

Derby Japanese School

Report and Financial Statements

31 March 2018

Trustees	Representative		
Toyota Motor Manufacturing (UK) Ltd	Mr Teramoto (Chair of the Board)		
Toyota Motor Manufacturing (UK) Ltd	Mr Abe (Chair of the Committee)		(Committee)
Toyota Motor Manufacturing (UK) Ltd	Mr Kuroda		(Committee)
Toyota Tsusho U.K. Ltd	Mr Nishikubo		(Committee)
Aisin Europe Manufacturing (UK) Ltd	Mr Adachi		(Committee)
Aioi Nissay Dowa Insurance of EU Ltd	Mr Ujiie		
Bank of Tokyo Mitsubishi (UK) Ltd	Mr Maruta		
Koito Europe Ltd	Mr Hiroshima		
Mitsui Marine Insurance, EU Ltd	Mr Komagome		
N.V. MSE Europe S.A.	Ms Shirai		
Nippon Express UK Ltd	Mr Saito		
NSK Europe Ltd	Mr Kamura		(Committee)
NTN Bearings (UK) Ltd	Mr Baba	(resigned 08 Nov. 2017)	
NTN Bearings (UK) Ltd	Mr Shibata	(appointed 08 Nov. 2017)	
Toray Textile Europe	Mr Iwaki	(resigned 26 Oct. 2017)	
Toray Textile Europe	Mr Ishimine	(appointed 26 Oct. 2017)	
Toyoda Gosei UK Ltd	Mr Kimura	(resigned 14 Dec. 2017)	(Committee)
Toyoda Gosei UK Ltd	Mr Yamashita	(appointed 14 Dec. 2017)	(Committee)
M.O. Air International (UK) Ltd	Mr Kozai		
Tsubakimoto UK Ltd	Mr Sekiguchi		
Sumitomo Electric Wires Sys EU Ltd	Mr Muta		
Toyota Motor Manufacturing (UK) Ltd	Mr Takahashi		(Committee)

Principal address

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

Correspondence address

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

Notes to the financial statements

at 31 March 2018

The Trustees present their report and financial statements for the year ended 31 March 2018. 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

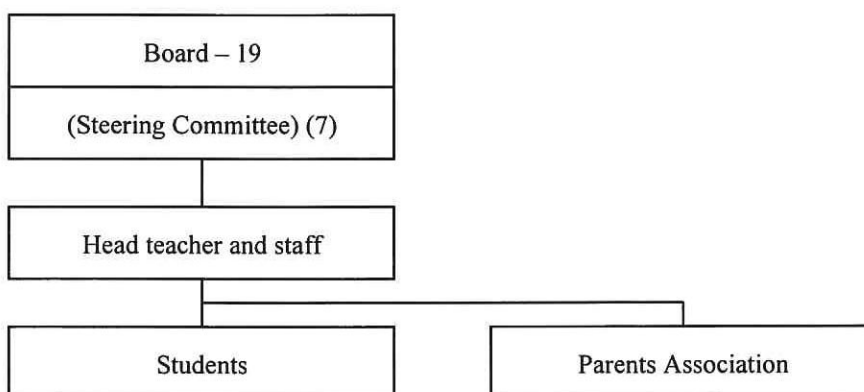
- To advance the education, physical and social training of any children aged 6 to 18 years of age and in particular to further their knowledge of Japanese culture and language in accordance with Japanese educational principles.
- To provide education to the children of Japanese parents temporarily or 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 Abe of the Toyota Motor Manufacturing (UK) Limited; There has been no vice-chairman this year. The treasurer was Mr Kuroda of Toyota Motor Manufacturing (UK) Limited.



Activities for the year

As at 31 March 2018 the school had a total of 108 (2017 - 85) students varying in age from 6 to 18 and including a small number of English children. Eleven 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 2018

Financial results

The school was pleased to report income at £142,180 (2017 - £123,013). However, teacher salaries of £106,759 (2017 - £99,199) was major expense for the year and accounted for 86% (2017 - 81%) of expenditure. Other major items of expenditure were books and publications at £9,318 (2017 - £11,099) and educational supplies at £1,496 (2017 - £1,918).

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

30 January 2019

Independent Examiner's Report

Report to the trustees/
members of

DERBY JAPANESE SCHOOL

On accounts for the year ended

31st MARCH 2018

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: 31/1/19

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 2018

		<i>Unrestricted funds</i>	<i>Restricted funds</i>	<i>Total funds 2018</i>	<i>Total funds 2017</i>
	<i>Notes</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
Incoming resources					
Incoming resources from generated funds:					
Bank interest receivable		783	—	783	1,114
Incoming resources from charitable activities:					
Donations	2	5,866	—	5,866	5,503
School fees	3	92,872	—	92,872	72,559
Japanese Government grants	4	—	20,995	20,995	23,709
Company subscriptions	5	16,360	—	16,360	16,320
Other	6	5,303	—	5,303	3,808
Total incoming resources		121,185	20,995	142,180	123,013
Resources expended					
Charitable activities:					
Wages and salaries (=Salary, Tax, ee's NIC)		56,900	20,995	77,895	77,309
Social security costs (=er's NIC)		2,246	—	2,246	-5,346
Educational supplies		1,496	—	1,496	1,918
Books and publications		9,318	—	9,318	11,099
Training		873	—	873	876
Postage and telephone		356	—	356	344
School events		361	—	361	512
Carriage and travel		—	—	—	—
Insurance		1,578	—	1,578	1,442
Depreciation		—	—	—	—
Other		3,168	—	3,168	1,217
Governance costs:					
Independent examiners fees	7	—	—	—	—
Management and administration:					
Wages and salaries (=Salary, Tax, ee's NIC)		25,869	—	25,869	24,493
Social security costs (=er's NIC)		749	—	749	2,743
Total resources expended	8	102,914	20,995	123,909	116,607
Net incoming/ (outgoing) resources		18,271	—	18,271	6,406
Reconciliation of funds					
Total funds brought forward		212,066	—	212,066	205,660
Total funds carried forward		230,337	—	230,337	212,066

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 2018

	Notes	2018 £	2017 £
Fixed assets			
Tangible assets	10	—	—
Current assets			
Debtors	11	5,130	16,949
Cash at bank and in hand	12	225,207	195,117
		230,337	212,066
Creditors	13	0	0
Net current assets		230,337	212,066
Net assets		230,337	212,066
Accumulated funds			
Unrestricted funds	14	230,337	212,066

Approved by the board of trustees:



K. Okada
Chairman of the board of trustees

30 January 2019

Notes to the financial statements

at 31 March 2018

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
------------------	---	---------

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 2018

3. School fees

	2018	2017
	£	£
Entrance	1,950	1,950
Term	90,922	74,509
	<u>92,872</u>	<u>72,559</u>

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

4. Japanese government grants

Japanese Government grants comprise £20,995 (2017 - £23,709) in respect of locally employed teaching personnel from 1 April 2017 to 31 March 2018.

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:

	2018	2017
	£	£
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 2018	Total 2017
	£	£	£	£
Education	80,141	17,150	97,291	89,371
Management and administration of the school	26,618	—	26,618	27,236
	<u>106,759</u>	<u>17,150</u>	<u>123,909</u>	<u>116,607</u>

Notes to the financial statements

at 31 March 2018

9. Staff Cost

	2018	2017
	£	£
Wages and salaries (=Salary, Tax, ee's NIC)	103,764	101,802
Social security costs (=er's NIC)	2,995	-2,603
	<u>106,759</u>	<u>99,199</u>

There were 14 employees (averaged monthly) (2017 - 14 employees). There was no employee earning remuneration exceeding £40,000 per annum.

Refund of maternity payment (£5,346) was more than Social security costs (£2,743) in 2017.

10. Tangible fixed assets

	Office equipment £
Cost:	
At 1 April 2017 and 31 March 2018	<u> </u>
Depreciation:	
At 1 April 2017 and 31 March 2018	<u> </u>
Net book value:	
At 1 April 2017 and 31 March 2018	<u> </u> <u> </u>

Fixed assets are used for direct charitable purposes.

11. Debtors

	2018	2017
	£	£
Due within one year:		
Grants receivable	5,130	16,949
	<u>5,130</u>	<u>16,949</u>

Notes to the financial statements

at 31 March 2018

12. Cash at bank and in hand

	2018	2017
	£	£
Money market account	158,492	157,708
Current account	66,715	37,409
Petty cash	—	—
	<u>225,207</u>	<u>195,117</u>

13. Creditors

	2018	2017
	£	£
Accruals	—	—
	<u>—</u>	<u>—</u>

14. Statements of funds

	<i>At 1 April 2017</i>	<i>Movement in resources:</i>		<i>At 31 March 2018</i>
	£	<i>Income</i>	<i>Expenditure</i>	£
		£	£	
Unrestricted funds	212,066	121,185	102,914	230,337
Restricted funds	—	20,995	20,995	—
	<u>212,066</u>	<u>142,180</u>	<u>123,909</u>	<u>230,337</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 2017

		<i>Unrestricted funds</i>	<i>Restricted funds</i>	<i>Total funds 2017</i>	<i>Total funds 2016</i>
	<i>Notes</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
Incoming resources					
Incoming resources from generated funds:					
Bank interest receivable		1,114	—	1,114	1,222
Incoming resources from charitable activities:					
Donations	2	5,503	—	5,503	5,220
School fees	3	72,559	—	72,559	78,390
Japanese Government grants	4	—	23,709	23,709	23,460
Company subscriptions	5	16,320	—	16,320	15,600
Other	6	3,808	—	3,808	5,025
Total incoming resources		99,304	23,709	123,013	128,917
Resources expended					
Charitable activities:					
Wages and salaries (=Salary, Tax, ee's NIC)		53,600	23,709	77,309	79,573
Social security costs (=er's NIC)		-5,346	—	-5,346	322
Educational supplies		1,918	—	1,918	700
Books and publications		11,099	—	11,099	9,154
Training		876	—	876	—
Postage and telephone		344	—	344	237
School events		512	—	512	3,439
Carriage and travel		—	—	—	—
Insurance		1,442	—	1,442	1,290
Depreciation		—	—	—	—
Other		1,217	—	1,217	3,839
Governance costs:					
Independent examiners fees	7	—	—	—	—
Management and administration:					
Wages and salaries (=Salary, Tax, ee's NIC)		24,493	—	24,493	46,147
Social security costs (=er's NIC)		2,743	—	2,743	186
Total resources expended	8	92,898	23,709	116,607	144,887
Net incoming/ (outgoing) resources		6,406	—	6,406	(15,970)
Reconciliation of funds					
Total funds brought forward		205,660	—	205,660	221,630
Total funds carried forward		212,066	—	212,066	205,660

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