

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

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for the Year Ended 31 August 2020

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## 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 1<sup>st</sup> 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  
Mornington 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:**

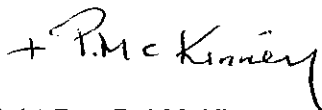
Peter Giorgio

**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 11<sup>th</sup> 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**

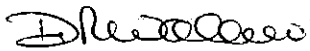
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants England and Wales which is one of the listed bodies.

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				
<b>INCOME AND ENDOWMENTS FROM</b>					
<b>Charitable activities</b>	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>
<b>Total</b>		590,587	-	590,587	694,291
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	5				
Charitable activities		<u>538,892</u>	<u>-</u>	<u>538,892</u>	<u>629,368</u>
<b>NET INCOME</b>		51,695	-	51,695	64,923
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		477,708	-	477,708	412,785
<b>TOTAL FUNDS CARRIED FORWARD</b>		<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 £
<b>FIXED ASSETS</b>					
Tangible assets	11	7,492	-	7,492	12,556
<b>CURRENT ASSETS</b>					
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
<b>CREDITORS</b>					
Amounts falling due within one year	14	(55,477)	(7,400)	(62,877)	(92,281)
<b>NET CURRENT ASSETS</b>		<u>521,911</u>	<u>-</u>	<u>521,911</u>	<u>465,152</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>529,403</u>	<u>-</u>	<u>529,403</u>	<u>477,708</u>
<b>NET ASSETS</b>		<u>529,403</u>	<u>-</u>	<u>529,403</u>	<u>477,708</u>
<b>FUNDS</b>	15				
Unrestricted funds:					
General fund				<u>529,403</u>	<u>477,708</u>
<b>TOTAL FUNDS</b>				<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.

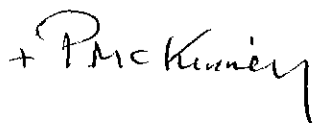
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2020 in accordance with Section 476 of the Companies Act 2006.

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 £
<b>Cash flows from operating activities:</b>			
Cash generated from operations	1	98,457	80,082
Tax paid		<u>1,633</u>	<u>(33,749)</u>
<b>Net cash provided by (used in) operating activities</b>		<u>100,090</u>	<u>46,333</u>
<b>Cash flows from investing activities:</b>			
Interest received		<u>1,029</u>	<u>756</u>
<b>Net cash provided by (used in) investing activities</b>		<u>1,029</u>	<u>756</u>
		<u>          </u>	<u>          </u>
<b>Change in cash and cash equivalents in the reporting period</b>		101,119	47,089
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>390,800</u>	<u>343,711</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<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
	£	£
<b>Net income for the reporting period (as per the statement of financial activities)</b>	51,695	64,923
<b>Adjustments for:</b>		
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>
<b>Net cash provided by (used in) operating activities</b>	<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 1<sup>st</sup> 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 £
<b>Direct Costs</b>				
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
<b>Total Direct Costs</b>	<b>399,261</b>	<b>-</b>	<b>399,261</b>	<b>483,357</b>
<b>Support Costs</b>				
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
<b>Total Support Costs</b>	<b>139,631</b>	<b>-</b>	<b>139,631</b>	<b>146,011</b>
<b>Total</b>	<b>538,892</b>	<b>-</b>	<b>538,892</b>	<b>629,368</b>

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 £
<b>INCOME AND ENDOWMENTS FROM</b>			
<b>Charitable activities</b>			
Charitable activities	607,870	-	607,870
Other trading activities	85,665	-	85,665
Investment income	<u>756</u>	<u>-</u>	<u>756</u>
<b>Total</b>	694,291	-	694,291
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable activities	<u>629,368</u>	<u>-</u>	<u>629,368</u>
<b>Total</b>	629,368	-	629,368
	<hr/>	<hr/>	<hr/>
<b>NET INCOME</b>	64,923	-	64,923
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	412,785	-	412,785
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<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 £
<b>COST</b>				
At 1 September 2019 and 31 August 2020	<u>16,819</u>	<u>7,355</u>	<u>20,039</u>	<u>44,213</u>
<b>DEPRECIATION</b>				
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>
<b>NET BOOK VALUE</b>				
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.

	£
<b>Deferred income</b>	
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
	£	£	£
<b>Unrestricted funds</b>			
General fund	477,708	51,695	529,403
	<u>477,708</u>	<u>51,695</u>	<u>529,403</u>
<b>TOTAL FUNDS</b>	<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
	£	£	£
<b>Unrestricted funds</b>			
General fund	590,587	(538,892)	51,695
	<u>590,587</u>	<u>(538,892)</u>	<u>51,695</u>
<b>TOTAL FUNDS</b>	<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 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Other trading activities</b>		
Event income	31,173	85,483
Other income - Self generated	<u>1,261</u>	<u>182</u>
	32,434	85,665
<b>Investment income</b>		
Deposit account interest	1,029	756
<b>Charitable activities</b>		
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>
<b>Total incoming resources</b>	590,587	694,291
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
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
<b>Support costs</b>		
<b>Management</b>		
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
	£	£
<b>Management</b>		
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
<b>Governance costs</b>		
Accountancy	4,322	3,122
Bank charges	<u>260</u>	<u>439</u>
	<u>4,582</u>	<u>3,561</u>
<b>Total resources expended</b>	538,892	629,368
	<hr/>	<hr/>
<b>Net income</b>	<u>51,695</u>	<u>64,923</u>

