

# Trustees' Annual Report for the period

Period start date	Period end date
From 6 April 2018	To 5 April 2019

## Section A

### Reference and administration details

Charity name

The Bennett Memorial Diocesan School Charity

Other names charity is known by

Registered charity number (if any)

1061647

Charity's principal address

Bennett Memorial Diocesan School

Culverden Down

Tunbridge Wells

Postcode

TN4 9SH

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Mr S P M Curtis	Chair		
3 Mrs S Midgley		To 22 May 2018	
4 Mr D R Ralph			
5 Mr R Tyson		To 22 May 2018	School Leadership Team
6 Mr J Sparke	Headteacher		Ex officio
7 Mrs S Curling		From 22 May 2018	School Leadership Team
8 Mr D Pate		From 22 May 2018	
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
The Incorporated Rochester Diocesan Board of Education	



## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Graeme Kingshott	7 St Stephen Street, Tonbridge, Kent TN9 2AB

Name of chief executive or names of senior staff members (Optional information)

## Section B

## Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Deed of Trust dated 4 March 1997 subject to a Supplemental Deed dated 24 September 2013 and a further amendment on 15 July 2015
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Headteacher of the Bennett Memorial Diocesan School (ex officio), a member of the school community nominated by the School's Leadership Team, and three trustees who are appointed by the existing Trustees from people who are Trustees of the Tenax Schools Trust or members of the school's local governing body at the time of their appointment. At least one Trustee of the charity must be a Trustee of the Tenax Schools Trust

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

As trustees, governors of the school or members of school staff, the trustees have received training and are familiar with the charity's aims and objectives.

The trustees do not believe the charity, as a grant-making body, is subject to any substantial risk beyond the liabilities disclosed in this report.

## Section C

## Objectives and activities



**Summary of the objects of the charity set out in its governing document**

The object of the trust is to advance the education of students attending the Bennett Memorial Diocesan School, Tunbridge Wells, Kent by making payments to the school leadership team and others for such purposes as the trustees may determine.

The trust raises funds primarily through donations from parents of students at the school. These funds are used to make grants to the school for activities or costs which are not covered by public funding. This enables the school to enhance the educational experience of students, particularly supporting the Christian ethos of the school and the wider curriculum.

As all of the trustees are also trustees of the Tenax Schools Trust or governors or teachers of the school, they are able to see how the charity money benefits the teaching and learning of students and therefore achieving the charity's objectives.

The trustees have considered charity commission guidance on Public Benefit and believe that as an academy serving the community this is clearly met.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance



## Section D

### Summary of the main achievements of the charity during the year

## Achievements and performance

This year the trust continued to act as the conduit for those making donations to the cost of constructing an all weather 3G sports pitch. This work has now been completed and the pitch is in use but contributions to the cost will continue for a number of years.

In addition, funds have been used to provide the following for the school:

- display cabinet for documents and artefacts relating to the history of the school
- art boards
- books for year 7
- library display unit
- athletics sand pit
- gym mats
- participation in KS3 Young Leader Award

The trustees have also continued to support the cost of Founders' Day and the Chaplaincy.



## Section E

### Financial review

**Brief statement of the charity's policy on reserves**

The trustees acknowledge that funds raised should be expended as soon as possible on the objectives of the school charity. Although the funds held by the charity are at times substantial, they are essentially of a short-term nature since they are always available to meet requests from the school to finance projects for the advancement of the education of its students.

**Details of any funds materially in deficit**

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The trustees have decided this year to continue to prepare receipt and payments accounts rather than accrual accounts. This simplified form of accounting is allowed under section 133 of the Charities Act 2011 provided the charity's gross income is not over £250,000.

The charity is fully cash-based and dependent on the support of parents and others in order to achieve its main objectives. The trustees are very grateful for the generous support still given by so many parents.

Parents usually give support through regular giving and at 5 April 2019 there were 434 donors through gift aid compared to 454 in 2018.

Regular monthly income from parents averaged £5,513 down marginally from £5,650 in 2018. Current trends in donations do not indicate any improvement in income during the next financial year. The trust does however currently receive additional donations relating to the 3G pitch project which are shown as restricted.

The trustees consider that as a grant making trust they are a going concern.

No trustee received remuneration or expenses during the year (2018 – nil)

## Section F

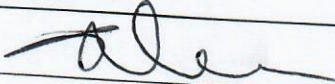
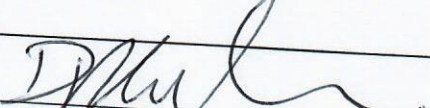
### Other optional information



**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	SIMON PETER MITTELL CURTIS	DAVID ROBERT RALPH
Position (eg Secretary, Chair, etc)	CHAIR	TRUSTEE S.
Date	26.9.19.	





The Bennett Memorial Diocesan School Charity

1061647

## Receipts and payments accounts

CC16a

For the period  
from

6th April 2018

To

5th April 2019

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations & Gifts	66,695	3,654		70,349	96,999
Gift Aid Tax	16,667			16,667	43,168
Interest	942			942	2,363
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	84,305	3,654	-	87,958	142,529
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	84,305	3,654	-	87,958	142,529
<b>A3 Payments</b>					
Donations to Bennett School	80,664	3,609		84,273	591,188
Bank Charges	180			180	172
Hire Charge					324
Independent Examination Fee	350			350	350
Costs of Fund Raising					200
Administration contribution	3,500			3,500	2,500
	-	-	-	-	-
<b>Sub total</b>	84,694	3,609	-	88,304	594,734
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	84,694	3,609	-	88,304	594,734
<b>Net of receipts/(payments)</b>	390	44	-	345	452,205
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	174,967			174,967	627,172
<b>Cash funds this year end</b>	174,577	44		174,622	174,967



# Section B Statement of assets and liabilities at the end of the period

## Categories

### B1 Cash funds

#### Details

Unrestricted funds  
to nearest £

Restricted funds  
to nearest £

Restricted funds  
to nearest £

Natwest Current Account
Natwest Reserve Account
Lloyds 32 day notice Account
Lloyds Business Account

100
29,956
132,688
11,833
174,577

-
-
-
44
44

-
-
-
-
-

#### Total cash funds

(agree balances with receipts and payments account(s))

### B2 Other monetary assets

#### Details

Unrestricted funds  
to nearest £

Restricted funds  
to nearest £

Restricted funds  
to nearest £


-
-
-
-
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-

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-
-

### B3 Investment assets

#### Details

Fund to which asset belongs

Cost (optional)

Cost (optional)



-
-
-
-
-
-
-

-
-
-
-
-
-
-

### B4 Assets retained for the charity's own use

#### Details

Fund to which asset belongs

Cost (optional)

Cost (optional)



-
-
-
-
-
-
-
-
-

-
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-
-

### B5 Liabilities

#### Details

Fund to which liability relates

Amount due (optional)

Amount due (optional)

Inde pendant Exam Fee


-
-
-
-

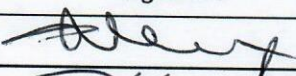

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Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

S.P.H. CURTIS  
D R RALPH

26.9.19.  
26/9/19



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/directors/ members of**

The Bennett Memorial Diocesan School Charity

**On accounts for the year ended**

5 April 2018

**Charity no.:**

1061647

**Set out on pages**

1 - 5

**Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

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

**Basis of independent examiner's statement**

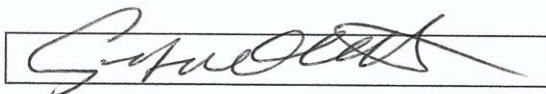
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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 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 statement below.

**Independent examiner's statement**

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

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records;
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

**Signed:**



**Date:**

02 November 2019



**Name:** Graeme Paul Kingshott

**Relevant professional qualification(s) or body (if any):** ACA - ICAEW

**Address:** 17 Edgehill Road  
Sheffield  
S7 1SP

**Section B**

**Disclosure**

**Give here brief details of any items that the examiner wishes to disclose.**