

**Westminster  
Cathedral  
Choir  
School**

**Annual Report and Accounts**

31 August 2020

Charity Registration Number  
1063761

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## Reference and administrative details of the charity and its Corporate Trustee

### **Trustee of the charity**

The charity is controlled by the "Westminster Roman Catholic Diocese Trustee" (WRCDT), a company limited by guarantee. The company does not conduct any trade or business for its own account and has no assets or liabilities. Its sole purpose is to act as trustee for a number of trusts and funds. The principal of these is the Westminster Roman Catholic Diocesan Trust.

The Directors of Westminster Roman Catholic Diocese Trustee (herein referred to as Trustees) are:

His Eminence Cardinal V Nichols  
Rt Rev J Sherrington  
Rt Rev N Hudson  
Rt Rev P McAleenan  
Rt Rev Mgr M Hayes  
Rt Rev Mgr J O'Boyle  
Mr C Kemball  
Mr A Ndoca  
Dame C Bowe  
Mr K Ingram  
Mr E Craston

### **President of the School**

His Eminence Cardinal V Nichols

### **The Board of Governors**

#### ***Chairman***

Mr David Heminway  
Mrs Julie Buclez  
Mrs Maria Church (resigned 13 November 2019)  
Mrs Kate Finch  
Martin Hattrell  
Dr Marco Liviero (resigned 24 February 2020)  
Mrs Marta Luiz  
Mrs Flora Lyon  
Rev Alexander Master (Private Secretary to the Cardinal)  
Mr Mike Pittendreigh (Assistant Director of Education for the Diocese)  
Mr Nick Robinson (appointed September 2019)  
Rev Stuart Seaton  
Canon Christopher Tuckwell (deceased 26 June 2020)  
Mr Stephen Withnell (resigned 5 March 2020)  
Fr Sławomir Witoń (Cathedral Administrator) (appointed 11 November 2020)

## Reference and administrative details of the charity and its Corporate Trustee

<b><i>In attendance at Governors' meetings</i></b>	The Head Master – Mr Neil McLaughlan The Master of Music – Mr Martin Baker (resigned 31 December 2019) The Assistant Master of Music- Mr Peter Stevens The Bursar – Mrs Joanna Stephens The Deputy Head (Pastoral)- Mr Edward Graham The Director of Admissions- Miss Lucy Auger
<b>Clerk to the Governors</b>	Mrs Joanna Stephens
<b>Principal address</b>	Westminster Cathedral Choir School Ambrosden Avenue London SW1 1QH
<b>Charity registration number</b>	1063761
<b>Auditor</b>	Buzzacott LLP 130 Wood Street London EC2V 6DL
<b>Bankers</b>	HSBC Bank plc 69 Pall Mall London SW1Y 5EY

## **Report of the Directors of the Corporate Trustee Year to 31 August 2020**

### **Introduction**

The Directors of the Corporate Trustee (hereafter referred to as the Trustees) present their statutory report together with the accounts of the Westminster Cathedral Choir School (the charity or School) for the year ended 31 August 2020.

The accounts have been prepared in accordance with the accounting policies set out on pages 19 to 23 of the attached accounts and comply with the charity's trust deed, applicable laws and 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).

### **Structure, governance and management**

#### ***Constitution***

Westminster Cathedral Choir School is governed by a trust deed dated 8 July 1997 and is registered with the Charity Commission, Charity Registration No 1063761.

#### ***Status***

Westminster Cathedral Choir School (WCCS) was founded by Cardinal Herbert Vaughan in 1902 to provide boarding Choristers and Exhibitioners to sing the daily capitular liturgy in the then new Cathedral. In 1976 day boys were introduced and in 2017 a Pre Prep was added. Current numbers stand at 262 boys, aged 4-13. The School is divided into nine year groups (National Curriculum Years Reception to Year 8). There are approximately 30 boys in each year group.

WCCS is situated within the precincts of Westminster Cathedral and is Roman Catholic by foundation. The Head Master is a member of the Incorporated Association of Preparatory Schools (IAPS), the Catholic Independent Schools' Conference (CISC) and the Choir Schools' Association (CSA).

#### ***Organisation***

Ultimate responsibility for the charity lies with the Directors of Westminster Roman Catholic Diocese Trustee (WRCDT) (the Trustees).

#### ***Trustees and Governors***

The Trustees i.e. the Directors of the Corporate Trustee are appointed by the Archbishop of Westminster.

## Report of the Directors of the Corporate Trustee Year to 31 August 2020

### Structure, governance and management (continued)

#### *Trustees and Governors (continued)*

The Trustees who have been in office since 1 September 2019 are as follows:

	<b>Appointed/resigned</b>
His Eminence Cardinal V Nichols	
Rt Rev J Sherrington	
Rt Rev N Hudson	
Rt Rev P McAleenan	
Rt Rev Mgr M Hayes	
Rt Rev Mgr J O'Boyle	
Miss L Ferrar	Resigned 31 December 2019
Rt Hon R Kelly	Resigned 25 February 2021
Mr C Kemball	
Mr A Ndoca	
Dame C Bowe	
Mr K Ingram	Appointed 11 September 2019
Mr E Craston	Appointed 23 April 2020

On agreeing to become a Director of the Corporate Trustee, the Trustees are thoroughly briefed by their co-Trustees on the history of the charity, the day-to-day management, the responsibilities of the Trustees, the current objectives and future plans. The Trustees are also encouraged to attend any courses which they feel are relevant to the development of their role and to keep up-to-date on any changes in legislation.

The Trustees are ultimately responsible for the policies, activities and assets of the charity. The Archbishop appoints a Chairman of the Board of Governors who appoints other governors for a fixed term in consultation with the Archbishop. The Governors work with the Trustees in determining the general direction of the School and operate within powers set out in an Instrument of Government. They meet during the year to review the developments with regard to the charity, its activities and make any important decisions. When necessary, the Trustees and/or Governors seek advice and support from the charity's professional advisers including solicitors and accountants. The Bursar undertakes the day to day management of the charity's activities, the implementation of policies, administers payments and keeps the books and records of the charity.

The names of the Governors are given on page 1.

At their meetings the Governors review the latest management accounts including budget forecasts.

#### ***Trustees' and Governors' expenses***

No Trustee or Governor received any remuneration or expenses from the charity in connection with his/her duties as a Trustee or Governor during the year. No Trustee or Governor had any beneficial interest in any contract with the charity.

**Structure, governance and management (continued)**

***Responsibilities of the Trustees***

The Trustees are responsible for preparing the Annual Report and Accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these accounts, the Trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in 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);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- ◆ prepare the accounts 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 that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the applicable Charity (Accounts and Reports) Regulations and the provisions of the trust deed. They 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.

***Key management personnel***

The Trustees and Governors consider that they, together with the Senior Management Team (SMT), comprise the key management of the charity in charge of directing and controlling, running and operating the School.

As noted above, neither the Trustees nor the Governors receive any remuneration in respect to their services. The Governors meet at least once a term and there is regular formal and informal communication between the Governors, the Trustees and members of the SMT.

Day to day management of the School is the responsibility of the Senior Management Team. This consists of the Head Master, Deputy Head Pastoral, Head of Boarding, Director of Studies, Head of Pre-Prep, Director of Admissions and Bursar. The SMT meets weekly to discuss any operational, safeguarding or staff matters.

**Structure, governance and management** (continued)

***Key management personnel*** (continued)

The remuneration of members of the SMT is reviewed annually by the Governors' Remuneration Committee. This Committee considers market pay levels (using external survey data where available), individual performance over the year and any changes in responsibilities. Those members of the SMT that also teach will have a portion of their salary determined by the main teaching pay scale.

***Risk management***

The Trustees delegate risk management to the School's Governing Body – principally through its Pastoral and Finance Committees, which meet termly. The School is also represented at the Health, Safety and Fire Committee of the Westminster Roman Catholic Diocesan Trust. Risks are identified and assessed, and controls established throughout the year.

The key controls used by the School include:

- ◆ Formal agendas for all committee meetings
- ◆ Strategic planning, budgeting and management accounting
- ◆ Established organisational structure and lines of reporting
- ◆ Formal written policies, including safeguarding and child protection
- ◆ Clear authorisation and approval level
- ◆ Maintenance of a risk register

Through the risk management processes established for the School, the Governors are satisfied that the major risks identified have been mitigated. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

***Principal risks and uncertainties***

The principal risks and uncertainties facing the charity are detailed in a risk register. Other than the risks associated with the Covid-19 pandemic which are described later in this report, the principal risks and the strategies applied by the Trustees and Governors for managing these are outlined below.



**Structure, governance and management (continued)**

***Principal risks and uncertainties (continued)***

- ◆ ***Safeguarding:*** Compliance with safeguarding regulation is a key management concern because of the associated reputational risk for non-compliance. The School has a Designated Safeguarding Lead and a Safeguarding Governor who is responsible for ensuring the policies and procedures comply with the latest Independent Schools Inspectorate (ISI) regulations and *Keeping Children Safe in Education*, and are implemented in all aspects of the School's operation. Advice is sought from Westminster Local Authority Designated Officer (LADO) as appropriate. Each member of staff receives safeguarding training at induction and this is repeated annually at staff INSET training. The Senior Management Team receives additional training on safer recruitment. The Deputy Head (Pastoral) and Designated Safeguarding Lead reports any pastoral or safeguarding matters to the SMT weekly, and to the Governors' Pastoral Committee and full Governors' meetings termly.
  
- ◆ ***Fall in pupil numbers:*** A reduction in pupil numbers would result in a fall in income which, over the long term, could affect the overall financial security of the School. At present this is considered a low risk as the School benefits from a strong market position, and demand for places is high. The School carefully monitors Open Morning attendances and registration numbers to ensure any deterioration of this position is quickly identified and addressed. The introduction of the Pre-Prep substantially reduces the School's reliance on a small, and dwindling, number of Pre-Prep feeder schools, and affords the School greater control of its pupil intake.
  
- ◆ ***Opening of a Pre-Prep:*** The charity opened a Pre-Prep for boys aged 4 to 8 in September 2017. This presents an operational risk as the School has not previously offered education to boys below Year 3, or 7 years old. There is also financial risk as substantial rent payments must be met to occupy the pre-prep building. A detailed ten-year business plan and cash flow modelling for both the Prep and Pre-Prep schools has been completed. Financial performance against this model is, and will continue to be, closely monitored by the Finance Committee. There is total confidence in the charity's ability to meet this business plan and cash flow remains strong.
  
- ◆ ***Reputational risk:*** The School may attract media interest due to the profile of both Westminster Cathedral and the Westminster Cathedral Choir. Inaccurate media coverage creates a potential reputational risk for the School. The School will seek professional advice where necessary to reduce this risk and closely monitors pupil registrations to ensure that any link between adverse press coverage and pupil registrations is noted and addressed.
  
- ◆ ***Structural risk:*** There is the potential for conflicts of interest to arise between the School and Westminster Roman Catholic Diocesan Trust (see below) due to both sharing the same corporate trustee. A working party was formed in September 2020 to revisit and review the processes for managing potential conflicts of interests between the charities.

## Report of the Directors of the Corporate Trustee Year to 31 August 2020

### **Structure, governance and management** (continued)

#### ***Principal risks and uncertainties*** (continued)

To achieve this the working party is:

- ◆ Reviewing the present constitutional and governance arrangements for the Trust and the School (to the extent they are relevant to the relationship between the charities);
- ◆ Reviewing the current conflict management policies and registers of the Trust and School;
- ◆ Considering the nature and extent of conflicts that might arise between the Trust and the School;
- ◆ Making recommendations on the identification, disclosure and (where possible) management of any future conflicts that might arise.

The working party is due to report its findings to the Trust and the School in March 2021.

#### ***Connected charity***

The Trustees are also responsible for Westminster Roman Catholic Diocesan Trust, a registered charity, Charity Registration Number 233699. A working party has been formed to consider the existing relationship between the School and the Trust and formulate proposals for what more might possibly be done to regulate and manage appropriately any conflicts of interest that may arise.

#### ***Objectives and activities***

The general aims of the charity are the advancement of the Roman Catholic Religion and the advancement of education in the Roman Catholic tradition. The charity aims to train boys in church choral music through the operation of Westminster Cathedral Choir School.

In planning the activities of the charity for the year, the Trustees and Governors have considered the guidance on public benefit issued by the Charity Commission.

#### ***Achievements and performance***

##### ***Pupil numbers***

At the start of the academic year there were 245 boys in the School (2018/19: 229) of whom 22 were choristers (2018/19: 24) and 223 day boys (2018/19: 209). The increase in pupil numbers was due to the addition of another year into the recently opened Pre-Prep.

##### ***Fees***

Termly fees for 2019/20 were £5,641 for Reception boys (2018/19: £5,450), £6,796 for day boys (2018/19: £6,411) and £3,362 for choristers (2018/19: £3,362). The Governors' Finance Committees sets the level of fees each year taking into consideration the cost of providing high standards of teaching, learning and pastoral care, and of maintaining the fabric of the building.

## Report of the Directors of the Corporate Trustee Year to 31 August 2020

### **Achievements and performance (continued)**

#### ***Chorister bursaries***

All 22 boarding choristers received a substantial reduction against boarding fees. 7 boarding choristers received additional financial support from the Choir Schools' Association and a further bursary from the Basil Hume Fund.

The School endeavors to ensure that any boy who has the musical ability to benefit from the School's education will receive the financial support he needs.

#### ***Academic life***

The School continued to develop its 'liberal arts' curriculum. Following a detailed Curriculum Review, bespoke textbooks were created in each subject discipline with a historical period at the centre of each – ancient, medieval or modern – to help situate each subject discipline within the broader historical context of human achievement. Over the course of their time at WCCS, boys study the cycle of human civilisation three times.

Boys therefore continue to study 'the best that has been known and said'.

Boys also learn about how British values have emerged over the centuries.

The School remains a 13+ Common Entrance School preparing boys for a wide range of senior schools.

In 2020 boys went on to the following schools:

City of London School  
Dulwich College x 4 (1 English Scholarship & 1 Maths Scholarship)  
Eton College x 7 (1 Choral Award)  
King's College School, Wimbledon x 3  
Radley College x 2  
St Paul's School x 3  
University College School x 2  
Wetherby School  
Winchester College x 2 (1 Music Scholarship)  
Worth School x 4 (2 Music Scholarships)

This is the best 13+ exit list in the School's history.

#### ***Music***

It was another busy year for the Cathedral Choir. The Choir sang Evensong with the choir of Westminster Abbey in the Abbey for the Feast of St Edward the Confessor and Vespers in St Paul's Cathedral during the Week of Prayer for Christian Unity. The choristers also sang at the Festival of St Cecilia in Westminster Abbey and at the Christmas Celebration in Westminster Cathedral. Other engagements were lost to the COVID-19 pandemic.

## Report of the Directors of the Corporate Trustee Year to 31 August 2020

### Achievements and performance (continued)

#### ***Changes to chorister boarding arrangements***

In March 2019 the Cardinal Archbishop of Westminster, Vincent Nichols, approved changes to the boarding arrangements recommended by the Governing Body. There followed a substantial rise in chorister applications and seven new probationer choristers joined the School in September 2019 – the highest number in living memory.

#### ***The School and the Local Community***

The School raised funds for its local charity for young homeless people, the Cardinal Hume Centre, and raised £4,000 for Eyehope, a charity founded by a team of Ophthalmologic Consultants at nearby St Thomas's Hospital.

The level of fundraising was impacted by the lockdown in the Lent and Trinity terms.

### Financial review

#### ***Financial position***

The charity had income during the year of £4,876,951 (2019 - £4,550,356). Income from tuition fees and similar charges, net of bursaries, totalled £4,482,447 (2019 - £4,365,055). Donations and legacies during the year amounted to £300,818 (2019 - £185,301). Included within this total was £90,000 (2019 - £90,000) received by way of a grant from the Westminster Cathedral Choir School Fund (Registered Charity No. 276878) and a legacy of £146,770 (2019 - £nil). During the year, the charity also received £93,686 (2019 - £nil) from the Government's Coronavirus Job Retention Scheme. The income from the legacy and the Job Retention Scheme has been transferred to the Basil Hume Fund to provide bursary support to chorister families.

Total expenditure amounted to £4,288,861 (2019 - £4,464,111) with staff costs, rent for the Pre-Prep building and premises expenditure accounting for a significant proportion of this total. The accounts incorporate expenditure on refurbishment of the facilities and buildings to improve the quality of education provided to the boys. In 2020 expenditure was significantly reduced due to the lockdown and closure of the School buildings from March to June.

The charity had net income for the year of £588,090 (2019 - £86,245).

At 31 August 2020, the charity had total net funds of £2,088,739 (2019 - £1,500,649). This includes restricted funds at 31 August 2020 of £334,340 (2019 - £66,312), principally being monies to be applied towards meeting the fees of those choristers who apply for a bursary.

## Report of the Directors of the Corporate Trustee Year to 31 August 2020

### Financial review (continued)

#### ***Reserves policy***

The Trustees and Governors have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, designated or otherwise committed. The figure for free reserves is distorted by the amounts held in respect to fee deposits (most of which will not be repayable for several years), an accrual for rent that arises from the requirement to account for payments under the lease on a straight line basis instead of when payable and by long term loan finance provided by Westminster Cathedral Choir School Fund to enable the School to undertake refurbishment projects. Therefore, the nature of the charity's activities is such that the key performance indicator is cash flow rather than the level of free reserves. Cash flow will vary over the course of each term, with high levels of cash being held at the start of each term and then being used over the course of the term to meet expenditure on staff, premises and the operation of the School.

The Trustees and Governors are of the opinion that at all times the charity should have sufficient cash flow to enable it to meet its costs, that the cash flow should be sufficient to enable the School to continue to invest in the premises, facilities and equipment, to provide sufficient flexibility to cover temporary shortfalls in income due to falls in pupil numbers, and to cover the other risks and uncertainties of operating as an independent educational establishment. To this end cash flow is monitored regularly against budget and there is tight control over debt collection and expenditure.

At 31 August 2020 the charity had net current assets of £1,351,106 (2019 - £626,921) with cash at bank amounting to £2,482,736 (2019 - £1,511,855). The Trustees and Governors believe that the financial position of the School at this date was acceptable and that the cash flow, which is monitored closely, was adequate but not excessive.

#### ***Fundraising statement***

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that communication preferences can be changed at any time. The charity manages its own fundraising activities and does not employ the services of professional fundraisers. The charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During the year, the charity received no complaints about its fundraising activities.

#### **COVID-19**

WCCS closed its school building on 18 March 2020, 2 days before the government instruction to close all schools. WCCS Remote was launched on 21 April, after the Easter break, and offers a full timetable of live lessons for all year groups, remote music lessons, SEN support and chorister music appreciation via google classrooms. This has been widely supported by parents and pupils. Following extensive risk assessment and some operational changes, the School reopened to boys in Reception, Year 1 and Year 6 on 1 June 2020 and for all year groups at the start of the Michaelmas term in September 2020.

## Report of the Directors of the Corporate Trustee Year to 31 August 2020

### COVID- 19 (continued)

For the 19/20 academic year, the financial impact of the school closure was limited. Significant costs savings were made in running costs, a temporary rent holiday, welfare provisions, boarding costs, clubs and games provisions and in furloughing non-academic staff. Some of these savings were returned to parents by way of a 15% fee credit at the end of the Trinity term and the remainder taken to reserves to protect against the ongoing financial impact of COVID into 20/21 academic year. The School also offered means tested emergency bursary funding to a small number of parents facing financial difficulty.

Pupil numbers remain strong and the intake for 2020/21 has not been materially impacted by the current situation. The budget for 2020/21 includes contingencies for higher costs as a result of COVID-19 (PPE supplies, staff cover, protective screens etc).

The School entered another period of lockdown at the start of the Lent term 2021 with lessons taught again via WCCS Remote. The School has introduced significantly more 'live' lessons and the timetable remains largely unchanged from that normally followed in School. The School building remains open for only a very small number of boys whose parents are key workers. Due to the extent of teaching being provided, the School does not expect any impact on fees, save a small adjustment for lunch and games costs.

### Future plans

The charity's focus remains on building up pupil numbers in the pre-prep school, which takes boys from Reception (age 4) to Year 3 (age 8). In September 2017, the pre-prep recruited its first 29 boys; by 2019 there were 76 boys from Reception (age 4) to Year 3 (age 8).

The charity's other focus is improving its already-outstanding exit list at 13+. In 2020 83% of leavers went to academically selective senior schools at 13+, which insulates the School from early exits at 11+ and keeps it attractive to families joining at 4+, 7+ and 8+.

WCCS also enjoyed the largest-ever pupil role in its history.

The charity remains committed to supporting a world-class choir for Westminster Cathedral and looks forward to working closely with new leadership in the Cathedral Music Department from 2021.

The School will form part of the Trustee working party to review the constitution of the charity focusing on the processes for managing potential conflicts of interest between the Trust and the School.

Signed on behalf of the Directors of Westminster Roman Catholic Diocese Trustee by:

Trustee

+ John Skerrington.

Approved by the Trustees on:

12<sup>th</sup> March 2021

## **Independent auditor's report Year to 31 August 2020**

### **Independent auditor's report to the Directors of the Westminster Roman Catholic Diocese Trust (the Trustees)**

#### **Opinion**

We have audited the accounts of the Westminster Cathedral Choir School (the 'charity') for the year ended 31 August 2020 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and notes to the accounts. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the accounts:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 August 2020 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Charities Act 2011.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- ◆ the Trustees' use of the going concern basis of accounting in the preparation of the accounts is not appropriate; or
- ◆ the Trustees have not disclosed in the accounts any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the accounts are authorised for issue.

## **Independent auditor's report Year to 31 August 2020**

### **Other Information**

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report and Accounts, other than the accounts and our auditor's report thereon. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the accounts or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- ◆ the information given in the Trustees' report is inconsistent in any material respect with the accounts; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the accounts are not in agreement with the accounting records and returns; or
- ◆ we have not received all the information and explanations we require for our audit.

### **Responsibilities of Trustees**

As explained more fully in the statement of the responsibilities of the Trustees, the Trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.



## Independent auditor's report Year to 31 August 2020

### Auditor's responsibilities for the audit of the accounts

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### Use of our report

This report is made solely to the charity's Trustees, as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Buzzacott LLP

Buzzacott LLP  
Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

17 March 2021

Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

## Statement of financial activities Year to 31 August 2020


	Notes	Un-restricted funds £	Restricted funds £	Total 2020 £	Un-restricted funds £	Restricted funds £	Total 2019 £
<b>Income from:</b>							
Donations and legacies	1	254,259	46,559	300,818	117,235	68,066	185,301
Charitable activities							
Provision of education	2	4,482,447	—	4,482,447	4,365,055	—	4,365,055
Other sources							
Government's Coronavirus Job Retention Scheme		93,686	—	93,686	—	—	—
<b>Total Income</b>		<b>4,830,392</b>	<b>46,559</b>	<b>4,876,951</b>	<b>4,482,290</b>	<b>68,066</b>	<b>4,550,356</b>
<b>Expenditure on:</b>							
Charitable activities							
Provision of education	3	4,269,874	18,987	4,288,861	4,393,730	70,381	4,464,111
<b>Total expenditure</b>		<b>4,269,874</b>	<b>18,987</b>	<b>4,288,861</b>	<b>4,393,730</b>	<b>70,381</b>	<b>4,464,111</b>
<b>Net Income (expenditure) before transfers</b>		<b>560,518</b>	<b>27,572</b>	<b>588,090</b>	<b>88,560</b>	<b>(2,315)</b>	<b>86,245</b>
<b>Transfers between funds</b>	11	<b>(240,456)</b>	<b>240,456</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Net Income (expenditure) and net movement in funds</b>		<b>320,062</b>	<b>268,028</b>	<b>588,090</b>	<b>88,560</b>	<b>(2,315)</b>	<b>86,245</b>
<b>Reconciliation of funds</b>							
Balances brought forward at 1 September 2019							
		1,434,337	66,312	1,500,649	1,345,777	68,627	1,414,404
Balances carried forward at 31 August 2020							
		<b>1,754,399</b>	<b>334,340</b>	<b>2,088,739</b>	<b>1,434,337</b>	<b>66,312</b>	<b>1,500,649</b>

All of the charity's activities derived from continuing operations during each of the above two financial periods.

**Balance sheet 31 August 2020**

	Notes	2020 £	2020 £	2019 £	2019 £
<b>Fixed assets</b>					
Tangible assets	7		<b>1,355,293</b>		1,427,648
<b>Current assets</b>					
Debtors	8	<b>498,968</b>		508,098	
Cash at bank and in hand		<b>2,482,736</b>		<b>1,511,855</b>	
		<b>2,981,704</b>		<b>2,019,953</b>	
<b>Creditors:</b> amounts falling due within one year	9	<b>(1,630,598)</b>		<b>(1,393,032)</b>	
<b>Net current assets</b>			<b>1,351,106</b>		<b>626,921</b>
<b>Total assets less current liabilities</b>			<b>2,706,399</b>		<b>2,054,569</b>
<b>Creditors:</b> amounts falling due after more than one year	10		<b>(617,660)</b>		<b>(553,920)</b>
<b>Total net assets</b>			<b>2,088,739</b>		<b>1,500,649</b>
<b>The funds of the charity:</b>					
<b>Funds and reserves</b>					
Restricted funds	11		<b>334,340</b>		66,312
Unrestricted income funds					
.. General fund					
.. Tangible fixed assets		<b>1,355,293</b>		1,427,648	
.. Free reserves		<b>399,106</b>		<b>6,689</b>	
			<b>1,754,399</b>		<b>1,434,337</b>
			<b>2,088,739</b>		<b>1,500,649</b>

Approved by the Directors of Westminster Roman Catholic Diocese Trustee and signed on their behalf by:

Trustee   
 Approved on: 12<sup>th</sup> March 2021

**Statement of cash flows** Year to 31 August 2020

	Notes	2020 £	2019 £
<b>Cash flows from operating activities:</b>			
Net cash provided by operating activities	A	<b>1,096,815</b>	148,537
<b>Cash flows from Investing activities:</b>			
Purchase of tangible fixed assets		<b>(125,934)</b>	(27,844)
<b>Net cash used in Investing activities</b>		<b>(125,934)</b>	(27,844)
<b>Change in cash and cash equivalents in the year</b>		<b>970,881</b>	120,693
<b>Cash and cash equivalents at 1 September 2019</b>	B	<b>1,511,855</b>	1,391,162
<b>Cash and cash equivalents at 31 August 2020</b>	B	<b>2,482,736</b>	1,511,855

**Notes to the statement of cash flows for the year to 31 August 2020.**

**A Reconciliation of net movement in funds to net cash provided by operating activities**

	2020 £	2019 £
<b>Net movement in funds (as per the statement of financial activities)</b>	<b>588,090</b>	86,245
<b>Adjustments for:</b>		
Depreciation charge	<b>193,037</b>	216,203
Decrease (increase) in debtors	<b>9,130</b>	(424,923)
Increase in creditors	<b>306,558</b>	271,012
<b>Net cash provided by operating activities</b>	<b>1,096,815</b>	148,537

**B Analysis of cash and cash equivalents**

	2020 £	2019 £
<b>Total cash and cash equivalents: Cash at bank and in hand</b>	<b>2,482,736</b>	1,511,855

## Principal accounting policies Year to 31 August 2020

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

### **Basis of preparation**

These accounts have been prepared for the year to 31 August 2020 with comparative information given in respect to the year to 31 August 2019.

The accounts 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

### **Critical accounting estimates and areas of judgement**

Preparation of the accounts requires the Trustees, in consultation with the Governors and Senior Management Team, to make significant judgements and estimates.

The items in the accounts where these judgements and estimates have been made include:

- ◆ Estimating the useful economic life of tangible fixed assets for the purposes of determining an annual depreciation charge;
- ◆ Assessing the level of any necessary bad debt provision; and
- ◆ Estimating future income and expenditure flows for the purpose of assessing going concern (see below).

### **Assessment of going concern**

The Trustees, in consultation with the Governors, have assessed whether the use of the going concern assumption is appropriate in preparing these accounts, including consideration of the impact of Covid-19 on the charity's operations and finances. They have made this assessment in respect to a period of at least one year from the date of approval of these accounts.

## Principal accounting policies Year to 31 August 2020

### **Assessment of going concern (continued)**

For the 19/20 academic year, the financial impact of the school closure was limited. Significant costs savings were made in running costs, a temporary rent holiday, welfare provisions, boarding costs, clubs and games provisions and in furloughing non-academic staff. Some of these savings were returned to parents by way of a 15% fee credit at the end of the Trinity term and the remainder taken to reserves to protect against the ongoing financial impact of COVID into 20/21 academic year.

Pupil numbers remain strong and the intake for 2020/21 has not been materially impacted by the current situation. The budget for 2020/21 includes contingencies for higher costs as a result of COVID-19 (PPE supplies, staff cover, protective screens etc).

The School entered another period of lockdown at the start of the Lent term 2021 with lessons taught again via WCCS Remote. The School has introduced significantly more 'live' lessons and the timetable remains largely unchanged from that normally followed in School. The School building remains open for only a very small number of boys whose parents are key workers. Due to the extent of teaching being provided, the School does not expect any impact on fees, save a small adjustment for lunch and games costs.

The Trustees and Governors of the charity have concluded, therefore, that there are no material uncertainties related to events or conditions, including Covid-19, that may cast significant doubt on the ability of the charity to continue as a going concern although maintaining pupil numbers remains essential to financial security (see principal risks set out in the Report of the Directors of the Corporate Trustee). The Trustees and Governors are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

### **Income**

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Donations and grants are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations or grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation or grant is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacies are included in the statement of financial activities when the charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charity.

## Principal accounting policies Year to 31 August 2020

### **Income (continued)**

Fees for the provision of education comprise tuition and related fees paid in accordance with agreements between the School and individual pupils' parents. Such income is stated after deducting bursaries and is recognised when the School is entitled to receipt under the relevant contractual agreements. This is usually at the point at which the School has commenced the provision of education in respect to the relevant student at the start of each academic term.

Monies receivable from the Government's Coronavirus Job Retention Scheme are recognised when the charity has entitlement to the income.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Expenditure comprises direct costs and support costs and is stated inclusive of irrecoverable VAT.

Expenditure on charitable activities includes all direct and indirect costs associated with furthering the charitable purposes of the charity i.e. the provision of education and the training of children in church choral music through the operation of Westminster Cathedral Choir School. Such costs include:

- ◆ Teaching costs i.e. the cost of teaching and support staff salaries, including pension and national insurance costs, books and other tuition expenses, and the cost of games and activities.
- ◆ Welfare costs i.e. all domestic costs associated with the School including employment costs, consumables and catering.
- ◆ Premises' costs i.e. costs associated with the premises, grounds and estate used by the charity for the purposes of education.
- ◆ Support costs i.e. administrative costs incurred in connection with the School.
- ◆ Governance costs, i.e. costs directly attributable to the legal procedures necessary for compliance with statutory requirements.

## Principal accounting policies Year to 31 August 2020

### Tangible fixed assets

Assets costing in excess of £1,000 and with an expected useful life exceeding one year are capitalised.

All tangible fixed assets are stated at cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

- ◆ Furniture, equipment and minor improvements 10% - 20% per annum based on cost
- ◆ Major improvements to property 4% per annum based on cost

### Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid..

### Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

### Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt.

### Fund structure

The general fund comprises the net book value of tangible fixed assets and free reserves i.e. those monies which may be used towards meeting the charitable objectives of the charity and which may be applied at the discretion of the Trustees.

The restricted funds comprise monies raised for, or their use restricted to, a specified purpose or amounts subject to donor imposed conditions as to use.

### Leased assets

Operating leases are defined as those leases where substantially all of the benefits and risks of ownership remain with the lessor. The rental applicable for the period from the commencement of such a lease until the end of the lease is charged to the statement of financial activities on a straight line basis spread over the entirety of the lease term, including over any rent free period or period of reduced rent.



## **Principal accounting policies Year to 31 August 2020**

### **Pension costs**

Contributions in respect to defined contribution schemes are charged to the statement of financial activities in the year in which they become payable to the schemes.

The charity contributes to a defined benefit pension scheme. Under the definitions set out in FRS 102, the scheme is a multi-employer pension scheme. The School is unable to identify its share of the underlying assets and liabilities of the scheme and accordingly, the School has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined contribution scheme.

Notes to the accounts Year to 31 August 2020

**1 Income from: Donations and legacies**

	Un-restricted funds £	Restricted funds £	Total 2020 £	Un-restricted funds £	Restricted funds £	Total 2019 £
Grants receivable from Westminster Cathedral Choir School Fund (Registered Charity No. 276878)	90,000	—	90,000	90,000	—	90,000
Legacies receivable	146,770	—	146,770	—	—	—
Other donations, gifts and sundry receipts	17,489	46,559	64,048	27,235	68,066	95,301
<b>Total funds</b>	<b>254,259</b>	<b>46,559</b>	<b>300,818</b>	<b>117,235</b>	<b>68,066</b>	<b>185,301</b>

Mrs Joanna Stephens, Bursar at the School, is a trustee of Westminster Cathedral Choir School Fund.

The School received £146,770 from the estate of David William Dunstan in January 2021 which has been recognised in these accounts. After consultation with the family of the deceased, the legacy receivable by the charity has been transferred to the Basil Hume Fund to provide bursary support to chorister families (see note 11).

**2 Income from: Provision of education**

	Un-restricted funds £	Restricted funds £	Total 2020 £	Un-restricted funds £	Restricted funds £	Total 2019 £
Gross fees	4,526,339	—	4,526,339	4,415,929	—	4,415,929
Less: Bursaries	(43,892)	—	(43,892)	(50,874)	—	(50,874)
<b>Total funds</b>	<b>4,482,447</b>	<b>—</b>	<b>4,482,447</b>	<b>4,365,055</b>	<b>—</b>	<b>4,365,055</b>

Choristers' fees only partially cover the costs associated with the provision of education for choristers. The shortfall is made up by a grant of £90,000 (2019 - £90,000) receivable from Westminster Cathedral Choir School Fund (see note 1).

**3 Expenditure on: Provision of education**

	Un-restricted funds £	Restricted funds £	Total 2020 £	Un-restricted funds £	Restricted funds £	Total 2019 £
<b>Teaching and music</b>						
Personnel costs	1,797,888	—	1,797,888	1,755,031	—	1,755,031
Books, equipment and educational supplies	253,037	—	253,037	384,395	—	384,395
Scholarships and prizes	5,730	18,987	24,717	10,069	30,174	40,243
Charity donations	—	—	—	—	40,207	40,207
Depreciation	136,105	—	136,105	159,271	—	159,271
Advertising, travel and related costs	70,016	—	70,016	49,789	—	49,789
	<b>2,262,776</b>	<b>18,987</b>	<b>2,281,763</b>	<b>2,358,555</b>	<b>70,381</b>	<b>2,428,936</b>

Notes to the accounts Year to 31 August 2020

**3 Expenditure on: Provision of education (continued)**

	Un- restricted funds £	Restricted funds £	Total 2020 £	Un- restricted funds £	Restricted funds £	Total 2019 £
<b>Welfare</b>						
Personnel costs	247,800	—	247,800	259,970	—	259,970
Provisions	69,123	—	69,123	104,686	—	104,686
Miscellaneous expenses	32,426	—	32,426	26,008	—	26,008
	<b>349,349</b>	<b>—</b>	<b>349,349</b>	<b>390,664</b>	<b>—</b>	<b>390,664</b>
<b>Premises</b>						
Personnel costs	129,220	—	129,220	117,616	—	117,616
Maintenance and repairs	134,892	—	134,892	173,896	—	173,896
Rent and property charges payable to Westminster Roman Catholic Diocesan Trust (note 14)	624,563	—	624,563	658,440	—	658,440
Depreciation	56,932	—	56,932	56,932	—	56,932
Fuel, light and water	103,679	—	103,679	66,952	—	66,952
Cleaning	7,440	—	7,440	7,407	—	7,407
Staff accommodation	66,067	—	66,067	78,175	—	78,175
Miscellaneous	50,176	—	50,176	32,402	—	32,402
	<b>1,172,969</b>	<b>—</b>	<b>1,172,969</b>	<b>1,191,820</b>	<b>—</b>	<b>1,191,820</b>
<b>Support</b>						
Personnel costs	275,418	—	275,418	259,495	—	259,495
Printing, postage, stationery and telephone	42,660	—	42,660	36,207	—	36,207
Computers and related maintenance	101,720	—	101,720	63,140	—	63,140
Interest payable	3,392	—	3,392	3,725	—	3,725
	<b>423,190</b>	<b>—</b>	<b>423,190</b>	<b>362,567</b>	<b>—</b>	<b>362,567</b>
<b>Governance</b>						
Auditor's remuneration	11,100	—	11,100	10,020	—	10,020
Other legal and professional fees	50,490	—	50,490	80,104	—	80,104
	<b>61,590</b>	<b>—</b>	<b>61,590</b>	<b>90,124</b>	<b>—</b>	<b>90,124</b>
<b>Total funds</b>	<b>4,269,874</b>	<b>18,987</b>	<b>4,288,861</b>	<b>4,393,730</b>	<b>70,381</b>	<b>4,464,111</b>

**4 Staff costs**

	2020 £	2019 £
Staff costs during the period were as follows:		
Wages and salaries	1,966,058	1,973,421
Social security costs	193,141	193,504
Other pension costs	272,896	190,322
	<b>2,432,095</b>	<b>2,357,247</b>
Other staff costs	18,231	34,865
	<b>2,450,326</b>	<b>2,392,112</b>

## Notes to the accounts Year to 31 August 2020

### 4 Staff costs (continued)

The number of employees who earned more than £60,000 (including taxable benefits but excluding employer's national insurance and pension contributions) during the year was as follows:

	Total 2020	Total 2019
£60,001 - £70,000	2	2
£70,001 - £80,000	2	2
£80,001 - £90,000	1	1
£140,001 - £150,000	1	1

The average number of employees during the period, analysed by function, was as follows:

	2020 No.	2019 No.
Teaching and music	36	38
Welfare	18	23
Support	5	7
	<b>59</b>	<b>68</b>

### 5 Remuneration of Trustees, Governors and key management personnel

No Trustee or Governor received any remuneration or expenses from the charity in connection with their duties as a Director of the Corporate Trustee or Governor during the year or in respect to their role as key management personnel (2019 - £nil). No Trustee or Governor had any beneficial interest in any contract with the charity during the year (2019 - none).

The key management personnel of the charity in charge of running and operating the charity on a day to day basis are the Directors of the Corporate Trustee, Governors, Head Master, Deputy Head (Pastoral), Head of Pre-Prep, Deputy Head (Academic) and Head of Boarding, Director of Studies, Director of Admissions and Bursar. The total remuneration (including taxable benefits, employer's national insurance and pension contributions) of the key management personnel for the year was £735,206 (2019 - £681,437).

As part of his remuneration package, the Head Master received a discount on school fees for his son in both the current and prior year.

### 6 Taxation

Westminster Cathedral Choir School is a registered charity and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

Notes to the accounts Year to 31 August 2020

**7 Tangible fixed assets**

	Major improvements to property £	Furniture, equipment and minor improvements £	Total £
<b>Cost</b>			
At 1 September 2019	1,423,303	2,051,103	<b>3,474,406</b>
Additions	—	120,682	<b>120,682</b>
Disposals	—	(178,002)	<b>(178,002)</b>
At 31 August 2020	<b>1,423,303</b>	<b>1,993,783</b>	<b>3,417,086</b>
<b>Depreciation</b>			
At 1 September 2019	547,917	1,498,841	<b>2,046,758</b>
Charge for year	56,932	136,105	<b>193,037</b>
Eliminated in respect of disposals	—	(178,002)	<b>(178,002)</b>
At 31 August 2020	<b>604,849</b>	<b>1,456,944</b>	<b>2,061,793</b>
<b>Net book values</b>			
At 31 August 2020	<b>818,454</b>	<b>536,839</b>	<b>1,355,293</b>
At 31 August 2019	<b>875,386</b>	<b>552,262</b>	<b>1,427,648</b>

**8 Debtors**

	2020 £	2019 £
Tuition and other fees receivable	<b>23,313</b>	42,951
Rent prepaid	<b>300,000</b>	430,864
Legacy receivable	<b>146,770</b>	—
Prepayments and sundry debtors	<b>28,885</b>	34,283
	<b>498,968</b>	508,098

**9 Creditors: amounts falling due within one year**

	2020 £	2019 £
Amounts due to Westminster Roman Catholic Diocesan Trust (note 14)	<b>80,923</b>	89,679
Accrued rent	<b>607,214</b>	475,890
PAYE, National Insurance and employer's pension contributions	<b>86,728</b>	93,602
Fees in advance	<b>696,659</b>	597,048
Returnable fee deposits	<b>43,000</b>	29,000
Additions to tangible fixed assets	<b>30,674</b>	35,926
Accruals	<b>85,400</b>	71,887
	<b>1,630,598</b>	1,393,032

The accrued rent of £607,214 (2019 - £475,890) represents the cumulative charge to the statement of financial activities required in order to spread the rent applicable to the lease of the charity's premises over the entire period of the lease on a straight line basis, after adjusting for an initial period of reduced rent and a further 5 month period of reduced rent from April 2020.

Notes to the accounts Year to 31 August 2020

**10 Creditors: amounts falling due after more than one year**

	2020 £	2019 £
Returnable fee deposits	417,660	353,920
Loan from Westminster Cathedral Choir School Fund (see below)	200,000	200,000
	<b>617,660</b>	<b>553,920</b>

The loan from the Westminster Cathedral Choir School Fund (Charity Registration No. 276878) is interest free. Based on current projections repayment is not expected to be until at least 2022.

**11 Restricted funds**

The income funds include restricted funds comprising the following unexpended balances of donations and grants to be applied for specific purposes.

	At 1 September 2019 £	Income £	Expenditure £	Transfers £	At 31 August 2020 £
Basil Hume Fund	66,454	42,133	(18,987)	240,456	<b>330,066</b>
Other	(142)	4,426	—	—	<b>4,284</b>
Total restricted funds	66,312	46,559	(18,987)	240,456	<b>334,340</b>

The purposes for which the funds must be used are as follows:

- ◆ Basil Hume Fund
 

Although choristers are required to pay only a small proportion of the full fees by virtue of the grant received annually from the Westminster Cathedral Choir School Fund (note 1), further assistance is also available on application to this fund. The income received by the charity during 2020 from the Government's Job Retention Scheme has been transferred to the Basil Hume Fund to provide bursary support to chorister families. Similarly, after consultation with the family of the deceased, the legacy receivable by the charity has been transferred to the Basil Hume Fund to be applied towards the same purposes.
- ◆ Other
 

Funds were collected for Eyehope charity during the course of the year.

Notes to the accounts Year to 31 August 2020

**12 Analysis of net assets between funds**

	Unrestricted general fund £	Restricted funds £	2020 Total £
<b>Fund balances at 31 August 2020</b>			
<b>are represented by:</b>			
Tangible fixed assets	1,355,293	—	1,355,293
Net current assets	1,016,766	334,340	1,351,106
Creditors: amounts falling due after more than one year	(617,660)	—	(617,660)
<b>Total net assets</b>	<b>1,754,399</b>	<b>334,340</b>	<b>2,088,739</b>
	Unrestricted general fund £	Restricted funds £	2019 Total £
<b>Fund balances at 31 August 2019</b>			
<b>are represented by:</b>			
Tangible fixed assets	1,427,648	—	1,427,648
Net current assets	560,609	66,312	626,921
Creditors: amounts falling due after more than one year	(553,920)	—	(553,920)
<b>Total net assets</b>	<b>1,434,337</b>	<b>66,312</b>	<b>1,500,649</b>

**13 Connected charity**

The charity is connected to Westminster Roman Catholic Diocesan Trust (Charity Registration Number 233699) which has the same Corporate Trustee, namely Westminster Roman Catholic Diocese Trustee.

**14 Transactions with connected charity**

A licence agreement exists between the School and Westminster Roman Catholic Diocesan Trust in relation to the School's share of the heating and hot water costs.

During the year to 31 August 2020, rent and property related charges of £624,563 (2019 - £658,440) were payable to Westminster Roman Catholic Diocesan Trust. This includes a rent payment for the use of 47 Francis Street, London, SW1P by Westminster Cathedral Choir School as a Pre-Prep School. The property is owned by the Westminster Roman Catholic Diocesan Trust and is rented to the charity.

As at 31 August 2020, an amount of £80,923 (2019 - £89,679) was due to Westminster Roman Catholic Diocesan Trust (note 9).

## Notes to the accounts Year to 31 August 2020

### 15 Commitments under operating leases

At 31 August 2020, the total of the charity's future minimum lease payments under non-cancellable operating leases was as follows:

	2020	2019
	£	£
Land and buildings		
Amount due within one year	633,000	638,000
Amounts due between two and five years	2,430,000	2,452,000
Amounts due after five years	10,027,458	10,412,000
	<b>13,090,458</b>	<b>13,502,000</b>

The above lease is for a 30 year period with an initial three year period of reduced rent.

### 16 Pension commitments

The charity's teaching staff belong to the Teachers' Pension Scheme (TPS). The total pension cost for the TPS for the period was £238,603 (2019 - £157,036). For non-teaching staff contributions are made to defined contribution pension schemes. The total pension costs for the year payable to these schemes was £34,292 (2019 - £33,286).

#### *Teachers' Pension Scheme (TPS)*

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. These regulations apply to teachers in schools, colleges and other educational establishments. Membership is automatic for teachers and lecturers at eligible institutions. Teachers and lecturers are able to opt out of the TPS.

The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis – these contributions, along with those made by employers, are credited to the Exchequer under arrangements governed by the above Act. Retirement and other pension benefits are paid by public funds provided by Parliament.

Under the definitions set out in FRS 102 (28.11), the TPS is a multi-employer pension plan. The School is unable to identify its share of the underlying assets and liabilities of the plan.

Accordingly, the School has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined-contribution plan. The School has set out below the information available on the plan and the implications for the School in terms of the anticipated contribution rates.

The valuation of the TPS is carried out in line with regulations made under the Public Service Pension Act 2013. Valuations credit the teachers' pension account with a real rate of return assuming funds are invested in notional investments that produce that real rate of return.



**16 Pension commitments** (continued)

***Teachers' Pension Scheme (TPS)*** (continued)

The latest actuarial review of the TPS was carried out as at 31 March 2016. The valuation report was published by the Department for Education (DfE) in April 2019. The valuation reported total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £218 billion, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £196 billion, giving a notional past service deficit of £22 billion.

As a result of the valuation, new employer contribution rates were set at 23.68% of pensionable pay from September 2019 onwards (compared to 16.48% during 2018/19).

A full copy of the valuation report and supporting documentation can be found on the Teachers' Pension Scheme website.

The employer's pension costs paid to TPS in the period amounted to £238,603 (2019 – £157,036).

**17 Related party transactions**

Other than the relationships and transactions disclosed in notes 1, 5 and 14 there were no other related party transactions requiring disclosure (2019 – none).