

**THE HIGHFIELD SCHOOL CENTENARY BURSARIES FUND**  
**REPORT AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31 AUGUST 2023**

**Charity no. 1114845**

**THE HIGHFIELD SCHOOL CENTENARY BURSARIES FUND**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

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# THE HIGHFIELD SCHOOL CENTENARY BURSARIES FUND

## REFERENCE AND ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31 AUGUST 2023

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**Registered Charity name** The Highfield School Centenary Bursaries Fund

**Charity registration number** 1114845

**Principal office** Highfield School  
Highfield Lane  
Liphook  
Hampshire  
GU30 7LQ

### THE TRUSTEES

J H D Carey (Chairman)  
P A Greenwood  
S Mason  
N Denton  
K Naylor  
K Wilkes

### Independent examiner

Haysmacintyre LLP  
10 Queen Street Place  
London  
EC4R 1AG

### Bankers

HSBC Bank Plc  
54 Clarence Street  
Kingston upon Thames  
Surrey  
KT1 1NS

# THE HIGHFIELD SCHOOL CENTENARY BURSARIES FUND

## TRUSTEES REPORT

**FOR THE YEAR ENDED 31 AUGUST 2023**

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### STRUCTURE, GOVERNANCE AND MANAGEMENT

The Highfield School Centenary Bursaries Fund (the "Fund" or the "Charity") was established under a Trust Deed dated 8 May 2006 as amended on 5 October 2011.

The Board of Trustees regularly meets three times a year and more frequently, if required. In addition, there is an investment sub-committee, which also meets at least three times annually to review the investment and the investment policy of the Fund.

There are currently six Trustees, all of whom have had or have close connections with Highfield School. None of the Trustees have any financial interest in the school, although one is a current teacher. It is also intended to retain the current policy of only appointing Trustees, who have had or have connection with the school and also that there should be one Trustee who currently teaches at the school.

### OBJECTIVES AND ACTIVITIES

The Fund was created to advance education by contributing towards the fees of pupils who, but for financial assistance, would not be able to attend and be educated at Highfield School.

The Trustees have given due regard to the Charity Commission's guidance on public benefit when reviewing the aims and objectives and in planning future activities of the Charity.

Future Funds received will automatically be applied to the Unrestricted Fund unless it is specifically requested that a Donation should be used as a Bursary within a specified period, in which case it will be applied to the Distribution Fund and this Fund will, therefore, be Restricted. Such Bursaries will contribute towards the fees of pupils who, but for financial assistance, would not be able to attend or continue to attend and be educated at the school.

### ACHIEVEMENTS AND PERFORMANCE

During the year significant emphasis was placed on fundraising and unrestricted donations totalling £69,371 (2021: £80,011) were raised. During the year, bursaries totalling £74,123 (2021: £75,711) were awarded.

The number of pupils that were supported with bursaries in the year were 7 (2022: 8). The bursaries provided financial support to cover between 85% and 100% of fees for pupils requiring financial assistance.

### FINANCIAL REVIEW

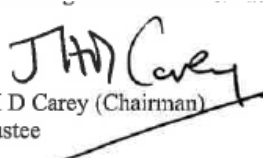
Net loss for the year is (£24,133) (loss 2022: £43,173) including a gain on investments of £7,075 (loss 2022: £43,030).

As at 31 August 2023, the Fund's assets totalled £674,055 (2022: £698,188)

The Trustees do not have a formal reserves policy. The aim of the Trustees is to award two Bursaries a year out of the Fund. Their further aim is to raise sufficient donations in a particular year, together with investment income, to exceed the Bursaries paid in the year and so to grow the Fund until it reaches its target of £1 million.

A new fund-raising strategy is being developed with a target to raise at £1 million, although COVID has delayed the fund-raising process over the last three years

The Trustees' Annual Report was approved on 26 March 2024 and signed on behalf of the Board of Trustees by:

  
J H D Carey (Chairman)  
Trustee

# THE HIGHFIELD SCHOOL CENTENARY BURSARIES FUND

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE HIGHFIELD SCHOOL

### FOR THE YEAR ENDED 31 AUGUST 2023

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I report to the Trustees on my examination of the accounts of The Highfield School Centenary Bursaries Fund for the period ended 31 August 2023 which are set out on pages 4 to 11.

#### **Respective responsibilities of Trustees and Examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the Funds accounts as carried out under section 44 (1)(c) of the 2005 Act and section 145 of the 2011 Act. In carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent Examiner's statement**

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of 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.



Thomas Wilson ACA  
Haysmacintyre LLP  
10 Queen Street Place  
London  
EC4R 1AG

Date: 16/04/24

**THE HIGHFIELD SCHOOL CENTENARY BURSARIES FUND**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31 AUGUST 2023**

		2023	2023	2023	2022
	Note	Unrestricted Funds £	Restricted Funds	Total Funds	Total Funds £
<b>INCOME AND EXPENDITURE</b>					
<b>Donations and legacies</b>					
Arts Sales Donations	4	52,032	-	52,032	-
General Donations and legacies	4	17,339	-	17,339	80,311
		<u>69,371</u>	<u>-</u>	<u>69,371</u>	<u>80,311</u>
Investment income	5	12,291	-	12,291	10,825
		<u>12,291</u>	<u>-</u>	<u>12,291</u>	<u>10,825</u>
<b>Total income</b>		<u>81,662</u>	<u>-</u>	<u>81,662</u>	<u>91,136</u>
<b>EXPENDITURE</b>					
Cost of art sales		(38,550)	-	(38,550)	-
Expenditure on charitable activities	6,	(74,320)	-	(74,320)	(91,279)
		<u>(112,870)</u>	<u>-</u>	<u>(112,870)</u>	<u>(91,279)</u>
<b>Total expenditure</b>		<u>(112,870)</u>	<u>-</u>	<u>(112,870)</u>	<u>(91,279)</u>
Realised losses on investments		(225)	-	(225)	-
Change in value for investments (Unrealised gains /(Losses))		7,300	-	7,300	(43,030)
		<u>(225)</u>	<u>-</u>	<u>(225)</u>	<u>(43,030)</u>
<b>Net gains /(losses) on investments</b>	<b>7,9</b>	<u>7,075</u>	<u>-</u>	<u>7,075</u>	<u>(43,030)</u>
		<u>(24,133)</u>	<u>-</u>	<u>(24,133)</u>	<u>(43,173)</u>
<b>Net income and net movement in Funds</b>		<u>(24,133)</u>	<u>-</u>	<u>(24,133)</u>	<u>(43,173)</u>
<b>RECONCILIATION OF FUNDS</b>					
Total Funds Brought Forward		698,188	-	698,188	741,361
		<u>698,188</u>	<u>-</u>	<u>698,188</u>	<u>741,361</u>
<b>Total Funds carried forward</b>		<u>674,055</u>	<u>-</u>	<u>674,055</u>	<u>698,188</u>

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

All income and expenditure derive from continuing activities.

The notes on pages 8 to 10 form part of these financial statements

# THE HIGHFIELD SCHOOL CENTENARY BURSARIES FUND

## BALANCE SHEET

AT 31 AUGUST 2023

	Note	Total 2023 £	Total 2022 £
<b>FIXED ASSETS</b>			
Investments	9	635,386	658,311
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		38,669	39,877
<b>NET CURRENT ASSETS</b>		38,669	39,877
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>674,055</b>	<b>698,188</b>
<b>FUNDS OF THE CHARITY</b>			
Unrestricted Funds		674,055	698,188
<b>Total Charity Funds</b>	10,11	<b>674,055</b>	<b>698,188</b>

These financial statements were approved by the Board of Trustees and authorised for issue on and are signed on behalf of the Board by:

26 March 2024

  
J H D Carey (Chairman)  
Trustee

Notes 8 to 10 form part of these accounts.

# THE HIGHFIELD SCHOOL CENTENARY BURSARIES FUND

## ACCOUNTING POLICIES

### FOR THE YEAR ENDED 31 AUGUST 2023

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#### 1. General information

The Highfield School Centenary Bursaries Fund is an unincorporated Charity governed by a Trust Deed and registered with the Charity Commission in England and Wales under registered number 1114845. The principal address is Highfield School, Highfield Lane, Liphook, Hampshire, GU30 7LQ. The objectives of the Charity are set out on page 2.

#### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'the Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice for Charities (SORP 2015) (Second Edition, effective 1 January 2019) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

The Charity meets the definition of a public benefit entity under FRS 102.

##### Going concern

There are no material uncertainties about the Charity's ability to continue as a going concern for at least twelve months from approving the accounts.

##### Disclosure exemptions

The Charity has taken advantage of the exemption in "Bulletin 1: Amendments to 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" from the requirement to produce a cash flow statement on the grounds that it is a small Charity.

##### Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. There are no areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial information.

##### Fund accounting

The Unrestricted Fund comprises the capital account, which may be used for the payments of Bursaries at the discretion of the Trustees. Income received during the year is credited to the Unrestricted Fund unless otherwise specified by the donor.

It is the Trustees' intention that future Bursaries will be paid out of the Restricted Fund which comprises income from specified donations when funds allow. Income is applied to the Restricted Fund when it is specifically requested that a donation should be used in a specified period.



# THE HIGHFIELD SCHOOL CENTENARY BURSARIES FUND

## ACCOUNTING POLICIES

FOR THE YEAR ENDED 31 AUGUST 2023

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### Income

All income is included in the statement of financial activities when entitlement has passed to the Charity, it is probable that the economic benefits associated with the transaction will flow to the Charity and the amount can be reliably measured. Donations are recognised when the Trust has been notified in writing of both the amount and settlement date. Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank.

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. This is normally upon notification by our investment advise of the dividend yield of the investment portfolio.

### Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

Expenditure on charitable activities includes all costs incurred by a Charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the Charity apportioned to charitable activities. Bursaries are payments made to pupils in the furtherance of the charitable objectives of the Charity.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include costs linked to the strategic management of the Charity.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

### Investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The Charity does not acquire put options, derivatives or other complex financial instruments.

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

### Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

### Cash at Bank

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

### Creditors and provision

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**THE HIGHFIELD SCHOOL CENTENARY BURSARIES FUND**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 AUGUST 2023**

**4. DONATIONS AND LEGACIES**

	<b>Unrestricted Funds 2023 £</b>	<b>Restricted Funds 2023 £</b>	<b>Total Funds 2023 £</b>	<b>Total Funds 2022 £</b>
<b>DONATIONS</b>				
General Donations and Legacies	52,032	-	52,032	80,011
Arts Sales Donations	17,339	-	17,339	-
Gift Aid	-	-	-	300
	<u>69,371</u>	<u>-</u>	<u>69,371</u>	<u>80,311</u>

**5. INVESTMENT INCOME**

	<b>Unrestricted Funds 2023 £</b>	<b>Restricted Funds 2023 £</b>	<b>Total Funds 2023 £</b>	<b>Total Funds 2022 £</b>
Income from listed investments	12,180	-	12,180	10,817
Bank interest receivable	111	-	111	8
	<u>12,291</u>	<u>-</u>	<u>12,291</u>	<u>10,825</u>

**6. EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE**

	<b>Grant funding of activities 2023 £</b>	<b>Support costs 2023 £</b>	<b>Total Funds 2023 £</b>	<b>Total Funds 2022 £</b>
Bursary Awards	74,123	-	74,123	85,032
Governance costs	-	197	197	6,247
	<u>74,123</u>	<u>197</u>	<u>74,320</u>	<u>91,279</u>

Bursary are made to pupils who would not be able to attend and be educated at Highfield School without financial support.  
All expenses are unrestricted in nature.

# THE HIGHFIELD SCHOOL CENTENARY BURSARIES FUND

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2023

### 7. NET GAINS ON INVESTMENTS

	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
(Losses)/Gains on listed investments	7,075	(43,030)

Included in current year gains is realised loss of £225 and un-realised gain of £7300. Prior year the total loss relates to unrealised losses.

### 8. TRUSTEE REMUNERATION AND EXPENSES

None of the Trustees, or persons connected with them, received any remuneration or reimbursement of expenses during the year or prior year.

The Charity did not have any employees during the year.

### 9. INVESTMENTS

	Listed Investments £
<b>Valuation</b>	
At 1 September 2022	658,311
Additions	-
Disposals	(30,000)
Fair value movements	7,075
<b>At 31 August 2023</b>	<b>635,386</b>

All investments shown above are held at fair value. The initial costs of these investments were £451,753 (2022-£464,217). Included in current year gains is realised loss of £225 and un-realised gain of £7300. Prior year the total loss relates to unrealised losses.

#### Financial assets held at fair value.

Investments in equities and bonds are all traded in quoted public markets, primarily the London Stock Exchange. The basis of fair value for quoted investments is equivalent to the market value, using the bid price. Asset sales and purchases are recognised at the date of trade at cost (that is their transaction value).

The investments are analysed as follows:

	2023 £	2022 £
UK quoted securities	635,386	658,311

The main form of financial risk faced by the Charity is that of volatility in investment markets due to wider economic conditions and variability of investment returns. This risk is mitigated by maintaining a diverse investment portfolio.

# THE HIGHFIELD SCHOOL CENTENARY BURSARIES FUND

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2023

### 10. ANALYSIS OF CHARITABLE FUNDS

	At 1 September			Gains and Losses	At 31 August
	2022 £	Income £	Expenditure £	£	2023 £
<b>Unrestricted Fund</b>	698,188	81,662	(112,870)	7,075	674,055
	<u>698,188</u>	<u>81,662</u>	<u>(112,870)</u>	<u>7,075</u>	<u>674,055</u>

	At 1 September 2021 £	Income £	Expenditure £	Gains and Losses £	At 31 August 2022 £
<b>Unrestricted Fund</b>	732,041	91,136	(81,959)	(43,030)	698,188
<b>Restricted Fund</b>	9,320	-	(9,320)	-	-
	<u>741,361</u>	<u>91,136</u>	<u>(91,279)</u>	<u>(43,030)</u>	<u>698,188</u>

Restricted fund – this relates to income received from specified donations where the donor has specifically requested that they should be used in a specified period.

### 11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total 2023 £
Investments	635,386	-	635,386
Current assets	38,669	-	38,669
<b>Net assets</b>	<u>674,055</u>	<u>-</u>	<u>674,055</u>

	Unrestricted Funds £	Restricted Funds £	Total 2022 £
Investments	658,311	-	658,311
Current assets	39,877	-	39,877
<b>Net assets</b>	<u>698,188</u>	<u>-</u>	<u>698,188</u>

### 12. RELATED PARTIES

Highfield School (Liphook) Limited is considered a related party of the Charity as the Charity's principal activity is that of contributing towards the fees of pupils who, but for financial assistance, would not be able to attend and be educated at Highfield or Brookham Schools.

During the year the Charity paid to Highfield School (Liphook) Limited the amount of £74,123 (2022: £85,031) on behalf of pupils attending the school. Independent examination fees of £1,200 (2022: £1,275) were paid by Highfield School (Liphook) Limited. There were no other related party transactions in the year.