

HILL END OUTDOOR EDUCATION CENTRE

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2021**

Charity No: 1173987
Company Registration No: 10688301

HEILAND OUTDOOR EDUCATION CENTRE

UNAUDITED FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

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HILL END OUTDOOR EDUCATION CENTRE

GENERAL INFORMATION

Registered charity name:	Hill End Outdoor Education Centre
Charity number	1173987
Company registration number	10688301
Principal & registered office address	The Hill End Centre Eynsham Road Farmoor Oxford OX2 9NL
Trustees:	Charlotte Christie Nicholas Brown Allison Matthews Amanda Beckett Isobel Hughes Richard Munday Trevor Mutton Brian McCarthy
Independent examiner	Simrit Sandhu FCCA SPX Oxford Ltd Peace House Paradise Street Oxford OX1 1LD
Bankers:	NatWest Bank

HILL END OUTDOOR EDUCATION CENTRE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

The trustees, who are also the directors for the purposes of company law (referred to as trustees throughout), present their report and the unaudited financial statements of the company (referred to as the Charity throughout) for the year ended 31 March 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of general information on page 2 of the financial statements. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

THE TRUSTEES

The trustees who served the charity during the year are shown on page 2.

Objectives and activities

Hill End Outdoor Education Centre continues to seek to fulfil its charitable objectives by increasing the delivery and diversity of quality outdoor education to a broad section of the community.

The Covid 19 pandemic had a significant impact on the running of the Centre in this financial year. All the usual school visits and teaching programmes were cancelled from March 2020 during the national lock-downs throughout the year.

The planned celebrations of the centenary of the Hill End in conjunction with colleagues from Wytham Woods had to be cancelled.

Although usual visits could not take place the Centre offered support in other ways. Oxfordshire County Council booked the North Dormitory for the period of lock down to use for emergency social care placements.

The Mencap groups which have been using the site in the summer holidays for 40 years had to adapt their visit to be non-residential and The Local Charity Yellow Submarine also came for a similar camp in the summer. Hill End staff were able to adapt to make the site safe and compliant with Covid regulations and we were pleased to be able to make this important opportunity available to these more vulnerable users for whom the national lock down had been especially challenging.

In October the Covid regulations allowed us to welcome a visit from the local MP Layla Moran. She had originally been invited to the centenary celebrations and was able to share the installation of a poem written for that occasion. She was very complimentary about our work and used the photo taken by our welcome sign for the front page of her annual report issued to all households in the constituency.

During the winter months as schools opened up and then closed again there was an increase in visits from charities and Special and mainstream schools for alternative education, and we hope that having discovered what we can offer they will continue to use the site after the pandemic.

Site and Buildings

There was ongoing difficulty with the water supply due to ruptures on the old mains system. Investment was required to resolve the problem.

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Staffing

The Centre took advantage of the Government Job Retention Scheme to put the majority of staff on furlough, which allowed us to keep all the staff on despite having a very reduced income for a significant part of the year.

Structure, governance and management

There were 8 Trustees during this period.

The Trustees made arrangements to conduct their regular meetings through video conferencing as they were not able to meet in person. In order to support the Centre Director and keep up with a readily changing situation from August they met more frequently on a monthly basis.

The Hill End Management Team also met through video conferencing when they were not able to meet on site.

Reserves policy

The Trustees decision on a reserves policy was delayed due to the Covid-19 pandemic. This will be developed in 2021/2022.

Health and safety

There were no significant Health and Safety issues or incidents to report.

Financial review

Summary of 2020-2021 performance:

- The Centre presents a set of accounts showing a loss of £20,180 this financial year. A small loss had been forecast due to an ongoing change in its larger customer base (such as Oxfordshire County Council no longer contracted to run the National Citizen Service summer camp programme);
- However, given the very challenging conditions of the Covid 19 pandemic and almost complete loss of income from school day visits and residentials (the main income source) especially in the peak summer season, the overall impact on the Centre was lower than had been reforecast during the year.
- The impact was mitigated largely by the award of several Government business relief grants distributed by the Vale of White Horse District Council, and the Job Retention Scheme (furlough).
- Hill End also received a number of very welcome donations throughout the year from the Ffennell Trust and members of the public. A new Just Giving Page was set up and the Centre registered with the Fundraising Regulator.
- Forest School training, which continued Covid 19 safe, provided the largest trading income source, along with Early Years Building Hire and increased alternative education.
- Building hire bookings, normally the largest income stream (accommodation and non-accommodation) were however very much reduced due to the social distancing restrictions in force.
- Due to the changeable Government restrictions and uncertain nature of customer bookings and cancellations during the various waves of the pandemic, it is expected that Covid 19 will still impact financial performance in 2020-2021.

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RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of Hill End Outdoor Education Centre for the purposes of Company Law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.:

Company Law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). 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 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 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;
- 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 are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are 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.

INDEPENDENT EXAMINATION

Simrit Sandhu of SPX Oxford Ltd will be considered for re-appointment at the next trustees' meeting as independent examiner for the ensuing year.

Signed on behalf of the trustees:

Charlotte Christie

Date: 7 Sept 2021....

HILL END OUTDOOR EDUCATION CENTRE

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF HILL END OUTDOOR EDUCATION CENTRE

FOR THE YEAR ENDED 31 MARCH 2021

I report on the accounts of the Charity for the year ended 31 March 2021, which are set out in pages 8-17.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of Hill End Outdoor Education Centre for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is expressed as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

SPX Oxford Limited provides bookkeeping services to Hill End and I am an employee of this company. In order to maintain independence, I confirm that I have not been involved in provision of the bookkeeping service.

I also confirm that as a member of the Chartered Institute of Public Finance and Accountancy, I am subject to the provisions of the CIPFA's Revised Ethical Standard (2016). This standard has been applied throughout this independent examination.

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 that in any material respect:

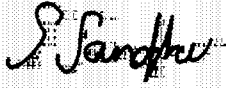
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 386 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities, have not been met; or

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(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Simriti Sandhu FCCA

Date: 4 October 2021

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds £	Restricted Funds £	Total 2020 £
	Notes						
Income from:							
Donations and legacies	3	55,417	3,292	58,709	49,020	8,878	57,898
Charitable activities	4	259,300	-	259,300	344,226	-	344,226
Total income		314,717	3,292	318,009	393,246	8,878	402,124
Expenditure on:							
Raising funds		25	-	25	879	-	879
Charitable activities	5	335,285	2,889	338,174	387,199	5,307	392,506
Total expenditure		335,310	2,889	338,199	388,078	5,307	393,385
Net income / -expenditure		-20,593	403	-20,190	5,167	3,571	8,739
Transfers between funds		2,073	-2,073	-	-1	1	-
Net movement in funds		-18,520	-1,670	-20,190	5,167	3,572	8,739
Reconciliation of funds:							
Total funds brought forward		139,714	1,670	141,384	134,547	-1,902	132,645
Total funds carried forward		121,194	-	121,194	139,714	1,670	141,384

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 10 to 17 form part of these financial statements.

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BALANCE SHEET AS AT 31 MARCH 2021

		2021	2020
		£	£
	Notes		
FIXED ASSETS:			
Tangible Assets	9	61,021	70,660
CURRENT ASSETS			
Debtors	10	26,581	22,449
Cash at bank		89,739	82,859
		<u>116,316</u>	<u>105,308</u>
CREDITORS: Amounts falling due within one year	11	<u>56,143</u>	<u>34,585</u>
NET CURRENT ASSETS		<u>60,173</u>	<u>70,723</u>
NET ASSETS		<u><u>121,194</u></u>	<u><u>141,383</u></u>
FUNDS:			
INCOME FUNDS:			
Designated income funds	12	82,230	89,030
Unrestricted income funds	12	38,964	50,684
Restricted income funds	13	-	1,670
TOTAL INCOME FUNDS		<u><u>121,194</u></u>	<u><u>141,384</u></u>

For the year ended 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the members of the committee and authorised for issue on 07/09/21 and are signed on their behalf by:



Trustee

HILL END OUTDOOR EDUCATION CENTRE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

1. COMPANY STATUS

Hill End Outdoor Education Centre is a company limited by guarantee.
The liability of each member is limited to £1 on a winding up of the company.

2. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Charities Act 2011 and in accordance with the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) as amended by the early adoption of Update Bulletin 1 published on 2nd February 2016 reflecting amendments to FRS102.

The Trust constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern. The impact of Covid-19 is being managed carefully in 2020-21 but is not expected to reduce reserves to an unsustainable level.

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

Fund accounting

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

Income

All income is included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.
Donations and legacies income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £500 are not capitalised.

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

- Plant and machinery – 20% straight line
- Computer equipment – 33% straight line
- Office equipment – 25% straight line
- Leasehold improvements – 10% straight line

Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure represents amounts invoiced, including value added tax.

Taxation

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

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

3. DONATIONS AND LEGACIES

	Unrestricted	Restricted	Total Funds:	Total Funds:
			2021	2020
	£	£	£	£
Donations	25,417	-	25,417	41,620
Grants	30,000	3,292	33,292	16,278
Total Donations	55,417	3,292	58,709	57,898

4. CHARITABLE ACTIVITIES

	Unrestricted	Restricted	Total Funds:	Total Funds:
			2021	2020
	£	£	£	£
Alternative Education	25,380	-	25,380	8,320
Building Hire Accommodation	28,610	-	28,610	86,945
Building Hire Non-Accommodation	28,430	-	28,430	66,474
Early Years building hire	31,500	-	31,500	30,875
Children Heard and Seen hire	1,200	-	1,200	-
Externally Led sessions	19,740	-	19,740	41,228
Family Educational Events	689	-	689	5,107
Farm House Rent	8,028	-	8,028	8,028
First Aid Training Forest School	5,450	-	5,450	13,450
Forest School Teacher Training	33,566	-	33,566	30,281
Led Sessions	12,911	-	12,911	13,690
Outdoor Site Hire	2,687	-	2,687	36,968
Residential Lettings	1,200	-	1,200	1,200
Resource Boxes	-	-	-	1,500
Other training activities	120	-	120	160
JRS grants	59,789	-	59,789	-
Total Charitable activities	259,300	-	259,300	344,226

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted	Restricted	Total Funds	Total Funds
	£	£	2021 £	2020 £
Catering Costs	2,287	-	2,287	6,726
Cleaning Materials	1,235	-	1,235	3,295
Cleaning Services	-	-	-	600
DBS costs	50	-	50	-
External Tutor costs	18,883	-	18,883	23,362
Educational materials	182	-	182	597
Insurance	3,345	-	3,345	4,450
IT Giggaclean	7,212	-	7,212	9,168
Motor Vehicle Expenses	1,219	-	1,219	2,202
Other office costs	512	-	512	467
Pest Control	806	-	806	881
Printing & Stationery	510	-	510	812
Rates	486	-	486	1,310
Repairs & Maintenance	9,605	597	10,202	18,101
Site supplies	1,029	-	1,029	3,059
Staff costs	222,185	2,292	224,478	231,378
Staff Training	-	-	-	455
Subscriptions	2,918	-	2,918	3,344
Telephones & Mobiles	2,448	-	2,448	3,020
Training	2,616	-	2,616	6,529
Travel and subsistence	-	-	-	-
Utility costs	34,439	-	34,439	54,409
Depreciation	21,235	-	21,235	19,183
Loss on disposal of fixed assets	-	-	-	3,000
Movement on bad debt provision	-	-	-	- 6,000
Governance	2,083	-	2,083	2,158
Total charitable activities	335,285	2,889	338,174	392,506

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

6. GOVERNANCE COSTS

	Unrestricted	Restricted	Total Funds	Total Funds
	2021	2020	2021	2020
	£	£	£	£
Independent Examination	350	-	350	350
Accountancy fees	1,733	-	1,733	1,795
Other governance costs	-	-	-	13
	<u>2,083</u>	<u>-</u>	<u>2,083</u>	<u>2,158</u>

7. NET OUTGOING/INCOMING RESOURCES FOR THE YEAR

	2021	2020
	£	£
Directors' remuneration	-	-
Depreciation	21,235	19,183

8. STAFF COSTS AND EMOLUMENTS

	2021	2020
	£	£
Wages	178,387	178,871
Social security costs	12,335	14,350
Pension costs	33,755	35,992
	<u>224,477</u>	<u>230,213</u>

None of the employees of the company earned £60,000 or more during the periods ended 31 March 2021.

The average number of employees during the period was 7.3 (2020: 7.3). All employees are involved in the provision of the Company's objects.

HILL END OUTDOOR EDUCATION CENTRE

NOTES TO THE ACCOUNTS (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2021**

9. TANGIBLE FIXED ASSETS

	Plant and machinery £	Catering equipment £	Office equipment £	Leasehold improvements £	Total £
COST					
At 1 April 2020	56,845	4,889	3,990	43,240	108,964
Additions	-	-	-	11,596	11,596
Disposals	-	-	-	-	-
At 31 March 2021	56,845	4,889	3,990	54,836	120,560
DEPRECIATION					
At 1 April 2020	26,206	1,956	2,982	7,150	38,304
Charge for the year	11,621	977	998	7,638	21,235
Disposals	-	-	-	-	-
At 31 March 2021	37,827	2,933	3,980	14,788	59,539
NET BOOK VALUE					
At 31 March 2021	19,018	1,956	-	40,048	61,021
At 1 April 2020	30,639	2,933	998	36,090	70,660

10. DEBTORS

	2021 £	2020 £
Other debtors	25,381	22,449
Prepayments	1,200	-
	<u>26,581</u>	<u>22,449</u>

11. CREDITORS

	2021 £	2020 £
Trade creditors	13,484	2,071
Other creditors	16,385	8,681
Income received in advance	25,224	22,790
Accruals	1,050	1,043
	<u>56,143</u>	<u>34,585</u>

HILL END OUTDOOR EDUCATION CENTRE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

12. UNRESTRICTED INCOME FUNDS

	Balance at 1st April 2020	Income	Expenditure	Capital expenditure from restricted funds	Transfers	Balance as at 31 March 2021
	£	£	£	£	£	£
Designated funds:						
Transition costs	71,230	-	-	-	-	71,230
Donation of fixed assets	12,200	-	-	-	- 6,100	6,100
Grant funded window depreciation fund	5,600	-	-	-	- 700	4,900
General funds:	50,684	314,717	- 335,310	500	8,373	38,964
	<u>139,714</u>	<u>314,717</u>	<u>- 335,310</u>	<u>500</u>	<u>1,573</u>	<u>124,194</u>

Designated funds:

Transition costs – the charity received a grant of £80,000 from Oxfordshire County Council to go towards the cost of establishing Hill End as a separate entity following its departure from the Council. £8,770 has been spent and the balance is being held to offset future transition costs.

Donation of fixed assets – the existing assets were transferred from Oxfordshire County Council when Hill End was set up as a separate entity. This have been brought into Hill End's accounts by recognising the cost of the assets and a corresponding donation. A designated fund has been set up for the future depreciation of these assets.

Grant funded window depreciation fund – this fund has been set up to cover the cost of future years' depreciation of the grant funded element of the windows.

13. RESTRICTED INCOME FUNDS

	Balance at 1st April 2020	Income	Expenditure	Capital expenditure from restricted funds	Transfers	Balance as at 31 March 2021
	£	£	£	£	£	£
Restricted funds:						
Rural payments - SSSI grant	-	2,392	- 2,392	-	-	-
WW1	1,670	-	-	-	- 1,670	-
Dorm insulation	-	500	-	- 500	-	-
Pond management	-	400	- 400	-	-	-
Friends of Hill-End	-	-	- 97	-	97	-
Total restricted funds:	<u>1,670</u>	<u>3,292</u>	<u>- 2,889</u>	<u>- 500</u>	<u>- 1,573</u>	<u>-</u>

HILL END OUTDOOR EDUCATION CENTRE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Restricted funds:

Rural payments Agency - Countryside Stewardship Agreement (5 years 2017-2021). The Centre receives payments for the management of species rich grassland, to maintain priority SSSI habitats and remove invasive scrub. These grants fund site maintenance and management of the volunteer workforce by staff, and the provision of livestock for grazing.

Pond management – The Centre currently receives annual funding from the South Midlands Newt Conservation Partnership (SMNCP) to manage two new ponds providing breeding habitat for great crested newt. This funds site specific maintenance of these areas and management of the volunteer workforce by staff.

Heritage Lottery Fund – Hill End received £10,000 in 2018-19 for a project as part of the HLF 'First World War: then and now' programme to help primary school children experience what it was like to be a soldier in the First World War. This ran through 2018-19 and into 2019-20 and funding was used for a variety of expenditure such as providing educational experiences, materials and restoring the authentic practise trenches on site. This fund should have been shown as fully spent at the end of 2019-20 and this oversight has been corrected by a transfer to general funds in 2020-21.

Dorm insulation – The Hill End Outdoor Education Centre has also benefitted from funding from The Low Carbon Hub (Ox Futures), which, together with a further grant from the Westmill Solar Co-operative in April 2021, allowed for the installation of modern insulation in the shower block of the Middle Dorm.

Friends of Hill End – The 'Friends of Hill End' volunteer group was successful in being awarded funding for repairs to the site sandpit and educational resources. Expenditure was incurred in 2018-19 and was refunded by the Friends by a donation in the current year. The small balance of £1 has been transferred from general funds.

14. TRUSTEE REMUNERATION, KEY MANAGEMENT PERSONNEL & RELATED PARTY TRANSACTIONS

No trustees received any remuneration or received any other benefits from an employment with the charity.

The key management personnel of the charity comprise the trustees and the Service Manager. The total employee benefits of the key management personnel were £62,817 (2020: £65,141).

Apart from that, no trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.