

Derby Japanese School

Report and Financial Statements

31 March 2019

| Trustees | Representative | | |
|--------------------------------------|--------------------------------------|--------------------------|-------------|
| Toyota Motor Manufacturing (UK) Ltd | Mr Teramoto (Chair of the Board) | | |
| Toyota Motor Manufacturing (UK) Ltd | Mr Ada (Chair of the Committee) | (resigned 31 Dec. 2017) | (Committee) |
| Toyota Motor Manufacturing (UK) Ltd | Mr Okada (Chair of the Committee) | (appointed 9 Apr. 2018) | (Committee) |
| Toyota Motor Manufacturing (UK) Ltd | Mr Kuroda | | (Committee) |
| Toyota Tsusho U.K. Ltd | Mr Nishikubo | (resigned 27 Mar. 2018) | (Committee) |
| Toyota Tsusho U.K. Ltd | Mr Ishida | (appointed 27 Mar. 2018) | (Committee) |
| Aisin Europe Manufacturing (UK) Ltd | Mr Adachi | | (Committee) |
| Aioi Nissay Dowa Insurance of EU Ltd | Mr Ujiie | (resigned 29 Mar. 2018) | |
| Aioi Nissay Dowa Insurance of EU Ltd | Mr Sugii | (appointed 29 Mar. 2018) | |
| Bank of Tokyo Mitsubishi (UK) Ltd | Mr Maruta | (resigned 28 Mar. 2018) | |
| Bank of Tokyo Mitsubishi (UK) Ltd | Mr Karasawa | (appointed 28 Mar. 2018) | |
| Koito Europe Ltd | Mr Hiroshima | | |
| Mitsui Marine Insurance, EU Ltd | Mr Komagome | | |
| N.V. MSE Europe S.A. | Ms Shirai | (resigned 6 Dec. 2017) | |
| Nippon Express UK Ltd | Mr Saito | | |
| NSK Europe Ltd | Mr Kamura | | (Committee) |
| NTN Bearings (UK) Ltd | Mr Shibata | | |
| Toray Textile Europe | Mr Ishimine | | |
| Toyoda Gosei UK Ltd | Mr Yamashita | | (Committee) |
| M.O. Air International (UK) Ltd | Mr Kozai | | |
| Tsubakimoto UK Ltd | Mr Sekiguchi | (resigned 8 Jan. 2019) | |
| Sumitomo Electric Wires Sys EU Ltd | Mr Muta | | |
| Toyota Motor Manufacturing (UK) Ltd | Mr Matsuda | | (Committee) |
| | | | |
| | | | |

Principal address

Derby Japanese School
c/o Derby College Broomfield Hall, Morley, Derby DE7 6DN

Correspondence address

Derby Japanese School
c/o Derby College Broomfield Hall, Morley, Derby DE7 6DN

Notes to the financial statements

at 31 March 2019

The Trustees present their report and financial statements for the year ended 31 March 2019.

The financial statements have been prepared on the accounting policies set out in note 1 and comply with the charity's trust deed, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities".

Objects

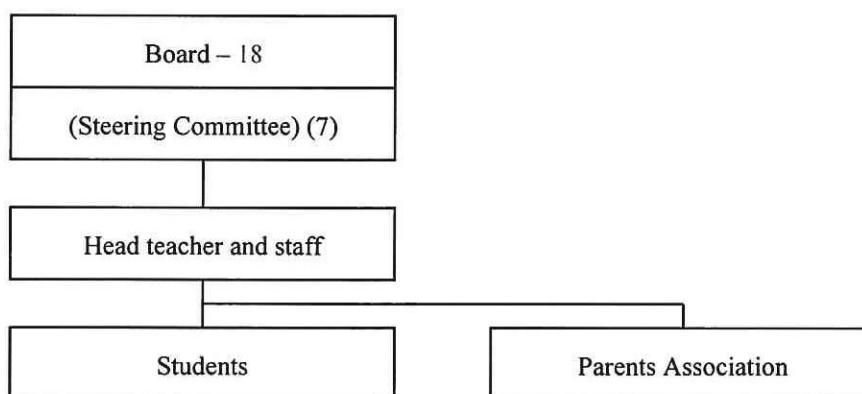
- To advance the education, physical and social training of any children aged 6 to 18 years of age and in particular to further their knowledge of Japanese culture and language in accordance with Japanese educational principles.
- To provide education to the children of Japanese parents temporarily or permanently resident in the United Kingdom.

Organisational structure

The school is run by a Board made up of members of the school. Membership is subject to approval by the Annual General Meeting of the school and is open to companies and individuals who have made a significant contribution to the school and paid annual subscriptions. Current members are listed on page 1.

The Board elects a steering committee at the Annual General meeting to direct the day to day management of the affairs of the school. Members of the Committee are marked on page 1.

The chairman for the year was Mr Teramoto of Toyota Motor Manufacturing (UK) Limited. The chairman for the Steering Committee was Mr Okada of the Toyota Motor Manufacturing (UK) Limited; There has been no vice-chairman this year. The treasurer was Mr Kuroda of Toyota Motor Manufacturing (UK) Limited.



Activities for the year

As at 31 March 2019 the school had a total of 114 (2018 - 108) students varying in age from 6 to 18 and including a small number of English children. Twelve classes were held each Saturday consisting of Japanese and Mathematics lessons. All pupils successfully completed internal examinations to continue to the next grade and attendance was maintained at over 80%.

Notes to the financial statements

at 31 March 2019

Financial results

The school was pleased to report income at £153,440 (2018 - £142,180). However, teacher salaries of £137,661 (2018 - £106,759) was major expense for the year and accounted for 86% (2018 - 86%) of expenditure. Other major items of expenditure were books and publications at £10,425 (2018 - £9,318) and educational supplies at £1,244 (2018 - £1,496).

Statement of trustees' responsibilities in respect of the financial statements

The Trustees are responsible for the preparation of financial statements for each financial year which gives a true and fair view of the state of affairs of The Charity and of the income and expenditure of the Charity for that year. In order for those financial statements to give a true and fair view, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any 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 Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which 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 1993. The Trustees 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.

On behalf of the board



K. Okada
Chairman of the Steering Committee

24 January 2019

Independent Examiner's Report

Report to the trustees/
members of

DERBY JAPANESE SCHOOL

On accounts for the year ended

31st MARCH 2019

Charity no
(if any)

1047319

Set out on pages

Five to Ten

Respective responsibilities of
trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), 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 I do not express an audit opinion on the accounts.

Independent
examiner's statement

- In the course of my examination, no matter has come to my attention -
1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

DAVID AVERY

Date: 22/01/20

Name: David Avery

Relevant professional
qualification(s) or body (if any):

Associate, Chartered Institute of Management Accountants

Address:

c/o TOYOTA MOTOR MANUFACTURING (UK) LTD
Burnaston, Derbyshire, East Midlands, DE1 9TA, United Kingdom

Balance sheet

at 31 March 2019

| | Notes | 2019 £ | 2018 £ |
|---------------------------|-------|-----------|-----------|
| Fixed assets | | | |
| Tangible assets | 10 | — | — |
| Current assets | | | |
| Debtors | 11 | 21,370 | 5,130 |
| Cash at bank and in hand | 12 | 201,755 | 225,207 |
| | | 223,125 | 230,337 |
| Creditors | 13 | 0 | 0 |
| | | 223,125 | 230,337 |
| Net current assets | | 223,125 | 230,337 |
| Net assets | | 223,125 | 230,337 |
| Accumulated funds | | | |
| Unrestricted funds | 14 | 223,125 | 230,337 |

Approved by the board of trustees:



K. Okada
Chairman of the board of trustees

24 January 2019

Notes to the financial statements

at 31 March 2019

1. Accounting policies

Basis of preparation

The financial statements are prepared under the historical cost convention and comply with the Statement of Recommended Practice "Accounting and Reporting by Charities" and applicable accounting standards.

School fees

Fees receivable in respect of each school term are accounted for on an accruals basis. Entrance fees are recorded on an accruals basis.

Japanese Government grants

Japanese Government grants are accounted for on an accruals basis.

Expenditure

Expenditure is classified under the principal categories of educational (direct charitable) and other expenditure rather than the type of expense, in order to provide more useful information to users of the financial statements.

Educational expenditure comprises direct expenditure including direct staff costs attributable to the activity. Where costs cannot be directly attributed, they have been allocated to activities on a basis consistent with the use of the resources. Management and administration costs are those incurred in connection with the management of the school assets, organisational administration and compliance with constitutional and statutory requirements.

Fund accounting

General funds are available for use at the discretion of the trustees in furtherance of the general objectives of the school.

Restricted funds are funds subject to specific restriction imposed by donors.

Tangible fixed assets

Tangible fixed assets are stated at cost. Depreciation is provided on all tangible assets at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

| | | |
|------------------|---|---------|
| Office equipment | - | 4 years |
|------------------|---|---------|

Taxation

The school has charitable organisation status and therefore is not subject to taxation.

2. Donations

Companies, when they begin association with the school, generally pay certain donations (usually according to the size of the company). In line with the accounting policy suggested by the Charity Commission, such donations have been treated as income of the school.

Notes to the financial statements

at 31 March 2019

3. School fees

| | 2019 | 2018 |
|----------|---------------|---------------|
| | £ | £ |
| Entrance | 1,500 | 1,950 |
| Term | 98,222 | 90,922 |
| | <u>99,722</u> | <u>92,872</u> |

All the above fees arise from the school's activity within the United Kingdom.

4. Japanese government grants

Japanese Government grants comprise £21,458 (2018 - £20,995) in respect of locally employed teaching personnel from 1 April 2018 to 31 March 2019.

5. Company subscriptions

Companies whose personnel have children attending the school pay a subscription which is dependent on the number of children attending the school as follows:

£600 + £120 x number of children.

6. Other income

Other income mainly comprises the school annual outing, summer school and the school photograph and is receivable from the parents of the pupils.

7. Net incoming/(outgoing) resources

This is stated after charging:

| | 2019 | 2018 |
|--|----------|----------|
| | £ | £ |
| Independent examiner's remuneration: | | |
| Accountancy and other services (including VAT) | 0 | 0 |
| | <u>0</u> | <u>0</u> |

8. Total resources expended

| | Staff costs | Office costs | Total 2019 | Total 2018 |
|---|----------------|---------------|----------------|----------------|
| | £ | £ | £ | £ |
| Education | 104,852 | 22,991 | 127,843 | 97,291 |
| Management and administration of the school | 32,809 | — | 32,809 | 26,618 |
| | <u>137,661</u> | <u>22,991</u> | <u>160,652</u> | <u>123,909</u> |

Notes to the financial statements

at 31 March 2019

9. Staff Cost

| | 2019 | 2018 |
|--|----------------|----------------|
| | £ | £ |
| Wages and salaries (=Salary, Tax, ee's NIC, Pension) | 137,078 | 103,764 |
| Social security costs (=er's NIC,Pension) | 583 | 2995 |
| | <u>137,661</u> | <u>106,759</u> |

There were 15 employees (averaged monthly) (2018 - 14 employees). There was no employee earning remuneration exceeding £40,000 per annum.

10. Tangible fixed assets

| | Office equipment £ |
|-----------------------------------|--------------------------|
| Cost: | |
| At 1 April 2018 and 31 March 2019 | — |
| Depreciation: | |
| At 1 April 2018 and 31 March 2019 | — |
| Net book value: | |
| At 1 April 2018 and 31 March 2019 | — |

Fixed assets are used for direct charitable purposes.

11. Debtors

| | 2019 | 2018 |
|----------------------|--------|-------|
| | £ | £ |
| Due within one year: | | |
| Grants receivable | 21,370 | 5,130 |

Notes to the financial statements

at 31 March 2019

12. Cash at bank and in hand

| | 2019 | 2018 |
|----------------------|----------------|----------------|
| | £ | £ |
| Money market account | 159,575 | 158,492 |
| Current account | 42,180 | 66,715 |
| Petty cash | — | — |
| | <u>201,755</u> | <u>225,207</u> |

13. Creditors

| | 2019 | 2018 |
|----------|------|------|
| | £ | £ |
| Accruals | — | — |

14. Statements of funds

| | <i>At 1 April 2018 £</i> | <i>Movement in resources: Income Expenditure £ £</i> | | <i>At 31 March 2019 £</i> |
|--------------------|--------------------------------------|--|----------------|---------------------------------------|
| Unrestricted funds | 230,337 | 131,982 | 139,194 | 223,125 |
| Restricted funds | — | 21,458 | 21,458 | — |
| | <u>230,337</u> | <u>153,440</u> | <u>160,652</u> | <u>223,125</u> |

Restricted funds comprise a grant from the Japanese Government, to fund salaries for Japanese teachers.

15. Trustees' remuneration and expenses

The trustees did not receive any remuneration or reimbursement of expenses from the charity in either year.

Statement of financial activities

for the year ended 31 March 2018

| | | | <i>Total</i> | <i>Total</i> |
|---|---------------------|-------------------|----------------|----------------|
| | <i>Unrestricted</i> | <i>Restricted</i> | <i>funds</i> | <i>funds</i> |
| | <i>funds</i> | <i>funds</i> | <i>2018</i> | <i>2017</i> |
| <i>Notes</i> | <i>£</i> | <i>£</i> | <i>£</i> | <i>£</i> |
| Incoming resources | | | | |
| Incoming resources from generated funds: | | | | |
| Bank interest receivable | 783 | — | 783 | 1,114 |
| Incoming resources from charitable activities: | | | | |
| Donations | 2 5,866 | — | 5,866 | 5,503 |
| School fees | 3 92,872 | — | 92,872 | 72,559 |
| Japanese Government grants | 4 — | 20,995 | 20,995 | 23,709 |
| Company subscriptions | 5 16,360 | — | 16,360 | 16,320 |
| Other | 6 5,303 | — | 5,303 | 3,808 |
| Total incoming resources | 121,185 | 20,995 | 142,180 | 123,013 |
| Resources expended | | | | |
| Charitable activities: | | | | |
| Wages and salaries (=Salary, Tax, ee's NIC) | 56,900 | 20,995 | 77,895 | 77,309 |
| Social security costs (=er's NIC) | 2,246 | — | 2,246 | -5,346 |
| Educational supplies | 1,496 | — | 1,496 | 1,918 |
| Books and publications | 9,318 | — | 9,318 | 11,099 |
| Training | 873 | — | 873 | 876 |
| Postage and telephone | 356 | — | 356 | 344 |
| School events | 361 | — | 361 | 512 |
| Carriage and travel | — | — | — | — |
| Insurance | 1,578 | — | 1,578 | 1,442 |
| Depreciation | — | — | — | — |
| Other | 3,168 | — | 3,168 | 1,217 |
| Governance costs: | | | | |
| Independent examiners fees | 7 — | — | — | — |
| Management and administration: | | | | |
| Wages and salaries (=Salary, Tax, ee's NIC) | 25,869 | — | 25,869 | 24,493 |
| Social security costs (=er's NIC) | 749 | — | 749 | 2,743 |
| Total resources expended | 102,914 | 20,995 | 123,909 | 116,607 |
| Net incoming/ (outgoing) resources | 18,271 | — | 18,271 | 6,406 |
| Reconciliation of funds | | | | |
| Total funds brought forward | 212,066 | — | 212,066 | 205,660 |
| Total funds carried forward | 230,337 | — | 230,337 | 212,066 |

There were no recognised gains or losses in either year other than the net outgoing movement in resources for each year.