

**LANCASTER STEINER SCHOOL LTD**  
**TRUSTEES' REPORT AND UNAUDITED**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 AUGUST 2020**

Charity registration number: 1066821  
Registered company number (England and Wales): 03364291

# **LANCASTER STEINER SCHOOL LTD**

## **FINANCIAL STATEMENTS**

**YEAR ENDED 31 AUGUST 2020**

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### **Contents**

	<b>Page</b>
Charity Reference and Administrative Details	1
Trustees' Annual Report	2 to 3
Independent Examiners Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7 to 13

# LANCASTER STEINER SCHOOL LTD

## CHARITY REFERENCE AND ADMINISTRATIVE DETAILS

YEAR ENDED 31 AUGUST 2020

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<b>Charity registration number</b>	1066821
<b>Registered company number</b>	03364291 (England and Wales)
<b>Trustees</b>	Dr N Moeller Ms G Cani Mr D Barton Mr S Cadwallender
<b>Registered office</b>	Lancaster Steiner School Lune Road Lancaster LA1 6QU
<b>Independent Examiner</b>	Christine Harwood ACMA Accounts Matters Ltd White Cross South Road Lancaster LA1 4XF
<b>Bankers</b>	CAF 25 Kings Hill Avenue West Malling Kent ME19 4JQ

# LANCASTER STEINER SCHOOL LTD

## TRUSTEES' ANNUAL REPORT

### YEAR ENDED 31 AUGUST 2020

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### **Incorporation**

The charitable company was incorporated on 1 May 1997 and commenced trading on the same date. The charitable company passed a special resolution on 26 May 2017 changing its name from Cherrytrees Kindergarten to Lancaster Steiner School Ltd.

#### **Objects and activities**

The school's aim is to provide an inspirational education for all, that will enable children to have a full experience of childhood, which can nourish and develop their innate capabilities, helping to create people who are responsible free individuals, who think clearly, observe perceptively and act considerately and constructively.

In setting our objectives and planning our activities our Governors have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

Our principle aims are:

- A nurturing learning environment that values the individual needs of the children and supports their emotional development
- A broad and integrated curriculum that encourages sustained engagement in education for life.
- A key focus on social and emotional development of the pupils.
- A creative curriculum and responsive teaching which supports pupils' innate capacities for wonder and imagination.

Our key objectives for the year included:

- To increase our pupil numbers in kindergarten.
- To continue to increase pupil numbers in lower school.
- To continue and maintain the three toddler groups.
- To build school numbers and manage a sustainable income stream.

#### **Public benefit**

Lancaster Steiner School Ltd is a charitable trust which seeks to benefit the public through the pursuit of its stated aims. Our fees are set at a level to ensure the financial viability of the school. Our Fee Assistance Scheme ensures that as many families as we can reasonably award reductions to are able to access the education the school offers.

Our school welcomes pupils from all backgrounds. An individual's economic status, gender, ethnicity, race, religion or disability do not form part of our assessment process.

We are an equal opportunity organisation and are committed to a working environment that is free from discrimination on the grounds of race, ethnicity, religion, sex, sexual orientation, disability, pregnancy/maternity, age or marital/civil partnership status. We will make reasonable adjustments to meet the need of staff or pupils who become disabled.

Our school is committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

# LANCASTER STEINER SCHOOL LTD

## TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2020

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### Achievements and performance

#### Charitable activities

In 2019-2020 the school had 33 pupils, this was the same as the year before.

#### Objectives of the year

To improve the monitoring of the quality of teaching in the school.

Thanks to all the staff and volunteers (including trustees and parents) for the hard work undertaken to keep the flame of our little School burning, despite the financial and other pressures.

#### Financial review

The charity's major source of income is school fees.

#### Reserves policy

The charity has a reserves policy which is to strive to maintain balances at a level equivalent to approximately three months' expenditure. This is reviewed annually and adjusted for redundancy payments and increase in costs. Free reserves at the year end were £28,689 (2019: £17,515).

No funds were in deficit.

### Structure, governance and management

#### Governing document

The organisation is a charitable company limited by guarantee, incorporated on 1 May 1997 and registered as a company on 1 May 1997. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

#### Recruitment and appointment of new trustees

Trustees are recruited from parents and friends of Lancaster Steiner School. Potential trustees are proposed to the AGM for membership of Council. Trustees can be co-opted between AGMs if numbers on Council fall below the required level but must either stand down or stand for election at the next AGM. A third of elected trustees are required to stand down by rotation at each AGM.

#### Organisational structure

The organisation consists of a senior governance team made up of the company trustees and representatives of staff.

The trustees conduct an ongoing review of the major tasks in which the charity is involved and reviews the systems in place to mitigate any risks involved. Internal risks are minimised by the implementation of procedures for authorisation for all transactions and external risks by secure investment.

#### Induction and training of new trustees

New trustees are provided with an information pack and induction about their role and responsibilities as Trustees and Company Directors.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies,

Approved by order of the board of trustees on \_\_\_\_\_ and signed on its behalf by:



*G. Cani*

Signed on 17/02/22 @ 16:08

**Gabriella Cani, Trustee**



**LANCASTER STEINER SCHOOL LTD**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LANCASTER STEINER SCHOOL LTD**

**YEAR ENDED 31 AUGUST 2020**

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2020 which are set out on pages 5 to 13.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2015 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Christine Harwood ACMA  
Chartered Institute of Management Accountants

Accounts Matters Ltd  
7-1-10 Cameron House  
White Cross  
South Road  
Lancaster  
LA1 4XF

18/02/22

# LANCASTER STEINER SCHOOL LTD

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) YEAR ENDED 31 AUGUST 2020

		Unrestricted funds	2020 Restricted funds	Total	2019 Total
	Note	£	£	£	£
<b>Income from:</b>					
Donations and legacies		704		704	1,990
<b>Activities for generating funds:</b>					
Education		121,138		121,138	119,658
Investment income	2	519		519	1,881
Grant income	3	14,356		14,356	
Other trading income	4	2,346		2,345	5,936
<b>Total income</b>		<b>139,065</b>		<b>139,065</b>	<b>129,465</b>
<b>Expenditure on:</b>					
<b>Costs of generating funds:</b>					
Other trading activities		250		250	169
<b>Charitable activities:</b>	5				
Education		124,529		124,529	146,131
<b>Total expenditure</b>		<b>124,779</b>		<b>124,779</b>	<b>146,300</b>
<b>Net income / (expenditure)</b>		<b>14,286</b>		<b>14,286</b>	<b>(16,835)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		17,416	99	17,515	34,350
<b>Total funds carried forward</b>		<b>31,702</b>	<b>99</b>	<b>31,801</b>	<b>17,515</b>

All income and expenditure derive from continuing activities and all gains and losses recognised during the year are included above.

**LANCASTER STEINER SCHOOL LTD (Company number 03364291)**

**BALANCE SHEET  
YEAR ENDED 31 AUGUST 2020**

		Unrestricted funds	2020 Restricted funds	Total	2019 Total
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	11	1,180		1,180	1,820
<b>Current assets</b>					
Stocks	12	750		750	1,000
Debtors	13	1,181		1,181	535
Cash and bank		32,319	99	32,418	19,406
		<b>34,230</b>	<b>99</b>	<b>34,349</b>	<b>20,941</b>
<b>Creditors</b>					
Amounts falling due within one year	14	(3,728)		(3,728)	(5,246)
		<b>31,702</b>	<b>99</b>	<b>31,801</b>	<b>17,515</b>
<b>Funds</b>	15				
Unrestricted funds				31,702	17,416
Restricted funds				99	99
				<b>31,801</b>	<b>17,515</b>

The financial statements were approved and authorised for issue by the Board on \_\_\_\_\_.

Signed on behalf of the board of trustees



*G. Cani*

Signed on 17/02/22 @ 16:08

Gabriella Cani - Trustee

The notes on pages 9 to 12 form part of these financial statements.



# LANCASTER STEINER SCHOOL LTD

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2020

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### 1 Summary of significant accounting policies

#### General information and basis of preparation

Lancaster Steiner School Ltd is a private company limited by guarantee, registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 2 of these financial statements.

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

#### Income

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

The charity received government grants in respect of furlough and other Covid-19 grants. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred

#### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustee's meetings and reimbursed expenses.

# LANCASTER STEINER SCHOOL LTD

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2020

### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life:

Computer equipment	Straight line over 3 years
Furniture, Fixtures & Fittings	15% reducing balance

### Stocks

Socks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

### Taxation

The charity is exempt from corporation tax on its charitable activities.

### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the note to the financial statements.

## 2 Investment income

	2020 £	2019 £
Bank interest received	32	35
Rents received	487	1,846
	<u>519</u>	<u>1,881</u>

## 3 Grants received

	2020 £	2019 £
Furlough	12,356	-
Covid 19 grant income	2,000	-
	<u>14,356</u>	<u>-</u>

## 4 Other trading activities

	2020 £	2019 £
Fundraising	2,073	5,936
Shop income	273	-
	<u>2,346</u>	<u>5,936</u>

# LANCASTER STEINER SCHOOL LTD

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2020

### 5 Analysis of expenditure on charitable activities

Charitable activities 2020	Activities undertaken directly 2020 £	Grant funding of activities 2020 £	Support costs 2020 £	Total 2020 £
Education	123,449	-	1,080	124,529

Charitable activities 2020	Activities undertaken directly 2020 £	Grant funding of activities 2020 £	Support costs 2020 £	Total 2020 £
Education	145,051	-	1,080	146,131

### 6 Allocation of support costs

Support costs 2020	Education £ 2020	Total £ 2020
Governance: Examiner fees	1,080	1,080

Support costs 2020	Education £ 2020	Total £ 2020
Governance: Examiner fees	1,080	1,080

### 7 Governance costs

	2020 £	2019 £
Independent examiners remuneration (including expenses and benefits in kind)	1,080	1,080
	1,080	1,080

# LANCASTER STEINER SCHOOL LTD

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 AUGUST 2020

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#### 8 Net income / (expenditure) for the year

Net income / (expenditure) is stated after charging / (crediting):

	2020 £	2019 £
Depreciation of tangible fixed assets	640	702

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#### 9 Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 August 2020.

##### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2020.

#### 10 Staff costs and employee benefits

The average monthly number of employees was as follows:

	2020	2019
Charitable activities	10	16

The total staff costs and employee benefits were as follows:

	2020 £	2019 £
Wages and pensions	102,571	115,850
	<hr/> 102,571	<hr/> 115,850

No employees received total employee benefits (excluding employer pension costs) of more than £60,000.

# LANCASTER STEINER SCHOOL LTD

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 AUGUST 2020

#### 11 Tangible fixed assets

	Furniture, Fixtures & Fittings £	Computer Equipment	Total £
Cost or valuation:			
At 1 September 2019	2,382	2,046	4,428
At 31 August 2020	3,282	2,046	4,428
Depreciation:			
At 1 September 2019	994	1,614	2,608
Charge for the year	208	432	640
At 31 August 2020	1,202	2,046	3,248
Net book value:			
At 31 August 2020	1,180	-	1,180
At 31 August 2019	1,388	432	1,820

#### 12 Stocks

	2020 £	2019 £
Stocks	750	1,000

#### 13 Debtors

	2020 £	2019 £
Trade debtors	1,181	535

#### 14 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	1,860	3,554
Accruals	1,080	1,080
Social security and other taxes	787	612
	3,728	5,246



**LANCASTER STEINER SCHOOL LTD****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 AUGUST 2020****15 Movement in funds**

	Balance at 1st September 2019 £	Net movement in funds £	Balance at 31 August 2020 £
<b>Unrestricted funds</b>			
General fund	17,416	14,286	31,702
<b>Restricted Funds</b>			
Sports fund	99		99
	<u>17,515</u>	<u>14,286</u>	<u>31,801</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	127,001	(112,718)	14,283
<b>Restricted Funds</b>			
Sports fund	-	-	-
<b>TOTAL FUNDS</b>	<u>127,001</u>	<u>(112,718)</u>	<u>14,283</u>

**16 Related party transactions**

There were no related party transactions for the year ended 31 August 2020.

# LANCASTER STEINER SCHOOL LTD

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2020

	2020 £	2019 £
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Donations	704	1,990
	<u>704</u>	<u>1,990</u>
<b>Other fundraising activities</b>		
Fundraising	2,073	5,936
Shop income	273	
	<u>2,346</u>	<u>5,936</u>
<b>Grants received</b>		
Furlough	12,356	-
Covid 19 grant income	2,000	-
	<u>14,356</u>	<u>-</u>
<b>Investment income</b>		
Bank interest received	32	35
Rents received	487	1,846
	<u>519</u>	<u>1,881</u>
<b>Charitable activities</b>		
Fee income	121,138	119,658
	<u>121,138</u>	<u>119,658</u>
<b>Total incoming resources</b>	<b>139,065</b>	<b>129,465</b>
<b>Expenditure</b>		
<b>Other trading activities</b>		
Opening stock	1,000	450
Purchases	-	719
Closing stock	(750)	(1,000)
	<u>250</u>	<u>169</u>
<b>Charitable activities</b>		
Wages and pension contributions	102,571	115,850
Rates and water	1,682	1,194
Insurance	2,626	2,254
Light and heat	2,417	2,411
Telephone	357	418
Postage and stationery	1,106	2,082
Sundries	403	1,480
Rent	-	972
Repairs and maintenance	4,113	2,526
Educational materials	1,803	3,227
Legal and professional fees	2,044	2,889
Staff training	2,755	5,416
Deprecation	640	702
Ofsted fees	931	3,900
	<u>123,449</u>	<u>145,051</u>
<b>Support costs</b>		
<b>Governance costs</b>		
Independent examiners fees	1,080	1,080
	<u>1,080</u>	<u>1,080</u>
<b>Total resources expended</b>	<b>124,529</b>	<b>146,300</b>
<b>Net incoming resources/(resources expended)</b>	<b>14,286</b>	<b>(16,835)</b>