Charity number: 1007778

MAYFIELD GRAMMAR SCHOOL, GRAVESEND SCHOOL VOLUNTARY FUND

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 AUGUST 2020

Trustees

Elaine Wilson Tracy Courtney Caroline Kemp

Charity registered number

1007778

Principal office

Mayfield Grammar School Pelham Road Gravesend Kent DA11 0JE

Independent Examiner

MHA MacIntyre Hudson Chartered Accountants Statutory Auditors 71 New Dover Road Canterbury Kent CT1 3DZ

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2020

The Trustees present their annual report together with the financial statements of the Charity for the year 1 September 2019 to 31 August 2020.

Objectives and activities

a. Policies and objectives

The charity is established to promote and advance the education of students at Mayfield Grammar School Gravesend.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Activities undertaken to achieve objectives

Activities include fund raising from parents of the students at Mayfield Grammar School Gravesend. The major activity of the Charity is fund raising from parents to support students participating in extra-curricular activities or school trips where parental income is insufficient to fund such activities. In addition, funds are deployed to provide workshops and resources to enhance the education for all such students such as Creative Arts and English workshops.

c. Main activities undertaken to further the Charity's purposes for the public benefit

In setting our objectives and planning our activities the Trustees have given careful consideration to the Charity Commissioners general guidance on public benefit.

Achievements and performance

a. Key performance indicators

The Charity continues to support a variety of school activities and students continue to benefit from an extensive range of trips and activities.

It should be noted that the impact of the global pandemic which led to national school closures has clearly impacted in the school's ability to run trips and visits and income from other facilities and services has been affected.

b. Review of activities

The Trustees regularly review the activities in the charity to ensure that students in need are benefitting and that the range of extra-curricular opportunities enhance the educational outcomes for all students.

This was clearly curtailed in 2020 due to the impact of Covid-19.

c. Investment policy and performance

The Charity does not have an investment portfolio and unspent funds are held in the bank ready to meet future needs of students and parents of Mayfield Grammar School Gravesend.

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

Financial review

a. Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements, despite the challenges presented in 2020 and going forward.

b. Reserves policy

The Charity ensures that it retains sufficient cash reserves to meet current and ongoing school trip obligations and to cover restricted funds.

c. Future developments

The trustees intend to continue to operate the Charity on the same basis to support the students of Mayfield Grammar School Gravesend. Particular focus will be to support students who have faced many challenges during the pandemic and support the school in re-establishing extra-curricular activities and trips and visits for the benefit of the student body.

Structure, governance and management

a. Constitution

Mayfield Grammar School, Gravesend School Voluntary Fund is a registered charity, number 1007778, and is constituted under a Memorandum of Association.

b. Methods of appointment or election of Trustees

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum of Association.

c. Organisational structure and decision-making policies

The Trustees (one of which is the headteacher of Mayfield Grammar School Gravesend) are responsible for managing the Charity's funds in accordance with its objects to support Mayfield Grammar School with fund raising activities for the operation of school trips and extracurricular activities.

Plans for future periods

The Trustees intend to continue to operate the Charity on the same basis to support the students of Mayfield Grammar School Gravesend.

Funds held as custodian

The Charity holds no funds as a Custodian for others.

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

Information on fundralsing practices

The Charity does not work with professional fund raisers.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' report and the 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 & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any
 material 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 business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and 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 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Memorandum of Association. They 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.

Approved by order of the members of the board of Trustees and signed on their behalf by:

Mrs E Wilson

Trustee

Date: 11.06.21.

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Mrs T Courtney

Trustee

10/6/2021.

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 AUGUST 2020

Independent examiner's report to the Trustees of Mayfield Grammar School, Gravesend School Voluntary Fund ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 August 2020.

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 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 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.

Signed:

Dated: 28 June 2021

Duncan Cochrane-Dyet FCA

MHA MacIntyre Hudson Chartered Accountants 71 New Dover Road Canterbury Kent CT13DZ

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2020

| N | Unrestricted funds 2020 ote £ | funds 2020 | Total funds 2020 £ | Total funds 2019 £ |
|-----------------------------|--|---------------|-----------------------------|-----------------------------|
| Income from: | | | | |
| Donations and legacies | 3 220 | _ | 220 | - |
| Charitable activities | 4 54,109 | 137,608 | 191,717 | 249,810 |
| Investments | 5 43 | | 43 | 68 |
| Total income | 54,372 | 137,608 | 191,980 | 249,878 |
| Expenditure on: | | | | |
| Charitable activities | 6 40,167 | 143,042 | 183,209 | 278,525 |
| Total expenditure | 40,167 | 143,042 | 183,209 | 278,525 |
| Net movement in funds | 14,205 | (5,434) | 8,771 | (28,647) |
| Reconciliation of funds: | | | | |
| Total funds brought forward | 42,385 | 15,661 | 58,046 | 86,693 |
| Net movement in funds | 14,205 | (5,434) | 8,771 | (28,647) |
| Total funds carried forward | 56,590 | 10,227 | 66,817 | 58,0 4 6 |

The Statement of financial activities includes all gains and losses recognised in the year.

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

BALANCE SHEET AS AT 31 AUGUST 2020

| | Note | | 2020 £ | | 2019 £ |
|--|------|----------|-----------|----------|-----------|
| Current assets | | | | | |
| Debtors | 10 | 684 | | 11,429 | |
| Cash at bank and in hand | | 76,483 | | 86,579 | |
| | _ | 77,167 | _ | 98,008 | |
| Creditors: amounts falling due within one year | 11 | (10,350) | | (39,962) | |
| Net current assets | _ | | 66,817 | | 58,046 |
| Total net assets | | = | 66,817 | = | 58,046 |
| Charity funds | | | | | |
| Restricted funds | 12 | | 10,227 | | 15,661 |
| Unrestricted funds | 12 | | 56,590 | | 42,385 |
| Total funds | | | 66,817 | = | 58,046 |

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Mrs Elaine Wilson

Trustee

Mrs Tracy Courtney

Trustee

Date: いしゅん(2)

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020

General information

The Mayfield Grammar Voluntary Fund is a Charity registered by the Charity Commission in England and Wales and governed by the Scheme dated 15 November 2010. The registered address is given on the administrative details page of these financial statements. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Mayfield Grammar School, Gravesend School Voluntary Fund meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

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

For donations to be recognised the Charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfillment of those conditions is within the control of the Charity and it is probable that they will be fulfilled.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020

2. Accounting policies (continued)

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Charitable activities and Governance costs are costs incurred on the Charity's operations, including support costs and costs relating to the governance of the Charity apportioned to charitable activities.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.5 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.6 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.7 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020

2. Accounting policies (continued)

2.8 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.9 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and legacies

| | Unrestricted | Total | To ta l |
|-----------|--------------|-------|----------------|
| | funds | funds | funds |
| | 2020 | 2020 | 2019 |
| | £ | £ | £ |
| Donations | 220 | 220 | • |
| | | | |

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020

4. Income from charitable activities

| | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Total funds 2020 £ | Total funds 2019 £ |
|---------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| School trips & journeys | - | 133,572 | 133,572 | 180,795 |
| Collections for other charities | - | 4,036 | 4,036 | 7,581 |
| School activities | 37,212 | - | 37,212 | 44,796 |
| School events | 16,897 | - | 16,897 | 16,638 |
| Total 2020 | 54,109 | 137,608 | 191,717 | 249,810 |
| Total 2019 | 61,434 | 188,376 | 249,810 | |

5. investment Income

| | Unrestricted funds 2020 £ | Total funds 2020 £ | Total funds 2019 £ |
|--------------------------------|------------------------------------|-----------------------------|-----------------------------|
| Investment income - local cash | 43 | 43 | 68 |
| Total 2019 | 68 | 68 | |

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020

6. Analysis of expenditure on charitable activities

Summary by fund type

| | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Total funds 2020 £ | Total funds 2019 £ |
|---------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| School trips & journeys | - | 138,328 | 138,328 | 217,329 |
| Collections for other charities | - | 4,714 | 4,714 | 7,3 95 |
| School activities | 28,767 | - | 28,767 | 41,792 |
| School events | 9,748 | - | 9,748 | 10,773 |
| Governance | 1,652 | - | 1,652 | 1,236 |
| Total 2019 | 53,801 | 224,724 | 278,525 | |

7. Analysis of expenditure by activities

| | Activities undertaken directly 2020 £ | Support costs 2020 £ | Total funds 2020 £ | Total funds 2019 £ |
|---------------------------------|---|-------------------------------|-----------------------------|-----------------------------|
| School trips & journeys | 138,328 | - | 138,328 | 217,329 |
| Collections for other charities | 4,714 | - | 4,714 | 7,395 |
| School activities | 28,767 | - | 28,767 | 41,792 |
| School events | 9,748 | | 9,748 | 10,773 |
| Governance | - | 1,652 | 1,652 | 1,236 |
| Total 2019 | 277,289 | 1,236 | 278,525 | |

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020

8. Independent examiner's remuneration

| | 2020 £ | 2019 £ |
|---|-----------|-----------|
| Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts | 1,652 | 1,236 |
| | | |

9. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 31 August 2020, no Trustee expenses have been incurred (2019 - £NIL).

10. Debtors

| | 2020 £ | 2019 £ |
|--------------------------------|-----------|-----------|
| Due within one year | | |
| Other debtors | 684 | 618 |
| Prepayments and accrued income | - | 10,811 |
| | 684 | 11,429 |
| | | |

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020

11. Creditors: Amounts falling due within one year

| | 2020 £ | 2019 £ |
|--|-----------|-----------|
| Other creditors | 1,440 | - |
| Accruals and deferred income | 8,910 | 39,962 |
| | 10,350 | 39,962 |
| | 2020 £ | 2019 £ |
| Deferred income at 1 September 2019 | (38,689) | (6,580) |
| Resources deferred during the year | (7,425) | (38,689) |
| Amounts released from previous periods | 38,689 | 6,580 |
| | (7,425) | (38,689) |

Deferred income comprises amounts received in advance for trips taking place after the year end.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020

12. Statement of funds

Statement of funds - current year

| | Balance at 1 September 2019 £ | income £ | Expenditure £ | Balance at 31 August 2020 £ |
|---------------------------|--|-------------|------------------|--------------------------------------|
| Unrestricted funds | | | | |
| Designated funds | | | | |
| School activities | 19,173 | 37,212 | (30,419) | 25,966 |
| School events | 6,886 | 16,897 | (9,748) | 14,035 |
| | 26,059 | 54,109 | (40,167) | 40,001 |
| General funds | | | | |
| General Funds - all funds | 16,326 | 263 | • | 16,589 |
| Total Unrestricted funds | 42,385 | 54,372 | (40,167) | 56,590 |
| Restricted funds | | | | |
| School trips | 12,082 | 133,572 | (138,328) | 7,326 |
| Funds for charities | 2,579 | 4,036 | (4,714) | 1,901 |
| New build fund | 1,000 | - | - | 1,000 |
| | 15,661 | 137,608 | (143,042) | 10,227 |
| Total of funds | 58,046 | 191,980 | (183,209) | 66,817 |

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020

12. Statement of funds (continued)

Statement of funds - prior year

| | Balance at 1 September 2018 £ | Income £ | Expenditure £ | Balance at 31 August 2019 £ |
|---------------------------|--|-------------|------------------|--------------------------------------|
| Unrestricted funds | | | | |
| Designated funds | | | | |
| School activities | 17,405 | 44,796 | (43,028) | 19,173 |
| School events | 1,021 | 16,638 | (10,773) | 6,886 |
| | 18,426 | 61,434 | (53,801) | 26,059 |
| General funds | | | | |
| General Funds - all funds | 16,258 | 68 | <u>-</u> | 16,326 |
| Total Unrestricted funds | 34,684 | 61,502 | (53,801) | 42,385 |
| Restricted funds | | • | | |
| School trips | 48,616 | 180,795 | (217,329) | 12,082 |
| Funds for charities | 2,393 | 7,581 | (7,395) | 2,579 |
| New build fund | 1,000 | - | - | 1,000 |
| | 52,009 | 188,376 | (224,724) | 15,661 |
| Total of funds | 86,693 | 249,878 | (278,525) | 58,046 |

Restricted funds

School Trips - a separate restricted fund is created for each school trip. Any surplus or deficit made on each trip is transferred to/from unrestricted reserves on completion of the trip account.

Funds for Charities - fundraising events are held to raise money for charities. These are passed on in due course after completion of the events.

New Build fund - a donation received towards the new build.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020

13. Summary of funds

Summary of funds - current year

| | Balance at 1 September 2019 £ | income £ | Expenditure £ | Balance at 31 August 2020 £ |
|-------------------------------|--|--------------------|------------------|--------------------------------------|
| Designated funds | 26,059 | 54,10 9 | (40,167) | 40,001 |
| General funds | 16,326 | 263 | - | 16,589 |
| Restricted funds | 15,661 | 137,608 | (143,042) | 10,227 |
| | 58,046 | 191,980 | (183,209) | 66,817 |
| Summary of funds - prior year | | | | |
| | Balance at 1 September 2018 £ | Income £ | Expenditure £ | Balance at 31 August 2019 £ |
| Designated funds | 18,426 | 61,434 | (53,801) | 26,059 |
| General funds | 16,258 | 68 | - | 16,326 |
| Restricted funds | 52,009 | 188,376 | (224,724) | 15,661 |
| | 86,693 | 249,878 | (278,525) | 58,046 |

14. Analysis of net assets between funds

Analysis of net assets between funds - current period

| | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Total funds 2020 £ |
|-------------------------------|------------------------------------|----------------------------------|-----------------------------|
| Current assets | 59,515 | 17,652 | 77,167 |
| Creditors due within one year | (2,925) | (7,425) | (10,350) |
| Total | 56,590 | 10,227 | 66,817 |

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020

14. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

| | Unrestricted funds 2019 £ | Restricted funds 2019 £ | Total funds 2019 £ |
|-------------------------------|------------------------------------|----------------------------------|-----------------------------|
| Current assets | 43,718 | 54,290 | 98,008 |
| Creditors due within one year | (1,333) | (38,629) | (39,962) |
| Total | 42,385 | 15,661 | 58,046 |

15. Related party transactions

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 31 August 2020.