

# **Derbyshire Japanese School**

## **Report and Financial Statements**

31 March 2020

Trustees	Representative		
Toyota Motor Manufacturing (UK) Ltd	Mr Teramoto (Chair of the Board)		
Toyota Motor Manufacturing (UK) Ltd	Mr Okada (Chair of the Committee)		(Committee)
Toyota Motor Manufacturing (UK) Ltd	Mr Kuroda	(resigned 2 April. 2019)	(Committee)
Toyota Motor Manufacturing (UK) Ltd	Mr Yanai	(appointed 2 April. 2019)	(Committee)
Toyota Tsusho U.K. Ltd	Mr Ishida		(Committee)
Aisin Europe Manufacturing (UK) Ltd	Mr Adachi		(Committee)
Aioi Nissay Dowa Insurance of EU Ltd	Mr Sugii		
Bank of Tokyo Mitsubishi (UK) Ltd	Mr Karasawa		
Koito Europe Ltd	Mr Hiroshima		
Mitsui Marine Insurance , EU Ltd	Mr Komagome	(resigned 2 April. 2019)	
Mitsui Marine Insurance , EU Ltd	Mr Kannari	(appointed 2 April. 2019)	
Nippon Express UK Ltd	Mr Saito		
NSK Europe Ltd	Mr Kamura		(Committee)
NTN Bearings (UK) Ltd	Mr Shibata		
Toray Textile Europe	Mr Ishimine		
Toyoda Gosei UK Ltd	Mr Yamashita		(Committee)
M.O. Air International (UK) Ltd	Mr Kozai		
Sumitomo Electric Wires Sys EU Ltd	Mr Muta		
Toyota Motor Manufacturing (UK) Ltd	Mr Matsuda	(resigned 2 April. 2019)	(Committee)
Toyota Motor Manufacturing (UK) Ltd	Mr Toda	(appointed 2 April. 2019)	(Committee)

#### Principal address

Derby Japanese School  
c/o Derby College Broomfield Hall, Morley, Derby DE7 6DN

#### From 1<sup>st</sup> August 2019

Derbyshire Japanese School  
c/o John Port Spencer Academy, Main Street, Etwall, Derby DE65 6LU

#### Correspondence address

Derby Japanese School  
c/o Derby College Broomfield Hall, Morley, Derby DE7 6DN

#### From 1<sup>st</sup> August 2019

Derbyshire Japanese School  
c/o John Port Spencer Academy, Main Street, Etwall, Derby DE65 6LU

#### The name of the School

The school has been known as both “Derbyshire Japanese School” and have a trading name “Derby Japanese School” since 1<sup>st</sup> August 2019.

## Notes to the financial statements

at 31 March 2020

The Trustees present their report and financial statements for the year ended 31 March 2020. The financial statements have been prepared on the accounting policies set out in note 1 and comply with the charity's trust deed, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities".

### Objects

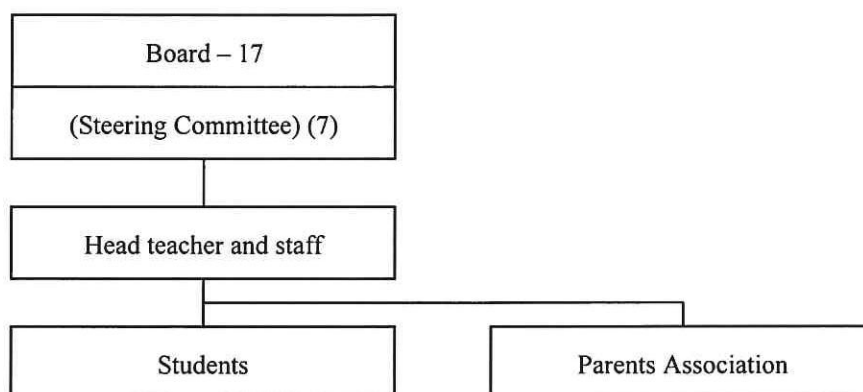
- To advance the education, physical and social training of any children aged 6 to 18 years of age and in particular to further their knowledge of Japanese culture and language in accordance with Japanese educational principles.
- To provide education to the children of Japanese parents temporarily or permanently resident in the United Kingdom.

### Organisational structure

The school is run by a Board made up of members of the school. Membership is subject to approval by the Annual General Meeting of the school and is open to companies and individuals who have made a significant contribution to the school and paid annual subscriptions. Current members are listed on page 1.

The Board elects a steering committee at the Annual General meeting to direct the day to day management of the affairs of the school. Members of the Committee are marked on page 1.

The chairman for the year was Mr Teramoto of Toyota Motor Manufacturing (UK) Limited. The chairman for the Steering Committee was Mr Okada of the Toyota Motor Manufacturing (UK) Limited; There has been no vice-chairman this year. The treasurer was Mr Yanai of Toyota Motor Manufacturing (UK) Limited.



### Activities for the year

As at 31 March 2020 the school had a total of 84 (2018 - 114) students varying in age from 6 to 18 and including a small number of English children. Twelve classes were held each Saturday consisting of Japanese and Mathematics lessons. All pupils successfully completed internal examinations to continue to the next grade and attendance was maintained at over 80%.

## Notes to the financial statements

at 31 March 2020

### Financial results

The school was pleased to report income at £141,609 (2019 - £153,440). However, teacher salaries of £121,940 (2019 - £137,661) was major expense for the year and accounted for 82% (2019 - 86%) of expenditure. Other major items of expenditure were books and publications at £10,129 (2019 - £10,425) and educational supplies at £1,186 (2019 - £1,244).

### Statement of trustees' responsibilities in respect of the financial statements

The Trustees are responsible for the preparation of financial statements for each financial year which gives a true and fair view of the state of affairs of The Charity and of the income and expenditure of the Charity for that year. In order for those financial statements to give a true and fair view, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures 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 operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 1993. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board



K. Okada  
Chairman of the Steering Committee

13 November 2020



Report to the trustees/  
members of

## DERBY JAPANESE SCHOOL

On accounts for the year ended

**31<sup>st</sup> MARCH 2020**

Charity no  
(if any)

**1047319**

Set out on pages

**Five to Ten**

Respective responsibilities of  
trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the 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 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 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 the 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 the accounts.

Independent  
examiner's statement

In the course of 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.

Signed:



Date: 13/11/20

Name: David Avery

Relevant professional  
qualification(s) or body (if any):

Associate, Chartered Institute of Management Accountants

Address:

c/o TOYOTA MOTOR MANUFACTURING (UK) LTD  
Burnaston, Derbyshire, East Midlands, DE1 9TA, United Kingdom

## Statement of financial activities

for the year ended 31 March 2020

		<i>Unrestricted</i>	<i>Restricted</i>	<i>Total</i>	<i>Total</i>
		<i>funds</i>	<i>funds</i>	<i>funds</i>	<i>funds</i>
	<i>Notes</i>	<i>£</i>	<i>£</i>	<i>2020</i>	<i>2019</i>
		<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
<b>Incoming resources</b>					
<b>Incoming resources from generated funds:</b>					
Bank interest receivable		824	—	824	1,084
<b>Incoming resources from charitable activities:</b>					
Donations	2	6,625	—	6,625	6,656
School fees	3	94,955	—	94,955	99,722
Japanese Government grants	4	—	18,037	18,037	21,458
Company subscriptions	5	18,520	—	18,520	17,640
Other	6	2,648	—	2,648	6,880
<b>Total incoming resources</b>		<b>123,572</b>	<b>18,037</b>	<b>141,609</b>	<b>153,440</b>
<b>Resources expended</b>					
<b>Charitable activities:</b>					
Wages and salaries (inc'd Tax, ee's NIC, Pen'n)		74,072	18,037	92,109	104,707
Social security costs (=er's NIC, Pen'n)		195	—	195	145
Educational supplies		1,186	—	1,186	1,244
Books and publications		10,129	—	10,129	10,425
Training		1,250	—	1,250	1,825
Postage and telephone		549	—	549	393
School events		456	—	456	742
Carriage and travel		26	—	26	33
Insurance		1,746	—	1,746	1,639
Depreciation		—	—	—	—
Other		10,556	—	10,556	6,690
<b>Governance costs:</b>					
Independent examiners fees	7	—	—	—	—
<b>Management and administration:</b>					
Wages and salaries (inc'd Tax, ee's NIC, Pen'n)		28,976	—	28,976	32,371
Social security costs (=er's NIC, Pen'n)		660	—	660	438
<b>Total resources expended</b>	<b>8</b>	<b>129,801</b>	<b>18,037</b>	<b>147,838</b>	<b>160,652</b>
<b>Net incoming/ (outgoing) resources</b>		<b>-6,229</b>	<b>—</b>	<b>-6,229</b>	<b>-7,212</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		223,125	—	223,125	230,337
Total funds carried forward		216,896	—	216,896	223,125

There were no recognised gains or losses in either year other than the net outgoing movement in resources for each year.

**Balance sheet**

at 31 March 2020

	<i>Notes</i>	<i>2020</i> £	<i>2019</i> £
<b>Fixed assets</b>			
Tangible assets	10	—	—
<b>Current assets</b>			
Debtors	11	17,949	21,370
Cash at bank and in hand	12	198,947	201,755
		<u>216,896</u>	<u>223,125</u>
<b>Creditors</b>	13	0	0
		<u>216,896</u>	<u>223,125</u>
<b>Net current assets</b>			
		<u>216,896</u>	<u>223,125</u>
<b>Net assets</b>		<u>216,896</u>	<u>223,125</u>
<b>Accumulated funds</b>			
Unrestricted funds	14	216,896	223,125
		<u>216,896</u>	<u>223,125</u>

Approved by the board of trustees:



K. Okada  
Chairman of the board of trustees

13 November 2020



## Notes to the financial statements

at 31 March 2020

### 1. Accounting policies

#### *Basis of preparation*

The financial statements are prepared under the historical cost convention and comply with the Statement of Recommended Practice "Accounting and Reporting by Charities" and applicable accounting standards.

#### *School fees*

Fees receivable in respect of each school term are accounted for on an accruals basis. Entrance fees are recorded on an accruals basis.

#### *Japanese Government grants*

Japanese Government grants are accounted for on an accruals basis.

#### *Expenditure*

Expenditure is classified under the principal categories of educational (direct charitable) and other expenditure rather than the type of expense, in order to provide more useful information to users of the financial statements.

Educational expenditure comprises direct expenditure including direct staff costs attributable to the activity. Where costs cannot be directly attributed, they have been allocated to activities on a basis consistent with the use of the resources. Management and administration costs are those incurred in connection with the management of the school assets, organisational administration and compliance with constitutional and statutory requirements.

#### *Fund accounting*

General funds are available for use at the discretion of the trustees in furtherance of the general objectives of the school.

Restricted funds are funds subject to specific restriction imposed by donors.

#### *Tangible fixed assets*

Tangible fixed assets are stated at cost. Depreciation is provided on all tangible assets at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Office equipment	-	4 years
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#### *Taxation*

The school has charitable organisation status and therefore is not subject to taxation.

### 2. Donations

Companies, when they begin association with the school, generally pay certain donations (usually according to the size of the company). In line with the accounting policy suggested by the Charity Commission, such donations have been treated as income of the school.



## Notes to the financial statements

at 31 March 2020

### 3. School fees

	2020	2019
	£	£
Entrance	1,100	1,500
Term	93,855	98,222
	<u>94,955</u>	<u>99,722</u>

All the above fees arise from the school's activity within the United Kingdom.

### 4. Japanese government grants

Japanese Government grants comprise £18,037 (2019 - £21,458) in respect of locally employed teaching personnel from 1 April 2019 to 31 March 2020.

### 5. Company subscriptions

Companies whose personnel have children attending the school pay a subscription which is dependent on the number of children attending the school as follows:

£600 + £120 x number of children.

### 6. Other income

Other income mainly comprises the school annual outing, summer school and the school photograph and is receivable from the parents of the pupils.

### 7. Net incoming/(outgoing) resources

This is stated after charging:

	2020	2019
	£	£
Independent examiner's remuneration:		
Accountancy and other services (including VAT)	0	0
	<u>0</u>	<u>0</u>

### 8. Total resources expended

	Staff costs	Office costs	Total 2020	Total 2019
	£	£	£	£
Education	92,304	25,898	118,202	127,843
Management and administration of the school	29,636	—	29,636	32,809
	<u>121,940</u>	<u>25,898</u>	<u>147,838</u>	<u>160,652</u>

## Notes to the financial statements

at 31 March 2020

### 9. Staff Cost

	2020	2019
	£	£
Wages and salaries (=Salary, Tax, ee's NIC, Pension)	121,085	137,078
Social security costs (=er's NIC,Pension)	855	583
	<u>121,940</u>	<u>137,661</u>

There were 15 employees (averaged monthly) (2019 - 15 employees). There was no employee earning remuneration exceeding £40,000 per annum.

### 10. Tangible fixed assets

	Office equipment £
Cost:	
At 1 April 2019 and 31 March 2020	—
Depreciation:	
At 1 April 2019 and 31 March 2020	—
Net book value:	
At 1 April 2019 and 31 March 2020	—

Fixed assets are used for direct charitable purposes.

### 11. Debtors

	2020	2019
	£	£
Due within one year:		
Grants receivable	17,949	21,370

## Notes to the financial statements

at 31 March 2020

### 12. Cash at bank and in hand

	2020	2019
	£	£
Money market account	140,000	159,575
Current account	58,947	42,180
Petty cash	—	—
	<u>198,947</u>	<u>201,755</u>

### 13. Creditors

	2020	2019
	£	£
Accruals	—	—

### 14. Statements of funds

	<i>At</i> <i>1 April</i> <i>2019</i> <i>£</i>	<i>Movement in resources:</i> <i>Income Expenditure</i>		<i>At</i> <i>31 March</i> <i>2020</i> <i>£</i>
		<i>£</i>	<i>£</i>	
Unrestricted funds	223,125	123,572	129,801	216,896
Restricted funds	—	18,037	18,037	—
	<u>223,125</u>	<u>141,609</u>	<u>147,838</u>	<u>216,896</u>

Restricted funds comprise a grant from the Japanese Government, to fund salaries for Japanese teachers.

### 15. Trustees' remuneration and expenses

The trustees did not receive any remuneration or reimbursement of expenses from the charity in either year.

## Statement of financial activities

for the year ended 31 March 2019

			<i>Total</i>	<i>Total</i>
		<i>Unrestricted</i>	<i>Restricted</i>	
		<i>funds</i>	<i>funds</i>	
	<i>Notes</i>	<i>£</i>	<i>£</i>	
<b>Incoming resources</b>				
<b>Incoming resources from generated funds:</b>				
Bank interest receivable		1,084	—	1,084 783
<b>Incoming resources from charitable activities:</b>				
Donations	2	6,656	—	6,656 5,866
School fees	3	99,722	—	99,722 92,872
Japanese Government grants	4	—	21,458	21,458 20,995
Company subscriptions	5	17,640	—	17,640 16,360
Other	6	6,880	—	6,880 5,303
<b>Total incoming resources</b>		<b>131,982</b>	<b>21,458</b>	<b>153,440 142,180</b>
<b>Resources expended</b>				
<b>Charitable activities:</b>				
Wages and salaries (inc'd Tax, ee's NIC, Pen'n)		83,249	21,458	104,707 77,895
Social security costs (=er's NIC, Pen'n)		145	—	145 2,246
Educational supplies		1,244	—	1,244 1,496
Books and publications		10,425	—	10,425 9,318
Training		1,825	—	1,825 873
Postage and telephone		393	—	393 356
School events		742	—	742 361
Carriage and travel		33	—	33 —
Insurance		1,639	—	1,639 1,578
Depreciation		—	—	— —
Other		6,690	—	6,690 3,168
<b>Governance costs:</b>				
Independent examiners fees	7	—	—	— —
<b>Management and administration:</b>				
Wages and salaries (inc'd Tax, ee's NIC, Pen'n)		32,371	—	32,371 25,869
Social security costs (=er's NIC, Pen'n)		438	—	438 749
<b>Total resources expended</b>	<b>8</b>	<b>139,194</b>	<b>21,458</b>	<b>160,652 123,909</b>
<b>Net incoming/ (outgoing) resources</b>		<b>-7,212</b>	<b>—</b>	<b>-7,212 18,271</b>
<b>Reconciliation of funds</b>				
Total funds brought forward		230,337	—	230,337 212,066
Total funds carried forward		223,125	—	223,125 230,337

There were no recognised gains or losses in either year other than the net outgoing movement in resources for each year.