

**REGISTERED CHARITY NUMBER: 1176911**

**TRUSTEES' ANNUAL REPORT:**

**ROMAN FIELDS FOUNDATION CHARITY  
(CIO -- FOUNDATION - REGISTERED 31 JAN 2018)**

**REPORT OF THE TRUSTEES FOR PERIOD 01/11/2020 - 31/10/2021**

**ROMAN FIELDS FOUNDATION CHARITY (CIO – FOUNDATION)**

A	Reference and Administration Details	3
B	Structure, Governance and Management	4
C	Objectives and Activities	4
D	Achievements and Performance	4
E	Financial Review	5
F	Other Optional Information	5
G	Declaration	5

Form CC16a	Annual Financial Accounts	6
------------	---------------------------	---

**SECTION A – REFERENCE AND ADMINISTRATION DETAILS**

Charity Number	1176911
Trustees	Mr Alan Clarke (Chair) Mr Trevor Orchard Mr Haotian Ren Mrs Amanda Crow
Registered Charity Number	1176911
Principal Address	Roman Fields Provision 11 Box Lane Hemel Hempstead Hertfordshire HP3 0DF
Bank	No account opened

## **SECTION B – STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Introduction**

The Roman Fields Trustees present their fourth report and together with the financial statements of the charity for the period of 01-11-2020 to 31-10-2021.

The Roman Fields Foundation (the 'Charity') was registered as a charitable incorporated organisation on the 31st January 2018, number 1176911.

Trustees are appointed by the board of Trustees and meet to consider applications and deal with the governance of the charity. The induction process for newly appointed Trustees comprises an initial meeting with the Trustees to brief them on their legal obligations under charity law, the decision making processes to the charity and its policies and procedures.

### **Risk Management**

The Trustees have examined strategic, business and operational risks which the charity faces and confirm that systems have been established to ensure all necessary actions are taken to lessen the risk.

## **SECTION C – AIMS, OBJECTIVES & ACTIVITIES**

### **Aim**

To act as a resource for young people with special education needs in particular, but not exclusively, of school age throughout England and Wales by providing advice and assistance and organising programmes of educational and other activities as a means of:

- a) Advancing in life and helping young people with special education needs by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals.
- b) Advancing education.

### **Objective**

The main objective was to set up a retail outlet run by The Roman Fields Foundation that provide young people access to experiences and a range of skills:

- Window dressing, signs, menus
- Customer service
- Cleaning/Carpetaking
- Pot person (washing up)
- Making of items to sell (entrepreneur)
- Marketing/Advertising
- Book-Keeping & Cash handling
- Sorting of donations
- Stock control
- Recycling
- Business and Administration

### **Public Benefit**

The Trustees have kept in mind the duty in Section 17(5) of the 2011 Charities Act to have regard to the guidance published by the Charity Commission in respect of public benefit.

## **SECTION D – ACHIEVEMENTS & PERFORMANCE**

Roman Fields Foundation has not yet set into operation the above objectives and activities in full, due to the premises it had originally located fell through and the start-up funds put aside for this project unobtainable. It was agreed by Trustees to put this project on hold until further notice.

## **SECTION E – FINANCIAL REVIEW**

### **Reserves Policy**

It is the policy of the 'charity' that if it has any reserves, these would be used to reinvest to support the aims, objectives and activities as described in section C.

### **Details of Funds**

The Trustees of the Roman Fields Foundation are either staff members or ex-staff members of Roman Fields School; we originally set aside funds from the maintained Roman Fields School budget to kick-start this project, but before we could utilise public funds, approval had to be obtained from the local authority. The local authority has now made it clear that schools cannot use school public funds for a charity. The only way we were able to progress this is if the local authority approves Roman Fields School to set up a charitable company arm, which was declined.

In April 2021 Roman Fields School became an academy and set up the James Marks Academy Trust. As an academy most of our funding is 'restricted' and we would not be permitted to use for this project, however we have a small proportion of 'unrestricted' funding, which we did not have as a maintained provision and we aim to start fundraising to increase 'unrestricted' funding with the aim to build enough funds to try and kick-start this project once again.

Our 'Careers and Transition Team' at Roman Fields School worked with some of the pupils to make items to sell at community stalls across Hertfordshire in support of the Roman Fields Foundation and between the period of 01-11-2018 to 31-10-2019 £116.65 was raised from their efforts.

### **Plans for Future Period**

Trustees have discussed investigating ways of gaining start-up funding through fundraising activities, donations, grants, etc. to support activities of 'Roman Fields Foundation' in the coming period.

## **SECTION F - OTHER OPTIONAL INFORMATION**

Since all funds raised using school resources are classified as 'school funds' these funds have been entered into the school accounts during the period of 2019/2020.

For this accounting year there is effectively a nil return since no transactions have taken place under Roman Fields Foundation. There is however £187.52 carry forward in donations from the last annual report.

## **SECTION G - DECLARATION**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signature:

Full Names: Trevor Orchard

Position: Trustee

Date: 23/08/2022



ROMAN FIELDS FOUNDATION		1176911	
Receipts and payments accounts			
For the period from	01.11.2020	To	31.10.2021

CC16a

Section A Receipts and payments

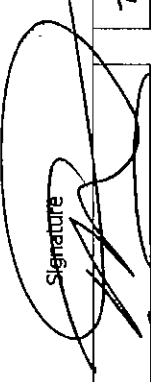

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
	-	-	-	-	188
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	-	-	-	-	188
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	188
<b>A3 Payments</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	-	-	-	-	-
<b>Net of receipts/(payments)</b>	-	-	-	-	188
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	-	-	-	-	188-

# Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds				
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
B2 Other monetary assets		to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

B5 Liabilities					
Details	Fund to which liability relates	Amount due (optional)	When due (optional)		
		-			
		-			
		-			
		-			
		-			

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		TREVOR ORCHARD	23/08/22
		AMANDA O'LEARY	23/8/2022