

HIGHWORTH GRAMMAR SCHOOL TRUST, SCHOOL FUND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2021

Registered Charity No. 1076273

HIGHWORTH GRAMMAR SCHOOL TRUST, SCHOOL FUND

CONTENTS

	Page No
Legal and Administrative Details	1
Trustees Report	2 - 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Accounts	8 - 11

HIGHWORTH GRAMMAR SCHOOL TRUST, SCHOOL FUND

LEGAL AND ADMINISTRATIVE DETAILS

Charity Name	Highworth Grammar School Trust, School Fund
Registered Number	1076273
Trustees	Mr Amer Khalil (Chairman) Mr Paul Danielsen Mr Daniel Valentine Mr Steve Wellard Mrs Lynn Wilson
Secretary	Mr Paul Danielsen
Principal Address	Highworth Grammar School Maidstone Road Ashford Kent TN24 8UD
Independent Examiner	M Wilkes FCA Azets Audit Services 5th Floor Ashford Commercial Quarter 1 Dover Place Ashford Kent TN23 1FB
Bankers	National Westminster Bank Plc 20 High Street Ashford Kent TN24 8SH

HIGHWORTH GRAMMAR SCHOOL TRUST, SCHOOL FUND

ANNUAL TRUSTEES REPORT FOR THE YEAR ENDED 31 JULY 2021

The trustees present their report and financial statements of the charity for the year ended 31 July 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 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 published on 16 July 2014, as amended by Bulletin 1.

Objectives and activities

The objects for which the school fund is established are:

To advance the education of Highworth Grammar School by providing or assisting in the provision of educational, recreational and other charitable facilities in augmentation of such facilities financed by the Local Education Authority or the Department for Education.

Public Benefit Statement

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

Achievements and performance in the year

The school fund account continues to be primarily a holding account for student's payments for trips and visits. The main source of income is parental donations [for which Gift Aid is claimed]. The income is used for enrichment activities, coach hire to competitions and matches, membership to clubs and societies, and various school resources.

The charities that were supported by the school during 2020-21 were SARI (Stand Against Racism & Inequality), The Samaritans, The Brain Tumour Charity, Kent Wildlife Trust, Holding On Letting Go, MND Association, Brain Tumour Charity, The Sam West Foundation, MIND, Parkinson UK, Kent Cancer Trust. The total amount the Students raised for these charities was £10,717. Various other events take place during the year to raise money for different good causes, which are initiated, promoted and organised by students.

Due to the COVID pandemic, no trips took or music events took place in this school year.

Financial review

Income for the year amounted to £103,259 (2020: £64,820). Expenditure amounted to £93,369 (2020: £77,694). As a result of these movements, net funds have increased by £9,890 (2020 decrease: £12,874) and funds total £103,180 at 31 July 2021 (2020: £93,290).

Reserves policy

At 31 July 2021 unrestricted reserves amounted to £66,075 (2020: £44,629). The trustees believe that holding an average of two month's expenditure, which amounts to £15,000 (2020: £12,000) is reasonable as funds are required to pay for certain costs in advance in respect of residential and day trips before the associated income is received from the students.

At 31 July 2021 designated reserves amounted to £37,105 (2020: £48,661) and further details are given in note 7.

HIGHWORTH GRAMMAR SCHOOL TRUST, SCHOOL FUND

ANNUAL TRUSTEES REPORT FOR THE YEAR ENDED 31 JULY 2021

Pay policy for key management personnel

The trustees comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. All trustees give of their time freely and no trustee received remuneration in the year.

Risk management

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable the charity to lessen or mitigate those risks.

Various risks have been assessed to ensure that they do not impact upon the school's ability to offer enrichment activities together with interesting trips to support the curriculum for the students. The major risk is the ability of parents to continue to pay for students to attend organised visits. Funds have been allocated in the school budget to allow the academy to offer help to parents who are suffering hardship.

Going Concern

Due to the COVID pandemic, no trips took or music events took place in this school year.

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Plans for the future

The plans for the future are to make provision to ensure that it is possible to arrange ongoing activities to enrich the school life of the students. The School fund is an extremely valuable voluntary contribution which funds many extra-curricular student related resources and activities that add to the quality of school life, which otherwise would be difficult to provide. Families will continue to be encouraged to contribute as all students benefit during their time at Highworth Grammar School through the enrichment activities offered.

Structure

The charity which is registered with the Charity Commission under number 1076273, is established under a Trust Deed dated 26 November 1998.

Governance and management

During the year the following were Trustees of the charity:

Mr Amer Khalil (Chairman)
Mr Paul Daniels
Mr Daniel Valentine
Mr Steve Wellard
Mrs Lynn Wilson

The governing document does not specifically contain details as to the minimum or maximum number of trustees. In addition, it does not specify as to how these trustees shall be appointed.

HIGHWORTH GRAMMAR SCHOOL TRUST, SCHOOL FUND

ANNUAL TRUSTEES REPORT FOR THE YEAR ENDED 31 JULY 2021

Governance and management

The governing document allows the day-to-day management to be delegated to the head teacher of the school or other such persons as the trustees think fit, provided that all acts and proceedings of such persons be reported to the trustees.

Trustees responsibilities

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

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures, disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue its activities.

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 financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By Order of the Board

.....
D Valentine

Date: 3 March 2022

HIGHWORTH GRAMMAR SCHOOL TRUST, SCHOOL FUND

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the trustees on my examination of the accounts of the Highworth Grammar School Trust, School Fund for the year ended 31 July 2021.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

- (1) accounts records were not kept in respect of the Trust 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 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

.....
M A Wilkes (FCA)

For and on behalf of Azets Audit Services

5th Floor, Ashford Commercial Quarter
1 Dover Place, Ashford, TN23 1FB

Date: 9 March 2022

HIGHWORTH GRAMMAR SCHOOL TRUST, SCHOOL FUND

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2021

	Note	Unrestricted Funds	
		2021 £	2020 £
Income from:			
Donations		13,358	10,640
Raising funds	2	7,933	3,793
Charitable activities	2	81,948	49,977
Investment income		20	410
Total income		<u>103,259</u>	<u>64,820</u>
Expenditure on:			
Charitable activities		93,369	77,694
Total expenditure	3	<u>93,369</u>	<u>77,694</u>
Net movement in funds		9,890	(12,874)
Reconciliation of funds:			
Fund balances brought forward at 1 August 2020		93,290	106,164
Fund balances carried forward at 31 July 2021		<u><u>103,180</u></u>	<u><u>93,290</u></u>

HIGHWORTH GRAMMAR SCHOOL TRUST, SCHOOL FUND

BALANCE SHEET AS AT 31 JULY 2021

	Note	2021 £	£	2020 £	£
CURRENT ASSETS					
Stock		1,944		1,115	
Debtors	5	21,174		109,057	
Cash at bank and in hand		167,266		203,606	
		<u>190,384</u>		<u>313,778</u>	
Creditors: amounts falling due within one year	6	87,204		220,488	
		<u>103,180</u>		<u>93,290</u>	
NET CURRENT ASSETS					
		<u>103,180</u>		<u>93,290</u>	
		<u>103,180</u>		<u>93,290</u>	
INCOME FUNDS					
Unrestricted funds		66,075		44,629	
Designated funds	7	<u>37,105</u>		<u>48,661</u>	
	8	<u>103,180</u>		<u>93,290</u>	

The financial statements were approved and authorised for issue by the Committee of Trustees on 3 March 2022 and signed on its behalf by:

.....
D Valentine
Trustee

HIGHWORTH GRAMMAR SCHOOL TRUST, SCHOOL FUND

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2021

1 Accounting policies

1.1 Basis of preparation

Highworth Grammar School Trust, School Fund is a registered charity with the Charity Commission in the United Kingdom. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities "is to advance the education of the students Highworth Grammar School by providing or assisting in the provision of educational, recreational and other charitable facilities in augmentation of such facilities financed by the Department for Education".

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements 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 United Kingdom and Republic of Ireland (FRS 102) as amended by Bulletin 1, the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

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.

1.2 Funds

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objectives. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

1.3 Income recognition

All income is 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.

- Voluntary income including donations and gifts is included in the Statement of Financial Activities when receivable.
- Income is mainly for school visits and day trips which are accounted for in the period in which the trip or visit takes place.

1.4 Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of generating funds are those costs incurred in attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those incurred in the governance of the charity and are primarily associated with constitutional and statutory requirements.

1.5 Stock

Stock is included at the lower of cost and net realisable value.

HIGHWORTH GRAMMAR SCHOOL TRUST, SCHOOL FUND

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2021

1 Accounting policies

1.6 Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

1.7 Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

1.8 Going concern

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

1.9 Judgements and key sources of estimation uncertainty

Accounting estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. There are no judgements or key sources of estimation uncertainty.

2	Income	2021 £	2020 £
	Generated funds		
	Fundraising	7,933	3,793
		<u>7,933</u>	<u>3,793</u>
	Charitable activities		
	School visits	-	14,161
	Activities	13,974	7,168
	Income from school shops etc.	23,902	3,189
	Other income	44,072	25,459
		<u>81,948</u>	<u>49,977</u>
3	Expenditure	2021 Total £	2020 Total £
	Charitable activities		
	Fundraising	12,063	21,955
	School visits	44	22,354
	Activities	15,123	7,295
	Purchases	23,702	2,308
	Other	41,477	22,870
		<u>92,409</u>	<u>76,782</u>
	Support costs		
	Independent examiner's fee	- 960	912
		<u>92,409 960</u>	<u>77,694</u>

HIGHWORTH GRAMMAR SCHOOL TRUST, SCHOOL FUND

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2021

4 Staff costs and Trustee remuneration

During the year, the charity had no employees (2020: None).

No trustee received remuneration or reimbursement of expenses during the year (2020: None).

5 Debtors

	2021 £	2020 £
Prepayments and accrued income	18,562	10,770
Other debtors	2,612	98,287
	<u>21,174</u>	<u>109,057</u>

6 Creditors: amounts falling due within one year

	2021 £	2020 £
Creditors	43,115	148,632
Deferred income	43,129	70,062
Accruals	960	1,794
	<u>87,204</u>	<u>220,488</u>

7 Designated funds - 2021

	As at 1 August 2020 £	New Designations £	Designation Released £	As at 31 July 2021 £
Fundraising	13,161	12,469	(13,161)	12,469
School visits	11,299	-	(804)	10,495
Activities	20,826	9,804	(20,826)	9,804
Purchases	-	775	-	775
Other	3,375	3,562	(3,375)	3,562
	<u>48,661</u>	<u>26,610</u>	<u>(38,166)</u>	<u>37,105</u>

Designated funds - 2020

	As at 1 August 2019 £	New Designations £	Designation Released £	As at 31 July 2020 £
Fundraising	3,870	13,161	(3,870)	13,161
School visits	12,628	11,299	(12,628)	11,299
Activities	17,301	20,826	(17,301)	20,826
Other	1,353	3,375	(1,353)	3,375
	<u>35,152</u>	<u>48,661</u>	<u>(35,152)</u>	<u>48,661</u>

Fundraising	This relates to competition prizes to be used within the school
School visits	This relates to school visits where excess funds are to be carried into the following year to be used for the same trip
Activities	This relates to activities where excess funds are to be carried into the following year to be used for the same activity
Purchases	This relates to funds which have been held to be used to purchase items for the school in the following year
Other	This includes funds that are to be used in the following year on Duke of Edinburgh, Hockey and Equestrian

HIGHWORTH GRAMMAR SCHOOL TRUST, SCHOOL FUND

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2021

8 Analysis of net assets between funds - 2021	Unrestricted	Designated	Total
	£	£	£
Current assets	153,279	37,105	190,384
Liabilities	(87,204)	-	(87,204)
	<u>66,075</u>	<u>37,105</u>	<u>103,180</u>
Analysis of net assets between funds - 2020	Unrestricted	Designated	Total
	£	£	£
Current assets	265,117	48,661	313,778
Liabilities	(220,488)	-	(220,488)
	<u>44,629</u>	<u>48,661</u>	<u>93,290</u>