

**REGISTERED CHARITY NUMBER: 298942**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021  
FOR  
THE VIVIAN MOON FOUNDATION**

**THE VIVIAN MOON FOUNDATION**

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FOR THE YEAR ENDED 31ST MARCH 2021**

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## **THE VIVIAN MOON FOUNDATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2021**

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The Trustees present their report, along with the financial statements of the Foundation for the year ended 31 March 2021. The financial statements have been prepared in accordance with the accounting policies set out on page 9, and comply with the Foundation's Trust Deed and applicable law.

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

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

298942

##### **Principal address**

Millennium House,  
Brannam Crescent  
Roundswell Business Park  
BARNSTAPLE  
Devon. EX31 3TD

##### **Trustees**

A May  
D Atton Bsc  
K J Berry FCA  
R Moon (Chairman)  
H Murch MB ChB MRCP DFFP  
G Curry BA (Hons) MBPS  
A Burke BA (Hons) Solicitor  
S Pitcher BA DipTP MRTPI MCIHT MIED P

##### **Secretary**

P Byrom

##### **Independent Examiner**

R Woosey  
4 Cross Tree Centre  
Caen Street  
Braunton  
Devon. EX33 1AA

##### **Bankers**

Lloyds Bank Plc  
17 Cross Street  
Barnstaple  
Devon. EX31 1BE

##### **Investment Managers**

SG Kleinwort Hambros Bank Limited  
Norfolk House  
31 St James Square  
London. SW1Y 4JR

## **THE VIVIAN MOON FOUNDATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2021**

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The Vivian Moon Foundation is constructed under a Trust Deed dated 7 March 1988 and subsequent amendments. It is a registered charity number 298942.

The aim of the Foundation continues to be the provision of financial assistance to encourage people to obtain professional or other qualifications connected with learning or work skills, favouring those who are likely to practice their skills in the North Devon area.

##### **Public Benefit**

In planning the Foundation's activities for the year the Trustees kept in mind the Charity Commission's guidance on public benefit.

##### **The Charity's grant making policies**

The foundation invites applications for funding further education from distributed leaflets and local advertising, applicants are requested to submit their applications in specific for which are then considered by the secretary, sub-group and full board against specific criteria. Most applicants are partially funded on a course or annual basis.

##### **Financial Review and Investment Policy**

The original capital of £100,000 was donated by the late President, Vivian D Moon, and further substantial assets were transferred to the Foundation from NDMA Training Limited in 1996. The assets of the Foundation now stand just over £623,000. Donations to the Foundation are actively sought and the Trustees are grateful to those who saw fit to make donations in the year. Investment income for the year amounted to £9,976. Grants and related expenditure totalled £27,960.

##### **Risk Management**

The Trustees have examined the major strategic, business and operational risks which the Foundation faces and confirm that systems have been established to enable regular monthly reports to be produced so that the necessary steps can be taken to lessen these risks.

##### **Taxation Status**

The Vivian Moon Foundation was accepted as a charity within the definitions of Section 566 Income Corporation Taxes Act 1988 on 6 July 1988.

##### **The organisational structure of the charity and how decisions are made**

The Trustees who have served during the year and since the year end are as set out on the contents page. The composition of the governing body shall be reviewed annually. The Trustees meet three times per year, but there are sub-groups for grant applications, which also meets three times per year, and for financial matters which meets when necessary. The sub-groups report to the full board, which then ratifies or refuses their recommendations.

The Trustees as a group continually assess the need or not to replace outgoing Trustees or to add new Trustees. The composition of the group of Trustees is intended to cover all necessary expertise required by the Charity, this includes but is not limited to expertise in matters financial, legal, educational, health, charity governance and information technology. Should a vacancy be anticipated or arise, the Trustees actively seek out candidates from the local area and an appointment process is undertaken which includes interviews being undertaken and references being sought.

## **THE VIVIAN MOON FOUNDATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2021**

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Policies on reserves**

It is the policy to maintain instantly accessible unrestricted funds, which are the free reserves of the Foundation, at a level which equates to at least six months' unrestricted expenditure. These are held in the form of instant access bank accounts. This provides sufficient funds to cover management, administration and support costs, and to respond to any emergency applications for grants which may arise.

Total unrestricted funds are maintained well above this level with the Charity's other major assets being comprised of the Fixed Asset Investments disclosed in note 11 to the financial statements.

#### **STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees are responsible for preparing the Report of the Trustees 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 and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to 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 board of trustees on 18th October 2021 and signed on its behalf by:

Mr R Moon (Chairman) - Trustee



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
The Vivian Moon Foundation

**On accounts for the year  
ended**

31 March 2021

**Charity no  
(if any)**

298942

**Set out on pages**

1 - 15

*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust'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 Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

20/01/2022

**Name:**

Rachael Woosey

**Relevant professional  
qualification(s) or body  
(if any):**

AAT Membership 10162118 Licence number 1000911

**Address:**

North Devon Accounts

4 Cross Tree Centre, Caen Street, Braunton, North Devon EX33 1AA

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**THE VIVIAN MOON FOUNDATION**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2021**

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		2021 Total Funds £	2020 Total Funds £
	Notes		
<b>INCOME</b>			
Donations and grants	2	-	1,200
Investment income	3	<u>9,976</u>	<u>9,950</u>
<b>Total income</b>		9,976	11,150
 <b>EXPENDITURE</b>			
Investment management charges	4	7,253	7,323
Charitable activities	5	<u>20,707</u>	<u>13,907</u>
<b>Total expenditure</b>		27,960	21,230
Gains/(losses) on investments		<u>40,734</u>	<u>(11,960)</u>
<b>Net income/(expenditure)</b>		22,750	(22,040)
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		601,099	623,139
		<hr/>	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>	14	<u><u>623,849</u></u>	<u><u>601,099</u></u>

The notes form part of these financial statements



**THE VIVIAN MOON FOUNDATION**

**BALANCE SHEET  
AT 31ST MARCH 2021**

		2021 Total Funds £	2020 Total Funds £
	Notes		
<b>FIXED ASSETS</b>			
Tangible assets	10	3	4
Investments	11	<u>607,957</u>	<u>584,486</u>
		607,960	584,490
<b>CURRENT ASSETS</b>			
Prepayments	12	-	414
Cash at bank		<u>18,745</u>	<u>19,815</u>
		18,745	20,229
<b>CREDITORS</b>			
Amounts falling due within one year	13	(2,856)	(3,620)
		<u>15,889</u>	<u>16,609</u>
<b>NET CURRENT ASSETS</b>			
		15,889	16,609
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		623,849	601,099
		<u>623,849</u>	<u>601,099</u>
<b>NET ASSETS</b>			
		<u>623,849</u>	<u>601,099</u>
<b>FUNDS</b>	14		
Unrestricted funds		<u>623,849</u>	<u>601,099</u>
<b>TOTAL FUNDS</b>		<u>623,849</u>	<u>601,099</u>

The notes form part of these financial statements

**THE VIVIAN MOON FOUNDATION**

**BALANCE SHEET - CONTINUED  
AT 31ST MARCH 2021**

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The financial statements were approved by the Board of Trustees on 18th October 2021 and were signed on its behalf by:

Mr R Moon (Chairman) -Trustee

Mr K J Berry -Trustee

The notes form part of these financial statements

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2021

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**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements have been prepared on the basis of the historical cost convention with items recognised at cost or transaction value unless otherwise stated, in accordance with:

- Statement of Recommended Practice: Accounting and Reporting By Charities (FRS102), and Update Bulletin 1;
- the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102);
- the Charities Act 2011;
- the Accounting Standards (UK Generally Accepted Practice) as applied from 1 January 2016.

There are no material uncertainties about the Foundation's ability to continue.

The charity constitutes a public benefit entity as defined by FRS102.

**Income**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Expenditure**

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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

**Allocation and apportionment of costs**

All costs are considered and allocated on an item by item basis.

**Tangible fixed assets**

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

Fixtures and fittings	- 25% on reducing balance
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NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2021

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1. ACCOUNTING POLICIES – continued

**Short Term High Liquid Investments**

The charity has defined these items as any being any bank balances not held on a term deposit.

**Debtors**

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

**Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Financial Instruments**

The trust 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.

**Taxation**

The charity is exempt from 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.

**THE VIVIAN MOON FOUNDATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2021**

**2. DONATIONS AND GRANTS**

	2021	2020
	£	£
Grants and donations	<u>-</u>	<u>1,200</u>

Grants received, included in the above, are as follows:

2021	2020
£	£
<u>Nil</u>	<u>Nil</u>

**3. INVESTMENT INCOME**

	2021	2020
	£	£
Deposit account interest	-	-
Current asset investment income	<u>9,976</u>	<u>9,950</u>
	<u>9,976</u>	<u>9,950</u>

**4. INVESTMENT MANAGEMENT CHARGES**

	2021	2020
	£	£
Portfolio management	<u>7,253</u>	<u>7,323</u>

**5. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Grant funding of activities (See note 6)	Support costs (See note 7)	Totals
	£	£	£	£
Charitable activities	<u>3,045</u>	<u>17,462</u>	<u>200</u>	<u>20,707</u>

**6. GRANTS PAYABLE**

	2021	2020
	£	£
Charitable activities – individual grants	<u>17,462</u>	<u>10,288</u>

THE VIVIAN MOON FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2021

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7. OTHER COSTS

	£
Charitable activities – audit fees and independent examination	<u>200</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

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

**Trustees' expenses**

During the year the Foundation incurred accountancy costs of £834 (2020: £804) with an accountancy practice owned by the Governor Mr Keith Berry. The Governors confirm that these costs were properly authorized by the Board and are not prohibited by the Trust Deed.

9. STAFF COSTS

During the year the Foundation did not employ any employees earning more than £60,000 per annum.

10. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
<b>COST</b>	
At 1st April 2020 and 31st March 2021	<u>1,479</u>
<b>DEPRECIATION</b>	
At 1st April 2020	1,475
Charge for year	<u>1</u>
At 31st March 2021	<u>1,476</u>
<b>NET BOOK VALUE</b>	
At 31st March 2021	<u>3</u>
At 31st March 2020	<u>4</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2021

11. FIXED ASSET INVESTMENTS

	Listed investments £	Cash and settlements pending £	Totals £
<b>MARKET VALUE</b>			
At 1st April 2020	516,197	68,289	584,486
Additions	258,169	-	258,169
Disposals	(204,297)	(53,721)	(258,460)
Revaluations	<u>23,320</u>	<u>-</u>	<u>23,762</u>
At 31st March 2021	<u>593,389</u>	<u>14,568</u>	<u>607,957</u>
<b>NET BOOK VALUE</b>			
At 31st March 2021	<u>593,389</u>	<u>14,568</u>	<u>607,957</u>
At 31st March 2020	<u>516,197</u>	<u>68,289</u>	<u>584,486</u>

There were no investment assets outside the UK.

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Prepayments	<u>-</u>	<u>414</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Creditors	20	149
Accruals and deferred income	<u>2,836</u>	<u>3,470</u>
	<u>2,856</u>	<u>3,619</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2021

14. MOVEMENT IN FUNDS

	At 1 <sup>st</sup> April 2020 £	Net movement in funds £	At 31 <sup>st</sup> March 2021 £
<b>Unrestricted funds</b>			
General fund	601,099	22,750	623,849
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>601,099</u>	<u>22,750</u>	<u>623,849</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	9,976	(27,960)	40,734	22,750
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>9,976</u>	<u>(27,960)</u>	<u>40,734</u>	<u>22,750</u>

15. RELATED PARTIES

There have been no related party transactions in the year; apart from those referred to in note 8 to the financial statements.



**THE VIVIAN MOON FOUNDATION**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2021**

	2021 £	2020 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Grants and donations	<u>-</u>	<u>1,200</u>
<b>Investment income</b>		
Deposit account interest	-	-
Current asset investment income	<u>9,976</u>	<u>9,950</u>
	<u>9,976</u>	<u>9,950</u>
<b>Total incoming resources</b>	<u>9,976</u>	<u>11,150</u>
<b>RESOURCES EXPENDED</b>		
<b>Investment management costs</b>		
Portfolio management	<u>7,253</u>	<u>7,323</u>
<b>Charitable activities</b>		
Administrative expenses	1,682	1,400
Accounting costs	834	804
Website expenses	453	409
Sundries	75	35
Plant and machinery	1	1
Grants to individuals	<u>17,462</u>	<u>10,288</u>
	20,507	12,937
<b>Other costs</b>		
Audit and independent examination fees	<u>200</u>	<u>970</u>
<b>Total resources expended</b>	<u>27,960</u>	<u>21,230</u>
<b>Net expenditure before gains and losses</b>	(17,984)	(10,080)
<b>Gains and losses on investments</b>		
Realised gains / (losses) on fixed asset investments	17,414	2,361
Unrealised gains / (losses) on fixed asset investments	<u>23,320</u>	<u>(14,321)</u>
<b>Net income / (expenditure)</b>	<u>22,750</u>	<u>(22,040)</u>

This page does not form part of the statutory financial statements