

**THE CANEWDON EDUCATIONAL FOUNDATION**  
**CHARITY COMMISSIONERS' REFERENCE NUMBER 310718**

**TRUSTEES ANNUAL REPORT  
AND ACCOUNTS**  
**YEAR ENDED 31 DECEMBER 2020**

**HOWARD & STAPLETON  
CHARTERED ACCOUNTANTS**

**THE CANEWDON EDUCATIONAL FOUNDATION  
YEAR ENDED 31 DECEMBER 2020**

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# **CANEWDON EDUCATIONAL FOUNDATION**

## **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2020**

### **Report of the Trustees for the year ended 31 December 2020**

The Trustees present their annual report and financial statements of the charity for the year ended 31 December 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and the Statement of Recommended Practice: Accounting and Reporting by Charities published in 2015.

The Trust has taken advantage of the small charity exemption.

The attached financial statements show the current state of finances which the Trustees consider to be sound.

### **Legal and administrative information**

Charity Commission registered number:

310718

Charity's principal address:

Trust House  
Anchor Lane  
Canewdon  
Essex  
SS4 3PA

Governing document:

The Trust is constituted under a 1964 trust deed revised on 8<sup>th</sup> January 1982. The Deed governs the work carried out by the Trust.

Charity's objects:

To apply income in promoting the general and religious education of Parish residents under the age of 25 years including the recreational and general welfare of persons receiving primary and secondary education and the supply of grants, scholarships and financial assistance in relation to education or preparation for a trade, profession or occupation on leaving an educational establishment.

To pay 20% of the unrestricted fund income, after deduction of expenses, to The Canewdon Poor's Charity (No.210406) (a related charity controlled by the same Trustees);

During the year the Trustees have continued to meet monthly to pursue these objectives.

### **Trustees and governance**

The work is carried out by the Trustees, none of whom draws a salary or expense allowance, and the appointed Clerk.

New trustees are appointed by the existing trustees. The Trust Deed provides for a minimum of 11 trustees to a maximum of 12 trustees. The current trustees have opted to appoint 11 trustees, the 12<sup>th</sup> trustee is always the current vicar of St Nicholas' Church, Canewdon. Each is engaged for his/her ability, availability and suitability.

# **CANEWDON EDUCATIONAL FOUNDATION**

## **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2020**

### **Trustees:**

A Nickolls	Chairman	CPC Nominee	07.11.2022
A Bax		CPC Nominee	01.01.2023
G Lunn		Co-opted	04.04.2025
C Argent		CPC Nominee	01.01.2023
C Nicol		CPC Nominee	02.07.2024
J Carr		Co-opted	02.07.2022
P Hawes		Co-opted	04.03.2023
V Whittingham		Co-opted	02.06.2024
L Van Houten		CPC Nominee	01.06.2023
Y Donovan		Co-opted	03.12.2023
E Guest		Ex-officio	While incumbent
J Craven		CPC Nominee	07.10.2023

### **Activities and achievements:**

The Charity's objectives are simply and clearly stated at above and the Trustees have no difficulty in complying with these directives.

The Charity's income is limited and it is, therefore, not able to provide for full educational endowments as permitted by the Trust Deed. However, assistance is provided by the Trust to any young persons in full time education or training, reimbursing the cost of any textbooks or equipment required. After allowing for the Trust's expenses, and the endowment to the Canewdon Poor's Charity, all income received is distributed in grants and necessary maintenance to Trust property and, in order to obtain maximum benefit from any monies expended, it provides assistance to the local primary school for items that are not provided by the Local Authority. In this manner, all the children at the school benefit from the Trust's contribution.

The Trustees do not anticipate that there will be any major change to their objectives for the forthcoming year other than to regularly monitor income versus expenditure in order to reduce or eliminate any shortfall.

The Covid-19 pandemic has made this a difficult year in many respects. In particular, the value of the Portfolio was significantly reduced in the first quarter of 2020 but, over the course of the remainder of the year, much of the decrease was reversed and by the year end the decline had been limited to just over £19000.

Over the course of the last year, most of the trustees have continued to meet virtually every month. Although it was not possible to hold the annual business meeting in 2020, the 2019 accounts were emailed to all trustees and signed by the Chairman.

### **Policies**

#### **Reserves:**

Rents and Investment Income are used as received to fund grants required. The trustees have accumulated reserves to maintain the long term future of the foundation.

As at 31st December 2020, unrestricted reserves totalled £68551 (2019: £82452).

#### **Assets:**

The Foundation's investments are held by Messrs Arbuthnot Latham as nominee. The Land Title Deeds are held by the Foundation's Solicitors, Messrs Tolhurst Fisher.

# **CANEWDON EDUCATIONAL FOUNDATION**

## **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2020**

### **Advisers:**

Independent Examiners:

The Charity uses the services of Howard & Stapleton, Chartered Accountants, 26-28 West Street, Rochford, Essex SS4 1AJ.

### **Bankers:**

The Charity uses the banking services of Messrs. Arbuthnot Latham of 7 Wilson Street, London EC2M 2SN, who are also the Foundation's investment advisors who hold investments as nominee for the Charity and operate on a discretionary basis subject to general policy direction from the Trustees.

### **Solicitors:**

The Charity uses the services of Tolhurst Fisher, Trafalgar House, Nelson Street, Southend on Sea, Essex SS1 1EF.

### **Signature and declaration**

I declare, in my capacity as charity trustee, that:

- The trustees have approved the report above; and
- Have authorised me to sign it on their behalf.

.....  
Mr A Nickolls – Chairman

Date: May 2021

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
ON THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020**

Report to the trustees of the Canewdon Educational Foundation on the accounts for the year ended 31 December 2020, set out on pages 5 to 11.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this period and that an independent examination is needed (under section 144 of the Charities Act 2011 (the Charities Act)).

It is my responsibility to:

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

**Basis of independent examiner's statement**

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

**Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Graham Stapleton FCA  
Howard & Stapleton  
26-28 West Street  
Rochford  
Essex, SS4 1AJ

Date: May 2021

# THE CANEWDON EDUCATIONAL FOUNDATION

## BALANCE SHEET

**AS AT 31 DECEMBER 2020**

	Notes	2020 £	2019 £
<b>FIXED ASSETS</b>			
Non-monetary assets	7	-	-
Land and Buildings:			
‘Booster Station’ and land at Gardiners Lane – at cost		1068	1068
Improvements to ‘Trust House’ – at cost		11467	11467
		<hr/>	<hr/>
		12535	12535
Equipment, Fixtures & Fittings:			
Used for the administration of the Charity		206	413
		<hr/>	<hr/>
<b>TOTAL FIXED ASSETS</b>		<hr/> 12741	<hr/> 12948
<b>CURRENT ASSETS</b>			
Investments	8	710343	743955
Prepayments and accrued income		1640	1410
Cash at bank and in hand		83408	76784
		<hr/>	<hr/>
		795391	822149
<b>CURRENT LIABILITIES</b>			
Creditors and accruals	9	(14407)	(8165)
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		<hr/> 780984	<hr/> 813984
<b>NET ASSETS</b>		<hr/> £793725	<hr/> £826932
<b>FUNDS</b>			
Unrestricted funds		68551	82452
Permanent endowment fund		594647	594647
Revaluation reserve		130527	149833
		<hr/>	<hr/>
		£793725	£826932
		<hr/>	<hr/>

Approved by the Trustees on      May 2021

and signed on their behalf by:

.....  
**Mr A Nickolls**  
**Chairman**

**THE CANEWDON EDUCATIONAL FOUNDATION**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

Note		2020 Unrestricted <u>Funds</u> £	2020 Permanent <u>Endowment</u> £	2020 <u>Total</u> £	2019 <u>Total</u> £
<b>INCOMING RESOURCES</b>					
	Portfolio interest and dividends	25243	-	25243	30093
	Bank interest	83	-	83	182
	Rental income	9165	-	9165	9090
	Profit on sale of investments	-	-	-	6318
	Grants, donations and other receipts	730	-	730	-
	Release from restrictive covenant	-	-	-	6861
		_____	_____	_____	_____
	<b>TOTAL INCOMING RESOURCES</b>	<b>35221</b>	<b>-</b>	<b>35221</b>	<b>52544</b>
		_____	_____	_____	_____
<b>RESOURCES EXPENDED</b>					
	Charitable activities 3	7825	-	7825	19246
	Cost of generating funds 4	14852	-	14852	12038
	Management and administration 5	12621	-	12621	11925
	Loss on sale of investments 8	13824	-	13824	-
		_____	_____	_____	_____
	<b>TOTAL RESOURCES EXPENDED</b>	<b>49122</b>	<b>-</b>	<b>49122</b>	<b>43209</b>
		_____	_____	_____	_____
	<b>NET (OUTGOING)/INCOMING RESOURCES</b>	<b>(13901)</b>	<b>-</b>	<b>(13901)</b>	<b>9335</b>
		_____	_____	_____	_____
	Total funds brought forward	82452	594647	677099	667764
	Revaluation reserve brought forward	-	149833	149833	99689
	Revaluation reserve increase/(decrease)	-	(19306)	(19306)	50144
		_____	_____	_____	_____
	<b>Total funds carried forward</b>	<b>£68551</b>	<b>£725174</b>	<b>£793725</b>	<b>£826932</b>
		_____	_____	_____	_____



**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**1. Accounting Policies**

**(a) Basis of preparation**

The financial statements of the charity 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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

**(b) Funds structure**

There are no Restricted Funds with specific restrictions imposed by a donor or the trust deed. All Funds are unrestricted income funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

**(c) Incoming resources**

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources have been received and the monetary value of incoming resources can be measured absolutely.

**(d) Resources expended**

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

**(e) Irrecoverable VAT**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

**(f) Allocation of overhead and support costs**

Overhead and Support Costs are minimal. (Trustees do not receive salaries, fees or expenses. The Clerk receives an allowance.) All such costs are written off against general charitable activities.

**(g) Costs of generating funds**

Other than the management fees, there are no direct costs of generating funds.

**(h) Charitable activities**

Costs of charitable activities are shown in the Accounts.

**(i) Governance costs**

Governance costs comprise of all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory account examination together with overhead and support costs.

**(j) Fixed asset investments**

Fixed asset investments are stated at market value at the balance sheet date.

**(k) Realised gains and losses**

All realised gains and losses are taken to the statement of financial activities.

# THE CANEWDON EDUCATIONAL FOUNDATION

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 1. Accounting Policies

#### (l) **Operation procedures**

At the regular Trustees' meetings, the Trustees agree the broad strategy and areas of activity for the Trust, including consideration of grant making, investment, reserves and risk management policies and performance. The day to day administration of grants and the processing and handling of applications prior to consideration by the relevant sub-committee is delegated to the Clerk.

All Trustees give their time freely and no Trustee remuneration was paid in the year. No expense allowances were paid to Trustees.

#### (m) **Risk management**

The Trustees have considered the major risks to which the charity is exposed and have reviewed those risks and established systems and procedures to manage those risks.

#### (n) **Objectives and activities for the public benefit**

These are set out in the point (4) of the Trustees' Report attached.

### 2. **Trustees**

The body of Trustees comprises a maximum of: -

One Ex-officio

Six nominated by Canewdon Parish Council

Five co-opted

The term of office as a Trustee is determined by the Trust Deed (revised 16<sup>th</sup> June 1992). The current Trustees are shown on page one.

# THE CANEWDON EDUCATIONAL FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

			2020 £	2019 £
<b>3. Grants and Donations made</b>				
Grants and donations were given to individuals as follows:				
2020	2019			
Number of	Purpose:			
Individuals				
2	10	Tuition fees	108	630
1	7	Swimming, dance, drama etc.	1134	713
3	4	Travel expenses	988	415
2	2	College and course fees	2668	1500
-	3	School & nursery	-	782
-	1	Scouts fees and equipment	-	125
—	—		—	—
8	27	A	£4898	£4165
—	—		—	—
Grants were given to the bodies as follows:				
	School		-	6755
	Hall Hire		990	2761
			—	—
		B	£990	£9516
			—	—
Endowment to Canewdon Poor's Charity		C	£1937	£5565
			—	—
Total Charitable Activities (A+B+C)			£7825	£19246
			—	—
<b>4. Cost of generating funds</b>				
Management fees			£14852	£12038
			—	—
<b>5. Management and Administration</b>				
Office costs			6722	6900
Repairs and maintenance costs			1700	874
Independent review fees			2100	2100
Insurance			1892	1844
Depreciation of office equipment			207	207
			—	—
			£12621	£11925
			—	—

# THE CANEWDON EDUCATIONAL FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 6. Comparatives for the statement of financial activities

	Unrestricted fund £	Endowment fund £	Total funds £
INCOMING RESOURCES			
Portfolio interest and dividends	30093	-	30093
Bank interest	182	-	182
Rental income	9090	-	9090
Grants and donations received	-	6318	6318
Release from restrictive covenant	-	6861	6861
<b>TOTAL INCOMING RESOURCES</b>	<b>39365</b>	<b>13179</b>	<b>52544</b>
RESOURCES EXPENDED			
Cost of generating funds	12038	-	12038
Charitable activities	19246	-	19246
Management and administration	11925	-	11925
<b>TOTAL RESOURCES EXPENDED</b>	<b>43209</b>	<b>-</b>	<b>43209</b>
<b>NET (OUTGOING) / INCOMING RESOURCES</b>	<b>(3844)</b>	<b>13179</b>	<b>9335</b>
Total funds brought forward	86296	581468	667764
Revaluation reserve brought forward	-	99689	99689
Revaluation reserve increase / (decrease)	-	50144	50144
<b>Total funds carried forward</b>	<b>82452</b>	<b>744480</b>	<b>826932</b>

### 7. Non-monetary Assets

#### GIFTED ASSETS (PERMANENT ENDOWMENT):

The Charity held the following land and buildings at nil book cost:

	Ordnance Survey Area	Reference
Canewdon school premises and land, including Trust House	0.722 acres	237/237a
School playing fields and allotments	2.538 acres	235/235a
Land adjoining Rest Cottages	4.000 acres	237b/241
Land south side Gardiners Lane	16.700 acres	220/221/222
Land north side Gardiners Lane	2.038 acres	224
Land adjoining Breade House, Apton Hall Road	0.750 acres	-

# THE CANEWDON EDUCATIONAL FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 8. Investments other than land

The movements on the investment portfolio managed by Arbuthnot Latham & Co. Ltd may be summarised as follows:

	2020 £	2019 £
Value at 1 January 2020	743955	686671
Income generated	25285	30239
Income withdrawn from the portfolio	(25767)	(29417)
Realised Gains/(Losses)	(13824)	6318
Unrealised Gains/(Losses)	(19306)	50144
	<hr/>	<hr/>
Value at 31 December 2020	£710343	£743955
	<hr/>	<hr/>

Portfolio Management Fees for the year amounted to £12662 and are included in Management Fees in Note 4.

### 9. Creditors and accruals

	2020 £	2019 £
Endowment (note 10)	1937	5565
Accruals	12470	2600
	<hr/>	<hr/>
	£14407	£8165
	<hr/>	<hr/>

### 10. Related Parties

The Canewdon Poor's Charity Endowment:

	2020 £	2019 £
Creditor brought forward	5565	2577
Paid in year	(5565)	(2577)
Amount due for year	1937	5565
	<hr/>	<hr/>
Creditor carried forward (note 9)	£1937	£5565
	<hr/>	<hr/>