Unaudited Financial Statements for the year ended 31 October 2022

Charity Registration Number 1030002

Financial Statements

Year ended 31 October 2022

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Trustees' Annual Report

Year ended 31 October 2022

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 October 2022.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name Hawkshead Grammar School Foundation

Charity registration number 1030002

Principal office Scutcheon House Farm

Far Sawrey Ambleside Cumbria LA22 OLQ

THE TRUSTEES

Judith Myers Rev John Dixon Claire Salisbury Raymond Brown Myles Sandys Andrew Stoker Ian Moulton Roger Bonham

INDEPENDENT EXAMINER Ian Thompson (FCA)

Saint & Co

The Old Police Station

Church Street Ambleside Cumbria LA22 0BT

Trustees' Annual Report (continued)

Year ended 31 October 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Foundation has 6 representative Trustees appointed by various local authorities and one by the Carlisle Diocese of the Church of England, and up to three co-optative Trustees appointed by the governing body. Appointments are for five years and are renewable. The Trustees normally meet at least twice a year (usually October and April, and on other occasions as required) to consider grant applications and to manage the affairs of the Foundation, including management and maintenance of the endowed properties. Decisions are made to ensure that funds are available to maintain the efficient running of the Foundation, with the goal of continued provision of educational grants and sustainable operations at the museum.

The trustees confirm that they have paid due regard to the public benefit guidance published by the Charity Commission.

OBJECTIVES AND ACTIVITIES

Hawkshead Grammar School Foundation was set up in 1585 by Edwin Sandys, then Archbishop of York, under Letters Patent from Queen Elizabeth I, for the purpose of running a boys' grammar school. It did so for over 300 years until the school closed in 1909. The Foundation now runs the school as a museum and continues to provide educational and vocational grants (known as Sandys Exhibitions) to young people from the Ancient Parish of Hawkshead. It also owns and lets various endowed properties in the village. These rents, income from its investments, and museum entrance fees, provide the main sources of income.

In 2021/22, applications for educational and vocational grants were invited for submission at the start of the academic year in September, so that all applications could be considered together, and fair and equitable allocations made within the grant budget. Grants are made to young people between the ages of 16-25 studying at a recognised university, college, apprenticeship or similar educational facility. They must reapply for each year of their course, and in second and subsequent years must provide evidence of satisfactory attendance and results from their previous year. In 2021/22, in recognition of the fact that there is no assistance with the cost of transportation to school or 6th form colleges for 16-18 year olds, and all young people must travel outside the parish to attend a school or 6th form college, the Trustees agreed to continue the smaller grants for assistance with transportation which were started in 2019. This enables the grant programme to benefit a greater proportion of the young people in the parish. Efforts made to broaden publicity for the grants continue to encourage a variety of applications and in 2021/22 the following were received: thirteen for the university/college/apprenticeship grant, eight for the transportation assistance grant, and one vocational grant. All applicants were awarded a grant, with total disbursement £15,000. The Trustees are satisfied that the grants are now reaching most of the eligible young people in the parish.

Trustees' Annual Report (continued)

Year ended 31 October 2022

ACHIEVEMENTS AND PERFORMANCE

After disappointing museum admissions in 2021 it was recognised that it was time to refresh the visitor experience at the museum to reflect best practices and a more contemporary approach. Visitors are now welcome to enter the museum when they arrive, are treated to a short welcome talk and are then invited to explore the museum at their leisure. In 2022, exhibitions were refreshed, and more information made available on panels around the rooms. In addition, opening days and hours were changed to reflect changing visitor patterns. Margins improved given the reduced opening hours. Two enthusiastic and energetic museum assistants were recruited and developed new marketing material, including social media, a leaflet and logo, and branded merchandise. Different approaches to raising the museum profile and attracting new visitors continue to be explored. As the museum curator left, museum management and development are being overseen by the clerk.

The library cataloguing and repair project continues with a small team of volunteers. About 25% of the books have been catalogued and volunteers are trained to do a range of minor repairs. Enquiries from academics and historians about the school and library continue to grow. Future phases of the project will consider developing grant proposals to fund the costs of cataloguing, conservation, and preservation.

Income from property rental recovered to pre-pandemic levels and has increased slightly due to an additional tenancy. In spring 2022 prospective tenants approached the Trustees regarding a lease of the School House Barn for their camping pod rental business. Lease arrangements were put in place from May 2022. It is Trustees' intent to allocate a portion of funds each year to remedial maintenance activity. In 2021/22 this included: installation of a firebreak between School House Cottage and Old School House and painting of the new window frames at 1 Museum Cottages.

Investments have also recovered in line with the recovery of the stock market and investment income is close to pre-pandemic levels. The Foundation still has considerable cash reserves, sufficient to cover several years of operating expenditure.

The Trustees regularly review the risks and opportunities faced by the Foundation and make plans accordingly. The Foundation's reserves policy designates a portion of reserves for property maintenance, a portion of reserves for future conservation and improvements to the library, and a further portion of reserves for future property development. The policy also places a limit on the proportion of unrestricted reserves held in investments and prescribes a minimum operating reserve proportional to fixed operating costs. Financial procedures were also reviewed and approved by Trustees.

Trustees' Annual Report (continued)

Year ended 31 October 2022

FINANCIAL REVIEW

Income from the museum, investments and rental properties have increased compared to 2019, the last year before the COVID pandemic, and together contributed £59,818.

Expenditure was lower than the previous financial year by £19,540. This was largely due to lower property maintenance expenditures. Museum operating costs and educational grant expenditure remained broadly similar. Total annual expenditure will continue to fluctuate based on the timing and needs of the maintenance programme. Expenditure is expected to remain close to this level due to necessary property maintenance, the development of the library conservation project and the Trustees' commitment to to ensure the educational grants support as many young people in the parish as possible.

Investments registered a loss of £15,629 versus a gain of £34,220 in the previous year.

Overall, the charity ran a loss of £29,446 in 2021/22, vs a surplus of £11,203 in 2020/21. Reserves decreased to £327,707 from £357,153 in 2020/21.

2023 UPDATE

The Foundation continues to operate in good financial health. Visitor footfall to the museum has increased by 8% over 2022 against a more challenging outlook for the visitor economy. Staff schedules have been adjusted to enable daily opening during school holidays to accommodate increased demand during these periods. New rotating exhibitions have been installed and several longstanding maintenance issues have been addressed. The staff continue to explore ways of raising awareness of the museum both locally and further afield.

The trustees' annual report was approved on and signed on behalf of the board of trustees by:

Myles Sandys Trustee

Independent Examiner's Report to the Trustees of Hawkshead Grammar School Foundation

Year ended 31 October 2022

I report to the trustees on my examination of the financial statements of Hawkshead Grammar School Foundation ('the charity') for the year ended 31 October 2022.

RESPONSIBILITIES AND BASIS OF REPORT

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

- 1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2. the financial statements do not accord with those records; or
- 3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Ian Thompson (FCA)
Independent Examiner

Saint & Co The Old Police Station Church Street Ambleside Cumbria LA22 OBT

Statement of Financial Activities

Year ended 31 October 2022

		Unrestricted	2022 Endowment		2021
		funds	funds	Total funds	Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	4	3,082	_	3,082	25,545
Charitable activities	5	11,497	_	11,497	4,182
Other trading activities	6	1,017	_	1,017	335
Investment income	7	46,889	_	46,889	42,763
Total income		62,485		62,485	72,825
Expenditure					
Expenditure on raising funds:					
Costs of other trading activities	8	542	_	542	877
Endowment land and properties					
rental costs	9	7,583	_	7,583	35,272
Expenditure on charitable activities	10,11	68,177	-	68,177	59,693
Total expenditure		76,302		76,302 ———	95,842
Net (losses)/gains on investments	12	(15,629)	_	(15,629)	34,220
Net (expenditure)/income and net movement in funds		(29,446)	_	(29,446)	11,203
Reconciliation of funds					
Total funds brought forward		299,717	57,436	357,153	345,950
Total funds carried forward		270,271	57,436	327,707	357,153

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 8 to 18 form part of these financial statements.

Statement of Financial Position

31 October 2022

		2022	2021
	Note	£	£
FIXED ASSETS			
Tangible fixed assets	16	57,436	57,436
Investments	17	149,790	165,419
		207,226	222,855
CURRENT ASSETS			
Stocks	18	1,020	391
Debtors	19	6,427	4,489
Cash at bank and in hand		124,513	149,170
		131,960	154,050
CREDITORS: amounts falling due within one year	20	(11,479)	(19,752)
NET CURRENT ASSETS		120,481	134,298
TOTAL ASSETS LESS CURRENT LIABILITIES		327,707	357,153
NET ASSETS		327,707	357,153
FUNDS OF THE CHARITY			
Endowment funds		57,436	57,436
Unrestricted funds		270,271	299,717
Total charity funds	22	327,707	357,153

These financial statements were approved by the board of trustees and authorised for issue on, and are signed on behalf of the board by:

Ian Moulton Myles Sandys

The notes on pages 8 to 18 form part of these financial statements.

Notes to the Financial Statements

Year ended 31 October 2022

1. GENERAL INFORMATION

The charity is a public benefit entity and a registered charity in England and Wales. The address of the principal office is Scutcheon House Farm, Far Sawrey, Ambleside, Cumbria LA22 OLQ. The Hawkshead Grammar School museum and library is situated at Main Street, Hawkshead, Cumbria LA22 ONT.

2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

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

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The original costs or gifted values of some of the endowment land and properties are not known, dating back many decades before modern accounting standards began. Some endowment assets are carried at nil cost and some carrying amounts reflect the cost of major restoration work only.

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.

Notes to the Financial Statements (continued)

Year ended 31 October 2022

3. ACCOUNTING POLICIES (continued)

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured.

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.

Tangible assets

All tangible fixed assets are initially recorded at cost. Items under £750 are not capitalised and are written off to expenditure in the statement of financial activities when the asset is acquired. 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.

Some of the endowment land and properties are held for investment purposes, though there is no intention ever to sell them. The rental income is shown in investment income in the notes to the accounts. Under FRS102 investment property should initially be recorded at cost and then revalued at fair value at each reporting date. However, the trustees consider that a reliable measure of fair value is not available for any of the investment land and properties without undue cost or effort. Under FRS102 the investment land and properties are therefore carried as tangible assets at cost until it is expected that fair value will be reliably measurable on an on-going basis.

Investments

Unlisted equity investments are initially recorded at cost, and subsequently measured at fair value. If fair value cannot be reliably measured, assets are measured at cost less impairment.

Listed investments are measured at fair value with changes in fair value being recognised in income or expenditure.

Stocks

Stocks are measured at the lower of cost and estimated selling price.

Notes to the Financial Statements (continued)

Year ended 31 October 2022

3. ACCOUNTING POLICIES (continued)

Financial instruments

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the charity and their measurement basis are as follows:

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost as detailed in notes. Prepayments are not financial instruments.

Cash at bank - is classified as a basic financial instrument and is measured at face value.

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost as detailed in notes.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. DONATIONS AND LEGACIES

	Unrestricted Funds	Total Funds 2022	Unrestricted Funds	Total Funds 2021
	£	£	£	£
DONATIONS				
Museum collections	415	415	-	_
GRANTS				
Coronavirus grant - Job Retention				
Scheme	_	_	7,876	7,876
Coronavirus grant - Council				
Discretionary Grants	2,667	2,667	17,669	17,669
	3,082	3,082	25,545	25,545

Notes to the Financial Statements (continued)

Year ended 31 October 2022

5.	CHARITABLE ACTIVITIES				
		Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
	Museum admission fees	11,497 ———	11,497	4,182	4,182
6.	OTHER TRADING ACTIVITIES				
		Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
	Museum shop sales	1,017	1,017	335	335
7.	INVESTMENT INCOME				
		Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
	Income from listed investments Bank interest receivable Rental income from endowment land	7,408 279	7,408 279	6,501 –	6,501 –
	and properties Wayleave	39,199	39,199 3	36,259 3	36,259 3
		46,889	46,889	42,763	42,763
8.	COSTS OF OTHER TRADING ACTIVITIES				
		Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
	Costs of other trading activities - shop				
	costs	542 ——	542 ——	877 ——	877 ——
9.	ENDOWMENT LAND AND PROPERTIES	RENTAL COST	S		
		Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
	Repairs and maintenance	4,440	4,440	33,048	33,048
	Insurance	2,243	2,243	1,864	1,864
	Legal fees	7,583	7,583	360 35,272	360 35,272

Notes to the Financial Statements (continued)

Year ended 31 October 2022

10. EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted	Total Funds	Unrestricted	Total Funds
	Funds	2022	Funds	2021
	£	£	£	£
Museum	37,626	37,626	27,983	27,983
Library	5,567	5,567	5,559	5,559
Library conservation project	5,899	5,899	5,797	5,797
Educational grants	14,000	14,000	14,800	14,800
Support costs	5,085	5,085	5,554	5,554
	68,177	68,177	59,693 	59,693

See Note 11 for details of expenditure on charitable activities.

11. EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities			
	undertaken		Total funds	Total fund
	directly Sup	port costs	2022	2021
	£	£	£	£
Museum				
Salaries and pensions	21,103	_	21,103	19,651
Rates and water	383	_	383	232
Light and heat	2,281	_	2,281	3,427
Repairs and maintenance	2,487	_	2,487	580
Insurance	2,252	_	2,252	2,168
New displays and exhibitions	547	_	547	_
Payroll fees	405	_	405	345
Broadband	475	_	475	528
Marketing	1,158	_	1,158	236
Museum supplies	449	_	449	_
Care-taking and gardening	562	_	562	371
Bank charges	165	_	165	107
Professional fees	420	_	420	_
Clerk	4,939	_	4,939	338
	37,626	_	37,626	27,983

Notes to the Financial Statements (continued)

Year ended 31 October 2022

11. EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE (continued)

	Activities			
	undertaken		Total funds	Total fund
	directly Su	apport costs	2022	2021
	£	£	£	£
Library				
Salaries and pensions	771	_	771	1,718
Rates and water	8	_	8	1
Light and heat	326	_	326	490
Repairs and maintenance	356	_	356	83
Insurance	3,777	_	3,777	3,048
Payroll fees	15	_	15	56
Broadband	68	_	68	76
Marketing	166	_	166	34
Care-taking and gardening	80		80	53
	5,567		5,567	5,559
Library conservation project				
Project management	4,579	_	4,579	3,503
Conservation equipment	150	_	150	1,037
Professional fees	1,170	_	1,170	1,210
Volunteer support	_	_	_	47
	5,899		5,899	5,797
Educational avanta				
Educational grants	14.000		14.000	14.000
Grants payable	14,000		14,000	14,800
Support costs				
Accountancy & examination fees	_	1,842	1,842	1,788
Clerk	_	3,023	3,023	3,518
Other office costs	_	131	131	142
Website	_	90	90	108
		5,085	5,085	5,554
	63,092	5,085	68,177	59,693

Notes to the Financial Statements (continued)

Year ended 31 October 2022

12. NET (LOSSES)/GAINS ON INVESTMENTS

Unrestricted	Total Funds	Unrestricted	Total Funds
Funds	2022	Funds	2021
£	£	£	£
(15,629) ———	(15,629) ———	34,220	34,220
		2022	2021
		£	£
iner for:			
cial statements		1,842	1,788
		420	401
	Funds £ (15,629) iner for:	Funds 2022 £ £ (15,629) (15,629)	f f f f 34,220 (15,629) (15,629) 2022 f iner for:

2,262

2,189

14. STAFF COSTS

13.

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2022	2021
	£	£
Wages and salaries	21,706	20,940
Employer contributions to pension plans	168	429
	21,874	21,369

The average head count of employees during the year was 5 (2021: 1). The average number of full-time equivalent employees during the year is analysed as follows:

	2022	2021
	No.	No.
Curator	1	1

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

15. TRUSTEE REMUNERATION AND EXPENSES

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

Notes to the Financial Statements (continued)

Year ended 31 October 2022

16. TANGIBLE FIXED ASSETS

	Freehold property £
Cost	
At 1 November 2021 and 31 October 2022	57,436
Depreciation At 1 November 2021 and 31 October 2022	
Carrying amount	
At 31 October 2022	57,436
At 31 October 2021	57,436

17. INVESTMENTS

	Listed investments £
Cost or valuation	
At 1 November 2021	165,419
Additions	_
Fair value movements	(15,629)
At 31 October 2022	149,790
Impairment At 1 November 2021 and 31 October 2022 Carrying amount	
At 31 October 2022	149,790
At 31 October 2021	165,419

All investments shown above are held at valuation.

Financial assets held at fair value

The COIF Charities Investment Fund is measured at mid market / net asset value £39,453 (2021: £43,092) and the M&G Charifund is stated at the listed value £110,337 (2021: £122,327).

18. STOCKS

	2022	2021
	£	£
Shop stock	1,020	391

Notes to the Financial Statements (continued)

Year ended 31 October 2022

40		rors
19.	I)FR	ILIK

	2022	2021
	£	£
Trade debtors	186	_
Prepayments and accrued income	5,319	4,089
Rents receivable	900	400
Other debtors	22	_
	6,427	4,489
	0,427 	4,4 69

20. CREDITORS: amounts falling due within one year

	2022	2021
	£	£
Accruals and deferred income	10,554	18,844
Social security and other taxes	_	92
Other creditors	925	816
	11,479	19,752

21. PENSIONS AND OTHER POST RETIREMENT BENEFITS

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £168 (2021: £429).

Notes to the Financial Statements (continued)

Year ended 31 October 2022

22. ANALYSIS OF CHARITABLE FUNDS

Unrestricted funds					
	At 1 November 2021	Income	•	losses	At 31 October 2 022
General funds	£ 299,717	£ 62,485	£ (76,302)	£ (15,629)	£ 270,271
	At 1 November 2020 £	Income £	Expenditure	Gains and losses	At 31 October 2 021 f
General funds	288,514	72,825	(95,842) ———	34,220	299,717
Endowment funds					
	At 1 November 2021 £	Income £	Expenditure £	Gains and losses £	At 31 October 2 022 £
Museum Cottages, Old School House and Old					
School Cottage Stable Barn, Agricultural	8,826	-	-	-	8,826
Land & Field Museum Building	18,499	-	_	_	18,499
(including Library)	30,111	_	_	_	30,111
	57,436				57,436
Museum Cottages, Old	At 1 November 2020 £	Income £	Expenditure £	Gains and losses £	At 31 October 2 021 £
School House and Old School Cottage	8,826	_	_	_	8,826
Stable Barn, Agricultural		_	_	_	0,020
Land & Field Museum Building	18,499	-	_	_	18,499
(including Library)	30,111	_			30,111
	57,436	_	_	_	57,436

Notes to the Financial Statements (continued)

Year ended 31 October 2022

23. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted	Endowment	Total Funds
	Funds	Funds	2022
	£	£	£
Tangible fixed assets	_	57,436	57,436
Investments	149,790	_	149,790
Current assets	131,960	_	131,960
Creditors less than 1 year	(11,479)		(11,479)
Net assets	270,271	57,436	327,707
	Unrestricted	Endowment	Total Funds
	Funds	Funds	2021
	£	£	£
Tangible fixed assets	_	57,436	57,436
Investments	165,419	_	165,419
Current assets	154,050	_	154,050
Creditors less than 1 year	(19,752)		(19,752)
Net assets	299,717	57,436	357,153