

OKEHAMPTON EDUCATIONAL FOUNDATION
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

OKEHAMPTON EDUCATIONAL FOUNDATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr R Campbell Mr D Chapman Rev S Cook Mrs M Cooper Mr W Cornish Mr A Ewen Mr A Fisher Mrs J Gibbons Dr M Ireland Mrs C Marsh Mr D Webber Mrs J Yelland	(Appointed 29 May 2019)
Treasurer	Mr C J Owen FCCA	
Clerk	Mrs K Percival CG (Affiliated)	
Charity number	306677	
Principal address	15 Upper Crooked Meadow Okehampton Devon EX20 1WW	
Independent examiner	Mr J L Coombs MA (Cantab) FCA Simpkins Edwards LLP Michael House Castle Street Exeter Devon EX4 3LQ	
Bankers	Lloyds Bank PLC Fore Street Okehampton Devon EX20 1HJ	

OKEHAMPTON EDUCATIONAL FOUNDATION

CONTENTS

	Page
Trustees' report	1 - 3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the financial statements	7 - 11

OKEHAMPTON EDUCATIONAL FOUNDATION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2019

The trustees present their report and financial statements for the year ended 31 December 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 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)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The first purpose of the charity is to apply not more than a one third part of the net yearly income (or such part as the Commissioners approve from time to time) in providing special benefits of any kind not normally provided by the Local Educational Authority, for Okehampton College (formerly Okehampton Comprehensive School) or, if the said income is not required for that school, for such County or Voluntary Primary Schools in the area of benefit as may be agreed from time to time between the trustees and the Governors of Okehampton College after consultation with the said authority.

The remainder of the yearly income is applied in one or more of the following ways:

- Scholarships and bursaries for beneficiaries at university or further education college
- Bursaries, including travel allowances, for beneficiaries on leaving school to prepare for or enter a profession, trade or calling
- Providing facilities of any kind not normally provided by the LEA for recreation and social and physical training for young persons who are receiving primary education in the area of benefit
- Providing financial assistance to enable beneficiaries to study music or other arts
- In otherwise promoting the education of beneficiaries

Beneficiaries are young people who have not attained the age of 25 years and who, or whose parents, reside within the area of benefit (the Parishes of Okehampton and Okehampton Hamlets).

The trustees have paid due regard to guidance issued by the Charity Commission on public benefit and in deciding what activities the charity should undertake. These objectives are met by following the schemes rules for the application of income. This is generally achieved by responding to applications for specific grant awards from educational institutions and for scholarships and bursaries applications from individual young people. The charity uses an application form for other organisations to ensure that if the organisations are not charities, the charitable purpose is clear.

Individuals (or their parents) and organisations applying to the charity are required to confirm their residency or state the proportion of the organisation's beneficiaries that reside in or are educated within the area of benefit. If organisations operate outside the area of benefit, grants are restricted pro rata.

Achievements and performance

During the year the charity awarded scholarships and bursaries totalling £88,360 to 138 young persons for their educational support. 45 Bursaries were made to young people attending post-16 courses not available at Okehampton College and further education courses. 8 Bursaries 'plus' were made to young persons to assist in undertaking apprenticeships and further education courses. 85 scholarships were made to young people attending degree courses at higher education institutions.

Allocations of income to support educational institutions in Okehampton were made in proportion to the head-count in each. The amounts that were allocated to be awarded for future specific projects were; for Okehampton College; £36,446, Okehampton Primary School; £18,223 and St James CoE Primary School £551.

Full details of grants made are shown in note 6 to the financial statements.

OKEHAMPTON EDUCATIONAL FOUNDATION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

The Trustees are satisfied that all grants made in the year satisfy one or several of the charitable purposes set out in Charities Act 2011 subject to the limitations imposed by the charity's Scheme. The Trustees are also satisfied that the grants provide benefits to residents of the Parishes of Okehampton and Okehampton Hamlets.

Financial review

The charity has an income fund reserve for the purpose of:

- Providing a contingency fund to cover for unforeseen changes in the number of 16-25 year old young people eligible for scholarships and bursaries each year
- Providing a reserve to cover for grant award commitments made for future years

The trustees consider that it is prudent to maintain an income fund cash reserve equivalent to 10% of the scholarships & bursaries included in the budget each year of £8,000, plus a sum equivalent to one years grant awards to organisations of £22,000. The total income fund reserve is set at £30,000.

Total income during the year was £174,564 (2018: £186,681) including the grant from Okehampton United Charity of £174,073 (2018: £157,979).

Expenditure on charitable activities including administration was £170,420 (2018: £174,961).

Governance costs were £900 (2018: £900).

Net income for the year was £4,144 (2018: £11,720).

At 31 December 2019 the Income fund balance was £40,637 (2018: £36,493).

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The Governing instrument is the Scheme dated 27th August 1975 and the charity is an unincorporated association managed by the Trustees of the Okehampton United Charity (Registration Number 202686).

The trustees who served during the year and up to the date of signature of the financial statements were:

Mr R Campbell	
Mrs J Carpenter	(Retired 1 August 2019)
Mr D Chapman	
Rev S Cook	
Mrs M Cooper	
Mr W Cornish	
Mr A Ewen	
Mr A Fisher	
Mrs J Gibbons	
Mrs J Goffey	(Retired 29 May 2019)
Dr M Ireland	
Mrs C Marsh	
Mr D Webber	
Mrs J Yelland	(Appointed 29 May 2019)

OKEHAMPTON EDUCATIONAL FOUNDATION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

The Board of Trustees consists of:

- 2 ex-officio Trustees: Mayor of Okehampton and Team Rector of Northmoor Churches, Okehampton
- 2 nominated Trustees by Okehampton Town Council
- 2 nominated Trustees by Okehampton Hamlets Parish Council
- 6 co-opted Trustees appointed by the Board of Trustees as each vacancy occurs

Trustees other than ex-officio, are appointed for a period of four years. On appointment Trustees are provided with a Trustee Manual which includes a brief history of the charity, copy of minutes, a copy of the last set of accounts, a copy of the Scheme and copies of policies and procedures. Trustees are also provided with a copy of the Charity Commission guidance 'The Essential Trustee'. Trustees are also offered the opportunity to attend suitable training. A Code of Conduct is signed by all Trustees.

All trustees give of their time freely and no remuneration was paid to any Trustee in the year. Details of related party transactions are disclosed in a note to the accounts. Trustees are required to disclose all relevant interests and register them with the Clerk and, in accordance with the charity's policy, withdraw from decisions where a conflict of interest arises.

Administration

During the year, the charity was administered by the Treasurer and Clerk of Okehampton United Charity and the charity makes a payment for a share of these services. Regular meetings of the full Board of Trustees are held each month. The trustees have also established a sub-committee to advise the full Board on issues relating to grant administration and governance. The charity's decisions are only made at the full Board of Trustees meetings.

Plans for the future

The trustees recognise that the educational institutions structure in Okehampton is changing and that in the future the needs of St James Primary School will be taken into account when deciding upon allocations of income to educational institutions.

The trustees will continue to actively promote the objectives of the charity to individual students.

The Grants sub-committee of trustees meets regularly to consider the utilisation of the income.

The trustees' report was approved by the Board of Trustees.

Mr A Fisher

Trustee

Dated: 7 April 2020

Mrs C Marsh

Trustee

Dated: 7 April 2020

OKEHAMPTON EDUCATIONAL FOUNDATION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF OKEHAMPTON EDUCATIONAL FOUNDATION

I report to the trustees on my examination of the financial statements of Okehampton Educational Foundation (the charity) for the year ended 31 December 2019.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.

Mr J L Coombs MA (Cantab) FCA

for and on behalf of Simpkins Edwards LLP

Michael House
Castle Street
Exeter
Devon
EX4 3LQ

Dated: 7 April 2020

ROKEHAMPTON EDUCATIONAL FOUNDATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2019

		Unrestricted funds 2019 £	Total 2018 £
	Notes		
<u>Income and endowments from:</u>			
Donations and legacies	3	174,073	157,979
Investments	4	491	702
Other income	5	-	28,000
Total income		<u>174,564</u>	<u>186,681</u>
<u>Expenditure on:</u>			
Charitable activities	6	161,520	166,031
Other	10	8,900	8,930
Total resources expended		<u>170,420</u>	<u>174,961</u>
Net income for the year/ Net movement in funds		4,144	11,720
Fund balances at 1 January 2019		36,493	24,773
Fund balances at 31 December 2019		<u><u>40,637</u></u>	<u><u>36,493</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

OKEHAMPTON EDUCATIONAL FOUNDATION

BALANCE SHEET

AS AT 31 DECEMBER 2019

	Notes	2019 £	£	2018 £	£
Current assets					
Debtors	11	38,777		29,677	
Cash at bank and in hand		51,566		156,615	
		<u>90,343</u>		<u>186,292</u>	
Creditors: amounts falling due within one year	12	(49,706)		(149,799)	
Net current assets			<u>40,637</u>		<u>36,493</u>
Income funds					
Unrestricted funds			<u>40,637</u>		<u>36,493</u>
			<u>40,637</u>		<u>36,493</u>

The financial statements were approved by the Trustees on 7 April 2020

Mr A Fisher
Trustee

Mrs C Marsh
Trustee

OKEHAMPTON EDUCATIONAL FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

Charity information

Okehampton Educational Foundation is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is 15 Upper Crooked Meadow, Okehampton EX20 1WW.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

1.4 Incoming resources

Income from Okehampton United Charity is recognised as the annual allocation of that charity's net income as specified in its charitable objects.

Bank interest is recognised when received.

The trustees shall apply not more than one third part of the net yearly income of the charity or such other part as the Commissioners approve from time to time in providing special benefits of any kind not normally provided by the local education authority for the Okehampton College or, if the said income is not required for that school, for such County or Voluntary Primary Schools in the area of benefit as may be agreed from time to time between the trustees and the Governors of Okehampton College after consultation with the said authority. The remainder of the yearly income is applied in one or more of the following ways:

- Scholarships and bursaries for beneficiaries at university or further education college
- Bursaries, including travel allowances, for beneficiaries on leaving school to prepare for or enter a profession, trade or calling
- Providing facilities of any kind not normally provided by the LEA for recreation and social and physical training for young persons who are receiving primary, secondary or further education in the area of benefit
- Providing financial assistance to enable beneficiaries to study music or other arts
- In otherwise promoting the education of beneficiaries

OKEHAMPTON EDUCATIONAL FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

(Continued)

Beneficiaries are young people who have not attained the age of 25 years and who, or whose parents, reside within the area of benefit (the Parishes of Okehampton and Okehampton Hamlets).

1.5 Resources expended

Grants awarded are recognised in the financial statements when a commitment has been made, and there are no conditions to be met relating to the grant which remain in the control of the charity. Grants with performance conditions are only recognised in the financial statements once the recipient of the grant has provided the specified service or output.

1.6 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

OKEHAMPTON EDUCATIONAL FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Total
	2019	2018
	£	£
Distribution from Okehampton United Charity	174,073	157,979
	<u> </u>	<u> </u>

4 Investments

	Unrestricted funds	Total
	2019	2018
	£	£
Interest receivable	491	702
	<u> </u>	<u> </u>

5 Other income

	Unrestricted funds	Total
	2019	2018
	£	£
Adjustment from Okehampton College b/f allocation	-	28,000
	<u> </u>	<u> </u>

In 2018, the trustees agreed to reallocate an 'other' organisation grant of £28,000 made to Okehampton College in 2016 and for the grant to be taken from the balance previously set-aside for Okehampton College. Subsequently the specific grant was withdrawn as no longer required.

OKEHAMPTON EDUCATIONAL FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

6 Charitable activities

	Unrestricted funds 2019 £	Unrestricted funds 2018 £
Income allocation to Okehampton College	36,446	49,624
Income allocation to Okehampton Primary School	18,223	18,609
Income allocation to St James' Church of England Primary School	551	-
	<u>55,220</u>	<u>68,233</u>
Grant funding of activities (see note 7)	106,300	97,798
	<u>161,520</u>	<u>166,031</u>

The number of allocations made to educational institutions during the year was 3 (2018: 2). These had an aggregate value of £55,220 (2018: £68,233).

During the year specific grant awards were made to Okehampton College of £107,788 for the Wardhayes development and £2,400 for Key stage 4 reading scheme and £778 for wind turbine fees. Specific grant awards were also made to Okehampton Primary School of £2,500 for Story Sacks and to St James CoE Primary School of £500 for swimming activities.

At 31 December 2019 grant allocation balances of £24,211 for Okehampton College, £20,124 for Okehampton Primary School and £51 for St James CoE Primary School, were being held pending awards for specific projects.

7 Grants payable

	Unrestricted funds 2019 £	Unrestricted funds 2018 £
Grants to institutions:		
Community Links music hub project	13,360	5,000
Rotary Adventure 7	4,580	4,898
	<u>17,940</u>	<u>9,898</u>
Grants to individuals	88,360	87,900
	<u>106,300</u>	<u>97,798</u>

The number of awards made to individual young persons during the year was 138 (2018:138). These awards had an aggregate value of £88,360 (2018: £87,900).

OKEHAMPTON EDUCATIONAL FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

8 Trustees

The key management personnel of the charity are the Trustees, the Treasurer and Clerk whose costs are re-invoiced from Okehampton United Charity.

No remuneration, or reimbursed expenses directly or indirectly out of the funds of the charity, was paid or payable for the year to any Trustee or to any person or persons known to be connected with any of them.

9 Employees

There were no employees during the year.

10 Other

	Unrestricted funds	Total
	2019 £	2018 £
Share of Treasurer & Clerk costs	8,000	8,000
Sundry expenses	-	30
Accountancy	900	900
	<u>8,900</u>	<u>8,930</u>

11 Debtors

	2019 £	2018 £
Amounts falling due within one year:		
Other debtors	38,777	29,677
	<u>38,777</u>	<u>29,677</u>

12 Creditors: amounts falling due within one year

	2019 £	2018 £
Other creditors	48,806	148,899
Accruals and deferred income	900	900
	<u>49,706</u>	<u>149,799</u>

13 Related party transactions

Okehampton Educational Foundation is directly linked with Okehampton United Charity (Reg no 202686) and is administered and managed by the same trustees as those of Okehampton United Charity. During the year, under the terms of the Okehampton United Charity Trust deed, £174,073 (2018: £157,979) was distributed to Okehampton Educational Foundation. At 31 December 2019 Okehampton Educational Foundation was owed £38,777 (2018: £29,677) by Okehampton United Charity.