

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

**Annual Report & Financial Statements**

**For the year ended**

**31 Aug 2023**

# ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUG 2023

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## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUG 2023

The trustees present their report and financial statements together with the independent examiner's report for the year ended 31 Aug 2023.

### REFERENCE AND ADMINISTRATIVE DETAILS

|                             |  |                               |
|-----------------------------|--|-------------------------------|
| <b>Charity Name</b>         | The Good Shepherd Catholic Primary School Fund   |                               |
| <b>Charity No</b>           | 1172505  |                               |
| <b>Contact Address</b>      | Mrs Imogen Lavelle<br>The Good Shepherd RC<br>Primary School<br>35 Gayford Road<br>London<br>W12 9BY |                               |
| <b>Website Address</b>      | goodshepherdrc.lbhf.sch.uk   |                               |
| <b>Current Trustees</b>     | Wesley Harcourt<br>Imogen Lavelle<br>Catherine Goacher   | Chair<br>Treasurer<br>Trustee |
| <b>Bankers</b>              | National Westminster Bank  |                               |
| <b>Independent Examiner</b> | Mark Hill ACMA<br>Living Lightly Ltd<br>95 Bridge Lanes<br>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.

### TRUSTEES' REPORT (September 2022 - August 2023)

#### OBJECTS & ACTIVITIES

The charity remains dedicated to its core objectives:

- Providing outstanding additional supplies, resources, and activities for pupils to enhance their learning as part of an extended curriculum.
- Offering advocacy, advice, and information to support the school community.

#### ACHIEVEMENTS & PERFORMANCE

The 2022-2023 academic year was marked by significant achievements and continued progress toward our mission.

Notable highlights include:

- **School Counselling Provision:** We sustained our outstanding school counselling service, providing two days of support per week to address the mental health and wellbeing needs of our pupils.
- **Specialist Teaching:** We offered specialist music instruction to all pupils and swimming coaching for children in Years 2-6. Additionally, we introduced LAMDA (London Academy of Music & Dramatic Art) teaching, specifically targeting pupils receiving pupil premium, to enhance their communication and performance skills.
- **Academic Excellence:** Our pupils' outcomes in national assessments for the 2022-2023 academic year remained consistently above, and in many cases significantly above, the national average. This reinforces our commitment to providing a high-quality education for all students.
- **International Support:** We continued our vital partnership with Beka Primary School in Malawi through the **Mary's Meals** charity. The Good Shepherd School is proud to fund a daily meal for every pupil at Beka Primary for the entire school year. This year, we contributed over £5,000 toward this initiative. The school community—children and parents alike—takes great pride in embodying our Mission Statement, "Jesus said, 'Love one another as I have loved you,'" through this meaningful support.
- **Fundraising Campaign:** In 2022-2023, governors launched a successful fundraising campaign, encouraging parents to make regular donations to the school fund. The response was overwhelmingly positive, with up to 50% of parents committing to regular contributions. These donations have been crucial in helping us meet our objectives and provide the resources necessary for the extended curriculum and additional activities that benefit our pupils.

Overall, the 2022-2023 academic year demonstrated the charity's unwavering commitment to enriching the educational experience of our pupils while extending support to those in need beyond our local community. The trustees are grateful for the continued generosity of parents and the dedication of staff in achieving these outcomes.

## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUG 2023

### 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

|                                      | 2019<br>£k | 2020<br>£k  | 2021<br>£k  | 2022<br>£k | 2023<br>£k  |
|--------------------------------------|------------|-------------|-------------|------------|-------------|
| Operating receipts                   | 101.6      | 90.1        | 73.8        | 125.3      | 129.6       |
| Operating payments                   | (128.0)    | (77.8)      | (83.7)      | (133.3)    | (107.3)     |
| Net receipts/(payments) for the year | (26.4)     | (12.3)      | (9.9)       | (8.0)      | 22.3        |
| Balance                              | <u>8.2</u> | <u>20.5</u> | <u>10.6</u> | <u>2.5</u> | <u>24.8</u> |

#### 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 £24.8k (2022: £2.5k).

### 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 2023 to Mar 2024. 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 23<sup>rd</sup> June 2024 and signed on their behalf by:

**Wesley Harcourt**

Chair

# **INDEPENDENT EXAMINER'S REPORT**

FOR THE YEAR ENDED 31 AUG 2023

## **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 2023, 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 by 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**

23<sup>rd</sup> June 2024

# STATEMENT OF RECEIPTS & PAYMENTS

FOR THE YEAR ENDED 31 AUG 2023

|                                    | Note    | 2023          | 2021            |                 |
|------------------------------------|---------|---------------|-----------------|-----------------|
|                                    |         | £             | £               |                 |
| <b>Charitable Trading Receipts</b> |         |               |                 |                 |
| Uniform income                     | 5a      | 29,976        | 5,990           |                 |
| Event                              | 5b-5h   | 36,760        | 9,497           |                 |
| Other income                       |         | -             | 1,779           |                 |
| <b>Total</b>                       |         | <b>66,736</b> | <b>17,266</b>   |                 |
| <b>Charitable Trading Payments</b> |         |               |                 |                 |
| Uniforms                           | 6a      | 3,340         | 4,735           |                 |
| Clubs/Events                       | 6b-6g   | 42,327        | 39,523          | 49,600          |
| <b>Total</b>                       |         | <b>45,668</b> | <b>42,384</b>   | <b>54,335</b>   |
| <b>Surplus (Loss)</b>              |         | <b>21,070</b> | <b>(12,277)</b> | <b>(37,069)</b> |
| <b>Receipt</b>                     |         |               |                 |                 |
| Donations                          | 7b-7f   | 62,815        | 95,145          | 36,643          |
| Capital Funding                    | 8a-8b   | 2             | -               | 19,929          |
| <b>Total</b>                       |         | <b>62,818</b> | <b>95,145</b>   | <b>56,572</b>   |
| <b>Payments</b>                    |         |               |                 |                 |
| School Counsellor                  | 9       | 28,305        | 18,870          | 18,725          |
| Curriculum Enrichment/ Counsellors | 10      | 18,404        | 12,612          | -               |
| Capital Investment                 | 11a-11d | 9,131         | -               | 1,818           |
| Administration                     | 12a-12q | 4,764         | 3,454           | 3,857           |
| Governance costs                   | 13a-13b | 1,000         | 1,000           | 600             |
| Donations Made                     | 14a-14b | -             | 54,997          | 4,422           |
|                                    |         | <b>61,604</b> | <b>90,933</b>   | <b>29,422</b>   |
| <b>Net receipts/(payments)</b>     |         | <b>22,284</b> | <b>(8,065)</b>  | <b>(9,919)</b>  |
| Balance as at 01 Sept 2022         |         | <b>2,496</b>  | <b>10,561</b>   | <b>20,574</b>   |
| <b>Balance as at 31 Aug 2023</b>   |         | <b>24,780</b> | <b>2,496</b>    | <b>10,655</b>   |

All funds are unrestricted.

The above statement includes 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 2023

|                                       | Note | 2023           | 2022       | 2021       |
|---------------------------------------|------|----------------|------------|------------|
| <b>Bank &amp; cash Balances</b>       |      | <b>£</b>       | <b>£</b>   | <b>£</b>   |
| Bank current account                  |      | <b>31,460</b>  | 3,496      | 11,855     |
| Bank deposit account                  |      | <b>Nil</b>     | Nil        | Nil        |
|                                       |      | <b>31,460</b>  | 3,496      | 11,855     |
| <b>Debtors</b>                        |      | <b>Nil</b>     | <b>Nil</b> | <b>Nil</b> |
| <b>Liabilities</b>                    |      |                |            |            |
| Creditors: Accrued /unpaid Accounting |      | <b>(2,000)</b> | (1,000)    | (1,200)    |
| Creditors: Unpaid Shooting stars bill |      | <b>(4,682)</b> | Nil        | Nil        |
| <b>Funds</b>                          |      |                |            |            |
| Unrestricted Funds                    |      | <b>24,778</b>  | 2,496      | 10,655     |

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 23<sup>rd</sup> May 2024 and signed on their behalf by:

**Wesley Harcourt**

Chair



# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUG 2023

## 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 / Related Parties expenses and remuneration

- (a) There were no related party transactions to report this year.
- (b) No remuneration was paid to trustees during the year or in the previous year.
- (c) The charity's insurance policy includes trustee indemnity insurance cover for all of its trustees.
- (d) The trustee expenses are below:

|  | 2023     |        | 2022     |        |
|--|----------|--------|----------|--------|
|  | No of    | Amount | No of    | Amount |
|  | Trustees | £      | Trustees | £      |
| Refund of Music store Eqmt costs repaid to I Lavelle | Nil      | Nil    | 1        | 2,201  |

## 5. Trading Receipts

|                                     | 2023          | 2022          | 2021          |
|-------------------------------------|---------------|---------------|---------------|
|                                     | £             | £             | £             |
| 5(a) Uniform Income                 | 29,796        | 3,627         | 5,990         |
| 5(b) Extra Curricular / School Trip | 36,314        | 22,383        | 6,497         |
| 5(c) Ball Tickets                   | 1             | 4,002         | -             |
| 5(d) Other Events                   | 1             | -             | 3,000         |
| Other income                        | (5)           | 95            | -             |
|                                     | <b>66,736</b> | <b>30,107</b> | <b>15,487</b> |

## 6. Primary purpose trading Payments

|   | £             | £               | £               |
|---|---------------|-----------------|-----------------|
| 6(a) Uniform Payments                     | 3,340         | 2,861           | 4,735           |
| 6(b) Premises Costs                       | 395           | -               | 215             |
| 6(c) School Trips                         | -             | 1,459           | 1,795           |
| 6(d) Sports and Music Clubs               | 29,865        | 24,431          | 47,588          |
| 6(e) Food                                 | 485           | 785             | -               |
| 6(f) School Ball                          | 10,003        | 9,615           | -               |
| 6(g) Other events                         | 1,580         | 3,232           | -               |
|   | <b>45,668</b> | <b>42,384</b>   | <b>54,333</b>   |
| <b>SURPLUS on Primary Purpose Trading</b> | <b>21,068</b> | <b>(12,277)</b> | <b>(38,846)</b> |

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUG 2023

### 7. Donations

|  | 2023          | 2022          | 2021          |
|--|---------------|---------------|---------------|
|  | £             | £             | £             |
| 7(a) Charity Trust                                 | 1,821         | -             | 1,000         |
| 7(b) Easy fundraising                              | 4,356         | 6,902         | -             |
| 7(c) Individual Contributions                      | 35,117        | 29,000        | 30,643        |
| 7(d) Large Private donations                       | 14,275        | 59,243        | 5,000         |
| 7(e) Gift Aid                                      | 7,245         | -             | -             |
| 7(f) Onward Donations                              | 1             | -             | -             |
|  | <b>62,815</b> | <b>95,145</b> | <b>36,643</b> |
| Donations income includes onward donations made of | -             | 2,650         | 4,422         |

### 8. Devolved Capital Funding

|                              | 2023     | 2022     | 2021          |
|------------------------------|----------|----------|---------------|
|                              | £        | £        | £             |
| 8(a) DFC Equipment Support   | -        | -        | 10,020        |
| 8(b) Diocese Capital Funding | -        | -        | 9,909         |
|                              | <b>-</b> | <b>-</b> | <b>19,929</b> |

### 9. School Counsellor

|                        | 2023          | 2022          | 2021          |
|------------------------|---------------|---------------|---------------|
|                        | £             | £             | £             |
| 9(a) School Counsellor | 28,305        | 18,870        | 18,725        |
|                        | <b>28,305</b> | <b>18,870</b> | <b>18,725</b> |

### 10. Curriculum Enrichment

|                             | 2023          | 2022          | 2021     |
|-----------------------------|---------------|---------------|----------|
|                             | £             | £             | £        |
| 10(a) Curriculum enrichment | 18,404        | 12,612        | -        |
|                             | <b>18,404</b> | <b>12,612</b> | <b>-</b> |

### 11. Capital Investment

|   | 2023         | 2022     | 2021         | 2020          |
|---|--------------|----------|--------------|---------------|
|   | £            | £        | £            | £             |
| 11(a) Playground                          | -            | -        | 1,818        | 23,695        |
| 11(b) Class Room                          | -            | -        | -            | -             |
| 11(c) Teaching Equipment                  | -            | -        | -            | 7,111         |
| 11(d) Other Equipment incl. Air-condition | 9,131        | -        | -            | 3,436         |
|   | <b>9,131</b> | <b>-</b> | <b>1,818</b> | <b>34,242</b> |

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUG 2023

### 12. Welfare Services for staff

|                                       | 2023         | 2022         | 2021         |
|---------------------------------------|--------------|--------------|--------------|
|                                       | £            | £            | £            |
| 12(b) Welfare Work for staff          | 2,856        | 741          | 883          |
| 12(c) Teaching Materials (additional) | -            | -            | 1,740        |
| 12(e) Staff hospitality               | 74           | -            | -            |
| 12(g) Fraud                           | -            | -            | 393          |
| 12(h) Gift                            | 153          | 120          | -            |
| 12(i) Postage & delivery              | -            | 395          | -            |
| 12(j) Office Supplies                 | -            | 136          | -            |
| 12(p) Bank charges                    | 1            | 374          | 129          |
| 12(q) Diocesan Administration         | 1,680        | 1,544        | -            |
| Other                                 | -            | 144          | 712          |
|                                       | <b>4,764</b> | <b>3,454</b> | <b>3,857</b> |

### 13. Governance costs

|                                  | 2023         | 2022         | 2021       |
|----------------------------------|--------------|--------------|------------|
|                                  | £            | £            | £          |
| 13(a) Trustees' travel expenses  | Nil          | Nil          | Nil        |
| 13(b) Independent examiner's fee | 1,000        | 1,000        | 600        |
|                                  | <b>1,000</b> | <b>1,000</b> | <b>600</b> |

### 14. Donations Made

|                                      | 2023 | 2022   | 2021  |
|--------------------------------------|------|--------|-------|
|                                      | £    | £      | £     |
| 14(a) Donations to the School itself | -    | 52,347 | -     |
| 14(b) Donations for other charities  | -    | 2,650  | 4,422 |
|                                      | -    | 54,997 | 4,422 |

### 15. Other Costs

| 2023 | 2022 | 2021 |
|------|------|------|
| £    | £    | £    |
| -    | 143  | 95   |