

# **Hawkshead Grammar School Foundation**

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Financial Statements for the Year Ended

31 October 2010

Charity Number: 1030002

# HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

## FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2010

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**HAWKSHEAD GRAMMAR SCHOOL FOUNDATION**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
**HAWKSHEAD GRAMMAR SCHOOL FOUNDATION**  
**YEAR ENDED 31 OCTOBER 2010**

I report on the accounts of the charity for the year ended 31 October 2010 set out on pages 2 to 8.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT 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 year (under section 43(2) of the Charities Act 1993 (the 1993 Act), as amended by section 28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, as amended); and
- to state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S STATEMENT**

My examination was carried out in accordance with the 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on whether the accounts present a 'true and fair view'.

**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 trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 41 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ian Thompson (ICAEW)  
Independent examiner  
Saint & Co  
The Old Police Station  
Church Street  
Ambleside  
Cumbria  
LA22 0BT

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# HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

## STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2010

	Note	Unrestricted Funds £	Endowment Funds £	Total Funds 2010 £	Total Funds 2009 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	697	–	697	618
Investment income	3	4,222	–	4,222	5,081
Incoming resources from charitable activities	4	<u>40,814</u>	–	<u>40,814</u>	<u>44,498</u>
<b>TOTAL INCOMING RESOURCES</b>		<u>45,733</u>	–	<u>45,733</u>	<u>50,197</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities	5	(76,862)	–	(76,862)	(31,649)
Governance costs	6	<u>(1,286)</u>	–	<u>(1,286)</u>	<u>(1,644)</u>
<b>TOTAL RESOURCES EXPENDED</b>		<u>(78,148)</u>	–	<u>(78,148)</u>	<u>(33,293)</u>
<b>NET (OUTGOING)/INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>					
		(32,415)	–	(32,415)	16,904
<b>OTHER RECOGNISED GAINS AND LOSSES</b>					
Gains/(losses) on revaluation of investments		<u>6,268</u>	–	<u>6,268</u>	<u>7,000</u>
<b>NET MOVEMENT IN FUNDS RECONCILIATION OF FUNDS</b>		<u>(26,147)</u>	–	<u>(26,147)</u>	<u>23,904</u>
Total funds brought forward		<u>126,668</u>	<u>57,436</u>	<u>184,104</u>	<u>160,200</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>100,521</u>	<u>57,436</u>	<u>157,957</u>	<u>184,104</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 4 to 8 form part of these financial statements.

# HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

## BALANCE SHEET

31 OCTOBER 2010

	Note	2010 £	2009 £
<b>FIXED ASSETS</b>			
Tangible assets	8	57,436	57,436
Investments	9	84,973	78,705
		<u>142,409</u>	<u>136,141</u>
<b>CURRENT ASSETS</b>			
Stocks	10	1,420	1,835
Debtors	11	2,056	1,691
Cash at bank and in hand	12	23,332	51,394
		<u>26,808</u>	<u>54,920</u>
<b>CREDITORS: Amounts falling due within one year</b>	13	<u>(11,260)</u>	<u>(6,957)</u>
<b>NET CURRENT ASSETS</b>		<u>15,548</u>	<u>47,963</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>157,957</u>	<u>184,104</u>
<b>NET ASSETS</b>		<u>157,957</u>	<u>184,104</u>
<b>FUNDS</b>			
Endowment funds	14	57,436	57,436
Unrestricted income funds	15	100,521	126,668
<b>TOTAL FUNDS</b>		<u>157,957</u>	<u>184,104</u>

These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the members of the committee on the ..... and are signed on their behalf by:

.....  
GOVERNOR

.....  
GOVERNOR

The notes on pages 4 to 8 form part of these financial statements.

# HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2010

### 1. ACCOUNTING POLICIES

#### Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets, and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Charities Act 1993, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

#### Fund accounting

Endowment funds, representing freehold land and properties stated at cost, are held for the benefit of the charity as capital funds. The lettings income and associated expenditure is unrestricted.

#### Resources expended

Expenses are recognised on an accruals basis.

Costs that are shared by the Museum and the Library are apportioned on an estimated area/consumption basis of 87.5% and 12.5% to the Museum and Library activities respectively. Governance costs are primarily associated with the charity's constitutional and statutory obligations.

#### Fixed assets

All tangible fixed assets are initially recorded at cost. No depreciation is charged on the freehold land and properties because they are maintained in such a state of repair that their estimated residual value is not less than their cost.

#### Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

#### Heritage assets - library book collection

The charity holds the original library book collection of the former Hawkshead Grammar School. It would be extremely difficult to obtain accurate costs or valuations of the books. These assets have therefore been excluded from the balance sheet.

### 2. VOLUNTARY INCOME

	Unrestricted Funds £	Total Funds 2010 £	Total Funds 2009 £
<b>Donations</b>			
Museum collections	247	247	318
Other donations	450	450	300
	<u>        </u>	<u>        </u>	<u>        </u>

# HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2010

### 3. INVESTMENT INCOME

	Unrestricted Funds	Total Funds 2010	Total Funds 2009
	£	£	£
Income from UK listed investments	4,157	4,157	4,734
Bank interest receivable	65	65	347
	<u>4,222</u>	<u>4,222</u>	<u>5,081</u>

### 4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Total Funds 2010	Total Funds 2009
	£	£	£
Museum admission fees	14,743	14,743	14,957
Museum shop sales	2,749	2,749	2,979
Rent receivable	23,319	23,319	26,234
Inland Revenue on-line incentive	–	–	75
Way-leaves and ground rent	3	3	253
	<u>40,814</u>	<u>40,814</u>	<u>44,498</u>

### 5. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly	Total Funds 2010	Total Funds 2009
	£	£	£
Museum	25,125	25,125	23,868
Library	1,932	1,932	1,916
Letting of Endowment Properties	48,680	48,680	2,640
Educational Grants	1,125	1,125	3,225
	<u>76,862</u>	<u>76,862</u>	<u>31,649</u>

### 6. GOVERNANCE COSTS

	Unrestricted Funds	Total Funds 2010	Total Funds 2009
	£	£	£
Accountancy fees	1,286	1,286	1,644
	<u>1,286</u>	<u>1,286</u>	<u>1,644</u>

### 7. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2010	2009
	£	£
Wages and salaries	15,298	14,832
Social security costs	1,227	1,182
	<u>16,525</u>	<u>16,014</u>

# HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 OCTOBER 2010

#### 7. STAFF COSTS AND EMOLUMENTS *(continued)*

##### Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2010	2009
	No	No
Curator	<u>1</u>	<u>1</u>

No employee received remuneration of more than £60,000 during the year (2009 - Nil).

#### 8. TANGIBLE FIXED ASSETS

	Freehold property £
<b>COST</b>	
At 1 November 2009 and 31 October 2010	<u>57,436</u>
<b>DEPRECIATION</b>	
At 1 November 2009 and 31 October 2010	<u>—</u>
<b>NET BOOK VALUE</b>	
At 31 October 2010	<u>57,436</u>
At 31 October 2009	<u>57,436</u>

#### 9. INVESTMENTS

##### Movement in market value

	2010	2009
	£	£
Market value at 1 November 2009	78,705	61,705
Acquisitions at cost	-	10,000
Net gains on revaluations in the year ended 31 October 2010	<u>6,268</u>	<u>7,000</u>
Market value at 31 October 2010	<u>84,973</u>	<u>78,705</u>
Historical cost at 31 October 2010	<u>16,013</u>	<u>16,013</u>

##### Analysis of investments at 31 October 2010 between funds

	Unrestricted Funds £	Endowment Funds £	Total Funds 2010 £	Total Funds 2009 £
<b>Listed investments</b>				
COIF Charities Investment Fund	6,469	-	6,469	5,884
M & G Charifund Income Units	<u>78,504</u>	-	<u>78,504</u>	<u>72,821</u>
	<u>84,973</u>	<u>-</u>	<u>84,973</u>	<u>78,705</u>



# HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2010

### 10. STOCKS

	2010	2009
	£	£
Stock	<u>1,420</u>	<u>1,835</u>

### 11. DEBTORS

	2010	2009
	£	£
Other debtors	229	–
Prepayments	<u>1,827</u>	<u>1,691</u>
	<u>2,056</u>	<u>1,691</u>

### 12. CASH AT BANK AND IN HAND

	2010	2009
	£	£
Alliance & Leicester Community Reserve	2,429	15,415
COIF Charities Deposit Fund	111	10,559
Barclays Community Account	7,666	7,668
Alliance & Leicester Current Account	11,205	15,648
Cash in hand	1,865	2,048
Petty Cash	56	56
	<u>23,332</u>	<u>51,394</u>

### 13. CREDITORS: Amounts falling due within one year

	2010	2009
	£	£
Taxation and social security	1,179	1,171
Wages control account	1,449	2,362
Rents received in advance	373	1,065
Other creditors	6,572	–
Accruals	<u>1,687</u>	<u>2,359</u>
	<u>11,260</u>	<u>6,957</u>

# HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2010

### 14. ENDOWMENT FUNDS

	Balance at 1 November 2009 and at 31 October 2010 £
<b>Permanent endowments</b>	
Museum Cottages, Old School House & Cottage	8,826
Stable, Barn, Agricultural Land & Field	18,499
Museum Building (including Library)	30,111
	<u>57,436</u>

There have been no movements on endowment funds during the year ended 31 October 2010.

### 15. UNRESTRICTED INCOME FUNDS

	Balance at 1 November 2009 £	Incoming resources £	Outgoing resources £	Transfers Gains and losses £	Balance at 31 October 2010 £
Museum	–	17,739	(25,124)	7,385	–
Library	–	–	(1,932)	1,932	–
Letting of Endowment Properties	–	23,323	(48,680)	25,357	–
General Funds	<u>126,668</u>	<u>4,672</u>	<u>(2,412)</u>	<u>(28,407)</u>	<u>100,521</u>
	<u>126,668</u>	<u>45,734</u>	<u>(78,148)</u>	<u>6,267</u>	<u>100,521</u>

### 16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Investments £	Net current assets £	Total £
<b>Endowment Funds:</b>				
Museum Cottages, Old School House & Cottage	8,826	–	–	8,826
Stable, Barn, Agricultural Land & Field	18,499	–	–	18,499
Museum Building (including Library)	30,111	–	–	30,111
	<u>57,436</u>	<u>–</u>	<u>–</u>	<u>57,436</u>
<b>Unrestricted Income Funds</b>	<u>–</u>	<u>84,973</u>	<u>15,548</u>	<u>100,521</u>
<b>Total Funds</b>	<u>57,436</u>	<u>84,973</u>	<u>15,548</u>	<u>157,957</u>

**HAWKSHEAD GRAMMAR SCHOOL FOUNDATION**

**MANAGEMENT INFORMATION**

**YEAR ENDED 31 OCTOBER 2010**

**The following page does not form part of the statutory financial statements  
which are the subject of the independent examiner's report on page 1.**

# HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2010

	2010	2009
	£	£
<b>INCOMING RESOURCES</b>		
<b>VOLUNTARY INCOME</b>		
Museum collections	247	318
Other donations	450	300
	<u>697</u>	<u>618</u>
<b>INVESTMENT INCOME</b>		
Income from UK listed investments	4,157	4,734
Bank interest receivable	65	347
	<u>4,222</u>	<u>5,081</u>
<b>INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>		
Museum admission fees	14,743	14,957
Museum shop sales	2,749	2,979
Rent receivable	23,319	26,234
Inland Revenue on-line incentive	–	75
Way-leaves and ground rent	3	253
	<u>40,814</u>	<u>44,498</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>45,733</u>	<u>50,197</u>
<b>RESOURCES EXPENDED</b>		
<b>CHARITABLE ACTIVITIES</b>		
Cost of sales - Opening stock	1,835	1,932
Cost of sales - Purchases	1,345	1,484
Cost of sales - Closing stock	(1,420)	(1,835)
Staff costs - Wages & Salaries	15,298	14,832
Staff costs - Employer's NIC	1,227	1,182
Establishment - Rates & Water	763	714
Establishment - Light & heat	2,223	2,699
Establishment - Repairs & maintenance	46,916	1,648
Establishment - Insurance	4,306	4,092
Professional - Accountancy fees	317	299
Professional - Legal fees	1,712	–
Care-taking & gardening	688	877
Care-taking & gardening	97	85
Clerk's expenses	108	53
Planning application	–	335
Sundry expenses	2	2
Valuation fees	288	–
Bank charges	32	25
Grants paid	1,125	3,225
	<u>76,862</u>	<u>31,649</u>

# HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2010

	2010		2009
	£	£	£
<b>GOVERNANCE COSTS</b>			
Accountancy fees		<u>1,286</u>	<u>1,644</u>
<b>TOTAL RESOURCES EXPENDED</b>		<u>78,148</u>	<u>33,293</u>
<b>NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR</b>		<u>(32,415)</u>	<u>16,904</u>

# HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2010

	2010	2009
	£	£
<b>CHARITABLE ACTIVITIES</b>		
<b>Museum</b>		
<i>Activities undertaken directly</i>		
Cost of sales - Opening stock	1,835	1,932
Cost of sales - Purchases	1,345	1,484
Cost of sales - Closing stock	(1,420)	(1,835)
Staff costs - Wages & Salaries	15,298	14,832
Staff costs - Employer's NIC	1,227	1,182
Establishment - Rates & Water	694	642
Establishment - Light & heat	1,827	2,362
Establishment - Repairs & maintenance	1,964	911
Establishment - Insurance	1,350	1,182
Professional - Accountancy fees	317	299
Care-taking & gardening	688	877
	<u>25,125</u>	<u>23,868</u>
<b>Library</b>		
<i>Activities undertaken directly</i>		
Establishment - Rates & Water	69	72
Establishment - Light & heat	261	337
Establishment - Insurance	1,505	1,422
Care-taking & gardening	97	85
	<u>1,932</u>	<u>1,916</u>
<b>Letting of Endowment Properties</b>		
<i>Activities undertaken directly</i>		
Establishment - Light & heat	135	-
Establishment - Repairs & maintenance	44,952	737
Establishment - Insurance	1,451	1,488
Professional - Legal fees	1,712	-
Clerk's expenses	108	53
Planning application	-	335
Sundry expenses	2	2
Valuation fees	288	-
Bank charges	32	25
	<u>48,680</u>	<u>2,640</u>
<b>Educational Grants</b>		
<i>Activities undertaken directly</i>		
Grants paid	1,125	3,225
	<u>76,862</u>	<u>31,649</u>