

REGISTERED COMPANY NUMBER: 02138295 (England and Wales)  
REGISTERED CHARITY NUMBER: 297106

**REPORT OF THE TRUSTEES AND**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2022**  
**FOR**  
**THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

Brindley Millen Ltd  
Chartered Accountants and Statutory Auditors  
167 Turners Hill  
Cheshunt  
Hertfordshire  
EN8 9BH

**THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

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**for the Year Ended 31 August 2022**

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## **THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

### **REPORT OF THE TRUSTEES** **for the Year Ended 31 August 2022**

The Trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2022. The Trustees have adopted the provisions of 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) (effective 1 January 2015).

#### **OBJECTIVES AND ACTIVITIES**

##### **Object**

The object of the company in accordance with its Memorandum and Articles of Association is the education of boys and girls.

##### **Strategic Aim**

The School's strategic aim is to provide a broad and balanced education which enables the children to develop and extend areas of strengths and interest. Extra curricular activities are offered to draw out abilities and academic potential and to develop wider interests in life, thus preparing the children for a successful transition to their chosen senior school.

##### **Objectives for the Year**

The Board's main objective continued to be to educate all the School's pupils to at least the same high standard achieved by the School in previous years, so that they will be able to fully benefit from their chosen senior school. Our strategy for achieving this is to maintain a high teacher-to-pupil ratio, tailoring our services as appropriate to make reasonable adjustments to suit individual's needs within Quality First Teaching.

## **THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

### **REPORT OF THE TRUSTEES** **for the Year Ended 31 August 2022**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Achievements & Performance**

Over the course of the year we have continued to make improvements to areas around the school. New office areas were created in Chestnut House for the Headmistress, and for staff now dedicated to Admissions and Marketing. The Studio above the Bayford Hall was transformed to provide a new and exciting Science room. There continues to be a rolling plan of maintenance carried out throughout the school. A variety of inspections including PAT testing electrical items, fire safety, Legionella testing etc. is carried out to ensure high standards of health & safety and compliance with regulatory requirements, all of which were inspected during the year.

We were pleased to recommence residential visits which, following Covid, had been on hold. The new academic year started with Year 6 having a two day Staycation learning leadership skills to prepare them for the year ahead. This was followed by an Outward Bound course in the Lake District held later in the year. Other year groups also enjoyed residential visits with Year 5 going to the Isle of Wight and Year 4 going to Mersea Island. The children in Year 3 enjoyed a Staycation at Howe Green House, with many of them experiencing their first night away on their own.

In February places were offered at 10 different schools with children gaining a high level of success in entrance examinations at leading independent and state schools, including Haileybury, Bishop's Stortford College, Hockerill, Herts & Essex High School and Bishop's Stortford Boys High School. Academic, sport, art and music scholarships were also offered. This achievement has been greatly helped by the high-quality teaching staff which we have been able to both attract and retain.

The creative arts are both popular and well represented at Howe Green House. A Nativity entitled 'A Midwife Crisis' involving all the children from Reception to Year 2 took place and in the Summer term Year 5 & 6 hosted a production called 'What a Knight.'

Children often achieve a high level of success competing in a wide variety of sports including Tag rugby, swimming, triathlon, cricket and cross country, to name but a few of the many sporting opportunities on offer

In June 2022 we received our Regulatory Compliance Inspection which is carried out by the Independent Schools Inspectorate. There are 8 standards which need to be met:

1. Quality of education - curriculum and Quality of education - teaching
2. Spiritual, moral, social and cultural development of pupils
3. Welfare, health & safety of pupils
4. Suitability of staff, supply staff and proprietors
5. Premises and accommodation
6. Provision of information
7. Manner in which complaints are to be handled
8. Quality of leadership in and management of schools

In practice, these 8 standards are broken down into 38 areas where inspectors collate evidence from a variety of sources to support any judgement, with the final outcome being the Standards are 'Met' or 'Not Met'. Howe Green House 'met' all the standards.

Our Parents & Friends Committee organised a Summer Ball, which for the first time was held off site at Down Hall and was a great success.

As the year came to an end we held our very own Howe Green House Festival in the marquee complete with live band, face painting and street food before the more formal occasion of Speech Day on the Saturday to complete the year. We were thrilled to welcome Baroness Floella Benjamin as our guest speaker. She spoke with such passion about being a Windrush child, coming to England at the age of ten, and how courage and determination overcame adversity, a truly inspirational speaker who connected with the parents and children alike.

The school has continued to invest in improving the facilities, creating opportunities, helping the children to realise their potential, and live life to the full.

## **THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

### **REPORT OF THE TRUSTEES** **for the Year Ended 31 August 2022**

#### **FINANCIAL REVIEW**

##### **Financial position**

The balance sheet shows total funds of £1,956,808.

Also included in total funds is an amount of £79,909 which is restricted. These monies have either been raised for, and their use restricted to specific purposes, or they comprise donations subject to donor imposed conditions. Full details of these restricted funds can be found in notes to the accounts together with an analysis of movements in the year.

Funds totalling £129,395 have been designated, or set aside, by the Governors for specific purposes. These purposes and an analysis of the movements on the funds are set out in the notes to the accounts.

Unrestricted funds of the charity at 31 August 2022 total £1,747,504.

These funds are represented by tangible fixed assets with a net book value of £2,892,794, which leaves the net current assets of the General fund in deficit by £62,431 with long term liabilities of £873,555.

##### **Investment Policy**

The Governors may act as Trustees of any property, endowment legacy, bequest or gift given, held or acquired for educational purposes. The Governors may invest the monies of the Company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, but so that monies representing property subject to the justification of the Charity Commissioners of England and Wales shall only be invested in such securities and with sanction as may for the time being be prescribed by law.

##### **The Charity's Assets**

Acquisitions and disposals of fixed assets during the year are recorded in the notes to the accounts.

Company law requires the Governors to prepare accounts for each financial year which give a true and fair view of the company's financial activities during the year and of its financial position at the end of the year. In preparing accounts giving a true and fair view, the governors' should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed in the accounts;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Governors are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the sub-committees list objectives for the year against which they report on the achievements and performance of those objectives.

##### **Reserves policy**

The Board has examined the requirement for free reserves i.e. those funds not invested in tangible fixed assets, designated for specific purposes, restricted nor otherwise committed. The Board considers that the level of free reserves should be increased as circumstances permit so as to provide the flexibility needed to cover temporary shortfalls in incoming resources due to the timing differences in income flows; and adequate working capital to cover core costs to allow the School to cope and respond to unforeseen emergencies, whilst specific action plans are implemented. Building of such reserves can only realistically be viewed over the medium term and the Board is satisfied that the school remains in a financially sound position and that the present level of free reserves is satisfactory.

The whole board has corporate responsibility to oversee that the safeguarding needs of the children are met appropriately, and in line with regulatory expectation.

## **THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

### **REPORT OF THE TRUSTEES** **for the Year Ended 31 August 2022**

#### **FINANCIAL REVIEW**

##### **Finance & Premises Committee**

- To review the budget for the following year and to set fees accordingly
- To continue to review how the sessional facility within Little Oaks is operating
- To monitor public benefit
- To monitor developments at Stansted Airport
- To review policies in line with the School Development Plan

##### **Education Committee**

- To review the appraisal process throughout the School
- To scrutinise the roles of subject co-ordinators
- To review the Bursary Award
- To review policies in line with the School Development Plan

##### **Marketing Committee**

- To review marketing for the school
- To monitor effectiveness of Open Mornings
- To consider options for a past pupils association
- To review policies in line with the School Development Plan

#### **FUTURE PLANS**

Our key objective for the future remains the same as reported above for this year.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Company is governed by its Memorandum and Articles of Association, which were amended in 1996, December 2006 and February 2009.

##### **Governing Body**

The Trustees, who are also required under the Articles to serve as Directors of the company, are elected at the AGM on the basis of nominations received from members of the company who are parents of the School.

The Directors try to ensure that at all times there are four parent Governors. Directors also nominate people to serve on the Board from outside the School who have the necessary skills required to contribute fully to the charity's development. The Board consists of not less than three nor more than eleven people. Each Director is elected for a term of between 1 - 3 years and shall not exceed nine years in office.

##### **Organisational Management**

The Governors of the School act in the capacity of Company's Directors for the purposes of the Companies Act and in the capacity of Trustees in respect of its charitable objectives under the Charities Act.

The Governors meet as a Board on a termly basis, or more frequently when required, to review and direct the general educational charitable objectives of the Company. Sub-committees consisting of Governors, Head, and other members of the Senior Management Team, meet once or twice per term and cover Finance & Premises, Education and Marketing. The day to day running of the School is delegated to the Head, who is supported by the Bursar and other teaching members of the Senior Management Team.

##### **Trustee Induction and Training**

New Directors are provided with an induction pack giving full details of the workings of the School. Trustee training workshops are offered throughout the year with the focus on responsibilities and key issues for school governors, risk management, SORP and the role of the Charity Commission in school regulation. Governors all receive training in child protection and safeguarding to equip them to undertake their responsibilities in this area.

##### **Key management remuneration**

The trustees carry out an annual pay review to ensure that the charity's pay levels are fair, competitive and an effective use of charitable funds.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

02138295 (England and Wales)

**THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

**REPORT OF THE TRUSTEES**  
**for the Year Ended 31 August 2022**

**Registered Charity number**

297106

**Registered office**

Howe Green House  
Great Hallingbury  
Bishops Stortford  
Hertfordshire  
CM22 7UF

**Trustees**

Ms N A Barker-King (resigned 24.2.22)  
Mrs A J Cutlan-Smyth Chair  
Mrs A B White  
C I McDonald  
M Dawes (resigned 28.4.22)  
C Dunne  
W Wells  
Mrs S F Bristow  
Mrs P S Moore  
Mrs G C W Rogers  
Mrs M E Sanders  
Dr G B Ambepitiya Medical Consultant (appointed 28.4.22)  
Mrs E G Lester (appointed 28.4.22)

**Company Secretary**

Miss S M Parlane

**Auditors**

Brindley Millen Ltd  
Chartered Accountants and Statutory Auditors  
167 Turners Hill  
Cheshunt  
Hertfordshire  
EN8 9BH

**Bankers**

HSBC Bank plc  
18 North Street  
Bishop's Stortford  
Hertfordshire  
CM23 2LP

The Howe Green Educational Trust Limited, trading as Howe Green House School and Little Oaks Nursery, is a Company limited by guarantee (No. 2138295) having been incorporated under the Companies Act on 8th June 1987.

The Company does not have a share capital, but its members, in the event of winding up, have guaranteed to contribute to the assets of the Company a sum not exceeding £1 per member. Any surplus on a winding up, after the provision of any pension or allowances to retired employees, shall be given or transferred to another charitable institution with objects similar to that of the Company. The Howe Green Educational Trust Limited is a registered charity (No. 297106) with the Charity Commission for England and Wales.

**THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

**REPORT OF THE TRUSTEES**  
**for the Year Ended 31 August 2022**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable 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 charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.


In so far as the trustees are aware:

- there is no relevant audit information of which the charitable 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 auditors are aware of that information.

**AUDITORS**

The auditors, Brindley Millen Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting. Brindley Millen Limited acquired Hewitt Warin Limited, the previous auditor who had been approved for re-appointment at the AGM.

Approved by order of the board of trustees on ..Mar.28, 2023..... and signed on its behalf by:

  
.....  
Mrs A J Cutlan-Smyth - Trustee

## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

### **Opinion**

We have audited the financial statements of The Howe Green Educational Trust Limited (the 'charitable company') for the year ended 31 August 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2022 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, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

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

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

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

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We obtained an understanding of the legal and regulatory frameworks that are applicable to the charity and determined that the most significant are those covered by the Statement of Recommended Practice for Charities (SORP 2019) and the Charities Act 2011. We assessed the risk of material misstatement in respect of fraud by making enquiries of management and trustees and by testing the implementation of accounting controls in place.

Based on the results of our risk assessment we designed our audit procedures to identify non-compliance with such laws and regulations identified above by making enquiries with key personnel and reviewing relevant documentation such as minutes of Trustee meetings and correspondence with regulatory bodies. We considered the risk of fraud through management override by incorporation testing of journal entries and reviewing any requirements to meet performance targets. We also considered, and tested for, the possibility of unauthorised payments to related parties.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

  
mwbrindley (May 24, 2023 15:22 GMT+1)

Maurice Brindley FCA BSc (Senior Statutory Auditor)  
for and on behalf of Brindley Millen Ltd  
Chartered Accountants and Statutory Auditors  
167 Turners Hill  
Cheshunt  
Hertfordshire  
EN8 9BH

Date: May 24, 2023.....

**THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**  
**for the Year Ended 31 August 2022**

	Notes	Unrestricted funds £	Restricted funds £	31.8.22 Total funds £	31.8.21 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	13,295	-	13,295	13,072
<b>Charitable activities</b>					
Management and administration	4	53,969	-	53,969	-
Fees receivable		1,873,053	-	1,873,053	1,814,136
Investment income	3	13	-	13	12
<b>Total</b>		<u>1,940,330</u>	<u>-</u>	<u>1,940,330</u>	<u>1,827,220</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Tutorial costs	5	1,290,423	-	1,290,423	1,166,279
Property		263,536	-	263,536	254,592
Welfare		67,832	-	67,832	23,609
Management and administration		288,053	-	288,053	240,641
Finance costs		22,873	-	22,873	19,692
<b>Total</b>		<u>1,932,717</u>	<u>-</u>	<u>1,932,717</u>	<u>1,704,813</u>
<b>NET INCOME</b>		<u>7,613</u>	<u>-</u>	<u>7,613</u>	<u>122,407</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>1,869,286</u>	<u>79,909</u>	<u>1,949,195</u>	<u>1,826,788</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>1,876,899</u></u>	<u><u>79,909</u></u>	<u><u>1,956,808</u></u>	<u><u>1,949,195</u></u>

**THE HOWE GREEN EDUCATIONAL TRUST LIMITED (REGISTERED NUMBER: 02138295)**

**BALANCE SHEET**

**31 August 2022**

	Notes	Unrestricted funds £	Restricted funds £	31.8.22 Total funds £	31.8.21 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	11	2,812,885	79,909	2,892,794	2,876,764
<b>CURRENT ASSETS</b>					
Debtors	12	8,905	-	8,905	14,025
Cash at bank		373,629	-	373,629	414,717
		<u>382,534</u>	<u>-</u>	<u>382,534</u>	<u>428,742</u>
<b>CREDITORS</b>					
Amounts falling due within one year	13	(444,965)	-	(444,965)	(426,935)
		<u>(62,431)</u>	<u>-</u>	<u>(62,431)</u>	<u>1,807</u>
<b>NET CURRENT ASSETS</b>					
		<u>(62,431)</u>	<u>-</u>	<u>(62,431)</u>	<u>1,807</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		2,750,454	79,909	2,830,363	2,878,571
<b>CREDITORS</b>					
Amounts falling due after more than one year	14	(873,555)	-	(873,555)	(929,376)
		<u>1,876,899</u>	<u>79,909</u>	<u>1,956,808</u>	<u>1,949,195</u>
<b>NET ASSETS</b>					
		<u>1,876,899</u>	<u>79,909</u>	<u>1,956,808</u>	<u>1,949,195</u>
<b>FUNDS</b>	17				
Unrestricted funds:					
General fund				1,747,504	1,739,891
Bursaries Fund				40,000	40,000
Repairs and maintenance fund				45,000	45,000
Development reserve				44,395	44,395
				<u>1,876,899</u>	<u>1,869,286</u>
Restricted funds:					
Restricted capital fund				79,909	79,909
<b>TOTAL FUNDS</b>				<u>1,956,808</u>	<u>1,949,195</u>

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on Mar 28, 2023 and were signed on its behalf by:

A B White  
A B White - Trustee

A J Cutlan-Smyth  
A J Cutlan-Smyth - Trustee

**THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

**CASH FLOW STATEMENT**  
**for the Year Ended 31 August 2022**

	Notes	31.8.22 £	31.8.21 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	101,979	186,571
Finance costs paid		(22,873)	(19,692)
Net cash provided by operating activities		<u>79,106</u>	<u>166,879</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(63,195)	(55,351)
Sale of tangible fixed assets		-	1,731
Interest received		13	12
Net cash used in investing activities		<u>(63,182)</u>	<u>(53,608)</u>
<b>Cash flows from financing activities</b>			
Loan repayments in year		(57,012)	(60,838)
Net cash used in financing activities		<u>(57,012)</u>	<u>(60,838)</u>
<b>Change in cash and cash equivalents in the reporting period</b>			
		(41,088)	52,433
<b>Cash and cash equivalents at the beginning of the reporting period</b>			
		<u>414,717</u>	<u>362,284</u>
<b>Cash and cash equivalents at the end of the reporting period</b>			
		<u><u>373,629</u></u>	<u><u>414,717</u></u>

The notes form part of these financial statements

**THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

**NOTES TO THE CASH FLOW STATEMENT**

**for the Year Ended 31 August 2022**

**1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	31.8.22	31.8.21
	£	£
<b>Net income for the reporting period (as per the Statement of Financial Activities)</b>	7,613	122,407
<b>Adjustments for:</b>		
Depreciation charges	47,164	41,054
Interest received	(13)	(12)
Finance costs	22,873	19,692
Decrease in debtors	5,120	7,753
Increase/(decrease) in creditors	19,222	(4,323)
<b>Net cash provided by operations</b>	<u>101,979</u>	<u>186,571</u>

**2. ANALYSIS OF CHANGES IN NET DEBT**

	At 1.9.21	Cash flow	At 31.8.22
	£	£	£
<b>Net cash</b>			
Cash at bank	414,717	(41,088)	373,629
	<u>414,717</u>	<u>(41,088)</u>	<u>373,629</u>
<b>Debt</b>			
Debts falling due within 1 year	(58,473)	3,577	(54,896)
Debts falling due after 1 year	(852,686)	53,435	(799,251)
	<u>(911,159)</u>	<u>57,012</u>	<u>(854,147)</u>
<b>Total</b>	<u>(496,442)</u>	<u>15,924</u>	<u>(480,518)</u>

## **THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

### **NOTES TO THE FINANCIAL STATEMENTS**

**for the Year Ended 31 August 2022**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements and assessment of going concern**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

These accounts have been prepared on the basis of a Going Concern.

The Trustees have continued to take reasonable measures to mitigate the risks to the School with monthly accounts prepared by an external organisation. Trustees have weekly communications, regular meetings and review of policies, together with periodic inspections of safeguarding measures when in school.

The financial statements are presented in sterling (£).

##### **Critical accounting judgements and key sources of estimation uncertainty**

In preparing financial statements it is necessary to make certain judgements, estimates and assumptions that affect the amounts recognised in the financial statements. The following judgements and estimates are considered by the trustees to have most significant effect on amounts recognised in the financial statements.

Useful economic life of tangible fixed assets:

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are reassessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

School fees relating to the current financial year are included in income, Fees paid in advance are carried forward to be credited to income in the financial year to which they relate. Grants receivable are included in income when any conditions relating to them have been fulfilled.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

All assets with a cost greater than £1,000 and with an expected useful life exceeding one year are capitalised.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

- Computer equipment 33% straight line
- Fixtures and fittings 10% straight line
- Portakabin & Driveway 10% straight line

No depreciation is provided on freehold property and classrooms as the property is to be maintained regularly so that its residual value will not be less than the cost of the property. Any depreciation charge arising would not be material.

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

General funds are available for use at the discretion of the Governors in furtherance of the general objectives of the company.

**THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 31 August 2022**

**1. ACCOUNTING POLICIES - continued**

**Fund accounting**

Designated funds comprise general funds which have been set aside at the discretion of the Governors for specific purposes. The purposes and use of the designated funds is set out in the notes to the accounts.

Restricted funds comprise gifts of cash for the restricted purpose of providing fixed assets for charity use, or for purchasing other identified specific items for charity use.

All income and expenditure is shown in the statement of financial activities.

**Net current assets**

**Debtors**

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

**Cash at bank and in hand**

Cash at bank and in hand includes cash, current bank accounts and deposit bank accounts with no withdrawal limitations.

**Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are recognised at their settlement amount.

**Funds received to acquire tangible fixed assets**

Where funds are received to enable the Charity to acquire fixed assets for use in the delivery of its services, the funds are held as restricted income until the assets are acquired. When assets are purchased from such funds the restriction is regarded as discharged and the funds are transferred representing tangible fixed assets.

**Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially settled at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2. DONATIONS AND LEGACIES**

	31.8.22	31.8.21
	£	£
Donations and sundry income	13,295	13,072

**3. INVESTMENT INCOME**

	31.8.22	31.8.21
	£	£
Deposit account interest	13	12

**4. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	31.8.22	31.8.21
		£	£
Grants	Management and administration	53,969	-
School Fees charged	Fees receivable	1,517,599	1,458,933
Little Oaks Fees	Fees receivable	234,039	223,639
Essex County Council Free Early Education Entitlement Grant	Fees receivable	47,883	59,721
Lunches	Fees receivable	66,968	33,032
Grants	Fees receivable	-	34,474
Registration fees	Fees receivable	4,575	4,050
Supervision fees	Fees receivable	1,989	287
		<u>1,927,022</u>	<u>1,814,136</u>

**THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 August 2022**

**4. INCOME FROM CHARITABLE ACTIVITIES - continued**

Grants received, included in the above, are as follows:

	31.8.22	31.8.21
	£	£
Coronavirus job retention scheme	-	34,474
Herts CC	53,969	-
	<u>53,969</u>	<u>34,474</u>

**5. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 6) £	Totals £
Tutorial costs	1,290,423	-	1,290,423
Property	263,536	-	263,536
Welfare	67,832	-	67,832
Management and administration	5,162	282,891	288,053
Finance costs	-	22,873	22,873
	<u>1,626,953</u>	<u>305,764</u>	<u>1,932,717</u>

**6. SUPPORT COSTS**

	Finance £	Governance costs £	Totals £
Management and administration	-	282,891	282,891
Finance costs	22,873	-	22,873
	<u>22,873</u>	<u>282,891</u>	<u>305,764</u>

**7. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	31.8.22	31.8.21
	£	£
Auditors remuneration	5,784	5,898
Depreciation - owned assets	47,165	41,054
	<u>52,949</u>	<u>46,952</u>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

No Governors received remuneration in their capacity as trustees during the year (2021: none).

**Trustees' expenses**

No Governors received reimbursement in their capacity as trustees during the year. (2021: none)

**THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 31 August 2022**

**9. STAFF COSTS**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Staff costs during the year were as follows:		
Wages and salaries	1,135,589	1,025,233
Social security costs	100,127	89,987
Other pension costs	94,243	97,491
	<u>1,329,959</u>	<u>1,212,711</u>

Two employees earned between £60,000 and £70,000 per annum (including benefits) during the year (2021: two). One employee earned between £85,000 and £95,000 per annum (including benefits) during the year (2021: one).

The number of employees, analysed by function was:

	<b>2022</b>	<b>2021</b>
Teaching staff	37	34
Office management / Ancillary	12	10
	<u>49</u>	<u>44</u>

The Governors consider that the Key Management Personnel of the organisation comprise the Board of Governors, Head, Deputy Head, Head of Pastoral and Bursar. Total Key Management Personnel remuneration in the year was £271,742 (2021: £266,540)

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	13,072	-	13,072
<b>Charitable activities</b>			
Fees receivable	1,814,136	-	1,814,136
Investment income	12	-	12
<b>Total</b>	<u>1,827,220</u>	<u>-</u>	<u>1,827,220</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Tutorial costs	1,166,279	-	1,166,279
Property	254,592	-	254,592
Welfare	23,609	-	23,609
Management and administration	240,641	-	240,641
Finance costs	19,692	-	19,692
<b>Total</b>	<u>1,704,813</u>	<u>-</u>	<u>1,704,813</u>
<b>NET INCOME</b>	<u>122,407</u>	<u>-</u>	<u>122,407</u>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<u>1,746,879</u>	<u>79,909</u>	<u>1,826,788</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>1,869,286</u></u>	<u><u>79,909</u></u>	<u><u>1,949,195</u></u>

**THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 31 August 2022**

**11. TANGIBLE FIXED ASSETS**

	Freehold property £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 September 2021	2,805,535	173,843	101,181	3,080,559
Additions	26,154	8,061	28,980	63,195
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 August 2022	2,831,689	181,904	130,161	3,143,754
	<hr/>	<hr/>	<hr/>	<hr/>
<b>DEPRECIATION</b>				
At 1 September 2021	67,277	71,712	64,806	203,795
Charge for year	-	19,179	27,986	47,165
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 August 2022	67,277	90,891	92,792	250,960
	<hr/>	<hr/>	<hr/>	<hr/>
<b>NET BOOK VALUE</b>				
At 31 August 2022	2,764,412	91,013	37,369	2,892,794
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 August 2021	2,738,258	102,131	36,375	2,876,764
	<hr/>	<hr/>	<hr/>	<hr/>

The tangible fixed assets are used exclusively for the educational purposes of the charitable company.

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.8.22 £	31.8.21 £
Other debtors	3,662	5,026
Prepayments and accrued income	5,243	8,999
	<hr/>	<hr/>
	8,905	14,025
	<hr/>	<hr/>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.8.22 £	31.8.21 £
Bank loans and overdrafts (see note 15)	54,896	58,473
Social security and other taxes	26,303	23,484
Other creditors	16,814	20,779
Fees in Advance	281,008	270,048
Acceptance Fees	27,000	16,100
Accruals and deferred income	38,944	38,051
	<hr/>	<hr/>
	444,965	426,935
	<hr/>	<hr/>

**THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 August 2022**

**14. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	31.8.22	31.8.21
	£	£
Bank loans (see note 15)	799,251	852,686
Acceptance fees	74,304	76,690
	<u>873,555</u>	<u>929,376</u>

**15. LOANS**

An analysis of the maturity of loans is given below:

	31.8.22	31.8.21
	£	£
Amounts falling due within one year on demand:		
Bank loans and overdrafts	<u>54,896</u>	<u>58,473</u>
Amounts falling between one and two years:		
Bank loans - 1-2 years	<u>57,700</u>	<u>57,700</u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	<u>173,100</u>	<u>173,100</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Bank loans more 5 yr by instal	568,451	621,886

**16. SECURED DEBTS**

The following secured debts are included within creditors:

	31.8.22	31.8.21
	£	£
Bank loans	<u>854,147</u>	<u>911,159</u>

There are three commercial mortgages in operation. The first is repayable by monthly instalments over 30 years with interest at 1.6% over base. The second is repayable by monthly instalments over 20 years with interest at 2.7% over base. The third is repayable by monthly instalments over 30 years with interest at 1.97% over base. They are secured by legal charges over the freehold land and buildings. The bank has a fixed and floating charge over all other assets.

**17. MOVEMENT IN FUNDS**

	At 1.9.21	Net movement in funds	At 31.8.22
	£	£	£
<b>Unrestricted funds</b>			
General fund	1,739,891	7,613	1,747,504
Bursaries Fund	40,000	-	40,000
Repairs and maintenance fund	45,000	-	45,000
Development reserve	44,395	-	44,395
	<u>1,869,286</u>	<u>7,613</u>	<u>1,876,899</u>
<b>Restricted funds</b>			
Restricted capital fund	79,909	-	79,909
	<u>1,949,195</u>	<u>7,613</u>	<u>1,956,808</u>

**THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 31 August 2022**

**17. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,940,330	(1,932,717)	7,613
<b>TOTAL FUNDS</b>	<u>1,940,330</u>	<u>(1,932,717)</u>	<u>7,613</u>

**Comparatives for movement in funds**

	At 1.9.20 £	Net movement in funds £	At 31.8.21 £
<b>Unrestricted funds</b>			
General fund	1,629,879	110,012	1,739,891
Bursaries Fund	40,000	-	40,000
Repairs and maintenance fund	45,000	-	45,000
Development reserve	32,000	12,395	44,395
	<u>1,746,879</u>	<u>122,407</u>	<u>1,869,286</u>
<b>Restricted funds</b>			
Restricted capital fund	79,909	-	79,909
<b>TOTAL FUNDS</b>	<u>1,826,788</u>	<u>122,407</u>	<u>1,949,195</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,814,825	(1,704,813)	110,012
Development reserve	12,395	-	12,395
	<u>1,827,220</u>	<u>(1,704,813)</u>	<u>122,407</u>
<b>TOTAL FUNDS</b>	<u>1,827,220</u>	<u>(1,704,813)</u>	<u>122,407</u>

**THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 August 2022**

**17. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.20 £	Net movement in funds £	At 31.8.22 £
<b>Unrestricted funds</b>			
General fund	1,629,879	117,625	1,747,504
Bursaries Fund	40,000	-	40,000
Repairs and maintenance fund	45,000	-	45,000
Development reserve	32,000	12,395	44,395
	<hr/>	<hr/>	<hr/>
	1,746,879	130,020	1,876,899
<b>Restricted funds</b>			
Restricted capital fund	79,909	-	79,909
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>1,826,788</u>	<u>130,020</u>	<u>1,956,808</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	3,755,155	(3,637,530)	117,625
Development reserve	12,395	-	12,395
	<hr/>	<hr/>	<hr/>
	3,767,550	(3,637,530)	130,020
<b>TOTAL FUNDS</b>	<u>3,767,550</u>	<u>(3,637,530)</u>	<u>130,020</u>

The bursary fund was established to provide short term hardship grants and long term bursary awards for pupils at the discretion of the Governors. During the year no transfers were made to or from this fund (2021:none )

The repairs and maintenance fund was established to provide for the cost of maintaining the property of the company at the discretion of the Governors.

The Restricted capital fund consists of monies which were donated under Project 2012 for the restricted purpose of construction of the Cedar Wall building and associated development works and represents part of the capital cost of the building.

**18. RELATED PARTY DISCLOSURES**

At the end of the year four Governors were parents of children at the school (2021 - 4 Governors). School fee charges are on normal commercial terms and Governors derive no financial benefit.

There are no further related party transactions

**THE HOWE GREEN EDUCATIONAL TRUST LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 31 August 2022**

**19. ULTIMATE CONTROLLING PARTY**

In the opinion of the Governors, there is no ultimate controlling party.

**20. LIMITED LIABILITY**

The company is limited by guarantee and hence has no share capital. The amount guaranteed is £1 per member. There were 71 members of the company at 31 August 2022 (2021 - 68).

**21. CHARITABLE STATUS**

The company is a registered charity (Charity Registration Number 297106).

**22. PENSION COMMITMENTS**

Pension costs include payments by the company to APTIS (Aviva Pension Trust for Independent Schools) a Defined Contribution Scheme for teaching staff with employer contributions at 16.4% and under auto-enrolment to NEST Workplace Pension Scheme.

Following Consultation the School exited the Teachers' Pension Scheme as at 31st August 2020 due to the significant increase in the level of employer contributions.

Employer contributions to APTIS and the NEST workplace pension scheme are recognised as an expense in the Statement of Financial Activities when they fall due.