



Charity Registration Number 1079325  
Company Registration Number 3906000

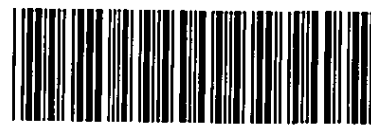
**Christian Fellowship School Trust**  
**(Limited by Guarantee)**

**Trustees' Report and Financial Statements**

**for the year ended**

**31<sup>st</sup> August 2013**

FRIDAY



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ROBERT CLARKSON FCA CLARKSON & CO

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Registered to carry on audit work in the UK and Ireland by the Institute of Chartered Accountants in England and Wales

**Christian Fellowship School Trust**

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**Christian Fellowship School Trust**

**Charity Information**

**Charity Name:** Christian Fellowship School Trust  
(Limited by Guarantee)

**Charity Registration Number:** 1079325

**Company Registration Number:** 3906000

**Governing Document:** Memorandum and Articles of Association dated 13<sup>th</sup> January 2000 as amended on the 24<sup>th</sup> August 2000

**Registered Office:** Overbury Street  
Liverpool  
L7 3HL

**Principal Business Address:** Overbury Street  
Liverpool  
L7 3HL

**Directors/Trustees:** Dr A Adejumo  
D. Collins  
P. D. Gray  
P N. Moffatt  
D. E Stewart  
D. Elms

**Company Secretary:** P. D Gray

**Head Teacher:** Ms B. Lord

**Auditor** Clarkson & Co  
Centre of Excellence  
Hope Park  
Trevor Foster Way  
Bradford  
BD5 8HH

**Bankers:** Co-operative Bank plc  
Business Direct  
P.O.Box 250  
Skelmersdale  
WN8 6WT

**Christian Fellowship School Trust**  
**Trustees' Report for the year ending 31<sup>st</sup> August, 2013**

The trustees, who are also directors for the purposes of company law, present their annual report and the financial statements for the year ending 31<sup>st</sup> August, 2013

**Reference and administrative details**

The details are set out on page 1

**Trustees**

The trustees who served during the year are as stated below.

Dr A.Adejumo  
D Collins  
P D. Gray  
P N. Moffatt  
D E. Stewart  
O Rowlands (resigned 9<sup>th</sup> January 2014)  
D. Elms

The Directors meet at least twice a year Audited accounts are approved on one of these occasions.

**Structure. Governance and Management**

**Governing document**

The charity is a company limited by guarantee governed by its Memorandum and Articles of Association dated 13th January, 2000 as amended on 24th August 2000. It is registered as a charity with the Charity Commission.

**Appointment of trustees**

The Directors of the company are also charity trustees for the purposes of charity law and under the company's Articles of Association and are known as the Board of Directors. Under the requirements of the Memorandum and Articles of Association; Trustees are eligible as the Board of Directors, to appoint additional Trustees. The number of members of the Board shall be not less than three and not more than nine.

**Trustee induction and training**

New Trustees are required to undergo training to brief them on their legal obligations on the Charity and Company laws, the content of the Memorandum and Articles of Association, the committee and decision making process; the business plan and recent financial performance of the Charity Trustees are encouraged to attend appropriate external training events to facilitate the undertaking of their role

**Organization**

Delegation of the running of the school is given to Governors by the Directors. The Governors are therefore responsible for the formation of the policies and practices of the school. The Directors continue to oversee the Governors' responsibilities by receiving minutes of every Governor's meeting and by virtue of two of the Directors being Governors. The Governors then delegate responsibility for day to day management of the school in accordance with the set policies and practices to the Head Teacher (Ms B. Lord) with full supports of the management team (made up of Dept Heads)

**Related parties**

Relationships with other organizations in the country that are engaged in the same activities are essential as they require resources that are beyond a single school.

The school is therefore an active member of Christian Schools' Trust and EurECA (European Educators' Christian Association) where resources in terms of expertise and limited finances are combined with others to engage in the process necessary to produce a Christian Curriculum.

## **Christian Fellowship School Trust**

### **Trustees' Report for the year ending 31<sup>st</sup> August, 2013 (continued)**

#### **Risk management**

During the current year, we have reviewed all the policies for the followings: Risk Assessment, Accidents, Health and Safety, Fire, Child Protection, Staff Training & Induction, Legionella etc.

#### **Objective and activities**

The object of the Company is to promote an education based on Christian principles for children aged four to sixteen. Our main aim is to support Christian families in the upbringing of their children. We purposely keep our minimum financial payment low (school fees) so that there is no sense of being elitist, and by so doing we seek to serve ordinary folk as opposed to the wealthy.

The school is seeking to promote a vision and understanding of Christian Education both in the UK and abroad so that pupils who eventually leave will know how to apply their faith in situations in the world.

This requires the provision of teaching programmes that contain clear Christian distinctive that combine to produce a Curriculum that embodies a Christ-centred, biblical world view.

The school therefore is an active member of Christian Schools' Trust (CST) and EurECA (European Educators' Christian Association) where resources in terms of expertise and limited finances are combined with others to engage in the process necessary to produce a Christian curriculum. The school has a professional relationship with Christian Schools Australia.

The Head Teacher is a Trustee of Christian School's Trust.

Some of the policies the school has developed to achieve its aims include

- Promotion of the values of a Christian home
- Open and close relationships between home and school.
- The application of the principles of the Kingdom of God throughout the teaching and learning process.
- A system of nurture and direction of the children that includes Christian love and discipline.
- Training of staff and parents to handle children so as to achieve God's purposes for them
- Setting up of financial structures that will enable the school to achieve its maximum with the resources available.
- Communication of the aims and purposes of the school to the Christian community

**Christian Fellowship School Trust**  
**Trustees' Report for the year ending 31<sup>st</sup> August, 2013 (continued)**

**Achievements and Performance during the year**

**Leadership**

The strategic review and Development Team was replaced with a smaller Core Team of three. This was more flexible and responsive than the larger group. It also worked with direct authority from Directors to support the Head and make executive decisions at a medium level unless very specific issues needed a director level decision. The Core Team included the chair and vice chair of governors and an ex director who shifted to a more practical role. The original rapid response role within the previous team was also covered by the Core Team. The support roles included: School infra-structure, pastoral (HR) and governor reform.

**Continuous Professional Development (CPD)**

A new appraisal system was designed for trial 2014. The school hosted the Northern INSET day with over 70 teachers attending. The CFS teachers led all 12 seminars. The first Christian Education Research conference was held at Hope University and CFS sent representatives. One of our staff also underwent extensive training as a professional trainer for the Jolly Phonics Company. The preparations for the impending Ofsted inspection shaped our INSET program and a Mock inspection from the Bridge School inspectorate also gave focus to some of the final developments in the year.

**INSET**

Staff training from a Christian perspective was delivered throughout Inset Days (14 a year). A proportion of this time was spent on reviewing strategies such as Pupil Behaviour, Creative Teaching & Personal Targets plus Maths Assessment and Reading policies. These will continue to be developed. Additionally, some in-service time was spent on Safeguarding and ALPs training as well as preparation and mock inspection for expected Ofsted Inspection.

3-5<sup>th</sup> Sept 2012 – Kingdom of God, Referral Procedure & IEEP,

1-2<sup>nd</sup> Oct 2012 – Teaching & Learning Ofsted Criteria, Creative Teaching Strategies, Personal Targets for Development, Curriculum, Lesson Content

7-8<sup>th</sup> Jan 2013 – Reading Policies, Safeguarding training, Thinking Hats, Meta-cognition, Pupil Behaviour strategy, ADHD Training, Citizenship, OFSTED, Expansion of Contact time

14-15<sup>th</sup> Feb 2013 – ICT, Curriculum, EYFS, SEIF, Northern Inset, English Audit & Development, Maths Assessment Policy, ALPS

15<sup>th</sup> Apr 2013 – OFSTED, Assessment focus framework, NFER, Writing Objectives/Self-Assessment

**Other Continuous Professional Development and Training:**

Northern Inset, (PURE Creative Arts, EYFS, SEN, Primary & Secondary pupils - 7<sup>th</sup> May 2013 - approx 20 staff)

Safeguarding – CP Officer (inset) 8<sup>th</sup> Jan 2013 – 11 staff

Child Protection Training – Ednet – 15<sup>th</sup> Jan 2013 – 1 staff

Health & Safety – H&S Officer – 5<sup>th</sup> Sept 2013 – 32 staff

ADHD – SENCO – (inset) 7<sup>th</sup> Jan 2013 – 9 staff

SEN - Nasen Live – 22-23<sup>rd</sup> May 2013 – 12 staff

Christian Insights into teaching & learning – Hope University – 28-29<sup>th</sup> Jun 2013 – 9 staff

EYFS – Ednet – 15<sup>th</sup> Jan 2013 – 2 staff

Employment Law – Peninsula – 15<sup>th</sup> Apr 2013 – 2 staff

Auto Enrolment (Pensions) – ACCA – 12<sup>th</sup> Feb 2013 – 1 staff

Seamless Transition of a young person with Eating Disorder – 29<sup>th</sup> Nov 2012 – 2 staff

**Christian Fellowship School Trust**  
**Trustees' Report for the year ending 31<sup>st</sup> August, 2013 (continued)**

My Maths – In-service - 7<sup>th</sup> May – 1 staff

National Drama Pre Conference Event (Performance Arts)- Trinity – 3<sup>rd</sup> Jul 2013

19-20<sup>th</sup> June 2013 – Debrief from mock inspection, Marking/Targets policy, Review of reports, Bible/Assemblies, Appraisal process, Jolly Phonics, Big Write & Assessment, Duke of Edinburgh planning

**Curriculum Development training:**

AQA RS - Network Group Mtg – 27<sup>th</sup> Nov 2013 – 1 staff

AQA Art & Design - Standardization Mtg – 22<sup>nd</sup> Jan 2013 – 1 staff

**Curriculum Development**

This focused mainly on a continuation of the review of assessment practices, analysis of data and target setting.

**2013 GCSE Results:**

**Core Subjects taken by all pupils**

100% pupils gained A\*-G grades

65% gained 5 or more A\*-C grades including English and Maths (some pending remarks of borderline students) may yet increase this percentage.

Maths achievements were excellent with 82% gaining A\*-C grades

English results were down from last year with 77% gaining literature A\*-C

English language was 70% A\*-C However, 100% who took a level 2 course in functional English gained a C equivalent.

88% of students gained A\*-C grades in RS

82% gained Core Science at A\*-C

93% of the Y10 students who sat Core Science gained A\* to C.

**Option Subjects**

100% of those opting for Additional Science gained A\*-C

100% also gained A\*-C in Graphics and French

90% History students, 91% of Music students, 88% ECDL students, 75% Business Studies students and 70% of Art students gained A\*-C grades.

Of the pupils who were entered for RS (while still in Y10), 95% gained \* to C

**Nearly half the students took more than 10 GCSE s. Two students from this cohort also won the final of the Law Society Public Speaking competition in Merseyside. Two of the more able students were offered places at- The Bluecoat. Congratulations to Y10 students who gained excellent results in the core Science, Performance Arts Units and subjects taken a year early such as RS, History and Maths.**

**PFA**

There was an increase in small prayer meetings leading up to Ofsted and also a well-attended PFA prayer special. Parents also funded the development of the outside EYFS classroom. Parent Governors began to develop some induction sessions.

**Christian Fellowship School Trust**  
**Trustees' Report for the year ending 31<sup>st</sup> August, 2013 (continued)**

**Parents in Partnership with School (PiPS)**

This was very successful and gave rise to our largest intake at YR (21) ever. The aim of this group which meets twice weekly usually on school premises, is to

- Offer parents and their pre-school children regular opportunities to play, fellowship, explore aspects of Christian parenting, supporting each other, and having age appropriate slots for teaching bible stories, singing and praying with their children.
- Introduce families to the distinctive vision of school. Many pupils who start in reception are initially part of this group. There are approximately 10 families who are part of PIPS.

**Alumni**

The aim of this group is to encourage, develop and support communication between past pupils of Christian Fellowship School and to highlight ways in which past pupils can help the school. A core team of alumni involved in the school has recently grown to include alumni who have become teachers within the school and more alumni parents who have chosen CFS for their children. A core group of alumni in contact with the school on a day to day basis provides us with a good foundation on which to build. The alumni are looking into different initiatives to communicate with past pupils and also their parents.

**Gifts and Donations Received**

There have been a large number of sundry gifts and donations received by the school during this financial year were in the region of £40,546.00

**Lower School Outdoor Play Area Project**

During the year, an outdoor play area that was 100% funded (at a cost of about £6,000.00) by Lower School parents was created for the children to enhance learning in all areas of Early Years Foundation Stage Curriculum. The aim was to create a richer environment with some plantings.

This has enriched the children's understanding and wonder of God's creation. Also, the play area has created a workshop zone where children are encouraged to explore and investigate the natural world. This exciting project has provided engaging and meaningful experiences that enables our children to learn in a creative and stimulating outdoor environment.

**Public Benefit:**

The Directors and Governors are continually considering the issue of making the school accessible to many, and also that some of the schools focus and activities would be of benefit to others outside the school community.

- The school building and facilities are used by local church communities e.g. Church conferences, textile group etc.
- An extended after school activity was piloted for pupils and their parents and open to others from the church community. This was successful, and we will be offering other similar activities based on our survey.
- The school supports Operation Christmas Child. Most families in the school do a shoe box every year, and pupils help organize them in the warehouse, we also support a school in the Andaman Islands, Water Aid and hold regular Fair Trade sales.
- The school operates an exchange scheme with a school in the Netherlands. This also involves the sharing of teaching expertise.



**Christian Fellowship School Trust**  
**Trustees' Report for the year ending 31<sup>st</sup> August, 2013 (continued)**

**Financial Accessibility**

- Fees (known as minimum contribution) are charged at only 25% of the average in the north of England, to enable access to a wide range of families.
- The staff in effect supplements the school's income by taking a very low wage (a little over minimum wage) Some work voluntarily or offer voluntary days.
- Emergency hardship funding for families in financial crisis
- The school administers a sponsorship scheme to help with fees in specific cases e.g. for asylum seekers.
- Bursaries of up to 80% are offered to families on very low income
- The fee structure reflects reductions for the third and subsequent children. A free place is offered to the 6<sup>th</sup> child

**Financial Review**

The results for the year are set out on page 13.

**Investment powers and policy**

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the Trustees wish. The Directors have established a policy where surplus funds, which are not required for the day to day running of the Company, are invested in a deposit account with the Company's Bankers.

**Reserves policy**

The Directors have established a reserves policy where they would seek to have six months worth of expenditure as unrestricted free reserves. The actual reserves at 31<sup>st</sup> August 2013 were £165,162, of which the total free reserves were £41,794, which is over £218,206 short of our target figure of £245,000. In calculating free reserves, the Trustees have excluded from total funds, restricted income funds (£968) and tangible fixed assets (£123,368)

**Grant Making Policy**

The Directors make grants to deserving causes in response to specific requests made to them

**Plans for future periods**

There was a major meeting of parents in April 2007 to discuss future developments. A 3-5 year transition was identified as a period of expanding resources and vision to go into the next major phase. We plan to expand Churches' support for the school in the area of advertising to get more pupils. Part of the outcome of the 3-5 year plan was the establishment of Parental Ownership Development, Parents in Partnership with School, CFS Alumni, and School Building Redevelopment Project etc. The Directors will continue to develop and make adequate plans that will position CFS as a school that can meet the demands and challenges of the 21<sup>st</sup> century. Due to serious illness of the new Head Teacher, Miss B. Lord in 2011-2012, the transition has taken longer and is still ongoing.

**Christian Fellowship School Trust**

**Trustees' Report for the year ending 31<sup>st</sup> August, 2013 (continued)**

**Trustees' responsibilities in relation to the financial statement**

Company and Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of its surplus or deficit for that year. In preparing those financial statements, the Trustees are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent;
- state whether applicable Accounting Standards and Statements of Recommended Practice have been followed, subject to any departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud, and other irregularities.

In accordance with Company Law, as the company's Directors, we certify that:

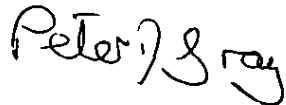
- so far as we are aware, there is no relevant audit information of which the auditors are unaware; and
- as the Directors of the company, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

**Christian Fellowship School Trust**  
**Trustees' Report for the year ending 31<sup>st</sup> August, 2013 (continued)**

**Statement as to Disclosure of Information to Auditors**

So far as the trustees are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditor is unaware, and each trustee has taken all the steps that ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditor is aware of that information

This report was approved by the Board of Trustees on 19<sup>th</sup> May 2014 and signed on its behalf by



P.D. Gray  
Secretary

## **Christian Fellowship School Trust**

### **Report of the Independent Auditor to the members of Christian Fellowship School Trust**

I have audited the financial statements of Christian Fellowship School Trust for the year ended 31<sup>st</sup> August 2013 as set out on pages 12 to 21. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Section 144 of the Charities Act 2011 and the regulations made under Section 154 of the Act. My audit work has been undertaken so that I might state to the company's trustees those matters I am required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's trustees as a body, for my audit work, for this report, or for the opinions I have formed.

#### **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on page 8, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

My responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK & Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the trustees report to identify material inconsistencies with the audited financial statements. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

#### **Opinion on financial statements**

In my opinion the financial statements:

- Give a true and fair view of the state of the charitable company's affairs as at 31<sup>st</sup> August 2013 and of its incoming resources and application of resources including 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 Companies Act 2006

**Christian Fellowship School Trust**

**Report of the Independent Auditor to the Members of  
Christian Fellowship School Trust**

**Matters on which I am required to report by exception**

I have nothing to report in respect of the following matters where the Charities Act 2011 requires me to report to you if, in my opinion.

- The information given in the Trustees Annual Report is inconsistent in any material respect with the financial statements, or
- The charitable company has not kept adequate accounting records and returns; or
- The financial statements are not in agreement with accounting records and returns; or
- I have not received all the information and explanations I require for our audit, or



Robert H Clarkson (Senior Statutory Auditor)  
for and on behalf of Clarkson & Co  
Centre of Excellence  
Hope Park  
Trevor Foster Way  
Bradford  
BD5 8HH

20<sup>th</sup> May 2014

**Christian Fellowship School Trust**

**Statement of Financial Activities and  
Income and Expenditure Account  
for the year ended 31<sup>st</sup> August 2013**

		Unrestricted Funds £	Restricted Funds £	Total Funds	
				2013 £	2012 £
<b>Incoming Resources</b>	<b>Note</b>				
Incoming Resources from generated funds:					
Voluntary income	2	40,509	3,241	43,750	19,161
Activities for generating funds	3	6,670	-	6,670	49,110
Investment Income	4	59	-	59	70
Incoming Resources from charitable activities	5	493,113	-	493,113	476,735
<b>Total Incoming Resources</b>		----- 540,351 -----	----- 3,241 -----	----- 543,592 -----	----- 545,076 -----
<b>Resources Expended</b>					
Costs of generating funds					
Fundraising trading: costs of goods sold and other costs	6	511	-	511	746
Charitable activities	7	512,517	19,671	532,188	561,534
Governance costs	8	5,741	-	5,741	4,219
<b>Total Resources Expended</b>		----- 518,769 -----	----- 19,671 -----	----- 538,440 -----	----- 566,499 -----
<b>Net Incoming/(Outgoing) Resources</b>		21,582	(16,430)	5,152	(21,423)
Total funds brought forward at 1 <sup>st</sup> September 2012		143,580	17,398	160,978	182,401
Total funds carried forward at 31 <sup>st</sup> August 2013		----- 165,162 =====	----- 968 =====	----- 166,130 =====	----- 160,978 =====

There are no recognised gains or losses

The notes on pages 14 to 21 form part of these financial statements

**Christian Fellowship School Trust**

**Balance Sheet as at 31<sup>st</sup> August 2013**

		2013 £	2012 £
	Note		
<b>Fixed Assets</b>			
Tangible Assets	12	123,368	128,012
<b>Current Assets</b>			
Stocks	13	4,936	1,980
Debtors	14	14,934	13,311
Cash at bank and in hand		67,874	56,392
		-----	-----
		87,744	71,683
<b>Creditors Amounts falling due within one year</b>	15	44,982	38,717
		-----	
<b>Net Current Assets</b>		42,762	32,966
		-----	-----
<b>Net Assets</b>		166,130	160,978
		=====	=====
<b>Funds</b>			
Unrestricted		165,162	143,580
Restricted	16	968	17,398
		-----	-----
		166,130	160,978
		-----	-----

These Financial Statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies, and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The Financial Statements were approved by the Board on 19<sup>th</sup> May 2014 and signed on its behalf

D Collins 

D E Stewart 

Directors and Trustees

The notes on pages 14 to 21 form part of these financial statements

## **Christian Fellowship School Trust**

### **Notes to the Financial Statements** **for the year ended 31<sup>st</sup> August 2013**

#### **1. Accounting Policies**

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice-Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable UK Accounting Standards and the Companies Act 2006.

The company has taken advantage of the exemption in FRS1 from the requirements to prepare a cash flow statement on the grounds that it is a small company.

#### **Funds**

General funds represent the funds of the charity that are not subject to any restrictions regarding their use and are available for application on the general purposes of the charity. Funds designated for a particular purpose by the trustees are also unrestricted.

Restricted funds are funds subject to specific conditions imposed by the donors or through the terms of an appeal.

#### **Turnover**

Turnover comprises the amounts receivable in respect of grants, donations, subscriptions and the sale of goods to customers, inclusive of Value Added Tax.

#### **Incoming Resources**

Donations, legacies and other voluntary income

Voluntary income received by way of grants, donations and gifts is included in the Statement of Financial Activities in the year in which it is received by or on behalf of the charity. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

The charity received substantial amounts of voluntary help from its supporters, but no attempt is made to place a financial value on these services and they have not been included.

#### **Grants Receivable**

Grants are credited to the Statement of Financial Activities in the year in which they are receivable.

#### **Other Income**

Rental income from the letting of the charity's premises is recognised when the rental is due.

#### **Income from Investments**

Interest is accounted for when due and payable.

#### **Resources Expended**

##### **Grants**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the charity.



**Christian Fellowship School Trust**  
**Notes to the Financial Statements**  
**for the year ended 31<sup>st</sup> August 2013 (continued)**

**1. Accounting Policies (continued)**

**Costs of Generating Voluntary Income**

All expenses relating to fundraising, publicity, public relations and investment management charges are charged to this heading.

**Charitable Activities**

Charitable activities comprise of those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both the costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**Governance Costs**

These costs relate to the governance of the company itself, as opposed to the management of charitable activities or fundraising and publicity, and are primarily associated with constitutional, statutory and legal requirements.

**Irrecoverable VAT**

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

**Tangible Fixed Assets and Depreciation**

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Freehold land and buildings	-	2% on cost
Fixture and fittings	-	15% reducing balance
ICT equipment, including computers	-	33.33% on cost
Motor vehicles	-	25% reducing balance

All equipment, fixture and fittings with an original cost of less than £500, are written off in the year in which the expenditure was incurred on the basis that due to the nature of the company's activities, there is no expectation that the cost of the assets will be recovered in the way of future revenues.

**Charitable Status and Taxation**

As a registered charity, the company benefits from rates relief and is generally exempt from income tax and corporation tax. The charity is not registered for Value Added Tax.

## **Christian Fellowship School Trust**

### **Notes to the Financial Statements** **for the year ended 31<sup>st</sup> August 2013 (continued)**

	<b>Total Funds</b>	
	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
<b>2. Voluntary Income</b>		
Sundry donations	34,197	12,741
Income tax recoverable	9,553	6,420
	-----	-----
	<b>43,750</b>	<b>19,161</b>
	=====	=====
<b>3. Activities for Generating Funds</b>		
Hire of school facilities	816	2,259
Phone/photocopying receipts	48	42
School shop/clothing sales	806	461
Building maintenance/renovation	-	33,388
Pledges	-	5,960
Bursary fund	5,000	7,000
	-----	-----
	<b>6,670</b>	<b>49,110</b>
	=====	=====
<b>4. Investment Income</b>		
Interest received	59	70
	=====	=====
<b>5. Incoming Resources from Charitable Activities</b>		
Examination fees	587	2,586
School fees	418,958	412,710
School trips income	16,445	15,192
SEN fees	38,523	32,038
Swimming fees	9,786	8,103
Sundry income	1,937	3,138
Staff CRB check income	1,877	2,968
Grants	5,000	-
	-----	-----
	<b>493,113</b>	<b>476,735</b>
	=====	=====
<b>6. Fundraising Trading</b>		
Cost of sales	511	746
	=====	=====

## Christian Fellowship School Trust

### Notes to the Financial Statements for the year ended 31<sup>st</sup> August 2013 (continued)

	Total Funds	
	2013	2012
	£	£
<b>7. Charitable Activities</b>		
Grants	19,673	30
Wages and salaries	367,837	375,094
Peripatetic teachers	6,018	5,898
SEN support	341	13
Staff CRB checks	1,104	613
Rent and rates	14,614	14,365
Hire of facilities	5,483	5,550
Insurance	8,471	8,316
Heat and light	29,316	28,554
Repairs and maintenance	9,852	8,087
Ground maintenance	3,179	2,601
Building maintenance	-	51,295
Advertising	425	180
Bad debts	2,583	-
Bank charges and interest	987	864
Donations and gifts	4,773	1,354
Education materials	6,917	9,011
Examination fees	6,658	5,686
Licences etc	896	722
Motor and travel expenses	5,987	6,462
Printing, postage and stationery	3,520	6,996
Refreshments	2,011	1,918
School trips expenses	15,695	13,775
Library fund	100	1,505
Staff training costs	1,427	1,888
Subscriptions	1,667	1,280
Telephone	2,410	2,598
Sundries	1,365	1,464
Depreciation	4,644	5,015
Sports facility expenses	40	-
Bursary fund	4,195	400
	-----	-----
	<u>532,188</u>	<u>561,534</u>
<b>8. Governance Costs</b>		
Legal and professional costs	3,316	1,693
Auditor's remuneration	2,425	2,526
	-----	-----
	<u>5,741</u>	<u>4,219</u>

## **Christian Fellowship School Trust**

### **Notes to the Financial Statements** **for the year ended 31<sup>st</sup> August 2013 (continued)**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
<b>9. Net Outgoing Resources</b>		
Net outgoing resources are stated after charging:		
Depreciation on tangible assets	4,644	5,015
Auditor's remuneration	2,425	2,526
	-----	-----
	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
<b>10. Staff Costs</b>		
Wages and salaries	363,190	369,026
Social Security costs	11,006	11,966
	-----	-----
	<u>374,196</u>	<u>380,992</u>

The average number of full-time equivalent (including casual and part-time staff) employed by the company during the year was as follows:

	<b>2013</b>	<b>2012</b>
Building maintenance	2	2
Teaching and support staff	28	28
Office administration	3	3

During the year the charity employed members of staff as detailed above. None (2012: None) of whom earned more than £60,000 p a. The trustees received £Nil remuneration (2012: Nil) during the year. Trustees were reimbursed travelling and subsistence expenses of £Nil (2012: Nil) for the year. There were no other transactions requiring disclosure in respect of trustees, persons closely connected with them or other related parties.

### **11. Pensions**

The charity administers contributions to a stakeholder pension scheme for 1 member of staff (2012: 1). The charity makes no contributions to this scheme.

**Christian Fellowship School Trust**

**Notes to the Financial Statements**  
**for the year ended 31<sup>st</sup> August 2013 (continued)**

**12. Tangible Fixed Assets**

	Freehold land & buildings £	School & office equipment £	Fixtures fittings & equipment £	Motor vehicles £	Total £
<b>Cost</b>					
As at 1 <sup>st</sup> September 2012	157,835	20,347	2,156	8,250	188,588
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
	-----	-----	-----	-----	-----
As at 31 <sup>st</sup> August 2013	<u>157,835</u>	<u>20,347</u>	<u>2,156</u>	<u>8,250</u>	<u>188,588</u>
<b>Depreciation</b>					
As at 1 <sup>st</sup> September 2012	37,875	15,674	1,572	5,455	60,576
Charge for the year	3,156	708	84	696	4,644
Disposals	-	-	-	-	-
	-----	-----	-----	-----	-----
As at 31 <sup>st</sup> August 2013	<u>41,031</u>	<u>16,382</u>	<u>1,656</u>	<u>6,151</u>	<u>65,220</u>
<b>Net Book Value</b>					
As at 31 <sup>st</sup> August 2013	<u>116,804</u>	<u>3,965</u>	<u>500</u>	<u>2,099</u>	<u>123,368</u>
As at 31 <sup>st</sup> August 2012	<u>119,960</u>	<u>4,673</u>	<u>584</u>	<u>2,795</u>	<u>128,012</u>

The freehold buildings consist of the school buildings at Overbury Street, Liverpool, L7 3HL, at cost.

	2013 £	2012 £
<b>13. Stocks</b>		
Toners	698	-
Oil	4,238	1,980
	-----	-----
	<u>4,936</u>	<u>1,980</u>

The closing stocks are valued at cost or net realisable value, which ever is the lower

	2013 £	2012 £
<b>14. Debtors</b>		
Trade debtors	9,153	8,588
Prepayments and accrued income	1,362	1,435
Other debtors	4,419	3,288
	-----	-----
	<u>14,934</u>	<u>13,311</u>

## Christian Fellowship School Trust

### Notes to the Financial Statements for the year ended 31<sup>st</sup> August 2013 (continued)

#### 15. Creditors: Amounts falling due within one year

	2013	2012
	£	£
Trade creditors	5,680	2,584
Other taxes and Social Security costs	2,480	2,799
Accruals and deferred income	36,822	33,334
	-----	-----
	44,982	38,717
	=====	=====

#### 16. Analysis of Net Assets by Fund

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Fixed assets	123,368	-	123,368
Current assets	86,776	968	87,744
Current liabilities	(44,982)	-	(44,922)
	-----	-----	-----
Fund balance	165,162	968	166,130
	=====	=====	=====

#### 17. Movement of Funds

	As at 1/9/2012	Incoming	Outgoing	Transfer	As at 31/8/2013
	£	£	£	£	£
Unrestricted funds	143,580	540,351	518,769	-	165,162
	=====	=====	=====	=====	=====
Designated gifts (Tsunami Fund)	212	-	-	(212)	-
Library fund	1,068	-	100	-	968
Christian legal appeals fund	14,118	-	14,118	-	-
New server	1,000	-	1,000	-	-
Memorial bench	1,000	-	1,000	-	-
Playground	-	2,924	3,136	212	-
Water aid	-	71	71	-	-
Fair trade	-	246	246	-	-
	-----	-----	-----	-----	-----
Total restricted funds	17,398	3,241	19,671	212	968
	=====	=====	=====	=====	=====
<b>Total Funds</b>	160,978	543,592	538,440	212	166,130
	=====	=====	=====	=====	=====

## **Christian Fellowship School Trust**

### **Notes to the Financial Statements** **for the year ended 31<sup>st</sup> August 2013 (continued)**

#### **18. Fund Details**

Details of the various funds held by the charity are as follows.

<b>Name of fund</b>	<b>Description, nature and purpose of the fund</b>
<b><u>Unrestricted Funds</u></b>	
General fund	Any monies not included in any other fund
<b><u>Restricted funds</u></b>	
Tsunami Fund	This fund was set up following the Boxing Day disaster in 2004 to collect monies for the 'As Victims' and forward those monies and paying for personal visits to Sri Lanka to assist relief. Additional were donations received during 2009/2010
Library Fund	This fund was set up in 2003 to collect monies towards the provision of a library for the whole school
Christian Legal Appeals Fund	The fund was created in 2006 to support any legal campaigns, which the directors feel are necessary to defend the Christian faith or ethos.
Building Maintenance/Renovations	The fund was created to enable major maintenance and renovation work to be completed on the building
New Server	Donation given for the purchase of a new computer server
Memorial Bench	Donation for the purchase of a bench in memory of Mrs Judith Morgan, ex Teacher
Playground	Funds towards the cost of marking out the playground.
Water Aid	Collected by pupils for Water Aid in Africa
Fair Trade	Raised by Business Studies students for Fair Trade
<b>19. Contingent Liabilities</b>	The company has no contingent liabilities as at 31 <sup>st</sup> August 2013 (2012 None)
<b>20. Capital Commitments</b>	The company has no capital commitments as at 31 <sup>st</sup> August 2013 (2012 None) either contracted for or authorised by the directors but not contracted for
<b>21. Members' Liability</b>	The company is limited by guarantee, and in the event of the winding up of the company, the liabilities of each member (including those members who have served within the previous twelve months) is limited to a contribution of £10 towards the cost of dissolution and the liabilities incurred by the charity while the contributor was a member. Number of members 7 (2012:7)