

Charity registration number: 309645

Witney Educational Foundation

Annual Report and Financial Statements

for the Year Ended 31 March 2019

Draft 20106/2019

Witney Educational Foundation

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Draft 20106/2019

Witney Educational Foundation

Reference and Administrative Details

Governors	J Baker
	R Barton
	D Enright
	J King (resigned 21 May 2019)
	J Mills
	C Reynolds
	C Woodward
	E Mills
	E Bryant
	C Holliday (resigned 8 August 2018)
	D Williams
	C Brown (appointed 18 August 2018)
	M Alexander
	D R Walker, Chairman
	R Bolger (appointed 21 May 2019)
Registrar	Mr N R Morrison
Principal Office	24 Church Green Witney Oxfordshire
Charity Registration Number	309645
Solicitors	Messrs John Welch & Stammers 24 Church Green Witney Oxfordshire
Independent Examiner	J M Russell FCA ReesRussell LLP 37 Market Square Witney Oxfordshire OX28 6RE

Witney Educational Foundation

Governors' Report

The Governors present the annual report together with the financial statements of the charity for the year ended 31 March 2019.

Objectives and activities

Objects and aims

The income of the charity, after defraying the administration and management costs of the charity, is used in the following ways:

To provide items, services and facilities for The Henry Box School and any other school that substantially serves Witney.

To further the education of persons under the age of 25 who are in need of financial assistance and who live (or whose parents live) within the area of benefit or have attended a school in the area of benefit.

To provide, or assist in the provision of, recreational and other leisure-time facilities for the inhabitants of Witney with the object of improving their condition of life.

Public benefit

During the year applications were received from nine local schools, Abingdon and Witney College, The Witney Partnership of Schools, Synolos Training, Witney Music Society, Cogges, Witney Buttercross Scout Group, Injury Minimization Programme for Schools, West Oxfordshire Citizens Advice Bureau, Yellow Submarine and one individual.

The total expenditure on Grants for the year was £57,033 (2018: £52,136) plus three Isabelle Spencer Bursary Awards of £1,000 each.

The Governors confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Financial review

Policy on reserves

Reserves are currently significantly in excess of the level required to ensure that the Charity can meet its commitments over the next twelve months. Definite requirements in any one year are difficult to predict but all are at the discretion of the Governors - in recent years the total of grants has varied between £32,000 and £74,000.

The Governors review all applications for appropriateness and have advertised the availability of the funds in all appropriate educational establishments. The Governors are concerned about this excess of reserves in the balance sheet and continued efforts are being made to find appropriate beneficiaries.

The Charity Commission confirmed that their permission was not required to include all the schools in the Witney Partnership of Schools if the Governors agreed that clause 1 of the objects of the Charity met this requirement.

Witney Educational Foundation

Governors' Report

Investment policy and objectives

To obtain a reasonable long term overall return at a medium to high risk. Review of the portfolio is made by professional advisers every six months and their recommendations are considered by the Governors. In the light of the stock market performance over the past year, it is considered that this is being achieved.

Structure, governance and management

Nature of governing document

Deed of Trust

Recruitment and appointment of Governors

Vacancies for Governors are filled by the five nominating authorities from individuals considered by them to be suitably qualified, or in the case of co-opted Governors, by recommendation by the existing Governors on the basis of their knowledge of them as individuals with an interest in the educational need of the community.

Induction and training of Governors

When appointed they receive formal advice of their responsibilities, together with copies of the Trust Deed, most recent accounts, up to date minutes and a synopsis of the function and financial boundaries within which the Foundation must operate. Subsequent initial knowledge is augmented by participation in the deliberations which arise when the Governors consider applications received.

Arrangements for setting key management personnel remuneration

No remuneration or expenses were paid to the Governors during the year (2018 - none). There were no transactions with the Governors during the year (2018 - none)

Organisational structure

The Governors have joint control of the Foundation

Major risks and management of those risks

Stock market fluctuations

Managed by obtaining regular professional advice and review of investment portfolio.

Witney Educational Foundation

Governors' Report

Statement of Governors' Responsibilities

The Governors are responsible for preparing the Governors' Report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the Governors 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 the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Governors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Governors are responsible for keeping proper accounting records that 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 applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The Governors 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.

The annual report was approved by the Governors of the charity on and signed on its behalf by:

.....
D R Walker, Chairman
Trustee

Witney Educational Foundation

Independent Examiner's Report to the Governors of Witney Educational Foundation

I report on the accounts of the charity for the year ended 31 March 2019 which are set out on pages 6 to 13.

Respective responsibilities of Governors and examiner

The Governors are responsible for the preparation of the accounts. The Governors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as Governors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act 2011; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
J M Russell FCA

ReesRussell LLP
37 Market Square
Witney
Oxfordshire
OX28 6RE

Date:.....

Witney Educational Foundation

Statement of Financial Activities for the Year Ended 31 March 2019

	Note	Unrestricted funds 2019 £	Unrestricted funds 2018 £
Income and Endowments from:			
Investment income		19,361	18,994
Rental income		<u>10,650</u>	<u>10,650</u>
Total Income		<u>30,011</u>	<u>29,644</u>
Expenditure on:			
Professional fees		3,061	2,964
Isabelle Spencer Bursary Awards		3,000	3,000
Independent Examiner's fees		980	889
Grant awards	4	57,033	52,136
Administrative expenses	2	<u>4,417</u>	<u>4,267</u>
Total Expenditure		<u>68,491</u>	<u>63,256</u>
Net expenditure		(38,480)	(33,612)
Other recognised gains and losses			
Realised (losses)/gains on investment assets		(5,108)	4,200
Revaluation of investment assets		<u>33,391</u>	<u>(4,298)</u>
Net movement in funds		(10,197)	(33,710)
Reconciliation of funds			
Total funds brought forward		<u>768,910</u>	<u>802,620</u>
Total funds carried forward	7	<u><u>758,713</u></u>	<u><u>768,910</u></u>

All of the charity's activities derive from continuing operations during the above two years.

The funds breakdown is shown in note 7.

Witney Educational Foundation
(Registration number: 309645)
Balance Sheet as at 31 March 2019

	Note	2019 £	2018 £
Fixed assets			
Investments	5	750,315	763,379
Current assets			
Debtors		204	446
Bank balances		<u>13,425</u>	<u>12,771</u>
		13,629	13,217
Creditors: Amounts falling due within one year	6	<u>(5,231)</u>	<u>(7,686)</u>
Net current assets		<u>8,398</u>	<u>5,531</u>
Net assets		<u>758,713</u>	<u>768,910</u>
Funds of the charity:			
Unrestricted income funds			
Accumulated unspent income fund		139,807	183,394
Other reserves		<u>618,906</u>	<u>585,516</u>
Total funds	7	<u>758,713</u>	<u>768,910</u>

The financial statements on pages 6 to 13 were approved by the Governors, and authorised for issue on and signed on their behalf by:

.....
D R Walker, Chairman
Trustee

Witney Educational Foundation

Notes to the Financial Statements for the Year Ended 31 March 2019

1 Accounting policies

Statement of compliance

The financial statements have been prepared 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Witney Educational Foundation 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 notes.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and has therefore not included a cash flow statement in these financial statements.

Going concern

The Governors consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has an entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Rental income

Rental income is recognised on a straight-line basis over the lease term.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure and the amount can be reliably measured.

All costs are allocated to the applicable expenditure heading aggregating similar costs to that category.

Governance costs

These are the fees payable to the independent examiner.

Witney Educational Foundation

Notes to the Financial Statements for the Year Ended 31 March 2019

Irrecoverable VAT

In the financial statements expenditure is shown inclusive of VAT. Such irrecoverable VAT is charged against the category of resource expended for which it was incurred.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable concern for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Investment properties

Investment property is carried at fair value, derived from the current market prices for comparable real estate determined periodically by the Governors, giving due regard to observable market prices, adjusted if necessary for any difference in the nature, location or condition of the specific asset. Changes in fair value are charged or credited to the Statement of Financial Activities.

Fixed asset investments

Fixed asset investments are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

Fund structure

The funds currently held are all unrestricted. The Governors have determined that the funds are segregated between an accumulated income fund and a fund arising from a bequest. The former is considered completely unrestricted and at the Governors full discretion to apply towards any of the charitable objectives. The latter has been designated by the Governors specifically to support the educational aims of the foundation.

Witney Educational Foundation

Notes to the Financial Statements for the Year Ended 31 March 2019

2 Administrative expenses

	2019 £	2018 £
Registrar's fee	4,363	4,213
Bank charges	54	54
	<u>4,417</u>	<u>4,267</u>

3 Governors remuneration and expenses

No Governor, nor any persons connected with them, have received any remuneration or expenses from the charity during the year.

Witney Educational Foundation

Notes to the Financial Statements for the Year Ended 31 March 2019

4 Grant awards

	2019 £	2018 £
Grants to individuals	450	5,204
Batt School	6,098	1,774
Blake School	240	1,028
Henry Box School	2,380	8,658
Madeley Brook C P School	1,641	1,205
Our Lady of Lourdes School	250	500
St Marys CofE Infant School	3,733	2,923
The Kings School	-	296
Tower Hill School	2,745	7,592
West Witney Primary School	-	1,720
Witney Community Primary School	310	1,869
Witney Music Society	730	240
Witney Partnership of Schools	14,500	9,150
Wood Green School	3,688	7,875
Yellow Submarine	150	-
The Rotary Club of Witney	-	372
Synolos Training	6,000	1,450
Finstock Primary School	-	280
Abingdon and Witney College	300	-
Cogges	2,000	-
IMPS	3,000	-
Madley Park Res Assc	240	-
Witney Buttercross	2,370	-
Witney Scouts	2,292	-
Citizens Advice West Oxfordshire	3,916	-
	<u>57,033</u>	<u>52,136</u>

Witney Educational Foundation

Notes to the Financial Statements for the Year Ended 31 March 2019

5 Fixed asset investments

	2019 £	2018 £
Listed investments	486,315	499,379
Investment properties	<u>264,000</u>	<u>264,000</u>
	<u>750,315</u>	<u>763,379</u>
Listed investments		£
At 1 April 2018		499,379
Revaluation		33,391
Additions		40,376
Disposals		<u>(86,831)</u>
At 31 March 2019		<u>486,315</u>

There were no individual investments which comprised over 5% of the value of the portfolio.

6 Creditors: amounts falling due within one year

	2019 £	2018 £
Independent examiner's fee	981	936
Rent received in advance	4,250	4,250
Grants payable	<u>-</u>	<u>2,500</u>
	<u>5,231</u>	<u>7,686</u>

Witney Educational Foundation

Notes to the Financial Statements for the Year Ended 31 March 2019

7 Funds

	At 1 April 2018 £	Incoming resources £	Resources expended £	Other recognised gains £	At 31 March 2019 £
<i>Unrestricted general funds</i>					
Accumulated unspent income fund [A]	183,395	30,011	(73,599)	-	139,807
Other reserves [B]	585,515	-	-	33,391	618,906
	<u>768,910</u>	<u>30,011</u>	<u>(73,599)</u>	<u>33,391</u>	<u>758,713</u>

Detailed records had been perused as far back as 1955 to ascertain the figures shown above as accumulated unspent income brought forward, fund A.

A legacy was received from the estate of Miss Isabelle Spencer in 2011 and 2012 amounting to £257,233. The Governors wish to both preserve for future educational use and distribute to those currently in education this generous sum. To this end, although the monies were not restricted in any way, the Governors have invested £127,000 of the legacies in a portfolio of shares and since 2012 grants totalling £287,904 have been awarded to projects supporting the arts. In addition, three bursaries of £1,000 each have been awarded annually and these are expected to continue for the foreseeable future in accordance with the Public Benefit policy. The value of the portfolio holding as at the year end was £161,644 and is included within unrestricted fund B above.