

# **Hawkshead Grammar School Foundation**

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Financial Statements for the Year Ended

31 October 2012

Charity Number: 1030002

# HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

## FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2012

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**HAWKSHEAD GRAMMAR SCHOOL FOUNDATION**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
**HAWKSHEAD GRAMMAR SCHOOL FOUNDATION**  
**YEAR ENDED 31 OCTOBER 2012**

I report on the accounts of the charity for the year ended 31 October 2012 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 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145(1)(a) of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5) of the 2011 Act); 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 sections 130 and 131 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 2012

	Note	Unrestricted Funds £	Endowment Funds £	Total Funds 2012 £	Total Funds 2011 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	5,505	–	5,505	2,609
Investment income	3	4,747	–	4,747	4,283
Incoming resources from charitable activities	4	49,032	–	49,032	49,828
<b>TOTAL INCOMING RESOURCES</b>		<u>59,284</u>	–	<u>59,284</u>	<u>56,720</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities	5	(28,677)	–	(28,677)	(33,950)
Governance costs	6	(1,266)	–	(1,266)	(1,279)
<b>TOTAL RESOURCES EXPENDED</b>		<u>(29,943)</u>	–	<u>(29,943)</u>	<u>(35,229)</u>
<b>NET INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>					
		29,341	–	29,341	21,491
<b>OTHER RECOGNISED GAINS AND LOSSES</b>					
Gains/(losses) on revaluation of investments		6,651	–	6,651	218
<b>NET MOVEMENT IN FUNDS</b>		<u>35,992</u>	–	<u>35,992</u>	<u>21,709</u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>122,230</u>	<u>57,436</u>	<u>179,666</u>	<u>157,957</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>158,222</u>	<u>57,436</u>	<u>215,658</u>	<u>179,666</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 2012

	Note	2012 £	£	2011 £
<b>FIXED ASSETS</b>				
Tangible assets	8		57,436	57,436
Investments	9		<u>116,559</u>	<u>85,191</u>
			<b>173,995</b>	142,627
<b>CURRENT ASSETS</b>				
Stocks	10	1,170		1,306
Debtors	11	2,355		2,650
Cash at bank and in hand	12	43,004		36,878
			<u>46,529</u>	<u>40,834</u>
<b>CREDITORS: Amounts falling due within one year</b>	13	<u>(4,866)</u>		<u>(3,795)</u>
<b>NET CURRENT ASSETS</b>			<b>41,663</b>	37,039
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>215,658</u>	<u>179,666</u>
<b>NET ASSETS</b>			<u>215,658</u>	<u>179,666</u>
<b>FUNDS</b>				
Endowment funds	14		57,436	57,436
Unrestricted income funds	15		<u>158,222</u>	<u>122,230</u>
<b>TOTAL FUNDS</b>			<u>215,658</u>	<u>179,666</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 2012

### 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 2011, 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

	<b>Unrestricted Funds</b>	<b>Total Funds 2012</b>	Total Funds 2011
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Donations</b>			
Museum collections	<b>261</b>	<b>261</b>	258
Other donations	<b>5,244</b>	<b>5,244</b>	2,351

# HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2012

### 3. INVESTMENT INCOME

	Unrestricted Funds	Total Funds 2012	Total Funds 2011
	£	£	£
Income from UK listed investments	4,734	4,734	4,278
Bank interest receivable	13	13	5
	<u>4,747</u>	<u>4,747</u>	<u>4,283</u>

### 4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Total Funds 2012	Total Funds 2011
	£	£	£
Museum admission fees	12,816	12,816	12,836
Museum shop sales	1,734	1,734	2,558
Rent receivable	34,479	34,479	34,434
Way-leaves and ground rent	3	3	-
	<u>49,032</u>	<u>49,032</u>	<u>49,828</u>

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

	Activities undertaken directly	Total Funds 2012	Total Funds 2011
	£	£	£
Museum	21,754	21,754	23,707
Library	1,909	1,909	2,097
Letting of Endowment Properties	2,189	2,189	7,246
Educational Grants	2,825	2,825	900
	<u>28,677</u>	<u>28,677</u>	<u>33,950</u>

### 6. GOVERNANCE COSTS

	Unrestricted Funds	Total Funds 2012	Total Funds 2011
	£	£	£
Accountancy fees	1,266	1,266	1,279
	<u>1,266</u>	<u>1,266</u>	<u>1,279</u>

### 7. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2012	2011
	£	£
Wages and salaries	15,252	15,261
Social security costs	1,097	1,179
	<u>16,349</u>	<u>16,440</u>

# HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2012

### 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:

	2012	2011
	No	No
Curator	<u>1</u>	<u>1</u>

No employee received remuneration of more than £60,000 during the year (2011 - Nil).

### 8. TANGIBLE FIXED ASSETS

	Freehold property £
<b>COST</b>	
At 1 November 2011 and 31 October 2012	<u>57,436</u>
<b>DEPRECIATION</b>	
At 1 November 2011 and 31 October 2012	<u>-</u>
<b>NET BOOK VALUE</b>	
At 31 October 2012	<u>57,436</u>
At 31 October 2011	<u>57,436</u>

### 9. INVESTMENTS

#### Movement in market value

	2012	2011
	£	£
Market value at 1 November 2011	85,191	84,973
Acquisitions at cost	24,718	-
Net gains on revaluations in the year ended 31 October 2012	<u>6,650</u>	218
Market value at 31 October 2012	<u>116,559</u>	<u>85,191</u>
Historical cost at 31 October 2012	<u>40,731</u>	<u>16,013</u>

#### Analysis of investments at 31 October 2012 between funds

	Unrestricted Funds £	Endowment Funds £	Total Funds 2012 £	Total Funds 2011 £
<b>Listed investments</b>				
COIF Charities Investment Fund	22,116	-	22,116	6,245
M & G Charifund Income Units	<u>94,443</u>	<u>-</u>	<u>94,443</u>	78,946
	<u>116,559</u>	<u>-</u>	<u>116,559</u>	<u>85,191</u>



# HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2012

### 10. STOCKS

	2012	2011
	£	£
Stock	<u>1,170</u>	<u>1,306</u>

### 11. DEBTORS

	2012	2011
	£	£
Other debtors	341	506
Prepayments	<u>2,014</u>	<u>2,144</u>
	<u>2,355</u>	<u>2,650</u>

### 12. CASH AT BANK AND IN HAND

	2012	2011
	£	£
Alliance & Leicester Community Reserve	12,445	12,433
COIF Charities Deposit Fund	112	111
Barclays Community Account	7,662	7,664
Alliance & Leicester Current Account	21,126	14,930
Cash in hand	1,603	1,684
Petty Cash	56	56
	<u>43,004</u>	<u>36,878</u>

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

	2012	2011
	£	£
Taxation and social security	1,184	1,201
Wages control account	1,455	–
Rents received in advance	506	553
Other creditors	466	–
Accruals	<u>1,255</u>	<u>2,041</u>
	<u>4,866</u>	<u>3,795</u>

# HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2012

### 14. ENDOWMENT FUNDS

	Balance at 1 November 2011 and at 31 October 2012 £
<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 2012.

### 15. UNRESTRICTED INCOME FUNDS

	Balance at 1 November 2011 £	Incoming resources £	Outgoing resources £	Transfers Gains and losses £	Balance at 31 October 2012 £
Museum	–	14,811	(21,754)	6,945	–
Library	–	–	(1,909)	1,909	–
Letting of Endowment Properties	–	34,482	(2,189)	(32,293)	–
General Funds	<u>122,230</u>	<u>9,991</u>	<u>(4,091)</u>	<u>30,092</u>	<u>158,222</u>
	<u>122,230</u>	<u>59,284</u>	<u>(29,943)</u>	<u>6,651</u>	<u>158,222</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>116,559</u>	<u>41,663</u>	<u>158,222</u>
<b>Total Funds</b>	<u>57,436</u>	<u>116,559</u>	<u>41,663</u>	<u>215,658</u>

**HAWKSHEAD GRAMMAR SCHOOL FOUNDATION**

**MANAGEMENT INFORMATION**

**YEAR ENDED 31 OCTOBER 2012**

**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 2012

	2012	2011
	£	£
<b>INCOMING RESOURCES</b>		
<b>VOLUNTARY INCOME</b>		
Museum collections	261	258
Other donations	<u>5,244</u>	<u>2,351</u>
	<u>5,505</u>	<u>2,609</u>
<b>INVESTMENT INCOME</b>		
Income from UK listed investments	4,734	4,278
Bank interest receivable	<u>13</u>	<u>5</u>
	<u>4,747</u>	<u>4,283</u>
<b>INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>		
Museum admission fees	12,816	12,836
Museum shop sales	1,734	2,558
Rent receivable	34,479	34,434
Way-leaves and ground rent	<u>3</u>	<u>-</u>
	<u>49,032</u>	<u>49,828</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>59,284</u>	<u>56,720</u>
<b>RESOURCES EXPENDED</b>		
<b>CHARITABLE ACTIVITIES</b>		
Cost of sales - Opening stock	1,306	1,420
Cost of sales - Purchases	820	1,541
Cost of sales - Closing stock	(1,170)	(1,306)
Staff costs - Wages & Salaries	15,252	15,261
Staff costs - Employer's NIC	1,097	1,179
Establishment - Rates & Water	518	642
Establishment - Light & heat	805	2,265
Establishment - Repairs & maintenance	1,189	5,988
Establishment - Insurance	4,958	4,822
Professional - Accountancy fees	355	343
Care-taking & gardening	600	826
Care-taking & gardening	32	67
Sundry expenses	90	2
Grants paid	<u>2,825</u>	<u>900</u>
	<u>28,677</u>	<u>33,950</u>
<b>GOVERNANCE COSTS</b>		
Accountancy fees	<u>1,266</u>	<u>1,279</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>29,943</u>	<u>35,229</u>
<b>NET INCOMING RESOURCES FOR THE YEAR</b>	<u>29,341</u>	<u>21,491</u>

# H5AWKSHEAD GRAMMAR SCHOOL FOUNDATION

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2012

	2012	2011
	£	£
<b>CHARITABLE ACTIVITIES</b>		
<b>Museum</b>		
<i>Activities undertaken directly</i>		
Cost of sales - Opening stock	1,306	1,420
Cost of sales - Purchases	820	1,541
Cost of sales - Closing stock	(1,170)	(1,306)
Staff costs - Wages & Salaries	15,252	15,261
Staff costs - Employer's NIC	1,097	1,179
Establishment - Rates & Water	481	587
Establishment - Light & heat	704	1,981
Establishment - Repairs & maintenance	682	292
Establishment - Insurance	1,627	1,583
Professional - Accountancy fees	355	343
Care-taking & gardening	600	826
	<u>21,754</u>	<u>23,707</u>
<b>Library</b>		
<i>Activities undertaken directly</i>		
Establishment - Rates & Water	37	55
Establishment - Light & heat	101	284
Establishment - Insurance	1,739	1,691
Care-taking & gardening	32	67
	<u>1,909</u>	<u>2,097</u>
<b>Letting of Endowment Properties</b>		
<i>Activities undertaken directly</i>		
Establishment - Repairs & maintenance	507	5,696
Establishment - Insurance	1,592	1,548
Sundry expenses	90	2
	<u>2,189</u>	<u>7,246</u>
<b>Educational Grants</b>		
<i>Activities undertaken directly</i>		
Grants paid	2,825	900
	<u>28,677</u>	<u>33,950</u>