

***THE GOOD SHEPHERD CATHOLIC PRIMARY SCHOOL FUND***

**Annual Report & Financial Statements**

**For the year ended**

**31 Aug 2021**

**ANNUAL REPORT & FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 AUG 2021

---

**CONTENTS**

---

Trustees' Report .....	3 - 5
Independent Examiner's Report .....	6
Statement of Receipts & Payments.....	7
Statement of Assets & Liabilities .....	8
Notes to the Financial Statements.....	9 - 11

## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUG 2021

The trustees present their report and financial statements together with the independent examiner's report for the year ended 31 AUG 2021.

### REFERENCE AND ADMINISTRATIVE DETAILS

**Charity Name** The Good Shepherd Catholic Primary School Fund

**Charity No** 1172505

**Contact Address** Mrs Imogen Lavelle  
THE GOOD SHEPHERD RC  
PRIMARY SCHOOL  
35 GAYFORD ROAD  
LONDON  
W12 9BY

**Website Address** [goodshepherdrc.lbhf.sch.uk](http://goodshepherdrc.lbhf.sch.uk)

<b>Current Trustees</b>	Wesley Harcourt	Chair
	Imogen Lavelle	Treasurer
	Catherine Goacher	Trustee

**Bankers** Allied Irish Bank

**Independent Examiner** Mark Hill ACMA  
Living Lightly Ltd  
95 Bridge Lanes  
Hebden Bridge Halifax HX7 6AT

## **TRUSTEES' REPORT**

### **Governing Document**

The charity is a charitable incorporated organisation ("CIO") governed by its constitution dated 10 Apr 2017 and granted charitable status by the Charity Commission on that date.

### **OBJECTS & ACTIVITIES**

The objects of the charity are:

- Providing outstanding additional supplies, resources and activities for pupils to access as part of an extended curriculum
- Provide advocacy advice and information

### **ACHIEVEMENTS & PERFORMANCE**

As the COVID restrictions remained during the course of 2020, we began the academic year 2020-2021 hopeful of a return to normal. Governors and staff maintained an air of normality, ensuring that children's learning experience was protected from the requirements necessary due to COVID, as much as could be deemed safe.

In the winter of 2020, as the inclement weather drew in, until Easter 2021, the governing body agreed to erect a large Marquee, 9m x 18m, in the school playground. The marquee allowed children to have access to the outdoors throughout the winter and early spring.

Within the marquee, we were able to hold music lessons, this was important as COVID restrictions remained in place for schools regarding the teaching of music. Having the marquee ensured that the children's teaching timetable was not interrupted, other lessons such as PE & games also took place in the marquee. In addition to this we were able to host all our Christmas events, Christmas Fair, Carol Service and Nativity play safely, within the marquee. Parents generously donated towards the cost of the marquee, for this reason we were able to retain it until April 2021.

In the summer term, we hosted the End of Year Key Stage Production of The Little Mermaid. Traditionally held in the school hall, this year we were able to host it in the playground, under a marquee. The marquee was re-erected for the final two weeks of the summer term, and meant that the end of year school performances were able to take place, all parents were able to attend, and they were, as far as possible, COVID safe.

A direct appeal by the governing body finance committee in the summer of 2021, invited parents to consider making regular payments to the school fund. This appeal was successful, a significant number of parents, almost 50% of families, either increased their donation, or set up a regular payment.

During this challenging period, we were able to continue to fund the school counselling service. The school counsellor attended school twice weekly, and provided a much-needed service for both children and their parents.

We are delighted by our major capital expenditure. We invested £9116 to enhance the computing equipment for the school. The new technology has greatly enhanced the school computing offer. When the school was required to provide children with IT equipment during the school closure periods, it was able to do so.

In addition to this, we were able to maintain our support for Beka Primary school in Malawi. Through Mary's Meals Charity, The Good Shepherd School is committed to funding a meal for every pupil in Beka Primary School, for a whole school year. This academic year we contributed £3902.22 towards Mary's Meals. The children and parents are grateful for the opportunity to be able to put the school's Mission Statement into practice; Jesus said 'Love one another as I have love you.' John 13:34

With love at the core of all we do, at The Good Shepherd we:

Love to learn together and

Learn to love together

Pray together and play together

Putting our faith into action

Growing in the Love and Truth of Christ in

His church for the benefit of all.

Wesley Harcourt liaised with the head teacher and senior leadership team regularly across this period, to ensure that the school fund was supporting the needs of the children, when and where appropriate.

## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUG 2021

### FINANCIAL REVIEW

#### Overview

Income has come from membership subscriptions, and donations from individuals. Expenditure was minimal and comprised fixed cost items such as insurance and trustees expenses.

#### Summary of Receipts & Payments

	2018	2019	2020	2021
	£k	£k	£k	£k
Operating receipts	61.9	101.6	90.1	73.8
Operating payments	(45.7)	(128.0)	(77.8)	(83.7)
Net receipts/(payments) for the year	16.1	(26.4)	12.3	(9.9)
Balance in cash	34.6	8.2	20.5	10.6

#### Reserves Policy

Trustees consider that it is appropriate to hold minimal cash reserves to allow as much funding as possible for events. Reserves at the year-end, were £10.6k (2020: £20.5k).

### FUTURE PLANS

We are optimistic about the future with regard to the Coronavirus pandemic and are planning to hold a full series of events from Oct 2021 to Mar 2022. Long term our objectives remain to:

- Enhance the educational provision of the children. The school has engaged a specialist Spanish teacher,
- Increased the provision of specialist music teaching, to allow for a Choir and Orchestra.
- Offer all children a specialist Art curriculum, delivered by a local Art Studio, Kite Studios.
- Rebuild the school's Design Technology & Cookery Classroom

This report was approved by the trustees on 28 June 2022 and signed on their behalf by:

**Wesley  
Harcourt**  
Chair

# **INDEPENDENT EXAMINER'S REPORT**

FOR THE YEAR ENDED 31 AUG 2021

## **Independent Examiner's Report to the Trustees of Cathedral Concert Society**

I report on the accounts of the charity for the year ended 31 Aug 2021, which are set out on pages 7 to 11.

### **Responsibilities and basis of report**

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

You are satisfied that the charity is not required by charity law to have its accounts audited and you have chosen to have an independent examination instead of an audit.

It is my responsibility to examine the accounts under section 145 of the Act. In carrying out my examination, I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent Examiner's Statement**

Having completed my examination, I confirm that no matter came to my attention giving me cause to believe in any material respect:

- accounting records were not kept as required by section 130 of the Act; or
- the accounts do not accord with those records.

I confirm there are no other matters to which your attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Mark Hill, ACMA**

28 June 2022

## STATEMENT OF RECEIPTS & PAYMENTS

FOR THE YEAR ENDED 31 AUG 2021

	Note	2021	2020
		£	£
<b>Receipts</b>			
Donations	7	<b>36,643</b>	25,038
Capital Funding	8	<b>19,929</b>	25,149
Trading receipts			
Uniform income	9	<b>5,990</b>	4,913
Events		<b>9,497</b>	31,117
Other income		<b>1,779</b>	3,857
		<b>73,838</b>	90,074
<b>Payments</b>			
Trading payments			
Uniforms	10	<b>4,735</b>	7,553
Events	10	<b>49,600</b>	23,484
Capital Investment	11	<b>1,818</b>	34,242
Administration	12	<b>22,582</b>	10,503
Governance costs	13	<b>600</b>	600
Donations Made	14	<b>4,422</b>	1,429
		<b>83,757</b>	77,811
<b>Net receipts/(payments)</b>		<b>(9,919)</b>	12,263
Balance as at 01 Sept 2020		<b>20,574</b>	8,311
<b>Balance as at 31 Aug 2021</b>		<b>10,655</b>	20,574

All funds are unrestricted.

The above statement excludes funds raised for other charities as shown in Note 14

The Notes on pages 9 to 11 form an integral part of these accounts.

## STATEMENT OF ASSETS & LIABILITIES

AS AT 31 AUG 2021

	Note	2021	2020
<b>Bank &amp; cash Balances</b>		<b>£</b>	<b>£</b>
Bank current account		<b>11,855</b>	21,142
Bank deposit account		<b>Nil</b>	Nil
		<b>11,855</b>	21,142
 <b>Debtors</b>			
Nil		<b>Nil</b>	Nil
 <b>Liabilities</b>			
Creditors: Accrued Accounting		<b>(1,200)</b>	(600)
 <b>Funds</b>			
Unrestricted Funds		<b>10,655</b>	20,574

All funds are unrestricted.

The Notes on pages 9 to 11 form an integral part of these accounts.

These accounts were approved by the trustees on 28 Jun 2022 and signed on their behalf by:

**Wesley Harcourt**

Chair

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUG 2021

## 1. Basis of Preparation

These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities Act 2011.

## 2. Fund Accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.

Currently all of the charity's funds are unrestricted.

## 3. Taxation

- (a) The charity is not liable to corporation tax or capital gains tax on its charitable activities.
- (b) The charity is not registered for VAT; thus all costs are shown inclusive of VAT charged.

## 4. Trustee remuneration

- (a) No remuneration was paid to trustees during the year or in the previous year.
- (b) The charity's insurance policy includes trustee indemnity insurance cover for all of its trustees.

## 5. Trustees expenses

There were no transactions with trustees to report this year

	2021		2020	
	No of Trustees	Amount £	No of Trustees	Amount £
Travelling expenses	3	0	3	0

## 6. Transactions with related parties

There were no related party transactions to report this year.

## 7. Donations

	2021 £	2020 £
Charity Trust / Easy fundraising	1,000	-
Individual Contributions	30,643	25,038
Large Private donations	5,000	-
	<b>36,643</b>	<b>25,038</b>
Donations income includes onward donations made of	4,422	1,429

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUG 2021

### 8. Devolved Capital Funding

	2021	2020
	£	£
DFC Equipment Support	10,020	25,149
Diocese Capital Funding	9,909	-
	<b>19,929</b>	<b>25,149</b>

### 9. Trading Receipts

	2021	2020
	£	£
Uniform Income	5,990	4,913
Extra Curricular / School Trip	6,497	31,117
Events	3,000	-
	<b>15,487</b>	<b>36,030</b>

### 10. Trading Payments

	2021	2020
	£	£
Uniform Payments	4,735	7,553
Premises Costs	215	1,064
School Trips	1,795	1,047
Sports and Music Clubs	47,588	21,373
	<b>54,333</b>	<b>31,037</b>

### 11. Capital Investment

	2021	2020	2019
	£	£	£
Playground	1,818	23,695	-
Class Room	-	-	35,172
Teaching Equipment	-	7,111	-
Other Equipment incl. Air-condition	-	3,436	30,000
	<b>1,818</b>	<b>34,242</b>	<b>65,172</b>

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUG 2021

## 12. Administration and Services for staff

	2021	2020
	£	£
Bank charges	129	484
Data Protection	-	60
Fraud	393	181
Postage & delivery	-	141
School Counsellor	18,725	5,688
Staff hospitality	883	1,786
Teaching Materials (additional)	1,740	-
Other	712	2,163
	<b>22,582</b>	<b>10,503</b>

## 13. Governance costs

	2021	2020
	£	£
Trustees' travel expenses	Nil	Nil
Independent examiner's fee (£600 accrued 2020)	600	600
	<b>600</b>	<b>600</b>

## 14. Funds raised for other charities

2021	2020
£	£
<b>4,422</b>	<b>1,429</b>