

DATE VALLEY SCHOOL TRUST

(LIMITED BY GUARANTEE)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 AUGUST 2017

COMPANY REGISTRATION NO: 06845508
(England & Wales)

CHARITY REGISTRATION NO: 1136298

SSA ACCOUNTANTS LIMITED
Chartered Certified Accountants
44 Furzedown Road, Sutton, Surrey, SM2 5QF

DATE VALLEY SCHOOL TRUST
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2017

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DATE VALLEY SCHOOL TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 AUGUST 2017

TRUSTEES

Mrs. R. Karim (Chairwoman)
Mrs. T. Khan
Mr. I. Chaudhry

COMPANY SECRETARY

Mrs. T. Khan

REGISTERED OFFICE

Mitcham Court
Cricket Green
Mitcham
Surrey
CR4 4LB

INDEPENDENT EXAMINERS

SSA Accountants Limited
Chartered Certified Accountants
44 Furzedown Road, Sutton, Surrey SM2 5QF.

BANKERS

Barclays Bank PLC
Leicester LE87 2BB

SOLICITORS

Russell-Cooke LLP
2 Putney Hill
London SW15 6AB

**DATE VALLEY SCHOOL TRUST
TRUSTEES REPORT
YEAR ENDED 31 AUGUST 2017**

The trustees, who are also directors of the Charity for the purposes of the Companies Act, present their report and the audited financial statements of the company for the year ended 31 August 2017.

LEGAL AND ADMINISTRATIVE INFORMATION

The official name of the charity is Date Valley School Trust. Legal and administrative information of the school is shown on page 2 of the financial statements and forms part of this report.

ORGANISATION, STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The school is constituted as a company limited by guarantee and is therefore governed by its Memorandum and Articles of Association.

The Trustees

The trustees who served during the year, who are also the directors of the company are:

Mrs. R. Karim (Chairwoman)
Dr. M. Abdus-Samee (resigned on 10/9/2017)
Mrs. T. Khan
Mr. I. Chaudhry

None of the above has any beneficial interest in the company.

Recruitment and training of Trustees

The school's trustees are appointed by the members on the basis of competence and availability, after taking into account the views of parents.

No members undergo formal training prior to taking up posts on the Board of Trustees.

However, all members are fully briefed on their duties, in line with school policy documents.

Further to the above, time is set aside when new members attend meetings for briefings by more senior members of the Board of Trustees.

**DATE VALLEY SCHOOL TRUST
TRUSTEES REPORT (Continued)
YEAR ENDED 31 AUGUST 2017**

Organisational Management

The trustees are legally responsible for the overall management and control of the school and the Board of Trustees normally meet twice a term.

The day to day running of the school is delegated to the Management Team, who meets once a week, term time. The Management Team includes Ms. Naheed Mughal (the Head), Mrs Erum Jaffri (Senior Deputy Head and Head of Early Years), Mrs Tasnim Khan (Deputy Head) and Mrs. Tahira Khan (Managing Director).

The Management Team work with the Head to define school policies and requirements.

Risk Management

The trustees are responsible for the management of the risks faced by the school. The key controls used by the school include:

- Detailed terms of reference for the Board of Trustees and the Management Team;
- Strategic planning and budgeting;
- Established organizational structure and lines of reporting;
- Formal written policies
- Vetting procedures

Through the risk management processes established by the school, the trustees have identified and reviewed the major risks to which the school is exposed, in particular those relating to the operations and finance of the school.

Trustees Responsibilities

Company 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 profit or loss for that period. In preparing the financial statements, the trustees are required to:

- i) select suitable accounting policies and apply them consistently;
- ii) make judgments and estimates that are reasonable and prudent;
- iii) follow applicable accounting standards, subject to any material departures disclosed and explained in the financial statements; and
- iv) 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 maintaining 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 and the Charities Act 2011.

**DATE VALLEY SCHOOL TRUST
TRUSTEES REPORT (Continued)
YEAR ENDED 31 AUGUST 2017**

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. The trustees are responsible for preparing the financial statements in accordance with applicable law, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), the Companies Act 2006, the Charities Act 2011 and the Charities SORP (FRS102).

In so far as the trustees are aware:

- there is no relevant audit information of which the company's auditors are unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

OBJECTIVES, ACTIVITIES AND PUBLIC BENEFIT OF THE SCHOOL

The school's objectives, as set out in its Memorandum of Association are:

To advance the education of the public by the operation of one or more schools for boys and girls which may emphasise the Islamic faith while not excluding students of other faiths.

To advance the Islamic faith for the benefit of the public.

The school's principal activity throughout the year is the provision of education in Mitcham to boys and girls from the ages 2¾ to 11 and also to provide a first class education in both through strong academic tuition and through developing wider sporting, artistic and religious/social skills in all its pupils.

The trustees confirm that they have complied with their duty under the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

FINANCIAL REVIEW AND REVIEW OF ACHIEVEMENTS AND PERFORMANCE FOR THE YEAR

The net movement in funds relating to the year was £65,904 surplus (2016: £18,399 surplus).

The average number of students during the year was 170 (2016:173).

Current focus is on developing the staff levels and organisational structures necessary so that the school can confidently meet an excellent teaching standard and meet its compliance obligations. The school is run on a non-profit making basis.

The financial results of the school's activities for the year ended 31 August 2017 are fully reflected in the attached financial statements together with the notes thereon.

**DATE VALLEY SCHOOL TRUST
TRUSTEES REPORT (Continued)
YEAR ENDED 31 AUGUST 2017**

INVESTMENT POLICY

Under the Memorandum and Articles of Association, the school has the power to make any investment which trustees see fit. The trustees regularly review the school's position and needs in respect of the investment policy.

RESERVES POLICY

It is the policy of the school to maintain unrestricted funds, which are the free reserves of the school, at a level which the trustees think appropriate after considering the future commitments of the school and the likely administrative costs of the school for the next year.

DONATIONS PAID

During the year, the school paid £20 (2016:£Nil) charitable donations.

FUTURE PLANS

The main future plans are:

- 1) The school is at present going through the process of reviewing its own strategic plan.
- 2) The school is looking at ways in which to increase the number of candidates interested in teaching posts. This is most likely to include increased professional development opportunities for staff.
- 3) The school's curriculum is under constant review to ensure it meets the needs of an ever changing student population.
- 4) Increased transparency as to School procedure and governance through more rigorous systems and procedures. Annual meetings are to be held between Trustees and Parents.
- 5) Short term: Finance Subcommittee set up to review income, expenditure, trends and financial health of the trust.
- 6) Short term: Safeguarding Subcommittee set up to review safeguarding practices and policy.
- 7) Short term: Refining the school's public profile to enhance awareness of its core ethos and values.
- 8) Short-Medium term: Policy Subcommittee on-going review of school policies.
- 9) Long term: Fundraising Subcommittee set up to raise funds to purchase a building for the school.
- 10) Long-Term: Raising standards of teaching from good to outstanding.

**DATE VALLEY SCHOOL TRUST
TRUSTEES REPORT (Continued)
YEAR ENDED 31 AUGUST 2017**

TANGIBLE FIXED ASSETS FOR USE BY THE SCHOOL

Details of movements in fixed assets are set out in the notes to the accounts.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

By Order of the Board

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TRUSTEE

Date: 2018

**DATE VALLEY SCHOOL TRUST
INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF
DATE VALLEY SCHOOL TRUST
YEAR ENDED 31 AUGUST 2017**

We report on the accounts of Date Valley School Trust for the year ended 31 August 2017, which are set out on pages 9 to 16.

Respective responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is our responsibility to:

- examine the accounts under section 145 of the Charities Act
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5) (b) of the Charities Act and
- state whether particular matters have come to our attention.

Basis of Independent Examiner's statement

Our examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the School and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with our examination, no material matters has come to our attention which gives us cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

We 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.

Rassoul Jam, Independent Examiner

For and on behalf of SSA Accountants Ltd

Chartered Certified Accountants, 44 Furzedown Road, Sutton, Surrey SM2 5QF

Date: 2018

**DATE VALLEY SCHOOL TRUST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2017**

	Notes	Unrestricted Funds <u>2017</u> £	Unrestricted Funds <u>2016</u> £
<u>INCOME</u>			
Income from charitable activities			
School fees	4	686,917	648,342
Other income	5	100,672	83,633
		-----	-----
TOTAL INCOME		787,589	731,975
		-----	-----
<u>EXPENDITURE</u>			
Charitable activities			
School running costs	6	721,685	713,576
		-----	-----
TOTAL EXPENDITURE		721,685	713,576
		-----	-----
NET INCOMING FOR THE YEAR		65,904	18,399
		-----	-----
NET MOVEMENT IN FUNDS RELATING TO THE YEAR	12	65,904	18,399
		=====	=====

The notes on pages 11 to 16 form part of these financial statements
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DATE VALLEY SCHOOL TRUST

BALANCE SHEET AS AT 31st AUGUST 2017

		<u>2017</u>		<u>2016</u>	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible Assets	8		20,019		34,028
CURRENT ASSETS					
Debtors	9	132,916		61,135	
Cash at bank and in hand		114,730		156,517	
		-----		-----	
		247,646		217,652	
CREDITORS: Amounts falling due within one year					
	10	(66,361)		(114,367)	
		-----		-----	
NET CURRENT ASSETS			181,285		103,285
			-----		-----
TOTAL ASSETS LESS CURRENT LIABILITIES			201,304		137,313
CREDITORS: Amounts falling Due after more than one year					
	11		(161,002)		(162,915)
			-----		-----
NET ASSETS/(LIABILITIES)			40,302		(25,602)
			=====		=====
FUNDS					
Unrestricted	12		40,302		(25,602)
			=====		=====

The financial statements which have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board on 2018 and signed on its behalf by

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TRUSTEE

The notes on pages 11 to 16 form part of these financial statements

DATE VALLEY SCHOOL TRUST

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 AUGUST 2017

1. ACCOUNTING POLICIES

The following accounting policies have been used in the preparation of the company's financial statements.

1.1 BASIS OF PREPARATION OF ACCOUNTS

The financial statements have been prepared under the historical cost convention and in accordance with:

- Companies Act 2006 and Charities Act 2011
- Applicable Accounting Standards and UK Generally Accepted Accounting Practice;
- Charities SORP (FRS102).

1.2 FIXED ASSETS

Individual fixed assets costing £500 or more are capitalised. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Leasehold improvements – over the period of the lease
Office equipment - 25% reducing balance basis

Donated assets are capitalised at the trustees' valuation.

1.3 GOVERNING DOCUMENT

The school is constituted as a company limited by guarantee and it is therefore governed by its Memorandum and Articles of Association and it does not have a share capital.

1.4 LIABILITY RECOGNITION

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

1.5 UNRESTRICTED FUNDS

These funds are available for use at the discretion of the trustees in furtherance of the general objectives of the school.

1.6 OPERATING LEASES

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period they are incurred.

1.7 EXPENITURE

Expenditure is accounted for on an accruals basis. They consist of school running costs.

DATE VALLEY SCHOOL TRUST
NOTES TO THE FINANCIAL STATEMENTS (Continued)
YEAR ENDED 31 AUGUST 2017

1.8 OTHER SUPPORT COSTS

The school running costs include other support costs such as costs of the preparation and examination of the financial statements, the costs of trustees meetings and cost of any legal advice to trustees on governance or constitutional matters.

2. FORMAT OF FINANCIAL STATEMENTS

The financial statements are presented in accordance with the format prescribed by the Companies Act 2006 as well as by the Charities Act 2011 and the Charities SORP (FRS102), with suitable adaptation thereof, which the trustees consider to be appropriate, having regard to the nature of the school's activities.

3. CASH FLOW STATEMENT

The accounts do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard No. 1 "Cash flow Statements".

4. SCHOOL FEES

The school fees represent the fees receivable from the students attending the school. Of which £100,058 (2016:£96,238) was grants provided by the local councils.

5. OTHER INCOME

	<u>2017</u>	<u>2016</u>
	£	£
Donations received	3,257	2,264
Hifz and after school activities	39,762	37,738
School trips, travel, uniforms and dinners	26,361	12,293
School events	2,565	2,322
Fund raising income	17,774	16,832
Sundry income	10,953	12,184
	-----	-----
	100,672	83,633
	=====	=====

DATE VALLEY SCHOOL TRUST
NOTES TO THE FINANCIAL STATEMENTS (Continued)
YEAR ENDED 31 AUGUST 2017

6. SCHOOL RUNNING COSTS

	<u>2017</u>	<u>2016</u>
	£	£
Rent & rates payable	87,285	87,006
Hiring sports hall	8,152	4,580
Repairs, maintenance and cleaning	30,802	31,460
Staff training & costs	547	1,276
Telephone and internet	1,528	1,459
Insurance	10,164	9,831
Teaching material and educational resources	11,598	18,865
Staff salaries	469,528	453,224
Pension contributions	2,040	-
Other salaries (incl. Hifz and other school activities)	9,542	13,813
Depreciation of office equipment	3,005	4,006
Amortisation of leasehold improvements	11,004	11,004
Printing, postage and stationery	9,048	10,296
School trips, travel, uniforms and dinners	19,150	7,036
Sundry expenses	3,448	2,850
Fund raising expenses	17,774	24,037
Activity generated donations expenses	1,273	2,559
Equipment rental	8,896	8,896
Fire and burglar alarm costs	1,205	1,698
Waste disposal	1,126	2,190
Water rate	342	993
Light and heat	5,539	7,576
Bank charges	214	25
Donation paid	20	-
Bad debt	1,033	441
Other support costs		
- Accountancy fee	2,880	2,880
- Legal and professional fees	4,542	5,575
	-----	-----
	721,685	713,576
	=====	=====

DATE VALLEY SCHOOL TRUST
NOTES TO THE FINANCIAL STATEMENTS (Continued)
YEAR ENDED 31 AUGUST 2017

7. STAFF COSTS

During the year £30,373 (2016: £54,894) remuneration was paid to 1 trustee (2016: 2 trustees) working full time at the School.

The staff costs (including the trustees remuneration) were:

	<u>2017</u>	<u>2016</u>
	£	£
Wages, salaries and allowances (incl. employer's NIC)	479,070	467,037
Pension costs	2,040	-
	-----	-----
	481,110	467,037
	=====	=====

The average number of staff employed (including 1 full time trustee (2016: 2 trustees)), calculated as full time equivalents during the year was as follows:

	<u>2017</u>	<u>2016</u>
	No.	No.
Management	3	3
School Teaching Staff	19	19
Administrative Staff	2	2
	----	----
	24	24
	====	====

No employee (2016: Nil) received a remuneration of more than £60,000 .

8. TANGIBLE FIXED ASSETS -	Office	Leasehold	Total
	Equipments	Improvements	
	£	£	£
Cost			
At 1 September 2016	49,265	65,920	115,185
Additions	-	-	-
	-----	-----	-----
At 31 August 2017	49,265	65,920	115,185
	-----	-----	-----
Depreciation			
At 1 September 2016	37,245	43,912	81,157
Charge for the year	3,005	11,004	14,009
	-----	-----	-----
At 31 August 2017	40,250	54,916	95,166
	-----	-----	-----
Net book value			
At 31 August 2017	9,015	11,004	20,019
	=====	=====	=====
At 31 August 2016	12,020	22,008	34,028
	=====	=====	=====

The school's capital commitment at the year end was £Nil (2016: £Nil).

DATE VALLEY SCHOOL TRUST
NOTES TO THE FINANCIAL STATEMENTS (Continued)
YEAR ENDED 31 AUGUST 2017

9. DEBTORS

	<u>2017</u>	<u>2016</u>
	£	£
Unpaid school fees	102,207	30,426
Other debtors and prepayments	30,709	30,709
	-----	-----
	132,916	61,135
	=====	=====

Other debtors and prepayments include £19,140 (2016:£19,140) rent deposit secured in favour of landlord.

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>2017</u>	<u>2016</u>
	£	£
School fees received in advance	37,847	83,775
Payroll liabilities	5,369	6,195
Deferred income and accruals	13,145	14,397
Private loan	10,000	10,000
	-----	-----
	66,361	114,367
	=====	=====

The private loan was from an individual connected to a trustee and it is unsecured and interest free.

Deferred income and accruals include £8,208 (2016: £9,066) PTFC funds and £2,937 (2016: £3,331) security campaign funds.

11. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	<u>2017</u>	<u>2016</u>
	£	£
Deposits received in advance	161,002	162,915
	=====	=====

12. UNRESTRICTED FUNDS

	<u>2017</u>	<u>2016</u>
	£	£
Balance brought forward on 1 September 2016	(25,602)	(44,001)
Net movement in funds relating to the year – Surplus	65,904	18,399
	-----	-----
Balance carried forward on 31 August 2017	40,302	(25,602)
	=====	=====

DATE VALLEY SCHOOL TRUST
NOTES TO THE FINANCIAL STATEMENTS (Continued)
YEAR ENDED 31 AUGUST 2017

13. OPERATING LEASE COMMITMENTS

As at 31 August 2017 the school had annual commitments under non cancellable operating leases as follows:

	<u>2017</u> £	<u>2016</u> £
Expiring within five years – IT Equipments	8,836	8,836
Expiring more than five years – land & buildings	80,000	80,000
	=====	=====

14. RELATED PARTY TRANSACTIONS

The school received a loan of £10,000 in 2012 from an individual connected to a trustee. The loan is unsecured and interest free and it is payable on demand.