

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

**Trustees' Report and Financial Statements**

**for the year ended**

**31<sup>st</sup> August 2017**

Charity Registration Number: 1079325

Company Registration Number: 3906000



**Christian Fellowship School Trust**

**For the year ended 31 August 2017**

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**Christian Fellowship School Trust**  
**For the year ended 31<sup>st</sup> August 2017**

**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:** J.G. Sharples  
P. N. Moffat  
W.F. Sopwith  
J. L. Oliver

**Head Teacher:** Mr William Richard Worsley

**Independent Examiner** Michael .B. Fox FCA, FCCA  
Torevell Dent Ltd  
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, 2017** **Christian Fellowship School Trust**

The trustees, who are also directors for the purposes of company law, present their annual report and the financial statements for the year ending 31st August, 2017.

#### **Reference and administrative details**

The details are set out on page 2.

#### **Trustees**

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

J G Sharples  
P N Moffat  
W F Sopwith  
J L Oliver

The Directors meet at least ten times a year. Independently examined 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 board of directors appoint non-executive directors to work with the board in specialist operational support roles. The non-executive directors are invited to attend all board meetings. 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.

##### **Organisation**

The directors and non-executive directors run the school together as a board of governors. The governors are responsible for the formation of the policies and practices of the school. 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 (Mr.W.R. Worsley) with full support of the senior leadership team, made up of department heads.

##### **Related parties**

The school has relationships with other educational organisations in the UK, including the Christian Schools' Trust (CST) which provides resources and expertise in terms of developing and delivering a Christian curriculum.

## **Christian Fellowship School Trust**

### **Trustees' Report for the year ending 31<sup>st</sup> August, 2017** **Christian Fellowship School Trust (continued)**

#### **Risk management**

During the year, we reviewed all the policies of the charity: Risk Assessment, Accidents, Health and Safety, Fire, Safe Guarding, Staff Training & Induction and Legionella.

#### **Objective and activities**

The object of the Company is to promote an education based on Christian principles for children aged four to sixteen. Its main aim is to support Christian families in the nurturing of their children. We consciously keep our school fees as low as possible so that the school is accessible to everyone.

The school seeks to promote a vision and understanding of Christian Education both in the UK and abroad so that as pupils move on to higher education and adult life they will have an appreciation of how to apply their faith, being equipped to serve as global citizens. This requires the provision of teaching programmes that contain a clear Christian distinctive that combine to produce a curriculum that embodies a Christ-centred, biblical world-view.

#### **Some of the policies the school has to achieve its aims include:**

- Promotion of the values of a Christian home.
- Promotion of a culture of mutual respect, support and collaboration between staff, parents and children for the benefit and success of pupils and the whole community, this is reflected in the Parent and Educational Team Agreement, which is actively communicated during the admissions process.
- 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 engage with children so as to achieve God's purposes for them.
- Setting up of financial structures that will enable the school to achieve its goals with the resources available.
- Communication of the aims and purposes of the school to the Christian community.

#### **Achievements and Performance during the year**

##### **Leadership**

The board of directors is an agile team of four, who additionally serve as members of the board of governors - this integrated and flexible leadership team works directly with the head teacher in providing leadership in specific roles of: finance, infrastructure, communication, education, curriculum, parent collaboration, communication, safeguarding, and staff welfare.

##### **Ofsted Inspection**

In February the school was inspected by Ofsted. We had previously been inspected in November 2013, at which time the school's overall effectiveness was judged to be a good. In 2017 we were very pleased that once again Ofsted judged overall effectiveness to be good, and that personal development, behaviour and welfare were judged outstanding.

##### **Continuous Professional Development (CPD)**

Members of staff are supported in their continuous professional development by means of a performance management system. The governors review the performance and development of the head teacher annually, measured against agreed objectives, which reflect the whole school development plan. The head teacher ensures that his objectives together with individual personal objectives are cascaded to his leadership team, who further take responsibility for the performance management of the wider staff body.

## **Christian Fellowship School Trust**

### **Trustees' Report for the year ending 31<sup>st</sup> August, 2017** **Christian Fellowship School Trust (continued)**

#### **Infrastructure**

The directors began to consider the long-term maintenance challenges of the school buildings in 2011. Following a full assessment of options including a full re-build, it was concluded in 2016 that the existing buildings should be refurbished. During 2017 a programme of work was drawn up, which was commenced in August 2017, with the front elevation windows being replaced. The plan is to progress with the remainder of the refurbishment programme in 2018/19; this will include: the rear elevation windows, roof, and heating system.

#### **Professional Development: Year ending 31st August 2017**

Staff training from a Christian perspective was delivered throughout Inset Days (13 this year). A proportion of this time was spent on looking at the school vision & curriculum development. These will continue to be developed. Additionally, some in-service time was spent on policies, Abacus training, SEND & Safeguarding.

#### **School Based Inservice Training**

1<sup>st</sup>, 2<sup>nd</sup> & 5<sup>th</sup> Sept – Teaching skills, Effective feedback to pupils, fire wardens, School development, Differentiation & small steps, behaviour (exit procedure, playground) & policy  
3<sup>rd</sup> & 4<sup>th</sup> Jan – SMSC & British Values, Ofsted Inspections, SRE, Fire Warden training, Raising pupil performance through effective feedback, Safeguarding, Pupil targets & Visual perception, H & S  
16<sup>th</sup> & 17<sup>th</sup> Feb – Individual department meetings  
12<sup>th</sup> May – Northern Inset – Welcome to my classroom: ideas that work'  
5<sup>th</sup> & 6<sup>th</sup> Jun – Christ-centred curriculum, Touch type read & spell, Q & A Teaching & Learning  
12<sup>th</sup> Jul – ALPs, Transition.

#### **Additional school based Training**

Anaphylaxis & Epipen – 14 staff  
Asthma – 14 staff  
SEN – Pupil targets & visual perception  
Safeguarding induction – 6 staff.

#### **Training courses by outside agencies:**

Employment Law – 2 staff  
Statutory sick pay – 1 staff  
Payroll -1 staff  
Forensic Accounting – 1 staff  
Optimus – 1 staff  
CST Essential Teacher training – 2 staff  
Education Conference – 1 staff  
NCFE Level 4 certificate in education & training – 1 staff  
Lego Therapy – 2 staff  
Food Safety – 6 staff  
Love Wise Conference – 1 staff  
Dyslexia Awareness – 1 staff  
SEN Autism – 6 staff  
SEN – PIVATS 5 – 1 staff  
SEN ADHD Conference – 1 staff  
First Aid Outdoors – 1 staff  
Paediatric First Aid – 1 staff  
Emergency First Aid at Work – 1 staff  
Safeguarding Annual Briefing – 3 staff

## **Christian Fellowship School Trust**

### **Trustees' Report for the year ending 31<sup>st</sup> August, 2017** **Christian Fellowship School Trust (continued)**

Safeguarding EYFS basic – 2 staff  
Safeguarding - Self Harm – 2 staff  
Safeguarding – Safe Space – 2 staff  
Safeguarding MARF – 1 staff  
Safer recruitment – 3 staff.

#### **Specialist subject development courses:**

(Art) Block printing – 1 staff  
(Art) Card making – 1 staff  
(Art) Dry paint – 1 staff  
(Art) Stain glass – 1 staff  
(Art) Wet felt – 1 staff  
(Art) Lino printing – 1 staff  
(Art) Needle felting  
(Art) Monotype – 1 staff  
(Art) Pottery

(English) GCSE Hub – 1 staff  
(History) GCSE – 1 staff  
(Maths) GCSE – 2 staff  
(PE) Learning Disability & Sport – 1 staff  
(PE) Fundamentals in movement – 1 staff  
(PE) Safeguarding & protecting – 1 staff  
(RE) Life in Modern Britain  
(Science) Physics Conference – 1 staff  
(Science) Chemistry workshop – 1 staff.

#### **2017 GCSE Results**

##### **Attainment 8**

The overall attainment score in the eight subjects used to measure performance was 5.75, compared with last year's score of 5.12. Given the academic profile of the class, this was a good result.

##### **Percentage with English and Maths at standard/strong pass level**

The Department for Education defines a score of 4 as a 'standard pass' with a score of 5 as a 'strong pass'.

Our performance on these measures was 75% with strong passes in five GCSE, including both Maths and English and 88% with standard passes in five GCSEs including both Maths and English. Last year the figure for five GCSE at C or above, including Maths and English was 70%.

## Christian Fellowship School Trust

### Trustees' Report for the year ending 31<sup>st</sup> August, 2017 Christian Fellowship School Trust (continued)

#### **All core Subjects (% with passes at Grade C or Grade 4 / 5)**

A direct comparison is not possible in English and Maths as the 2016/17 Grade 4 does not precisely map to the 2015/16 Grade C. The table below shows both standard and strong passes in the three 9 - 1 GCSEs compared with the 2015/16 Grade C passes.

	<b>2017 Grade 4</b>	<b>2017 Grade 5</b>	<b>2017 Grade C</b>	<b>2016 Grade C</b>
Maths	88%	75%		89%
English Language	88%	75%		70%
English Literature	100%	75%		80%
Science (Core)			75%	67%
Science (Additional)*			100%	100%
Religious Studies			88%	70%
French*			86%	67%
History*			100%	NA
PE*			63%	75%

\* This is the percentage of students entered for the exam.

#### **Percentage with EBacc**

We are particularly pleased with the high proportion of students (75%) achieving the EBacc suite of qualifications compared with 30% the previous year. This is the result of a deliberate policy of concentrating on a core of academic GCSEs for most students, alongside a more diverse range of other GCSEs made possible through Flexi-Ed arrangements with parents and the wider school collaborative.

#### **Parents and Friends Collaborative (PFC)**

During the academic year a number of PFC meetings were held. These meetings provided an opportunity to engage with the wider school community and communicate key development and planning activities. These included subjects such as refurbishment of the buildings, fundraising, safeguarding, online safety, fundraising, a school fees review, volunteering, community engagement and curriculum development.

#### **Pre-school, Parents in Partnership with School (PiPS)**

On average, there tend to be about 10 families involved in PiPS. The group meets twice a week and aims 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 Reception pupils are introduced to the school through PiPS.

#### **Gifts and Donations Received**

A large number of sundry gifts and donations were received by the school during the financial year, totalling £53,275 (2016: £65,150). This provided an opportunity to invest in building repairs, furniture, fixtures and fittings, and computer equipment. In addition, many items of classroom furniture were donated to the school.



## **Christian Fellowship School Trust**

### **Trustees' Report for the year ending 31<sup>st</sup> August, 2017** **Christian Fellowship School Trust (continued)**

#### **Public Benefit**

The directors and governors are continually considering the opportunity of making the school accessible to many, and also that some of the school's focus and activities would be of benefit to others outside the school community.

- The school building and facilities are used by local church communities for activities such as: Church conferences.
- One local Church uses the school building for their Sunday services.
- Each year the school supports Operation Christmas Child and the Shoe Box appeal including visits to the warehouse. Regular clothing collections are made for Second Chance Charity Shop and, the work of Asylum Link (ALM) is supported through collections and a food shop for Asylum seekers each December.
- The Equipped to Serve programme in Upper School is designed specifically to equip young people to become active citizens growing in and displaying Christian values. There are several projects such as the Romania Mission Trip, where Upper School pupils fundraise for and make an annual trip to Romania specifically to support children in a gypsy village and soup kitchen. In Liverpool, Upper School classes make weekly visits to a care home for the elderly to engage socially with the residents and bring a sense of connection between the generations with the aim of impacting the wellbeing of the residents.
- The annual exchange programme with a school in the Netherlands also involves the sharing of teaching expertise and citizenship values between staff of both schools.

#### **Financial Accessibility**

- Fees are as low as possible, to enable access to a wide range of families.
- The staffs in effect supplement the school's income by taking very low salaries. Some work voluntarily or offer voluntary days.
- An independent committee manages a hardship fund for families in financial crisis.
- The school administers a sponsorship scheme to help with fees in specific cases such as asylum seekers.
- A range of bursaries of up to 75% are offered to families with low incomes.
- The fee structure reflects reductions for the third and subsequent children. A free place is offered to the 6<sup>th</sup> child.
- One year of free education is offered for the first child, of new families, joining the school in Lower School.

#### **Financial Review**

The results for the year are set out on page 12 & 13.

#### **Investment powers and policy**

Under the memorandum and articles of association, the charity has the power to invest in any way the trustees deem appropriate. The directors have established a policy where surplus funds, which are not required for the day to day running of the school, are invested in a deposit account with the company's bankers.

#### **Reserves policy**

The directors have established a reserves policy aiming to have free reserves to cover six months of expenditure. The actual reserves at 31st August 2017 were £169,987 (2016-£180,598). However, the actual free reserves for the period was -£27,788 (2016-£44,289).

**Note:** In calculating free reserves, the trustees have excluded from total funds £169,987 (2016-£180,598), restricted income funds £29,413 (2016:£12,150) and tangible fixed assets £168,362 (2016-£124,159). However, the total fund figures have been significantly affected by the loan figures of £73,500 included with the Creditors falling due within one year in the balance sheet (see note 16).

## **Christian Fellowship School Trust**

### **Trustees' Report for the year ending 31<sup>st</sup> August, 2017** **Christian Fellowship School Trust (continued)**

#### **Building Maintenance/Renovation (LOAN)**

During the year, the directors secured a loan towards the ongoing Building Renovation in the school. The original Loans amount was £73,500 of which £51,236 has been spent in 2016/17. This leaves a balance of £22,264.

#### **Grant Making Policy**

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

#### **Plans for future periods**

The trustees are working with the governors and head teacher to establish the school to be thriving and sustainable for the next 30 years.

A full four year development plan was drafted during the first term of the 2015/16 academic year, and this has been revised further in 2016/17. The primary objectives of the plan are to grow the school to capacity, refurbish the school buildings, develop the curriculum, and establish stronger devolved middle management team to ensure that the quality of teaching continues to improve.

During 2017 a programme of refurbishment work was drawn up, which was commenced in August 2017, with the front elevation windows being replaced. The plan is to progress with the remainder of the refurbishment programme in 2018/19; this will include the rear elevation windows, roof, and heating system.

**Christian Fellowship School Trust**

**Trustees' Report for the year ending 31<sup>st</sup> August, 2017**  
**Christian Fellowship School Trust**

**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 these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments 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 2006. 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.

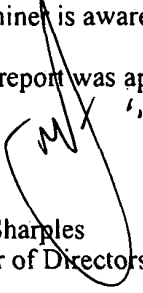
In accordance with Company Law, as the company's directors, we certify that:

- 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.

**Statement as to Disclosure of Information to the Independent Examiner**

So far as the trustees are aware, there is no relevant information of which the company's Independent Examiner 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 information and to establish that the company's Independent Examiner is aware of that information.

This report was approved by the Board of Trustees on 27<sup>th</sup> March 2018, and signed on its behalf by:

  
J G Sharples  
Chair of Directors

**Independent Examiners' Report to the Trustees of  
Christian Fellowship School Trust Charitable Company**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 August 2017.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purpose of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

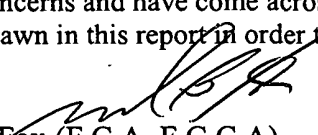
**Independent examiner's statement**

I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. Accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

  
Michael B Fox (F.C.A F.C.C.A)  
Torevell Dent Limited  
Chartered Certified Accountants  
Centre of Excellence  
Hope Park  
Trevor Foster Way  
Bradford  
BD5 8HH

**27 March 2018**

**Christian Fellowship School Trust**

**Statement of Financial Activities and Income and Expenditure Account**  
**for the year ended 31<sup>st</sup> August 2017**

		<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds</b>	
				<b>2017 £</b>	<b>2016 £</b>
<b><u>Income</u></b>					
<b>Income and endowments from</b>	<b>Note</b>				
Donations and legacies	2	53,275	-	53,275	65,151
Charitable activities	3	436,938	-	436,938	383,622
Investment Income	4	52	-	52	80
Other	5	2,041	600	2,641	7,283
<b>Total</b>		<b>492,306</b>	<b>600</b>	<b>492,906</b>	<b>456,136</b>
<b><u>Expenditure</u></b>					
<b>Expenditure on</b>					
Raising funds	6	762	-	762	663
Charitable activities	7	492,413	5,600	498,013	451,254
Other	8	4,742	-	4,742	5,581
<b>Total</b>		<b>497,917</b>	<b>5,600</b>	<b>503,517</b>	<b>457,499</b>
<b>Net Income/(Expenditure)</b>		<b>(5,611)</b>	<b>(5,000)</b>	<b>(10,611)</b>	<b>(1,363)</b>
Transfers		(4,999)	4,999	-	-
<b>Net Movement in Funds</b>		<b>(10,610)</b>	<b>(1)</b>	<b>(10,611)</b>	<b>(1,363)</b>
<b><u>Reconciliation of Funds</u></b>					
Total funds brought forward at 1 <sup>st</sup> September 2016		138,448	42,150	180,598	181,961
<b>Total funds carried forward at 31<sup>st</sup> August 2017</b>		<b>127,838</b>	<b>42,149</b>	<b>169,987</b>	<b>180,598</b>

There are no unrecognised 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 2017**

		2017 £	2016 £
	Note		
<b>Fixed Assets</b>			
Tangible Assets	12	168,362	124,159
<b>Current Assets</b>			
Stocks	13	2,860	540
Debtors	14	10,623	237
Cash at bank and in hand		107,900	105,300
		-----	-----
<b>Total Current assets</b>		121,382	106,077
<b>Creditors Amounts falling due within one year</b>	15	119,757	49,638
		-----	-----
<b>Net Current Assets</b>		1,625	56,439
		-----	-----
<b>Total Net Assets</b>		169,987	180,598
		=====	=====
<b>Funds</b>			
Unrestricted		127,838	138,448
Restricted	16	42,149	42,150
		-----	-----
		169,987	180,598
		-----	-----

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31<sup>st</sup> August 2017.

The members have not required the company to obtain an audit of its financial statements for the year ended 31<sup>st</sup> August 2017 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 394 and 395 which otherwise comply with the requirements of Companies Act 2006 relating to financial statements, so far as applicable to the company.

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 (SORP) 102 (effective January 2015)

Approved by the Trustees on 27<sup>th</sup> March 2018 and signed on their behalf by: -

  
**J.G. Sharples**  
Director and Trustee

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 2017**

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

The accounts have been prepared in accordance with applicable accounting standards, the SORP FRS 102, Accounting and Reporting by Charities, 2005 and the Companies Act 2006. The accounts are prepared under the historical cost convention with the exception of the valuation of certain tangible fixed assets and are in accordance with Charities SORP (FRS 102).

#### **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.

#### **Donations, legacies and other income**

Donations received by way of grants 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 donations 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.

#### **Expenditure**

#### **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 2017 (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.

##### **Other 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 2017 (continued)**

	<b>Total Funds</b>	
	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>2. Voluntary Income</b>		
Sundry donations	46,294	49,322
Income tax recoverable	6,981	15,829
	-----	-----
	<b>53,275</b>	<b>65,151</b>
	=====	=====
<b>3. Incoming Resources from Charitable Activities</b>		
Examination fees	986	864
School fees	339,289	312,005
School trips income	24,101	21,282
SEN fees	32,824	16,120
Swimming fees	9,253	8,759
Christ Church-Rent	15,000	15,000
Sundry income	5,284	2,973
Staff CRB check income	-	300
Voluntary gifts – customers	7,947	6,318
Music fee	2,254	-
	-----	-----
	<b>436,938</b>	<b>383,622</b>
	=====	=====
<b>4. Investment Income</b>		
Interest received	52	80
	=====	=====
<b>5. Activities for Generating Funds</b>		
Hire of school facilities	900	1,130
Phone/photocopying receipts	-	25
Year 11 leavers fund	-	122
School shop/clothing sales	1,141	758
Building maintenance/renovation	600	1,100
EBay income	-	-
Bursary fund	-	3,600
Tenner Challenge	-	30
Minibus Fund	-	518
	-----	-----
	<b>2,641</b>	<b>7,283</b>
	=====	=====
<b>6. Fundraising Trading</b>		
Cost of sales	762	663
	=====	=====

**Christian Fellowship School Trust**

**Notes to the Financial Statements**  
**for the year ended 31<sup>st</sup> August 2017 (continued)**

	<b>Total Funds</b>	
	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>7. Charitable Activities</b>		
Wages and salaries	360,986	311,962
Peripatetic teachers	-	1,489
SEN support	927	285
Staff CRB checks	1,622	1,345
Rent and rates	16,417	15,289
Hire of facilities	2,889	4,225
Insurance	8,794	8,306
Heat and light	15,574	17,511
Repairs and maintenance	11,084	8,534
Ground maintenance	3,463	2,724
Building maintenance	-	4,902
Advertising	437	363
Bad debts	5,000	(3,074)
Bank charges and interest	833	875
Donations and gifts	1,557	1,434
Education materials	9,493	12,182
Examination fees	3,163	4,266
Licences etc	987	1,154
Motor and travel expenses	5,968	5,003
Photocopier lease	-	-
Printing, postage and stationery	3,705	3,962
Refreshments	797	863
School trips expenses	23,830	20,816
Library fund	0	130
Conference/staff training costs	2,489	2,595
Subscriptions	2,915	1,606
Telephone	1,823	1,926
Sundries	1,667	856
Depreciation	7,033	6,714
Sports facility expenses	970	1,058
Bursary fund	-	7,840
EBay expenses	-	16
Overseas travel	3,590	3,435
(Profit)/loss on disposal of fixed asset	-	662
	-----	-----
	<b>498,013</b>	<b>451,254</b>
	=====	=====
<b>8. Other Costs</b>		
Legal and professional costs	2,242	3,181
Independent examination	2,500	2,400
	-----	-----
	<b>4,742</b>	<b>5,581</b>
	=====	=====

## **Christian Fellowship School Trust**

### **Notes to the Financial Statements** **for the year ended 31<sup>st</sup> August 2017 (continued)**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>9. Net Outgoing Resources</b>		
Net outgoing resources are stated after charging:		
Depreciation on tangible assets	7,033	6,714
(Profit)/loss on disposal of fixed assets	-	662
Independent examination	2,500	2,400
	-----	-----

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>10. Staff Costs</b>		
Wages and salaries	356,965	306,522
Social Security costs	8,948	7,214
	-----	-----
	<u>361,913</u>	<u>313,736</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>2017</b>	<b>2016</b>
Building maintenance	2	2
Teaching and support staff	26	24
Office administration	3	3

During the year the charity employed members of staff as detailed above. None (2016: None) of whom earned more than £60,000 p.a. The trustees received £Nil remuneration (2016: Nil) during the year. Trustees were reimbursed travelling and subsistence expenses of £Nil (2016: 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 2 (2016:2). 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 2017 (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 2016	159,507	27,561	4,280	7,075	198,424
Additions	51,263	-	-	-	51,236
Disposals	-	-	-	-	-
	-----	-----	-----	-----	-----
As at 31 <sup>st</sup> August 2017	<u>210,770</u>	<u>27,561</u>	<u>4,280</u>	<u>7,075</u>	<u>249,660</u>
<b>Depreciation</b>					
As at 1 <sup>st</sup> September 2016	50,596	19,466	2,437	1,766	74,265
Charge for the year	4,215	1,215	276	1,327	7,033
Disposals	-	-	-	-	-
	-----	-----	-----	-----	-----
As at 31 <sup>st</sup> August 2017	<u>54,811</u>	<u>20,681</u>	<u>2,713</u>	<u>3,092</u>	<u>81,298</u>
<b>Net Book Value</b>					
As at 31 <sup>st</sup> August 2017	<u>155,959</u>	<u>6,880</u>	<u>1,567</u>	<u>3,983</u>	<u>168,362</u>
As at 31 <sup>st</sup> August 2016	<u>108,911</u>	<u>8,096</u>	<u>1,843</u>	<u>5,309</u>	<u>124,159</u>

The freehold buildings consist of the school buildings at Overbury Street, Liverpool, L7 3HL, at cost. However, a recent informal valuation of the premises puts the market valuation in the region of £704,000.

	2017 £	2016 £
<b>13. Stocks</b>		
Oil	<u>2,860</u>	<u>540</u>

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

	2017 £	2016 £
<b>14. Debtors</b>		
Trade debtors	10,623	237
	-----	-----
	<u>10,623</u>	<u>237</u>

**Christian Fellowship School Trust**

**Notes to the Financial Statements**  
**for the year ended 31<sup>st</sup> August 2017 (continued)**

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

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Trade creditors	17,493	30,338
Other taxes and Social Security costs	2,317	1,441
Accruals and deferred income	26,424	17,859
Loans	73,500	-
Wages Creditor	23	-
	-----	-----
	<u>119,757</u>	<u>49,638</u>

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

	<b>Unrestricted</b>	<b>Restricted</b>	
	<b>Funds</b>	<b>Funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	118,151	-	118,151
Current assets	79,233	42,149	121,382
Current liabilities	119,757	-	119,757
	-----	-----	-----
Fund balance	<u>77,627</u>	<u>42,149</u>	<u>119,776</u>

**17. Movement of Funds**

	<b>As at</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>Transfer</b>	<b>As at</b>
	<b>1/9/2016</b>				<b>31/8/2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted funds	138,448	492,306	548,126	(4,999)	77,629
	=====	=====	=====	=====	=====
Reserve fund	30,000	-	-	17,265	12,735
Library fund	-	73,500	51,236	(22,264)	22,263
Gas pipe project	7,150	-	-	-	7,150
Building maintenance/renovation	-	600	600	-	-
Repairs of front windows	5,000	-	5,000	-	-
	-----	-----	-----	-----	-----
Total restricted funds	<u>42,150</u>	<u>74,100</u>	<u>56,836</u>	<u>(4,999)</u>	<u>42,148</u>
	=====	=====	=====	=====	=====
<b>Total Funds</b>	<u>180,598</u>	<u>566,406</u>	<u>604,962</u>	<u>-</u>	<u>119,777</u>

## **Christian Fellowship School Trust**

### **Notes to the Financial Statements** **for the year ended 31<sup>st</sup> August 2017 (continued)**

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

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

Name of fund	Description, nature and purpose of the fund
<b><u>Unrestricted Funds</u></b>	
General fund	Any monies not included in any other fund
<b><u>Restricted funds</u></b>	
Gas Pipe Project	Fund set up for underground pipe layout from main road into the school.
Repairs of front Windows	Fund set aside for the Repairs of Front Window in 2015/2016
Reserve Fund	A reserve fund has been created by allocating £500 per month to the fund.
Building Renovation (LOAN)	Loans Fund towards the ongoing Building Renovation in the school. Original Loans of £73,500 of which £51,263 has been spent in 2016/2017. This leaves a balance of £22,237.
<b>19. Taxation</b>	As a charity, Christian Fellowship School Trust is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1968 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are.
<b>20. Contingent Liabilities</b>	The company has no contingent liabilities as at 31 <sup>st</sup> August 2017 (2016 None)
<b>21. Capital Commitments</b>	The Company has no capital commitments as at 31 <sup>st</sup> August 2017 (2016 None) either contracted for or authorised by the directors but not contracted for.
<b>22. 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.