

The Tim Henman Foundation
Report and Financial Statements

Year ended: 31 December 2018

Charity no: 1161964

**The Tim Henman Foundation
Report and Financial Statements
Year ended: 31 December 2018
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Report of the Trustees for the year ended 31 December 2018

The Trustees present their Report and the Financial Statements of the charity for the year ended 31 December 2018. 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.

The Foundation's operations are supported on a day to day basis by BECSLink Limited, a social enterprise specialising in linking business, educational, charitable and sports organisations, and in providing consultancy and services to such organisations.

Financial review and activities for the year

The Foundation held its 4th Pro-Am Tournament at the National Tennis Centre on 27 June 2018 followed by a Celebratory Fundraising Dinner. The Tournament attracted a field of world class tennis players and raised £230,873 [2017: £137,174] 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 and grants made

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 THF 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 supports Trustee Approved Partner organisations and not individuals.

The Foundation will work 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.

The Trustees will review the grant making policy annually to ensure that it reflects the charity's objects and thereby advances public benefit. The Foundation's funds will be used to support the work of our declared partner organisations all of whom share our core vision as expressed in our aims and areas of support. The Foundation will only support organisations with whom it has a partnership and who are working in the specific regions in which we are currently seeking to develop our work. 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) will want to see evidence of means testing and home visits for that individual.

The Foundation welcomes applications for grants from Trustee Approved Partners. 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 will be monitored using reports from the institutions concerned.

During the year to 31 December 2018 £80,906 [2017: £154,425] was paid in grants and donations. These included: scholarships: £19,500 [2017: £70,375]; support of a hospice programme: £11,745 [2017: £20,000]; outreach and enrichment programmes: £27,200 [2017: £62,050]. The Foundation has supported activities in the South East, the Midlands and Yorkshire.

When making grants to support Outreach 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.

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Educational grants made during the year include grants to:

- support a pilot programme putting a professional sports coach in to a lead school to undertake outreach work with local schools and teacher training. This programme promotes young people at primary schools in regularly playing sport. The impact of this programme since 2017 is: 31 schools involved; 8,215 young person opportunities; 79 teachers trained.
- a Summer school programme for children in children in Year 4/5 whose ability levels in Maths and English reduce over the summer holidays. The programme includes educational activities in Sports, Arts, Music and Drama. A hot meal is provided each day to address "holiday hunger". The grant made in 2018 will support the August 2019 summer school. In 2017 a similar programme reached six schools and 42 children.
- a local authority school in Merton, providing ten scholarships to enable young people to join clubs and participate in appropriate activities outside school hours, and supporting Outreach activities which will reach over 500 young people in the year. Since 2017 eleven schools have been involved; 1,913 young person opportunities have been given; and twelve teachers have been trained.
- a foundation school, supporting with bursaries six young people whose home life is so unstable that a boarding education is felt to be the most secure environment for them to grow up in

Heath grants made during the year include grants to fund:

- four programmes run at two childrens' hospices providing care to life-limited and life-threatened children, young people and their families. These families provide sessions on independent living, interaction with the community, activity programmes, and a specialist programme for boys suffering from Muscular Duchenne Dystrophy.
- a disability cycling club which has a safe track and specially adapted bicycles. The club undertook eighteen days of outreach to young people and their families in ten different locations. There were 66 direct beneficiaries aged under 25.
- a special needs state school's purchase of a motorised bicycle used by nine young people three times per week, and Eyegaze technology for use by five children.

Risk management

The principal risks which will be faced by the Foundation will be its reliance on donations and fundraising; and operational risks from ineffective grant making and the capacity of the Foundation to make effective grants.

The operational risk from ineffective grant awards will be 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

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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 £646,737 [2017: £433,539], of which £446,737 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.

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.

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 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 partner charities in Education and Health

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

| | |
|---|--|
| Trustees | Tim Henman OBE (Chairman) Lucy Henman Jan Felgate Benn Shepherd |
| Advisory Board members | Trevor Alldridge Mark Laurence Andrew Hynard |
| Registered Office | Ashcombe House, 5 The Crescent Leatherhead Surrey KT22 8DY |
| Charity Number: | 1161964 |
| Contact us at | E: richard@henmanfoundation.org E: info@henmanfoundation.org T: 01372 849614 |
| Independent Examiner | Malcolm Lucas, Menzies LLP, Lynton House, 7-12 Tavistock Square, London WC1H 9LT |
| Services provided to the Foundation by | BECSLink Limited registered company no. 08095736 Ashcombe House, 5 The Crescent Leatherhead Surrey KT22 8DY |
| BECSLink Limited management | Richard Garrett, CEO Kathryn Hamlet, Director Fiona Garrett, Company Secretary |
| Bankers | Adam & Company plc, 6, Adelaide Street, London WC2N 4HZ |
| Solicitors | Stone King LLP, 13 Queen Square, Bath BA1 2HJ |

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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

30 September 2019

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 2018**

| | | 2018 | 2018 | 2017 |
|---|------|----------------------------|---------------------|---------------------|
| | Note | Unrestricted Funds £ | Total Funds £ | Total Funds £ |
| Income: | | | | |
| Donations | | 181,200 | 181,200 | 226,187 |
| Fundraising | | 387,465 | 387,465 | 283,584 |
| Investment Income | 3 | 533 | 533 | 404 |
| Total Income | | 569,198 | 569,198 | 510,175 |
| Expenditure: | | | | |
| Fundraising Costs | 4 | 213,361 | 213,361 | 190,682 |
| Charitable Activities | 5 | 85,766 | 85,766 | 158,457 |
| Governance and Support Costs | 6 | 58,373 | 58,373 | 41,013 |
| Total Expenditure | | 357,500 | 357,500 | 390,152 |
| Net Income/(expenditure) and net movement in funds | | 211,698 | 211,698 | 120,023 |
| Total Funds brought forward | | 433,539 | 433,539 | 313,516 |
| Total Funds carried forward | | 645,237 | 645,237 | 433,539 |

All activities relate to continuing operations. All activity in 2017 and 2018 was unrestricted.

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

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**Balance Sheet
as at 31 December 2018**

| | | 2018 | 2018 | 2017 |
|---------------------------------------|------|----------------------------|---------------------|---------------------|
| | Note | Unrestricted Funds £ | Total Funds £ | Total Funds £ |
| Current Assets | | | | |
| Debtors | | 26,875 | 26,875 | 5,250 |
| Cash at bank | | 623,270 | 623,270 | 431,471 |
| Total Current Assets | 9 | 650,145 | 650,145 | 436,721 |
| Liabilities | | | | |
| Creditors falling due within one year | 10 | 4,908 | 4,908 | 3,182 |
| Net Current Assets | | 645,237 | 645,237 | 433,539 |
| Net Assets | | 645,237 | 645,237 | 433,539 |
| The funds of the charity | | | | |
| Unrestricted Income Funds | | 645,237 | 645,237 | 433,539 |
| Total Charity Funds | | 645,237 | 645,237 | 433,539 |

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

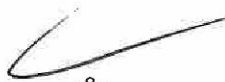
The notes at pages 9 to 13 form part of these accounts.

Approved by the Trustees on

30 September 2019

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 [2017: £Nil].

Two Trustees donated a total of £155,000 to the Foundation during the course of 2017.

Trustees Liability Insurance was £140 [2017: £130].

Benn Shepherd is a Trustee and Governor of The London Orphan Asylum (Reed's School Foundation). 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 2018 process in respect of The London Orphan Asylum (Reed's School Foundation).

3. Investment income

| | 2018 | 2017 |
|----------------------|------|------|
| | £ | £ |
| Interest on Deposits | 533 | 404 |

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4. Fundraising costs

| | 2018 £ | 2017 £ |
|-----------------------|----------------|----------------|
| Events Direct Costs | 153,521 | 141,828 |
| Events Management | 29,160 | 24,192 |
| Marketing & Promotion | 30,680 | 24,662 |
| | <u>242,521</u> | <u>190,682</u> |

5. Charitable expenditure and analysis of grants

| | Grants £ | Costs £ | Total £ |
|-----------------------------|-------------|------------|------------|
| Charitable Expenditure 2018 | 80,906 | 4,860 | 85,766 |
| Charitable Expenditure 2017 | 154,425 | 4,032 | 158,457 |

Grants made in 2018 were made to the following institutions:

| | Grants £ |
|---|---------------|
| The London Orphan Asylum (Reed's School Foundation) charity no. 312008 | 19,800 |
| Wessex Children's Hospice Trust (Naomi House & Jack's Place) charity no. 1002832 | 11,745 |
| Eleven other institutions, two being educational charities and two being state schools | <u>49,361</u> |
| Grants | <u>80,906</u> |

Grants made in 2018 analysed by charitable activity were :

| | Grants £ |
|--|---------------|
| Education - Scholarships | 19,500 |
| Education - Scholarships Endowment Fund | 2,300 |
| Education - Outreach & Learning Opportunities | 28,950 |
| Health - Hospice Programme | <u>13,745</u> |
| Health- special needs/disability equipment and programmes | <u>16,411</u> |
| Grants | <u>80,906</u> |

All expenditure was from Unrestricted Funds.

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6 Governance and Support Costs

Governance and Support Costs of £58,373 (2017: £41,013) are made up as follows:

Governance Costs

| | 2018 | 2017 |
|--|---------------|---------------|
| | £ | £ |
| Legal fees | 0 | 4,000 |
| Independent Examination, Tax & Accountancy | 3,034 | 1,230 |
| Consultancy | 24,300 | 20,160 |
| | <u>27,334</u> | <u>25,390</u> |

Support Costs

| | 2018 | 2017 |
|--------------------------|---------------|---------------|
| | £ | £ |
| Premises | 3,850 | 0 |
| Office equipment | 4,510 | 0 |
| Insurance | 1,282 | 1,152 |
| Bank Charges | 667 | 264 |
| Finance & Administration | 20,387 | 14,100 |
| Other | 343 | 107 |
| | <u>31,039</u> | <u>15,623</u> |

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

The Foundation has no employees. Fundraising, Governance and Support services are 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 an audit fee of £1,100 plus VAT (2017: £1,000 plus VAT).

9. Analysis of current assets

| | 2018 | 2017 |
|----------------|----------------|----------------|
| | £ | £ |
| Accrued Income | 26,875 | 5,250 |
| Cash at bank | 623,270 | 431,471 |
| | <u>650,145</u> | <u>436,721</u> |

All current assets relate to Unrestricted Funds.

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10. Analysis of current liabilities

| | 2018 £ | 2017 £ |
|----------|-----------|-----------|
| Accruals | 4,908 | 3,182 |

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 2018

I report on the accounts of the charity for the period ended 31 December 2018 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.



M Lucas FCA
Independent examiner
Menzies LLP
Lynton House
7 - 12 Tavistock Square
London
WC1H 9LT

Date: 1/10/19