



# Trustees' Annual Report

for the period

From (start date) 01/04/18 to (end date) 31/03/19

## Section A

### Reference and administration details

Charity name

BUCKLAND OLD SCHOOL TRUST.

Other names the charity is known by

Registered charity number (if any)

1069992

Charity's principal address

QUEENSMED  
BUCKLAND  
NEAR AYLESBURY

Postcode HP225HZ

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	CAROLE PATERNOSTER		WHOLE YEAR	
2	PHILIP HEDGES		WHOLE YEAR	
3	PAULINE GRAVES		WHOLE YEAR	
4	REV SALLY BOTTOYER		WHOLE YEAR	
5	ANTHONY PENN		WHOLE YEAR	
6				
7				
8				
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

## Section A

## Reference and administration details (continued)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address
ADVISOR	KEITH DALL	4 DAWBY WALK AYLESBURY MK20 1LW.

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)

CONSTITUTION

How the charity is constituted  
(eg trust, association, company)

TRUST

Trustee selection methods  
(eg appointed by, elected by)

APPOINTMENT

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.

## Section C

## Objectives and activities

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

MAINTAIN AND HIRE OF THE OLD  
SCHOOL HALL AND COTTAGE

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

Summary of the main achievements of the charity during the year

MAINTAIN PROPERTY

**Section E****Financial review**

Brief statement of the charity's policy on reserves

TO ENABLE THE GRADE II LISTED BUILDINGS TO BE MAINTAINED FOR 24 MONTHS

Details of any funds materially in deficit

NONE

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.

**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)

KEITH DALE

Position (as Secretary, Chair, etc)

**Charity No 1069992**

Buckland Old School Trust  
Trustees' Reports and Accounts  
For the Year Ending 31<sup>st</sup> March 2019.

Buckland Old School Trust

## Charity No 1069992

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## Charity No 1069992

### Charity Information

Trustees	Carole Paternoster	
	Philip Hedges	
	Pauline Graves	
	Reverend Sally Bottomer	Appointed 11 <sup>th</sup> May 2018
	Anthony Penn	

Charity No 1069992

Charity Offices  
Queensmead  
Buckland  
Near Aylesbury  
HP22 5HZ

Independent Examiner  
KDA Accountants Ltd  
4 Denby Walk  
Aylesbury  
HP20 1LW

Bankers  
Lloyds & Nat West Banks PLC

Buckland Old School Trust

## **Charity No 1069992**

The Trustees present their report and account for the year ending 31<sup>st</sup> March 2019

### **Trustees**

The Trustees named on page 1 of this report have served the charity throughout the financial year except where stated. Appointment of the Trustees' is governed by its constitution of the charity. The board of Trustees is authorised to appoint new Trustees' to fill vacancies arising through the resignation or death of an existing Trustee.

### **Investment Powers**

The Trustees' have been empowered to make investments on behalf of the charity through a trust deed.

### **Constitution, Objects and Policies**

### **Activities and Achievements**

Rental of the cottage in the grounds. Hall activities are to hire the hall for various local societies, clubs and parties

Key member of staff, there is no key member of staff as there are no employees.

The trustees are on continual training to keep abreast with current charity commission legislation

Buckland Old School Trust

Trustees' Report for The Year Ending 31<sup>st</sup> March 2019



## Charity No 1069992

Over the past year there have been no changes to the trustees but with the continued hard work all past and present trustees, the hall is maintained and provides a quality service to local community groups.

### Statement of Trustees Responsibilities

The Trustees are required under the constitution of the charity to prepare financial statements for each financial year.

The trustees' are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

### Reserves

The Trustees' consider that reserves held are sufficient to continue the support of the Buckland Old School Trust in future years.

### Risk

The Trustees actively review the major risks which the charity faces on a regular basis and have also examined other operational and business risks faced by the charity. The Trustees confirm that they have established systems to mitigate the significant risk.

### Approval

This report was approved by the Trustees on the \_\_\_\_\_ and signed by the Treasurer on their behalf.

\_\_\_\_\_

Date \_\_\_\_\_

Chairperson

Independent Examiners Report

## Charity No 1069992

I am reporting to the Trustees' of Buckland Old School Trust on the accounts for the years end 31<sup>st</sup> March 2019, as set out in pages 8 to 10 of this reports.

### Respective Responsibilities of the Trustees' and Examiner

The charity's Trustees consider that an audit is not required for their accounts under section 43(2) of the charities act 1993, and that an independent review is required.

It is my responsibility.

- To examine the accounts (under section 43 of the Act).
- To follow the procedures laid down in the general directions given by the Charity Commission (under section 43(7)(b) of the act.
- To state whether particular matters have come to my attention.

### Basis on Independent Examiners' 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 explanation from the Trustees' concerning 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 of the accounts.

### Independent Examiner's Statement

In the course of my examination, there were items that came to my attention, these have been addressed for forthcoming accounts.

Which gives me no reasonable cause to believe that, in any material respect, the Trustees have met the requirement to ensure that.

Proper accounting records are kept in accordance with section 41 of the act.

Accounts are prepared which agree with the accounting records and comply with the accounting requirements of the act.

To which in my opinion, attention should be drawn in order to obtain a proper understanding of the accounts to be reached.

I can confirm that none of the Trustees or related parties have gained any advantage or have been paid by the charity for any services.

Signed:\_\_\_\_\_

Date\_\_\_\_\_

KDA Accountants.

# Charity No 1069992

	Year To 2019 £	Year To 2018 £
Income		
Hire of Hall	9,315	9,821
House Rental Income	13,200	12,736
Interest /Other	23	25
Refunds	6,515	2,126
Total	<u>29,053</u>	<u>24,708</u>
Cost of Sales		
Commission	-1,469	0
Charitable Expense		0
Total	<u>-1,469</u>	<u>0</u>
Gross Profit / Loss	<u>27,584</u>	<u>24,708</u>
Distribution Costs	0	0
Administration Costs	-13,091	-15,503
Other Operating Costs	0	0
	<u>-13,091</u>	<u>-15,503</u>
Surplus / Loss on Ordinary Activities	<u>14,493</u>	<u>9,205</u>
Represented By:		
Balance BFD	33,000	-9,300
Surplus / Loss	14,493	9,205
Current Accounts	34,474	30,216
Balance TBCF	<u>47,493</u>	<u>30,121</u>
Reserves		
Balance BFD		
Reserve Accounts	67,884	67,861
Balance	<u>115,376</u>	<u>97,982</u>

**Notes to the Accounts for the Year Ending 31<sup>st</sup> March 2019**

**1. Accounting Policies**

**Bases of Preparation of Accounts**

The accounts are prepared on the receipts and payments basis and include the results of the charity's operations which are described by the Trustees' report, all of which are continuing.

The charity has taken advantage of the exemption in financial reporting standard number 1, from the requirement to produce a cash flow statement on the grounds that it qualifies as a small charity.

**Income**

All income is accounted for as received by the charity. The income is shown gross, with the associated costs included in the expenses, except for items where the charity receives money for re-imbursement for costs expended. Income coming from under these headings is deducted from the expenditure to which it relates.

**Value Added Tax**

VAT is not recoverable by the charity and as such is included in the relevant costs in the receipt and payments account.

**Study Grants Restricted income and Expenditure**

The charity restricted revenue has been expended properly throughout the year.

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Chairperson

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Date

**This Page Does Not Form Part of the Accounts and Is for Information Only**

**Detailed Expenditure Report for the Year 31<sup>st</sup> March 2019.**

## Charity No 1069992

	Year to 2019		Year to 2018	
	£	£	£	£
Administration Costs				
Utilities	-2,540		-4,489	
Insurance	-2,245		-2,297	
Cleaning	-3,484		-3,020	
Administration Costs	-341		-518	
Professional Fees	-1,666			
Premises Costs	-12,684		-5,061	
		<u>-22,961</u>		<u>-15,386</u>

**Charity No 1069992**

Buckland Old School Trust  
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Buckland Old School Trust

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Buckland Old School Trust



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