

**FRIENDS OF HEWETT ASSOCIATION**

**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 28 FEBRUARY 2021**

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## **FRIENDS OF HEWETT ASSOCIATION**

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**FRIENDS OF HEWETT ASSOCIATION**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

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**Trustees** Rebecca Atkinson, Chair  
Emma McGhee, Trustee  
Andrea George Samuels, Trustee  
Rebecca Greengrass, Trustee

**Charity registered  
number** 1187100

**Principal office** C/O Hewett Academy  
Cecil Road  
Norwich  
NR1 2PL

**Accountants** Larking Gowen  
Chartered Accountants  
King Street House  
15 Upper King Street  
Norwich  
NR3 1RB

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## FRIENDS OF HEWETT ASSOCIATION

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### TRUSTEES' REPORT FOR THE PERIOD ENDED 28 FEBRUARY 2021

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The Trustees present their annual report together with the financial statements of the Charity for the period 17 September 2019 to 28 February 2021.

#### **Objectives and activities**

##### **a. Policies and objectives**

Friends of Hewett is a group of parents, teachers, pupils and supporters fundraising to support the pupils of Hewett Academy. We create events and opportunities to enrich our school environment, remove barriers to education posed by poverty, promote wellbeing, build confidence and empower every Hewett Academy pupil to fulfil their potential.

The objective of the association is to advance the education of pupils in the school and remove barriers to education, in particular by:

- Developing effective relationships between the staff, parents and others associated with the school.
- Engaging in activities or providing facilities or equipment which support the school and advance the education and wellbeing of the pupils.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

##### **b. Strategies for achieving objectives**

When deciding what to spend our funds on, Friends of Hewett trustees will ensure any expenditure meets our core funding priorities. We will only support activities that meet one or more of the following criteria:

- Enrich our School Environment– Improvements to the school environment such as equipment for the playground etc.
- Promote Wellbeing– Events, opportunities and equipment that support the five steps to wellbeing (Connect, Be Active, Keep Learning, Give to Others, Be Mindful).
- Build Confidence– Events and opportunities to enable pupils to grow in confidence
- Empower Pupils– Events, opportunities and equipment to empower pupils to reach their full potential.

Pupils, parents and teachers can provide a 'wish list' of things they would like to see funded at the school. The FofH committee will assess if a suggestion meets the above criteria and then vote if the FofH can meet or contribute towards the cost.

##### **c. Main activities undertaken to further the Charity's purposes for the public benefit**

We work with teachers, parents and pupils to identify areas of need within the school community, but which are beyond school remit and budgets, particularly those relating to pupils experiencing poverty, SENd and/or disadvantage. We fundraise to enable projects which address these needs in a positive and collaborative way. We work with school staff to implement projects which are led as a collaboration between Friends of Hewett volunteers and teaching staff.

In addition to this we organise community events to engage the parent community at Hewett Academy, including volunteer events such as our Eco Garden Big Dig Day and Christmas food parcel hamper delivery events.

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## FRIENDS OF HEWETT ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE PERIOD ENDED 28 FEBRUARY 2021

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#### Achievements and performance

##### a. Main achievements of the Charity

We have successfully undertaken the following projects since we were established:

- Back Together Stronger Big Rig Project- A project to promote health, fitness, immunity awareness and wellbeing post lockdown and fund a Big Rig Gym outside.
- Community Lounge Renovation- A project to work with Mrs George-Samuels and parent volunteers to renovate a disused staff room into a nurturing homely space to support student and parent welfare.
- Counselling Rooms Renovation- A project with Mrs George-Samuels and parent volunteers to renovate two disused rooms to create nurturing spaces for children to receive talking therapy or hold parent/child contact meetings.
- Homework Club- A project to fund a homework club in the Friends of Hewett Community Lounge for pupils to have a warm meal and do their homework.
- Eco Garden- A project to support Dr Taylor, parent volunteers and pupils to build an eco-garden and science resource on the school site.
- No Hewett Family Left Behind Project- A project to support families and pupils during the first Covid19 lockdown with food parcels, Wi-Fi access and laptops.
- Christmas Hampers- A project to engage parents and teachers to deliver food hampers to Hewett families for Christmas. Led by Mrs Kerner and parent volunteers.
- Build Together Project- A project to renovate the old library to create a specialist support unit for pupils with mental health difficulties and ADHD.
- Uniform Store Fund- A three-year fund to supply new items of uniform to those who need them. Led by Carina Nicholson.
- Deaf Friendly School Project- A project to equip the school with gold standard acoustics equipment in each classroom and run a BSL level one course for enrichment to support students with hearing impairment. Led by Mr Little and Mrs George-Samuels.
- VE Day Event- A project to hold a school community event in the Eco Garden to commemorate VE Day 2020. Postponed to 2021 due to Covid. Led by Dr Taylor.
- Forest School Project and pedal desks for the new Accelerated Learning Unit- A project to support pupils with mental health difficulties and ADHD with a one-year programme of Forest school and specialist pedal desks. Led by Mrs George Samuels in collaboration with Wheatfen Forest School and Friends of Hewett.
- Wide Horizons and Adventures- A project to enable children living in poverty to gain as many life experiences as possible through the provision of funded school trips and activities. Led by Mr Little.
- The Move More Project- A project to combat post lockdown health and fitness with the installation of pedal desks in the behaviour unit and library.
- No Hewett Family Left Behind – Lockdown 2- A project to ensure all Hewett pupils received a laptop for home schooling and art boxes with art materials to support home learning.
- Library for Today- A project to furnish the library with a better selection of gender, BAME, disability and LGBTQ+ representative books.

#### Financial review

##### a. Going concern

The charity has very low overheads and any grants payable are fully funded before payment or making a commitment to pay. The trustees continue to plan fundraising to support the charity's objectives in the future. For these reasons and after making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future and they continue to adopt the going concern basis in preparing the financial statements.

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## **FRIENDS OF HEWETT ASSOCIATION**

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### **TRUSTEES' REPORT (CONTINUED) FOR THE PERIOD ENDED 28 FEBRUARY 2021**

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#### **b. Reserves policy**

We have no paid staff and maintain minimal overheads. We have a small, unrestricted, reserve fund which is available for sundries and public liability insurance. All other funds come from project-based grants which are restricted to specific projects. At the period end, reserves held were £137,074, with £1,286 being unrestricted and £135,788 being restricted.

#### **Structure, governance and management**

##### **a. Constitution**

Friends of Hewett Association is a registered charity, number 1187100, and is constituted under a Trust deed.

##### **b. Methods of appointment or election of Trustees**

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the constitution.

##### **c. Policies adopted for the induction and training of Trustees**

New trustees are provided with copies of the following policies -

- Complaints procedure
- Conflict of interest policy
- Equal opportunities policy
- Expense policy
- Risk management policy
- Volunteering policy

They are also provided with details of a Parentkind membership and logins, as well as access to the charity email account and social media handles.

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## FRIENDS OF HEWETT ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE PERIOD ENDED 28 FEBRUARY 2021

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#### Statement of Trustees' responsibilities

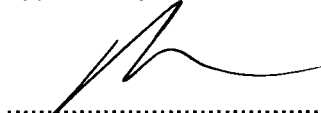
The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

  
.....  
**Rebecca Atkinson**

Date: 03/05/22

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## FRIENDS OF HEWETT ASSOCIATION

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### INDEPENDENT EXAMINER'S REPORT FOR THE PERIOD ENDED 28 FEBRUARY 2021

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#### Independent examiner's report to the Trustees of Friends of Hewett Association ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the period ended 28 February 2021.

#### Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:



Dated: 17 May 2022

Giles Kerkham FCA DChA

**Larking Gowen LLP**  
Chartered Accountants  
Norwich



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**FRIENDS OF HEWETT ASSOCIATION**

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**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

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	Note	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
<b>Income from:</b>				
Donations and legacies	2	279,460	1,730	281,190
Other trading activities	3	526	1,904	2,430
<b>Total income</b>		<b>279,986</b>	<b>3,634</b>	<b>283,620</b>
<b>Expenditure on:</b>				
Charitable activities	4	144,222	2,324	146,546
<b>Total expenditure</b>		<b>144,222</b>	<b>2,324</b>	<b>146,546</b>
<b>Net income</b>		<b>135,764</b>	<b>1,310</b>	<b>137,074</b>
Transfers between funds	9	24	(24)	-
<b>Net movement in funds</b>		<b>135,788</b>	<b>1,286</b>	<b>137,074</b>
<b>Reconciliation of funds:</b>				
Net movement in funds		135,788	1,286	137,074
<b>Total funds carried forward</b>		<b>135,788</b>	<b>1,286</b>	<b>137,074</b>

The Statement of financial activities includes all gains and losses recognised in the period.

The notes on pages 9 to 15 form part of these financial statements.

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**FRIENDS OF HEWETT ASSOCIATION**

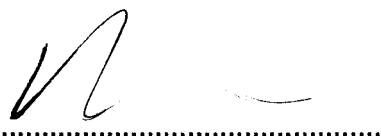
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**BALANCE SHEET  
AS AT 28 FEBRUARY 2021**

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	Note	2021 £
<b>Current assets</b>		
Debtors	7	1,680
Cash at bank and in hand		137,074
		<u>138,754</u>
Creditors: amounts falling due within one year	8	<u>(1,680)</u>
<b>Net current assets</b>		<u>137,074</u>
<b>Total net assets</b>		<u><u>137,074</u></u>
 <b>Charity funds</b>		
Restricted funds	9	135,788
Unrestricted funds	9	1,286
<b>Total funds</b>		<u><u>137,074</u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



.....  
**Rebecca Atkinson**

Date: 03/05/22

The notes on pages 9 to 15 form part of these financial statements.

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## FRIENDS OF HEWETT ASSOCIATION

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 28 FEBRUARY 2021

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#### 1. Accounting policies

##### 1.1 Basis of preparation of financial statements

The financial statements 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) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Friends of Hewett Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

##### 1.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

##### 1.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

##### 1.4 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### 1.5 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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## FRIENDS OF HEWETT ASSOCIATION

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 28 FEBRUARY 2021

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#### 1. Accounting policies (continued)

##### 1.6 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

##### 1.7 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

##### 1.8 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

#### 2. Income from donations and legacies

	<b>Restricted funds 2021 £</b>	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Donations	200,510	1,730	<b>202,240</b>
Grants	78,950	-	<b>78,950</b>
	<u>279,460</u>	<u>1,730</u>	<u><b>281,190</b></u>

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**FRIENDS OF HEWETT ASSOCIATION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

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**3. Income from other trading activities**

	<b>Restricted funds 2021 £</b>	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Fundraising	526	1,292	<b>1,818</b>
Other income	-	612	<b>612</b>
	<u>526</u>	<u>1,904</u>	<u><b>2,430</b></u>

**4. Analysis of expenditure on charitable activities**

**Summary by activity**

	<b>Restricted funds 2021 £</b>	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Enrichment of Environment	112,797	644	<b>113,441</b>
Family Support	23,066	-	<b>23,066</b>
Widening Horizons	8,339	-	<b>8,339</b>
Other grants	20	-	<b>20</b>
Support costs	-	1,680	<b>1,680</b>
	<u>144,222</u>	<u>2,324</u>	<u><b>146,546</b></u>

Other than support costs, expenditure reflects the purchase of equipment and goods for use by the Hewett School, and direct payment to the Hewett School to support activities or equipment purchase.

**5. Independent examiner's remuneration**

	<b>2021 £</b>
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	<u><b>1,680</b></u>

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**FRIENDS OF HEWETT ASSOCIATION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

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**6. Trustees' remuneration and expenses**

During the period, no Trustees received any remuneration or other benefits.

During the period ended 28 February 2021, no Trustee expenses have been incurred£.

**7. Debtors**

	<b>2021 £</b>
<b>Due within one year</b>	
Donations receivable	1,680
	<u>1,680</u>

**8. Creditors: Amounts falling due within one year**

	<b>2021 £</b>
Accruals and deferred income	1,680

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**FRIENDS OF HEWETT ASSOCIATION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

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**9. Statement of funds**

**Statement of funds - current period**

	Income £	Expenditure £	Transfers in/out £	Balance at 28 February 2021 £
<b>Unrestricted funds</b>				
General Fund	3,634	(2,324)	(24)	1,286
<b>Restricted funds</b>				
Move More Fund	-	(2,151)	-	(2,151)
Anonymous Donor Fund	12,350	(4,215)	-	8,135
Community Loung & Food Fund	45,500	(25,700)	24	19,824
Uniform Fund	9,000	(1,774)	-	7,226
Deaf Friendly School Fund	41,000	(22,132)	-	18,868
Forest School and Pedal Desks Project	28,000	(10,130)	-	17,870
Build Together Fund	50,000	(511)	-	49,489
Back Together Stronger Fund	23,510	(22,537)	-	973
No Hewett Family Left Behind Fund	28,000	(27,249)	-	751
No Hewett Family Left Behind Fund - Lockdown 2	37,000	(26,871)	-	10,129
Eco Garden Fund	1,126	(952)	-	174
Wide Horizons and Adventures Fund	4,000	-	-	4,000
VE Day Fund	500	-	-	500
	<u>279,986</u>	<u>(144,222)</u>	<u>24</u>	<u>135,788</u>
<b>Total of funds</b>	<u><u>283,620</u></u>	<u><u>(146,546)</u></u>	<u><u>-</u></u>	<u><u>137,074</u></u>

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## FRIENDS OF HEWETT ASSOCIATION

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 28 FEBRUARY 2021

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#### 9. Statement of funds (continued)

##### Definitions of Restricted Funds types:

**General fund** - available for sundries, misc running costs, parentkind subscriptions and public liability insurance.

**Move More Fund** - a fund to create more opportunities to move in school.

**Anonymous donor fund** - a contribution towards the outdoor space, laptops and school trips.

**Community lounge and food fund** - for the renovation of a community lounge and the provision of food to those in need.

**Uniform fund** - a fund to support those unable to afford uniform items.

**Deaf Friendly school** - for the purchase of listening equipment and improving acoustics in school.

**Forest school and pedal desks fund** - for the purchase of pedal desks and a forest school project at Wheatfen Forest School.

**Build Together fund** - for the creation of a SEND support hub for special needs children.

**Back Together Stronger fund** - a fund to support health and movement post lockdown.

**No Hewett Family Left Behind fund Lockdown 1** - for the purchase of food parcels and laptops to support families in need.

**No Hewett Family Left Behind fund lockdown 2** - for the purchase of art boxes and laptops to aid home learning.

**Eco Garden Fund** - for the creation and improvement of the school eco garden.

**Wide Horizons and Adventures fund** - To fund school trips for those who cannot otherwise afford them.

**VE Day fund** - an award from Norfolk Community Foundation to create a VE community event in the Eco Garden.

#### 10. Summary of funds

##### Summary of funds - current period

	Income	Expenditure	Transfers	Balance at
	£	£	in/out	28 February
			£	2021
				£
General funds	3,634	(2,324)	(24)	1,286
Restricted funds	279,986	(144,222)	24	135,788
	<u>283,620</u>	<u>(146,546)</u>	<u>-</u>	<u>137,074</u>



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**FRIENDS OF HEWETT ASSOCIATION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

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**11. Analysis of net assets between funds**

**Analysis of net assets between funds - current period**

	<b>Restricted funds 2021 £</b>	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Current assets	135,788	2,966	<b>138,754</b>
Creditors due within one year	-	(1,680)	<b>(1,680)</b>
<b>Total</b>	<b>135,788</b>	<b>1,286</b>	<b>137,074</b>

**12. Related party transactions**

The Charity has not entered into any related party transaction during the period, nor are there any outstanding balances owing between related parties and the Charity at 28 February 2021.