

**Westminster
Cathedral
Choir
School**

Annual Report and Accounts

31 August 2022

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
Rev Mgr M Hayes
Rev Mgr J O'Boyle
Mr A Ndoca
Baroness N O'Loan
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
Mr Robert Enserro
Mrs Kate Finch
Martin Hattrell
Mrs Flora Lyon
Rev Alexander Master (Private Secretary to the Cardinal)
Mr James O'Brien
Mr Mike Pittendreigh (Assistant Director of Education for the Diocese until 31 December 2021)
Mr Nick Robinson
Rev Stuart Seaton
Mr Nicholas Seed (appointed September 2022; Finance Director for the Diocese)
Ms Maria Strauss (appointed March 2022)
Rev Sławomir Witoń (Cathedral Administrator)

Reference and administrative details of the charity and its Corporate Trustee

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

Report of the Directors of the Corporate Trustee Year to 31 August 2022

Introduction

The Directors of the Corporate Trustee (hereafter referred to as the Trustees) present their statutory report together with the accounts of Westminster Cathedral Choir School (the charity or School or WCCS) for the year ended 31 August 2022.

The accounts have been prepared in accordance with the accounting policies set out on pages 19 to 22 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 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 279 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 2022

Structure, governance and management (continued)

Trustees and Governors (continued)

The Trustees who have been in office since 1 September 2021 are as follows:

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

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 from the charity in connection with his/her duties as a Trustee or Governor during the year. Three Governors received reimbursement of travel expenses totalling £769 from the charity in connection with their duties as a Governor during the year. No Trustee or Governor had any beneficial interest in any contract with the charity.

Report of the Directors of the Corporate Trustee Year to 31 August 2022

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 Pre-Prep, Deputy Head (Academic) (also Head of Boarding), Director of Studies, Director of Admissions and Bursar. The SMT meets weekly to discuss any operational, safeguarding or staff matters.

Report of the Directors of the Corporate Trustee Year to 31 August 2022

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. 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. All staff are subject to an enhanced DBS check. 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. The School benefits from a strong market position, and demand for places is high. The School carefully monitors 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. Future market changes are expected to result in a rise on 11+ exits. This is a particular risk for the School that needs a provision in year 7 & 8 to support the choristers in these year groups. The Governors' Strategy committee is monitoring the market closely and the Trustees receive regular updates from the School on this risk.
- ◆ **Financial risk:** The charity opened a Pre-Prep for boys aged 4 to 8 in September 2017. Whilst this reduces the risk of falling pupil numbers, it increases the financial risk as substantial rent payments must be met to occupy the Pre-Prep building. The rent payments are linked to bank base rate so the School is exposed to interest rate risk. The annual budget and five year cash flow are reviewed regularly by the Finance Committee to ensure affordability of rent. There is total confidence in the charity's ability to meet the rent levels as interest rates increase 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 a potential for conflicts of interest to arise between the two charities, the Westminster Roman Catholic Diocesan Trust (charity number 233699) and the Westminster Cathedral Choir School (charity number 1063761), both of which have the same corporate trustee. A conflict of interest policy has been produced by the corporate trustee setting out the process for managing potential conflicts of interest between the two charities. This is subject to ongoing discussion and review.

Report of the Directors of the Corporate Trustee Year to 31 August 2022

Structure, governance and management (continued)

Connected charity

The Trustees are also responsible for Westminster Roman Catholic Diocesan Trust, a registered charity, Charity Registration Number 233699.

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.

Pupil numbers

At the start of the 2021/22 academic year there were 260 boys in the School (2020/21: 263) of whom 21 were choristers (2020/21: 20) and 239 day boys (2020/21: 243). Pupil numbers increased over the course of the year with 265 pupils by start of the Trinity term 2022.

Fees

Termly fees for 2021/22 were £5,979 for reception boys (2020/21: £5,641), £7,204 for day boys (2020/21: £6,796) and £3,564 for choristers (2020/21: £3,362). The Governors' Finance Committee 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.

Academic life

The School continued to scrutinise, develop and assess its liberal academic curriculum, producing proprietary resources for each subject and discipline from Reception to Year 8.

The School continued to emphasise the importance of British Values and respect for the law through its Civics (PSHCE) course, which also examined:

Caring and respectful relationships

Anti-bullying

Global culture

Mental health and wellbeing

Staying safe online

Heathy eating

Drugs, alcohol and tobacco

Health and fitness

Consent

Marriage

Parliamentary democracy

Inclusivity & diversity

Report of the Directors of the Corporate Trustee Year to 31 August 2022

Objectives and activities (continued)

Academic life (continued)

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

In 2022 boys went on to the following schools:

Canford School
Dulwich College
Eaton Square Senior School
Eton College x 2
Harrow School x 2
Latymer Upper School
King's College School, Wimbledon x 2
King's School, Canterbury (1 Music Scholarship)
Radley College x 2 (1 Music Scholarship)
St James's School for Boys
St Paul's School x 3
Tonbridge School
Wellington College
Westminster School
Wetherby School
Winchester College x 2
Worth School

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, at the Christmas Celebration in Westminster Cathedral and enjoyed a successful tour to Rome in the summer, singing in St Peter's Basilica and at The Venerable English College.

The School and the local community

The School and Parent's Association raised £8,500 for the Cardinal Hume Centre, a local charity for young homeless people and £17,000 for Eyehope, a charity founded by a team of Ophthalmologic Consultants at nearby St Thomas's Hospital and treating eye disease in Tanzania.

Financial review

Financial position

The charity had income during the year of £5,765,052 (2021 - £5,288,346). Income from tuition fees and similar charges, net of bursaries, totalled £5,558,163 (2021 - £5,118,664). Donations and legacies during the year amounted to £206,889 (2021 - £169,682). Included within this total was £90,000 (2021 - £90,000) received by way of a grant from the Westminster Cathedral Choir School Fund (Registered Charity Number 276878).

Report of the Directors of the Corporate Trustee Year to 31 August 2022

Financial review (continued)

Financial position (continued)

Total expenditure amounted to £5,103,735 (2021 - £4,579,117) 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.

The charity had net income for the year of £661,317 (2021 - £709,229).

At 31 August 2022, the charity had total net funds of £3,459,285 (2021 - £2,797,968). This includes restricted funds at 31 August 2022 of £420,779 (2021 - £360,468), principally being monies to be applied towards meeting the fees of those choristers who apply for a bursary.

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 requirement for free reserves is affected by the amounts held in respect to fee deposits (most of which will not be repayable for several years), and 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. 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 2022 the charity had net current assets of £2,688,065 (2021 - £2,126,664) with cash at bank amounting to £4,155,892 (2021 - £3,265,724). Free reserves were £1,808,786 (2021 - £1,112,036). 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.

Report of the Directors of the Corporate Trustee Year to 31 August 2022

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

Day to day operations of the School were not materially impacted by COVID in 2021-22. A focus on good ventilation in classrooms and shared areas and on hand hygiene remains.

Future plans

WCCS continues to enjoy strong and stable pupil numbers. Total pupil numbers have increased by 65% over the past decade (2012: total pupils 157; 2022: total pupils 260).

The charity's focus remains on building up and regularising 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; in 2021 there were 93 boys from Reception (age 4) to Year 3 (age 8).

The charity's other focus is improving its already outstanding exit list at 13+.

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

A handwritten signature in black ink, appearing to read "Dan Stenight", with a small cross symbol to its left.

Trustee

Approved by the Trustees on: 17/3/23

Independent auditor's report Year to 31 August 2022

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 2022 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 2022 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

In auditing the accounts, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the accounts is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the accounts are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Independent auditor's report Year to 31 August 2022

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 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 2022

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ we identified the laws and regulations applicable to the charity through discussions with those charged with governance and other management, and from our knowledge and experience of the sector;
- ◆ we focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the operations of the charity, including the Charities Act 2011, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), 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), and safeguarding regulations; and
- ◆ we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence. We corroborated our enquiries through our review of Trustees', Governors' and committee minutes.

We assessed the susceptibility of the charity's accounts to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ making enquiries of management as to their knowledge of actual, suspected and alleged fraud; and
- ◆ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ performed analytical procedures to identify any unusual or unexpected financial relationships;

Independent auditor's report Year to 31 August 2022

Auditor's responsibilities for the audit of the accounts (continued)

- ◆ performed substantive testing of expenditure including testing the authorisation thereof; and
- ◆ tested journal entries to identify unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ agreeing financial statement disclosures to underlying supporting documentation;
- ◆ reading the minutes of meetings of those charged with governance;
- ◆ reviewing legal expenses incurred in the year; and
- ◆ enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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. 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
Statutory Auditor
130 Wood Street
London
EC2V 6DL

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 2022


	Notes	Un- restricted funds £	Restricted funds £	Total 2022 £	Un- restricted funds £	Restricted funds £	Total 2021 £
Income from:							
Donations and legacies	1	114,225	92,664	206,889	118,469	51,213	169,682
Charitable activities							
. Provision of education	2	5,558,163	—	5,558,163	5,118,664	—	5,118,664
Total income		5,672,388	92,664	5,765,052	5,237,133	51,213	5,288,346
Expenditure on:							
Charitable activities							
. Provision of education	3	5,071,382	32,353	5,103,735	4,554,032	25,085	4,579,117
Total expenditure		5,071,382	32,353	5,103,735	4,554,032	25,085	4,579,117
Net income and net movement in funds		601,006	60,311	661,317	683,101	26,128	709,229
Reconciliation of funds							
Balances brought forward at 1 September		2,437,500	360,468	2,797,968	1,754,399	334,340	2,088,739
Balances carried forward at 31 August		3,038,506	420,779	3,459,285	2,437,500	360,468	2,797,968

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

Balance sheet 31 August 2022

	Notes	2022 £	2022 £	2021 £	2021 £
Fixed assets					
Tangible assets	7		1,229,720		1,325,464
Current assets					
Debtors	8	174,179		307,348	
Cash at bank and in hand		4,155,892		3,265,724	
		4,330,071		3,573,072	
Creditors: amounts falling due within one year	9	(1,642,006)		(1,446,408)	
Net current assets			2,688,065		2,126,664
Total assets less current liabilities			3,917,785		3,452,128
Creditors: amounts falling due after more than one year	10		(458,500)		(654,160)
Total net assets			3,459,285		2,797,968
The funds of the charity:					
Funds and reserves					
Restricted funds	11		420,779		360,468
Unrestricted Income funds					
.. General fund					
..Tangible fixed assets		1,229,720		1,325,464	
..Free reserves		1,808,786		1,112,036	
			3,038,506		2,437,500
			3,459,285		2,797,968

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

+ .
Trustee

Approved on: 17/3/23

Statement of cash flows Year to 31 August 2022

	Notes	2022 £	2021 £
Cash flows from operating activities:			
Net cash provided by operating activities	A	1,078,356	866,920
Cash flows from investing activities:			
Purchase of tangible fixed assets		(188,188)	(83,932)
Net cash used in investing activities		(188,188)	(83,932)
Change in cash and cash equivalents in the year		890,168	782,988
Cash and cash equivalents at 1 September	B	3,265,724	2,482,736
Cash and cash equivalents at 31 August	B	4,155,892	3,265,724

Notes to the statement of cash flows for the year to 31 August 2022

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

	2022 £	2021 £
Net movement in funds (as per the statement of financial activities)	661,317	709,229
Adjustments for:		
Depreciation charge	196,127	191,893
Loss on disposal of tangible fixed assets	16,410	—
Decrease in debtors	133,169	207,968
Increase (decrease) in creditors (excluding fixed asset creditors)	71,333	(242,170)
Net cash provided by operating activities	1,078,356	866,920

B Analysis of cash and cash equivalents

	2022 £	2021 £
Total cash and cash equivalents: Cash at bank and in hand	4,155,892	3,265,724

No separate statement of changes in net debt has been prepared as there is no difference between the movements in cash and cash equivalents and movement in net cash (debt).

Principal accounting policies Year to 31 August 2022

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 2022 with comparative information given in respect to the year to 31 August 2021.

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. 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 2022

Assessment of going concern (continued)

The Trustees and Governors of the charity have concluded that there are no material uncertainties related to events or conditions, including both the aftermath of Covid-19 and the current macroeconomic and geopolitical climate, 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.

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.

Expenditure

Expenditure is recognised 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.

Principal accounting policies Year to 31 August 2022

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.

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 2022

1 Income from: Donations and legacies

	Un- restricted funds £	Restricted funds £	Total 2022 £	Un- restricted funds £	Restricted funds £	Total 2021 £
Grants receivable from Westminster Cathedral Choir School Fund (Registered Charity Number 276878)	90,000	—	90,000	90,000	—	90,000
Legacies receivable	—	—	—	178	—	178
Other donations, gifts and sundry receipts	24,225	92,664	116,889	28,291	51,213	79,504
Total funds	114,225	92,664	206,889	118,469	51,213	169,682

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

2 Income from: Provision of education

	Un- restricted funds £	Restricted funds £	Total 2022 £	Un- restricted funds £	Restricted funds £	Total 2021 £
Gross fees	5,608,163	—	5,608,163	5,154,355	—	5,154,355
Less: Bursaries	(50,000)	—	(50,000)	(35,691)	—	(35,691)
Total funds	5,558,163	—	5,558,163	5,118,664	—	5,118,664

Choristers' fees only partially cover the costs associated with the provision of education for choristers. The shortfall is in part made up by a grant of £90,000 (2021 - £90,000) receivable from Westminster Cathedral Choir School Fund (see note 1).

3 Expenditure on: Provision of education

	Un- restricted funds £	Restricted funds £	Total 2022 £	Un- restricted funds £	Restricted funds £	Total 2021 £
Teaching and music						
Personnel costs	2,208,160	—	2,208,160	2,097,237	—	2,097,237
Books, equipment and educational supplies	479,462	—	479,462	289,918	—	289,918
Scholarships and prizes	20,030	29,541	49,571	3,636	20,300	23,936
Charity donations	328	2,812	3,140	—	4,785	4,785
Depreciation	136,709	—	136,709	134,961	—	134,961
Advertising, travel and related costs	112,850	—	112,850	99,546	—	99,546
	2,957,539	32,353	2,989,892	2,625,298	25,085	2,650,383

Notes to the accounts Year to 31 August 2022

3 Expenditure on: Provision of education (continued)

	Un- restricted funds £	Restricted funds £	Total 2022 £	Un- restricted funds £	Restricted funds £	Total 2021 £
Welfare						
Personnel costs	281,751	—	281,751	264,418	—	264,418
Provisions	121,066	—	121,066	68,714	—	68,714
Miscellaneous expenses	21,390	—	21,390	26,562	—	26,562
	424,207	—	424,207	359,694	—	359,694
Premises						
Personnel costs	145,475	—	145,475	136,422	—	136,422
Maintenance and repairs	134,038	—	134,038	150,812	—	150,812
Rent and property charges payable to Westminster Roman Catholic Diocesan Trust (note 14)	636,516	—	636,516	581,443	—	581,443
Depreciation	59,418	—	59,418	56,932	—	56,932
Fuel, light and water	88,102	—	88,102	64,703	—	64,703
Cleaning	8,385	—	8,385	13,739	—	13,739
Staff accommodation	104,465	—	104,465	59,058	—	59,058
Loss on disposal of tangible fixed assets	16,410	—	16,410	—	—	—
Miscellaneous	33,966	—	33,966	22,802	—	22,802
	1,226,775	—	1,226,775	1,085,911	—	1,085,911
Support						
Personnel costs	314,883	—	314,883	301,772	—	301,772
Printing, postage, stationery and telephone	48,806	—	48,806	42,198	—	42,198
Computers and related maintenance	53,866	—	53,866	111,804	—	111,804
Bank charges	5,604	—	5,604	4,806	—	4,806
	423,159	—	423,159	460,580	—	460,580
Governance						
Auditor's remuneration	12,530	—	12,530	10,560	—	10,560
Other legal and professional fees	27,172	—	27,172	11,989	—	11,989
	39,702	—	39,702	22,549	—	22,549
Total funds	5,071,382	32,353	5,103,735	4,554,032	25,085	4,579,117

4 Staff costs

	2022 £	2021 £
Staff costs during the period were as follows:		
Wages and salaries	2,293,166	2,216,022
Social security costs	238,358	213,161
Other pension costs	362,012	324,405
	2,893,536	2,753,588
Other staff costs	56,732	46,261
	2,950,268	2,799,849

Notes to the accounts Year to 31 August 2022

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 2022	Total 2021
£60,001 - £70,000	3	2
£70,001 - £80,000	2	2
£80,001 - £90,000	1	2
£150,001 - £160,000	1	—
£160,001 - £170,000	—	1

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

	2022 No.	2021 No.
Teaching and music	42	42
Welfare	17	17
Support	5	5
	64	64

5 Remuneration of Trustees, Governors and key management personnel

No Trustee or Governor received any remuneration 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 (2021 - £nil). Three Governors received reimbursement of travel expenses totalling £769 from the charity in connection with their duties as Governors during the year (2021 - £nil). No Trustee or Governor had any beneficial interest in any contract with the charity during the year (2021 - 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) (also 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 £778,231 (2021 - £804,230).

The School provides a discount on school fees of up to 85% for senior management and up to 25% for all other School staff. In line with this policy, the Head of Pre-Prep receives an 85% discount on School fees for her son, who joined the School in September 2020.

Donations from Governors in the year totalled £8,000 to support a choir trip to Rome (2021 - £nil).

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 2022

7 Tangible fixed assets

	Major improvements to property £	Furniture, equipment and minor improvements £	Total £
Cost			
At 1 September 2021	1,485,462	2,093,688	3,579,150
Additions	—	116,793	116,793
Disposals	—	(193,170)	(193,170)
At 31 August 2022	1,485,462	2,017,311	3,502,773
Depreciation			
At 1 September 2021	661,781	1,591,905	2,253,686
Charge for year	59,418	136,709	196,127
Eliminated in respect of disposals	—	(176,760)	(176,760)
At 31 August 2022	721,199	1,551,854	2,273,053
Net book values			
At 31 August 2022	764,263	465,457	1,229,720
At 31 August 2021	823,681	501,783	1,325,464

8 Debtors

	2022 £	2021 £
Tuition and other fees receivable	16,837	39,308
Rent prepaid	100,000	200,000
Prepayments and sundry debtors	57,342	68,040
	174,179	307,348

9 Creditors: amounts falling due within one year

	2022 £	2021 £
Loan from Westminster Cathedral Choir School Fund (see below and note 10)	200,000	—
Amounts due to Westminster Roman Catholic Diocesan Trust (note 14)	9,754	8,069
Accrued rent (see below)	384,472	477,324
PAYE, National Insurance and employer's pension contributions	114,022	101,297
Fees in advance	780,064	636,080
Returnable fee deposits	47,500	39,000
Additions to tangible fixed assets	37,411	108,806
Accruals	68,783	75,832
	1,642,006	1,446,408

Notes to the accounts Year to 31 August 2022

9 Creditors: amounts falling due within one year (continued)

The loan from the Westminster Cathedral Choir School Fund (Charity Registration Number 276878) is interest free. The loan was repaid in full in November 2022.

The accrued rent of £384,472 (2021 - £477,324) 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 6 month period of reduced rent.

10 Creditors: amounts falling due after more than one year

	2022 £	2021 £
Returnable fee deposits	458,500	454,160
Loan from Westminster Cathedral Choir School Fund (note 9)	—	200,000
	458,500	654,160

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 2021 £	Income £	Expenditure £	At 31 August 2022 £
Basil Hume Fund	354,756	77,600	(29,541)	402,815
Neil McLaughlan Fund	2,169	—	—	2,169
Other	3,543	15,064	(2,812)	15,795
Total restricted funds	360,468	92,664	(32,353)	420,779

	At 1 September 2020 £	Income £	Expenditure £	At 31 August 2021 £
Basil Hume Fund	330,056	45,000	(20,300)	354,756
Neil McLaughlan Fund	—	2,169	—	2,169
Other	4,284	4,044	(4,785)	3,543
Total restricted funds	334,340	51,213	(25,085)	360,468

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.

Notes to the accounts Year to 31 August 2022

11 Restricted funds (continued)

◆ Neil McLaughlan Fund.

The Neil McLaughlan Fund comprises a donation from a parent to establish a fund from which an annual award will be made to recognise an outstanding contribution from a member of academic teaching staff (excluding SMT members).

◆ Other

Funds were collected for Eyehope charity and the Cardinal Hume Centre during the course of the year.

12 Analysis of net assets between funds

	Unrestricted general fund £	Restricted funds £	2022 Total £
Fund balances at 31 August 2022			
are represented by:			
Tangible fixed assets	1,229,720	—	1,229,720
Net current assets	2,267,286	420,779	2,688,065
Creditors: amounts falling due after more than one year	(458,500)	—	(458,500)
Total net assets	3,038,506	420,779	3,459,285
	Unrestricted general fund £	Restricted funds £	2021 Total £
Fund balances at 31 August 2021			
are represented by:			
Tangible fixed assets	1,325,464	—	1,325,464
Net current assets	1,766,196	360,468	2,126,664
Creditors: amounts falling due after more than one year	(654,160)	—	(654,160)
Total net assets	2,437,500	360,468	2,797,968

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.

Notes to the accounts Year to 31 August 2022

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 2022, rent and property related charges of £636,516 (2021 - £581,443) 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 2022, an amount of £9,754 (2021 - £8,069) was due to Westminster Roman Catholic Diocesan Trust (note 9).

15 Commitments under operating leases

At 31 August 2022, the total of the charity's future minimum lease payments under non-cancellable operating leases was as follows:

	2022 £	2021 £
Land and buildings		
Amount due within one year	701,680	562,664
Amounts due between two and five years	2,665,109	2,171,354
Amounts due after five years	9,415,825	8,805,802
	<u>12,782,614</u>	<u>11,539,820</u>

The above lease is for a 30 year period from July 2017 with an initial three year period of reduced rent and a further 6 months of reduced rent from April 2020.

The rent payable is variable and depends on the Bank Rate set by the Bank of England.

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 £323,614 (2021 - £288,099). For non-teaching staff, contributions are made to defined contribution pension schemes. The total pension costs for the year payable to these schemes was £38,398 (2021 - £36,306).

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.

16 Pension commitments (continued)

Teachers' Pension Scheme (TPS) (continued)

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.

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.

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 £323,614 (2021 – £288,099).

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 (2021 – none).