

Charity Registered Number 1127285

**HINCHLEY WOOD SCHOOL DEVELOPMENT FUND**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31st MARCH 2021**

## **HINCHLEY WOOD SCHOOL DEVELOPMENT FUND**

### **Report of Trustees for the year ended 31st March 2021**

The Trustees submit their annual report on the affairs of the Fund, together with the accounts for the year ended 31st March 2021.

#### **Status of Trust**

Hinchley Wood School Development Fund ("The Trust") is a charity (Reg No 1127285).

#### **Trustees**

The Trustees who have held office during the year were as follows:

Mr Aidan Fudge (re-appointed 17<sup>th</sup> July 2019)  
Mr Peter Drysdale (re-appointed 5<sup>th</sup> July 2017)  
Mr Nigel Tarrant (re-appointed 6<sup>th</sup> June 2018)  
Mr Martin Phelps (re-appointed 17<sup>th</sup> July 2019)  
Mr Robert Mutchell (Chair of Finance & Resources Committee-appointed 5<sup>th</sup> July 2017)

#### **Principal Place of Business**

Hinchley Wood School ("The School"), Claygate Lane, Hinchley Wood, Surrey, KT10 0AQ

#### **Bankers**

Nat West Bank, Surbiton Branch, 10 Victoria Street, Surbiton, KT6 4JY

#### **Organisation of Trust**

The Trustees determine the general policy of the Trust. The day-to-day management is delegated to the Headteacher, Ben Bartlett and the Director of Finance & Resources of the School, Mike Robeson.

#### **Operational Policy**

The policy continues to be to raise funds, which will be applied for the benefit of the School and its students. This is achieved largely via parental donations or by fundraising events.

#### **Review of Activities**

The main focus of the Trust during the year has been to support the School in providing new and improved facilities for students.

#### **Financial Results and Reserves Policy**

The Trust made an in year surplus of £51,602 (2019/20 surplus of £16,922). Taking into account the surplus brought forward of £156,281, this resulted in a net surplus carried forward of £207,883. The Trust policy for reserves is that all its assets are available for donation to the School, the distribution of which is defined by project activities as specified by the School.

#### **Risk Management**

With the Trust restricting its donations exclusively to the School and having no running costs, the Trustees' view is that the Trust is not subject to any significant risks other than the security of any funds on deposit. These are held as a bank deposit or term deposits with Nat West Bank and the Trustees feel that they are as safe as reasonably possible.

**Constitutional Change**

The Trustees agreed a special resolution to amend the declaration of trust made on 3<sup>rd</sup> December 2008 that as at July 2018 an ex-officio post will be included on the board.

Signed ..... P. Drysdale .....

Trustee ..... PETER DRYSDALE .....

## **HINCHLEY WOOD SCHOOL DEVELOPMENT FUND**

### **Statement of Trustees' Responsibilities for the year ended 31st March 2021**

The Trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the fund as at the end of the financial year and of the income and expenditure of the fund for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the fund will continue to operate.

The Trustees are responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Fund and enable them to ensure that the financial statements comply with Accounting Standards. It is also their responsibility to safeguard the assets of the Fund and hence to take reasonable steps to prevent and detect fraud and other irregularities.

The Trustees are required to ensure that the funding is used only in accordance with the conditions attached to that funding.

## HINCHLEY WOOD SCHOOL DEVELOPMENT FUND

### Independent Examiner's report to the Trustees of Hinchley Wood Development Fund

I report to the trustees on my examination of the accounts of the above charity for the year to 31st March 2021, which are set out in pages 5 to 7 attached.

#### Responsibilities and basis of report

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

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

#### Independent Examiner's statement

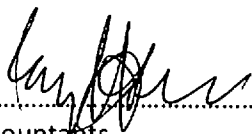
I have completed my examination.

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

- a) the accounting records were not kept in accordance with section 130 of the Charities Act or
- b) the accounts did not comply with the accounting records or
- c) the accounts did not comply with the applicable requirements concerning the form and content of the 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 the 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

Barry Hitchens  
Australian Society of Accountants  
24 Effingham Road  
Long Ditton  
Surrey  
KT6 5JY



Date: 3-11-21

**HINCHLEY WOOD SCHOOL DEVELOPMENT FUND  
BALANCE SHEET - 31st MARCH 2021**

|                            | 2021                   | 2020                   |
|----------------------------|------------------------|------------------------|
|                            | £                      | £                      |
| <b>CURRENT ASSETS</b>      |                        |                        |
| Petty Cash                 | 200                    | 200                    |
| Cash at Bank and in Hand   | 207,883                | 156,281                |
| <b>CURRENT LIABILITIES</b> |                        |                        |
| Owed to HWS                | <u>(200)</u>           | <u>(200)</u>           |
| <b>NET CURRENT ASSETS</b>  | <u>207,883</u>         | <u>156,281</u>         |
| <b>TOTAL ASSETS</b>        | <u><b>£207,883</b></u> | <u><b>£156,281</b></u> |

**CAPITAL AND RESERVES**

(Note 2)

|                     |                        |                        |
|---------------------|------------------------|------------------------|
| Accumulated Surplus | <u><b>£207,883</b></u> | <u><b>£156,281</b></u> |
|---------------------|------------------------|------------------------|

Trustee P.D. Mule

Trustee M.H. Phelps

Date 12/11/21

Date 14-11-21

The notes on page 7 form part of this balance sheet

**HINCHLEY WOOD SCHOOL DEVELOPMENT FUND  
INCOME STATEMENT FOR YEAR ENDED 31st MARCH 2021**

|                                               | <b>2021</b> |                 | <b>2020</b> |                 |
|-----------------------------------------------|-------------|-----------------|-------------|-----------------|
|                                               | £           | £               | £           | £               |
| <b>INCOME</b>                                 |             |                 |             |                 |
| General Donations (inc. gift aid/alumni tree) | 106,198     |                 | 112,131     |                 |
| School supported events                       | 2,107       |                 | 11,901      |                 |
| <b>Total income</b>                           |             | <u>108,305</u>  |             | <u>124,032</u>  |
| <b>EXPENDITURE</b>                            |             |                 |             |                 |
| Fundraising Consultancy Costs                 | 0           |                 | 0           |                 |
| Donations to HWS (Note 3)                     | 56,690      |                 | 106,061     |                 |
| Bank Charges                                  | 14          |                 | 77          |                 |
| School supported events                       | 0           |                 | 979         |                 |
| <b>Total Expenditure</b>                      |             | <u>56,704</u>   |             | <u>107,117</u>  |
| <b>Interest received</b>                      |             | <u>1</u>        |             | <u>7</u>        |
| <b>(DEFICIT) / SURPLUS FOR YEAR</b>           |             | 51,602          |             | 16,922          |
| <b>SURPLUS BROUGHT FORWARD</b>                |             | 156,281         |             | 139,359         |
| <b>SURPLUS CARRIED FORWARD</b>                |             | <u>£207,883</u> |             | <u>£156,281</u> |

The notes on page 7 form part of this balance sheet

**HINCHLEY WOOD SCHOOL DEVELOPMENT FUND  
NOTES TO FINANCIAL STATEMENTS - 31st MARCH 2021**

**1. ACCOUNTING POLICIES**

The principal accounting policies, which were adopted consistently in the preparation of the financial statements, are set out below.

**Basis of accounting**

The financial statements have been prepared in accordance with the historical cost convention.

**Donations to HWS committed but not paid**

Once the Trustees have committed to making a donation to HWS from unrestricted funds it is shown as a liability / creditor until paid.

**2. CAPITAL AND RESERVES**

|                    | <b>2021</b>     | <b>2020</b>     |
|--------------------|-----------------|-----------------|
|                    | £               | £               |
| Unrestricted Funds | 207,883         | 156,281         |
|                    | <hr/>           | <hr/>           |
|                    | <u>£207,883</u> | <u>£156,281</u> |

**3. DONATIONS TO HWS**

A donation to the School was discussed at the February 2020 meeting, formally approved and transferred May 2020, for the sum of £56,690 for two new school minibuses. This compares with £106,061 for July 2019.