funds £	Total 2021 £
Grants receivable from Westminster Cathedral Choir School Fund (Registered Charity Number 276878)	90,000	—	90,000	90,000	—	90,000
Legacies receivable	—	—	—	178	—	178
Other donations, gifts and sundry receipts	24,225	92,664	116,889	28,291	51,213	79,504
Total funds	114,225	92,664	206,889	118,469	51,213	169,682

Mrs Joanna Stephens, Bursar at the School, is a trustee of Westminster Cathedral Choir School Fund.

2 Income from: Provision of education

	Un- restricted funds £	Restricted funds £	Total 2022 £	Un- restricted funds £	Restricted funds £	Total 2021 £
Gross fees	5,608,163	—	5,608,163	5,154,355	—	5,154,355
Less: Bursaries	(50,000)	—	(50,000)	(35,691)	—	(35,691)
Total funds	5,558,163	—	5,558,163	5,118,664	—	5,118,664

Choristers' fees only partially cover the costs associated with the provision of education for choristers. The shortfall is in part made up by a grant of £90,000 (2021 - £90,000) receivable from Westminster Cathedral Choir School Fund (see note 1).

3 Expenditure on: Provision of education

	Un- restricted funds £	Restricted funds £	Total 2022 £	Un- restricted funds £	Restricted funds £	Total 2021 £
Teaching and music						
Personnel costs	2,208,160	—	2,208,160	2,097,237	—	2,097,237
Books, equipment and educational supplies	479,462	—	479,462	289,918	—	289,918
Scholarships and prizes	20,030	29,541	49,571	3,636	20,300	23,936
Charity donations	328	2,812	3,140	—	4,785	4,785
Depreciation	136,709	—	136,709	134,961	—	134,961
Advertising, travel and related costs	112,850	—	112,850	99,546	—	99,546
	2,957,539	32,353	2,989,892	2,625,298	25,085	2,650,383

Notes to the accounts Year to 31 August 2022

3 Expenditure on: Provision of education (continued)

	Un-restricted funds £	Restricted funds £	Total 2022 £	Un-restricted funds £	Restricted funds £	Total 2021 £
Welfare						
Personnel costs	281,751	—	281,751	264,418	—	264,418
Provisions	121,066	—	121,066	68,714	—	68,714
Miscellaneous expenses	21,390	—	21,390	26,562	—	26,562
	<u>424,207</u>	<u>—</u>	<u>424,207</u>	<u>359,694</u>	<u>—</u>	<u>359,694</u>
Premises						
Personnel costs	145,475	—	145,475	136,422	—	136,422
Maintenance and repairs	134,038	—	134,038	150,812	—	150,812
Rent and property charges payable to Westminster Roman Catholic Diocesan Trust (note 14)	636,516	—	636,516	581,443	—	581,443
Depreciation	59,418	—	59,418	56,932	—	56,932
Fuel, light and water	88,102	—	88,102	64,703	—	64,703
Cleaning	8,385	—	8,385	13,739	—	13,739
Staff accommodation	104,465	—	104,465	59,058	—	59,058
Loss on disposal of tangible fixed assets	16,410	—	16,410	—	—	—
Miscellaneous	33,966	—	33,966	22,802	—	22,802
	<u>1,226,775</u>	<u>—</u>	<u>1,226,775</u>	<u>1,085,911</u>	<u>—</u>	<u>1,085,911</u>
Support						
Personnel costs	314,883	—	314,883	301,772	—	301,772
Printing, postage, stationery and telephone	48,806	—	48,806	42,198	—	42,198
Computers and related maintenance	53,866	—	53,866	111,804	—	111,804
Bank charges	5,604	—	5,604	4,806	—	4,806
	<u>423,159</u>	<u>—</u>	<u>423,159</u>	<u>460,580</u>	<u>—</u>	<u>460,580</u>
Governance						
Auditor's remuneration	12,530	—	12,530	10,560	—	10,560
Other legal and professional fees	27,172	—	27,172	11,989	—	11,989
	<u>39,702</u>	<u>—</u>	<u>39,702</u>	<u>22,549</u>	<u>—</u>	<u>22,549</u>
Total funds	<u>5,071,382</u>	<u>32,353</u>	<u>5,103,735</u>	<u>4,554,032</u>	<u>25,085</u>	<u>4,579,117</u>

4 Staff costs

	2022 £	2021 £
Staff costs during the period were as follows:		
Wages and salaries	2,293,166	2,216,022
Social security costs	238,358	213,161
Other pension costs	362,012	324,405
	<u>2,893,536</u>	<u>2,753,588</u>
Other staff costs	56,732	46,261
	<u>2,950,268</u>	<u>2,799,849</u>

Notes to the accounts Year to 31 August 2022

4 Staff costs (continued)

The number of employees who earned more than £60,000 (including taxable benefits but excluding employer's national insurance and pension contributions) during the year was as follows:

	Total 2022	Total 2021
£60,001 - £70,000	3	2
£70,001 - £80,000	2	2
£80,001 - £90,000	1	2
£150,001 - £160,000	1	—
£160,001 - £170,000	—	1

The average number of employees during the period, analysed by function, was as follows:

	2022 No.	2021 No.
Teaching and music	42	42
Welfare	17	17
Support	5	5
	64	64

5 Remuneration of Trustees, Governors and key management personnel

No Trustee or Governor received any remuneration from the charity in connection with their duties as a Director of the Corporate Trustee or Governor during the year or in respect to their role as key management personnel (2021 - £nil). Three Governors received reimbursement of travel expenses totalling £769 from the charity in connection with their duties as Governors during the year (2021 - £nil). No Trustee or Governor had any beneficial interest in any contract with the charity during the year (2021 - none).

The key management personnel of the charity in charge of running and operating the charity on a day-to-day basis are the Directors of the Corporate Trustee, Governors, Head Master, Deputy Head (Pastoral), Head of Pre-Prep, Deputy Head (Academic) (also Head of Boarding), Director of Studies, Director of Admissions and Bursar. The total remuneration (including taxable benefits, employer's national insurance and pension contributions) of the key management personnel for the year was £778,231 (2021 - £804,230).

The School provides a discount on school fees of up to 85% for senior management and up to 25% for all other School staff. In line with this policy, the Head of Pre-Prep receives an 85% discount on School fees for her son, who joined the School in September 2020.

Donations from Governors in the year totalled £8,000 to support a choir trip to Rome (2021 - £nil).

6 Taxation

Westminster Cathedral Choir School is a registered charity and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

Notes to the accounts Year to 31 August 2022

7 Tangible fixed assets

	Major improvements to property £	Furniture, equipment and minor improvements £	Total £
Cost			
At 1 September 2021	1,485,462	2,093,688	3,579,150
Additions	—	116,793	116,793
Disposals	—	(193,170)	(193,170)
At 31 August 2022	1,485,462	2,017,311	3,502,773
Depreciation			
At 1 September 2021	661,781	1,591,905	2,253,686
Charge for year	59,418	136,709	196,127
Eliminated in respect of disposals	—	(176,760)	(176,760)
At 31 August 2022	721,199	1,551,854	2,273,053
Net book values			
At 31 August 2022	764,263	465,457	1,229,720
At 31 August 2021	823,681	501,783	1,325,464

8 Debtors

	2022 £	2021 £
Tuition and other fees receivable	16,837	39,308
Rent prepaid	100,000	200,000
Prepayments and sundry debtors	57,342	68,040
	174,179	307,348

9 Creditors: amounts falling due within one year

	2022 £	2021 £
Loan from Westminster Cathedral Choir School Fund (see below and note 10)	200,000	—
Amounts due to Westminster Roman Catholic Diocesan Trust (note 14)	9,754	8,069
Accrued rent (see below)	384,472	477,324
PAYE, National Insurance and employer's pension contributions	114,022	101,297
Fees in advance	780,064	636,080
Returnable fee deposits	47,500	39,000
Additions to tangible fixed assets	37,411	108,806
Accruals	68,783	75,832
	1,642,006	1,446,408

Notes to the accounts Year to 31 August 2022

9 Creditors: amounts falling due within one year (continued)

The loan from the Westminster Cathedral Choir School Fund (Charity Registration Number 276878) is interest free. The loan was repaid in full in November 2022.

The accrued rent of £384,472 (2021 - £477,324) represents the cumulative charge to the statement of financial activities required in order to spread the rent applicable to the lease of the charity's premises over the entire period of the lease on a straight line basis, after adjusting for an initial period of reduced rent and a further 6 month period of reduced rent.

10 Creditors: amounts falling due after more than one year

	2022 £	2021 £
Returnable fee deposits	458,500	454,160
Loan from Westminster Cathedral Choir School Fund (note 9)	—	200,000
	458,500	654,160

11 Restricted funds

The income funds include restricted funds comprising the following unexpended balances of donations and grants to be applied for specific purposes.

	At 1 September 2021 £	Income £	Expenditure £	At 31 August 2022 £
Basil Hume Fund	354,756	77,600	(29,541)	402,815
Neil McLaughlan Fund	2,169	—	—	2,169
Other	3,543	15,064	(2,812)	15,795
Total restricted funds	360,468	92,664	(32,353)	420,779

	At 1 September 2020 £	Income £	Expenditure £	At 31 August 2021 £
Basil Hume Fund	330,056	45,000	(20,300)	354,756
Neil McLaughlan Fund	—	2,169	—	2,169
Other	4,284	4,044	(4,785)	3,543
Total restricted funds	334,340	51,213	(25,085)	360,468

The purposes for which the funds must be used are as follows:

♦ Basil Hume Fund

Although choristers are required to pay only a small proportion of the full fees by virtue of the grant received annually from the Westminster Cathedral Choir School Fund (note 1), further assistance is also available on application to this fund.

Notes to the accounts Year to 31 August 2022

11 Restricted funds (continued)

♦ Neil McLaughlan Fund.

The Neil McLaughlan Fund comprises a donation from a parent to establish a fund from which an annual award will be made to recognise an outstanding contribution from a member of academic teaching staff (excluding SMT members).

♦ Other

Funds were collected for Eyehope charity and the Cardinal Hume Centre during the course of the year.

12 Analysis of net assets between funds

	Unrestricted general fund £	Restricted funds £	2022 Total £
Fund balances at 31 August 2022			
are represented by:			
Tangible fixed assets	1,229,720	—	1,229,720
Net current assets	2,267,286	420,779	2,688,065
Creditors: amounts falling due after more than one year	(458,500)	—	(458,500)
Total net assets	3,038,506	420,779	3,459,285
	Unrestricted general fund £	Restricted funds £	2021 Total £
Fund balances at 31 August 2021			
are represented by:			
Tangible fixed assets	1,325,464	—	1,325,464
Net current assets	1,766,196	360,468	2,126,664
Creditors: amounts falling due after more than one year	(654,160)	—	(654,160)
Total net assets	2,437,500	360,468	2,797,968

13 Connected charity

The charity is connected to Westminster Roman Catholic Diocesan Trust (Charity Registration Number 233699) which has the same Corporate Trustee, namely Westminster Roman Catholic Diocese Trustee.

Notes to the accounts Year to 31 August 2022

14 Transactions with connected charity

A licence agreement exists between the School and Westminster Roman Catholic Diocesan Trust in relation to the School's share of the heating and hot water costs.

During the year to 31 August 2022, rent and property related charges of £636,516 (2021 - £581,443) were payable to Westminster Roman Catholic Diocesan Trust. This includes a rent payment for the use of 47 Francis Street, London, SW1P by Westminster Cathedral Choir School as a Pre-Prep School. The property is owned by the Westminster Roman Catholic Diocesan Trust and is rented to the charity.

As at 31 August 2022, an amount of £9,754 (2021 - £8,069) was due to Westminster Roman Catholic Diocesan Trust (note 9).

15 Commitments under operating leases

At 31 August 2022, the total of the charity's future minimum lease payments under non-cancellable operating leases was as follows:

	2022 £	2021 £
Land and buildings		
Amount due within one year	701,680	562,664
Amounts due between two and five years	2,665,109	2,171,354
Amounts due after five years	9,415,825	8,805,802
	12,782,614	11,539,820

The above lease is for a 30 year period from July 2017 with an initial three year period of reduced rent and a further 6 months of reduced rent from April 2020.

The rent payable is variable and depends on the Bank Rate set by the Bank of England.

16 Pension commitments

The charity's teaching staff belong to the Teachers' Pension Scheme (TPS). The total pension cost for the TPS for the period was £323,614 (2021 - £288,099). For non-teaching staff, contributions are made to defined contribution pension schemes. The total pension costs for the year payable to these schemes was £38,398 (2021 - £36,306).

Teachers' Pension Scheme (TPS)

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. These regulations apply to teachers in schools, colleges and other educational establishments. Membership is automatic for teachers and lecturers at eligible institutions. Teachers and lecturers are able to opt out of the TPS.

The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis – these contributions, along with those made by employers, are credited to the Exchequer under arrangements governed by the above Act. Retirement and other pension benefits are paid by public funds provided by Parliament.

16 Pension commitments (continued)

Teachers' Pension Scheme (TPS) (continued)

Under the definitions set out in FRS 102 (28.11), the TPS is a multi-employer pension plan. The School is unable to identify its share of the underlying assets and liabilities of the plan.

Accordingly, the School has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined-contribution plan. The School has set out below the information available on the plan and the implications for the School in terms of the anticipated contribution rates.

The valuation of the TPS is carried out in line with regulations made under the Public Service Pension Act 2013. Valuations credit the teachers' pension account with a real rate of return assuming funds are invested in notional investments that produce that real rate of return.

The latest actuarial review of the TPS was carried out as at 31 March 2016. The valuation report was published by the Department for Education (DfE) in April 2019. The valuation reported total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £218 billion, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £196 billion, giving a notional past service deficit of £22 billion.

As a result of the valuation, new employer contribution rates were set at 23.68% of pensionable pay from September 2019 onwards.

A full copy of the valuation report and supporting documentation can be found on the Teachers' Pension Scheme website.

The employer's pension costs paid to TPS in the period amounted to £323,614 (2021 – £288,099).

17 Related party transactions

Other than the relationships and transactions disclosed in notes 1, 5 and 14 there were no other related party transactions requiring disclosure (2021 – none).

Accounts

**Westminster
Cathedral
Choir
School**

Annual Report and Accounts

31 August 2021

Charity Registration Number
1063761

Contents

Reports

Reference and administrative details of the charity and its Corporate Trustee	1
Report of the directors of the Corporate Trustee	3
Independent auditor's report	13

Accounts

Statement of financial activities	17
Balance sheet	18
Statement of cash flows	19
Principal accounting policies	20
Notes to the accounts	25

Reference and administrative details of the charity and its Corporate Trustee

Trustee of the charity

The charity is controlled by the "Westminster Roman Catholic Diocese Trustee" (WRCDT), a company limited by guarantee. The company does not conduct any trade or business for its own account and has no assets or liabilities. Its sole purpose is to act as trustee for a number of trusts and funds. The principal of these is the Westminster Roman Catholic Diocesan Trust.

The Directors of Westminster Roman Catholic Diocese Trustee (herein referred to as Trustees) are:

His Eminence Cardinal V Nichols
Rt Rev J Sherrington
Rt Rev N Hudson
Rt Rev P McAleenan
Rt Rev Mgr M Hayes
Rt Rev Mgr J O'Boyle
Mr A Ndoca
Baroness Nuala O'Loan
Dame C Bowe
Mr K Ingram
Mr E Craston

President of the School

His Eminence Cardinal V Nichols

The Board of Governors

Chairman

Mr David Heminway
Mrs Julie Buclez (resigned 2 July 2021)
Mr Robert Enserro (appointed 20 April 2021)
Mrs Kate Finch
Martin Hattrell
Mrs Marta Luiz (resigned 2 July 2021)
Mrs Flora Lyon
Rev Alexander Master (Private Secretary to the Cardinal)
Mr James O'Brien (appointed 20 April 2021)
Mr Mike Pittendreigh (Assistant Director of Education for the Diocese until 31 December 2021)
Mr Nick Robinson
Rev Stuart Seaton
Rev Sławomir Witoń (Cathedral Administrator) (appointed 11 November 2020)

Reference and administrative details of the charity and its Corporate Trustee

<i>In attendance at Governors' meetings</i>	The Head Master – Mr Neil McLaughlan The Master of Music – Mr Simon Johnson (appointed 1 September 2021) The Assistant Master of Music – Mr Peter Stevens The Bursar – Mrs Joanna Stephens The Deputy Head (Pastoral) – Mr Edward Graham (resigned 31 August 2021) The Deputy Head (Pastoral) – Miss Emily Auger (appointed 1 September 2021) The Director of Admissions – Miss Lucy Auger
Clerk to the Governors	Mrs Joanna Stephens
Principal address	Westminster Cathedral Choir School Ambrosden Avenue London SW1 1QH
Charity registration number	1063761
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	HSBC Bank plc 69 Pall Mall London SW1Y 5EY

Report of the Directors of the Corporate Trustee Year to 31 August 2021

Introduction

The Directors of the Corporate Trustee (hereafter referred to as the Trustees) present their statutory report together with the accounts of the Westminster Cathedral Choir School (the charity or School) for the year ended 31 August 2021.

The accounts have been prepared in accordance with the accounting policies set out on pages 20 to 24 of the attached accounts and comply with the charity's trust deed, applicable laws and 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).

Structure, governance and management

Constitution

Westminster Cathedral Choir School is governed by a trust deed dated 8 July 1997 and is registered with the Charity Commission, Charity Registration No 1063761.

Status

Westminster Cathedral Choir School (WCCS) was founded by Cardinal Herbert Vaughan in 1902 to provide boarding Choristers and Exhibitioners to sing the daily capitular liturgy in the then new Cathedral. In 1976 day boys were introduced and in 2017 a Pre Prep was added. Current numbers stand at 261 boys, aged 4-13. The School is divided into nine year groups (National Curriculum Years Reception to Year 8). There are approximately 30 boys in each year group.

WCCS is situated within the precincts of Westminster Cathedral and is Roman Catholic by foundation. The Head Master is a member of the Incorporated Association of Preparatory Schools (IAPS), the Catholic Independent Schools' Conference (CISC) and the Choir Schools' Association (CSA).

Organisation

Ultimate responsibility for the charity lies with the Directors of Westminster Roman Catholic Diocese Trustee (WRCDT) (the Trustees).

Trustees and Governors

The Trustees i.e. the Directors of the Corporate Trustee are appointed by the Archbishop of Westminster.

Report of the Directors of the Corporate Trustee Year to 31 August 2021

Structure, governance and management (continued)

Trustees and Governors (continued)

The Trustees who have been in office since 1 September 2020 are as follows:

	Appointed/resigned
His Eminence Cardinal V Nichols	
Rt Rev J Sherrington	
Rt Rev N Hudson	
Rt Rev P McAleenan	
Rt Rev Mgr M Hayes	
Rt Rev Mgr J O'Boyle	
Rt Hon R Kelly	Resigned 12 March 2021
Mr C Kemball	Resigned 13 May 2021
Mr A Ndoca	
Dame C Bowe	
Baroness Nuala O'Loan	Appointed 12 March 2021
Mr K Ingram	
Mr E Craston	

On agreeing to become a Director of the Corporate Trustee, the Trustees are thoroughly briefed by their co-Trustees on the history of the charity, the day-to-day management, the responsibilities of the Trustees, the current objectives and future plans. The Trustees are also encouraged to attend any courses which they feel are relevant to the development of their role and to keep up-to-date on any changes in legislation.

The Trustees are ultimately responsible for the policies, activities and assets of the charity. The Archbishop appoints a Chairman of the Board of Governors who appoints other governors for a fixed term in consultation with the Archbishop. The Governors work with the Trustees in determining the general direction of the School and operate within powers set out in an Instrument of Government. They meet during the year to review the developments with regard to the charity, its activities and make any important decisions. When necessary, the Trustees and/or Governors seek advice and support from the charity's professional advisers including solicitors and accountants. The Bursar undertakes the day to day management of the charity's activities, the implementation of policies, administers payments and keeps the books and records of the charity.

The names of the Governors are given on page 1.

At their meetings the Governors review the latest management accounts including budget forecasts.

Trustees' and Governors' expenses

No Trustee or Governor received any remuneration or expenses from the charity in connection with his/her duties as a Trustee or Governor during the year. No Trustee or Governor had any beneficial interest in any contract with the charity.

Report of the Directors of the Corporate Trustee Year to 31 August 2021

Structure, governance and management (continued)

Responsibilities of the Trustees

The Trustees are responsible for preparing the Annual Report and Accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these accounts, the Trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in 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);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the applicable Charity (Accounts and Reports) Regulations 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.

Key management personnel

The Trustees and Governors consider that they, together with the Senior Management Team (SMT), comprise the key management of the charity in charge of directing and controlling, running and operating the School.

As noted above, neither the Trustees nor the Governors receive any remuneration in respect to their services. The Governors meet at least once a term and there is regular formal and informal communication between the Governors, the Trustees and members of the SMT.

Day to day management of the School is the responsibility of the Senior Management Team. This consists of the Head Master, Deputy Head (Pastoral), Head of Pre-Prep, Deputy Head (Academic) (also Head of Boarding), Director of Studies, Director of Admissions and Bursar. The SMT meets weekly to discuss any operational, safeguarding or staff matters.

Report of the Directors of the Corporate Trustee Year to 31 August 2021

Structure, governance and management (continued)

Key management personnel (continued)

The remuneration of members of the SMT is reviewed annually by the Governors' Remuneration Committee. This Committee considers market pay levels (using external survey data where available), individual performance over the year and any changes in responsibilities. Those members of the SMT that also teach will have a portion of their salary determined by the main teaching pay scale.

Risk management

The Trustees delegate risk management to the School's Governing Body – principally through its Pastoral and Finance Committees, which meet termly. The School is also represented at the Health, Safety and Fire Committee of the Westminster Roman Catholic Diocesan Trust. Risks are identified and assessed, and controls established throughout the year.

The key controls used by the School include:

- ◆ Formal agendas for all committee meetings
- ◆ Strategic planning, budgeting and management accounting
- ◆ Established organisational structure and lines of reporting
- ◆ Formal written policies, including safeguarding and child protection
- ◆ Clear authorisation and approval level
- ◆ Maintenance of a risk register

Through the risk management processes established for the School, the Governors are satisfied that the major risks identified have been mitigated. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Principal risks and uncertainties

The principal risks and uncertainties facing the charity are detailed in a risk register. Other than the risks associated with the Covid-19 pandemic which are described later in this report, the principal risks and the strategies applied by the Trustees and Governors for managing these are outlined below.

Report of the Directors of the Corporate Trustee Year to 31 August 2021

Structure, governance and management (continued)

Principal risks and uncertainties (continued)

- ◆ **Safeguarding:** Compliance with safeguarding regulation is a key management concern because of the associated reputational risk for non-compliance. The School has a Designated Safeguarding Lead and a Safeguarding Governor who is responsible for ensuring the policies and procedures comply with the latest Independent Schools Inspectorate (ISI) regulations and *Keeping Children Safe in Education*, and are implemented in all aspects of the School's operation. Advice is sought from Westminster Local Authority Designated Officer (LADO) as appropriate. Each member of staff receives safeguarding training at induction and this is repeated annually at staff INSET training. The Senior Management Team receives additional training on safer recruitment. The Deputy Head (Pastoral) and Designated Safeguarding Lead reports any pastoral or safeguarding matters to the SMT weekly, and to the Governors' Pastoral Committee and full Governors' meetings termly.
- ◆ **Fall in pupil numbers:** A reduction in pupil numbers would result in a fall in income which, over the long term, could affect the overall financial security of the School. At present this is considered a medium risk due to the increase in families relocating out of London because of the Covid-19 pandemic. The School benefits from a strong market position, and demand for places is high. The School carefully monitors registration numbers to ensure any deterioration of this position is quickly identified and addressed. The introduction of the Pre-Prep substantially reduces the School's reliance on a small, and dwindling, number of Pre-Prep feeder schools, and affords the School greater control of its pupil intake. The Governors' Strategy Committee reviews all trends in registrations and pupil numbers.
- ◆ **Opening of a Pre-Prep:** The charity opened a Pre-Prep for boys aged 4 to 8 in September 2017. Whilst this reduces the risk of falling pupil numbers, it increases the financial risk as substantial rent payments must be met to occupy the Pre-Prep building. The annual budget and five year cash flow are reviewed regularly by the Finance Committee to ensure affordability of rent. There is total confidence in the charity's ability to meet the rent levels and cash flow remains strong.
- ◆ **Reputational risk:** The School may attract media interest due to the profile of both Westminster Cathedral and the Westminster Cathedral Choir. Inaccurate media coverage creates a potential reputational risk for the School. The School will seek professional advice where necessary to reduce this risk and closely monitors pupil registrations to ensure that any link between adverse press coverage and pupil registrations is noted and addressed.
- ◆ **Structural risk:** There is a potential for conflicts of interest to arise between the two charities, the Diocese of Westminster (charity number 233699) and the Westminster Cathedral Choir School (charity number 1063761), both of which have the same corporate trustee. A conflict of interest policy has been produced by the corporate trustee setting out the process for managing potential conflicts of interest between the two charities. This is subject to further discussion and review.

Report of the Directors of the Corporate Trustee Year to 31 August 2021

Structure, governance and management (continued)

Connected charity

The Trustees are also responsible for Westminster Roman Catholic Diocesan Trust, a registered charity, Charity Registration Number 233699.

Objectives and activities

The general aims of the charity are the advancement of the Roman Catholic Religion and the advancement of education in the Roman Catholic tradition. The charity aims to train boys in church choral music through the operation of Westminster Cathedral Choir School.

In planning the activities of the charity for the year, the Trustees and Governors have considered the guidance on public benefit issued by the Charity Commission.

Achievements and performance

Pupil numbers

At the start of the 2020/21 academic year there were 263 boys in the School (2019/20: 245) of whom 20 were choristers (2019/20: 22) and 243 day boys (2019/20: 223). The increase in pupil numbers was due to the addition of another year into the Pre-Prep.

Fees

Termly fees for 2020/21 were £5,641 for reception boys (2019/20: £5,641), £6,796 for day boys (2019/20: £6,796) and £3,362 for choristers (2019/20: £3,362). The Governors' Finance Committee sets the level of fees each year taking into consideration the cost of providing high standards of teaching, learning and pastoral care, and of maintaining the fabric of the building. There was no fee increase in September 2020 as a response to the possibility of remote learning during the course of the year.

Academic life

The School continued to enrich and develop its academic curriculum, producing proprietary resources, including textbooks, for all subjects and disciplines and via an enhanced programme of continuing professional development for staff.

The School continued to emphasise the importance of British Values and respect for the law through its Civics (PSHCE) course. Responding to wider societal issues of racial injustice, boys studied the abolition campaign of 1807-1833; Granville Sharp, Thomas Clarkson, William Wilberforce, Olaudah Equiano, Josiah Wedgewood and James Stephen; Thomas Clarkson and the 1833 Emancipation Act; and Granville Sharp and the Abolition Movement, as well as the modern context of racial injustice. Relationships Education also remains a key component of the School's Civics programme (which includes PSHCE and SMSCD) and is delivered to boys from Reception to Year 6. By Year 6, pupils know about the following areas:

Report of the Directors of the Corporate Trustee Year to 31 August 2021

Achievements and performance (continued)

Academic life (continued)

- ♦ Families & people who care for me
- ♦ Caring friendships
- ♦ Respectful relationships
- ♦ Online relationships
- ♦ Being safe
- ♦ Mental wellbeing
- ♦ Internet safety & harms
- ♦ Physical health & fitness
- ♦ Healthy eating
- ♦ Drugs, alcohol & tobacco
- ♦ Health & prevention
- ♦ Basic first aid
- ♦ Changing adolescent body

The School remains a 13+ Common Entrance School preparing boys for a wide range of senior schools.

In 2021 boys went on to the following schools:

- ♦ Charterhouse (Sports Scholarship)
- ♦ City of London School x 10 (1 Music Scholarship)
- ♦ Dulwich College x 3
- ♦ Eton College x 7 (1 Choral Exhibition)
- ♦ Harrow School x 3
- ♦ King's College School, Wimbledon
- ♦ London Oratory School
- ♦ Radley College
- ♦ St Paul's School x 2
- ♦ Stowe School x 2
- ♦ Thomas's Senior School
- ♦ University College School
- ♦ Wetherby School
- ♦ Winchester College

Report of the Directors of the Corporate Trustee Year to 31 August 2021

Achievements and performance (continued)

Music (continued)

The Covid-19 pandemic imposed severe restrictions on the work of the choristers and on Westminster Cathedral Choir; they sang in Westminster Cathedral from October to December 2020 and – because of the restrictions – not again until June, and then only until July. Westminster Cathedral Choir did join an online Festival of St Cecilia and used the times normally given to rehearsals to deepening its understanding of its own repertoire through music appreciation.

The School and the local community

The School and Parent's Association raised £12,000 for the Cardinal Hume Centre, a local charity for young homeless people and £12,600 for Eyehope, a charity founded by a team of Ophthalmologic Consultants at nearby St Thomas's Hospital and treating eye disease in Tanzania.

Financial review

Financial position

The charity had income during the year of £5,288,346 (2020 - £4,876,951). Income from tuition fees and similar charges, net of bursaries, totalled £5,118,664 (2020 - £4,482,447). Donations and legacies during the year amounted to £169,682 (2020 - £300,818). Included within this total was £90,000 (2020 - £90,000) received by way of a grant from the Westminster Cathedral Choir School Fund (Registered Charity Number 276878).

Total expenditure amounted to £4,579,117 (2020 - £4,288,861) with staff costs, rent for the Pre-Prep building and premises expenditure accounting for a significant proportion of this total. The accounts incorporate expenditure on refurbishment of the facilities and buildings to improve the quality of education provided to the boys. In 2020 and 2021 expenditure was significantly reduced due to national lockdowns and the closure of the School buildings.

The charity had net income for the year of £709,229 (2020 - £588,090).

At 31 August 2021, the charity had total net funds of £2,797,968 (2020 - £2,088,739). This includes restricted funds at 31 August 2021 of £360,468 (2020 - £334,340), principally being monies to be applied towards meeting the fees of those choristers who apply for a bursary.

Report of the Directors of the Corporate Trustee Year to 31 August 2021

Financial review (continued)

Reserves policy

The Trustees and Governors have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, designated or otherwise committed. The figure for free reserves is distorted by the amounts held in respect to fee deposits (most of which will not be repayable for several years), an accrual for rent that arises from the requirement to account for payments under the lease on a straight line basis instead of when payable and by long term loan finance provided by Westminster Cathedral Choir School Fund to enable the School to undertake refurbishment projects. Therefore, the nature of the charity's activities is such that the key performance indicator is cash flow rather than the level of free reserves. Cash flow will vary over the course of each term, with high levels of cash being held at the start of each term and then being used over the course of the term to meet expenditure on staff, premises and the operation of the School.

The Trustees and Governors are of the opinion that at all times the charity should have sufficient cash flow to enable it to meet its costs, that the cash flow should be sufficient to enable the School to continue to invest in the premises, facilities and equipment, to provide sufficient flexibility to cover temporary shortfalls in income due to falls in pupil numbers, and to cover the other risks and uncertainties of operating as an independent educational establishment. To this end cash flow is monitored regularly against budget and there is tight control over debt collection and expenditure.

At 31 August 2021 the charity had net current assets of £2,126,664 (2020 - £1,351,106) with cash at bank amounting to £3,265,724 (2020 - £2,482,736). The Trustees and Governors believe that the financial position of the School at this date was acceptable and that the cash flow, which is monitored closely, was adequate but not excessive.

Fundraising statement

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that communication preferences can be changed at any time. The charity manages its own fundraising activities and does not employ the services of professional fundraisers. The charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During the year, the charity received no complaints about its fundraising activities.

Covid-19

The School opened in September 2020 with a number of Covid-19 mitigation measures in place. This included operating in year group bubbles, installing Perspex screens in classrooms and communal areas, increasing ventilation in classrooms and focussing on hand hygiene. Cases of Covid-19 were closely monitored during the year and WCCS Remote was available for occasions where boys or year groups needed to isolate at home. Extensive risk assessments remain in place and are regularly updated for managing Covid-19 in School.

Report of the Directors of the Corporate Trustee Year to 31 August 2021

Covid-19 (continued)

In January 2021, the School closed for a period of 8 weeks in the Lent term 2021 due to the national lockdown. It remained open for a very small number of children of key workers only. All teaching during this period was done via WCCS Remote which followed the in-School timetable. As such no teaching time was lost during the lockdown. This has been widely supported by parents and pupils.

For the 2020/21 academic year, the financial impact of the school closure was limited. Some costs savings were made in running costs, welfare provisions, boarding costs, clubs and games provisions. Some of these savings were returned to parents by way of a small fee credit to reflect savings in games and lunch costs. The remainder has been taken to reserves to protect against the ongoing financial impact of Covid-19.

Pupil numbers remain strong and the intake for 2021/22 has not been materially impacted by the current situation.

Future plans

WCCS also enjoyed the largest-ever pupil roll in its history.

However, the charity's focus remains on building up pupil numbers in the Pre-Prep school, which takes boys from Reception (age 4) to Year 3 (age 8). In September 2017, the Pre-Prep recruited its first 29 boys; in 2021 there were 93 boys from Reception (age 4) to Year 3 (age 8).

The charity's other focus is improving its already outstanding exit list at 13+.

Signed on behalf of the Directors of Westminster Roman Catholic Diocese Trustee by:

Trustee + 

Approved by the Trustees on: 11 MARCH 2022

Independent auditor's report Year to 31 August 2021

Independent auditor's report to the Directors of the Westminster Roman Catholic Diocese Trust (the Trustees)

Opinion

We have audited the accounts of the Westminster Cathedral Choir School (the 'charity') for the year ended 31 August 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and notes to the accounts. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the accounts:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 August 2021 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the accounts, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the accounts is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the accounts are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Independent auditor's report Year to 31 August 2021

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report and Accounts, other than the accounts and our auditor's report thereon. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the accounts or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- ◆ the information given in the Trustees' report is inconsistent in any material respect with the accounts; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the accounts are not in agreement with the accounting records and returns; or
- ◆ we have not received all the information and explanations we require for our audit.

Responsibilities of Trustees

As explained more fully in the statement of the responsibilities of the Trustees, the Trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Independent auditor's report Year to 31 August 2021

Auditor's responsibilities for the audit of the accounts

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ we identified the laws and regulations applicable to the charity through discussions with those charged with governance and other management, and from our knowledge and experience of the sector;
- ◆ we focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the operations of the charity, including the Charities Act 2011, the Financial Reporting Standard applicable in the UK and Republic of Ireland (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 (Charities SORP FRS 102), and safeguarding regulations; and
- ◆ we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence. We corroborated our enquiries through our review of Trustees', Governors' and committee minutes.

We assessed the susceptibility of the charity's accounts to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ making enquiries of management as to their knowledge of actual, suspected and alleged fraud; and
- ◆ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ performed analytical procedures to identify any unusual or unexpected financial relationships;

Independent auditor's report Year to 31 August 2021

Auditor's responsibilities for the audit of the accounts (continued)

- ◆ performed substantive testing of expenditure including testing the authorisation thereof; and
- ◆ tested journal entries to identify unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included but were not limited to:

- ◆ agreeing financial statement disclosures to underlying supporting documentation
- ◆ reading the minutes of meetings of those charged with governance
- ◆ reviewing legal expenses incurred in the year and
- ◆ enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's Trustees as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law we do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body for our audit work for this report, or for the opinions we have formed.

Buzzacott LLP
Buzzacott LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

30 March 2022

Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Statement of financial activities Year to 31 August 2021

	Notes	Un-restricted funds £	Restricted funds £	Total 2021 £	Un-restricted funds £	Restricted funds £	Total 2020 £
Income from:							
Donations and legacies	1	118,469	51,213	169,682	254,259	46,559	300,818
Charitable activities							
Provision of education	2	5,118,664	—	5,118,664	4,482,447	—	4,482,447
Other sources							
Government's Coronavirus Job Retention Scheme		—	—	—	93,686	—	93,686
Total income		5,237,133	51,213	5,288,346	4,830,392	46,559	4,876,951
Expenditure on:							
Charitable activities							
Provision of education	3	4,554,032	25,085	4,579,117	4,269,874	18,987	4,288,861
Total expenditure		4,554,032	25,085	4,579,117	4,269,874	18,987	4,288,861
Net income before transfers		683,101	26,128	709,229	560,518	27,572	588,090
Transfers between funds	11	—	—	—	(240,456)	240,456	—
Net income and net movement in funds		683,101	26,128	709,229	320,062	268,028	588,090
Reconciliation of funds							
Balances brought forward at 1 September 2020		1,754,399	334,340	2,088,739	1,434,337	66,312	1,500,649
Balances carried forward at 31 August 2021		2,437,500	360,468	2,797,968	1,754,399	334,340	2,088,739

All of the charity's activities derived from continuing operations during each of the above two financial periods.

Balance sheet 31 August 2021

	Notes	2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible assets	7		1,325,464		1,355,293
Current assets					
Debtors	8	307,348		498,968	
Cash at bank and in hand		<u>3,265,724</u>		<u>2,482,736</u>	
		3,573,072		2,981,704	
Creditors: amounts falling due within one year	9	<u>(1,446,408)</u>		<u>(1,630,598)</u>	
Net current assets			<u>2,126,664</u>		<u>1,351,106</u>
Total assets less current liabilities			3,452,128		2,706,399
Creditors: amounts falling due after more than one year	10		(654,160)		(617,660)
Total net assets			<u>2,797,968</u>		<u>2,088,739</u>
The funds of the charity:					
Funds and reserves					
Restricted funds	11		360,468		334,340
Unrestricted income funds					
.. General fund					
.. Tangible fixed assets		1,325,464		1,355,293	
.. Free reserves		<u>1,112,036</u>		<u>399,106</u>	
			2,437,500		1,754,399
			<u>2,797,968</u>		<u>2,088,739</u>

Approved by the Directors of Westminster Roman Catholic Diocese Trustee and signed on their behalf by:

Trustee

+ *John Slomington*

Approved on:

11 MARCH 2022

Statement of cash flows Year to 31 August 2021

	Notes	2021 £	2020 £
Cash flows from operating activities:			
Net cash provided by operating activities	A	866,920	1,096,815
Cash flows from investing activities:			
Purchase of tangible fixed assets		(83,932)	(125,934)
Net cash used in investing activities		(83,932)	(125,934)
Change in cash and cash equivalents in the year		782,988	970,881
Cash and cash equivalents at 1 September 2020	B	2,482,736	1,511,855
Cash and cash equivalents at 31 August 2021	B	3,265,724	2,482,736

Notes to the statement of cash flows for the year to 31 August 2021

A Reconciliation of net movement in funds to net cash provided by operating activities

	2021 £	2020 £
Net movement in funds (as per the statement of financial activities)	709,229	588,090
Adjustments for:		
Depreciation charge	191,893	193,037
Decrease in debtors	207,968	9,130
(Decrease) increase in creditors	(242,170)	306,558
Net cash provided by operating activities	866,920	1,096,815

B Analysis of cash and cash equivalents

	2021 £	2020 £
Total cash and cash equivalents: Cash at bank and in hand	3,265,724	2,482,736

No separate statement of changes in net debt has been prepared as there is no difference between the movements in cash and cash equivalents and movement in net cash (debt).

Principal accounting policies Year to 31 August 2021

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

Basis of preparation

These accounts have been prepared for the year to 31 August 2021 with comparative information given in respect to the year to 31 August 2020.

The accounts have been prepared in accordance with 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the Trustees, in consultation with the Governors and Senior Management Team, to make significant judgements and estimates.

The items in the accounts where these judgements and estimates have been made include:

- ◆ Estimating the useful economic life of tangible fixed assets for the purposes of determining an annual depreciation charge;
- ◆ Assessing the level of any necessary bad debt provision; and
- ◆ Estimating future income and expenditure flows for the purpose of assessing going concern (see below).

Assessment of going concern

The Trustees, in consultation with the Governors, have assessed whether the use of the going concern assumption is appropriate in preparing these accounts, including consideration of the continuing impact of Covid-19 on the charity's operations and finances. They have made this assessment in respect to a period of at least one year from the date of approval of these accounts.

Principal accounting policies Year to 31 August 2021

Assessment of going concern (continued)

The School opened in September 2020 with a number of Covid-19 mitigation measures in place. This included operating in year group bubbles, installing Perspex screens in classrooms and communal areas, increasing ventilation in classrooms and focussing on hand hygiene. Cases of Covid-19 were closely monitored during the year and WCCS Remote was available for occasions where boys or year groups needed to isolate at home. Extensive risk assessments remain in place and are regularly updated for managing Covid-19 in School.

In January 2021, the School closed for a period of 8 weeks in the Lent term 2021 due to the national lockdown. It remained open for a very small number of children of key workers only. All teaching during this period was done via WCCS Remote which followed the in-school timetable. As such no teaching time was lost during the lockdown. This has been widely supported by parents and pupils.

For the 2020/21 academic year, the financial impact of the school closure was limited. Some savings were made in running costs, welfare provisions, boarding costs, clubs and games provisions. Some of these savings were returned to parents by way of a small fee credit to reflect savings in games and lunch costs. The remainder has been taken to reserves to protect against the ongoing financial impact of Covid-19.

Pupil numbers remain strong and the intake for 2021/22 has not been materially impacted by the current situation.

The Trustees and Governors of the charity have concluded, therefore, that there are no material uncertainties related to events or conditions, including Covid-19, that may cast significant doubt on the ability of the charity to continue as a going concern although maintaining pupil numbers remains essential to financial security (see principal risks set out in the Report of the Directors of the Corporate Trustee). The Trustees and Governors are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Income

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Donations and grants are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations or grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation or grant is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Principal accounting policies Year to 31 August 2021

Income (continued)

Legacies are included in the statement of financial activities when the charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charity.

Fees for the provision of education comprise tuition and related fees paid in accordance with agreements between the School and individual pupils' parents. Such income is stated after deducting bursaries and is recognised when the School is entitled to receipt under the relevant contractual agreements. This is usually at the point at which the School has commenced the provision of education in respect to the relevant student at the start of each academic term.

Monies receivable from the Government's Coronavirus Job Retention Scheme are recognised when the charity has entitlement to the income and the amount receivable has been quantified.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment 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.

All expenditure is accounted for on an accruals basis. Expenditure comprises direct costs and support costs and is stated inclusive of irrecoverable VAT.

Expenditure on charitable activities includes all direct and indirect costs associated with furthering the charitable purposes of the charity i.e. the provision of education and the training of children in church choral music through the operation of Westminster Cathedral Choir School. Such costs include:

- ◆ Teaching costs i.e. the cost of teaching and support staff salaries, including pension and national insurance costs, books and other tuition expenses, and the cost of games and activities.
- ◆ Welfare costs i.e. all domestic costs associated with the School including employment costs, consumables and catering.
- ◆ Premises costs i.e. costs associated with the premises, grounds and estate used by the charity for the purposes of education.
- ◆ Support costs i.e. administrative costs incurred in connection with the School.
- ◆ Governance costs, i.e. costs directly attributable to the legal procedures necessary for compliance with statutory requirements.

Principal accounting policies Year to 31 August 2021

Tangible fixed assets

Assets costing in excess of £1,000 and with an expected useful life exceeding one year are capitalised.

All tangible fixed assets are stated at cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

- ◆ Furniture, equipment and minor improvements 10% - 20% per annum based on cost
- ◆ Major improvements to property 4% per annum based on cost

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

Creditors and provisions

Creditors and provisions 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. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt.

Fund structure

The general fund comprises the net book value of tangible fixed assets and free reserves i.e. those monies which may be used towards meeting the charitable objectives of the charity and which may be applied at the discretion of the Trustees.

The restricted funds comprise monies raised for, or their use restricted to, a specified purpose or amounts subject to donor imposed conditions as to use.

Leased assets

Operating leases are defined as those leases where substantially all of the benefits and risks of ownership remain with the lessor. The rental applicable for the period from the commencement of such a lease until the end of the lease is charged to the statement of financial activities on a straight line basis spread over the entirety of the lease term, including over any rent free period or period of reduced rent.

Principal accounting policies Year to 31 August 2021

Pension costs

Contributions in respect to defined contribution schemes are charged to the statement of financial activities in the year in which they become payable to the schemes.

The charity contributes to a defined benefit pension scheme. Under the definitions set out in FRS 102, the scheme is a multi-employer pension scheme. The School is unable to identify its share of the underlying assets and liabilities of the scheme and accordingly, the School has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined contribution scheme.

Notes to the accounts Year to 31 August 2021

1 Income from: Donations and legacies

	Un- restricted funds £	Restricted funds £	Total 2021 £	Un- restricted funds £	Restricted funds £	Total 2020 £
Grants receivable from Westminster Cathedral Choir School Fund (Registered Charity Number 276878)	90,000	—	90,000	90,000	—	90,000
Legacies receivable	178	—	178	146,770	—	146,770
Other donations, gifts and sundry receipts	28,291	51,213	79,504	17,489	46,559	64,048
Total funds	118,469	51,213	169,682	254,259	46,559	300,818

Mrs Joanna Stephens, Bursar at the School, is a trustee of Westminster Cathedral Choir School Fund.

2 Income from: Provision of education

	Un- restricted funds £	Restricted funds £	Total 2021 £	Un- restricted funds £	Restricted funds £	Total 2020 £
Gross fees	5,154,355	—	5,154,355	4,526,339	—	4,526,339
Less: Bursaries	(35,691)	—	(35,691)	(43,892)	—	(43,892)
Total funds	5,118,664	—	5,118,664	4,482,447	—	4,482,447

Choristers' fees only partially cover the costs associated with the provision of education for choristers. The shortfall is in part made up by a grant of £90,000 (2020 - £90,000) receivable from Westminster Cathedral Choir School Fund (see note 1).

3 Expenditure on: Provision of education

	Un- restricted funds £	Restricted funds £	Total 2021 £	Un- restricted funds £	Restricted funds £	Total 2020 £
Teaching and music						
Personnel costs	2,097,237	—	2,097,237	1,797,888	—	1,797,888
Books, equipment and educational supplies	289,918	—	289,918	253,037	—	253,037
Scholarships and prizes	3,636	20,300	23,936	5,730	18,987	24,717
Charity donations	—	4,785	4,785	—	—	—
Depreciation	134,961	—	134,961	136,105	—	136,105
Advertising, travel and related costs	99,546	—	99,546	70,016	—	70,016
	2,625,298	25,085	2,650,383	2,262,776	18,987	2,281,763

Notes to the accounts Year to 31 August 2021

3 Expenditure on: Provision of education (continued)

	Un- restricted funds £	Restricted funds £	Total 2021 £	Un- restricted funds £	Restricted funds £	Total 2020 £
Welfare						
Personnel costs	264,418	—	264,418	247,800	—	247,800
Provisions	68,714	—	68,714	69,123	—	69,123
Miscellaneous expenses	26,562	—	26,562	32,426	—	32,426
	<u>359,694</u>	<u>—</u>	<u>359,694</u>	<u>349,349</u>	<u>—</u>	<u>349,349</u>
Premises						
Personnel costs	136,422	—	136,422	129,220	—	129,220
Maintenance and repairs	150,812	—	150,812	134,892	—	134,892
Rent and property charges payable to Westminster Roman Catholic Diocesan Trust (note 14)	581,443	—	581,443	624,563	—	624,563
Depreciation	56,932	—	56,932	56,932	—	56,932
Fuel, light and water	64,703	—	64,703	103,679	—	103,679
Cleaning	13,739	—	13,739	7,440	—	7,440
Staff accommodation	59,058	—	59,058	66,067	—	66,067
Miscellaneous	22,802	—	22,802	50,176	—	50,176
	<u>1,085,911</u>	<u>—</u>	<u>1,085,911</u>	<u>1,172,969</u>	<u>—</u>	<u>1,172,969</u>
Support						
Personnel costs	301,772	—	301,772	275,418	—	275,418
Printing, postage, stationery and telephone	42,198	—	42,198	42,660	—	42,660
Computers and related maintenance	111,804	—	111,804	101,720	—	101,720
Interest payable	4,806	—	4,806	3,392	—	3,392
	<u>460,580</u>	<u>—</u>	<u>460,580</u>	<u>423,190</u>	<u>—</u>	<u>423,190</u>
Governance						
Auditor's remuneration	10,560	—	10,560	11,100	—	11,100
Other legal and professional fees	11,989	—	11,989	50,490	—	50,490
	<u>22,549</u>	<u>—</u>	<u>22,549</u>	<u>61,590</u>	<u>—</u>	<u>61,590</u>
Total funds	<u>4,554,032</u>	<u>25,085</u>	<u>4,579,117</u>	<u>4,269,874</u>	<u>18,987</u>	<u>4,288,861</u>

4 Staff costs

	2021 £	2020 £
Staff costs during the period were as follows:		
Wages and salaries	2,216,022	1,966,058
Social security costs	213,161	193,141
Other pension costs	324,405	272,896
	<u>2,753,588</u>	<u>2,432,095</u>
Other staff costs	46,261	18,231
	<u>2,799,849</u>	<u>2,450,326</u>

Notes to the accounts Year to 31 August 2021

4 Staff costs (continued)

The number of employees who earned more than £60,000 (including taxable benefits but excluding employer's national insurance and pension contributions) during the year was as follows:

	Total 2021	Total 2020
£60,001 - £70,000	2	2
£70,001 - £80,000	2	2
£80,001 - £90,000	2	1
£140,001 - £150,000	—	1
£160,001 - £170,000	1	—

The average number of employees during the period, analysed by function, was as follows:

	2021 No.	2020 No.
Teaching and music	42	36
Welfare	17	18
Support	5	5
	64	59

5 Remuneration of Trustees, Governors and key management personnel

No Trustee or Governor received any remuneration or expenses from the charity in connection with their duties as a Director of the Corporate Trustee or Governor during the year or in respect to their role as key management personnel (2020 - £nil). No Trustee or Governor had any beneficial interest in any contract with the charity during the year (2020 - none).

The key management personnel of the charity in charge of running and operating the charity on a day to day basis are the Directors of the Corporate Trustee, Governors, Head Master, Deputy Head (Pastoral), Head of Pre-Prep, Deputy Head (Academic) (also Head of Boarding), Director of Studies, Director of Admissions and Bursar. The total remuneration (including taxable benefits, employer's national insurance and pension contributions) of the key management personnel for the year was £804,230 (2020 - £735,206).

As part of his remuneration package, the Head Master received a discount on school fees for his son in the prior year. The Head of Pre-Prep receives a discount on school fees for her son from 1 September 2021.

6 Taxation

Westminster Cathedral Choir School is a registered charity and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

Notes to the accounts Year to 31 August 2021

7 Tangible fixed assets

	Major improvements to property £	Furniture, equipment and minor improvements £	Total £
Cost			
At 1 September 2020	1,423,303	1,993,783	3,417,086
Additions	62,159	99,905	162,064
At 31 August 2021	1,485,462	2,093,688	3,579,150
Depreciation			
At 1 September 2020	604,849	1,456,944	2,061,793
Charge for year	56,932	134,961	191,893
At 31 August 2021	661,781	1,591,905	2,253,686
Net book values			
At 31 August 2021	823,681	501,783	1,325,464
At 31 August 2020	818,454	536,839	1,355,293

8 Debtors

	2021 £	2020 £
Tuition and other fees receivable	39,308	23,313
Rent prepaid	200,000	300,000
Legacy receivable	—	146,770
Prepayments and sundry debtors	68,040	28,885
	307,348	498,968

9 Creditors: amounts falling due within one year

	2021 £	2020 £
Amounts due to Westminster Roman Catholic Diocesan Trust (note 14)	8,069	80,923
Accrued rent	477,324	607,214
PAYE, National Insurance and employer's pension contributions	101,297	86,728
Fees in advance	636,080	696,659
Returnable fee deposits	39,000	43,000
Additions to tangible fixed assets	108,806	30,674
Accruals	75,832	85,400
	1,446,408	1,630,598

The accrued rent of £477,324 (2020 - £607,214) represents the cumulative charge to the statement of financial activities required in order to spread the rent applicable to the lease of the charity's premises over the entire period of the lease on a straight line basis, after adjusting for an initial period of reduced rent and a further 6 month period of reduced rent from April 2020.

Notes to the accounts Year to 31 August 2021

10 Creditors: amounts falling due after more than one year

	2021 £	2020 £
Returnable fee deposits	454,160	417,660
Loan from Westminster Cathedral Choir School Fund (see below)	200,000	200,000
	654,160	617,660

The loan from the Westminster Cathedral Choir School Fund (Charity Registration Number 276878) is interest free. Based on current projections repayment is not expected to be until at least 2023.

11 Restricted funds

The income funds include restricted funds comprising the following unexpended balances of donations and grants to be applied for specific purposes.

	At 1 September 2020 £	Income £	Expenditure £	Transfers £	At 31 August 2021 £
Basil Hume Fund	330,056	45,000	(20,300)	—	354,756
Neil McLaughlan Fund	—	2,169	—	—	2,169
Other	4,284	4,044	(4,785)	—	3,543
Total restricted funds	334,340	51,213	(25,085)	—	360,468

	At 1 September 2019 £	Income £	Expenditure £	Transfers £	At 31 August 2020 £
Basil Hume Fund	66,454	42,133	(18,987)	240,456	330,056
Other	(142)	4,426	—	—	4,284
Total restricted funds	66,312	46,559	(18,987)	240,456	334,340

The purposes for which the funds must be used are as follows:

♦ Basil Hume Fund

Although choristers are required to pay only a small proportion of the full fees by virtue of the grant received annually from the Westminster Cathedral Choir School Fund (note 1), further assistance is also available on application to this fund. The income received by the charity during 2020 from the Government's Job Retention Scheme was transferred to the Basil Hume Fund to provide bursary support to chorister families. Similarly, after consultation with the family of the deceased, the legacy receivable by the charity in 2020 was transferred to the Basil Hume Fund to be applied towards the same purposes.

Notes to the accounts Year to 31 August 2021

11 Restricted funds (continued)

◆ Neil McLaughlan Fund.

The Neil McLaughlan Fund comprises a donation from a parent to establish a fund from which an annual award will be made to recognise an outstanding contribution from a member of academic teaching staff (excluding SMT members).

◆ Other

Funds were collected for Eyehope charity and the Cardinal Hume Centre during the course of the year.

12 Analysis of net assets between funds

	Unrestricted general fund £	Restricted funds £	2021 Total £
Fund balances at 31 August 2021			
are represented by:			
Tangible fixed assets	1,325,464	—	1,325,464
Net current assets	1,766,196	360,468	2,126,664
Creditors: amounts falling due after more than one year	(654,160)	—	(654,160)
Total net assets	2,437,500	360,468	2,797,968

	Unrestricted general fund £	Restricted funds £	2020 Total £
Fund balances at 31 August 2020			
are represented by:			
Tangible fixed assets	1,355,293	—	1,355,293
Net current assets	1,016,766	334,340	1,351,106
Creditors: amounts falling due after more than one year	(617,660)	—	(617,660)
Total net assets	1,754,399	334,340	2,088,739

13 Connected charity

The charity is connected to Westminster Roman Catholic Diocesan Trust (Charity Registration Number 233699) which has the same Corporate Trustee, namely Westminster Roman Catholic Diocese Trustee.

Notes to the accounts Year to 31 August 2021

14 Transactions with connected charity

A licence agreement exists between the School and Westminster Roman Catholic Diocesan Trust in relation to the School's share of the heating and hot water costs.

During the year to 31 August 2021, rent and property related charges of £581,443 (2020 - £624,563) were payable to Westminster Roman Catholic Diocesan Trust. This includes a rent payment for the use of 47 Francis Street, London, SW1P by Westminster Cathedral Choir School as a Pre-Prep School. The property is owned by the Westminster Roman Catholic Diocesan Trust and is rented to the charity.

As at 31 August 2021, an amount of £8,069 (2020 - £80,923) was due to Westminster Roman Catholic Diocesan Trust (note 9).

15 Commitments under operating leases

At 31 August 2021, the total of the charity's future minimum lease payments under non-cancellable operating leases was as follows:

	2021 £	2020 £
Land and buildings		
Amount due within one year	562,664	633,000
Amounts due between two and five years	2,171,354	2,430,000
Amounts due after five years	8,805,802	10,027,458
	<u>11,539,820</u>	<u>13,090,458</u>

The above lease is for a 30 year period with an initial three year period of reduced rent and a further 6 months of reduced rent from April 2020.

The rent payable is variable and depends on the Bank Rate set by the Bank of England.

16 Pension commitments

The charity's teaching staff belong to the Teachers' Pension Scheme (TPS). The total pension cost for the TPS for the period was £288,099 (2020 - £238,603). For non-teaching staff contributions are made to defined contribution pension schemes. The total pension costs for the year payable to these schemes was £36,306 (2020 - £34,292).

Teachers' Pension Scheme (TPS)

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. These regulations apply to teachers in schools, colleges and other educational establishments. Membership is automatic for teachers and lecturers at eligible institutions. Teachers and lecturers are able to opt out of the TPS.

The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis – these contributions, along with those made by employers, are credited to the Exchequer under arrangements governed by the above Act. Retirement and other pension benefits are paid by public funds provided by Parliament.

16 Pension commitments (continued)

Teachers' Pension Scheme (TPS) (continued)

Under the definitions set out in FRS 102 (28.11), the TPS is a multi-employer pension plan. The School is unable to identify its share of the underlying assets and liabilities of the plan.

Accordingly, the School has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined-contribution plan. The School has set out below the information available on the plan and the implications for the School in terms of the anticipated contribution rates.

The valuation of the TPS is carried out in line with regulations made under the Public Service Pension Act 2013. Valuations credit the teachers' pension account with a real rate of return assuming funds are invested in notional investments that produce that real rate of return.

The latest actuarial review of the TPS was carried out as at 31 March 2016. The valuation report was published by the Department for Education (DfE) in April 2019. The valuation reported total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £218 billion, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £196 billion, giving a notional past service deficit of £22 billion.

As a result of the valuation, new employer contribution rates were set at 23.68% of pensionable pay from September 2019 onwards.

A full copy of the valuation report and supporting documentation can be found on the Teachers' Pension Scheme website.

The employer's pension costs paid to TPS in the period amounted to £288,099 (2020 – £238,603).

17 Related party transactions

Other than the relationships and transactions disclosed in notes 1, 5 and 14 there were no other related party transactions requiring disclosure (2020 – none).