

The Royal Academy of Culinary Arts

**“Adopt-a-School” Trust
(a company limited by guarantee)**

**Charity No. 1087567
Company No. 04144824**

Reports and Financial Statements

for the year ended

31st December 2018



**The Royal Academy of Culinary Arts
“Adopt-a-School” Trust
(a company limited by guarantee)**

Company information

Directors/Trustees	Sara Jayne Stanes OBE Richard Alan Shepherd CBE Brian James Turner CBE John Thomas Williams MBE Amanda Jayne Afiya Frederick Willem Mostert Myles Ironside Bremner Richard James Dunne David Charles Coubrough (appointed 26 th March 2019)
Secretary	Martha Bruce
Company number	04144824
Registered Charity number	1087567
Registered office	53 Cavendish Road London SW12 OBL
Independent accountants	Riches & Company 34 Anyards Road Cobham Surrey KT11 2LA

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**The Royal Academy of Culinary Arts
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**Trustees’ and Directors’ annual report
for the year ended 31st December 2018**

The trustees/directors present their report and financial statements for the year ended 31st December 2018.

Principal activities and objectives

The principal activities of the company are to advance the education of children and young persons in food, nutrition, hygiene, health and related subjects so as to develop their taste and appreciation of food, of food origins and of different cultures.

Registered office:
53 Cavendish Road
London
SW12 0BL

Directors/trustees

The following have held office throughout the year: -

Sara Jayne Stanes OBE
Sam Gordon Clark CBE (resigned 26th March 2019)
Richard Alan Shepherd CBE
Brian James Turner CBE
John Thomas Williams MBE
Amanda Jayne Afiya
Frederick Willem Mostert
Myles Ironside Bremner
Richard James Dunne

Status

The company is limited by guarantee and has no share capital. The company is also registered as a charity, number 1087567.

Review of activities

During the period since inception the trust has been successful in obtaining sufficient donations to cover overhead expenses and meet its primary aims.

Public benefit

In preparing their statements on public benefit, the directors have, in accordance with s.4 of the Charities Act 2006, considered the Charity Commission’s general guidance on public benefit.

Adopt a School teaches children about food in a holistic way from plant to plate, paying respect to food, nutrition, health and hygiene and cooking as a life skill. We believe that learning can and should be fun and informative.

**The Royal Academy of Culinary Arts
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**Trustees' and Directors' annual report (continued)
for the year ended 31st December 2018**

Since its beginnings in 1990, the Trust has delivered its workshops to many thousands of children across the country – and we have an ever growing waiting list of schools eager to be 'adopted'. In addition to the voluntary time invested by our members who are absolutely passionate about what they do and for whom food is their reason for being, Adopt a School has an on-staff team of 5 chef lecturers and support, some full and some part time, across the country daily challenging children's senses and captivating their curiosity for food and teaching about its significance in every aspect of our lives.

We also deliver sessions to a number of special educational needs schools and to many schools where children come from disadvantaged backgrounds. We have been working with Great Ormond Street for many years and the benefits have been well documented. We have discovered that cookery can be an exceptional educational tool to many children who find learning tough, having the added benefit of helping to develop teamwork and communication skills.

Adopt a School is a way of life. It is about improving the lives of young people and changing habits so that the next generations can continue to benefit. We all believe strongly in the principle of good, sensible eating which is the key to healthy mind, body and nation and of invaluable benefit to social behaviour.

We also believe that the current approach towards food education needs to be transformed so that it has a secure and definitive place on the curriculum - for all children. Our workshops integrate with many key syllabus subjects i.e. History, Geography, Mathematics, Science, Politics, English and other languages.

Financial Review

The Statement and Financial Activities, Balance Sheet and following notes show the performance of the charitable company during the year.

The state of the nation's economy and the confidence factor are always a feature in fulfilling the plans of the Trust and this year is no exception. A great deal of time has been spent fund raising and with some success. We have managed to reach our target of children who have benefited from the Trust's work.

As in previous years, there has been great support from grant makers. The Savoy Educational Trust, a supporter since 1996 and the Worshipful Company of Cooks since 2000 and in 2015, 2016 and 2018 we received grants from the Garfield Weston Trust as well as the Worshipful Company of Innholders - all pillars of support both financially and morally. In addition, the University of West London has sponsored Ashley Marsh for 2 ½ days a week.

The Trustees have no need to be disappointed in the efforts of the team. Applications to grant making bodies are a constant part of the Trust's work to secure the future. But we are aware that we are one of many also seeking funding. We have unrestricted reserves of £180,166 and restricted reserves of £7,444 as at 31 December 2018.

**The Royal Academy of Culinary Arts
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**Trustees' and Directors' annual report (continued)
for the year ended 31st December 2018**

Structure, governance and management

The charitable company was incorporated on 16th January 2001 and is governed by its memorandum and articles of association. It is managed by its directors/ trustees.

New directors/trustees can be appointed by a majority vote of the existing directors/ trustees at a general meeting at which a quorum is obtained.

Statement of trustees' and directors' responsibilities

Charity and company law require 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 the surplus or deficit of the charity for that period. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for that period. In preparing those financial statements, the trustees 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 UK accounting standards and statements of recommended practice 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 company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

We intend to maintain our reserves at a level which is at least equivalent to the annual cost of remuneration and premises, viz c £200,000.

The trustees believe that this level of reserves is adequate to protect the charity from any major setback which might arise from a material short-term reduction in funding, and that staff remuneration would be protected until such time as any such situation could be remedied, or policies changed to reflect a different state of affairs.

At every Board meeting the Board reviews the amount of reserves that are required to ensure that they are adequate to fulfil our continuing obligations.

By Order of the Board Date


Sara Jayne Stanes OBE
Director/Trustee

16/7/19

Independent Accountants' Report to the members of

The Royal Academy of Culinary Arts

"Adopt-a-School" Trust

(a company limited by guarantee)

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of The Royal Academy of Culinary Arts "Adopt-a-School" Trust for the year ended 31 December 2018 set out on pages 5 to 11 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>

This report is made solely to the Board of Directors of The Royal Academy of Culinary Arts "Adopt-a-School" Trust, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of The Royal Academy of Culinary Arts "Adopt-a-School" Trust and state those matters that we have agreed to state to the Board of Directors of The Royal Academy of Culinary Arts "Adopt-a-School" Trust, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF as detailed at icaew.com. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The Royal Academy of Culinary Arts "Adopt-a-School" Trust and its Board of Directors as a body, for our work or for this report.

It is your duty to ensure that The Royal Academy of Culinary Arts "Adopt-a-School" Trust has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of The Royal Academy of Culinary Arts "Adopt-a-School" Trust. You consider that The Royal Academy of Culinary Arts "Adopt-a-School" Trust is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of The Royal Academy of Culinary Arts "Adopt-a-School" Trust. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.



Riches & Company

Chartered Accountants

Date **16.7.19**

34 Anyards Road
Cobham
Surrey
KT11 2LA

**The Royal Academy of Culinary Arts
“Adopt-a-School” Trust
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**Statement of financial activities
for the year ended 31st December 2018**

	Note	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
Incoming resources					
Donations		256,733	-	256,733	265,284
Interest income		272	-	272	1,550
		<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources		257,005	-	257,005	266,834
		<hr/>	<hr/>	<hr/>	<hr/>
Charitable expenditure					
Direct cost of activities in furtherance of the charity's objectives		20,611	144	20,755	11,787
Activity implementation costs	3	192,149	4,770	196,919	184,667
Management and administration	4	58,149	-	58,149	50,628
		<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended		270,909	4,914	275,823	247,082
		<hr/>	<hr/>	<hr/>	<hr/>
Net income for the year		(13,904)	(4,914)	(18,818)	19,752
Fund balances brought forward		167,751	38,677	206,428	186,676
Funds transfer during the year		26,319	(26,319)	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Fund balances carried forward		180,166	7,444	187,610	206,428
		<hr/>	<hr/>	<hr/>	<hr/>

The charitable company has no gains or losses other than those reported above, and therefore no separate statement of total recognised gains and losses has been presented.

All amounts relate to continuing activities.

**The Royal Academy of Culinary Arts
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**Balance sheet
at 31st December 2018**

	Note	2018 £	2017 £
Current assets:			
Hats and aprons stocks		3,855	2,220
Other debtors		19,607	16,083
Cash at bank		244,790	255,925
		<u>268,252</u>	<u>274,228</u>
Creditors: amounts falling due within one year	5	(80,642)	(67,800)
		<u></u>	<u></u>
Total net current assets		187,610	206,428
		<u></u>	<u></u>
Total assets less current liabilities		187,610	206,428
		<u></u>	<u></u>
Represented by:			
Funds			
Unrestricted funds	9	180,166	167,751
Restricted funds	9	7,444	38,677
		<u>187,610</u>	<u>206,428</u>
		<u></u>	<u></u>

For the financial period ended 31 December 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' and Directors' responsibilities:

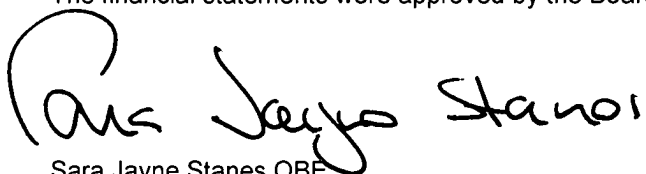
- The members have not required the company to obtain an audit of its financial statements for the period in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

**The Royal Academy of Culinary Arts
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**Balance sheet
at 31st December 2018 (continued)**

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board on Date 16/7/2019

A handwritten signature in black ink, reading "Sara Jayne Stanes". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Sara Jayne Stanes OBE
Director/Trustee

**The Royal Academy of Culinary Arts
“Adopt-a-School” Trust
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**Notes to the financial statements
for the year ended 31st December 2018**

1 Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards, the Companies Act 2006, the Charities Act 2011, the Charities SORP 2 (FRS 102) and the Financial Reporting Standard (FRS 102). The principal accounting policies adopted in the preparation of the financial statements are set out below.

The company is registered in England with registration number 04144824 and its registered office is 53 Cavendish Road, London, SW12 0BL, United Kingdom.

The company has taken advantage of the exemption in FRS 102 from the requirement to produce a cash flow statement on the grounds that it is a small company.

These financial statements are presented in sterling which is also the functional currency of the company.

The charity meets the definition of a public benefit entity under FRS 102.

The trustees have considered the financial position, forecasts and cash flows of the organisation and are satisfied that it is appropriate to prepare the accounts on a going concern basis.

1.2 Incoming resources

Income is recognised in the period in which the company is entitled to receipt and the amount can be measured with reasonable certainty. Income is deferred in accordance with the period of the donation as specified by the donor.

1.3 Resources expended

Expenditure is included on an accruals basis.

Costs of generating funds comprise those costs directly attributable to obtaining donations and sponsorship.

Management and administration comprises costs for the running of the company.

**The Royal Academy of Culinary Arts
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**Notes to the financial statements (continued)
for the year ended 31st December 2018**

1.4 Funds accounting

Funds held by the company are:

Unrestricted Funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted Funds - these are funds that can only be used for particular restricted purposes within the objects of the company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

1.5 Expenditure

Expenditure is recognised when a liability is incurred.

1.6 Taxation

As a registered charity, the company is exempt from liability to corporation tax on its charitable activities.

1.7 Leasing arrangements

Rentals payable under operating leases are charged to the unrestricted reserves on a straight-line basis over the lease term.

2 Operating profit

	2018 £	2017 £
Operating profit stated after charging:		
Accountants' remuneration	1,780	1,044
	<u> </u>	<u> </u>

3 Activity implementation costs

	2018 £	2017 £
Salaries and fees	160,104	142,596
Activities costs	20,394	27,248
Travel costs	16,421	14,823
	<u> </u>	<u> </u>
	196,919	184,667
	<u> </u>	<u> </u>

**The Royal Academy of Culinary Arts
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**Notes to the financial statements (continued)
for the year ended 31st December 2018**

4	Management and administration	2018	2017
		£	£
	Administration salaries and fees	28,122	23,127
	Office costs	15,263	15,871
	Telephone	1,020	1,400
	Accountancy fees	7,576	7,975
	Professional fees	5,276	-
	Computer costs	892	2,255
		<hr/>	<hr/>
		58,149	50,628
		<hr/>	<hr/>
5	Creditors: amounts falling due within one year	2018	2017
		£	£
	Other creditors	34,152	12,125
	Accruals and deferred income	46,490	55,675
		<hr/>	<hr/>
		80,642	67,800
		<hr/>	<hr/>
6	Staff costs	2018	2017
		£	£
	Gross wages and salaries	149,094	125,488
	Employer's National Insurance contributions	13,218	9,960
		<hr/>	<hr/>
		162,312	135,448
		<hr/>	<hr/>

No employee earned £60,000 per year or more for the years ended 31st December 2018 or 2017.

The average number of persons employed by the company was 5 (2017 – 5).

**The Royal Academy of Culinary Arts
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**Notes to the financial statements (continued)
for the year ended 31st December 2018**

7 Related parties/trustees' remuneration

The charitable company was formed to continue the Adopt-a-School activities previously carried on by The Royal Academy of Culinary Arts Limited, a company limited by guarantee, which changed its status from a friendly society on 30th September 2014.

The Royal Academy of Culinary Arts Limited recharged the following during the period:

	2018 £	2017 £
Salaries and fees	12,000	12,000
Other costs	16,608	16,431
	<hr/>	<hr/>
	28,608	28,431
	<hr/>	<hr/>

Included within the figure for salaries and fees recharged above is £12,000 (2017 - £12,000) paid to Sara Jayne Stanes, the Chief Executive and a trustee, to reimburse her for the work she performs administering the charitable company.

No remuneration was paid to the directors or trustees during the current and prior year.

No director or trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the current and prior year.

At 31st December 2018, The Royal Academy of Culinary Arts Limited owed the charitable company £570 (2017 – £1,211).

8 Company Status

The company has no share capital but is limited by guarantees for £10 from each of the directors/trustees.

9 Funds

Unrestricted funds relate only to the charitable company's general fund, for use as the trustees see fit.

Restricted funds relate to donations received for Schools Sessions run by the North East branch. These funds may only be used to contribute towards the costs of this activity as necessary.