

Registered number: 05902325
Charity number: 1119139

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

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COMPANIES HOUSE

HEDLEY DUNK LIMITED
Chartered Accountants & Statutory Auditor
Trinity House House
3 Bullace Lane
Dartford
Kent
DA1 1BB

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

CONTENTS

	Page
Reference and Administrative Details of the School, its Trustees and Advisers	1
Trustees' Report	2 - 4
Independent Auditors' Report on the Financial Statements	5 - 7
Statement of Financial Activities	8
Balance Sheet	9
Statement of Cash Flows	10
Notes to the Financial Statements	11 - 23

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE SCHOOL, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31ST AUGUST 2021

Trustees	G Thompson, Chair of Governors Sister A O'Connell (resigned 31st August 2021) Sister M Reilly (resigned 31st August 2021) B Busfield J McCarthy B Ley N Edwards A Knight M Doherty S Lawless
Company registered number	05902325
Charity registered number	1119139
Registered office	46 Old Road East Gravesend Kent DA12 1NR
Independent auditors	Hedley Dunk Limited Chartered Accountants and Statutory Auditors Trinity House 3 Bullace Lane Dartford Kent DA1 1BB

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2021

The Trustees present their annual report together with the audited financial statements of the School for the 1st September 2020 to 31st August 2021. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the School qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

On the 8th March 2021, the Chair of Governors of the school announced a proposal to close at the end of the Summer Term 2021, if additional funding for investment could not be found. On the 26th May 2021, the school's closure at the end of the Summer Term was confirmed to the public and the school formally closed on 31st August 2021. The Charity is now in run off as it seeks to collect outstanding debts.

Policies and objectives

Prior to the closure of the school on 31st August 2021, the principal objects of the Charity were to advance the Roman Catholic religion by the conduct of a Roman Catholic school and by the ancillary religious and educational activities for the benefit of the local community.

In prior years, when setting objectives and planning for activities, the Trustees gave due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

Activities undertaken to achieve objectives

The Charity's objectives were achieved primarily through the operation of the St Joseph's Convent Preparatory School.

Grant-making policies

In prior years the Trustees advanced Grants and Bursaries on an ad hoc basis where it was believed benefit could be derived from the application of such relief and where the provision of such amounts could assist in the furtherance of the Charity's objectives.

Achievements and performance

Review of activities

On the 8th March 2021, the school announced that it was proposing to close at the end of the academic year, subject to staff consultation. Sadly, the school closed its doors for the final time on the 31st August 2021. The staff worked hard in its final year to ensure that its high standards and educational values were maintained.

Its curriculum continued during the ongoing Covid pandemic with the school continuing with its online learning platform, to provide a high level of education for its pupils during the ongoing lockdown. All pupils received an online timetable and its core education was provided, by the teachers to all pupils.

The Charity is satisfied with the financial reports generated in the current year.

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31ST AUGUST 2021

Achievements and performance (continued)

Financial review

Going concern

As noted earlier in the Trustees Report, the Governors of the school announced the official closure of the school on 31st August 2021. However, the company will continue with run off activities for a minimum of 12 months following the closure. Therefore these financial statements are presented on a basis other than that of the going concern.

Reserves policy

The School seeks to maintain sufficient reserves to meet liabilities as they fall due during the run off of the Company.

Structure, governance and management

Constitution

St Joseph's Convent Preparatory School Gravesend is registered as a charitable company limited by guarantee and was set up a Memorandum of Association on 10/08/2006. Charity Number 1119139.

Methods of appointment or election of Trustees

In the year under review, the management of the school was the responsibility of the Trustees, who are elected and co-opted under the terms of the Memorandum of Association.

Organisational structure and decision-making policies

The day-to-day running of the school was managed by the Head Teacher and the Senior Leadership team. Governance of the school was the responsibility of the Governing body, which operates through a network of sub committees in the areas of Finance and Marketing, Curriculum and Catholicity, Health and Safety and Safeguarding. Each Sub Committee met from the 1 September at least once a term and reported to the full governing body, which also met once a term while the School was operational and continues to meet regularly as the School runs off its remaining assets and liabilities. Meetings were held virtually during the Covid-19 lockdowns.

Financial risk management

The Trustees have assessed the major risks to which the Company is exposed, in particular those related to the operations and finances of the Company, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

Plans for future periods

On the 31st August 2021, the School officially closed and the property and remaining assets were returned to the owners, The Sisters of Mercy, Hillside Drive.

The Company will continue with run off activities for a minimum of twelve months to ensure that all Company and financial responsibilities are met.

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31ST AUGUST 2021

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the School for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the School and of its incoming resources and application of resources, including its income and expenditure, 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 of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the School will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the School's transactions and disclose with reasonable accuracy at any time the financial position of the School and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the School and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

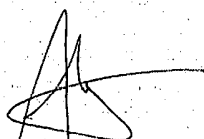
Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditors

The auditors, Hedley Dunk Limited, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Approved by order of the members of the board of Trustees and signed on their behalf by:



Mrs A Knight
Chair of Finance
Date: 30 August 2022

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND

Opinion

We have audited the financial statements of St Joseph's Convent Preparatory School Gravesend (the 'charitable company') for the year ended 31 August 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2021 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

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

Emphasis of matter

We draw attention to Note 2.2 to the financial statements which explains that the trustees intend to wind up the company and therefore do not consider it to be appropriate to adopt the going concern basis of accounting in preparing the financial statements. Accordingly the financial statements have been prepared on a basis other than going concern as described in Note 2.2. Our opinion is not modified in respect of this matter.

Other information

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST JOSEPH'S CONVENT PREPARATORY
SCHOOL GRAVESEND (CONTINUED)**

Matters on which we are required to report by exception

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

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

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditors' responsibilities for the audit of the financial statements

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

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial and sector experience and through discussion with the trustees and other management (as required by auditing standards), and discussed with the trustees and other management the policies and procedures regarding compliance with laws and regulations. We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. The potential effect of these laws and regulations on the financial statements varies considerably.

Firstly, the charity is subject to laws and regulations that directly affect the financial statements including financial reporting legislation (including related charities legislation) and taxation legislation and we assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items.

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST JOSEPH'S CONVENT PREPARATORY
SCHOOL GRAVESEND (CONTINUED)**

Secondly, the charity is subject to many other laws and regulations where the consequences of non-compliance could have a material effect on amounts or disclosures in the financial statements, for instance through the imposition of fines or litigation. We identified the following areas as those most likely to have such an effect: health and safety, anti-bribery and employment law. Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the directors and other management and inspection of regulatory and legal correspondence, if any.

Through these procedures, we became aware of no actual or suspected non-compliance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing noncompliance and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.



Hedley Dunk Limited

Chartered Accountants and Statutory Auditors
Trinity House
3 Bullace Lane
Dartford
Kent
DA1 1BB

30 August 2022

Hedley Dunk Limited are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST AUGUST 2021**

	Note	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:				
Charitable activities	3	653,692	653,692	755,502
Other trading activities	4	8,214	8,214	12,419
Investments	5	83	83	953
Other income	6	468,600	468,600	65,041
Total income		<u>1,130,589</u>	<u>1,130,589</u>	<u>833,915</u>
Expenditure on:				
Raising funds		5,644	5,644	4,533
Charitable activities	7	1,089,830	1,089,830	1,016,329
Total expenditure		<u>1,095,474</u>	<u>1,095,474</u>	<u>1,020,862</u>
Net movement in funds		<u>35,115</u>	<u>35,115</u>	<u>(186,947)</u>
Reconciliation of funds:				
Total funds brought forward		(35,115)	(35,115)	151,832
Net movement in funds		35,115	35,115	(186,947)
Total funds carried forward		<u>-</u>	<u>-</u>	<u>(35,115)</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 11 to 23 form part of these financial statements.

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)
REGISTERED NUMBER: 05902325

BALANCE SHEET
AS AT 31ST AUGUST 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	15	-	65,703
		<hr/>	<hr/>
		-	65,703
Current assets			
Debtors	12	77,692	97,390
Cash at bank and in hand		174,546	403,841
		<hr/>	<hr/>
		252,238	501,231
Creditors: amounts falling due within one year	13	(252,238)	(152,049)
		<hr/>	<hr/>
Net current assets		-	349,182
		<hr/>	<hr/>
Total assets less current liabilities		-	414,885
Creditors: amounts falling due after more than one year	14	-	(450,000)
		<hr/>	<hr/>
Net assets / liabilities excluding pension asset		-	(35,115)
		<hr/>	<hr/>
Total net assets		-	(35,115)
		<hr/>	<hr/>
Charity funds			
Restricted funds	18	-	-
Unrestricted funds	18	-	(35,115)
		<hr/>	<hr/>
Total funds		-	(35,115)
		<hr/>	<hr/>

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006. The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006. However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:


Mrs A Knight
Chair of Finance

Date: 30 August 2022

The notes on pages 11 to 23 form part of these financial statements.

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST AUGUST 2021

	2021 £	2020 £
Cash flows from operating activities		
Net cash used in operating activities	(234,604)	(171,838)
Cash flows from investing activities		
Dividends, interests and rents from investments	83	-
Proceeds from the sale of tangible fixed assets	7,350	-
Purchase of tangible fixed assets	(457)	(3,580)
Net cash provided by/(used in) investing activities	6,976	(3,580)
Cash flows from financing activities		
Cash inflows from new borrowing	-	150,000
Repayments of borrowing	(1,667)	-
Net cash (used in)/provided by financing activities	(1,667)	150,000
Change in cash and cash equivalents in the year	(229,295)	(25,418)
Cash and cash equivalents at the beginning of the year	403,841	429,259
Cash and cash equivalents at the end of the year	174,546	403,841

The notes on pages 11 to 23 form part of these financial statements

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021

1. General information

St Joseph's Convent Preparatory School is a charitable private limited company, limited by guarantee registered and incorporated in the United Kingdom. Its registered office is 46 Old Road East, Gravesend, Kent, DA12 1NR, which is also the principal place of business. The principal activities are set out in the Trustee's report.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

St Joseph's Convent Preparatory School Gravesend meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

On the 8th March 2021, the School announced that it was proposing to close at the end of the academic year, subject to staff consultation, due to a need for long term investment which had not been secured at the date of the announcement. The School and its staff continued to work hard for the pupils providing a full educational programme, but the decision was made to close the School on 31st August 2021. For this reason these financial statements are presented on a basis other than going concern. This basis includes, where applicable, writing the company's assets down to net realisable value. Provisions have also been made in respect of contracts which have become onerous at the reporting date. No provision has been made for the future costs of terminating the business unless such costs were committed at the reporting date.

2.3 Income

All income is recognised once the School has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021

2. Accounting policies (continued)

2.4 Expenditure (continued)

Expenditure on raising funds includes all expenditure incurred by the School to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the School's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the School; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Long-term leasehold property	-	20%
Plant and machinery	-	20%
Motor vehicles	-	20%
Fixtures and fittings	-	20%

2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.9 Cash at bank and in hand

Cash at bank and 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.

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021

2. Accounting policies (continued)

2.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the School anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.11 Financial instruments

The School 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.

2.12 Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

2.13 Pensions

The School operates a defined contribution pension scheme and the pension charge represents the amounts payable by the School to the fund in respect of the year.

The School also operates a Teachers Pension Fund scheme and the teaching pension charge represents the amounts payable by the School to the fund in respect of the year.

2.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the School and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

3. Income from charitable activities

	Endowment funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Educational Activities	-	653,692	653,692	755,502
Total 2021	(1)	653,693	653,692	755,502

4. Income from other trading activities

Income from fundraising events

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Fundraising events	8,214	8,214	12,419

5. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Bank Interest	83	83	953

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

6. Other incoming resources

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Hire of swimming pool and hall	1,747	1,747	3,280
Job Retention Scheme Grant	26,408	26,408	61,761
Loans forgiven	435,601	435,601	-
KCC Covid Grant	4,844	4,844	-
Total 2021	468,600	468,600	65,041

7. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Educational Activities	1,089,830	1,089,830	1,016,329

8. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £	Total funds 2020 £
Educational Activities	933,799	156,031	1,089,830	1,016,329

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

8. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Educational Activities 2021 £	Total funds 2021 £	Total funds 2020 £
Staff costs	538,527	538,527	558,318
Depreciation	20,640	20,640	26,384
Educational Purchases	32,513	32,513	45,939
Ofsted Inspection Costs	1,416	1,416	4,534
Profit/loss on disposal of assets	38,170	38,170	-
Redundancy Costs	37,934	37,934	-
Operating Lease Costs	58,582	58,582	57,023
Rates	7,463	7,463	8,335
Repairs And Maintenance	40,121	40,121	56,280
Insurance	9,055	9,055	8,945
Light And Heat	9,442	9,442	20,832
Telephone	2,237	2,237	2,272
Printing, Postage And Stationery	10,049	10,049	10,341
Legal And Professional	57,719	57,719	12,311
Subscriptions	8,720	8,720	11,317
Other Office Expenses	21,412	21,412	3,290
ICT Expenditure	5,941	5,941	6,333
Bad Debts	29,387	29,387	23,141
Advertising	3,375	3,375	16,558
Training	808	808	1,599
Governance costs	288	288	41
Total 2021	933,799	933,799	873,793

Analysis of support costs

	Educational Activities 2021 £	Total funds 2021 £	Total funds 2020 £
Staff costs	148,579	148,579	138,096
Governance costs	7,452	7,452	4,440
Total 2021	156,031	156,031	142,536

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

9. Auditors' remuneration

	2021 £	2020 £
Fees payable to the School's auditor for the audit of the School's annual accounts	3,900	3,000
Fees payable to the School's auditor in respect of: All non-audit services not included above	<u>3,720</u>	<u>1,440</u>

10. Staff costs

	2021 £	2020 £
Wages and salaries	555,557	564,823
Social security costs	44,277	44,937
Contribution to defined contribution pension schemes	87,273	86,653
	<u>687,107</u>	<u>696,413</u>

The average number of persons employed by the School during the year was as follows:

	2021 No.	2020 No.
Teaching Staff	12	13
Teaching support staff	8	9
Support staff	10	12
Administration staff	4	4
	<u>34</u>	<u>38</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2021 No.	2020 No.
In the band £60,001 - £70,000	1	1

11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31st August 2021, no Trustee expenses have been incurred (2020 - £NIL).

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

12. Debtors

	2021 £	2020 £
Due within one year		
Trade debtors	68,388	63,610
Other debtors	195	-
Prepayments and accrued income	9,109	33,780
	<u>77,692</u>	<u>97,390</u>

13. Creditors: Amounts falling due within one year

	2021 £	2020 £
Bank loans	48,333	-
Trade creditors	32,224	13,617
Other taxation and social security	24,721	15,830
Pension fund loan payable	12,605	8,553
Other creditors	114,399	53,800
Accruals and deferred income	19,956	60,249
	<u>252,238</u>	<u>152,049</u>

14. Creditors: Amounts falling due after more than one year

	2021 £	2020 £
Other loans	-	50,000
Other creditors	-	400,000
	<u>-</u>	<u>450,000</u>

During the period, loans were forgiven. As a result other income has been recognised.

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

15. Tangible fixed assets

	Long-term leasehold property £	Plant and machinery £	Motor vehicles £	Fixtures and fittings £	Total £
At 1 September 2020	238,079	41,712	15,045	137,950	432,786
Additions	457	-	-	-	457
Disposals	(238,536)	(41,712)	(15,045)	(137,950)	(433,243)
At 31st August 2021	-	-	-	-	-
At 1 September 2020	183,778	38,007	15,045	130,254	367,084
Charge for the year	15,517	2,710	-	2,412	20,639
On disposals	(199,295)	(40,717)	(15,045)	(132,666)	(387,723)
At 31st August 2021	-	-	-	-	-
Net book value					
At 31st August 2021	-	-	-	-	-
At 31st August 2020	54,302	3,705	-	7,696	65,703

16. Pension commitments

The School operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the School in an independently administered fund. The pension cost charge represents contributions payable to the fund and amounted to £5,856 (2020: £6,443). Contributions of £742 (2020: £Nil) were payable to the fund at the balance sheet date and are included in creditors.

The School operates a Teachers Pension Fund which is underwritten by the Government. Contributions of £81,417 (2020: £80,210) were paid in to the Teachers Pension Fund. Contributions of £11,863 (2020: £8,684) were payable to the fund at the balance sheet date and are included in creditors.

17. Operating lease commitments

At 31st August 2021 the School had no future minimum operating lease payments as follows:

	2021 £	2020 £
Not later than 1 year	-	55,576
Later than 1 year and not later than 5 years	-	2,072
	-	57,648

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

18. Statement of funds

Statement of funds - current year

	Balance at 1st September 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31st August 2021 £
Unrestricted funds					
Designated funds					
PTA funds (Minibus)	6,849	-	-	(6,849)	-
PTA Funds	13,674	697	(3,694)	(3,714)	6,963
Childrens collections	3,693	95	(1,950)	-	1,838
	<u>24,216</u>	<u>792</u>	<u>(5,644)</u>	<u>(10,563)</u>	<u>8,801</u>
General funds					
General Funds - all funds	(59,331)	1,129,797	(1,089,830)	10,563	(8,801)
Total Unrestricted funds	<u>(35,115)</u>	<u>1,130,589</u>	<u>(1,095,474)</u>	<u>-</u>	<u>-</u>

Statement of funds - prior year

	Balance at 1st September 2019 £	Income £	Expenditure £	Balance at 31st August 2020 £
Unrestricted funds				
Designated funds				
PTA funds (Minibus)	6,849	-	-	6,849
PTA Funds	12,827	3,373	(2,526)	13,674
Childrens collections	4,261	1,439	(2,007)	3,693
	<u>23,937</u>	<u>4,812</u>	<u>(4,533)</u>	<u>24,216</u>
General funds				
General Funds - all funds	127,895	829,103	(1,016,329)	(59,331)
Total Unrestricted funds	<u>151,832</u>	<u>833,915</u>	<u>(1,020,862)</u>	<u>(35,115)</u>

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

19. Summary of funds

Summary of funds - current year

	Balance at 1st September 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31st August 2021 £
Designated funds	24,216	792	(5,644)	(10,563)	8,801
General funds	(59,331)	1,129,797	(1,089,830)	10,563	(8,801)
	<u>(35,115)</u>	<u>1,130,589</u>	<u>(1,095,474)</u>	<u>-</u>	<u>-</u>

Summary of funds - prior year

	Balance at 1st September 2019 £	Income £	Expenditure £	Balance at 31st August 2020 £
Designated funds	23,937	4,812	(4,533)	24,216
General funds	127,895	829,103	(1,016,329)	(59,331)
	<u>151,832</u>	<u>833,915</u>	<u>(1,020,862)</u>	<u>(35,115)</u>

20. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Total funds 2021 £
Current assets	252,238	252,238
Creditors due within one year	(137,839)	(137,839)
Difference	(114,399)	114,399
Total	<u>-</u>	<u>-</u>

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

20. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	65,703	65,703
Current assets	501,231	501,231
Creditors due within one year	(152,049)	(152,049)
Creditors due in more than one year	(450,000)	(450,000)
Total	<u>(35,115)</u>	<u>(35,115)</u>

21. Reconciliation of net movement in funds to net cash flow from operating activities

	2021 £	2020 £
Net income/expenditure for the year (as per Statement of Financial Activities)	35,115	(186,947)
Adjustments for:		
Depreciation charges	20,640	26,384
Dividends, interests and rents from investments	(83)	-
Loss on the sale of fixed assets	38,170	-
Decrease/(increase) in debtors	19,698	(22,330)
Increase/(decrease) in creditors	(348,144)	11,055
Net cash used in operating activities	<u>(234,604)</u>	<u>(171,838)</u>

22. Analysis of cash and cash equivalents

	2021 £	2020 £
Cash in hand	174,546	269,836
Notice deposits (less than 3 months)	-	134,005
Total cash and cash equivalents	<u>174,546</u>	<u>403,841</u>

ST JOSEPH'S CONVENT PREPARATORY SCHOOL GRAVESEND
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

23. Analysis of changes in net debt

	At 1st September 2020 £	Cash flows £	At 31st August 2021 £
Cash at bank and in hand	403,841	(229,295)	174,546
Debt due within 1 year	(8,553)	(52,386)	(60,939)
Debt due after 1 year	(50,000)	50,000	-
	<u>345,288</u>	<u>(231,681)</u>	<u>113,607</u>

24. Related party transactions

There were no related party transactions during the year.