

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

England & Wales · Charity number 1149466

Details

Other names NRCDES

Status Registered

Legal form Charitable company

Company number [07713392](#)

Registered 2012-10-25

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

Contact

Address Nottingham Roman Catholic
Diocesan Education Service
The Diocesan Centre
Morningson Crescent
Derby
DE22 4BD

Phone 01332293833

Email Julie.sweeney@nottingham-des.org.uk

Website www.dioceseofnottingham.uk/education

Activities

Objects: For the public benefit, the promotion of the Catholic religion and the advancement of education in accordance with the teaching, rites and practices of the Catholic Church and (so for purposes incidental and ancillary to those objects) no other purpose.

Activities: The Charity supports the development of Catholic Education in schools and academies in the Diocese of Nottingham working in partnership with our Catholic Multi-Academy Trusts in the Diocese offering challenge and support for school improvement whilst at the same time seeking to strengthen the Catholic ethos and identity of the schools and academies in its care.

Classification

- **How:** Provides Human Resources, Provides Services, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Religious Activities
- **Who:** Children/young People

Geography

- Throughout England

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£720,149	£711,659	£608,945	6
2023-08-31	£653,507	£668,683	£600,455	6
2022-08-31	£620,153	£615,137	£615,631	7
2021-08-31	£595,533	£514,321	£610,615	7
2020-08-31	£590,587	£538,892	£529,403	8

Trustees

Name	Role	Appointed
Jayne Elizabeth McQuillan		2023-10-01
Maria Laura Celia O'Brien Laura		2012-06-01
Rev Simon Gillespie		2019-08-20
Rt Rev Patrick Joseph McKinney		2015-07-03
Susan Mary Robson		2025-09-01

Accounts

Nottingham Roman Catholic Diocesan Education Service

Reference and Administrative Details

Trustees

Miss K Cohoon
Mr D Foskett
Mrs A Gillespie (to 17th October 2024)
Reverend S Gillespie
Mr P McCole (to 17th October 2024)
Right Reverend P J McKinney
Mrs J McQuillan
Mrs L O'Brien

Secretary

Mrs J Sweeney (to 30th September 2024)
Mrs S Buller (from 1st October 2024)

Charity Registration Number

1149466

Company Registration Number

07713392

The Charity is incorporated in England & Wales.

Registered Office

The Diocesan Centre
Mornington Crescent
Mackworth
Derby
Derbyshire
DE22 4BD

Independent Examiner

Forrester Boyd
Independent Examiners
Waynflete House
139 Eastgate
Louth
Lincolnshire
LN11 9QQ

Nottingham Roman Catholic Diocesan Education Service

Trustees' Report

The Trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 August 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

Objectives and activities

Objects and aims

The Charity is committed to challenging and supporting all of its schools to become good and outstanding providers of Catholic education in collaboration with the Catholic Multi-Academy Trusts established in September 2018.

To this end, the Charity is active in providing practical support and advice, as well as monitoring and inspection (canon 806 §1, Code of Canon Law), as to the Catholic Life, Collective Worship and teaching of Religious Education in the Catholic schools within the Diocese of Nottingham. This support and monitoring is provided to ensure that Christ is at the centre of every Catholic school in the Diocese, and that each member of the school communities, whether pupils, students, staff, governors or parents, has the frequent opportunity to encounter the person of the Risen Christ.

Further, 'those who are in charge of Catholic schools are to ensure under the watchfulness of the local Ordinary that the instruction which is given in them is, in its academic standards, at least as outstanding as that in other schools in the area' (canon 806 §2, Code of Canon Law). To this end, the Charity keeps an overview as to each element of the academic achievement of the pupils and students in the Catholic schools of the Diocese.

The Charity is particularly determined to play a pivotal role in supporting its schools serving the most disadvantaged communities of the Diocese in order to improve the life chances of pupils and students, and to raise the aspirations of their families, so that young people have the opportunities they need to enable them to achieve their God-given potential and to live life to the full.

Nottingham Roman Catholic Diocesan Education Service

Trustees' Report

Strategies for achieving objectives

The Charity will contribute to the following key success factors in securing school improvement and raising standards:

- By continuing to promote our distinctive Catholic virtues and ethos in our home, school and parish communities, placing Christ at the centre of all we do
- By helping to articulate a clear educational vision that champions the ability of all children to achieve their potential and has buy-in at all levels in school and which is clearly underpinned by our Catholic faith
- By supporting the recruitment, retention and development of highly successful school leaders with a commitment to nurturing their own personal faith and professional development as leaders of Catholic communities
- By developing and supporting effective and robust governance arrangements at all levels
- By monitoring clearly defined aspirational and challenging targets and ensuring improvement in performance of all schools in collaboration with the Catholic Multi-Academy Trusts
- By establishing effective partnerships with key stakeholders

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake.

Objectives, strategies and activities

Significant activities

The principal objects of the Charity are specifically restricted to such charitable purposes as the trustees in their absolute discretion, and under the direction of the Bishop of Nottingham (cf canon 806, Code of Canon Law) think fit including, but not limited to, the advancement of the mission of the Catholic Church through education and faith formation in the United Kingdom.

Public benefit

The Trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Social investment policies

The Charity aims to manage its cash balances to provide for the day to day working capital requirements of its operations, whilst protecting the real long-term value of any surplus cash balances against inflation.

The Charity aims to spend the monies with which it is entrusted for the direct benefit of its service users as soon as is prudent.

The Charity does not consider the investment of surplus funds as a primary activity, although ethical investments of surplus funds has been made during 2023-24.

Nottingham Roman Catholic Diocesan Education Service

Trustees' Report

Strategic Report for the Year Ended 31 August 2024

The Trustees, who are directors for the purposes of company law, present their strategic report for the year ended 31 August 2024, in compliance with s414C of the Companies Act 2006.

Achievements and performance

Catholic School Inspection (CSI)

The Director of Education has responsibility, delegated from the Bishop of Nottingham (canon 806 §1, Code of Canon Law) for undertaking Catholic School Inspections. The inspection framework covers Catholic Life and mission of the school, the teaching of Religious Education and Collective Worship.

Religious Education Directory and Prayer and Liturgy Directory

The Charity has been working in partnership with schools on the successful implementation of both of these new documents.

Director/Governor Support

The Charity continues to support CMAT boards and local governing bodies on a range of matters by providing guidance and support where required. The Charity supports with recruitment of senior staff and to reserved posts, the appointment of foundation directors, governors, and advice on policies, admissions and appeals and staffing matters, among other things.

R.E. Adviser

Primary subject leaders for Religious Education attend termly meetings and training sessions. The RE Adviser also meets with secondary RE coordinators in each CMAT on a regular basis. The Charity continues to provide extensive training on the primary Religious Education curriculum, *Come and See*, and other training and formation for teachers in Catholic schools; this includes provision for RSE (relationships and sex education).

Headteachers' Conference, Headteachers' Retreat and Bishop's Day Conference

These three popular annual events (one each term) are always well received and allow the Charity to support headteachers and senior staff as well as other school leaders in reflecting on their mission as leaders of Catholic schools.

Lay Chaplaincy

In close collaboration with the Nottingham Roman Catholic Diocesan Youth Service and the Director of Chaplaincy from the Our Lady of Lourdes Catholic Multi-Academy Trust, the Charity provides practical support and resources for the growing network of Lay Chaplains within the diocesan schools. Underpinning this are regular meetings for the CMAT Lead Lay Chaplains, hosted by the Charity, a number of annual inset days, and an annual retreat.

Chapel of Blessed Carlo Acutis

The Resources Centre and Bookshop has now been converted to a Chapel. The Chapel of Blessed Carlo Acutis was solemnly blessed by Bishop Patrick McKinney on 12 October 2023. This beautiful space now provides our staff and visitors with an opportunity for prayer and reflection.

Other Meetings

The Director of Education or other designated NRCDES officers, attend a range of meetings with a number of organisations including the DfE, the CES and other dioceses.

School Standards

This continues to be an important area of the Charity's work but is now undertaken in collaboration with the Catholic Multi-Academy Trusts.

Nottingham Roman Catholic Diocesan Education Service

Trustees' Report

Strategic Report for the Year Ended 31 August 2024

Policy on reserves

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to six-months' expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Investment policy and objectives

The Charity has now invested £300,000 of its funds into the CCLA Catholic Investment Portfolio. The Charity manages its cash by reviewing the short and medium-term requirements for funds, whilst allowing surplus reserve funds to not only provide additional income through sound investment, but that such investment is in line with the Church's teachings and reflects ethical stands offinancial management. This investment is undertaken in such a way as to ensure no damage is done to the day-to-day financial management of the Charity.

The strategic report was approved by the Trustees of the Charity on 13/03/2025 and signed on its behalf by:



Right Reverend P J McKinney
Trustee

Nottingham Roman Catholic Diocesan Education Service

Trustees' Report

Going concern

The trustees consider the Charity to be sufficiently financially stable to meet its obligations and continue its business for the foreseeable future. This view is based on the budget forecasts for 2023 to 2025 and longer-term projections for following years. The Charity has appropriate levels of cash resources and considers that income streams are sufficiently secure to suggest that no uncertainty exists in this respect.

For this reason, the trustees continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Structure, governance and management

Nature of governing document

Governing document

The Charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Miss K M Cohoon
Mr D Foskett
Mrs A Gillespie - resigned 17th October 2024
Reverend S Gillespie
Mr P G McCole - resigned 17th October 2024
Right Reverend P J McKinney
Mrs J McQuillan
Mrs L M O'Brien

Recruitment and appointment of Trustees

The management of the Charity is the responsibility of the trustees who are elected or co-opted under the terms of the Articles of Association.

All new trustees are invited to meet with the Director of Education to be briefed on the work of the Charity and the role of the Board and its committees. They are provided with details of Board and Committee meetings including terms of reference and other documents, and the NRCDES Code of Conduct for Directors. Trustees are provided with details of training sessions on governance and the role of trustees delivered either directly by the Charity or by partner organisations and are encouraged to attend.

All trustees are required to declare their business interests annually.

All trustees undertake to hold a DBS enhanced check in line with diocesan policy.

Arrangements for setting key management personnel remuneration

The trustees set the pay level for the Director of Education by reference to the salaries paid for similar jobs in other Catholic Dioceses. Levels of pay for other senior members of staff are determined by ensuring a differential that recognises the differing levels of responsibility and accountability for each role.

Our overall policy is to ensure parity within the pay scales in education, generally using the agreed CMAT pay scales to ensure parity within the Diocese of Nottingham.

Nottingham Roman Catholic Diocesan Education Service

Trustees' Report

Organisational structure

The management of the Charity is the responsibility of the trustees who are appointed under the terms of the Articles of Association. The Articles state:

- The number of Directors (trustees) shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.
- The first Directors (trustees) shall be those persons notified to Companies House as the first Directors (trustees) of the charity.
- Subject to Article 30(1)(c), the Bishop of Nottingham shall be entitled (but not obliged) to appoint up to eight Directors (trustees) of the Charity and at any time to remove his nominated Directors (trustees) from office.
- The Bishop of Nottingham shall be a Director (trustee) appointed in accordance with Article 30(1)(a).
- The Charity may by ordinary resolution appoint a person who is willing to act to be an additional Director (trustee) or fill a vacancy provided he or she is recommended by not less than two thirds of the Directors (trustees); and he or she would not be disqualified from acting under article 37.
- The appointment of a Director (trustee), whether by the Charity in general meeting or by the other Directors (trustees), must not cause the number of Directors (trustees) to exceed any number fixed as the maximum number of Directors (trustees).
- A Director (trustee) shall cease to hold office if he or she resigns his or her office by notice to the Charity (but only if at least two Directors (trustees) will remain in office when the notice of resignation is to take effect). A Director (trustee) shall cease to hold office if he or she is removed by the person or persons who appointed him or her.
- The Directors (trustees) are responsible for the strategic direction of the Charity. They review progress towards objectives and outcomes and approve major expenditure requests, set the budget for the following year, and set the staffing structure.

To support them to carry out these responsibilities the Board have established two committees with the following functions delegated to them by the Directors (trustees):

Finance and Estates Committee

Responsible for proposal of the Company Accounts and approval of the budget, monitoring financial performance, reviewing the financial control Procedures and oversight of the Diocesan Centre.

Human Resources and Staffing Committee

Responsible for the oversight and development of the staffing structure of the Charity, the development of relevant staffing policies; pay awards and increments, and staff welfare.

Day to Day Management

The Director of Education has overall executive responsibility for the day-to-day financial management of the Charity and has responsibility for the general management, leadership and development of the Charity supported by the trustees. The Director of Education meets regularly with the Diocesan Episcopal Vicar for Catholic Education and the staff team to review progress and performance and to develop strategic plans Catholic education and the staff team to review progress and performance and to develop strategic plans to meet the evolving needs of the organisation which are submitted to the Board for their approval.

Nottingham Roman Catholic Diocesan Education Service

Trustees' Report

Relationships with related parties

The Charity will work in partnership with all schools and academies in the Diocese of Nottingham for the benefit of pupils and students in their care, for the benefit of all staff employed in the schools and CMATs and for the advancement of Catholic education and the Catholic faith.

Financial instruments

Objectives and policies

The Charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the Charity's policies approved by the board of Trustees, which provide written principles on the use of financial derivatives to manage these risks. The Charity does not use derivative financial instruments for speculative purposes.

Cash flow risk

The Charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The Charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures. Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

Credit risk

The Charity's principal financial assets are bank balances and cash, trade and other receivables, and investments. The Charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows. The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies. The Charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the Charity uses a mixture of long-term and short-term debt finance. Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

Funds held as custodian trustee on behalf of others

Up until 31st March 2023, the Charity acted as intermediary agent on behalf of Catholic Diocesan schools and academies in respect of capital projects, therefore holding funds as a custodian. This arrangement ceased as from 1st April 2023, at which point the funds were devolved to the individual CMATs, under an agreed formula. A small retention is still being held, and is separately identifiable from those funds to which the Charity is entitled.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Nottingham Roman Catholic Diocesan Education Service

Trustees' Report

Statement of Trustees' responsibilities

The Trustees (who are also the directors of Nottingham Roman Catholic Diocesan Education Service 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), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

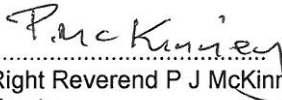
Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The annual report was approved by the Trustees of the Charity on 13/03/2025 and signed on its behalf by:


.....
Right Reverend P J McKinney
Trustee

Accounts



Nottingham Roman Catholic
Diocesan Education Service
(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2023



Prepared By

Forrester Boyd
Statutory Auditor
Waynfilet House
139 Eastgate
Louth
Lincolnshire
LN11 9QQ



CONTENTS

01	Reference and Administrative Details
02 - 10	Trustees' Report
04	Strategic Report
11	Independent Examiner's Report
12	Statement of Financial Activities
13	Balance sheet
14	Statement of Cash Flows
15	Notes to the Financial Statements



REFERENCE AND ADMINISTRATIVE DETAILS

Trustees



Miss K M Cohoon



Mr D Foscett
(appointed 1 March 2023)



Ms A Gillespie



Reverend S Gillespie



Mr P McCole



Right Reverend P J McKinney



Mrs J E McQuillan
(appointed 1 October 2023)



Mrs L O'Brien



Mrs J Sweeney
(Secretary)

Charity Registration Number

1149466

Company Registration Number

07713392

The charity is incorporated in England and Wales

Registered Office

The Diocesan Centre
Mornington Crescent
Mackworth
Derby
Derbyshire
DE22 4BD

Auditor

Forrester Boyd
Independent Examiners
Waynflete House
139 Eastgate
Louth
Lincolnshire
LN11 9QQ



TRUSTEES' REPORT

The Trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 August 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

Objectives and activities

Objects and aims

The Charity is committed to challenging and supporting all of its schools to become good and outstanding providers of Catholic education in collaboration (where appropriate) with the Catholic Multi-Academy Trusts established in September 2018.

To this end the Charity is active in providing practical support and advice, as well as monitoring and inspection (canon 806 §1, Code of Canon Law), as to the Catholic Life, Collective Worship and teaching of Religious Education in the Catholic schools within the Diocese of Nottingham. This support and monitoring is provided to ensure that Christ is at the centre of every Catholic school in the Diocese, and that each member of the school communities, whether pupils, students, staff, governors or parents, has the frequent opportunity to encounter the person of the Risen Christ.

Further, 'those who are in charge of Catholic schools are to ensure under the watchfulness of the local Ordinary that the instruction which is given in them is, in its academic standards, at least as outstanding as that in other schools in the area' (canon 806 §2, Code of Canon Law). To this end, the Charity keeps an overview as to each element of the academic achievement of the pupils and students in the Catholic schools of the Diocese.

The Charity will seek to broker or provide expertise across a range of skills such as business acumen, legal advice, financial management and administration in order to support this drive for school improvement across the Diocese (cf canon 800 §2, Code of Canon Law).

The Charity is particularly determined to play a pivotal role in supporting its schools serving the most disadvantaged communities of the Diocese in order to improve the life chances of pupils and students, and to raise the aspirations of their families, so that young people have the opportunities they need to enable them to achieve their God-given potential and to live life to the full.



TRUSTEES' REPORT

Strategies for achieving objectives

The Charity will continue to challenge traditional ways of thinking on how schools are run and what they should be like for pupils and students. The Charity will seek to achieve success and will challenge any low aspirations.

The Charity will contribute to the following key success factors in securing school improvement and raising standards:

- By continuing to promote our distinctive Catholic virtues and ethos in our home, school and parish communities, placing Christ at the centre of all we do
- By helping to articulate a clear educational vision that champions the ability of all children to achieve their potential and has buy-in at all levels in school and which is clearly underpinned by our Catholic faith
- By encouraging the recruitment, retention and development of highly successful school leaders with a commitment to nurturing their own personal faith and professional development as leaders of Catholic communities
- By developing and supporting effective and robust governance arrangements at all levels
- By promoting sound financial management skills and rigorously pursuing value for money within an ethical framework
- By monitoring clearly defined aspirational and challenging targets and ensuring improvement in performance of all schools in collaboration with the Catholic Multi-Academy Trusts
- Establishing effective partnerships with key stakeholders, particularly with our outstanding schools

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake

Objectives, strategies and activities

Significant activities

The principal objects of the Charity are specifically restricted to such charitable purposes as the trustees in their absolute discretion, and under the direction of the Bishop of Nottingham (cf canon 806, Code of Canon Law) think fit including, but not limited to, the advancement of the mission of the Catholic Church through education and faith formation in the United Kingdom.

Public benefit

The Trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Social investment policies

The Charity aims to manage its cash balances to provide for the day to day working capital requirements of its operations, whilst protecting the real long-term value of any surplus cash balances against inflation.

The Charity aims to spend the monies with which it is entrusted for the direct benefit of its service users as soon as is prudent.

The Charity does not consider the investment of surplus funds as a primary activity, although ethical investments of surplus funds has been made during 2022-23.



TRUSTEES' REPORT

Strategic Report for the Year Ended 31 August 2023

The trustees, who are directors for the purposes of company law, present their strategic report for the year ended 31 August 2023, in compliance with s414C of the Companies Act 2006.

Achievements and performance

Charitable activities

The Director of Education makes a report on the ongoing work of the Charity at each Board meeting. There are three Catholic Multi-Academy Trusts in the Diocese of Nottingham:

- Our Lady of Lourdes (Nottingham and Nottinghamshire, Lincolnshire, North Lincolnshire and North East Lincolnshire)
- St Ralph Sherwin (Derby, Derbyshire, Stockport and Staffordshire)
- St Thomas Aquinas (Leicester, Leicestershire and Rutland)

All of the maintained schools in the Diocese are now academies; there are also two independent Catholic schools in the Diocese.

The Director of Education continues to respond to requests for advice on academy conversion and development from other dioceses.

Catholic Schools Inspectorate (CSI)

The Director of Education has responsibility, delegated from the Bishop of Nottingham (canon 806 §1, Code of Canon Law) for undertaking Catholic School Inspections. This new, national framework was implemented from September, 2022. The inspection framework covers the Catholic Life and mission of the school, the teaching of Religious Education, and Collective Worship.

Director/Governor Support

The Charity continues to support CMAT boards and local governing bodies on a range of matters by providing guidance and support where required. The Charity supports with recruitment of senior staff and to reserved posts, the appointment of foundation directors, governors, and advice on policies, admissions and appeals and staffing matters, among other things.

Primary R.E. Adviser

Primary Subject leaders and co-ordinators for Religious Education attend termly meetings and training sessions. The Charity continues to provide extensive training on the primary curriculum, Come and See, and other training and formation for teachers in Catholic schools; this includes provision for RSE (relationships and sex education).

Headeachers' Retreat and Bishop's Day Conference

These two popular annual events are always well received and allow the Charity to support headteachers and senior staff as well as other school leaders in reflecting on their mission as leaders of Catholic schools.

Lay Chaplaincy

In close collaboration with the Nottingham Roman Catholic Diocesan Youth Service, the Charity provides practical support and resources for the growing network of Lay Chaplains within the diocesan schools. Underpinning this are regular meetings for the CMAT Lead Lay Chaplains, hosted by the Charity, a number of annual inset days, and an annual retreat.



TRUSTEES' REPORT

Strategic Report for the Year Ended 31 August 2023

Resource Centre and Bookshop

The Resources Centre and Bookshop has now been converted to a Chapel with the renovation being completed in August 2023. The Chapel is dedicated to Blessed Carlo Acutis and was blessed by the Bishop of Nottingham on 12 October 2023.

Other Meetings

The Director of Education or other designated NRCDES officers, attend a range of meetings with a number of organisations including the DfE, the CES and other dioceses.

School Standards

This continues to be an important area of the Charity's work but is now undertaken in collaboration with the Catholic Multi-Academy Trusts.

Financial Review

Incoming resources for the period were £653,507 (2022: £620,153) and resources expended of £668,683 (2022: 615,138). The net deficit for the period is £(15,176) (2022: £5,015).

The balance sheet has a healthy balance of net assets totalling £600,455 (£615,630).

Policy on reserves

It is the policy of the charitable company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to six-months' expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charitable company's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year

Investment policy and objective

The charitable company has now invested £300,000 of its funds into the CCLA Catholic Investment Portfolio. The charitable company manages its cash by reviewing the short and medium-term requirements for funds, whilst allowing surplus reserve funds to not only provide additional income through sound investment, but that such investment is in line with the Church's teachings and reflects ethical stands of financial management. This investment is undertaken in such a way as to ensure no damage is done to the day-to-day financial management of the charitable company.



TRUSTEES' REPORT

Strategic Report for the Year Ended 31 August 2023

Plan for future periods

Aims and key objectives for future periods

The Charity reviews its strategic development on an ongoing basis.

Following the completion of the establishment of the now-three Catholic Multi-Academy Trusts, the Charity now continues to work on the effective oversight of the CMATs on behalf of the diocesan bishop.

Fuller details of the Charity's future plans are contained in the annual strategic plan.

The strategic report was approved by the Trustees of the Charity on 25 January 2024 and signed on its behalf by:

Right Reverend P J McKinney
Trustee



TRUSTEES' REPORT

Going concern

The Board of Directors considers the NRCDES to be sufficiently financially stable to meet its obligations and continue its business for the foreseeable future. This view is based on the budget forecasts for 2023 to 2025 and longer-term projections for following years. The NRCDES has appropriate levels of cash reserves and considers that income streams are sufficiently secure to suggest that no uncertainty exists in this respect.

For this reason, the Board of Directors continues to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Structure, governance and management

Nature of governing document

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Miss K M Cohoon
Mr D Foskett
Mrs A Gillespie
Rev S Gillespie
Mr P G McCole
Mrs J McQuillan
Rt Rev P J McKinney
Mrs L M O'Brien

Recruitment and appointment of trustees

The management of the Charity is the responsibility of the trustees who are elected or co-opted under the terms of the Articles of Association.

All new trustees are invited to meet with the Director of Education to be briefed on the work of the Charity and the role of the Board and its committees. They are provided with details of Board and Committee meetings including terms of reference and other documents, and the NRCDES Code of Conduct for Directors. Trustees are provided with details of training sessions on governance and the role of trustees delivered either directly by the Charity or by partner organisations and are encouraged to attend.

All trustees are required to declare their business interests annually.

All trustees undertake to hold a DBS enhanced check in line with diocesan policy.



TRUSTEES' REPORT

Arrangements for setting key management personnel remuneration

The Board of Directors (Trustees) at present set the pay level for the Director of Education by reference to the salaries paid for similar jobs in other Catholic Dioceses. Levels of pay for other senior members of staff are determined by ensuring a differential that recognises the differing levels of responsibility and accountability for each role.

Our overall policy is to ensure parity within the pay scales in education, generally using the agreed CMAT pay scales to ensure parity within the Diocese of Nottingham.

Organisational structure

The management of the Charity is the responsibility of the trustees who are appointed under the terms of the Articles of Association. The Articles state:

The number of Directors (trustees) shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

- The first Directors (trustees) shall be those persons notified to Companies House as the first Directors (trustees) of the charity.
- Subject to Article 30(1)(c), the Bishop of Nottingham shall be entitled (but not obliged) to appoint up to 8 Directors (trustees) of the Charity and at any time to remove his nominated Directors (trustees) from office.
- The Bishop of Nottingham shall be a Director (trustee) appointed in accordance with Article 30(1)(a).
- The Charity may by ordinary resolution appoint a person who is willing to act to be an additional Director (trustee) or fill a vacancy provided he or she is recommended by not less than two thirds of the Directors (trustees); and he or she would not be disqualified from acting under article 37.
- The appointment of a Director (trustee), whether by the Charity in general meeting or by the other Directors (trustees), must not cause the number of Directors (trustees) to exceed any number fixed as the maximum number of Directors (trustees).
- A Director (trustee) shall cease to hold office if he or she resigns his or her office by notice to the Charity (but only if at least two Directors (trustees) will remain in office when the notice of resignation is to take effect). A Director (trustee) shall cease to hold office if he or she is removed by the person or persons who appointed him or her.
- The Directors (trustees) are responsible for the strategic direction of the Charity. They review progress towards objectives and outcomes and approve major expenditure requests, set the budget for the following year, and set the staffing structure.

To support them to carry out these responsibilities the Board have established two committees with the following functions delegated to them by the Directors (trustees):

Finance and Estates Committee

Responsible for proposal of the Company Accounts and approval of the budget, monitoring financial performance, reviewing the financial control Procedures, reviewing staff salaries. The Committee also oversees the annual allocation of capital funding in relation to school buildings (School Condition Allocation).

Human Resources and Staffing Committee

Responsible for the oversight and development of the staffing structure of the Charity, the development of relevant staffing policies; pay awards and increments, and staff welfare.



TRUSTEES' REPORT

Day to Day Management

The Director of Education has overall executive responsibility for the day-to-day financial management of the Charity and has responsibility for the general management, leadership and development of the Charity supported by the Directors. The Director of Education meets regularly with the Diocesan Episcopal Vicar for Catholic Education and the staff team to review progress and performance and to develop strategic plans. Catholic Education and the staff team to review progress and performance and to develop strategic plans to meet the evolving needs of the organisation which are submitted to the Board for their approval.

Relationships with related parties

The Charity will work in partnership with all schools and academies in the Diocese of Nottingham for the benefit of pupils and students in their care, for the benefit of all staff employed in the schools and CMATs and for the advancement of Catholic education and the Catholic faith.

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Cash flow risk

The Charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the Charity's policies approved by the board of Trustees, which provide written principles on the use of financial derivatives to manage these risks. The Charity does not use derivative financial instruments for speculative purposes.

Credit risk

The Charity's principal financial assets are bank balances and cash, trade and other receivables, and investments. The Charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows. The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies. has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the Charity uses a mixture of long-term and short-term debt finance. Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

Funds held as custodian trustee on behalf of others

Up until 31st March 2023, the Charity acted as intermediary agent on behalf of Catholic Diocesan schools and academies in respect of capital projects, therefore holding funds as a custodian. This arrangement ceased as from 1st April 2023, at which point the funds were devolved to the individual CMATs, under an agreed formula. A small retention is still being held, and is separately identifiable from those funds to which the Charity is entitled.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.



TRUSTEES' REPORT

Statement of trustees' responsibilities

The Trustees (who are also the directors of Nottingham Roman Catholic Diocesan Education Service 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), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the Trustees to prepare financial statements for each financial year. 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 charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The annual report was approved by the Trustees of the Charity on 25 January 2024 and signed on its behalf by:

Right Reverend P J McKinney
Trustee



Independent Examiner's Report to the trustees of Nottingham Roman Catholic Diocesan Education Service ('the Company')

I report to the Charity Trustees on my examination of the accounts of the Company for the year ended 31 August 2023.

Responsibilities and basis of report

As the Charity's Trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your Charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of Nottingham Roman Catholic Diocesan Education Service as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Adam Millson ACA (Chartered Accountant)
Institute of Chartered Accountants in England & Wales

Waynflete House, 139 Eastgate, Louth, Lincolnshire, LN11 9QQ

25 January 2024



Statement of Financial Activities for the Year Ended 31 August 2023
(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2023 £
Income and Endowments from:			
Charitable activities	4	581,438	581,438
Other trading activities	5	55,153	55,153
Investment income	6	16,916	16,916
Total income		<u>653,507</u>	<u>653,507</u>
Expenditure on:			
Raising funds	7	(32,048)	(32,048)
Charitable activities	8	<u>(636,635)</u>	<u>(636,635)</u>
Total expenditure		<u>(668,683)</u>	<u>(668,683)</u>
Net movement in funds		(15,176)	(15,176)
Reconciliation of funds			
Total funds brought forward		<u>615,631</u>	<u>615,631</u>
Total funds carried forward	21	<u>600,455</u>	<u>600,455</u>
	Note	Unrestricted funds £	Total 2022 £
Income and Endowments from:			
Donations and legacies	3	155	155
Charitable activities	4	540,653	540,653
Other trading activities	5	79,289	79,289
Investment income	6	56	56
Total income		<u>620,153</u>	<u>620,153</u>
Expenditure on:			
Raising funds	7	(39,338)	(39,338)
Charitable activities	8	<u>(575,800)</u>	<u>(575,800)</u>
Total expenditure		<u>(615,138)</u>	<u>(615,138)</u>
Net movement in funds		5,015	5,015
Reconciliation of funds			
Total funds brought forward		<u>610,615</u>	<u>610,615</u>
Total funds carried forward	21	<u>615,630</u>	<u>615,630</u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2023 is shown in note 21.

The notes on pages 15 to 26 form an integral part of these financial statements.



(Registration Number: 07713392)

Balance Sheet as at 31 August 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	15	20,448	4,812
Current assets			
Debtors	16	53,737	16,774
Investments	17	314,761	-
Cash at bank and in hand	18	249,364	645,070
		<u>617,862</u>	<u>661,844</u>
Creditors: Amounts falling due within one year	19	<u>(37,855)</u>	<u>(51,025)</u>
Net current assets		<u>580,007</u>	<u>610,819</u>
Net assets		<u>600,455</u>	<u>615,631</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>600,455</u>	<u>615,631</u>
Total Funds	21	<u>600,455</u>	<u>615,631</u>

The financial statements on pages 12 to 26 were approved by the trustees, and authorised for issue on 25 January 2024 and signed on their behalf by:

.....
Right Reverend P J McKinney
Trustee

The notes on pages 15 to 26 form an integral part of these financial statements.



Statement of Cash Flows for the Year Ended 31 August 2023

	Note	2023 £	2022 £
Cash flows from operating activities			
Net cash (expenditure)/income		(15,174)	5,015
Adjustments to cash flows from non-cash items			
Depreciation	7	1,717	2,133
Investment income	6	(16,916)	(56)
		(30,373)	7,092
Working capital adjustments			
Decrease in stocks		-	15,537
(Increase)/decrease in debtors	16	(36,963)	639
(Decrease)/increase in creditors	19	(13,170)	6,338
Net cash flows from operating activities		(80,506)	29,606
Cash flows from investing activities			
Interest receivable and similar income	6	16,916	56
Purchase of tangible fixed assets	15	(17,355)	(2,257)
Balance of investment account		(314,761)	-
Net cash flows from investing activities		(315,200)	(2,201)
Net (decrease)/increase in cash and cash equivalents		(395,706)	27,405
Cash and cash equivalents at 1 September		645,070	617,665
Cash and cash equivalents at 31 August		249,364	645,070

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 15 to 26 form an integral part of these financial statements.



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2023

1 Charity status

The charity is limited by guarantee, incorporated in England & Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

The Diocesan Centre
Mornington Crescent
Mackworth
Derby
Derbyshire
DE22 4BD

These financial statements cover the individual entity, Nottingham Roman Catholic Diocesan Education Service.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Nottingham Roman Catholic Diocesan Education Service 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 notes.

These financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest pound.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2023

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost.



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2023

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Leasehold improvements	10 years straight line
Fixtures and fittings	5 years straight line
Computer equipment	5 years straight line

Current asset investment

Current asset investments are included at the lower of cost and net realisable value / market value.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

3 Income from donations and legacies

	Total 2023 £	Total 2022 £
Donations and legacies;		
Donations from individuals	-	155
	-	155



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2023

4 Income from charitable activities

	Unrestricted funds General £	Total 2023 £	Total 2023 £
Income from appeals	46,685	46,685	29,937
School contributions	428,285	428,285	415,456
Administration and support	5,352	5,352	9,455
Grant - NRCDT	78,328	78,328	78,630
Inspections - section 48 grant	10,562	10,562	7,175
Other income	9,226	9,226	-
	581,438	581,438	540,653

5 Income from other trading activities

	Unrestricted funds General £	Total funds £	Total 2022 £
Trading income;			
Sales of goods and services	306	306	16,945
Events income;			
Events income	51,220	51,220	37,074
Property rental income	1,354	1,354	7,562
Other income from other trading activities	2,273	2,273	17,708
	55,153	55,153	79,289

6 Investment income

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Interest receivable and similar income;			
Interest receivable on bank deposits	2,155	2,155	56
Other income from other trading activities	14,761	14,761	-
	16,916	16,916	56



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2023

7 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total funds £
Costs of goods sold		9	9
Events and conferences		32,039	32,039
Total for 2023		32,048	32,048
Total for 2022		39,338	39,338

8 Expenditure on charitable activities

	Activity undertaken directly £	Activity support costs £	2023 £	2022 £
Staff costs	389,241	-	389,241	383,435
Depreciation and impairment	1,717	-	1,717	2,133
Consultancy and appeal costs	84,370	-	84,370	57,391
Irrecoverable VAT	17,284	-	17,284	10,699
Repairs and maintenance	-	35,711	35,711	14,062
Cleaning	-	4,786	4,786	4,601
Computer costs	-	7,144	7,144	7,898
Subscriptions	-	31,707	31,707	31,598
Catering	-	-	-	390
Courses and staff travel	-	16,169	16,169	10,379
Bank Charges	-	300	300	324
Rates, insurance, heat and light	-	17,280	17,280	13,822
Telephone	-	5,842	5,842	3,618
Postage and stationery	-	7,300	7,300	7,685
Governance Costs	-	10,577	10,577	11,903
CMAT's and chaplaincy	-	4,453	4,453	15,862
Legal fees	2,200	-	-	-
Hospitality	-	554	554	-
	494,812	141,823	636,635	575,800

In addition to the analysis above, governance costs totalling £10,577 (2022 - £11,903) which, relate to charitable activities are analysed in note 9.



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2023

9 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Audit fees			
Audit of the financial statements	-	-	5,200
Other fees paid to auditors	-	-	615
Independent examiner fees			
Examination of the financial statements	3,125	3,125	-
Legal fees	7,452	7,452	6,088
	<u>10,577</u>	<u>10,577</u>	<u>11,903</u>

10 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2023 £	2022 £
Audit fees	-	5,200
Depreciation of fixed assets	1,717	2,811
Independent examination	3,125	-

11 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

12 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
Staff costs during the year were:		
Wages and salaries	303,382	299,254
Social security costs	29,765	28,911
Pension costs	56,094	55,271
	<u>389,241</u>	<u>383,436</u>



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2023

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2023 No	2022 No
Headcount	6	7

6 (2022 - 7) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £56,094 (2022 - £55,271).

The number of employees whose emoluments fell within the following bands was:

	2023 No	2022 No
£70,001 - £80,000	1	1
£100,001 - £110,000	1	1

The total employee benefits of the key management personnel of the Charity were £182,486 (2022 - £176,585).

13 Independent examiner's remuneration

	2023 No	2022 No
Examination of the financial statements	3,125	-

14 Taxation

The charity is a registered charity and is therefore exempt from taxation.



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2023

15 Tangible fixed assets

	Leasehold improvements £	Fixtures and fittings £	Computer equipment £	Total £
Cost				
At 1 September 2022	16,819	8,611	21,039	46,469
Additions	17,355	-	-	17,355
At 31 August 2023	34,174	8,611	21,039	63,824
Depreciation				
At 1 September 2022	15,698	7,032	18,929	41,659
Charge for the year	1,266	251	200	1,717
At 31 August 2023	16,964	7,283	19,129	43,376
Net book value				
At 31 August 2023	17,210	1,328	1,910	20,448
At 31 August 2022	1,121	1,579	2,110	4,810

Included within the net book value of land and buildings above is £Nil (2022 - £Nil) in respect of freehold land and buildings and £17,210 (2022 - £1,121) in respect of leaseholds.

16 Debtors

	2023 £	2022 £
Trade debtors	17,599	6,951
Prepayments	8,441	5,560
Accrued income	27,697	4,263
	53,737	16,774

17 Current asset investments

	2023 £	2022 £
Investment account	314,761	-



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2023

18 Cash and cash equivalents

	2023 £	2022 £
Cash at bank	249,364	645,070

19 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	4,768	7,187
Other taxation and social security	2,338	8,570
VAT	-	1,872
Other creditors	6,866	6,610
Pension scheme creditor	3,311	7,489
Accruals	9,019	8,047
Deferred income	11,553	11,250
	37,855	51,025

	2023 £	2022 £
Deferred income at 1 September 2022	11,250	15,216
Resources deferred in the period	11,553	11,250
Amounts released from previous periods	(11,250)	(15,216)
Deferred income at year end	11,553	11,250

£5,000 of deferred income relates to DfE income (2022:£5,000). The remaining deferred income of £6,553 relates to grant income from the Nottingham Roman Catholic Diocesan Trust (2022: £6,250).



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2023

20 Obligations under leases and higher purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2023 £	2022 £
Other		
Within one year	814	1,085
Between one and five years	-	814
	<u>814</u>	<u>1,899</u>

21 Funds

	Balance at 1 September 2022 £	Incoming resources £	Resources expended £	Balance at 31 August 2023 £
Unrestricted funds				
General				
General funds	<u>615,631</u>	<u>653,507</u>	<u>(668,683)</u>	<u>600,455</u>

	Balance at 1 September 2021 £	Incoming resources £	Resources expended £	Balance at 31 August 2022 £
Unrestricted funds				
General				
General funds	<u>610,615</u>	<u>620,153</u>	<u>(615,137)</u>	<u>615,631</u>

22 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 August 2023 £
Tangible fixed assets	20,488	20,448
Current assets	617,862	617,862
Current liabilities	<u>(37,855)</u>	<u>(37,855)</u>
Total net assets	<u>600,455</u>	<u>600,455</u>



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2023

	Unrestricted funds General £	Total funds at 31 August 2022 £
Tangible fixed assets	4,812	4,812
Current assets	646,614	646,614
Current liabilities	(35,795)	(35,795)
Total net assets	615,631	615,631

23 Analysis of net funds

	At 1 September 2022 £	Financing cash flows £	At 31 August 2023 £
Cash at bank and in hand	645,070	(395,706)	249,364
Net debt	645,070	(395,706)	249,364

	At 1 September 2021 £	Financing cash flows £	At 31 August 2022 £
Cash at bank and in hand	617,665	27,406	645,071
Net debt	617,665	27,406	645,071

24 Related party transactions

During the year the charity made the following related party transactions:

Nottingham Roman Catholic Diocesan Youth Service (NRCDYS)

(The NRCDES collaborates with the NRCDYS in various joint diocesan projects. Bishop P McKinney (Trustee) is also a Trustee of the NRCDYS) During the year, the Charity paid £nil (2022:£16,000) to NRCDYS for the advice and direction as outlined above. At the balance sheet date the amount due to/from Nottingham Roman Catholic Diocesan Youth Service (NRCDYS) was £Nil (2022 - £Nil).

Nottingham Roman Catholic Diocesan Trustees (NRCDT)

(NRCDT collaborates with the NRCDES on various joint diocesan projects, as well as providing some services to the NRCDES. Bishop P McKinney and K M Cahoon (Trustees) are also Trustees of NRCDT) During the year, the Charity received grant income of £78,630 (2022:£78,630) to NRCDT for the advice and direction as outlined above. At the balance sheet date the amount due to/from Nottingham Roman Catholic Diocesan Trustees (NRCDT) was £Nil (2022 - £Nil)



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2023

Catholic Multi Academy Trusts (CMAT's)

There are three CMAT's that receive at cost services relating to the Catholic Life of the Trust and its Academies from the NRCDES which cannot be provided by any other provider. Bishop P McKinney and Father S Gillespie are both Members of all of the CMAT's.

During the year, the charity incurred the following specific transactions with the related parties.

- Our Lady of Lourdes Catholic Multi Academy Trust (LOLCMAT)
- St Ralph Sherwin Catholic Multi Academy Trust (SRSCMAT)
- St Thomas Aquinas Catholic Multi Academy Trust (STACMAT)

CMAT	Income	Expenditure	Amount due (to)/from CMAT at 31 August 2023
Our Lady of Lourdes	Schools' Contribution: £180,975 Sales: £nil Inspections: £nil Hire of Hall: £nil Courses: £3,938		£260
St Ralph Sherwin	Schools' Contribution: £110,780 Sales: £nil Inspections: £nil Hire of Hall: £2,577 Courses: £2,562		£400
St Thomas Aquinas	Schools' Contribution: £136,530 Sales: £nil Inspections: £nil Hire of Hall: £nil Courses: £1,338		£655

Accounts



Nottingham Roman Catholic
Diocesan Education Service
(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2022



Prepared By

Forrester Boyd
Statutory Auditor
Waynfilet House
139 Eastgate
Louth
Lincolnshire
LN11 9QQ



CONTENTS

01	Reference and Administrative Details
02	Trustees' Report
04	Strategic Report
11	Independent Auditors' Report
14	Statement of Financial Activities
15	Balance sheet
16	Statement of Cash Flows
17	Notes to the Financial Statements



REFERENCE AND ADMINISTRATIVE DETAILS

Trustees



Miss K M Cohoon



Ms A Gillespie



Reverend S Gillespie



Mr P McCole



Right Reverend P J McKinney



Mrs L O'Brien



Mrs J Sweeney (Secretary)

Charity Registration Number

1149466

Company Registration Number

07713392

The charity is incorporated in England and Wales

Registered Office

The Diocesan Centre
Mornington Crescent
Mackworth
Derby
Derbyshire
DE22 4BD

Auditor

Forrester Boyd
Statutory Auditor
Waynfilete House
139 Eastgate
Louth
Lincolnshire
LN11 9QQ



TRUSTEES' REPORT

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 August 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

Objectives and activities

Objects and aims

The Charity is committed to challenging and supporting all of its schools to become good and outstanding providers of Catholic education in collaboration with the Catholic Multi-Academy Trusts established in September 2018.

To this end the Charity is active in providing practical support and advice, as well as monitoring and inspection (canon 806 §1, Code of Canon Law), as to the Catholic Life, Collective Worship and teaching of Religious Education in the Catholic schools within the Diocese of Nottingham. This support and monitoring is provided to ensure that Christ is at the centre of every Catholic school in the Diocese, and that each member of the school communities, whether pupils, students, staff, governors or parents, has the frequent opportunity to encounter the person of the Risen Christ.

Further, 'those who are in charge of Catholic schools are to ensure under the watchfulness of the local Ordinary that the instruction which is given in them is, in its academic standards, at least as outstanding as that in other schools in the area' (canon 806 §2, Code of Canon Law). To this end, the Charity keeps an overview as to each element of the academic achievement of the pupils and students in the Catholic schools of the Diocese.

The Charity will seek to broker or provide expertise across a range of skills such as business acumen, legal advice, financial management and administration in order to support this drive for school improvement across the Diocese (cf canon 800 §2, Code of Canon Law).

The Charity is particularly determined to play a pivotal role in supporting its schools serving the most disadvantaged communities of the Diocese in order to improve the life chances of pupils and students, and to raise the aspirations of their families, so that young people have the opportunities they need to enable them to achieve their God-given potential and to live life to the full.



TRUSTEES' REPORT

Strategies for achieving objectives

The Charity will continue to challenge traditional ways of thinking on how schools are run and what they should be like for pupils and students. The Charity will seek to achieve success and will challenge any low aspirations.

The Charity will contribute to the following key success factors in securing school improvement and raising standards:

- By continuing to promote our distinctive Catholic virtues and ethos in our home, school and parish communities, placing Christ at the centre of all we do
- By helping to articulate a clear educational vision that champions the ability of all children to achieve their potential and has buy-in at all levels in school and which is clearly underpinned by our Catholic faith
- By encouraging the recruitment, retention and development of highly successful school leaders with a commitment to nurturing their own personal faith and professional development as leaders of Catholic communities
- By developing and supporting effective and robust governance arrangements at all levels
- By promoting sound financial management skills and rigorously pursuing value for money
- By monitoring clearly defined aspirational and challenging targets and ensuring improvement in performance of all schools in collaboration with the Catholic Multi-Academy Trusts
- Establishing effective partnerships with key stakeholders, particularly with our outstanding schools

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake.

Objectives, strategies and activities

Significant activities

The principal objects of the Charity are specifically restricted to such charitable purposes as the trustees in their absolute discretion, and under the direction of the Bishop of Nottingham (cf canon 806, Code of Canon Law) think fit including, but not limited to, the advancement of the mission of the Catholic Church through education and faith formation in the United Kingdom.

Public benefit

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Social investment policies

The Charity aims to manage its cash balances to provide for the day to day working capital requirements of its operations, whilst protecting the real long-term value of any surplus cash balances against inflation.

The Charity aims to spend the monies with which it is entrusted for the direct benefit of its service users as soon as is prudent.

The Charity does not consider the investment of surplus funds as a primary activity and had no plans for social investment during 2021-22.



TRUSTEES' REPORT

Strategic Report for the Year Ended 31 August 2022

The trustees, who are directors for the purposes of company law, present their strategic report for the year ended 31 August 2022, in compliance with s414C of the Companies Act 2006.

Achievements and performance

Charitable activities

The Director of Education makes a report on the ongoing work of the Charity at each Board meeting. There are four Catholic Multi-Academy Trusts in the Diocese of Nottingham:

- Our Lady of Lourdes (Nottingham and Nottinghamshire)
- St Therese of Lisieux (Lincolnshire, North Lincolnshire, North East Lincolnshire, and Rutland.)
- St Thomas Aquinas (Leicester and Leicestershire)
- St Ralph Sherwin (Derby, Derbyshire, Stockport and Staffordshire)

The Charity has been working extensively this year on the amalgamation of the St Therese of Lisieux CMAT with the Our Lady of Lourdes CMAT, and the St Thomas Aquinas CMAT. This is expected to be completed on 1 September 2022.

All of the maintained schools in the Diocese are now academies; there are also two independent Catholic schools in the Diocese.

The Director of Education continues to respond to requests for advice on academy conversion and development from other dioceses.

Diocesan Canonical Inspection (DCI)

The Director of Education has responsibility, delegated from the Bishop of Nottingham (canon 806 §1, Code of Canon Law) for undertaking Diocesan Canonical Inspections. The current framework and schedule are now well embedded across the Diocese. The inspection framework covers Catholic Life, Religious Education and Collective Worship. During the past year inspections were paused due to the covid-19 pandemic. Work has now begun on the introduction of a new national inspection framework (Catholic School Inspection) which will come into force from September 2022.

Director/Governor Support

The Charity continues to support CMAT boards and local governing bodies on a range of matters by providing guidance and support where required. The Charity supports with recruitment of senior staff and to reserved posts, the appointment of foundation directors, governors, and advice on policies, admissions and appeals and staffing matters, among other things.

Primary R.E. Adviser

Subject leaders and co-ordinators for Religious Education attend termly meetings and training sessions. The Charity continues to provide extensive training on the primary curriculum, Come and See, and other training and formation for teachers in Catholic schools; this includes provision for RSE (relationships and sex education).

Headeachers' Retreat and Bishop's Day Conference

These two popular annual events are always well received and allow the Charity to support headteachers and senior staff as well as other school leaders in reflecting on their mission as leaders of Catholic schools.



TRUSTEES' REPORT

Strategic Report for the Year Ended 31 August 2022

Lay Chaplaincy

In close collaboration with the Nottingham Roman Catholic Diocesan Youth Service, the Charity provides practical support and resources for the growing network of Lay Chaplains within the diocesan schools. Underpinning this are regular meetings for the CMAT Lead Lay Chaplains, hosted by the Charity, a number of annual inset days, and an annual retreat.

Resource Centre and Bookshop

The Charity made the decision in 2021-22 to close the bookshop and has plans to convert the space released to a Chapel, whilst disposing of the remaining stock through the diocese, writing off the stock's value to zero.

Other Meetings

The Director of Education or other designated NRCDES officers, attend a range of meetings with a number of organisations including the DfE, the CES and other dioceses.

School Standards

This continues to be an important area of the Charity's work but is now undertaken in collaboration with the Catholic Multi-Academy Trusts.

Financial Review

Incoming resources for the period were £620,153 and resources expended of £615,137. The net surplus for the period is £5,016.

The balance sheet has a healthy balance of net assets totalling £615,631.

Policy on reserves

It is the policy of the charitable company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three- and six-months' expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charitable company's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Investment policy and objective

The charitable company does not have any investments. The charitable company manages its cash by reviewing the short and medium-term requirements for funds

The charitable company is currently considering options for the release of some day-to-day surplus funds into a reserves fund, ensuring that such funds not only provide additional income through sound investment, but that such investment is in line with the Church's teachings and reflects ethical stands of financial management. Any such investments would be undertaken to ensure no damage was done to the day-to-day financial management of the charitable company.



TRUSTEES' REPORT

Strategic Report for the Year Ended 31 August 2022

Plan for future periods

Aims and key objectives for future periods

The Charity reviews its strategic development on an ongoing basis.

Following the completion of the establishment of the four Catholic Multi-Academy Trusts, the Charity now continues to work on the effective oversight of the CMATs on behalf of the diocesan bishop. The recent covid-19 pandemic has provided scope for a review of how training and events are organised and led.

Fuller details of the Charity's future plans are contained in the annual strategic plan.

The strategic report was approved by the trustees of the charity on 02/03/2023 and signed on its behalf by:

Right Reverend P J McKinney

Trustee



TRUSTEES' REPORT

Going concern

The Board of Directors considers the NRCDES to be sufficiently financially stable to meet its obligations and continue its business for the foreseeable future. This view is based on the budget forecasts for 2021 to 2023 and longer-term projections for following years. The NRCDES has appropriate levels of cash reserves and considers that income streams are sufficiently secure to suggest that no uncertainty exists in this respect.

For this reason, the Board of Directors continues to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Structure, governance and management

Nature of governing document

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Miss K M Cohoon

Ms A Gillespie

Rev S Gillespie

Mr G A Hirst Died 27th April 2022

Mr J Lynch Resigned 12th May 2022

Mr P G McCole

Rt Rev P J McKinney

Mrs L M O'Brien

Recruitment and appointment of trustees

The management of the Charity is the responsibility of the trustees who are elected or co-opted under the terms of the Articles of Association.

All new trustees are invited to meet with the Director of Education to be briefed on the work of the Charity and the role of the Board and its committees. They are provided with details of Board and Committee meetings including terms of reference and other documents, and the NRCDES Code of Conduct for Directors. Trustees are provided with details of training sessions on governance and the role of trustees delivered either directly by the Charity or by partner organisations and are encouraged to attend.

All trustees are required to declare their business interests annually.

All trustees undertake to hold a DBS enhanced check in line with diocesan policy.

Arrangements for setting key management personnel remuneration

The Board of Directors (Trustees) at present set the pay level for the Director of Education by reference to the salaries paid for similar jobs in other Catholic Dioceses. Levels of pay for other senior members of staff are determined by ensuring a differential that recognises the differing levels of responsibility and accountability for each role.

Our overall policy is to ensure parity within the pay scales in education, generally using the agreed CMAT pay scales to ensure parity within the Diocese of Nottingham.



TRUSTEES' REPORT

Organisational structure

The management of the Charity is the responsibility of the trustees who are appointed under the terms of the Articles of Association. The Articles state:

The number of Directors (trustees) shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

- The first Directors (trustees) shall be those persons notified to Companies House as the first Directors (trustees) of the charity.
- Subject to Article 30(1)(c), the Bishop of Nottingham shall be entitled (but not obliged) to appoint up to 8 Directors (trustees) of the Charity and at any time to remove his nominated Directors (trustees) from office.
- The Bishop of Nottingham shall be a Director (trustee) appointed in accordance with Article 30(1)(a).
- The Charity may by ordinary resolution appoint a person who is willing to act to be an additional Director (trustee) or fill a vacancy provided he or she is recommended by not less than two thirds of the Directors (trustees); and he or she would not be disqualified from acting under article 37.
- The appointment of a Director (trustee), whether by the Charity in general meeting or by the other Directors (trustees), must not cause the number of Directors (trustees) to exceed any number fixed as the maximum number of Directors (trustees).
- A Director (trustee) shall cease to hold office if he or she resigns his or her office by notice to the Charity (but only if at least two Directors (trustees) will remain in office when the notice of resignation is to take effect). A Director (trustee) shall cease to hold office if he or she is removed by the person or persons who appointed him or her.
- The Directors (trustees) are responsible for the strategic direction of the Charity. They review progress towards objectives and outcomes and approve major expenditure requests, set the budget for the following year, and set the staffing structure.

To support them to carry out these responsibilities the Board have established two committees with the following functions delegated to them by the Directors (trustees):

Finance and Estates Committee

Responsible for proposal of the Company Accounts and approval of the budget, monitoring financial performance, reviewing the financial control Procedures, reviewing staff salaries. The Committee also oversees the annual allocation of capital funding in relation to school buildings (School Condition Allocation).

Human Resources and Staffing Committee

Responsible for the oversight and development of the staffing structure of the Charity, the development of relevant staffing policies; pay awards and increments, and staff welfare.

A review of the Committee structure is being undertaken during the year 2021-22 to ensure that committees are fit for purpose and that the Directors' responsibilities are appropriately discharged.

Day to Day Management

The Director of Education has overall executive responsibility for the day-to-day financial management of the Charity and has responsibility for the general management, leadership and development of the Charity supported by the Directors. The Director of Education meets regularly with the Diocesan Episcopal Vicar for Catholic Education and the staff team to review progress and performance and to develop strategic plans to meet the evolving needs of the organisation which are submitted to the Board for their approval.



TRUSTEES' REPORT

Relationships with related parties

The Charity will work in partnership with all schools and academies in the Diocese of Nottingham for the benefit of pupils and students in their care, for the benefit of all staff employed in the schools and CMATs and for the advancement of Catholic education and the Catholic faith.

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Cash flow risk

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures. Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

Credit risk

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments. The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows. The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies. The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance. Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

Funds held as custodian trustee on behalf of others

The Charity acts as intermediary agent on behalf of Catholic Diocesan schools and academies in respect of capital projects, therefore hold funds as custodian. These funds are separately identifiable from those the Charity is entitled to.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 2nd March 2023 and signed on the board's behalf by: Rt Reverend P J McKinney.

Statement of trustees' responsibilities

The trustees (who are also the directors of Nottingham Roman Catholic Diocesan Education Service 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), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".



TRUSTEES' REPORT

Company law requires the trustees to prepare financial statements for each financial year. 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 charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The annual report was approved by the trustees of the charity on 02/03/2023 and signed on its behalf by:

.....
Right Reverend P J McKinney
Trustee



Independent Auditor's Report to the Members of Nottingham Roman Catholic Diocesan Education Service

Opinion

We have audited the financial statements of Nottingham Roman Catholic Diocesan Education Service (the 'charity') for the year ended 31 August 2022, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 August 2022 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 Companies Act 2006.

Basis of 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 auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC'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.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. 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.



Independent Auditor's Report to the Members of Nottingham Roman Catholic Diocesan Education Service

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Strategic Report and Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Strategic Report and Trustees' Report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Strategic Report and the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of trustees' responsibilities (set out on page 9 and 10), the trustees 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 charity'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 charity or to cease operations, or have no realistic alternative but to do so.



Independent Auditor's Report to the Members of Nottingham Roman Catholic Diocesan Education Service

Auditor responsibilities for the audit of the financial statements

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 auditor's 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.

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

- Discussions with management, including consideration of known or suspected instances of non-compliance held.
- Challenging assumptions and judgements made within significant accounting estimates and judgements such as depreciation
- Testing of income, bank, purchases and payroll, systems and controls and providing conclusions on the regularity of samples chosen.
- Identification of key laws and regulations central to the operations and review of compliance with such laws and correspondence with solicitors to identify any on-going litigation.
- Testing of journal entries and potential override of systems.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Adam Millson ACA (Senior Statutory Auditor)
For and on behalf of Forrester Boyd, Statutory Auditor

Waynflete House
139 Eastgate
Louth
Lincolnshire
LN11 9QQ

Date



Statement of Financial Activities for the Year Ended 31 August 2022
(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2022 £
Income and Endowments from:			
Donations and legacies	3	155	155
Charitable activities	4	540,653	540,653
Other trading activities	5	79,289	79,289
Investment income	6	56	56
Total income		620,153	620,153
Expenditure on:			
Raising funds	7	(39,338)	(39,338)
Charitable activities	8	(575,799)	(575,799)
Total expenditure		(615,137)	(615,137)
Net movement in funds		5,016	5,016
Reconciliation of funds			
Total funds brought forward		610,615	610,615
Total funds carried forward	22	615,631	615,631

	Note	Unrestricted funds £	Total 2021 £
Income and Endowments from:			
Charitable activities	4	562,365	562,365
Other trading activities	5	32,944	32,944
Investment income	6	224	224
Total income		595,533	595,533
Expenditure on:			
Raising funds	7	(1,869)	(1,869)
Charitable activities	8	(512,452)	(512,452)
Total expenditure		(514,321)	(514,321)
Net movement in funds		81,212	81,212
Reconciliation of funds			
Total funds brought forward		529,403	529,403
Total funds carried forward	22	610,615	610,615

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2021 is shown in note 23.

The notes on pages 17 to 27 form an integral part of these financial statements.



(Registration Number: 07713392)

Balance Sheet as at 31 August 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	15	4,812	4,688
Current assets			
Stocks	16	-	15,537
Debtors	17	16,774	17,413
Cash at bank and in hand	18	645,070	617,664
		<u>661,844</u>	<u>650,614</u>
Creditors: Amounts falling due within one year	19	<u>(51,025)</u>	<u>(44,687)</u>
Net current assets		<u>610,819</u>	<u>605,927</u>
Net assets		<u>615,631</u>	<u>610,615</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>615,631</u>	<u>610,615</u>
Total Funds	22	<u>615,631</u>	<u>610,615</u>

The financial statements on pages 14 to 27 were approved by the trustees, authorised for issue on 02/03/2023 and signed on their behalf by:

.....
Right Reverend P J McKinney
 Trustee

The notes on pages 17 to 27 form an integral part of these financial statements.



Statement of Cash Flows for the Year Ended 31 August 2022

	Note	2022 £	2021 £
Cash flows from operating activities			
Net cash income		5,016	81,212
Adjustments to cash flows from non-cash items			
Depreciation	7	2,133	2,804
Investment income	6	(56)	(224)
		<u>7,093</u>	<u>83,792</u>
Working capital adjustments			
Decrease in stocks	16	15,537	141
Decrease in debtors	17	639	59,778
Increase/(decrease) in creditors	19	6,338	(18,190)
Net cash flows from operating activities		<u>29,607</u>	<u>125,521</u>
Cash flows from investing activities			
Interest receivable and similar income	6	56	224
Purchase of tangible fixed assets	15	(2,257)	-
Net cash flows from investing activities		<u>(2,201)</u>	<u>224</u>
Net increase in cash and cash equivalents		27,406	125,745
Cash and cash equivalents at 1 September		<u>617,664</u>	<u>491,919</u>
Cash and cash equivalents at 31 August		<u><u>645,070</u></u>	<u><u>617,664</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 17 to 27 form an integral part of these financial statements.



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2022

1 Charity status

The charity is limited by guarantee, incorporated in England & Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

The Diocesan Centre
Mornington Crescent
Mackworth
Derby
Derbyshire
DE22 4BD

These financial statements cover the individual entity, Nottingham Roman Catholic Diocesan Education Service.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Nottingham Roman Catholic Diocesan Education Service 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 notes.

These financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest pound.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2022

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

All resources expended are inclusive of irrecoverable VAT.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2022

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Leasehold improvements	10 years straight line
Fixtures and fittings	5 years straight line
Computer equipment	5 years straight line

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Hire purchase and finance leases

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term.



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2022

3 Income from donations and legacies

	Unrestricted funds General £	Total 2022 £
Donations and legacies;		
Donations from individuals	155	155
	<u>155</u>	<u>155</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Income from appeals	29,937	29,937	27,148
School contributions	415,456	415,456	432,667
Administration and support	9,455	9,455	9,117
Grant - NRCDT	78,630	78,630	78,630
St Mary's - Recharge	-	-	14,803
Inspections - section 48 grant	7,175	7,175	-
	<u>540,653</u>	<u>540,653</u>	<u>562,365</u>

5 Income from other trading activities

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Trading income;			
Sales of goods and services	16,945	16,945	2,708
Events income;			
Events income	37,074	37,074	26,284
Property rental income	7,562	7,562	-
Other income from other trading activities	17,708	17,708	3,952
	<u>79,289</u>	<u>79,289</u>	<u>32,944</u>

6 Investment income

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Interest receivable and similar income;			
Interest receivable on bank deposits	56	56	224
	<u>56</u>	<u>56</u>	<u>224</u>



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2022

7 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total 2022 £
Costs of goods sold		14,662	14,662
Events and conferences		24,676	24,676
Total for 2022		39,338	39,338
Total for 2021		1,869	1,869

8 Expenditure on charitable activities

	Activity undertaken directly £	Activity support costs £	2022 £	2021 £
Staff costs	383,435	-	383,435	314,412
Depreciation and impairment	2,133	-	2,133	2,804
Consultancy and appeal costs	56,230	1,161	57,391	79,926
Irrecoverable VAT	10,699	-	10,699	9,632
Repairs and maintenance	-	14,062	14,062	6,805
Cleaning	-	4,601	4,601	1,310
Computer costs	-	7,898	7,898	12,558
Subscriptions	-	31,598	31,598	32,305
Catering	-	390	390	499
Courses and staff travel	-	10,379	10,379	4,507
Bank Charges	-	324	324	275
Rates, insurance, heat and light	-	13,822	13,822	10,580
Telephone	-	3,618	3,618	3,259
Postage and stationery	-	7,685	7,685	4,699
CMATs and chaplaincy	15,861	-	15,861	22,885
Governance Costs	-	11,903	11,903	5,996
	468,358	107,441	575,799	512,452

In addition to the analysis above, governance costs totalling £11,903 (2021 - £5,996) which, relate to charitable activities are analysed in note 9.



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2022

9

Audit fees

Audit of the financial statements

Other fees paid to auditors

Legal fees

10

Net incoming resources for the year include:

	2022 £	2021 £
Audit fees	5,200	5,996
Depreciation of fixed assets	2,811	2,804

11 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

12 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £
Staff costs during the year were:		
Wages and salaries	299,254	255,570
Social security costs	28,911	21,892
Pension costs	55,271	36,950
	<u>383,436</u>	<u>314,412</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2022 No	2021 No
Headcount	<u>7</u>	<u>7</u>

7 (2021 - 7) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £55,271 (2021 - £36,951).



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2022

The total employee benefits of the key management personnel of the charity were £176,585 (2021 - £177,655).

13 Auditors' remuneration

	2022 £	2021 £
Other fees to auditors		
The auditing of accounts of any associate of the charity	3,200	3,600
All other assurance services	-	450
All other non-audit services	2,000	1,250
	<u>5,200</u>	<u>5,300</u>

14 Taxation

The charity is a registered charity and is therefore exempt from taxation.

15 Tangible fixed assets

	Land and buildings £	Fixtures and fittings £	Computer equipment £	Total £
Cost				
At 1 September 2021	16,819	7,355	20,039	44,213
Additions	-	1,257	1,000	2,257
At 31 August 2022	<u>16,819</u>	<u>8,612</u>	<u>21,039</u>	<u>46,470</u>
Depreciation				
At 1 September 2021	14,016	6,781	18,728	39,525
Charge for the year	1,682	251	200	2,133
At 31 August 2022	<u>15,698</u>	<u>7,032</u>	<u>18,928</u>	<u>41,658</u>
Net book value				
At 31 August 2022	<u>1,121</u>	<u>1,580</u>	<u>2,111</u>	<u>4,812</u>
At 31 August 2021	<u>2,803</u>	<u>574</u>	<u>1,311</u>	<u>4,688</u>

Included within the net book value of land and buildings above is £Nil (2021 - £Nil) in respect of freehold land and buildings and £1,121 (2021 - £2,803) in respect of leaseholds.

16 Stock

	2022 £	2021 £
Finished goods	<u>-</u>	<u>15,537</u>



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2022

The total employee benefits of the key management personnel of the charity were £176,585 (2021 - £177,655).

17 Debtors

	2022 £	2021 £
Trade debtors	6,951	10,365
Prepayments	5,560	7,048
Accrued income	4,263	-
	<u>16,774</u>	<u>17,413</u>

18 Cash and cash equivalents

	2022 £	2021 £
Cash at bank	<u>645,070</u>	<u>617,664</u>

19 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	7,187	7,310
Other taxation and social security	8,570	-
VAT	1,872	1,789
Other creditors	7,439	14,420
Pension scheme creditor	6,660	-
Accruals	8,047	5,952
Deferred income	11,250	15,216
	<u>51,025</u>	<u>44,687</u>

	2022 £	2021 £
Deferred income at 1 September 2021	15,216	15,216
Resources deferred in the period	11,250	15,216
Amounts released from previous periods	<u>(15,216)</u>	<u>(15,216)</u>
Deferred income at year end	<u>11,250</u>	<u>15,216</u>

£5,000 of deferred income relates to DfE income (2021: £nil.) The remaining deferred income of £6,250 relates to grant income from the Nottingham Roman Catholic Diocesan Trust (2021: £6,250). In 2021 there was £8,966 of unallocated deferred income.



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2022

20 Obligations under leases and higher purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2022 £	2021 £
Other		
Within one year	1,085	1,085
Between one and five years	814	1,898
	<u>1,899</u>	<u>2,983</u>

21 Pension and other schemes

The charitable company's employees belong to two principal schemes. Firstly, The Teachers' Pension Scheme for England and Wales (TPS). This is a multi-employer defined benefit scheme and the assets are held separately from those of the charity. Secondly, a Nest defined contribution scheme, the assets of which are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charitable company to the funds which amounted to £55,271 (2021: £36,950). Contributions of £6,660 were outstanding at the year end (2021: £nil).

22 Teachers' Pension Scheme (TPS)

The TPS is an unfunded scheme and contributions are calculated to spread the cost of pensions over employees' working lives in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on a basis of quinquennial valuations using a prospective benefit method. The current employer contribution rate is 23.68% of pensionable pay. The TPS is a multi-employer scheme and the company is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. The TPS is therefore treated as a defined contribution scheme and the contributions recognised as they are paid each year.

23 Funds

	Balance at 1 September 2021 £	Incoming resources £	Resources expended £	Balance at 31 August 2022 £
Unrestricted funds				
<i>General</i>				
General funds	<u>610,615</u>	<u>620,153</u>	<u>(615,137)</u>	<u>615,631</u>

	Balance at 1 September 2020 £	Incoming resources £	Resources expended £	Balance at 31 August 2021 £
Unrestricted funds				
<i>General</i>				
General funds	<u>529,403</u>	<u>595,533</u>	<u>(514,321)</u>	<u>610,615</u>



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2022

23 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 August 2022 £
Tangible fixed assets	4,812	4,812
Current assets	646,614	646,614
Current liabilities	(35,795)	(35,795)
Total net assets	615,631	615,631

	Unrestricted funds General £	Total funds at 31 August 2021 £
Tangible fixed assets	4,688	4,688
Current assets	650,614	650,614
Current liabilities	(44,687)	(44,687)
Total net assets	610,615	610,615

24 Analysis of net funds

	At 1 September 2021 £	Financing cash flows £	At 31 August 2022 £
Cash at bank and in hand	617,664	12,176	629,840
Net debt	617,664	12,176	629,840

	At 1 September 2020 £	Financing cash flows £	At 31 August 2021 £
Cash at bank and in hand	491,919	125,745	617,664
Net debt	491,919	125,745	617,664

25 Related party transactions

During the year the charity made the following related party transactions:

Nottingham Roman Catholic Diocesan Youth Service (NRCDYS)

(The NRCDES collaborates with the NRCDYS in various joint diocesan projects. Bishop P McKinney and Peter Giorgio (Trustees) are both Trustees of the NRCDYS)

During the year, the Charity paid £16,000 (2021:£16,000) to NRCDYS for the advice and direction as outlined above. At the balance sheet date the amount due to/from Nottingham Roman Catholic Diocesan Youth Service (NRCDYS) was £Nil (2021 - £Nil).

Nottingham Roman Catholic Diocesan Trustees (NRCDT)

(NRCDT collaborates with the NRCDES on various joint diocesan projects, as well as providing some services to the NRCDES. Bishop P McKinney and K M Cahoon (Trustees) are also Trustees of NRCDT)

During the year, the Charity received grant income of £78,630 (2021:£78,630) to NRCDT for the advice and direction as outlined above. At the balance sheet date the amount due to/from Nottingham Roman Catholic Diocesan Trustees (NRCDT) was £Nil (2021 - £Nil).



NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 August 2022

Catholic Multi Academy Trusts (CMAT's)

There are four CMAT's that receive at cost services relating to the Catholic Life of the Trust and its Academies from the NRCDES which cannot be provided by any other provider. Bishop P McKinney and Father S Gillespie are both Members of all of the CMAT's.

During the year, the Charity incurred the following specific transactions with the related parties:

- St Thomas Aquinas Catholic Multi Academy Trust (STACMAT)
- St Ralph Sherwin Catholic Multi Academy Trust (SRSCMAT)
- Our Lady of Lourdes Catholic Multi Academy Trust (OLOLCMAT)
- St Therese of Lisieux Catholic Multi Academy Trust (STOLCMAT)

CMAT	Income	Expenditure	Amount due (to)/from CMAT at 31 August 2022
St Thomas Aquinas	Schools' Contribution: £122,598 Sales: £6,005 Inspections: £1,450 Hire of Hall: £765 Courses: £225	Secondary RE Funding: £6,920	£125
St Ralph Sherwin	Schools' Contribution: £113,782 Sales: £7,450 Inspections: £425 Hire of Hall: £3,025 Courses: £225	Secondary RE Funding: £8,650	£247
Our Lady of Lourdes	Schools' Contribution: £125,440 Sales: £5,855 Inspections: £420 Hire of Hall: £nil Courses: £1,020	Secondary RE Funding: £10,380	£125
St Thérèse of Lisieux	Schools' Contribution: £57,971 Sales: £1,985 Inspections: £600 Hire of Hall: £nil Courses: £465	Secondary RE Funding: £nil	£125

26 Agency arrangements

The charitable company acts as an intermediary agent on behalf of the Catholic Diocesan Schools and Academies in respect of capital projects. The charitable company receives grant funding directly from the Education Skills Funding Agency (ESFA). There are no entries within the Statement of Financial Activities in relation to these activities in accordance with the Charities SORP.

Accounts

Nottingham Roman Catholic
Diocesan Education Service



**ANNUAL REPORT
AND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED
31 AUGUST 2021

Charity Registration No. 1149466

Company Registration No. 07713392 (England and Wales)



NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Ms K M Cohoon
Ms A Gillespie
Rev S Gillespie
Mr G A Hirst
Mr J Lynch
Mr P G McCole
Rt Rev P J McKinney
Ms L M O'Brien

Secretary

Ms J Sweeney

Charity number

1149466

Company number

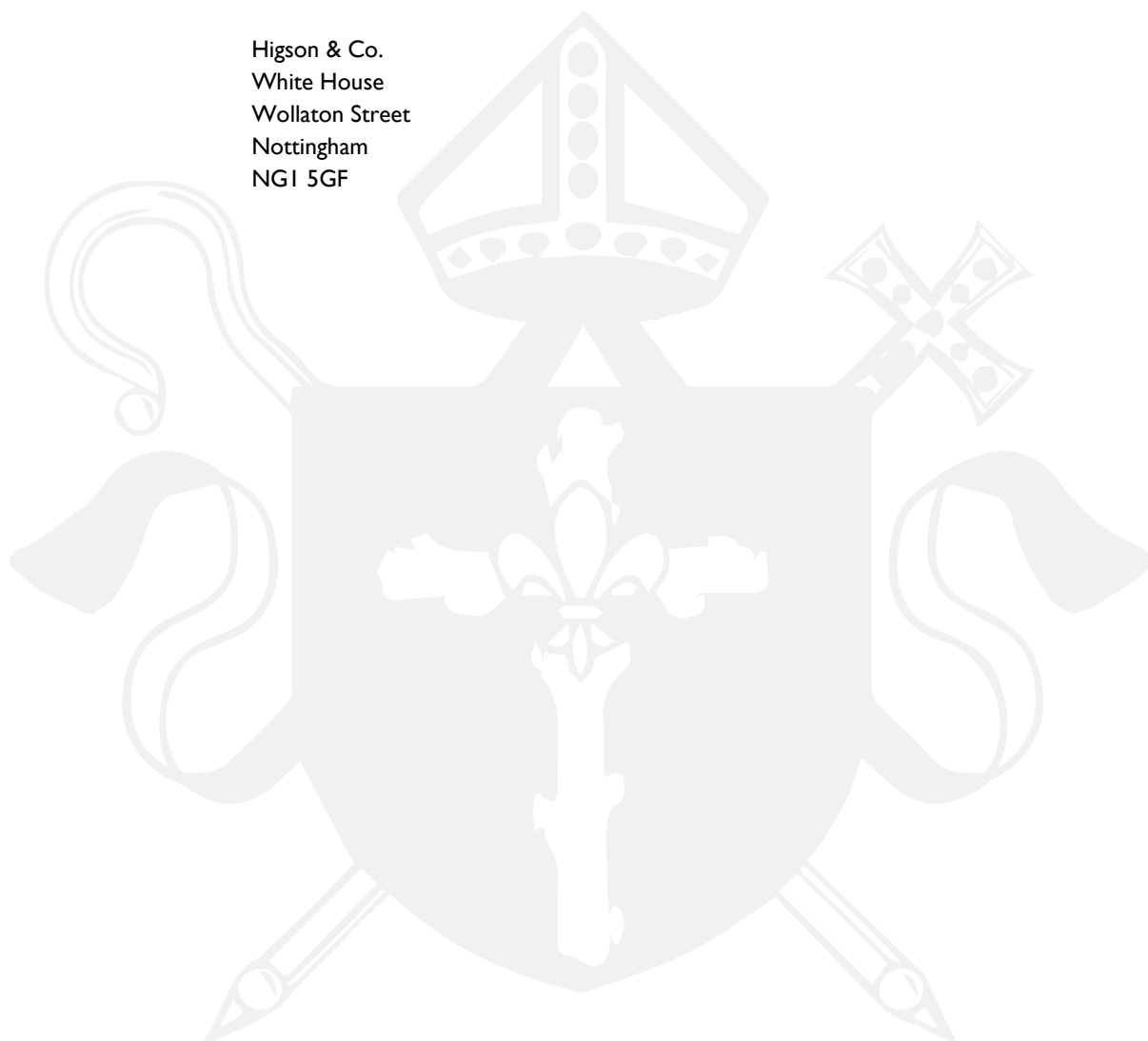
07713392

Registered office

The Diocesan Centre
Morrington Crescent
Mackworth
Derby
DE22 4BD

Auditor

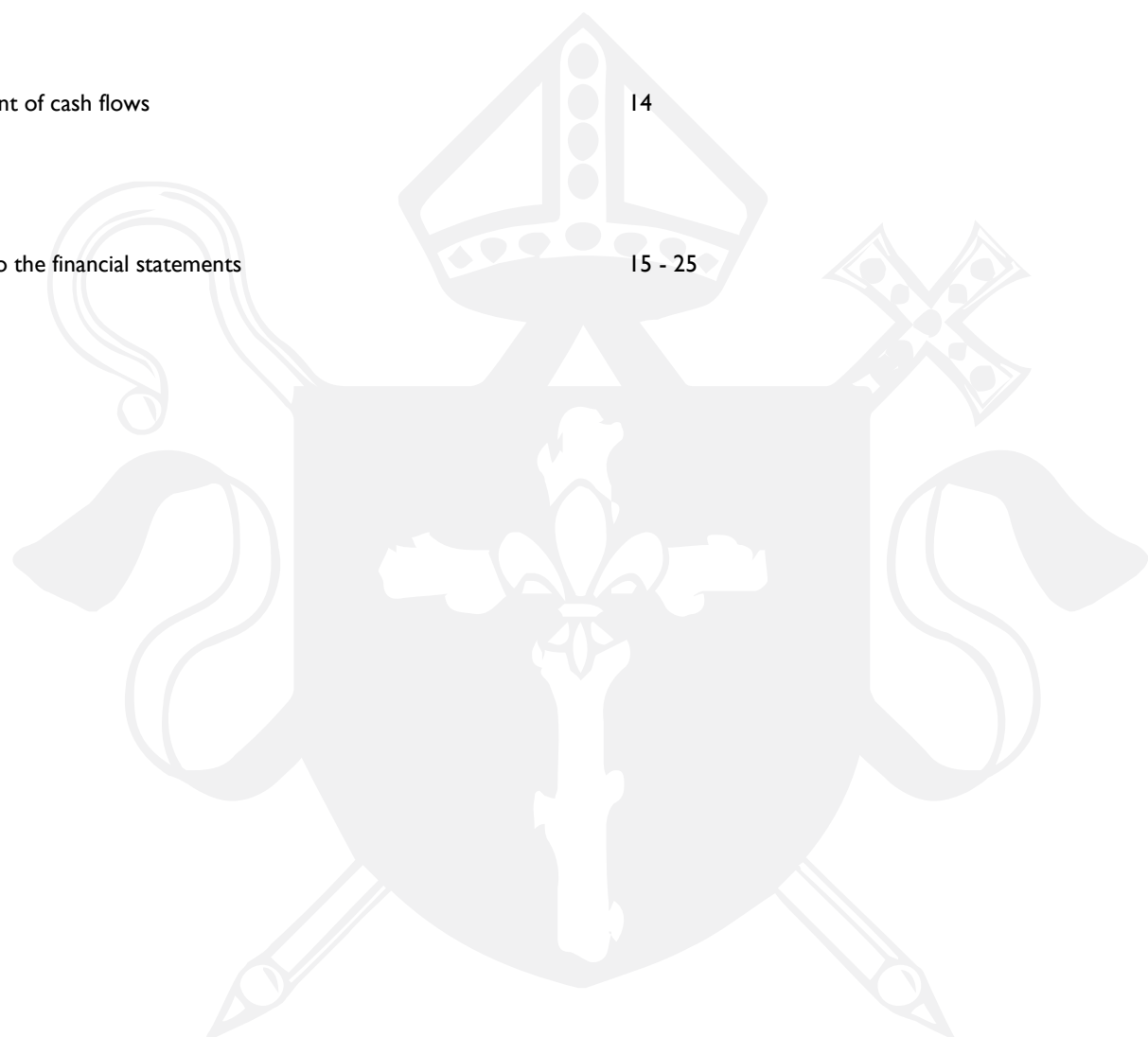
Higson & Co.
White House
Wollaton Street
Nottingham
NG1 5GF



NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

CONTENTS

	Page
Trustees' report	1 - 8
Independent auditor's report	9 - 11
Statement of financial activities	12
Balance sheet	13
Statement of cash flows	14
Notes to the financial statements	15 - 25



NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 AUGUST 2021

The trustees present their report and financial statements for the year ended 31 August 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

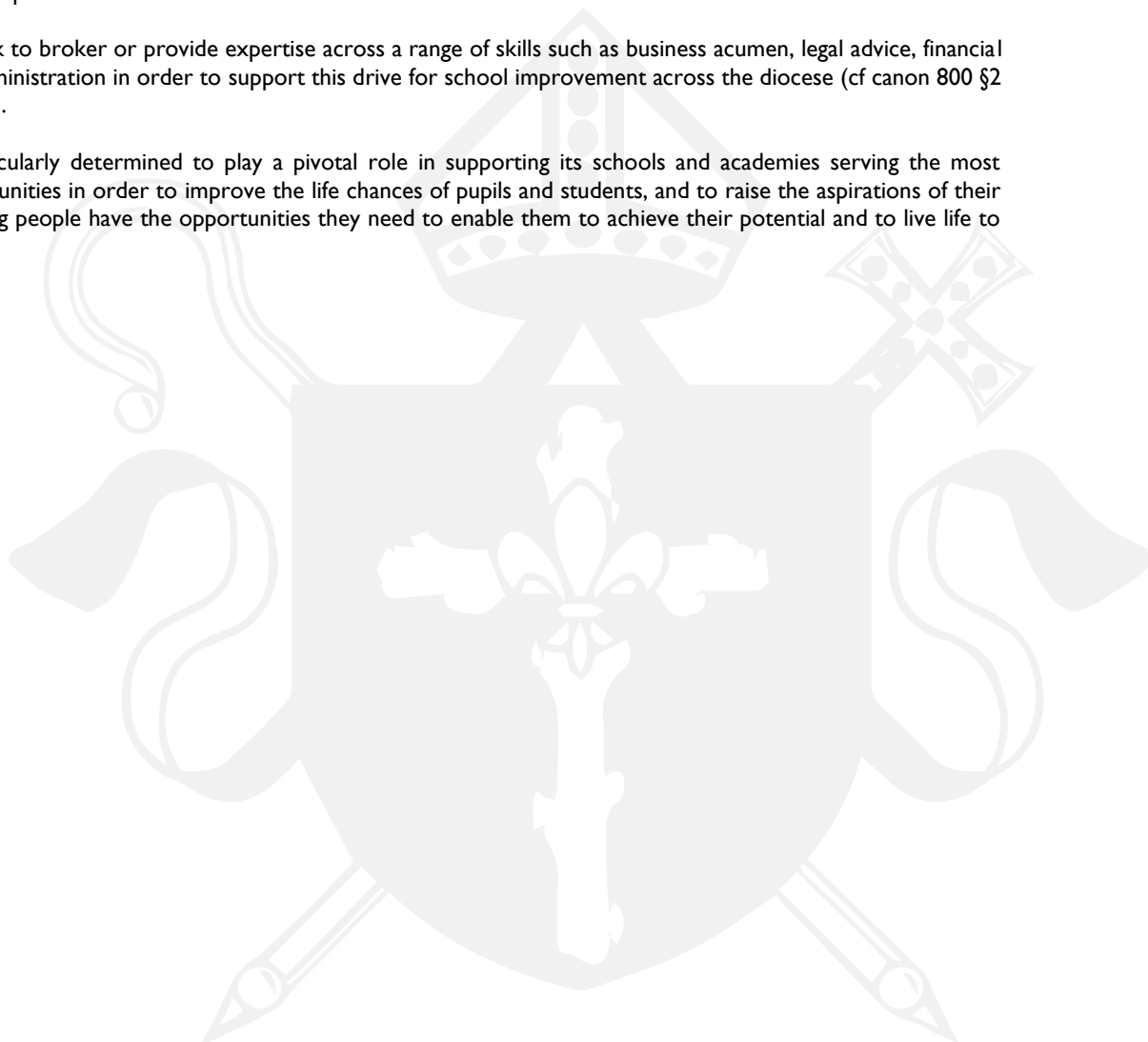
The Charity is committed to challenging and supporting all its schools and academies to become good and outstanding providers of Catholic education in collaboration with the Catholic Multi-Academy Trusts established in September 2018.

To this end the Charity is active in providing practical support and advice, as well as monitoring and inspection (canon 806 §1, Code of Canon Law), as to the Catholic Life, Collective Worship and teaching of Religious Education in the Catholic schools within the Diocese of Nottingham. This support and monitoring is provided to ensure that Christ is at the centre of every Catholic school in the diocese, and that each member of the school communities, whether pupils, students, staff, governors or parents, has the frequent opportunity to encounter the person of the Risen Christ.

Further, 'those who are in charge of Catholic schools are to ensure under the watchfulness of the local Ordinary that the instruction which is given in them is, in its academic standards, at least as outstanding as that in other schools in the area' (canon 806 §2 Code of Canon Law). To this end, the Charity keeps an overview as to each element of the academic achievement of the pupils and students in the Catholic schools of the diocese.

The Charity will seek to broker or provide expertise across a range of skills such as business acumen, legal advice, financial management and administration in order to support this drive for school improvement across the diocese (cf canon 800 §2 Code of Canon Law).

The Charity is particularly determined to play a pivotal role in supporting its schools and academies serving the most disadvantaged communities in order to improve the life chances of pupils and students, and to raise the aspirations of their families so that young people have the opportunities they need to enable them to achieve their potential and to live life to the full.



NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

Strategies for achieving objectives

The Charity will continue to challenge traditional ways of thinking on how schools are run and what they should be like for pupils and students. The Charity will seek to achieve success and will challenge any low aspirations.

The Charity will contribute to the following key success factors in securing school improvement and raising standards;

- By continuing to promote our distinctive Catholic virtues and ethos in our home, school and parish communities, placing Christ at the centre of all we do
- By helping articulate a clear educational vision that champions the ability of all children to achieve their potential and has buy in at all levels in school and which is clearly underpinned by our Catholic faith
- By recruiting, retaining and developing highly successful school leaders with a commitment to nurturing their own personal faith and professional development as leaders of Catholic communities
- By developing effective and robust governance arrangements at all levels
- By promoting sound financial management skills and rigorously pursuing value for money
- By monitoring clearly defined aspirational and challenging targets and ensuring improvement in performance of all schools in collaboration with the Catholic Multi-Academy Trusts

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake.

Significant activities

The principal objects of the Charity are specifically restricted to such charitable purposes as the Directors in their absolute discretion, and under the direction of the Bishop of Nottingham (cf canon 806) think fit including, but not limited to, the advancement of the mission of the Catholic Church through education and faith formation in the United Kingdom.

Social investments

The Charity aims to manage its cash balances to provide for the day to day working capital requirements of its operations, whilst protecting the real long-term value of any surplus cash balances against inflation.

The Charity aims to spend the monies with which it is entrusted for the direct benefit of its service users as soon as is prudent.

The charity does not consider the investment of surplus funds as a primary activity and has no plans for social investment during 2021-22.

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

Achievements and performance

Charitable activities

The Director of Education makes a report on the ongoing work of the Charity at each Board meeting. There are four Catholic Multi-Academy Trusts in the Diocese of Nottingham:

- Our Lady of Lourdes (Nottingham and Nottinghamshire)
- St Therese of Lisieux (Lincolnshire, North Lincolnshire, North East Lincolnshire, and Rutland.)
- St Thomas Aquinas (Leicester and Leicestershire)
- St Ralph Sherwin (Derby, Derbyshire, Stockport and Staffordshire)

All but one of our maintained schools are now academies. There are also two independent schools in the diocese.

The Director of Education continues to respond to requests for advice on academy conversion and development from other dioceses.

Diocesan Canonical Inspections (DCI)

The Director of Education has responsibility delegated from the Bishop of Nottingham (canon 806 §1, Code of Canon Law) for undertaking Diocesan Canonical Inspections. The current framework and schedule are now well embedded across the diocese. The inspection framework covers Catholic Life, Religious Education and Collective Worship. During the past year, inspections were paused due to the covid-19 pandemic. Work has now begun on the introduction of a new national inspection framework which will come into force from September 2022.

Director/Governor Support

The Charity continues to support Catholic Multi Academy Trust (CMAT) boards and local governing bodies on a range of matters by providing guidance, support where required. The NRCDES supports with recruitment of senior staff and to reserved posts, the appointment of foundation directors, governors, and advice on policies, admissions and appeals and staffing matters, among other things.

Primary R.E. Adviser

Subject leaders and co-ordinators for Religious Education attend termly meetings and training sessions. The NRCDES continues to provide extensive training on the primary curriculum, Come and See and other training and formation for teachers in Catholic schools – this includes provision for RSE (relationships and sex education).

Headteachers' Retreat and Bishop's Day Conference

These two popular annual events are always well received and allow the Charity to support headteachers and senior staff as well as other school leaders in reflecting on their mission as leaders of Catholic schools.

Lay Chaplaincy

In close collaboration with the Nottingham Diocesan Catholic Youth Service, the Charity provides practical support and resources for the growing network of Lay Chaplains within the diocesan schools. Underpinning this are regular meetings for the CMAT Lead Lay Chaplains, hosted by the Charity, a number of annual INSET days and an annual retreat.

Resource Centre and Bookshop

The NRCDES continues to run a successful bookshop and resource centre.

Other Meetings

The Director of Education, or other designated NRCDES officers, attend a range of meetings with a number of organisations including the DfE, the CES and other dioceses.

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

Financial review

Incoming resources for the period were £595,533 and resources expended of £514,321. The net surplus for the period is £81,212.

The balance sheet has a healthy balance of net assets totalling £610,615.

Reserves policy

It is the policy of the charitable company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three- and six-month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charitable company's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Investment policy and objectives

The organisation does not have any investments. The organisation manages its cash by reviewing the short- and medium-term requirements for funds. The organisation will consider the establishment of a programme of short-term investments of surplus cash balances for restricted time periods following analysis of available reserves, if needed.

Going concern

The Board of Directors considers the NRCDES to be sufficiently financially stable to meet its obligations and continue its business for the foreseeable future. This view is based on the budget forecasts for 2021 to 2023 and longer-term projections for following years. The NRCDES has appropriate levels of cash reserves and considers that income streams are sufficiently secure to suggest that no uncertainty exists in this respect. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Future plans

The Charity reviews its strategic development on an ongoing basis.

Following the completion of the establishment of the four Catholic Multi-Academy Trusts, the Charity now continues to work on the effective oversight of the CMATs on behalf of the diocesan bishop. The recent covid-19 pandemic has provided scope for a review of how training and events are organised and led.

Structure, governance and management

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Ms K M Cohoon
Ms A Gillespie
Rev S Gillespie
Mr G A Hirst
Mr J Lynch
Mr P G McCole
Rt Rev P J McKinney
Ms L M O'Brien

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

Recruitment and appointment of new trustees

The management of the Charity is the responsibility of the Directors who are elected and co-opted under the terms of the Articles of Association.

All new Directors are invited to meet with the Director of Education to be briefed on the work of the Charity and the role of the Board and its committees. They are provided with details of Board and Committee meetings including terms of reference and other documents, and the NRCDES Code of Conduct for Directors. Directors are provided with details of training sessions on governance and the role of Directors delivered either directly by the Charity or by partner organisations and are encouraged to attend.

All Directors are required to declare their business interests annually.

All Directors undertake to hold a DBS enhanced check in line with diocesan policy.



NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

Organisational structure

The management of the Charity is the responsibility of the Directors who are appointed under the terms of the Articles of Association. The Articles state:

- The number of Directors shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.
- The first Directors shall be those persons notified to Companies House as the first Directors of the charity.
- Subject to Article 30(1)(c), the Bishop of Nottingham shall be entitled (but not obliged) to appoint up to 8 Directors of the charity and at any time to remove his nominated Directors from office.
- The Bishop of Nottingham shall be a director appointed in accordance with Article 30(1)(a).
- The charity may by ordinary resolution appoint a person who is willing to act to be an additional Director or fill a vacancy provided he or she is recommended by not less than two thirds of the Directors; and he or she would not be disqualified from acting under article 37.
- The appointment of a Director, whether by the charity in general meeting or by the other Directors, must not cause the number of Directors to exceed any number fixed as the maximum number of Directors.
- A Director shall cease to hold office if he resigns his office by notice to the Charity (but only if at least two Directors will remain in office when the notice of resignation is to take effect). A Director shall cease to hold office if he is removed by the person or persons who appointed him.
- The Directors are responsible for the strategic direction of the Charity. They review progress towards objectives and outcomes and approve major expenditure requests, set the budget for the following year, and set the staffing structure.

To support them to carry out these responsibilities the Board have established two committees with the following functions delegated to them by the Directors:

HR, Finance and Estates Committee

Responsible for proposal of the Company Accounts and approval of the budget, monitoring financial performance, reviewing the Financial Control and Inspection Procedures, reviewing staffing policies and salaries, and providing support generally on staffing to the Director of Education. The Committee also oversees the annual allocation of capital funding in relation to school buildings (School Condition Allocation).

Catholic Life Committee

Responsible for the oversight and development of Catholic Life within diocesan schools CMATs and the NRCDES. The Committee also oversees diocesan canonical inspection.

A review of the Committee structure is being undertaken during the year 2021-22 to ensure that committees are fit for purpose and that the Directors' responsibilities are appropriately discharged.

Day to Day Management

The Director of Education has overall executive responsibility for the day-to-day financial management of the Charity and has responsibility for the general management, leadership and development of the Charity supported by the Directors. The Director of Education meets regularly with the Diocesan Episcopal Vicar for Catholic Education and the staff team to review progress and performance and to develop strategic plans to meet the evolving needs of the organisation which are submitted to the Board for their approval.

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

Key management remuneration

The Board of directors at present set the pay level for the Director of Education by reference to the salaries paid for similar jobs in other Catholic Dioceses. Levels of pay for other senior members of staff are determined by ensuring a differential that recognises the differing levels of responsibility and accountability for each role.

Our overall policy is to ensure parity within the pay scales in education, using the agreed CMAT pay scales to ensure parity within the Diocese of Nottingham.

Related parties

The Charity will work in partnership with all schools and academies in the Diocese of Nottingham for the benefit of children and young people in their care, for the benefit of all staff employed in the schools and CMATs and for the advancement of Catholic education and the Catholic faith.

Funds held as custodian trustee

The Charity acts as intermediary agent on behalf of Catholic diocesan schools and academies in respect of capital projects, therefore hold funds as custodian. These funds are separately identifiable from those the Charity is entitled to.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 11th February 2021 and signed on the board's behalf by:

Statement of trustees' responsibilities

The trustees, who are also the directors of Nottingham Roman Catholic Diocesan Education Service for the purpose 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 year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

In accordance with the company's articles, a resolution proposing that Higson & Co. be reappointed as auditor of the company will be put at a General Meeting.

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021

Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees' report was approved by the Board of Trustees.

Rt Rev P J McKinney

Trustee

Dated: 10 February 2022



NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

Opinion

We have audited the financial statements of Nottingham Roman Catholic Diocesan Education Service (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 notes to the financial statements, including 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, 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 Companies Act 2006.

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 Auditor's 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 UK, including the FRC'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.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the trustees annual report², other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report². 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.

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

Matters on which we are required to report by exception

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

- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charitable company for the purpose 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.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 1443 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

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 auditor's 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.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the FRC's website at: <https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilities-for-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for>. This description forms part of our auditor's report.

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

David Wallwork BA FCA (Senior Statutory Auditor)
for and on behalf of Higson & Co.

10 February 2022

Chartered Accountants
Statutory Auditor

White House
Wollaton Street
Nottingham
NG1 5GF



NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2021

		Unrestricted funds 2021 £	Total 2020 £
	Notes		
<u>Income from:</u>			
Charitable activities	3	565,073	557,124
Other trading activities	4	30,236	32,434
Investments	5	224	1,027
Total income		595,533	590,585
<u>Expenditure on:</u>			
Charitable activities - Costs	6	514,321	538,890
Net income for the year/ Net movement in funds		81,212	51,695
Fund balances at 1 September 2020		529,403	477,708
Fund balances at 31 August 2021		610,615	529,403

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

BALANCE SHEET

AS AT 31 AUGUST 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	10		4,688		7,492
Current assets					
Stocks	11	15,537		15,678	
Debtors	12	17,413		77,191	
Cash at bank and in hand		617,664		491,919	
		<u>650,614</u>		<u>584,788</u>	
Creditors: amounts falling due within one year	13	<u>(44,687)</u>		<u>(62,877)</u>	
Net current assets			605,927		521,911
Total assets less current liabilities			<u>610,615</u>		<u>529,403</u>
Income funds					
Unrestricted funds			610,615		529,403
			<u>610,615</u>		<u>529,403</u>

The financial statements were approved by the Trustees on 10 February 2022

Rt Rev P J McKinney
Trustee

Company Registration No. 07713392

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 AUGUST 2021

	Notes	2021 £	£	2020 £	£
Cash flows from operating activities					
Cash generated from operations	18		125,521		100,092
Investing activities					
Interest received		224		1,027	
Net cash generated from investing activities			224		1,027
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			125,745		101,119
Cash and cash equivalents at beginning of year			491,919		390,800
Cash and cash equivalents at end of year			617,664		491,919



NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2021

I Accounting policies

Charity information

Nottingham Roman Catholic Diocesan Education Service is a private company limited by guarantee incorporated in England and Wales. The registered office is The Diocesan Centre, Mornington Crescent, Mackworth, Derby, DE22 4BD.

I.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charitable company is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

I.2 Going concern

After making appropriate enquiries, the Directors have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

I.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

I.4 Incoming resources

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

I.5 Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

Support costs are those functions that assist the work of the Charity but do not directly undertake the charitable activities. Support costs include back office payroll, administration, repairs and maintenance and governance costs which support the charitable company's activities. These costs have been allocated to expenditure on charitable activities. The basis on which these support costs have been allocated are set out in note 6.

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

I Accounting policies

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	10 years straight line
Fixtures and fittings	5 years straight line
Computers	5 years straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving items.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

I Accounting policies

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charitable company's contractual obligations expire or are discharged or cancelled.

I.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

I.12 Retirement benefits

The charitable company's employees belong to one of two schemes. Firstly, the Teachers' Pension Contribution Scheme for England and Wales (TPS), which is a multi-employer defined benefit scheme and the assets are held separately from those of the charitable company. Secondly, a NEST defined contribution scheme, the assets of which are held separately from those of the charitable company in an independently administered fund.

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

3 Charitable activities

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
School contributions	432,667	417,818
Income from appeals	27,148	43,652
Administration and support	9,117	9,106
Grant - NRCDT	78,630	74,550
Income from inspections	-	7,500
Book sales	2,708	4,387
Consultancy income	-	111
St Mary's - recharge	14,803	-
	<u>565,073</u>	<u>557,124</u>

4 Other trading activities

	Unrestricted funds	Total
	2021	2020
	£	£
Event income	26,284	31,173
Other income - Self generated	3,952	1,261
Other trading activities	<u>30,236</u>	<u>32,434</u>

5 Investments

	Unrestricted funds	Total
	2021	2020
	£	£
Interest receivable	<u>224</u>	<u>1,027</u>

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

6 Charitable activities - Costs

	Direct Costs	Support Costs	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Staff costs	286,107	28,305	314,412	297,402
Depreciation and impairment	2,804	-	2,804	5,064
Book purchases	1,870	-	1,870	1,642
Consultancy and appeal costs	79,926	-	79,926	86,233
Irrecoverable VAT	9,632	-	9,632	9,302
Repairs and maintenance	-	6,805	6,805	6,513
Cleaning	-	1,310	1,310	3,517
Computer costs	-	12,558	12,558	9,845
Subscriptions	-	32,305	32,305	27,930
Catering	-	499	499	2,907
Courses and staff travel	-	4,507	4,507	24,541
Audit and accountancy	-	5,996	5,996	4,322
Bank charges	-	275	275	260
Rates, insurance, heat and light	-	10,580	10,580	18,154
Telephone	-	3,259	3,259	3,169
Postage and stationery	-	4,699	4,699	6,929
CMATs and chaplaincy	22,884	-	22,884	31,160
	<u>403,223</u>	<u>111,098</u>	<u>514,321</u>	<u>538,890</u>
	<u>403,223</u>	<u>111,098</u>	<u>514,321</u>	<u>538,890</u>

7 Auditor's remuneration

The analysis of auditor's remuneration is as follows:

	2021	2020
	£	£
Audit of the annual accounts	3,600	-
Non-audit services		
Other assurance services	450	450
All other non-audit services	1,250	3,300
Total non-audit fees	<u>1,700</u>	<u>3,750</u>

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year nor for the year ended 31st August 2020.

Trustees expenses

There were no trustees' expenses paid for the year ended 31st August 2021 nor for the year ended 31st August 2020.

9 Employees

Number of employees

The average monthly number of employees during the year was:

2021 Number	2020 Number
7	8

Employment costs

	2021 £	2020 £
Wages and salaries	255,570	240,714
Social security costs	21,891	20,663
Other pension costs	36,951	36,025
	<u>314,412</u>	<u>297,402</u>

The key management personnel of the charity comprise the Director of Education and Company Secretary. The total employee benefits of the key management personnel were £177,655 (2020 £164,281).

The number of employees whose annual remuneration was £60,000 or more was:

	2021 Number	2020 Number
£90,000 - £100,000	1	1

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

10 Tangible fixed assets

	Leasehold improvements £	Fixtures and fittings £	Computers £	Total £
Cost				
At 1 September 2020	16,819	7,355	20,039	44,213
At 31 August 2021	16,819	7,355	20,039	44,213
Depreciation and impairment				
At 1 September 2020	12,334	6,482	17,905	36,721
Depreciation charged in the year	1,682	299	823	2,804
At 31 August 2021	14,016	6,781	18,728	39,525
Carrying amount				
At 31 August 2021	2,803	574	1,311	4,688
At 31 August 2020	4,485	873	2,134	7,492

11 Stocks

	2021 £	2020 £
Finished goods	15,537	15,678

12 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	10,365	13,788
Other debtors	-	60,000
Prepayments and accrued income	7,048	3,403
	17,413	77,191

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021

13 Creditors: amounts falling due within one year

	2021 £	2020 £
Other taxation and social security	1,789	1,978
Trade creditors	7,310	24,705
Other creditors	14,420	15,621
Accruals and deferred income	21,168	20,573
	<u>44,687</u>	<u>62,877</u>

Other creditors includes £7,400 from Leicestershire County Council.

Deferred income is included in the financial statements as follows:

Nottingham Roman Catholic Diocesan Grant £6,250
Unallocated income £8,966

14 Pension commitments

The charitable company's employees belong to two principal schemes. Firstly, the Teachers' Pension Scheme for England and Wales (TPS). This is a multi-employer defined benefit scheme and the assets are held separately from those of the charity. Secondly, a Nest defined contribution scheme, the assets of which are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charitable company to the funds which amounted to £36,951 (2020 £36,025). No contributions were outstanding at the year-end (£2020 £1,342).

Teachers' pension scheme (TPS)

The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the charitable company in such a way that the pension cost is substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on a basis of quinquennial valuations using a prospective benefit method. The current employer contribution rate is 23.68% of pensionable pay. The TPS is a multi-employer scheme and the company is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. The TPS is therefore treated as a defined contribution scheme and the contributions recognised as they are paid each year.

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

15 Intermediary Agent

The charitable company acts as intermediary agent on behalf of the Catholic diocesan schools and academies in respect of capital projects. The charitable company receives grant funding directly from the Education Skills Funding Agency (ESFA) and LCVAP funding for one remaining voluntary aided school.

Once the academy or school has decided to proceed with a capital project a contract is put into place between the academy or school and a third-party consultant. The project will then be managed by this consultant.

When the contractor has completed the work, either:

1) The charitable company will pay the contractor using the LCVAP funding received from the ESFA and will invoice the school for the remaining 10% of the contract; or

2) The academy will pay the contractor directly and the charitable company will reimburse them from the grant monies received from the ESFA.

There are no entries within the Statement of Financial Activities in relation to these activities in accordance with the Charity SORP.

16 Operating lease commitments

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021 £	2020 £
Within one year	1,085	1,085
Between two and five years	2,984	4,069
	<u>4,069</u>	<u>5,154</u>

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

17 Related party transactions

Transactions with related parties

During the year the charitable company entered into the following transactions with related parties:

	Other Income		Other Purchases	
	2021	2020	2021	2020
	£	£	£	£
Other related parties	457,418	433,071	47,800	39,131
	<u>457,418</u>	<u>433,071</u>	<u>47,800</u>	<u>39,131</u>
	<u>457,418</u>	<u>433,071</u>	<u>47,800</u>	<u>39,131</u>

	Grants received	
	2021	2020
	£	£
Other related parties	78,630	74,550
	<u>78,630</u>	<u>74,550</u>
	<u>78,630</u>	<u>74,550</u>

The charity received a grant from the Nottingham Roman Catholic Diocesan Trust for £78k (2020: £74k) a charitable company related by Ms K M Cohoon and Rt Rev P J McKinney being directors/trustees in both charitable companies.

The charity received other income of £457k (2020: £433k) from the CMAT's of the charity. This is made up of income from SCBN £423k (2020: £418k) and income from courses £34k (2020: £15k).

The charity made other payments of £48k (2020: £39k). This is made up of payments to Nottingham Roman Catholic Diocesan Youth Service £17k (2020: £12k) a charity connected by Rt Rev P J McKinney being a trustee in both charities, and payments to Catholic Education Service £31k (2020: £27k).

18 Cash generated from operations	2021	2020
	£	£
Surplus for the year	81,212	51,695
Adjustments for:		
Investment income recognised in statement of financial activities	(224)	(1,027)
Depreciation and impairment of tangible fixed assets	2,804	5,064
Movements in working capital:		
Decrease/(increase) in stocks	141	(1,727)
Decrease in debtors	59,778	75,491
(Decrease) in creditors	(18,190)	(29,404)
Cash generated from operations	<u>125,521</u>	<u>100,092</u>

NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021

19 Analysis of changes in net funds

The charitable company had no debt during the year.



Accounts

REGISTERED COMPANY NUMBER: 07713392 (England and Wales)
REGISTERED CHARITY NUMBER: 1149466

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended
31 August 2020
for
Nottingham Roman Catholic Diocesan Education Service
(A Company Limited by Guarantee)

Higson & Co
Chartered Accountants
White House
Wollaton Street
Nottingham
Nottinghamshire
NG1 5GF

Contents of the Financial Statements
for the Year Ended 31 August 2020

	Page
Report of the Trustees	1 to 9
Independent Examiner's Report	10 to 11
Statement of Financial Activities	12
Balance Sheet	13 to 14
Cash Flow Statement	15
Notes to the Cash Flow Statement	16
Notes to the Financial Statements	17 to 25
Detailed Statement of Financial Activities	26 to 27

Nottingham Roman Catholic Diocesan Education Service

Report of the Trustees for the Year Ended 31 August 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2020. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (as amended for accounting periods commencing from 1st January 2016).

Charity constitution

The Charity is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 21 July 2011.

The Charity is constituted under a Memorandum of Association dated 21 July 2011 and is a registered charity number 1149466.

The Nottingham Roman Catholic Diocesan Education Service is a company born out of the Nottingham Roman Catholic Diocesan Trust. Its purpose is to support the development of Catholic education in schools and academies in the Diocese of Nottingham.

Report of the Trustees
for the Year Ended 31 August 2020

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Charity is committed to challenging and supporting all its schools and academies to become good and outstanding providers of Catholic education in collaboration with the Catholic Multi-Academy Trusts established in September 2018.

"Directors of Catholic schools are to take care under the watchfulness of the local ordinary that the instruction which is given in them is at least as academically distinguished as that in the other schools of the area". (Canon Law)

The Charity will seek to broker or provide expertise across a range of skills such as business acumen, legal advice, financial management and administration in order to support this drive for school improvement across the diocese.

The Charity is particularly determined to play a pivotal role in supporting its schools and academies serving the most disadvantaged communities in order to improve the life chances of pupils and to raise the aspirations of their families so that young people have the opportunities they need to enable them to achieve their potential and to live life to the full.

STRATEGIES FOR ACHIEVING OBJECTIVES

The Charity will continue to challenge traditional ways of thinking on how schools are run and what they should be like for students. The Charity will seek to achieve success and will challenge any low aspirations.

The Charity will contribute to the following key success factors in securing school improvement and raising standards;

- By continuing to promote our distinctive Catholic values and ethos in our home, school and parish communities
- By helping articulate a clear educational vision that champions the ability of all children to achieve their potential and has buy in at all levels in school and which is clearly underpinned by our Catholic faith
- By recruitment, retention and development of successful school leaders with a commitment to nurturing their own personal faith and professional development as leaders of Catholic communities
- By developing effective governance arrangements
- By promoting sound financial management skills and rigorously pursuing value for money.
- Monitoring clearly defined aspirational and challenging targets and ensuring improvement in performance of all schools in collaboration with the Catholic Multi-Academy Trusts
- Establishing effective partnerships with key stakeholders, particularly with our outstanding schools

Significant activities

The principal objects of the Charity are specifically restricted to such charitable purposes as the Directors in their absolute discretion think fit including, but not limited to, the advancement of the mission of the Catholic Church through education and faith formation in the United Kingdom.

Report of the Trustees
for the Year Ended 31 August 2020

OBJECTIVES AND ACTIVITIES

Public benefit

In setting our objectives and planning our activities, the Directors have given careful consideration to the Charity Commission general guidelines in public benefit.

Social investments

The Charity aims to manage its cash balances to provide for the day to day working capital requirements of its operations, whilst protecting the real long-term value of any surplus cash balances against inflation.

The Charity aims to spend the monies with which it is entrusted for the direct benefit of its service users as soon as is prudent.

The charity does not consider the investment of surplus funds as a primary activity and has no plans for social investment during 2020-21.

Report of the Trustees
for the Year Ended 31 August 2020

STRATEGIC REPORT

Achievement and performance

Charitable activities

The Director of Education makes a report on the ongoing work of the Charity at each Board meeting. We have the following four Catholic Multi-Academy Trusts in the Diocese of Nottingham:

- Our Lady of Lourdes (Nottingham and Nottinghamshire)
- St Therese of Lisieux (Lincolnshire, North Lincolnshire, North East Lincolnshire, and Rutland.)
- St Thomas Aquinas (Leicester and Leicestershire)
- St Ralph Sherwin (Derby, Derbyshire, Stockport and Staffordshire)

All but one of our maintained schools are now academies.

The Director of Education continues to respond to requests for advice on academy conversion and development from other dioceses.

Diocesan Canonical Inspections (DCI)

The Director of Education has responsibility for undertaking Diocesan Canonical Inspections. The new framework and schedule is now well embedded across the diocese. The inspection framework covers Catholic Life, Religious Education and Collective Worship. Work has begun on the introduction of a new national inspection framework from September 2022.

Director/Governor Support

The Charity continues to support CMAT boards and local governing bodies on a range of matters by providing guidance, support and sending advisers to attend panel meetings where required. The NRCDES supports with recruitment of senior staff, the appointment of foundation directors, governors, and advice on policies, admissions and appeals and staffing matters, among other things.

Primary R.E. Advisers subject leaders and co-ordinators attend termly meetings and training sessions. The NRCDES continues to provide extensive training on the primary curriculum, Come and See and other training and formation for teachers in Catholic schools. The past year the NRCDES has provided extensive support for schools on RSE (Relationship and Sex Education).

Primary Headteachers' Retreat and Bishop's Day Conference

These two popular annual events are always well reviewed and allow the Charity to support headteachers and senior staff in reflecting on their mission as leaders of Catholic schools.

Resource Centre and Bookshop

The NRCDES continues to run a successful bookshop and resource centre.

Other Meetings

The Director of Education, or other designated NRCDES officer, attends a range of meetings with Local Authorities and other Dioceses.

School Standards

This continues to be an important area of the Charity's work but is now in collaboration with the Catholic Multi-Academy Trusts.

Report of the Trustees
for the Year Ended 31 August 2020

STRATEGIC REPORT

Financial review

Financial position

Incoming resources for the period were £590,587 and resources expended of £538,892. The net surplus for the period is £51,695.

The balance sheet has a healthy balance of net assets totalling £529,403.

Investment policy and objectives

The organisation does not have any investments. The organisation manages its cash by reviewing the short and medium term requirements for funds. The organisation will consider the establishment of a programme of short term investments of surplus cash balances for restricted time periods following analysis of available reserves, if needed.

Reserves policy

The Directors' policy is to review the reserve level of the organisation annually. The policy is to carry forward a prudent level of resources designed to meet the long term cyclical needs of renewal and any other unforeseen contingencies plus a contribution towards future capital projects. The Directors reserve the right to carry forward internal under/over spends.

Going concern

After making appropriate enquiries, the Directors have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Future plans

The Charity reviews its strategic development on an ongoing basis.

The NRCDES has now completed the establishment of four new larger Catholic Multi-Academy Trusts (CMATs) within the Diocese of Nottingham. All but one of the Diocesan Schools are part of one of these new CMATs. Sponsor arrangements have now transferred to the CMATs as follows:

- St Augustine's Catholic School Nottingham is sponsored by the Our Lady of Lourdes Catholic Multi-Academy Trust.
- St John Fisher Catholic Academy Derby, St Edward's Catholic Academy Swadlincote and St Philip Howard Catholic Academy Glossop are sponsored by the St Ralph Sherwin Catholic Multi-Academy Trust.

The Charity continues to work closely as a strategic partner with the NCTSA to encourage greater school to school support and further training and career development opportunities for teachers and leaders at all levels in Catholic schools.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The management of the Charity is the responsibility of the Directors who are elected and co opted under the terms of the Articles of Association.

All new Directors are invited to meet with the Chair or the Director of Education to be briefed on the work of the company and the role of the Board and committee. They are provided with a copy of the company Business Plan and details of Board and Committee meetings including terms of reference. A 'Code of Conduct for Directors' and a 'Guide to Being a Director' are being prepared and will be shared with all Directors once they have been approved by the Board. Directors are provided with details of training sessions on governance and the role of Directors delivered either directly by the Charity or by partner organisations and are encouraged to attend.

All Directors are required to declare their business interests annually.

The Articles of Association were updated in June 2019.

Report of the Trustees
for the Year Ended 31 August 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The management of the Charity is the responsibility of the Directors who are appointed under the terms of the Articles of Association. The Articles state:

- The number of Directors shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.
- The first Directors shall be those persons notified to Companies House as the first Directors of the charity.
- Subject to Article 30(1)(c), the Bishop of Nottingham shall be entitled (but not obliged) to appoint up to 8 Directors of the charity and at any time to remove his nominated Directors from office.
- The Bishop of Nottingham shall be a director appointed in accordance with Article 30(1)(a).
- The charity may by ordinary resolution appoint a person who is willing to act to be an additional Director or fill a vacancy provided he or she is recommended by not less than two thirds of the Directors; and he or she would not be disqualified from acting under article 37.
- The appointment of a Director, whether by the charity in general meeting or by the other Directors, must not cause the number of Directors to exceed any number fixed as the maximum number of Directors.
- A Director shall cease to hold office if he resigns his office by notice to the Charity (but only if at least two Directors will remain in office when the notice of resignation is to take effect). A Director shall cease to hold office if he is removed by the person or persons who appointed him.
- The Directors are responsible for the strategic direction of the Charity. They review progress towards objectives and outcomes and approve major expenditure requests, set the budget for the following year, and set the staffing structure.
- To support them to carry out these responsibilities the Board have established two committees with the following functions delegated to them by the Directors:

HR, Finance and Estates Committee

Responsible for proposal of the Company Accounts and approval of the budget, monitoring financial performance, reviewing the Financial Control and Inspection Procedures, reviewing staffing policies and salaries, and providing support generally on staffing to the Director of Education. The Committee also oversees the annual allocation of capital funding in relation to school buildings (School Condition Allocation).

Catholic Life Committee

Responsible for the oversight and development of Catholic Life within diocesan schools CMATs and the NRCDES. The Committee also oversees diocesan canonical inspection.

Day to Day Management

The Director of Education has overall responsibility for the day-to-day financial management of the organisation and has responsibility for the general management, leadership and development of the organisation supported by the Directors. The Director of Education meets regularly with the Diocesan Episcopal Vicar for Catholic Education and the staff team to review progress and performance and to develop strategic plans to meet the evolving needs of the organisation which are submitted to the Board for their approval.

Report of the Trustees
for the Year Ended 31 August 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Key management remuneration

The Board of directors at present set the pay level for the Director of Education by reference to the salaries paid for similar jobs in other Catholic Dioceses. Levels of pay for other senior members of staff are determined by ensuring a differential that recognises the differing levels of responsibility and accountability for each role.

Our overall policy is to ensure parity within the pay scales in education.

The policy is reviewed annually and will be adjusted if necessary, to reflect changes in Education Policy as the move towards academisation for all schools.

Related parties

The Charity will work in partnership with all schools and academies in the Diocese of Nottingham for the benefit of children and young people in their care and for the advancement of Catholic education.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07713392 (England and Wales)

Registered Charity number

1149466

Registered office

The Diocesan Centre
Morrington Crescent
Mackworth
Derby
DE22 4BD

Trustees

G A Hirst	
Reverend J E Kyne	- resigned 15.10.19
Right Rev P J McKinney	
B P Monaghan	- resigned 1.4.20
Mrs L M O'Brien	
Ms K M Cohoon	
Ms A Gillespie	
J Lynch	
Reverend S Gillespie	- appointed 1.9.19
P McCole	- appointed 19.11.19

Company Secretary

N Weightman

Report of the Trustees
for the Year Ended 31 August 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Independent examiner

David Wallwork
Institute of Chartered Accountants England and Wales
Higson & Co
Chartered Accountants
White House
Wollaton Street
Nottingham
Nottinghamshire
NG1 5GF

Name of the Director of Education delegated with day-to-day management:

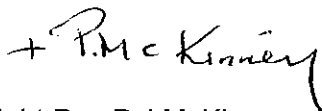
Peter Giorgio

FUNDS HELD AS CUSTODIAN FOR OTHERS

The Charity acts as intermediary agent on behalf of Catholic Diocesan schools and academies in respect of capital projects, therefore hold funds as custodian. These funds are separately identifiable from those the Charity is entitled to.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 11th February 2021 and signed on the board's behalf by:



Right Rev P J McKinney - Trustee

Independent examiner's report to the trustees of Nottingham Roman Catholic Diocesan ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 August 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

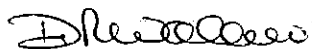
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants England and Wales which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act: or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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: or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Independent Examiner's Report to the Trustees of
Nottingham Roman Catholic Diocesan Education Service



David Wallwork
Institute of Chartered Accountants England and Wales
Higson & Co
Chartered Accountants
White House
Wollaton Street
Nottingham
Nottinghamshire
NG1 5GF

11th February 2021

Nottingham Roman Catholic Diocesan Education Service

Statement of Financial Activities
for the Year Ended 31 August 2020

		Unrestricted fund £	Restricted fund £	31/8/20 Total funds £	31/8/19 Total funds £
	Notes				
INCOME AND ENDOWMENTS FROM					
Charitable activities	4				
Charitable activities		557,124	-	557,124	607,870
Other trading activities	2	32,434	-	32,434	85,665
Investment income	3	<u>1,029</u>	<u>-</u>	<u>1,029</u>	<u>756</u>
Total		590,587	-	590,587	694,291
EXPENDITURE ON					
Charitable activities	5				
Charitable activities		<u>538,892</u>	<u>-</u>	<u>538,892</u>	<u>629,368</u>
NET INCOME		51,695	-	51,695	64,923
RECONCILIATION OF FUNDS					
Total funds brought forward		477,708	-	477,708	412,785
TOTAL FUNDS CARRIED FORWARD		<u>529,403</u>	<u>-</u>	<u>529,403</u>	<u>477,708</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Nottingham Roman Catholic Diocesan Education Service

Balance Sheet
At 31 August 2020

	Notes	Unrestricted fund £	Restricted fund £	31/8/20 Total funds £	31/8/19 Total funds £
FIXED ASSETS					
Tangible assets	11	7,492	-	7,492	12,556
CURRENT ASSETS					
Stocks	12	15,678	-	15,678	13,951
Debtors	13	77,191	-	77,191	152,682
Cash at bank		<u>484,519</u>	<u>7,400</u>	<u>491,919</u>	<u>390,800</u>
		577,388	7,400	584,788	557,433
CREDITORS					
Amounts falling due within one year	14	(55,477)	(7,400)	(62,877)	(92,281)
NET CURRENT ASSETS		<u>521,911</u>	<u>-</u>	<u>521,911</u>	<u>465,152</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>529,403</u>	<u>-</u>	<u>529,403</u>	<u>477,708</u>
NET ASSETS		<u>529,403</u>	<u>-</u>	<u>529,403</u>	<u>477,708</u>
FUNDS	15				
Unrestricted funds:					
General fund				<u>529,403</u>	<u>477,708</u>
TOTAL FUNDS				<u>529,403</u>	<u>477,708</u>

The notes form part of these financial statements

Balance Sheet - continued

At 31 August 2020

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2020.

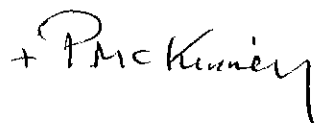
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 11th February 2021 and were signed on its behalf by:

A handwritten signature in black ink, appearing to read 'P J McKinney', with a stylized flourish at the end.

Right Rev P J McKinney -Trustee

Nottingham Roman Catholic Diocesan Education Service

Cash Flow Statement
for the Year Ended 31 August 2020

	Notes	31/8/20 £	31/8/19 £
Cash flows from operating activities:			
Cash generated from operations	1	98,457	80,082
Tax paid		<u>1,633</u>	<u>(33,749)</u>
Net cash provided by (used in) operating activities		<u>100,090</u>	<u>46,333</u>
Cash flows from investing activities:			
Interest received		<u>1,029</u>	<u>756</u>
Net cash provided by (used in) investing activities		<u>1,029</u>	<u>756</u>
		<u> </u>	<u> </u>
Change in cash and cash equivalents in the reporting period		101,119	47,089
Cash and cash equivalents at the beginning of the reporting period		<u>390,800</u>	<u>343,711</u>
Cash and cash equivalents at the end of the reporting period		<u><u>491,919</u></u>	<u><u>390,800</u></u>

The notes form part of these financial statements

Notes to the Cash Flow Statement
for the Year Ended 31 August 2020

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31/8/20	31/8/19
	£	£
Net income for the reporting period (as per the statement of financial activities)	51,695	64,923
Adjustments for:		
Depreciation charges	5,064	5,159
Interest received	(1,029)	(756)
Increase in stocks	(1,727)	(824)
Decrease in debtors	75,491	61,660
Decrease in creditors	<u>(31,037)</u>	<u>(50,080)</u>
Net cash provided by (used in) operating activities	<u>98,457</u>	<u>80,082</u>

Notes to the Financial Statements
for the Year Ended 31 August 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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) (as amended for accounting periods commencing from 1st January 2016)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

Donated services or facilities are recognised when the Charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the Charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the friends is not recognised and refer to the Directors' Report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the Charity which is the amount the Charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

Support costs are those functions that assist the work of the Charity but do not directly undertake the charitable activities. Support costs include back office payroll, administration, repairs and maintenance and governance costs which support the Charity's activities. These costs have been allocated to expenditure on charitable activities. The basis on which these support costs have been allocated are set out in note 7.

Notes to the Financial Statements - continued
for the Year Ended 31 August 2020

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

All assets costing more than £1,000 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities Incorporating Income and Expenditure Account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Long term Leasehold Property - 10 years straight line

Fixtures & fittings - 5 years straight line

Computer equipment - 5 years straight line

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. OTHER TRADING ACTIVITIES

	31/8/20	31/8/19
	£	£
Event income	31,173	85,483
Other income - Self generated	1,261	182
	<u>32,434</u>	<u>85,665</u>

Notes to the Financial Statements - continued
for the Year Ended 31 August 2020

3. INVESTMENT INCOME

	31/8/20	31/8/19
	£	£
Deposit account interest	<u>1,029</u>	<u>756</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2020	Restricted funds 2020	Total funds 2020	Total funds 2019
	£	£	£	£
Book sales	4,387	-	4,387	8,209
Grant - NRCDT	74,550	-	74,550	75,000
Consultancy income	111	-	111	23,092
Income from inspections	7,500	-	7,500	8,500
Schools contributions	417,818	-	417,818	426,242
Income from appeals	43,652	-	43,652	57,063
Administration and support income	<u>9,106</u>	<u>-</u>	<u>9,106</u>	<u>9,764</u>
	<u>557,124</u>	<u>-</u>	<u>557,124</u>	<u>607,870</u>

In 2019, of the total income from charitable activities £607,870 was to unrestricted funds.

Notes to the Financial Statements - continued
for the Year Ended 31 August 2020

5. CHARITABLE ACTIVITIES COSTS

	Unrestricted funds 2020 £	Restricted funds 2019 £	Total funds 2020 £	Total funds 2019 £
Direct Costs				
Wages and salaries	216,105	-	216,105	246,538
National insurance	19,604	-	19,604	22,626
Pension costs	35,213	-	35,213	26,548
Irrecoverable Input VAT	9,302	-	9,302	22,018
Consultancy and appeals costs	86,233	-	86,233	113,785
Legal fees	-	-	-	-
Book purchases	1,644	-	1,644	5,926
MAT support costs	19,160	-	19,160	3,916
Chaplaincy Support	12,000	-	12,000	12,000
HR resource development	-	-	-	30,000
Total Direct Costs	399,261	-	399,261	483,357
Support Costs				
Communication costs	3,169	-	3,169	3,889
Rent, rates and utilities	18,154	-	18,154	13,227
Computer costs	9,845	-	9,845	16,550
Subscriptions	27,930	-	27,930	29,489
Postage & Stationery	6,929	-	6,929	10,249
Repairs and maintenance	6,513	-	6,513	15,197
Cleaning costs	3,517	-	3,517	4,560
Staff expenses and travelling	24,541	-	24,541	21,966
Catering costs	2,907	-	2,907	1,686
Wages and salaries	24,609	-	24,609	18,608
National insurance	1,059	-	1,059	1,068
Pension costs	812	-	812	802
Depreciation	5,064	-	5,064	5,159
Governance costs	4,582	-	4,582	3,561
Total Support Costs	139,631	-	139,631	146,011
Total	538,892	-	538,892	629,368

6. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Charitable activities	<u>135,049</u>	<u>4,582</u>	<u>139,631</u>

Notes to the Financial Statements - continued
for the Year Ended 31 August 2020

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31/8/20	31/8/19
	£	£
Depreciation - owned assets	<u>5,064</u>	<u>5,159</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2020 nor for the year ended 31 August 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2020 nor for the year ended 31 August 2019.

9. STAFF COSTS

	31/8/20	31/8/19
	£	£
Wages and salaries	240,714	265,146
Social security costs	20,663	23,694
Other pension costs	<u>36,025</u>	<u>27,350</u>
	<u>297,402</u>	<u>316,190</u>

The average monthly number of employees during the year was as follows:

	31/8/20	31/8/19
Management & Admin	<u>8</u>	<u>7</u>

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

	31/8/20	31/8/19
£90,001 - £100,000	1	-
Over £100,000	<u>-</u>	<u>1</u>
	<u>1</u>	<u>1</u>

The key management personnel of the charity comprises the Director of Education and Company Secretary. The total employee benefits of the key management personal were £164,281 (2019 £193,607).

Notes to the Financial Statements - continued
for the Year Ended 31 August 2020

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Charitable activities	607,870	-	607,870
Other trading activities	85,665	-	85,665
Investment income	<u>756</u>	<u>-</u>	<u>756</u>
Total	694,291	-	694,291
 EXPENDITURE ON			
Charitable activities			
Charitable activities	<u>629,368</u>	<u>-</u>	<u>629,368</u>
Total	629,368	-	629,368
NET INCOME	64,923	-	64,923
 RECONCILIATION OF FUNDS			
Total funds brought forward	412,785	-	412,785
TOTAL FUNDS CARRIED FORWARD	<u><u>477,708</u></u>	<u><u>-</u></u>	<u><u>477,708</u></u>

Notes to the Financial Statements - continued
for the Year Ended 31 August 2020

11. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 September 2019 and 31 August 2020	<u>16,819</u>	<u>7,355</u>	<u>20,039</u>	<u>44,213</u>
DEPRECIATION				
At 1 September 2019	10,652	5,585	15,420	31,657
Charge for year	<u>1,682</u>	<u>897</u>	<u>2,485</u>	<u>5,064</u>
At 31 August 2020	<u>12,334</u>	<u>6,482</u>	<u>17,905</u>	<u>36,721</u>
NET BOOK VALUE				
At 31 August 2020	<u>4,485</u>	<u>873</u>	<u>2,134</u>	<u>7,492</u>
At 31 August 2019	<u>6,167</u>	<u>1,770</u>	<u>4,619</u>	<u>12,556</u>

12. STOCKS

	31/8/20 £	31/8/19 £
Finished goods	<u>15,678</u>	<u>13,951</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/8/20 £	31/8/19 £
Trade debtors	13,788	28,064
Other debtors	60,000	120,000
Prepayments and accrued income	<u>3,403</u>	<u>4,618</u>
	<u>77,191</u>	<u>152,682</u>

Notes to the Financial Statements - continued
for the Year Ended 31 August 2020

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/8/20	31/8/19
	£	£
Trade creditors	24,705	38,471
VAT	1,978	345
Other creditors	15,621	31,852
Accruals and deferred income	<u>20,573</u>	<u>21,613</u>
	<u>62,877</u>	<u>92,281</u>

Deferred income relates to various receipts received during the year that relate to the period following the year end.

	£
Deferred income	
Deferred income at 1 September 2019	15,216
Resources deferred during the year	15,216
Amounts released from previous years	<u>(15,216)</u>
Deferred income at 31st August 2020	<u>15,216</u>

Deferred income includes the following items
£6,250 - Nottingham Roman Catholic Diocesan Grant
£8,966 - Unallocated Income

15. MOVEMENT IN FUNDS

	At 1/9/19	Net movement in funds	At 31/8/20
	£	£	£
Unrestricted funds			
General fund	477,708	51,695	529,403
	<u>477,708</u>	<u>51,695</u>	<u>529,403</u>
TOTAL FUNDS	<u>477,708</u>	<u>51,695</u>	<u>529,403</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	590,587	(538,892)	51,695
	<u>590,587</u>	<u>(538,892)</u>	<u>51,695</u>
TOTAL FUNDS	<u>590,587</u>	<u>(538,892)</u>	<u>51,695</u>

16. PENSION COMMITMENTS

The company's employees belong to two principal schemes: the Teachers Pension Scheme for England and Wales (TPS) for academic and related staff; and a defined contribution scheme, the assets of which are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund which amounted to £36,025 (2019 £27,350). Contributions totalling £1,342 (2019 £578) were outstanding at the end of the financial year.

Teachers Pension Scheme (TPS)

The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the company in such a way that the pension cost is substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on a basis of quinquennial valuations using a prospective benefit method. The current employer contribution rate is 23.68% of pensionable pay, this was increased from 16.48% on the 1st September 2019. The TPS is a multi-employer scheme and the company is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. The TPS is therefore treated as a defined contribution scheme and the contributions recognised as they are paid each year.

17. RELATED PARTY DISCLOSURES

No related party transactions took place in the year other than certain trustees' remuneration and expenses already disclosed.

Owing to the nature of operations and the composition of the board, it is inevitable that transactions will take place with organisations in which a member of the board may have an interest. All transactions involving such organisations are conducted at arm's length and in accordance with financial regulations and normal procurement procedures.

18. INTERMEDIARY AGENT

The charity acts as intermediary agent on behalf of Catholic Diocesan schools and academies in respect of capital projects. The Charity receives either devolved formula capital grant funding direct from the Education Funding Agency or LCVAP grant funding from the Local Authority.

Once the academy or school has made a decision on the capital project that will be undertaken, a contract is put in place between the academy or school and a third-party consultant. The project will then be managed by this consultant.

When the contractor has completed their work, either:

- 1) The Charity will pay the contractor using the funding received from the Education Funding Agency and will invoice the school or academy for the remaining 10% of the contract; or
- 2) The Charity pays the grant monies into the school or academy bank account for them to pay the contractor.

There are no entries within the Statement of Financial Activities or the Balance Sheet in relation to these activities in accordance with the Charity SORP.

Nottingham Roman Catholic Diocesan Education Service

Detailed Statement of Financial Activities
for the Year Ended 31 August 2020

	31/8/20 £	31/8/19 £
INCOME AND ENDOWMENTS		
Other trading activities		
Event income	31,173	85,483
Other income - Self generated	<u>1,261</u>	<u>182</u>
	32,434	85,665
Investment income		
Deposit account interest	1,029	756
Charitable activities		
School Contribution	417,818	426,242
Appeals Income	43,652	57,063
Administration and support	9,106	9,764
Grants	74,550	75,000
Inspections	7,500	8,500
Book sales	4,387	8,209
Consultancy income	<u>111</u>	<u>23,092</u>
	<u>557,124</u>	<u>607,870</u>
Total incoming resources	590,587	694,291
EXPENDITURE		
Charitable activities		
Wages	216,105	246,538
Social security	19,604	22,626
Pensions	35,213	26,548
Books	1,644	5,926
Consultancy and appeal costs	86,233	113,785
Irrecoverable Input VAT	9,302	22,018
MAT expenses	19,160	3,916
HR resource development	-	30,000
Chaplaincy support	<u>12,000</u>	<u>12,000</u>
	399,261	483,357
Support costs		
Management		
Wages	24,609	18,608
Social security	1,059	1,068
Pensions	812	802
Carried forward	26,480	20,478

This page does not form part of the statutory financial statements

Nottingham Roman Catholic Diocesan Education Service

Detailed Statement of Financial Activities
for the Year Ended 31 August 2020

	31/8/20 £	31/8/19 £
Management		
Brought forward	26,480	20,478
Rates and water	18,154	13,227
Telephone	3,169	3,889
Postage and stationery	6,929	10,249
Repairs and maintenance	6,513	15,197
Cleaning	3,517	4,560
Computer costs	9,845	16,550
Subscriptions	27,930	29,489
Catering Food/Drink	2,907	1,686
Courses & staff travel	24,541	21,966
Freehold property	1,682	1,682
Fixtures and fittings	<u>3,382</u>	<u>3,477</u>
	135,049	142,450
Governance costs		
Accountancy	4,322	3,122
Bank charges	<u>260</u>	<u>439</u>
	<u>4,582</u>	<u>3,561</u>
Total resources expended	538,892	629,368
Net income	<u>51,695</u>	<u>64,923</u>

