

# THE DOWNS SCHOOL TRUST

England & Wales · Charity number 1094239

## Details

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**Status** Registered

**Legal form** Other

**Registered** 2002-10-18

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

## Contact

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**Address** The Downs School  
Compton  
Newbury  
Berkshire  
rg20 6ad

**Phone** 01635270001

**Email** [RBrophy@thedownsschool.org](mailto:RBrophy@thedownsschool.org)

## Activities

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**Objects:** IN THE DOWNS SCHOOL, TO ADVANCE THE EDUCATION OF PUPILS AND OTHERS IN THE COMMUNITY, BY PROVIDING AND ASSISTING IN THE THE PROVISION OF FACILITIES AT THE SCHOOL ITSELF AND ELSEWHERE.

**Activities:** The main activity of the charity is fundraising for the benefit of educational objectives.

## Classification

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- **How:** Makes Grants To Organisations
- **What:** Education/training
- **Who:** Children/young People, The General Public/mankind

## Geography

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- **Area of benefit:** THE DOWNS SCHOOL
- West Berkshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£121,675	£15,511	-	-
2024-03-31	£74,241	£25,060	-	-
2023-03-31	£74,732	£73,425	-	-
2022-03-31	£49,942	£41,013	-	-
2021-03-31	£22,745	£23,564	-	-

## Trustees

Name	Role	Appointed
Adam Chantler		2022-10-14
Andy Tow		2024-09-12
Chris Prosser		2014-05-21
Peter Clark		2022-10-14

**THE DOWNS SCHOOL TRUST**

England & Wales - Charity number 1094239

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# Accounts

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## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	April	2024		31st	March	2025

### Section A Reference and administration details

Charity name THE DOWNS SCHOOL TRUST

Registered charity number (if any) 1094239

Charity's principal address

The Downs School	
Compton	
Newbury Berkshire	
Postcode	RG20 6AD

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr C.Prosser			
2	Mr P Clark			
3	Mr A Tow			

### Section B Structure, governance and management

#### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by governing board of The Downs School

### Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The main activity of the charity is fundraising for the benefit of educational objectives.

*Please note that all policies in place at The Downs School extend across the activities of The Downs School Trust.*

Summary of the main activities undertaken for the public benefit in relation to these

Funds are raised in several ways including an annual Sponsored Walk and also a general appeal to parents for funds. This year specific

**objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

fundraising was started for site improvements, a new astro carpet, pool cover and pool floor. The Trust also fundraises via the West Berkshire lottery, and this has produced a steady income stream. We have some annual fundraising events namely – The colour run, Bags2School, Christmas pottery painting event, drinks at events and shows, quiz nights and golf days which have all been successful. Gift Aid is recovered from the Inland Revenue on donations where possible. This year all such funds have been distributed for the benefit of students at The Downs School. We have not transferred a significant amount of funds this year in order to save for a larger schedule of works in Summer 2025 and 2026.

The charitable status of the trust also enables it to make applications to a variety of grant making bodies when specific projects are identified. There has been 1 application for grant funding this year – Sport England for improvements to our swimming pool improvement fund.

**Section D Achievements and performance**

**Summary of the main achievements of the charity during the year**

The grants we supply to The Downs School support the educational objectives of the school. The grants have supported the school in engaging students and with projects that would otherwise not have been possible.

**Section E Financial review**

**Brief statement of the charity’s policy on reserves**

We are building our reserves in preparation for a larger project in Summer 2025 and 2026

**Details of any funds materially in deficit**

None

**Section F Other optional information**

None

**Section G Declaration**

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

Signature(s) *Rebecca Brophy*

Full name(s) Rebecca Brophy

Position (eg Secretary, Chair, etc) SECRETARY

Date 21/5/2025

The Downs School Trust

01 April 2024 - 31 March 2025

Description	Opening Balance 01.04.24	Income	Expenditure	Transfer between Trust Cost Centres	Closing Balance 31.03.25
W051224-Winter Concert 05.12.24		(314.00)			(314.00)
W080525-Summer Concert 08.05.25			21.00		21.00
W110225-A Mid Winter's Nights Dream		(84.00)	21.00		(63.00)
W130325-House Performing Arts13.03.25			21.00		21.00
W160725-Sports Awards 16.07.25			21.00		21.00
WB2S-Bags 2 School	--	(229.20)			(229.20)
WBENEVITY-Benevity Causes Income	(3,301.89)	(2,847.17)			(6,149.06)
WBILYL25-Billy Elliott 03-05 July 2025			21.00		21.00
WBLOTT-West Berkshire Lottery Income	(1,833.50)	(1,443.00)			(3,276.50)
WBUGS24-Bugsy Malone Income	--	(517.15)	21.00		(496.15)
WCAFFEEES-CAF Transaction Fees	--		92.80		92.80
WCAFINC-CAF Donations	(5,576.38)	(4,475.00)			(10,051.38)
WCONS-Non-Specific Consolidated Funds	(11,646.80)	--			(11,646.80)
WDISCO24-Spooky Disco 2024		(102.10)			(102.10)
WDIVERSITY-Diversity Day Income	(1,381.23)	(1,058.61)			(2,439.84)
WDPT-Department Donations (to be transferred)	(500.00)	--			(500.00)
WEASY-EasyFundraising Income	--	(544.56)			(544.56)
WEMPTIES-Empties Please Income	--	(34.00)			(34.00)
WEXP2425-Amazon			291.18	(291.18)	0.00
WEXP2425-Bidfood			1,503.01	(1,503.01)	0.00
WEXP2425-Tesco			648.65	(648.65)	0.00
WFAIR0724-Summer Fair 19.07.24	--	(7,263.64)	4,473.00		(2,790.64)
WFIN2223-Financial Contribution 22-23				(1,033.53)	(1,033.53)
WFIN2324-Financial Contribution 23-24	(3,644.89)	(65.98)		(322.00)	(4,032.87)
WFIN2425-Financial Contribution 24-25	--	(4,197.00)			(4,197.00)
WFOCPS-Friends of The Downs (Closure)	(2,500.00)	--			(2,500.00)
WGIFT24-Gift Aid Income 23-24	(5,407.18)	--		5,407.18	0.00
WGIFT25-Gift Aid Income 24-25		(4,045.88)		4,045.88	0.00
WHPA0424-House Performing Art 25.04.24	--	(254.00)			(254.00)
WINTEREST-Interest Earned	--	(2,859.43)			(2,859.43)
WMUSIC0524-Music Concert 02.05.24	--	(187.02)	21.00		(166.02)
WMUSIC1024-House Music Income 17.10.24	--	(270.50)	21.00		(249.50)
WPE2223-PE Financial Contribution 22-23				(804.25)	(804.25)
WPE2324-PE Financial Contribution 23-24	(523.00)	(21.00)		(174.25)	(718.25)
WPE2425-PE Financial Contribution 24-25		(671.50)			(671.50)
WPHOTO-Tempest Photography Commission		(1,505.48)			(1,505.48)
WPOOL2425-Swimming Pool Fundraising 24-25	(275.00)	(3,649.50)		(82.50)	(4,007.00)
WPRES24-Presentation Evening 18.12.24			47.62		47.62
WQUIZ0523-Quiz Income 12.05.23	(1,870.93)	(21.60)			(1,892.53)
WQUIZ0524-Quiz Income 10.05.24	--	(518.00)	51.97		(466.03)
WQUIZ1124-Quiz Income 22.11.24	--	(1,080.10)	21.00		(1,059.10)
WRAFFLE-BS Raffle Income	--	(560.00)			(560.00)
WRUN23-Colour Run 2023	(1,739.55)	--			(1,739.55)
WRUN24-Colour Run 2024	--	(1,688.60)	1,356.75		(331.85)
WSGFEEES-SchoolComms Transaction Fees	--		465.54		465.54
WSPRIT-Spirit of The Downs	801.92	(115.98)			685.94
WSPONS23-Sponsored Walk Income 2023	(18,669.00)			(3,569.40)	(22,238.40)
WSPONS24-Sponsored Walk 2024	--	(17,854.50)		(3,467.13)	(21,321.63)
WSPORT0724-Sports Award Income 18.07.24	--	(130.00)	21.00		(109.00)
WSUM25-Summer Fair 18.07.25			4,893.00		4,893.00
WSUMFEEES-SumUp Transaction Fees	--		36.59		36.59
WSWINGS-Swings & Smiles Fundraising		(2.00)			(2.00)
WTOFUND-Transfers to FUND			294.00		294.00
WTOMAIN-Transfers to Main School		(292.00)			(292.00)
WUNIFORM-Uniform Income		(212.20)			(212.20)
WWTRUST-Charities Trust Donations	(1,350.00)	(700.00)			(2,050.00)
Stock Adjustment					1,146.77
	(59,417.43)	(59,814.70)	14,364.11	(2,442.84)	(106,164.09)

Balanced By:

Current Account 105,137.16

Creditors Control 0.00

Debtors Control 0.00

Event Stock Held 1,026.93

106,164.09

0.00

Governing Board  
The Downs School  
Compton  
Newbury  
Berkshire  
RG20 6AD

Ref: 36147/GZP

30 July 2025

Dear Governing Board

**The Downs School Trust**

**Agreed upon procedures in respect of the year from 1 April 2024 to 31 March 2025**

This report has been produced in accordance with the terms of our engagement letter (“the Engagement Letter”) and in accordance with the International Standard on Related Services 4400 “Engagements to Perform Agreed-Upon Procedures Regarding Financial Information” as published by IAASB.

The procedures were performed solely for the purpose of assisting the Governing Board to fulfil its responsibilities.

**Report of factual findings and exceptions**

We have performed our work as set out in the Appendix to this report.

We report that no exceptions were identified.

We have not subjected the information contained in our report or the Appendix (including explanations and representations received and reported to you) to checking or verification procedures except to the extent expressly stated. This engagement does not constitute an audit or a review and, as such, no assurance is expressed. Had we performed additional procedures, an audit or a review, other matters might have come to light that would have been reported.

You were responsible for determining whether the agreed-upon procedures we performed were sufficient for your purposes. We cannot, and do not, make any representations regarding the sufficiency of these procedures for your purposes.

Our report is prepared solely for the confidential use of The Downs School. Our report must not be used for any purpose other than for which it was prepared or be reproduced or referred to in any other document or made available to any third party without the written permission of Gravita Audit Oxford LLP. We accept no liability to any other party who is shown or gains access to this report.

Yours faithfully



Gravita Audit Oxford LLP



## Appendix

	<b>Agreed Upon Procedures</b>	<b>Findings and details of any exceptions or explanations provided</b>
1	Obtain the summary of income and expenditure for the Trust for the year and check mathematical accuracy.	We obtained the summary of income and expenditure for the Trust for the year and checked the mathematical accuracy.  <b>Matters to report:</b> No exceptions noted from our testing.
2	Select a sample of income and expenditure items shown in the summary and obtain detailed breakdowns of the underlying transactions where applicable.	We selected five income and expenditure items shown in the summary and obtained details of the underlying transactions to ensure that these match the summary.  <b>Matters to report:</b> No exceptions noted from our testing.
3	Select a sample of transactions from the detailed breakdowns and agree these to supporting evidence from a third-party source (for example bank statement or supplier invoice).	We selected five individual income and expenditure transactions and obtained the supporting evidence (for example bank statement or supplier invoice) to confirm that the transaction exists and has been accurately recorded.  <b>Matters to report:</b> No exceptions noted from our testing.
4	Agree the closing bank balance shown on the summary to bank statement and bank reconciliation if applicable.	We obtained the bank statement at 31 March 2025. We ensured that this matched the cash balance shown on the Trust summary.  <b>Matters to report:</b> No exceptions noted from our testing.

**THE DOWNS SCHOOL TRUST**

England & Wales - Charity number 1094239

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# Accounts

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## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
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### Section A

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2	Mr P Clark			
3	Mr A Tow			

### Section B

### Structure, governance and management

#### Description of the charity's trusts

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Summary of the objects of the charity set out in its governing document

The main activity of the charity is fundraising for the benefit of educational objectives.

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**objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

fundraising was started for site improvements and new minibuses. The Trust also fundraises via the West Berkshire lottery, and this has produced a steady income stream. We have introduced some new fundraising events namely – The colour run, the pamper evening, a golf event, Bags2School and a Christmas pottery painting event, drinks at events and shows, quiz nights and golf days which have all been successful. Gift Aid is recovered from the Inland Revenue on donations where possible. This year all such funds have been distributed for the benefit of students at The Downs School. We have not transferred a significant amount of funds this year in order to save for a larger schedule of works in Summer 2024 and 2025.

The charitable status of the trust also enables it to make applications to a variety of grant making bodies when specific projects are identified. There has been 1 application for grant funding this year – Greenham Common Trust for improvements to our swimming pool improvement fund.

## Section D Achievements and performance

**Summary of the main achievements of the charity during the year**

The grants we supply to The Downs School support the educational objectives of the school. The grants have supported the school in engaging students and with projects that would otherwise not have been possible.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

Reserves are minimal, unless funds are restricted in which case reserves are held until the project is completed.

**Details of any funds materially in deficit**

None

## Section F Other optional information

None

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) *Rebecca Brophy*

Full name(s) Rebecca Brophy

Position (eg Secretary, Chair, etc) SECRETARY

Date 21/5/2024

## The Downs School Trust

### Accounts to the year ending 31 March 2024

#### Income during the year:

Addams Family	(544.95)
Bags to School Fundraising 23-24	(777.00)
Bank Interest	(1,733.25)
Benevity Causes Donations 23-24	(4,291.73)
CAF Donations FY21-22	(40.00)
CAF Donations FY23-24	(5,820.00)
Cafe 6 Fundraising	(1,556.25)
Charities Trust Donations 23-24	(1,350.00)
Chieveley Parish Council	(959.68)
Colour Run 09.06.23	(2,252.55)
Diversity Day 09.03.23	(11.00)
Diversity Day 15.03.24	(257.73)
Diversity Day 2024	(1,123.50)
Easyfundraising	(417.01)
Empties Please Toner Recycling	(77.50)
Financial Contribution 2022-23	(107.00)
Financial Contributions FY23-24	(3,644.89)
Friends of The Downs School - Balance on closure	(2,500.00)
Fundraising Amazon Smile	(458.50)
Gift Aid	(5,407.18)
Golf Day 2022	(686.50)
House Dance 19.10.23	(63.50)
Inflatables 14.07.23	(6,857.00)
JM Entertainment Ltd (Refund)	(4,452.00)
Newbury Show - 1st Prize	(100.00)
PE Contribution 23-24	(798.00)
PE Financial Contribution 22-23	(77.00)
Pottery Event Nov 23	(146.80)
ProStrike Fundraising	(945.60)
Quiz 03.11.23	(1,497.94)
Quiz 12.05.23	(2,032.50)
Sponsored Walk 2023	(18,669.00)
Spooky Disco 20.10.23	(597.50)
Summer Fair 14.07.23	(365.00)
Tempest Photography	(1,409.30)
The Spirit of The Downs	(151.96)
West Berkshire Lottery FY23-24	(1,833.50)
Winter Celebration	(227.75)
<b>Total income during the year</b>	<b>(74,240.57)</b>
<b>Funds brought forward at 01 April 2023</b>	<b>(10,236.93)</b>

<b>Less :</b>	
Amazon-Event Sundries	55.96
Benevity Causes - Transaction Fees	489.84
CAF - Transactions Fees	141.40
Donnington Valley Ltd	670.00
Elaine Barefoot - Expenses related to events	25.98
JM Entertainment Ltd	4,452.00
Ministry of Colour	513.00
Rebecca Brophy - Expenses related to events	98.05
Schoolcomms - Transaction Fees	569.06
Summer Party - Stall Holder Refunds	60.00
SumUp Transaction Fees	8.42
Susie Segre - Expenses related to events	138.39
Tesco.com - Refreshments for events	1,067.61
The Downs School - Main School	16,581.36
West Berkshire Council - TENS Licenses	189.00
<b>Total</b>	<b>25,060.07</b>
<b>Balance</b>	<b>(59,417.43)</b>
<b>Actual Balance at bank 31.03.24</b>	<b>59,417.43</b>
<b>Difference</b>	<b>0.00</b>

The accounts have been prepared on a receipts and payments basis

## West Berkshire Council – Internal Audit

### Independent Examiners Report – The Downs School Trust Accounts 2023/24 (registered charity number 1094239)

#### 1. Introduction

- 1.1 Internal Audit was commissioned by the Trustees of The Downs School Trust to undertake an Independent Examination of the Trust's accounts for the year 2023/24.
- 1.2 The examination took place between the 10<sup>th</sup> and 13<sup>th</sup> June 2024. The scope was agreed before the work commenced, and the assurance provided was to be limited to confirming the accuracy of reported payments and receipts to the Trust, and the Trust balance at year end.
- 1.3 The examination was undertaken with regard to the good practice recommendations set out in the Charity Commission's guidance on Independent examination of charity accounts: Directions and guidance for examiners (CC32).
- 1.4 We would like to thank the School Business Manager (SBM) and Finance staff for their help and hospitality shown to us. The audit was undertaken by Jen Brunning, Principal Auditor.
- 1.5 Where we have made a recommendation we have used the following to categorise the significance.

	<b>Category of weakness</b>
Fundamental	May result in a complete breakdown of the service and or fraud or other irregularity
Significant	May result in a breakdown in the service and or fraud or other irregularity
Moderate	May result in some impact on the service
Minor	Limited impact on the service

In addition, we may raise Points to Note (PTN) where:-

- a) the control(s) in place is satisfactory, but during our sample checks we identified an occasion/a couple of occasions where the control was not being complied with; and/or
- b) we wish to make an advisory point which does not relate to a control weakness.

In these circumstances we consider it sufficient to bring these points to your attention for information/future reference without making a recommendation.

## **2. Approach and Findings**

- 2.1. The Downs Trust is a charitable organisation established by the School to receive money raised from a variety of events in order that advantage can be taken of the Gift Aid tax refund scheme. Income is also received from other activities including West Berkshire lottery and community funds. The money raised is then distributed as grant funding to the main Downs School account.
- 2.2. The Trust's Accounts are maintained by the SBM and her staff at The Downs School using FMS ledgers. The Trust Accounts are maintained on the Downs School ledger (fund 95) under separate ledger codes. The Accounts (Income and Expenditure) spreadsheet was provided in the regular format, supplemented by an event spreadsheet recording the expenditure and funds raised for each event. We were provided with the Trust ledgers comprising a detailed breakdown of transactions, and we confirmed the accuracy of the figures on the Ledger Code Summary report.
- 2.3. We confirmed the continuity of the Trust's bank statements throughout the year and that they followed from the previous year end reconciliations. The monthly reconciliations as undertaken by The Downs School's finance team had been completed by reconciling the bank statement balance with the Unreconciled Items reports from FMS. This gave us assurance that the transactions in FMS matched those made through the bank account.
- 2.4. We note there is a substantial balance of £59,417 retained in the Trust bank account at year end; as per the year-end Trustees report, these funds are to be held by the Trust for planned projects which have not yet started. This may not comply with the terms of the charitable trust with regards to its purpose, which is to distribute funds / grants for the benefit of educational objectives.

**Recommendation 1:** We recommend that the School: -

- a) Determines how and when to distribute grants so that balances are not held indefinitely and run the risk of non-compliance with purpose of the charity.
- b) the ongoing need for, and use of, the Trust may need to be considered, should the School proceed with plans to pursue Academy status as part of a Multi Academy Trust. [Minor]

- 2.5. We selected and reviewed samples of income receipts, tracing monies received by direct credit, or via SchoolGateway (provided by SchoolComms) through to the Trust's bank account, verifying the source of the income and confirming that appropriate entries had been made in the ledgers for the relevant activity.
- 2.6. We reviewed payments from the Trust, comprising the grant made to the main School as set out in the Trustees Annual report, transaction fees to SchoolComms, and other payments made in relation to hosting events. We confirmed that payments were correctly approved and reported.
- 2.7. £10,886 was distributed to the main School in March 2024, via The Good Exchange, which is shown in the ledgers as 'funds distributed'. This was specifically for the refurbishment of Café 6, and the funds were held by the Trust until the work was done. We note that the accounts do not show this distribution separately from other payments to the School, which were to reimburse the school for event costs incurred, although we were advised that the Trust now operates a separate payment card, which minimises the need for reimbursement.

**Recommendation 2:** We recommend that the charitable distributions are shown separately in the accounts from cost reimbursements to demonstrate more clearly how the charity is meeting its stated purpose. [Minor]

- 2.8. Accounts are presented on a receipts and payments basis which is allowable under the applicable reporting guidelines. Therefore there was no examination required for accruals.

### 3. Conclusion

- 3.1. We conclude that the reported opening and closing balances, and payments and receipts are correctly stated in the statement of accounts.
- 3.2. The Downs Trust accumulated opening balance at 31<sup>st</sup> March 2023 was £10,237. Gross income was £74,240. The expenditure in the year was £25,060 including charitable funds distributed to the main school of £10,886. The closing balance at 31<sup>st</sup> March 2024 was £59,417, which was confirmed as the balance held in the bank account.

*Jen Brunning, Principal Auditor*

*Julie Gillhespey, Audit Manager*

*July 2024*

**THE DOWNS SCHOOL TRUST**

England & Wales - Charity number 1094239

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# Accounts

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From	Period start date			To	Period end date		
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	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
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2	Mr P Clark			
3	Mr A Tow			

### Section B

### Structure, governance and management

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Funds are raised in several ways including an annual Sponsored Walk and also a general appeal to parents for funds. This year specific

**objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

fundraising was started for a site improvements including tarmac to areas around the field that has been an ongoing H&S concerns. The Trust also fundraises via the West Berkshire lottery, and this has produced a steady income stream. We have introduced some new fundraising events namely – The colour run, the pamper evening, a golf event, Bags2School and a Christmas pottery painting event, drinks at events and shows, golf days which have all been successful. Gift Aid is recovered from the Inland Revenue on donations where possible. This year all such funds have been distributed for the benefit of students at The Downs School.

The charitable status of the trust also enables it to make applications to a variety of grant making bodies when specific projects are identified. There has been 1 application for grant funding this year – Greenham Common Trust for improvements to our café 6 and sixth form common room)

**Section D Achievements and performance**

**Summary of the main achievements of the charity during the year**

The grants we supply to The Downs School support the educational objectives of the school. The grants have supported the school in engaging students and with projects that would otherwise not have been possible.

**Section E Financial review**

**Brief statement of the charity's policy on reserves**

Reserves are minimal, unless funds are restricted in which case reserves are held until the project is undertaken.

**Details of any funds materially in deficit**

None

**Section F Other optional information**

None

**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) *Rebecca Brophy*

Full name(s) Rebecca Brophy

Position (eg Secretary, Chair, etc) SECRETARY

Date 21/6/2023

## **West Berkshire Council - Internal Audit**

### **Independent Examiners Report - The Downs School Trust Accounts 2022/23 (registered charity number 1094239)**

#### **1. Introduction**

- 1.1 Internal Audit was commissioned by the Trustees of The Downs School Trust to undertake an Independent Examination of the Trust's accounts for the year 2022/23.
- 1.2 The examination took place between the 9<sup>th</sup> May and 11<sup>th</sup> May 2023. The scope was agreed before the work commenced, and the assurance provided was to be limited to confirming the accuracy of reported payments and receipts to the Trust, and the Trust balance at year end.
- 1.3 The examination was undertaken with regard to the good practice recommendations set out in the Charity Commission's guidance on Independent examination of charity accounts: Directions and guidance for examiners (CC32).
- 1.4 We would like to thank the School Business Manager (SBM) and Finance staff for their help and hospitality shown to us. The audit was undertaken by Jen Brunning, Principal Auditor.
- 1.5 Where we have made a recommendation we have used the following to categorise the significance.

<b>Category of weakness</b>	
Fundamental	May result in a complete breakdown of the service and or fraud or other irregularity
Significant	May result in a breakdown in the service and or fraud or other irregularity
Moderate	May result in some impact on the service
Minor	Limited impact on the service

In addition, we may raise Points to Note (PTN) where:-

- a) the control(s) in place is satisfactory, but during our sample checks we identified an occasion/a couple of

occasions where the control was not being complied with; and/or

- b) we wish to make an advisory point which does not relate to a control weakness.

In these circumstances we consider it sufficient to bring these points to your attention for information/future reference without making a recommendation.

## **2. Approach and Findings**

- 2.1. The Downs Trust is a charitable organisation established by the School to receive money raised from sponsored events in order that advantage can be taken of the Gift Aid tax refund scheme. Income is also received from other activities including West Berkshire lottery and community funds. The money raised is then distributed as grant funding to the main Downs School account.
- 2.2. The Trust's accounts are maintained by the SBM and her staff at The Downs School using FMS ledgers. The Trust accounts are maintained on the Downs School ledger (fund 95) under separate ledger codes. We confirmed the accuracy of the figures on the Ledger Code Summary report.
- 2.3. We confirmed the continuity of the Trust's bank statements throughout the year and that they followed from the previous year end reconciliations. The monthly reconciliations as undertaken by The Downs School's finance team had been completed by reconciling the bank statement balance with the Unreconciled Items reports from FMS. This gave us assurance that the transactions in FMS matched those made through the bank account.
- 2.4. We selected and reviewed samples of income receipts, tracing monies received by direct credit, or via SchoolGateway (provided by SchoolComms) through to the Trust's bank account, verifying the source of the income and confirming that appropriate entries had been made in the ledgers for the relevant activity.
- 2.5. We reviewed payments from the Trust, comprising the grant made to the main school as set out in the Trustees Annual report, transaction fees to SchoolComms, and other payments made in relation to hosting events. We confirmed that payments were correctly approved and reported.

- 2.6. Accounts are presented on a receipts and payments basis which is allowable under the applicable reporting guidelines. Therefore there was no examination required for accruals.

### **3. Conclusion**

- 3.1. We conclude that the reported opening and closing balances, and payments and receipts are correctly stated in the statement of accounts.
- 3.2. The Downs Trust accumulated opening balance at 31<sup>st</sup> March 2022 was £8,930. Gross income was £74,732. The expenditure in the year was £73,425 primarily comprising funds distributed to the main school of £69,345. The closing balance at 31<sup>st</sup> March 2023 was £10,237, which was confirmed as the balance held in the bank account.

*Jen Brunning, Principal Auditor*

*Julie Gillhespey, Audit Manager*

*July 2023*

**THE DOWNS SCHOOL TRUST**

England & Wales - Charity number 1094239

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# Accounts

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# Trustees' Annual Report for the period

**From**

Period start date

**To**

Period end date

1st

April

2021

31st

March

2022

## Section A

## Reference and administration details

**Charity name**

THE DOWNS SCHOOL TRUST

**Registered charity number (if any)**

1094239

**Charity's principal address**

The Downs School

Compton

Newbury Berkshire

**Postcode**  
**RG20 6AD**

**Names of the charity trustees who manage the charity**

**Trustee name**  
**Office (if any)**  
**Dates acted if not for whole year**  
**Name of person (or body) entitled to appoint trustee (if any)**

Mr C.Prosser

1

Mrs A Whitby

2

Mr C Norford

3

## Section B

# Structure, governance and management

### Description of the charity's trusts

Trust Deed

Type of governing document  
(eg. trust deed, constitution)

Trust

How the charity is constituted  
(eg. trust, association, company)

Appointed by governing board of The Downs School

Trustee selection methods  
(eg. appointed by, elected by)

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The main activity of the charity is fundraising for the benefit of educational objectives.

*Please note that all policies in place at The Downs School extend across the activities of The Downs School Trust.*

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Funds are raised in several ways including an annual Sponsored Walk and also a general appeal to parents for funds. This year specific fundraising was started for a food van “snack shack” and finalising of the sprung floor in drama. The Trust also fundraises via the West Berkshire lottery, and this has produced a steady income stream. We have introduced some new fundraising events namely – The colour run, the pamper evening, a golf event, Bags2School and a Christmas pottery painting event, which have all been successful. Gift Aid is recovered from the Inland Revenue on donations where possible. This year all such funds have been distributed for the benefit of students at The Downs School.

The charitable status of the trust also enables it to make applications to a variety of grant making bodies when specific projects are identified. There has been 1 application for grant funding this year – Greenham Common Trust for improvements to our café 6 and sixth form common room)

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The grants we supply to The Downs School support the educational objectives of the school. The grants have supported the school in engaging students and with projects that would otherwise not have been possible.

## Section E

## Financial review

### Brief statement of the charity’s policy on reserves

Reserves are minimal, unless funds are restricted in which case reserves are held until the project is undertaken.

**Details of any funds materially in deficit**

None

None

## **Section G Declaration**

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

**Signature(s)**

*Rebecca Brophy*

**Full name(s)**

Rebecca Brophy

**Position (eg Secretary, Chair, etc)**

SECRETARY

24/5/2022

**Date**

## The Downs School Trust

### Accounts for the year to 31 March 2022

**Funds brought forward at 01 April 2021** (2,387.92)

#### Income during the year:

West Berkshire Lottery 2021-22	(1,533.00)
West Berkshire Community Fund	(2,500.00)
Colour Run 2021	(2,331.00)
Golf Event 2021	(1,365.00)
Voluntary Donations through CAF	(626.00)
Voluntary Donations through Charities Trust	(551.00)
Easyfundraising	(388.93)
Financial Contribution 2021-22	(7,024.00)
Gift Aid reclaimed from Inland Revenue	(4,427.61)
Sprung Floor for Drama Fundraising	(1,600.00)
Fundraising Amazon Smile	(86.08)
Sponsored Walk 2021	(21,043.88)
Sponsored Walk 2021 - Matched Funding	(1,750.00)
Bag2School	(355.50)
Pottery Event	(249.50)
Pamper Evening 24.03.22	(1,711.60)
Bank Interest	(11.80)

**Total income during the year** (49,942.82)

Less :

Schoolcomms Trans Fees	393.45
TRUST Funds Distributed to The Downs School	<b>40,619.78</b>

**Balance at the end of the year 31 March 2022** (8,929.59)

Made up of:

<b>Bank Account</b>	<b>8,929.59</b>
	0.00



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- 2.6. Accounts are presented on a receipts and payments basis which is allowable under the applicable reporting guidelines. Therefore there was no examination required for accruals.

### **3. Conclusion**

- 3.1. We conclude that the reported opening and closing balances, and payments and receipts are correctly stated in the statement of accounts.
- 3.2. The Downs Trust accumulated opening balance at 31<sup>st</sup> March 2021 was £2,388. Gross income was £47,555. The net transfer out in the year was £41,013 primarily comprising a grant distributed to the main school of £40,620. The closing balance at 31<sup>st</sup> March 2022 was £8,930.

*Jen Brunning, Principal Auditor*

*Julie Gillhespey, Audit Manager*

*July 2022*