

**The Tim Henman Foundation**  
**Report and Financial Statements**

**Year ended: 31 December 2019**

**Charity no: 1161964**

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**Report of the Trustees for the year ended 31 December 2019**

The Trustees present their Report and the Financial Statements of the charity for the year ended 31 December 2019. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Foundation's constitution; the Charities Act 2011; and 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 published on 16 July 2014.

**Objectives and activities for the public benefit**

The purposes of the Foundation are: the relief of young people and their families who are disadvantaged by poverty, disability or who are suffering ill health in particular, but not exclusively, by supporting their education, health and well being; and to further such other charitable purpose for the benefit of such young people and their families as the Trustees see fit.

The Trustees confirm that they have due regard to the Charity Commission's guidance on public benefit when reviewing the Foundation's aims and objectives, in planning future activities, and setting grant making policy.

**Structure, Governance and Management**

The Tim Henman Foundation is a Charitable Incorporated Organisation, registered on 3 June 2015, registered charity number 1161964.

New Trustees are appointed by the existing Trustees and serve for three years after which they may put themselves forward for re-appointment. The Constitution provides for a minimum of three Trustees.

The Trustees' "welcome pack" includes a copy of the governing constitution and a copy of the Charity Commission's guidance "The Essential Trustee Guide".

At the Trustees' meetings, the Trustees agree the broad strategy and areas of activity for the Foundation, including consideration of grant making, investment, reserves and risk management policies and performance. The Trustees are assisted by an Advisory Board which meets twice a year and which is responsible for supporting the operations of the Foundation with respect to: Strategy and Vision, Communications and Fundraising Events.

**Financial review and activities for the year**

The Foundation held its 5th Pro-Am Tournament at The Hurlingham Club on 26 June 2019 followed by a Celebratory Fundraising Reception. This was on a smaller scale than in previous years and accordingly funds raised were less than in previous years. Nevertheless, the Tournament attracted a field of world class tennis players and raised £115,387 [2018: £230,873] after direct costs and before related donations.

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The Foundation's work is entirely reliant on moneys raised through donations and its own fundraising activities.

The Trustees recognise that to establish the Foundation sufficient working capital needs to be retained to enable the establishment of good practice and planned growth.

The Trustees aim to set exemplary standards both in terms of transparency of functioning processes and in terms of cost control.

**Grant making policy**

The Foundation will further its charitable purposes for the public benefit through its grant-making policy which will aim to: provide that single opportunity which can be life-changing; respond to poverty, disability and ill health; work in areas of deprivation; provide outreach and scholarships programmes; and dedicated programmes that lead to independent living and career advancement.

The Foundation's aim is to help young people to be the best they can possibly be.

The Foundation works with its Approved Partners in order to: build partnerships between business, education, charity, sport and arts organisations within local communities; and fund learning opportunities through outreach programmes and scholarships with our Approved Partner schools (which are either state schools or schools with charitable foundations) and organisations. Our Approved Partners are institutions or organisations, not individuals.

The Trustees review the grant making policy annually to ensure that it reflects the charity's objects and thereby advances public benefit. The Foundation's funds are used to support the work of our Approved Partners, all of whom share our core vision as expressed in our aims and areas of support, and all of whom work in the specific regions in which we are interested. The Foundation when considering giving a scholarship award to a third party partner organisation to support an individual (rather than a programme impacting on numbers of individuals) requires evidence of means testing and home visits for that individual.

The Foundation welcomes applications for grants from Trustee Approved Partners. Partners are nominated by any one of the Trustees and/or Advisory Board and are Approved at a meeting of the Trustees. Eligibility is restricted to applications made in the correct format and meeting our objectives and the criteria established by the Trustees.

The performance of the grants programme is monitored using reports from the institutions concerned.

During the year to 31 December 2019 £142,687 [2018: £80,906] was paid in grants and donations. These included: Outreach and Enrichment programmes: £59,273 [2018: £27,200] Scholarships: £19,674 [2018: £22,550]; Special Needs programmes and equipment: £ 63,740 [2018: £31,156]. The Foundation has supported activities in Surrey, Hampshire, SW London, East Sussex, the Midlands and Yorkshire.

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**Grants Made**

Our Outreach and Enrichment programme grants included:

- Support for an Outreach Programme in Yorkshire made up of three elements: funding of a mini-tennis coach; funding of a table tennis coach; pentathlon coaching and minikits; support for children's travel costs, and related equipment & equipment. The reach is 5,000 primary school children, many from disadvantaged areas, in Pontefract, Castleford, Normanton, Knottingly, Featherstone; Doncaster Opportunities Area (DOA).
- Funding of a twelve month programme of tennis delivery to primary school children in a minimum of five primary schools near Lichfield. A tennis coach, who is part of the local tennis network, is delivering a 6-week programme of tennis to pupils predominantly in years 4-5. Within this programme children have access to sporting opportunities which they would not otherwise receive, helping to build confidence, aspirations and sports skills. Also included are interactive lessons on the importance of eating a balanced and healthy diet. School staff benefit from receiving top-quality CPD enabling them to be confident and skilled in teaching tennis. The funding will also enable the organisation of tennis festivals to be held for local primary school children, as well as the delivery of tennis as part of an Outreach Summer School programme, which provides opportunities for children from socially deprived backgrounds.
- Funding of a learning environment at a state school which is hampered by funding restrictions from the Local Authority and its PFI agreement from refurbishing and developing its science and Dynamic Learning Environment. The objective is to inspire learning in STEAM and develop employability and enterprise skills amongst the school's students whilst creating sustainability through training teachers.

When making grants to support Outreach and Enrichment activities the Foundation's benchmarking measure is that grants support activities which reach a minimum of 500 pupils of whom 50% are on pupil premium.

Our Special Needs programme included grants towards:

- Funding of a new ambitious project that will allow disabled pupils at Chadsgrove School to experience as many different careers as possible with a view to getting them in to employment. The project includes the employment of a disability job coach and the purchase of plumbing and bicycle mechanic equipment, office administration equipment and a new computer to buy and sell goods.
- Funding, with other charities, of the purchase by Chailey Heritage Foundation of two Innowalk motor operated motion therapy devices to benefit younger and older pupils, and a further Innowalk to be located in the gym of CHF's Life Skills Centre, which provides a space for adults with disabilities (mainly 16-25 year olds) to exercise – whether they attend the school or not. These devices give the young users, who are all wheelchair bound, the chance to move their legs and arms in both sitting and standing positions.
- Funding of the "Make It Happen" programme, now renamed "Days at Jacks", at Naomi House and Jack's Place - a day service to support 123 life limited/threatened 16 - 35 year olds and to provide them with life skills

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- Funding of a seven day residential course for up to 25 children aged 10-18 years with special needs. The programme is run by volunteers, including 6th Formers of the Host school, and offers parents some respite from their caring role. The programme provides opportunities and enjoyment for special needs individuals, respite for their parents, and caring and life skills for the young volunteers

Our Scholarships Programme included funding of:

- A three year Scholarship for a deserving candidate with a background of domestic violence, whose mother had to flee to a refuge.
- The continuation of our state school Scholarship scheme enabling young people to join clubs and participate in appropriate out of school activities.

**Risk management**

The principal risks which are faced by the Foundation are its reliance on donations and fundraising; the risk to fundraising Events created by Covid-19 lockdown and isolation protocols; the risk to fundraising Events created by similar unforeseeable circumstances; and operational risks from ineffective grant making and the capacity of the Foundation to make effective grants.

The Foundation is rescheduling its annual Pro Am Tournament as a result of the Covid 19 lockdown. The Foundation is also considering the postponement of its first Autumn Dinner which is to be held in November 2020. No commitments to expenditure have been made in respect of these events.

The operational risk from ineffective grant awards is managed by careful evaluation of the institutions which the Foundation supports and the impact evaluation of how grantees allocate their funding to achieve the maximum benefit for those in need. The process of reporting and review will assist us and retain our focus on our activities for the public benefit.

**Reserves policy**

The Trustees aim to maintain sufficient free reserves in unrestricted funds to enable the Foundation to respond to applications for grants and to ensure that support and governance costs are covered. Sufficient working capital needs to be retained to enable the establishment of good practice and planned growth.

The balance held as unrestricted funds at 31 December was £586,049 [2018: £645,237], of which £386,049 is regarded as available for grant making and £200,000 is regarded as being available for working capital for the next 24 months in respect of direct fundraising costs; support and governance costs; and contingency against loss of income arising from Covid-19 lockdown and unforeseen circumstances.

**Plans for the future**

The Tim Henman Foundation relies on the generosity and charitable concerns of its donors - donors both of time and financial support.

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Our plans are to develop our support and a sustainable business plan for growth for the Foundation; to annually assess and review our impact on young people; to build on the success of our Pro-Am Doubles Tennis Tournaments; to develop our Outreach and Enrichment programme to promote our work; to develop support through voluntary donations; and to develop the Foundation's unique identity working with schools and through clearly designated programmes with our Approved Partners.

**Key management personnel remuneration**

The Trustees consider the Board of Trustees to be the key management personnel of the Foundation - in charge of directing and controlling the charity and running and operating the charity on a day to day basis. All Trustees give their time freely and did not receive any remuneration or reimbursed expenses during the year.

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**Reference and administrative information**

<b>Trustees</b>	Sir David Carter (appointed 27 February 2020) Jan Felgate Lucy Henman Tim Henman OBE (Chairman) Benn Shepherd
<b>Advisory Board members</b>	Trevor Alldridge Andrew Hynard Mark Laurence Ashley Silverton Kevan Walsh
<b>Registered Office</b>	Ashcombe House, 5 The Crescent Leatherhead Surrey KT22 8DY
<b>Charity Number:</b>	1161964
<b>Chief Executive</b>	Richard Garrett
<b>Contact us at</b>	E: richard@henmanfoundation.org E: info@henmanfoundation.org T: 01372 849614
<b>Independent Examiner</b>	Janice Matthews, Menzies LLP, Ashcombe House, 5 The Crescent Leatherhead Surrey KT22 8DY
<b>Bankers</b>	Adam & Company plc, 6, Adelaide Street, London WC2N 4HZ
<b>Solicitors</b>	Barlow Robbins LLP, The Oriel, Sydenham Road, Guildford, Surrey, GU1 3SR

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**Trustees' responsibilities in relation to the financial statements**

The Foundation's Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Foundation's Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Foundation and of the incoming resources and application of resources, of the Foundation for that period.

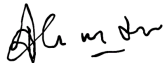
In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Foundation and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Constitution. They are also responsible for safeguarding the assets of the Foundation and taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the Foundation's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Approved by the Trustees on 5 May 2020

and signed on their behalf by



Tim Henman OBE  
Chairman of Trustees  
The Tim Henman Foundation



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**Statement of Financial Activities  
for the year ending 31 December 2019**

		2019	2019	2018
	Note	Unrestricted Funds £	Total Funds £	Total Funds £
Income:				
Donations		98,396	98,396	181,200
Fundraising		174,325	174,325	387,465
Investment Income	3	3,125	3,125	533
<b>Total Income</b>		<b>275,846</b>	<b>275,846</b>	<b>569,198</b>
Expenditure:				
Fundraising Costs	4	121,796	121,796	213,361
Charitable Activities	5	148,087	148,087	85,766
Governance and Support Costs	6	65,151	65,151	58,373
<b>Total Expenditure</b>		<b>335,034</b>	<b>335,034</b>	<b>357,500</b>
<b>Net Income/(expenditure) and net movement in funds</b>		<b>(59,188)</b>	<b>(59,188)</b>	<b>211,698</b>
<b>Total Funds brought forward</b>		<b>645,237</b>	<b>645,237</b>	<b>433,539</b>
<b>Total Funds carried forward</b>		<b>586,049</b>	<b>586,049</b>	<b>645,237</b>

All activities relate to continuing operations. All activity in 2018 and 2019 was unrestricted.

The notes at pages 9 to 13 form part of these accounts.

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**Balance Sheet  
as at 31 December 2019**

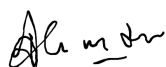
		2019	2019	2018
	Note	Unrestricted Funds £	Total Funds £	Total Funds £
<b>Current Assets</b>				
Debtors		3,500	3,500	26,875
Cash at bank		632,994	632,994	623,270
<b>Total Current Assets</b>	<b>9</b>	<b>636,494</b>	<b>636,494</b>	<b>650,145</b>
<b>Liabilities</b>				
Creditors falling due within one year	10	50,445	50,445	4,908
<b>Net Current Assets</b>		<b>586,049</b>	<b>586,049</b>	<b>645,237</b>
<b>Net Assets</b>		<b>586,049</b>	<b>586,049</b>	<b>645,237</b>
<b>The funds of the charity</b>				
Unrestricted Income Funds		586,049	586,049	645,237
<b>Total Charity Funds</b>		<b>586,049</b>	<b>586,049</b>	<b>645,237</b>

All funds are unrestricted and are available to be spent for any of the purposes of the charity.

The notes at pages 9 to 13 form part of these accounts.

Approved by the Trustees on 5 May 2020

and signed on their behalf by



Tim Henman OBE  
Chairman of Trustees  
The Tim Henman Foundation

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**Notes to the accounts**

**1 Accounting policies**

a) Basis of preparation and assessment of going concern

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Foundation constitutes a public benefit entity as defined by FRS 102.

The Trustees consider that there are no material uncertainties about the Foundation's ability to continue as a going concern, and as such these accounts have been prepared on a going concern basis.

b) Funds structure

Unrestricted income funds comprise those funds which the Trustees are free to use for any purpose in furtherance of the charitable objects.

c) Income recognition

All income is recognised once the Foundation has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when receivable.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Foundation; this is normally upon notification of the interest paid or payable by the bank.

e) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Foundation to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

f) Grants

Grants and Donations payable are payments made to third parties in the furtherance of the charitable objects of the Foundation. In the case of an unconditional grant offer this is accrued

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once the recipient has been notified of the grant award. Grants awards that are subject to the recipient fulfilling performance conditions will only be accrued when the recipient has been notified of the grant and any remaining unfulfilled condition attaching to that grant is outside of the control of the Foundation. Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty as to the timing of the grant or the amount of grant payable.

g) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

h) Governance costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees.

i) Costs of raising funds

The costs of fund raising consist of direct costs and certain fees.

j) Charitable activities

Costs of charitable activities include grants made and certain administrative costs as shown in note 5.

**2. Related party transactions and Trustees' expenses and remuneration**

The Trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind.

Expenses paid to the Trustees in the year totalled £Nil [2018: £Nil].

Trustees Liability Insurance was £150 [20178: £140].

Benn Shepherd was a Trustee and Governor of The London Orphan Asylum (Reed's School Foundation) until 31 August 2019. The Trustees, while they do not consider Mr Shepherd to be a Related Party as defined, disclose this information in the interests of transparency. The Trustees would require a Related Party to withdraw as appropriate from the Grant Making Process. Mr Shepherd withdrew from the 2019 process in respect of The London Orphan Asylum (Reed's School Foundation).

**3. Investment income**

	2019	2018
	£	£
Interest on Deposits	3,125	533

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**4. Fundraising costs**

	2019 £	2018 £
Events Direct Costs	58,938	153,521
Events Management	32,400	29,160
Marketing & Promotion	30,458	30,680
	<u>121,796</u>	<u>213,361</u>

**5. Charitable expenditure and analysis of grants**

	Grants to Individuals £	Grants to Institutions £	Costs £	Total £
Charitable Expenditure 2019	1,424	141,263	5,400	148,087
Charitable Expenditure 2018	0	80,906	4,860	85,766

Grants made in 2019 were made to the following Institutions:

	Grants to Institutions £
Ackworth School (charity no. 529280)	15,000
Chadsgrove School (BJ Cooper Bequest Trust, no. 701727)	10,000
Chailey Heritage Foundation (charity no. 1075837)	20,000
Lichfield Cathedral School (charity no. 1137481)	10,000
Naomi House & Jack's Place (Wessex Children's Hospice Trust, charity no. 1002832)	21,740
Raynes Park High School	25,000
Reed's School Foundation (The London Orphan Asylum, charity no. 312008)	17,500
Six other institutions and community programmes	<u>22,023</u>
Grants to Institutions	<u>141,263</u>

Grants made in 2019 to Institutions analysed by charitable activity were:

	Grants to Institutions £
Outreach & Enrichment programmes	59,273
Special Needs programmes and equipment	63,740
Scholarships programme	<u>18,250</u>
Grants to Institutions	<u>141,263</u>

Two grants totalling £1,424 were made to Individuals who are Alumni of the Foundation's Scholarship programme to fund their own individual voluntary work.

All expenditure was from Unrestricted Funds.

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**6 Governance and Support Costs**

Governance and Support Costs of £ 65,151 (2018: £58,373) are made up as follows:

Governance Costs	2019	2018
	£	£
Legal fees	8,702	0
Independent Examination, Tax & Accountancy	2,741	3,034
Consultancy	27,000	24,300
	<u>38,443</u>	<u>27,334</u>
 Support Costs	 2019	 2018
	£	£
Premises	5,980	3,850
Office equipment (sale of)/purchase of	(1375)	4,510
Insurance	968	1,282
Bank Charges	672	667
Finance & Administration	20,404	20,387
Other	59	343
	<u>26,708</u>	<u>31,039</u>

**7. Analysis of staff costs and remuneration of key management personnel**

The Foundation had no employees during the year. Fundraising, Governance and Support services were provided by BECSLink Limited. The Trustees are deemed to be key management personnel and did not receive any remuneration from or charge expenses to the Foundation.

**8. Independent Examiner's remuneration**

The independent examiner's remuneration constituted a fee of £1,200 plus VAT (2018: £1,100 plus VAT).

**9. Analysis of current assets**

	2019	2018
	£	£
Sundry Debtor	1,375	0
Accrued Income	2,125	26,875
Cash at bank	632,994	623,270
	<u>636,494</u>	<u>650,145</u>

All current assets relate to Unrestricted Funds.

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**10. Analysis of current liabilities**

	2019	2018
	£	£
Trade Creditors	2,239	0
Accruals	48,206	4,908
	<u>50,445</u>	<u>4,908</u>

Accruals include grants of £32,500

All current liabilities relate to Unrestricted Funds.

**The Tim Henman Foundation  
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE TIM HENMAN  
FOUNDATION FOR THE PERIOD ENDED 31 DECEMBER 2019**

I report on the accounts of the charity for the period ended 31 December 2019 which are set out on pages 7 to 13.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts 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 2011 Act.

**INDEPENDENT EXAMINER'S STATEMENT**

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I can confirm that no 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 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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.

**USE OF OUR REPORT**

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

*Janice Matthews*

Janice Matthews FCA  
Independent examiner  
Menzies LLP  
Ashcombe House, 5 The Crescent,  
Leatherhead, Surrey,  
KT22 8DY  
Date: 17-Jun-2020