



HighLight

Trustees' annual report and
financial statements for
the period

1st April 2020
to
31st March 2021

Charity number: 1170549

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Trustees' annual report

Reference and administrative details

Name of the charitable incorporated organisation	HighLight
Charity number	1170549
Public address	102 Mount View Henley-On-Thames RG9 2EL

The Trustees

The Trustees who served the charitable incorporated organisation during the period 1st April 2020 to 31st March 2021 were:

David Freeman (Chair)

Simon Reeves

Leonard Garnham

New Trustees:

- The following new trustee was welcomed with the unanimous decision of the present trustees:-

Mrs Sandra Vijber,
Zuidzi jdsedijk 116,
3194 ND Hoogvliet – Rotterdam
Zuid- Holland

HighLight is also served by several key volunteers who provide administrative support, educational expertise and are involved in conference/event organisation.

Structure and governance

HighLight is a charitable incorporated organisation governed by a constitution.

Object of the CIO

The object of the CIO is:-

To advance education of children and young people in a variety of subjects including, but not limited to, Maths, English, Science, Geography, History, Religion and Critical Thinking by supporting their education and mentoring and coaching teachers and educational leaders. These objects shall be undertaken with a Christian ethos.

Areas of operation

HighLight's registered areas of operation are: Cambodia, Congo (Democratic Republic), India, Netherlands, Nigeria, Poland, Rwanda, Scotland, South Korea and throughout England and Wales.

The methods adopted for the recruitment and appointment of Trustees

Apart from the first charity trustees, every trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees.

In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Public benefit

Our main activities and who is aided through them are described below in this report. All our charitable activities are undertaken to further our charitable purposes for the public benefit. The trustees have regard for the Charity Commission's guidance on public benefit when deciding on the activities of the charity.

Reserves policy

We will maintain a reserve of £100. The figure is set at this level as HighLight does not have staff costs, ongoing commitments or buildings.

Overview of the period 1st April 2020 to 31st March 2021

- Due to the COVID pandemic we were unable to hold designated Trustee meetings due to inability for travel for some of the team and lack of Zoom facility for one trustee.
- The Trustees have maintained regular communication by means of WhatsApp, email and telephone with the leaders in Rotterdam, India, Uganda, Rwanda and South Korea.
- Zoom meetings for all of our international team took place on Sat 31st October and January January 16th 2021. These allowed reports and sharing of counsel and advice. All of the team are progressing and in good heart despite difficult restrictions due to the pandemic. Our Rwandese colleague is developing an association of headteachers within his country and a constitution is being written for government approval. In India a Zoom training for parents who are home- educating took place in February 2021 and was well-received.
- HighLight has planned to hold its 8 day bi-annual, international team conference and gathering in Rotterdam In May 2021. A conference centre has been booked and it is planned to hold a 2- day conference for Dutch school leaders and teachers within the international team gathering.
- The Keys book for teachers and leaders has been formatted and is being printed and promoted in June. This book comprises the 24 Key documents circulated to educators over the last 5 years and comprises the written work and evaluation by 6 of the trustees.
- Four Zoom programmes, using Power Point with dialogue, as consultations online to assist home-educating parents have been planned by two of the trustees. It is hoped to advertise these online. Contact has been made with another education organisation to consider serving them to provide this material once Covid permits.
- An invitation to train the staff of a significant Primary and Secondary school in Tanzania has been received and accepted in principle. It awaits a safer time for travel.

The trustees are committed to the work of HighLight and are in constant communication during the pandemic. The trustees desire to act as faithful stewards of the finances given to HighLight.

David Freeman

Chair of Trustees

Statement of Financial Activities for the year end 31st March 2021

As the charity's income is below £25,000 external scrutiny is not required for these accounts.

Statement of financial activities

Descriptions by natural category	Unrestrict ed funds £	Restricted income funds £	Endowm ent funds £	Total this year £	Total last year £
Incoming resources (Note 3)					
Donations	770.00		-	770.00	2490. 91
Banking error refund	27.02	-	-	27.02	-
Total incoming resources	797.02	-		797.02	2490. 91
Resources expended (Note 4)					
Conference/Training Events	-	-	-	-	16.00
Office consumables	-	-	-	-	154.8 0
Educational resources	-	-	-	-	10.79
Banking charges	-	-	-	-	50.00
Stewardship costs/website costs (Note 5)	98.00	-	-	98.00	50.00
Postage	3.29	-	-	3.29	8.92
Cambodia (Note 6)	-	-	-	-	190.0 1
Rwanda/India (Note 7)	-	-	-	-	570.0 0
Publishing costs	-	-	-	-	1002. 81
Bookkeeping	100.00	-	-	100.00	27.00
Total resources expended	201.29	-	-	201.29	2080. 33
Net incoming/(outgoing) resources before transfers	595.73	-	-	595.73	410.5 8
Gross transfers between funds	-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)	595.73	-	-	595.73	410.5 8
Other recognised gains/(losses)					
Gains and losses on revaluation of fixed assets for the charity's own use	-	-	-	-	-
Gains and losses on investment assets	-	-	-	-	-
Net movement in funds	595.73	-	-	595.73	410.5 8
Total funds brought forward	1370.99	-	-	1370.99	960.4 1
Total funds carried forward	1966.72	-	-	1966.72	1370. 99

Balance sheet as at the year end 31st March 2021:

Balance sheet		Total this year	Total last year
		£	£
Tangible assets	(Note		
8)		-	-
		-	-
Investments	(Note		
9)		-	-
		-	-
	Total fixed assets	-	-
Current assets			
Stock and work in progress		-	-
Debtors	(Note		
10)		-	-
		-	-
(Short term) investments		-	-
Cash at bank and in hand		1966.72	1370.99
	Total current assets	1966.72	1370.99
Creditors: amounts falling due within one year	(Note 11)	-	-
	Net current assets/(liabilities)	1966.72	1370.99
	Total assets less current liabilities	1966.72	1370.99
Creditors: amounts falling due after one year	(Note 11)	-	-
		-	-
Provisions for liabilities and charges		-	-
	Net assets	1966.72	1370.99
Funds of the Charity			
Unrestricted funds		797.02	1273.94
Designated funds		-	97.05
Total unrestricted funds		797.02	1273.94
Restricted income funds	(Note		
12)		-	-
Endowment funds	(Note		
12)		-	-
	Total funds	1966.72	1370.99

The notes which follow on pages 8-11 form part of this financial statement.

These financial statements were approved by the Trustees before the 1st December 2021.

Notes to the financial statement

1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005); and with Accounting Standards and with the Charities Act.

1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year as this is the first return.

2 Accounting policies

Incoming Resources

<i>Recognition of incoming resources</i>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none">· the charity becomes entitled to the resources;· the trustees are virtually certain they will receive the resources; and· the monetary value can be measured with sufficient reliability.
<i>Incoming resources with related expenditure</i>	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
<i>Grants and donations</i>	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
<i>Tax reclaims on donations and gifts</i>	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
<i>Contractual income and performance related grants</i>	This is only included in the SoFA once the related goods or services have been delivered.
<i>Gifts in kind</i>	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Donated services and facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Investment income

This is included in the accounts when receivable.

Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

Expenditure and Liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

Assets

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.

Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

Stocks and work in progress These are valued at the lower of cost or market value.

3 Incoming resources

£770.00 was given in donations from individuals and organisations to support the work of HighLight.

4 Resources expended

A breakdown of resources expended has been provided in our statement of financial accounts above.

5 Stewardship costs

£50 was paid to Stewardship as an annual subscription for advice on policies etc. and £48 was for website costs.

6 Cambodia

Last year's figure of £190.01 was the last amount to bring closure to our financial involvement. There will be no further money allocated through HighLight.

7 Rwanda/India

As explained in our last report, this figure of £570 included a donation to Fruits of Hope School, Kigali, Rwanda for their new building.

As explained in our last report, the remaining amount of £80 accounted for travel of a colleague who needed to attend our international team conference.

8 Tangible fixed assets

There are no fixed assets above £500 to declare.

9 Investment assets

There are no investment assets.

10 Debtors and prepayments

There are no debtors.

11 Creditors and accruals

There are no creditors.

12 Endowment and restricted income funds

No endowments were made and there were no restricted funds.