

# HERITAGE EDUCATION TRUST

England & Wales · Charity number 297311

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [02080758](#)

**Registered** 1987-07-28

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Lincoln Bishop University  
Longdales Road  
Lincoln  
LN1 3DY

**Phone** 01522583698

**Email** [sandford@bishopg.ac.uk](mailto:sandford@bishopg.ac.uk)

**Website** <https://www.heritageeducationtrust.org/>

## Activities

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**Objects:** THE ADVANCEMENT OF THE EDUCATION OF THE PUBLIC IN GENERAL AND YOUNG PEOPLE IN PARTICULAR IN HISTORY, ART, ARCHITECTURE AND OTHER ENVIRONMENTAL SUBJECTS THROUGH THE STUDY OF HISTORIC BUILDINGS THEIR CONTENTS, SURROUNDINGS AND HISTORIC LANDSCAPES.

**Activities:** In depth appraisal of educational facilities and activities at heritage sites. Assessment and consultancy, followed by a report with site specific recommendations. High standards recognised by Sandford Award.

## Classification

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- **How:** Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** Children/young People, The General Public/mankind

## Geography

- Ireland
- Northern Ireland
- Scotland
- Throughout England And Wales

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£44,731	£31,188	-	-
2024-03-31	£33,328	£32,040	-	-
2023-03-31	£15,047	£3,120	-	-
2022-03-31	£49,737	£16,549	-	-
2021-03-31	£31,804	£32,700	-	-

## Trustees

Name	Role	Appointed
Alison Lightbown		2020-10-21
Amanda Jayne Phillipson		2025-12-11
Andrew Hedges Jackson		2023-01-19
Christopher Bromley Green		2022-10-13
DR Michael Maddison		2017-07-11
Dr TRACY BORMAN		2018-11-01
Jane Stone		2023-09-14
Lucy Hockley		2023-09-14
Lynne Minett		2023-09-14
Peter Robert Williams		2023-09-14
Robin Jocelyn Clutterbuck		2022-10-13
Sarah Elizabeth Roller		2023-09-14

**HERITAGE EDUCATION TRUST**

England & Wales - Charity number 297311

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# Accounts

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**Heritage Education Trust**

**Report of the Trustees and**

**Unaudited Financial Statements**

**For the Year Ended 31 March 2025**

**Heritage Education Trust**

**Contents of the Financial Statements**  
**for the Year Ended 31 March 2025**

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## **Heritage Education Trust**

### **Report of the Trustees** **for the Year Ended 31 March 2025**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of 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).

#### **OBJECTIVES AND ACTIVITIES**

##### **Object of the Trust**

To enable the public in general and young people in particular to learn about history, art, architecture and other subjects through engagement with historic buildings and sites, museums, landscapes, parks and gardens, cultures and traditions. In particular, the Trust seeks to achieve this through assessment for the Sandford Award and the dissemination of good practice in heritage education.

Through the agreement with Lincoln Bishop University-both parties commit in good faith to explore joint working in support of, inter alia, the delivery of:

- the Sandford Award,
- research and knowledge exchange projects linked to the heritage sector and visitor economy,
- heritage sector enrichment of the University's portfolio of undergraduate programmes and taught post graduate awards,
- enterprise and/or innovation projects,
- an enhanced academic community at the University through formal honorary affiliation of Trust members
- exchange of information that is not commercially sensitive.

##### **Significant activities**

Thanks largely to the grant of £15,000 received from Historic Royal Palaces (HRP), £15,000 from American philanthropist Jan Warner, and £5,000 from The Anthony and Elizabeth Mellows Charitable Settlement, the Heritage Education Trust (HET) was able to continue with on-site assessment visits in 2025 and hosted an in-person Award Ceremony at Kensington Palace in December 2024.

HET has continued to bolster its post-pandemic recovery through collaboration with Group for Education in Museums (GEM) and the Museums+Heritage Show to maximise promotional opportunities for HET and Sandford Award, attending conferences, having a stand presence at events and enabling networking with heritage organisations. HET also co-delivered on-line skill-sharing event as part of the partnership agreement with HRP. This session involved contributions from Lincoln Bishop University and Sandford Award holders and was attended by over 130 representatives from awarded sites.

##### **Public benefit**

In deciding on the activities of the charity, the trustees have had due regard to the Charity Commission's guidance on public benefits.

##### **Volunteers**

Heritage Education Trust is run by volunteers. During the period April 2024 to March 2025, HET had a total of 42 volunteers, of whom 30 are responsible for assessing applicants for the Sandford Award. The panel is made up of museum educators and heritage and education consultants. HET provides an annual skill sharing session for volunteer assessors to support them in their role and help them prepare for Sandford Award assessments.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

The Heritage Education Trust is the only body in the UK to provide independent quality assurance for heritage learning through the annual Sandford Awards. The Award, which is valid for 5 years, is currently held by 165 heritage sites as of December 2024. This total excludes 2025 applicants. Entries open each year in December and close in February of the next year. Assessment for the award will not be completed until mid-July 2025. Applicants receive the outcome before end of September 2025. During the period April 2024- March 2025, HET received 25 applications to the Sandford Award from across the British Isles.

#### **FINANCIAL REVIEW**

##### **Financial position**

At the year end the charity has total reserves of £83,814 (2024: £70,271) of which £77,334 (2024: £70,271) were unrestricted and £6,480 (2024: £nil) were restricted.

##### **Reserves policy**

The fees paid by sites when they apply for the Sandford Award (currently £400) are held by Lincoln Bishop University and fund the cost of administering the Award and other operating costs. The reserves currently held by HET are to mitigate the potential impact of any shortfall in running costs; and to promote the uptake of the Sandford Award.

Funds received as part of the HRP agreement are partly intended to be used towards the Awards Ceremony. Due to funding received in the year, the reserves are currently above this level.

**Heritage Education Trust**  
**Report of the Trustees**  
**for the Year Ended 31 March 2025**

**FINANCIAL REVIEW**

**Going concern**

The Heritage Education Trust has experienced a decline in application numbers for the Sandford Award following the COVID-19 pandemic. While there are signs of gradual recovery, application levels have not yet returned to pre-pandemic figures. The Trust continues to face ongoing challenges in marketing and staff capacity, which have impacted outreach and applicant growth. To address these issues, HET has engaged a fundraising consultancy to support strategic development, with the aim of enhancing visibility, strengthening corporate engagement, and increasing income generation.

The partnership agreement with HRP will end in April 2026. However, the Trust is embarking on an initial six-month period with Good Fundraising which will focus on establishing a robust foundation for corporate engagement and income generation to support The Sandford Award, coordinated by and approaches made by the Heritage Education Trust. This timeframe is intended to identify key corporate prospects, initiate discussions, and begin the development of tailored partnership proposals. While significant groundwork can be achieved within six months, there is a moderate likelihood that the arrangement may need to be extended by three to six months to secure formal agreements and confirmed funding, given the typical corporate decision-making cycles and the need to align mutual objectives.

Below are the anticipated key milestones within the first six months:

- Development of a structured corporate engagement strategy & fundraising plan
- Identification of high-potential corporate partners aligned with the heritage and educational objectives of The Sandford Award
- Initiation of partnership proposals and preliminary discussions, with a target of engaging at least 5–10 companies

Expected outcomes within six months:

- Evidence of an emerging corporate pipeline with concrete interest from prospective partners
- Initial alignment of proposals with corporate social responsibility and philanthropic priorities
- Clear indicators of potential income opportunities.

By the end of six months, HET should be able to demonstrate measurable progress in stakeholder engagement, a defined pipeline of prospective partners, and structured plans for income generation. This approach balances the need for immediate strategic action with realistic expectations regarding funding outcomes. It ensures that The Sandford Award continues to expand its impact while building sustainable and meaningful corporate partnerships. The Trust will be well-positioned to continue implementing corporate engagement activity throughout 2026 and beyond using the strategy and tools developed as part of this work.

By the end of 12 months, it is anticipated that confirmed corporate sponsorships, formal partnership agreements, or secured income funding would have been established.

Furthermore, HET has extended an invitation to a Livery Company to attend the Sandford Award ceremony in November 2025, seeking to explore a potential partnership. This outreach forms part of a broader strategy to engage influential stakeholders who may contribute to the long-term sustainability and growth of the Trust.

As well as actively exploring funding options, the Trust has kept operating costs as low as possible by continuing to hold all Trustee and Assessor meetings online. Use of Clore Learning Centre at Kensington Palace, staff and volunteer support with running the 2024 Sandford Award presentation ceremony was met by HRP as part of the 3-year partnership agreement, and catering costs were kept to a minimum. Lincoln Bishop University will also continue to provide in-kind support to HET to cover staffing and office costs.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, its memorandum and articles of association and constitutes a limited company, listed by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

The governing document is checked and the trustee's term of office for the formal process of appointment and election. A skills audit is undertaken with existing board members to identify the mix of skills and experience the board needs to lead the charity. A trustee role description is drawn up and included with the application pack. An advert is written and shared on the website, socials, direct emails to specific people and organisations and through sector publications and websites. Candidates are shortlisted against an agreed set of skills and qualities and then selected to attend an online interview to meet with the Chair.

## Heritage Education Trust

### Report of the Trustees for the Year Ended 31 March 2025

#### **Organisational structure**

In addition to the Board of Trustees and the Panel of Assessors appointed by Trustees, the Trust has the support of a part-time paid Sandford Award Administrator.

Under the terms of the MOU with Lincoln Bishop University the post holder is appointed under the terms and conditions for employment of the University; manages the assessment and awarding process; acts as administrator to the Board of Trustees; and is responsible to the Executive Dean of Research and Knowledge Exchange.

Decisions in relation to the overall management of the Trust, policies and procedures, and recipients of the Sandford Award are made by the Trustees in conjunction with Lincoln Bishop University as appropriate.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

02080758 (England and Wales)

##### **Registered Charity number**

297311

##### **Registered office**

Lincoln Bishop University  
Longdales Road  
Lincoln  
Lincolnshire  
LN1 3DY

##### **Trustees**

M Maddison (Chairman)  
D C Souden (resigned 31.10.2024)  
T J Borman  
A L Lightbown  
R J Clutterbuck  
C B Green  
A H Jackson  
J Stone  
P R Williams  
S E Roller  
L Minett  
L Hockley

##### **Independent Examiner**

Future Cloud Accounting Limited  
Unit 14  
Halifax Court  
Fernwood Business Park  
Balderton, Newark.

##### **Chief Executive Officer**

Dr T Borman

Approved by order of the board of trustees on 25 November 2025 and signed on its behalf by:



T J Borman - Trustee

**Independent Examiner's Report to the Trustees of  
Heritage Education Trust**

**Independent examiner's report to the trustees of Heritage Education Trust ('the Company')**

I report to the charity trustees on my examination of the accounts of the above charity for the year ended 31 March 2025.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

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:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

Francesca McClory  
FMAAT  
Unit 14, Halifax Court, Fernwood Business Park, Balderton, Newark,  
25 November 2025



**Heritage Education Trust**

**Statement of Financial Activities**  
**for the Year Ended 31 March 2025**

	Unrestricted fund	Restricted fund	2025 Total funds	2024 Total funds
	£	£	£	£
	<b>Notes</b>			
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies	35,000	-	35,000	18,000
Sandford Award	9,600		9,600	15,200
Investment income	131	-	131	128
<b>Total</b>	<b>44,731</b>	<b>-</b>	<b>44,731</b>	<b>33,328</b>
<b>EXPENDITURE ON Charitable activities</b>				
Sandford Award	31,188	-	31,188	32,040
<b>NET INCOME/(EXPENDITURE)</b>	13,543	-	13,543	1,288
<b>Transfers between funds</b>	(6,480)	6,480	-	-
<b>Net movement in funds</b>	7,063	6,480	13,543	1,288
<b>RECONCILIATION OF FUNDS</b>				
Total funds brought forward	70,271	-	70,271	68,983
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>77,334</b>	<b>-</b>	<b>77,334</b>	<b>70,271</b>

The notes form part of these financial statements

**Heritage Education Trust**

**Balance Sheet**  
**31 March 2025**

	Notes	Unrestricted fund £	Restricted fund £	2025 Total funds £	2024 Total funds £
<b>FIXED ASSETS</b>					
Intangible assets	5	1,932	-	1,932	3,219
Tangible assets	6	-	-	-	128
		1,932	-	1,932	3,348
<b>CURRENT ASSETS</b>					
Debtors	7	366	-	366	143
Cash at bank		75,995	6,480	82,475	67,741
		76,361	6,480	82,841	67,883
<b>CREDITORS</b>					
Amounts falling due within one year	8	(960)	-	(960)	(960)
<b>NET CURRENT ASSETS</b>		75,401	6,480	81,881	66,923
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		77,334	6,480	83,814	70,271
<b>NET ASSETS</b>		77,334	6,480	83,814	70,271
<b>FUNDS</b>					
Unrestricted funds	9	77,334	6,480	83,814	70,271
Restricted funds		-	-	-	-
<b>TOTAL FUNDS</b>		77,334	6,480	83,814	70,271

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 25 November 2025 and were signed on its behalf by:



T J Borman - Trustee

## Heritage Education Trust

### Notes to the Financial Statements for the Year Ended 31 March 2025

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The charity is a company limited by guarantee registered in England and Wales.

##### **Income**

Donations are recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

Sandford Award income is recognized when it is received.

Investment income is recognised when it is received.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

##### **Intangible fixed assets**

Intangible fixed assets represent the website of the charity which is amortised over 5 years.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 33% on cost

##### **Taxation**

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

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. INVESTMENT INCOME

	2025	2024
	£	£
Bank interest	131	128

**Heritage Education Trust**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

**3. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Depreciation - owned assets	128	148
Website amortisation	1,287	1,287
	<u>          </u>	<u>          </u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**5. INTANGIBLE FIXED ASSETS**

	<b>Website £</b>
<b>COST</b>	
At 1 April 2024 and 31 March 2025	<u>6,435</u>
<b>AMORTISATION</b>	
At 1 April 2024	3,216
Charge for year	1,287
	<u>          </u>
At 31 March 2025	<u>4,503</u>
<b>NET BOOK VALUE</b>	
At 31 March 2025	<u>1,932</u>
At 31 March 2024	<u>3,219</u>

**6. TANGIBLE FIXED ASSETS**

	<b>Computer equipment £</b>
<b>COST</b>	
At 1 April 2024 and 31 March 2025	<u>450</u>
<b>DEPRECIATION</b>	
At 1 April 2024	322
Charge for year	128
	<u>          </u>
At 31 March 2025	<u>450</u>
<b>NET BOOK VALUE</b>	
At 31 March 2025	<u>-</u>
At 31 March 2024	<u>128</u>

**Heritage Education Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2025**

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Prepayments and accrued income	366	143
	366	143

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	960	960
	960	960

**9. MOVEMENT IN FUNDS**

	<b>At 1.4.24</b>	<b>Net movement in funds</b>	<b>Transfers between funds</b>	<b>At 31.3.25</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>				
General fund	70,271	13,543	(6,480)	77,334
<b>Restricted funds</b>				
Good Fundraising - Consultancy Work	-	-	6,480	6,480
<b>TOTAL FUNDS</b>	70,271	13,543	-	83,814

Net movement in funds, included in the above are as follows:

	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Movement in funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>			
General fund	44,731	(31,188)	13,543
<b>Restricted funds</b>			
	-	-	-
<b>TOTAL FUNDS</b>	44,731	(31,188)	13,543

**Comparatives for movement in funds**

	<b>At 1.4.23</b>	<b>Net movement in funds</b>	<b>Transfers between funds</b>	<b>At 31.3.24</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>				
General fund	68,983	1,288	-	70,271
<b>Restricted funds</b>				
	-	-	-	-
<b>TOTAL FUNDS</b>	68,983	1,288	-	70,271

**Heritage Education Trust**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

**9. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Movement in funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>			
General fund	33,328	(32,040)	1,288
<b>Restricted funds</b>			
	-	-	-
<b>TOTAL FUNDS</b>	<u>33,328</u>	<u>(32,040)</u>	<u>1,288</u>

**Restricted Funds:**

Consultancy Work – HET has partnered with Good Fundraising to undertake a consultancy project commencing in November 2025, with a duration of six months.

**Transfers between funds**

A transfer of £6,480 was made to allocate funds for costs expected to be incurred in connection with the project.

**10. RELATED PARTY DISCLOSURES**

There were no related party transactions during the period.

**Heritage Education Trust**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2025**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Sandford Award	9,600	15,200
Donations	35,000	18,000
	44,600	33,200
<b>Investment income</b>		
Bank interest	131	128
<b>Total incoming resources</b>	<b>44,731</b>	<b>33,328</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Event costs	1,160	1,287
<b>Support costs</b>		
<b>Management</b>		
Advertising	310	335
Training	1,200	900
Amortisation of website	1,287	1,287
Depreciation of computer equipment	128	148
Salaries	19,416	20,149
Printing & Stationery	-	98
Travel & Subsistence	6,393	6,723
Software Costs	300	140
Sundry	34	13
	29,069	29,793
<b>Governance costs</b>		
Accountancy fees	960	960
<b>Total resources expended</b>	<b>31,188</b>	<b>32,040</b>
<b>Net income</b>	<b>13,543</b>	<b>1,288</b>

This page does not form part of the statutory financial statements.

**HERITAGE EDUCATION TRUST**

England & Wales - Charity number 297311

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# Accounts

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REGISTERED COMPANY NUMBER: 02080758 (England and Wales)  
REGISTERED CHARITY NUMBER: 297311

**Heritage Education Trust**

**Report of the Trustees and**  
**Unaudited Financial Statements**  
**For the Year Ended 31 March 2024**

**Heritage Education Trust**

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**for the Year Ended 31 March 2024**

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## **Heritage Education Trust**

### **Report of the Trustees for the Year Ended 31 March 2024**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of 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).

#### **OBJECTIVES AND ACTIVITIES**

##### **Object of the Trust**

To enable the public in general and young people in particular to learn about history, art, architecture and other subjects through engagement with historic buildings and sites, museums, landscapes, parks and gardens, cultures and traditions. In particular, the Trust seeks to achieve this through assessment for the Sandford Award and the dissemination of good practice in heritage education.

Through the agreement with Bishop Grosseteste University, both parties commit in good faith to explore joint working in support of, inter alia, the delivery of:

- the Sandford Award,
- research and knowledge exchange projects linked to the heritage sector and visitor economy,
- heritage sector enrichment of the University's portfolio of undergraduate programmes and taught post graduate awards,
- enterprise and/or innovation projects,
- an enhanced academic community at the University through formal honorary affiliation of Trust members
- exchange of information that is not commercially sensitive.

##### **Significant activities**

Thanks largely to the grant of £18,000 received from Historic Royal Palaces (HRP), the Heritage Education Trust (HET) was able to continue with on-site assessment visits in 2024 and hosted an in-person Award Ceremony at Hampton Court Palace in November 2023.

HET has continued to bolster its post-pandemic recovery through collaboration with Group for Education in Museums (GEM) and the Museums+Heritage Show to maximise promotional opportunities for HET and Sandford Award, attending conferences, having a stand presence at events and enabling networking with heritage organisations. HET will co-deliver on-line skill-sharing event with GEM later in 2024. HET submitted a project proposal for the Spring Vacation Cycle for the Micro- Internship Programme to offer a Micro-internship placement to an Oxford student, exploring the Sandford archive material, creating a series of blog posts to use to promote the Sandford Award and its 40-year history

##### **Public benefit**

In deciding on the activities of the charity, the trustees have had due regard to the Charity Commission's guidance on public benefits.

##### **Volunteers**

Heritage Education Trust is run by volunteers. During the period April 2023 to March 2024, HET had total volunteers of 41, in which 31 of them are responsible for assessing applicants for the Sandford Award. The panel is made up of museum educators and heritage and education consultants. HET provides an annual skill sharing session for volunteer assessors to support them in their role and help them prepare for Sandford Award assessments.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

The Heritage Education Trust is the only body in the UK to provide independent quality assurance for heritage learning through the annual Sandford Awards. The Award, which is valid for 5 years, is currently held by 172 heritage sites as of November 2023. This total excludes 2024 applicants. Entries open each year in December and close in February of the next year. Assessment for the award will not be completed until mid-July 2024. Applicants receive the outcome before end of September 2024. During the period April 2023- March 2024, HET received 48 applications to the Sandford Award from across the British Isles.

#### **FINANCIAL REVIEW**

##### **Financial position**

At the year end the charity has total reserves of £70,271 (2023: £68,983) of which £70,271 (2023: £66,627) were unrestricted and £nil (2023: £2,356) were restricted.

##### **Reserves policy**

The fees paid by sites when they apply for the Sandford Award (currently £400) are held by BGU and fund the cost of administering the Award and other operating costs. The reserves currently held by HET are to mitigate the potential impact of any shortfall in running costs; and to promote the uptake of the Sandford Award.

Funds received as part of the HRP agreement are partly intended to be used towards the Awards Ceremony.

Due to funding received in the year the reserves are currently above this level.

**Heritage Education Trust**  
**Report of the Trustees**  
**for the Year Ended 31 March 2024**

**FINANCIAL REVIEW**

**Going concern**

Aside from the funding from the 3-year partnership with HRP, HET has also received a one off, private donation of £5,000 from The Anthony and Elizabeth Mellows Charitable Settlement in April 2024. Another donation amounting to £15,000 from an American philanthropist was also received in May 2024. HET has approached the Private Curators Group, through Buccleuch Living Heritage Trust, to seek financial support or in curators acting as a critical friend in developing HET's work. The Duke of Buccleuch is considering a bursary for the Trust as well.

Applications to the Sandford Award remain constant, with current Award holders reapplying consistently every five years, with very little drop off. However, the growth in the numbers of applicants - which is the driving force behind the financial model of the trust - continues to be held back by issues around marketing and staff capacity.

Through successfully delivering the National Lottery Heritage funded Sandford Cascade Project (2015-2019) the Trust is aware of the opportunities to promote heritage learning with schools and other education providers and raise teachers' awareness and understanding of what the award/kitemark means; the value and importance of heritage learning in curriculum delivery and the Sandford Award kitemark in supporting good practice.

As well as actively exploring funding options, the Trust has kept operating costs as low as possible by continuing to hold all Trustee and Assessor meetings online. Use of Clore Learning Centre at Kensington Palace, staff and volunteer support with running the 2024 Sandford Award presentation ceremony will be met by HRP as part of the 3-year partnership agreement, and catering will be kept to a minimum. Bishop Grosseteste University (BGU) will also continue to provide in-kind support to HET to cover staffing and office costs.

In addition, HET seeks to fund the increased costs resulting from the return to onsite visits by:

- developing a strategic plan for the next 3 years to prioritise efforts and support fundraising ambitions.
- developing a marketing strategy following the development of a strategic plan with support from Goldsmiths University students to write a media campaign
- exploring year-round assessments and a more flexible process for heritage organisations wanting to submit a Sandford Award application.
- exploring the introduction of a graduated application fee to encourage uptake from heritage organisations with multiple sites but the same team working across them and venues with smaller budgets.
- encouraging and supporting new applicants and reflecting on the work undertaken through the Sandford Cascade project and supporting sites that have failed to gain a Sandford Award; encouraging further application.
- Continued collaboration with Group for Education in Museums, Museums + Heritage Show and opportunities to promote the Sandford Award at heritage events
- Co-delivering with HRP, a minimum of one on-line skill-sharing event during the lifecycle of the partnership agreement to support development of best practice in heritage education for heritage education professionals and other educators and encouraging more heritage organisations to apply for Sandford Award

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, its memorandum and articles of association and constitutes a limited company, listed by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

The governing document is checked and the trustee's term of office for the formal process of appointment and election. A skills audit is undertaken with existing board members to identify the mix of skills and experience the board needs to lead the charity. A trustee role description is drawn up and included with the application pack. An advert is written and shared on the website, socials, direct emails to specific people and organisations and through sector publications and websites. Candidates are shortlisted against an agreed set of skills and qualities and then selected to attend an online interview to meet with the Chair.

**Organisational structure**

In addition to the Board of Trustees and the Panel of Assessors appointed by Trustees, the Trust has the support of a part-time paid Sandford Award Administrator.

Under the terms of the MOU with BGU the post holder is appointed under the terms and conditions for employment of the University; manages the assessment and awarding process; acts as administrator to the Board of Trustees; and is responsible to the Executive Dean of Research and Knowledge Exchange.

Decisions in relation to the overall management of the Trust, policies and procedures, and recipients of the Sandford Award are made by the Trustees in conjunction with BGU as appropriate.

Heritage Education Trust

Report of the Trustees  
for the Year Ended 31 March 2024

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
02080758 (England and Wales)

**Registered Charity number**  
297311

**Registered office**  
Bishop Grosseteste University  
Longdales Road  
Lincoln  
Lincolnshire  
LN1 3DY

**Trustees**

M Maddison (Chairman)  
S A Goddard (resigned 14.09.2023)  
D C Souden  
T J Boman  
J Stone (appointed 14.09.2023)  
A L Lightbown  
R J Clutterbuck  
C B Green  
A H Jackson  
J Stone (appointed 14.09.2023)  
P R Williams (appointed 14.09.2023)  
S E Roller (appointed 14.09.2023)  
L Minett (appointed 14.09.2023)  
L Hockley (appointed 14.09.2023)

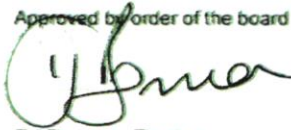
**Independent Examiner**

Future Cloud Accounting Limited  
Unit 14  
Halifax Court  
Fernwood Business Park  
Balderton, Newark.

**Chief Executive Officer**

Dr T Boman

Approved by order of the board of trustees on 22 July 2024 and signed on its behalf by:



T J Boman - Trustee

**Independent Examiner's Report to the Trustees of  
Heritage Education Trust**

**Independent examiner's report to the trustees of Heritage Education Trust ('the Company')**

I report to the charity trustees on my examination of the accounts of the above charity for the year ended 31 March 2024.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

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:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

Francesca McClory  
FMAAT  
Unit 14, Halifax Court, Fernwood Business Park, Balderton, Newark,  
22 July 2024



**Heritage Education Trust**

**Statement of Financial Activities**  
**for the Year Ended 31 March 2024**

	Unrestricted fund £	Restricted fund £	2024 Total funds £	2023 Total funds £
<b>Notes</b>				
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies	18,000	-	18,000	15,000
Sandford Award	15,200	-	15,200	-
Investment income	128	-	128	47
<b>Total</b>	<u>33,328</u>	<u>-</u>	<u>33,328</u>	<u>15,047</u>
<b>EXPENDITURE ON</b>				
<b>Charitable activities</b>				
Sandford Award	32,040	-	32,040	3,120
<b>NET INCOME/(EXPENDITURE)</b>	1,288	-	1,288	11,927
<b>Transfers between funds</b>	-	-	-	-
<b>Net movement in funds</b>	1,288	-	1,288	11,927
<b>RECONCILIATION OF FUNDS</b>				
Total funds brought forward	68,983	-	68,983	57,056
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>70,271</u>	<u>-</u>	<u>70,271</u>	<u>68,983</u>

The notes form part of these financial statements

**Heritage Education Trust**

**Balance Sheet**  
**31 March 2024**

	Notes	Unrestricted fund £	Restricted fund £	2024 Total funds £	2023 Total funds £
<b>FIXED ASSETS</b>					
Intangible assets	5	3,219	-	3,219	4,506
Tangible assets	6	128	-	128	277
		<u>3,348</u>	<u>-</u>	<u>3,348</u>	<u>4,783</u>
<b>CURRENT ASSETS</b>					
Debtors	7	143	-	143	-
Cash at bank		67,741	-	67,741	65,251
		<u>67,883</u>	<u>-</u>	<u>67,883</u>	<u>65,251</u>
<b>CREDITORS</b>					
Amounts falling due within one year	8	(960)	-	(960)	(1,050)
<b>NET CURRENT ASSETS</b>		<u>66,923</u>	<u>-</u>	<u>66,923</u>	<u>64,201</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>70,271</u>	<u>-</u>	<u>70,271</u>	<u>68,983</u>
<b>NET ASSETS</b>		<u>70,271</u>	<u>-</u>	<u>70,271</u>	<u>68,983</u>
<b>FUNDS</b>					
	9				
Unrestricted funds		70,271	-	70,271	68,983
Restricted funds		-	-	-	-
<b>TOTAL FUNDS</b>		<u>70,271</u>	<u>-</u>	<u>70,271</u>	<u>68,983</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 22 July 2024 and were signed on its behalf by:



T J Borman - Trustee

The notes form part of these financial statements

## Heritage Education Trust

### Notes to the Financial Statements for the Year Ended 31 March 2024

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The charity is a company limited by guarantee registered in England and Wales.

##### **Income**

Donations recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

Sandford Award income is recognized when it is received.

Investment income is recognised when it is received.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

##### **Intangible fixed assets**

Intangible fixed assets represent the website of the charity which is amortised over 5 years.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 33% on cost

##### **Taxation**

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

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. INVESTMENT INCOME

	2024	2023
	£	£
Bank interest	128	47

**Heritage Education Trust**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

**3. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Depreciation - owned assets	148	148
Website amortisation	1,287	1,287
	<u>          </u>	<u>          </u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

**5. INTANGIBLE FIXED ASSETS**

	<b>Website</b>
	<b>£</b>
<b>COST</b>	
At 1 April 2023 and 31 March 2024	6,435
<b>AMORTISATION</b>	
At 1 April 2023	1,929
Charge for year	1,287
At 31 March 2024	<u>3,216</u>
<b>NET BOOK VALUE</b>	
At 31 March 2024	<u>3,219</u>
At 31 March 2023	<u>4,506</u>

**6. TANGIBLE FIXED ASSETS**

	<b>Computer</b>
	<b>equipment</b>
	<b>£</b>
<b>COST</b>	
At 1 April 2023 and 31 March 2024	450
<b>DEPRECIATION</b>	
At 1 April 2023	173
Charge for year	148
At 31 March 2024	<u>321</u>
<b>NET BOOK VALUE</b>	
At 31 March 2024	<u>128</u>
At 31 March 2023	<u>277</u>

**Heritage Education Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2024**

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2024</b>	<b>2023</b>
	£	£
Prepayments and accrued income	143	-

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2024</b>	<b>2023</b>
	£	£
Accruals and deferred income	960	1,050
	960	1,050

**9. MOVEMENT IN FUNDS**

	<b>At 1.4.23</b>	<b>Net movement in funds</b>	<b>Transfers between funds</b>	<b>At 31.3.24</b>
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	68,983	1,288	-	70,271
<b>Restricted funds</b>				
Heritage Lottery Project costs	-	-	-	-
<b>TOTAL FUNDS</b>	68,983	1,288	-	70,271

Net movement in funds, included in the above are as follows:

	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Movement in funds</b>
	£	£	£
<b>Unrestricted funds</b>			
General fund	33,328	(32,040)	1,288
<b>Restricted funds</b>			
	-	-	-
<b>TOTAL FUNDS</b>	33,328	(32,040)	1,288

**Comparatives for movement in funds**

	<b>At 1.4.22</b>	<b>Net movement in funds</b>	<b>Transfers between funds</b>	<b>At 31.3.23</b>
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	54,065	12,562	2,356	68,983
<b>Restricted funds</b>				
Heritage Lottery Project costs	2,991	(635)	(2,356)	-
<b>TOTAL FUNDS</b>	57,056	11,927	-	68,983

**Heritage Education Trust**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

**9. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Movement in funds</b>
	£	£	£
<b>Unrestricted funds</b>			
General fund	15,047	(2,485)	12,562
<b>Restricted funds</b>			
Heritage Lottery Project costs	-	(635)	(635)
<b>TOTAL FUNDS</b>	<u>15,047</u>	<u>(3,120)</u>	<u>11,927</u>

Restricted Funds:

Heritage Lottery Project costs - These costs related to professional fees, website development and staff costs in delivering the Sandford awards related specific project.

**Transfers between funds**

A transfer of £2,356 was made to recognise the contribution to reserves made by the National Lottery Heritage Fund for the Sandford Project.

**10. RELATED PARTY DISCLOSURES**

There were no related party transactions during the period.

**Heritage Education Trust**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2024**

	2024	2023
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	-	15,000
Sandford Award	15,200	-
Grants	18,000	-
	<hr/> 33,200	<hr/> 15,000
<b>Investment income</b>		
Bank interest	128	47
<b>Total incoming resources</b>	<hr/> 33,328	<hr/> 15,047
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Event costs	1,287	350
<b>Support costs</b>		
<b>Management</b>		
Advertising	335	(15)
Training	900	300
Amortisation of website	1,287	1,287
Computer equipment	148	148
Salaries	20,149	
Printing & Stationery	98	
Travel & Subsistence	6,723	
Software Costs	140	
Subscriptions	13	
	<hr/> 29,793	<hr/> 1,720
<b>Governance costs</b>		
Accountancy fees	960	1,050
<b>Total resources expended</b>	<hr/> 32,040	<hr/> 3,120
<b>Net income</b>	<hr/> 1,288	<hr/> 11,927

This page does not form part of the statutory financial statements.

**HERITAGE EDUCATION TRUST**

England & Wales - Charity number 297311

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# Accounts

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**Report of the Trustees and**  
**Unaudited Financial Statements**  
**for the Year Ended 31 March 2022**  
**for**  
**Heritage Education Trust**

Wright Vigar Limited  
Chartered Accountants & Business Advisers  
15 Newland  
Lincoln  
Lincolnshire  
LN1 1XG

**Heritage Education Trust**

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for the Year Ended 31 March 2022**

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**Heritage Education Trust**  
**Report of the Trustees**  
**for the Year Ended 31 March 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of 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).

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

To promote and recognise quality in, and concerning, heritage sites and historic properties to allow meaningful access and understanding for all.

### **Charitable Objects:**

The advancement of the education of the public in general and young people in particular in history, art, architecture and other environmental subjects through the study of historic buildings, their contents, surroundings and historic landscapes.

The Trust, in partnership with Bishop Grosseteste University (BGU), is committed to the following aims:

- To ensure that the Sandford Awards for Heritage Education continue to thrive, and to look for ways to further develop them.
- To promote widely and thoroughly the good practice that exists at Sandford Award holding sites.
- To encourage the development and maintenance of standards of education at all levels at heritage sites and historic properties.

### **Significant activities**

Cultural Recovery Funding in 2021 enabled Heritage Education Trust (HET) to begin a modernisation process through a post-pandemic recovery plan based on sector consultation which included: an ambitious business plan, piloting online assessment, enhanced partnership with Group for Education in Museums, recruiting additional volunteer assessors and sharing innovative practice and academic research. The Trust delivered successful training sessions and profile-raising events in partnership with Group for Education in Museums. HET's recovery plan's practical actions are enabling the sector to build excellent learning provision, take positive steps to enhance inclusion, and build robust peer support networks. Findings from project evaluation demonstrate HET's actions are valued and are helping the sector to build resilience by developing an inclusive culture of self-reflection, building confidence and enabling learning teams to have a greater voice within their organisation.

### **Public benefit**

In deciding on the activities of the charity, the trustees have had due regard to the Charity Commission's guidance on public benefit.

### **Volunteers**

Heritage Education Trust is run by volunteers. A panel of 35 volunteer assessors, four of whom are also Trustees in addition to 12 volunteer assessors in training- is responsible for assessing applicants for the Sandford Award. The panel is made up of museum educators and heritage and education consultants.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

The Heritage Education Trust is the only body in the UK to provide independent quality assurance for heritage learning through the annual Sandford Awards. The Award is currently held by almost 200 heritage sites. During the period April 2021 - March 2022- 34 heritage sites and services were assessed for a Sandford Award.

## **FINANCIAL REVIEW**

### **Financial position**

At the year end the charity has total reserves of £41,947 (2021: £8,759) of which £38,956 (2021: £8,759) were unrestricted and £2,991 (2021: £nil) were restricted.

### **Reserves policy**

The fees paid by sites when they apply for the Sandford Award (£350 in 2021) are held by BGU and fund the cost of administering the Award. The reserves currently held by HET are: to mitigate the potential impact of any shortfall in running costs; and to promote the uptake of the Sandford Award. Due to funding received in the year the reserves are currently above this level.

**Heritage Education Trust**  
**Report of the Trustees**  
**for the Year Ended 31 March 2022**

**FINANCIAL REVIEW**

**Going concern**

The operating model and online assessment for the Sandford Award, developed as a result of the financial impact of the pandemic on HET's core business has enabled operations to continue. Award holders reapply consistently every five years, with very little drop off. However, growth in the numbers of applicants - which is the driving force behind the financial model of the trust - is held back by issues around marketing and staff capacity.

The Culture Recovery Fund evaluation highlighted issues with the move to online assessment compared to the pre pandemic face-to-face assessment. Notable were the difficulties for both the assessor and applicant in being able to get a good understanding of the service and true feel of the site and the awe, wonder and responses from pupils without a face-to-face visit. The lack of staff capacity constrains the number of applications which can be assessed and the ability to develop the Award in response to demand, as well as the ability to fundraise to develop the offer. Through delivering successfully the National Lottery Heritage funded Sandford Cascade Project (2015-2019) the Trust is aware of the opportunities to promote heritage learning with schools and other education providers and raise teachers' awareness and understanding of what the award/kitemark means; the value and importance of heritage learning in curriculum delivery and the Sandford Award kitemark in supporting good practice.

The Trust seeks to mitigate the potential impact of returning to face-to-face assessment by:

1. exploring with Historic Royal Palaces a renewed partnership following the withdrawn sponsorship in 2020
2. applying for funding through Research England in partnership with Bishop Grosseteste University to support our part time administrator's salary costs
3. exploring a tiered pricing structure to support smaller venues with tighter budgets in applying for a Sandford Award
4. reviewing the interval between reassessments of Sandford Awards (currently 5 years) to strengthen recovery and increase income
5. exploring further the promotion of the Sandford Award in schools and making it a regular agenda item at board meetings
6. increased and wider promotion of the Heritage Education Trust and Sandford Award by continuing partnership work with Group for Education in Museums

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, its memorandum and articles of association and constitutes a limited company, listed by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

There is no formal recruitment or application process. New members of the Board are nominated by current members and, if agreed, their appointment is confirmed by a resolution passed at a meeting of the Trustees.

In nominating individuals for appointment, the Trustees consider in particular the skills, knowledge and experience needed for the effective administration of the Trust. As partners of the Trust, BGU may nominate up to three individuals to serve as trustees. The trustees appoint one of their number to be the Chair of the Trust for such term of office as they determine.

On appointment, Trustees who also act assessors receive a variety of relevant documentation (eg job description, assessors' handbook, procedures for conducting online assessment, reporting template). They also shadow two or more current assessors in order to fully understand their role and the standard needed for an applicant to achieve a Sandford Award. Support is provided by the Sandford Award Administrator. Nothing is currently in place for the formal induction and training of trustees who are not assessors. This is under review.

**Organisational structure**

In addition to the Board of Trustees and the Panel of Assessors appointed by Trustees, the Trust has the support of a part-time paid Sandford Award Administrator.

Under the terms of the MOU with BGU the post holder is appointed under the terms and conditions for employment of the University; manages the assessment and awarding process; acts as administrator to the Board of Trustees; and is responsible to the University's Heritage Innovation Manager.

Decisions in relation to the overall management of the Trust, policies and procedures, and recipients of the Sandford Award are made by the Trustees in conjunction with BGU as appropriate.

**Heritage Education Trust**

**Report of the Trustees**  
**for the Year Ended 31 March 2022**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

02080758 (England and Wales)

**Registered Charity number**

297311

**Registered office**

Bishop Grosseteste University  
Longdales Road  
Lincoln  
Lincolnshire  
LN1 3DY

**Trustees**

Mr J A Hamer (Chairman) (resigned 14.4.22)

Ms S Bennett (resigned 31.7.22)

Ms S A Goddard

Ms J C Macintyre (resigned 1.4.21)

Dr D C Souden

Dr T J Borman

Mr P Burke

Ms C Capancioni

Dr M Maddison

Ms R Bull (resigned 31.7.22)

Mrs AL Lightbown

**Independent Examiner**

Wright Vigar Limited  
Chartered Accountants & Business Advisers  
15 Newland  
Lincoln  
Lincolnshire  
LN1 1XG

**Chief Executive Officer**

Dr T Borman

Approved by order of the board of trustees on 30 November 2022 and signed on its behalf by:

  
[Tracy Borman \(Dec 2, 2022 10:01 GMT\)](#)

Dr T J Borman - Trustee

**Independent Examiner's Report to the Trustees of  
Heritage Education Trust**

**Independent examiner's report to the trustees of Heritage Education Trust ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

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:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

*Paul Colcomb*

Paul Colcomb (Dec 2, 2022 10:03 GMT)

Paul Colcomb FCCA  
Wright Vigar Limited  
Chartered Accountants & Business Advisers  
15 Newland  
Lincoln  
Lincolnshire  
LN1 1XG

30 November 2022

**Heritage Education Trust**

**Statement of Financial Activities  
for the Year Ended 31 March 2022**

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		25,002	24,735	49,737	31,800
Investment income	2	-	-	-	4
<b>Total</b>		<u>25,002</u>	<u>24,735</u>	<u>49,737</u>	<u>31,804</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Sanford Award		1,700	14,849	16,549	12,600
Other		-	-	-	20,100
<b>Total</b>		<u>1,700</u>	<u>14,849</u>	<u>16,549</u>	<u>32,700</u>
<b>NET INCOME/(EXPENDITURE)</b>					
Transfers between funds	9	23,302 <u>6,895</u>	9,886 <u>(6,895)</u>	33,188 <u>-</u>	(896) <u>-</u>
<b>Net movement in funds</b>		30,197	2,991	33,188	(896)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		8,759	-	8,759	9,655
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>38,956</u></u>	<u><u>2,991</u></u>	<u><u>41,947</u></u>	<u><u>8,759</u></u>

The notes form part of these financial statements

## Heritage Education Trust

### Balance Sheet 31 March 2022

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>FIXED ASSETS</b>					
Intangible assets	5	5,793	-	5,793	-
Tangible assets	6	435	-	435	-
		6,228	-	6,228	-
<b>CURRENT ASSETS</b>					
Debtors	7	-	1,090	1,090	-
Cash at bank		34,165	1,901	36,066	15,975
		34,165	2,991	37,156	15,975
<b>CREDITORS</b>					
Amounts falling due within one year	8	(1,437)	-	(1,437)	(7,216)
		32,728	2,991	35,719	8,759
<b>NET CURRENT ASSETS</b>					
		38,956	2,991	41,947	8,759
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		38,956	2,991	41,947	8,759
<b>NET ASSETS</b>		38,956	2,991	41,947	8,759
<b>FUNDS</b>	9				
Unrestricted funds				38,956	8,759
Restricted funds				2,991	-
				41,947	8,759
<b>TOTAL FUNDS</b>				41,947	8,759

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 30 November 2022 and were signed on its behalf by:

*Tracy Borman*

Tracy Borman (Dec 2, 2022 10:01 GMT)

Dr T J Borman - Trustee

## Heritage Education Trust

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The charity is a company limited by guarantee registered in England and Wales.

##### **Income**

Donations recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Investment income is recognised when it is received.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Intangible fixed assets**

Intangible fixed assets represent the website of the charity which is amortised over 5 years.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 33% on cost

##### **Taxation**

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

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. INVESTMENT INCOME

	2022	2021
	£	£
Bank interest	-	4
	=====	=====

**Heritage Education Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022**

**3. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	25	-
Website amortisation	642	-
	667	-

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**5. INTANGIBLE FIXED ASSETS**

	Website £
<b>COST</b>	
Additions	6,435
	6,435
<b>AMORTISATION</b>	
Charge for year	642
	642
<b>NET BOOK VALUE</b>	
At 31 March 2022	5,793
	5,793
At 31 March 2021	-
	-

**6. TANGIBLE FIXED ASSETS**

	Computer equipment £
<b>COST</b>	
Additions	460
	460
<b>DEPRECIATION</b>	
Charge for year	25
	25
<b>NET BOOK VALUE</b>	
At 31 March 2022	435
	435
At 31 March 2021	-
	-

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022	2021
	£	£
Other debtors	1,090	-
	1,090	-

**Heritage Education Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022**

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Trade creditors	459	6,316
Accruals and deferred income	978	900
	1,437	7,216

**9. MOVEMENT IN FUNDS**

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<b>Unrestricted funds</b>				
General fund	8,759	23,302	6,895	38,956
<b>Restricted funds</b>				
Heritage Lottery Project costs	-	9,886	(6,895)	2,991
	8,759	33,188	-	41,947

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	25,002	(1,700)	23,302
<b>Restricted funds</b>			
Heritage Lottery Project costs	24,735	(14,849)	9,886
	49,737	(16,549)	33,188

**Comparatives for movement in funds**

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>			
General fund	9,655	(896)	8,759
	9,655	(896)	8,759

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	4	(900)	(896)
<b>Restricted funds</b>			
Heritage Lottery Project costs	31,800	(31,800)	-
	31,804	(32,700)	(896)

**Heritage Education Trust**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2022**

**9. MOVEMENT IN FUNDS - continued**

Restricted Funds:

Heritage Lottery Project costs - These costs related to professional fees, website development and staff costs in delivering the Sandford awards related specific project.

**Transfers between funds**

During the period transfers were made from the Heritage Lottery Fund to unrestricted funds totalling £6,895. This represents fixed assets purchased out of restricted funds where the restriction was fulfilled on purchase.

**10. RELATED PARTY DISCLOSURES**

There were no related party transactions during the period.

**Heritage Education Trust**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2022**

	2022 £	2021 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	15,000	-
Grants	34,737	31,800
	<u>49,737</u>	<u>31,800</u>
<b>Investment income</b>		
Bank interest	-	4
	<u>49,737</u>	<u>31,804</u>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Event costs	356	-
<b>Support costs</b>		
<b>Management</b>		
Advertising	90	-
Professional fees	13,559	12,600
Training	900	-
Amortisation of website	642	-
Computer equipment	25	-
	<u>15,216</u>	<u>12,600</u>
<b>Governance costs</b>		
Accountancy fees	977	900
Legal and professional fees	-	19,200
	<u>977</u>	<u>20,100</u>
Total resources expended	<u>16,549</u>	<u>32,700</u>
<b>Net income/(expenditure)</b>	<u><u>33,188</u></u>	<u><u>(896)</u></u>

**HERITAGE EDUCATION TRUST**

England & Wales - Charity number 297311

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# Accounts

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**Report of the Trustees and**  
**Unaudited Financial Statements**  
**for the Year Ended 31 March 2021**  
**for**  
**Heritage Education Trust**

Wright Vigar Limited  
Chartered Accountants & Business Advisers  
15 Newland  
Lincoln  
Lincolnshire  
LN1 1XG

**Heritage Education Trust**

**Contents of the Financial Statements  
for the Year Ended 31 March 2021**

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**Heritage Education Trust**  
**Report of the Trustees**  
**for the Year Ended 31 March 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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).

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

To promote and recognise quality in, and concerning, heritage sites and historic properties to allow meaningful access and understanding for all.

### **Charitable Objects:**

The advancement of the education of the public in general and young people in particular in history, art, architecture and other environmental subjects through the study of historic buildings, their contents, surroundings and historic landscapes.

The Trust, in partnership with Bishop Grosseteste University (BGU), is committed to the following aims:

- To ensure that the Sandford Awards for Heritage Education continue to thrive, and to look for ways to further develop them.
- To promote widely and thoroughly the good practice that exists at Sandford Award holding sites.
- To encourage the development and maintenance of standards of education at all levels at heritage sites and historic properties.

### **Significant activities**

As part of the business planning process supported by Tricolor Associates and funded by the National Lottery Heritage Fund's emergency programme, the Trust surveyed and interviewed over 110 recipients, judges, non-applicants and sector stakeholders to assess the current and future viability of the award.

The development, implementation and evaluation of an online assessment model in lieu of the Trust's usual practice of conducting on-site visits. Such visits were not possible due to the pandemic. Currently all applicants are assessed online and the intention is to continue this approach in 2022.

### **Public benefit**

In deciding on the activities of the charity, the trustees have had due regard to the Charity Commission's guidance on public benefit.

### **Volunteers**

Heritage Education Trust is run by volunteers. A panel of 33 volunteer assessors, three of whom are also Trustees, is responsible for judging applicants for the Sandford Award. The panel is made up of museum educators and heritage and educational consultants.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

The Heritage Education Trust is the only body in the UK to provide independent quality assurance for heritage education through the annual Sandford Awards. The Award is currently held by over 200 heritage sites. During the period April 2020 - March 2021 13 heritage sites were assessed for the Award.

The development of a new website. This will offer a more comprehensive service to potential applicants and enable HET to expand its role as a sector leader in sharing good practice in heritage learning. Training to be received by HET staff will enable the site to be updated and managed independently.

The recent survey indicated that stakeholders are proud of having the Sandford Award and articulated its main value as being a benchmark against other organisations in the heritage sector, a morale booster and useful advocacy tool for learning teams within their own organisations, and a marker of quality, particularly to others in the heritage sector.

## **FINANCIAL REVIEW**

### **Financial position**

At the year end the charity has total reserves of £8,759 (2020: £9,655). All of these reserves are unrestricted.

### **Reserves policy**

The fees paid by sites when they apply for the Sandford Award (currently £350) are held by BGU and fund the cost of administering the Award. The reserves currently held by HET are: to mitigate the potential impact of any shortfall to cover six months running costs; and to promote the uptake of the Sandford Award.

**Heritage Education Trust**  
**Report of the Trustees**  
**for the Year Ended 31 March 2021**

**FINANCIAL REVIEW**

**Going concern**

Audience research indicates that as a result of the pandemic and other factors many heritage sites are under considerable financial pressure. Cost is a major reason why sites do not apply for the Sandford award and the current £350 application fee could not, therefore, be increased without the risk of reducing the number of applicants.

As a result of the impact of the pandemic HET lost the sponsorship (£10,000/year for five years) previously received from Historic Royal Palaces.

We are seeking to mitigate the potential impact of these uncertainties by:

- reducing expenditure by currently moving to online rather than on-site assessment visits;
- seeking funding for a part-time, fixed-term development officer with a remit to increase the reach of HET/Sandford (eg by more vigorous marketing - particularly in schools and colleges; using the resources of BGU to widen the support to sites);
- exploring the development of a membership/subscription model.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, its memorandum and articles of association and constitutes a limited company, listed by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

There is no formal recruitment or application process. New members of the Board are nominated by current members and, if agreed, their appointment is confirmed by a resolution passed at a meeting of the Trustees.

In nominating individuals for appointment, the Trustees consider in particular the skills, knowledge and experience needed for the effective administration of the Trust. As partners of the Trust, BGU may nominate up to three individuals to serve as trustees. The trustees appoint one of their number to be the Chair of the Trust for such term of office as they determine.

On appointment, Trustees who also act assessors receive a variety of relevant documentation (eg job description, assessors' handbook, procedures for conducting online assessment, reporting template). They also shadow two or more current assessors in order to fully understand their role and the standard needed for an applicant to achieve a Sandford Award. Support is provided by the Sandford Award Administrator. Nothing is currently in place for the formal induction and training of trustees who are not assessors. This is under review.

**Organisational structure**

In addition to the Board of Trustees and the Panel of Assessors appointed by Trustees, the Trust has the support of a part-time paid Sandford Award Administrator.

Under the terms of the MOU with BGU the post holder is appointed under the terms and conditions for employment of the University; manages the assessment and awarding process; acts as administrator to the Board of Trustees; and is responsible to the University's Heritage Innovation Manager.

Decisions in relation to the overall management of the Trust, policies and procedures, and recipients of the Sandford Award are made by the Trustees in conjunction with BGU as appropriate.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

02080758 (England and Wales)

**Registered Charity number**

297311

**Registered office**

Bishop Grosseteste University  
Longdales Road  
Lincoln  
Lincolnshire  
LN1 3DY

**Heritage Education Trust**  
**Report of the Trustees**  
**for the Year Ended 31 March 2021**

**Trustees**

Mr J A Hamer (Chairman)  
Ms S Bennett  
Ms S A Goddard  
Ms J C Macintyre (resigned 1.4.21)  
Dr D C Souden  
Dr T J Borman  
Mr P Burke  
Ms C Capancioni  
Dr M Maddison  
Ms R Bull  
Mrs AL Lightbown (appointed 21.10.20)  
Mr T B O'Leary (resigned 8.10.20)

**Independent Examiner**

Wright Vigar Limited  
Chartered Accountants & Business Advisers  
15 Newland  
Lincoln  
Lincolnshire  
LN1 1XG

**Chief Executive Officer**

Dr T Borman

Approved by order of the board of trustees on 10 December 2021 and signed on its behalf by:

*Tracy Borman*

Tracy Borman (Dec 10, 2021 18:24 GMT)

Dr T J Borman - Trustee

**Independent Examiner's Report to the Trustees of  
Heritage Education Trust**

**Independent examiner's report to the trustees of Heritage Education Trust ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

*Paul Colcomb*  
Paul Colcomb (Dec 12, 2021 21:07 GMT)

Paul Colcomb FCCA  
Wright Vigar Limited  
Chartered Accountants & Business Advisers  
15 Newland  
Lincoln  
Lincolnshire  
LN1 1XG

10 December 2021

**Heritage Education Trust**

**Statement of Financial Activities**  
**for the Year Ended 31 March 2021**

	Notes	Unrestricted fund £	Restricted fund £	2021 Total funds £	2020 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		-	31,800	31,800	-
Investment income	2	4	-	4	16
<b>Total</b>		4	31,800	31,804	16
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Sanford Award		-	12,600	12,600	-
Other		900	19,200	20,100	462
<b>Total</b>		900	31,800	32,700	462
<b>NET INCOME/(EXPENDITURE)</b>		(896)	-	(896)	(446)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		9,655	-	9,655	10,101
<b>TOTAL FUNDS CARRIED FORWARD</b>		8,759	-	8,759	9,655

The notes form part of these financial statements

**Heritage Education Trust**

**Balance Sheet**  
**31 March 2021**

	Notes	Unrestricted fund £	Restricted fund £	2021 Total funds £	2020 Total funds £
<b>CURRENT ASSETS</b>					
Cash at bank		15,975	-	15,975	9,877
<b>CREDITORS</b>					
Amounts falling due within one year	4	(7,216)	-	(7,216)	(222)
<b>NET CURRENT ASSETS</b>		<u>8,759</u>	<u>-</u>	<u>8,759</u>	<u>9,655</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		8,759	-	8,759	9,655
<b>NET ASSETS</b>		<u>8,759</u>	<u>-</u>	<u>8,759</u>	<u>9,655</u>
<b>FUNDS</b>	5				
Unrestricted funds				8,759	9,655
<b>TOTAL FUNDS</b>				<u>8,759</u>	<u>9,655</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 10 December 2021 and were signed on its behalf by:

  
Tracy Borman (Dec 10, 2021 18:24 GMT)

Dr T J Borman - Trustee

## Heritage Education Trust

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The charity is a company limited by guarantee registered in England and Wales.

##### **Income**

Donations recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Investment income is recognised when it is received.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Taxation**

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

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. INVESTMENT INCOME

	2021	2020
	£	£
Bank interest	4	16
	<u>4</u>	<u>16</u>

#### 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

##### **Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**Heritage Education Trust**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2021**

**4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors	6,316	-
Accruals and deferred income	900	222
	<u>7,216</u>	<u>222</u>

**5. MOVEMENT IN FUNDS**

Restricted Funds:

Heritage Lottery Project costs - These costs related to professional fees, website development and staff costs.

**6. RELATED PARTY DISCLOSURES**

There were no related party transactions during the period.