

Hawkshead Grammar School Foundation

Financial Statements for the Year Ended

31 October 2014

Charity Number: 1030002

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2014

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HAWKSHEAD GRAMMAR SCHOOL FOUNDATION
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HAWKSHEAD GRAMMAR SCHOOL FOUNDATION
YEAR ENDED 31 OCTOBER 2014

I report on the accounts of the charity for the year ended 31 October 2014 which are set out on pages 2 to 8.

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 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 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

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 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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have 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.

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 2014

	Note	Unrestricted Funds £	Endowment Funds £	Total Funds 2014 £	Total Funds 2013 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	2	67	–	67	409
Investment income	3	6,221	–	6,221	6,104
Incoming resources from charitable activities	4	46,092	–	46,092	47,575
TOTAL INCOMING RESOURCES		<u>52,380</u>	–	<u>52,380</u>	<u>54,088</u>
RESOURCES EXPENDED					
Charitable activities	5	(30,498)	–	(30,498)	(29,838)
Governance costs	6	(1,325)	–	(1,325)	(1,313)
TOTAL RESOURCES EXPENDED		<u>(31,823)</u>	–	<u>(31,823)</u>	<u>(31,151)</u>
NET INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES					
		20,557	–	20,557	22,937
OTHER RECOGNISED GAINS AND LOSSES					
Gains/(losses) on revaluation of investments		1,052	–	1,052	21,651
NET MOVEMENT IN FUNDS RECONCILIATION OF FUNDS		<u>21,609</u>	–	<u>21,609</u>	<u>44,588</u>
Total funds brought forward		<u>202,810</u>	<u>57,436</u>	<u>260,246</u>	<u>215,658</u>
TOTAL FUNDS CARRIED FORWARD		<u>224,419</u>	<u>57,436</u>	<u>281,855</u>	<u>260,246</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 2014

	Note	2014 £	£	2013 £
FIXED ASSETS				
Tangible assets	8		57,436	57,436
Investments	9		<u>139,262</u>	<u>138,210</u>
			196,698	195,646
CURRENT ASSETS				
Stocks	10	1,005		1,302
Debtors	11	4,510		3,088
Cash at bank and in hand	12	82,877		64,924
			<u>88,392</u>	<u>69,314</u>
CREDITORS: Amounts falling due within one year	13	<u>(3,235)</u>		<u>(4,714)</u>
NET CURRENT ASSETS			85,157	64,600
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>281,855</u>	<u>260,246</u>
NET ASSETS			<u>281,855</u>	<u>260,246</u>
FUNDS				
Endowment funds	14		57,436	57,436
Unrestricted income funds	15		<u>224,419</u>	<u>202,810</u>
TOTAL FUNDS			<u>281,855</u>	<u>260,246</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 and authorised for issue 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 2014

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 the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

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 2014 £	Total Funds 2013 £
Donations			
Museum collections	67	67	109
Other donations	—	—	300
	<u>67</u>	<u>67</u>	<u>409</u>

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2014

3. INVESTMENT INCOME

	Unrestricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£
Income from UK listed investments	6,190	6,190	6,082
Bank interest receivable	31	31	22
	<u>6,221</u>	<u>6,221</u>	<u>6,104</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£
Museum admission fees	9,435	9,435	10,454
Museum shop sales	1,404	1,404	1,599
Rent receivable	35,250	35,250	34,619
Way-leaves and ground rent	3	3	3
Compensation	-	-	900
	<u>46,092</u>	<u>46,092</u>	<u>47,575</u>

5. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly	Total Funds 2014	Total Funds 2013
	£	£	£
Museum	22,837	22,837	23,981
Library	3,031	3,031	2,368
Letting of Endowment Properties	2,130	2,130	1,989
Educational Grants	2,500	2,500	1,500
	<u>30,498</u>	<u>30,498</u>	<u>29,838</u>

6. GOVERNANCE COSTS

	Unrestricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£
Accountancy fees	1,325	1,325	1,313
	<u>1,325</u>	<u>1,325</u>	<u>1,313</u>

7. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2014	2013
	£	£
Wages and salaries	14,588	15,200
Social security costs	555	1,046
	<u>15,143</u>	<u>16,246</u>

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2014

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:

	2014	2013
	No	No
Curator	<u>1</u>	<u>1</u>

No employee received remuneration of more than £60,000 during the year (2013 - Nil).

8. TANGIBLE FIXED ASSETS

	Freehold property £
COST	
At 1 November 2013 and 31 October 2014	<u>57,436</u>
DEPRECIATION	
At 1 November 2013 and 31 October 2014	<u>—</u>
NET BOOK VALUE	
At 31 October 2014	<u>57,436</u>
At 31 October 2013	<u>57,436</u>

9. INVESTMENTS

Movement in market value

	2014	2013
	£	£
Market value at 1 November 2013	138,210	116,559
Net gains on revaluations in the year ended 31 October 2014	<u>1,052</u>	<u>21,651</u>
Market value at 31 October 2014	<u>139,262</u>	<u>138,210</u>
Historical cost at 31 October 2014	<u>40,731</u>	<u>40,731</u>

Analysis of investments at 31 October 2014 between funds

	Unrestricted Funds £	Endowment Funds £	Total Funds 2014 £	Total Funds 2013 £
Listed investments				
COIF Charities Investment Fund	25,508	-	25,508	24,671
M & G Charifund Income Units	<u>113,754</u>	<u>-</u>	<u>113,754</u>	<u>113,539</u>
	<u>139,262</u>	<u>-</u>	<u>139,262</u>	<u>138,210</u>

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2014

10. STOCKS

	2014	2013
	£	£
Stock	<u>1,005</u>	<u>1,302</u>

11. DEBTORS

	2014	2013
	£	£
Other debtors	2,249	954
Prepayments	<u>2,261</u>	<u>2,134</u>
	<u>4,510</u>	<u>3,088</u>

12. CASH AT BANK AND IN HAND

	2014	2013
	£	£
Alliance & Leicester Community Reserve	40,497	30,466
COIF Charities Deposit Fund	114	113
Barclays Community Account	7,658	7,660
Alliance & Leicester Current Account	33,445	25,231
Cash in hand	1,107	1,398
Petty Cash	56	56
	<u>82,877</u>	<u>64,924</u>

13. CREDITORS: Amounts falling due within one year

	2014	2013
	£	£
Taxation and social security	467	747
Wages control account	798	1,538
Rents received in advance	644	605
Other creditors	–	402
Accruals	<u>1,326</u>	<u>1,422</u>
	<u>3,235</u>	<u>4,714</u>

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 OCTOBER 2014

14. ENDOWMENT FUNDS

	Balance at 1 November 2013 and at 31 October 2014 £
Permanent endowments	
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 2014.

15. UNRESTRICTED INCOME FUNDS

	Balance at 1 November 2013 £	Incoming resources £	Outgoing resources £	Transfers, Gains and losses £	Balance at 31 October 2014 £
Museum	–	10,906	(22,837)	11,931	–
Library	–	–	(3,030)	3,030	–
Letting of Endowment Properties	–	35,253	(2,130)	(33,123)	–
General Funds	<u>202,810</u>	<u>6,221</u>	<u>(3,826)</u>	<u>19,214</u>	<u>224,419</u>
	<u>202,810</u>	<u>52,380</u>	<u>(31,823)</u>	<u>1,052</u>	<u>224,419</u>

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Investments £	Net current assets £	Total £
Endowment Funds:				
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>57,436</u>
Unrestricted Income Funds	–	139,262	85,157	224,419
Total Funds	<u>57,436</u>	<u>139,262</u>	<u>85,157</u>	<u>281,855</u>

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

MANAGEMENT INFORMATION

YEAR ENDED 31 OCTOBER 2014

**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 2014

	2014	2013
	£	£
INCOMING RESOURCES		
VOLUNTARY INCOME		
Museum collections	67	109
Other donations	–	300
	<u>67</u>	<u>409</u>
INVESTMENT INCOME		
Income from UK listed investments	6,190	6,082
Bank interest receivable	31	22
	<u>6,221</u>	<u>6,104</u>
INCOMING RESOURCES FROM CHARITABLE ACTIVITIES		
Museum admission fees	9,435	10,454
Museum shop sales	1,404	1,599
Rent receivable	35,250	34,619
Way-leaves and ground rent	3	3
Compensation	–	900
	<u>46,092</u>	<u>47,575</u>
TOTAL INCOMING RESOURCES	<u>52,380</u>	<u>54,088</u>
RESOURCES EXPENDED		
CHARITABLE ACTIVITIES		
Cost of sales - Opening stock	1,302	1,170
Cost of sales - Purchases	719	857
Cost of sales - Closing stock	(1,005)	(1,302)
Staff costs - Wages & Salaries	14,588	15,200
Staff costs - Employer's NIC	555	1,046
Establishment - Rates & Water	382	430
Establishment - Light & heat	1,647	1,450
Establishment - Repairs & maintenance	2,767	2,967
Establishment - Insurance	5,097	4,889
Professional - Accountancy fees	425	365
Professional - Legal fees	571	–
Care-taking & gardening – Museum	760	1,146
Care-taking & gardening – Library	109	118
Sundry expenses	81	2
Grants paid	2,500	1,500
	<u>30,498</u>	<u>29,838</u>
GOVERNANCE COSTS		
Accountancy fees	1,325	1,313
TOTAL RESOURCES EXPENDED	<u>31,823</u>	<u>31,151</u>
NET INCOMING RESOURCES FOR THE YEAR	<u>20,557</u>	<u>22,937</u>

HAWKSHEAD GRAMMAR SCHOOL FOUNDATION

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 OCTOBER 2014

	2014	2013
	£	£
CHARITABLE ACTIVITIES		
Museum		
<i>Activities undertaken directly</i>		
Cost of sales - Opening stock	1,302	1,170
Cost of sales - Purchases	719	857
Cost of sales - Closing stock	(1,005)	(1,302)
Staff costs - Wages & Salaries	14,588	15,200
Staff costs - Employer's NIC	555	1,046
Establishment - Rates & Water	365	407
Establishment - Light & heat	1,441	1,269
Establishment - Repairs & maintenance	1,457	2,199
Establishment - Insurance	1,659	1,624
Professional - Accountancy fees	425	365
Professional - Legal fees	571	-
Care-taking & gardening	760	1,146
	<u>22,837</u>	<u>23,981</u>
Library		
<i>Activities undertaken directly</i>		
Establishment - Rates & Water	17	23
Establishment - Light & heat	206	181
Establishment - Repairs & maintenance	782	273
Establishment - Insurance	1,917	1,773
Care-taking & gardening	109	118
	<u>3,031</u>	<u>2,368</u>
Letting of Endowment Properties		
<i>Activities undertaken directly</i>		
Establishment - Repairs & maintenance	528	495
Establishment - Insurance	1,521	1,492
Sundry expenses	81	2
	<u>2,130</u>	<u>1,989</u>
Educational Grants		
<i>Activities undertaken directly</i>		
Grants paid	2,500	1,500
	<u>30,498</u>	<u>29,838</u>