

**Charity Registration No. 311075**

**Company Registration No. 00912022 (England and Wales)**

**CHARLOTTE HOUSE SCHOOL LIMITED**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

**CHARLOTTE HOUSE SCHOOL LIMITED**

**LEGAL AND ADMINISTRATIVE INFORMATION**

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**Trustees**

Mr A Hatfield  
Mr P McGlone  
Mrs J M Parr (Chairman)  
Mrs C Smith  
Mrs S E Starr  
Mrs M P Wilson  
Mrs J Askew  
Dr K E McNerney  
Mr R J Stuttaford (Appointed 09 June 2020)

**Secretary**

Mrs S Starr

**Charity number**

311075

**Company number**

00912022

**Registered office**

88 The Drive  
Rickmansworth  
Herts  
WD3 4DU

**Auditor**

Mercer & Hole  
Batchworth House  
Batchworth Place  
Church Street  
Rickmansworth  
Hertfordshire  
WD3 1JE

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# CHARLOTTE HOUSE SCHOOL LIMITED

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## **CHARLOTTE HOUSE SCHOOL LIMITED**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)**

**FOR THE YEAR ENDED 31 AUGUST 2020**

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The trustees present their report and financial statements for the year ended 31 August 2020.

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 Act 2011, the Companies Act 2006 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 2019).

#### **Governing document**

The Charity is governed by its Memorandum and Articles of Association dated 31 July 1967.

#### **Governing body**

The members of the Charity's Governing body are listed in the legal and administrative information with details of changes during the year.

#### **Recruitment and Training of Governors**

The Charity's elected Governors are appointed at a meeting of the existing Governors on the basis of nominations received from existing Governors and the Head to the Board's specifications concerning eligibility, personal competence, specialist skills and local availability. New Governors are inducted into the workings of the Charity including Board Policy and Procedures, by initial briefing by the Chairman, attending Governors' meetings and being directed to relevant guidelines and courses. This is supplemented by personal visits to the School to talk to staff, parents, and pupils.

#### **Organisational Management**

The Governors, as the trustees of the Charity, are legally responsible for the overall management and control of the School and meet at least three times a year. In addition to this there are four Committees of the Board which deal with specific areas of the School's operation:

- The Education Committee: Chaired by Dr McNerney, is responsible for examining trends in education, educational policy and staff development and the promotion of the school and its ethos.
- The Building and Finance Committee: Chaired by the Treasurer (A Hatfield) and assisted by the Bursar, is responsible for implementing facilities and financial strategy and the policies of the Board, including the preparation of budgets, management accounts and forecasts and is also responsible for the audit.
- The Health and Safety Committee: Chaired by the Bursar (A Parker) oversees all health and safety matters and operational risk management.
- The Marketing Committee - Chaired by S Starr develops marketing strategies, oversees the creation of new advertising and website material and explores ideas for promoting the school.

These committees meet at least once each term. C Smith is the governor responsible for Child Protection, she reports to the Board on all matters pertaining to Safeguarding. P Wilson is the Early Years & Special Education Needs Governor.

The day to day running of the School is delegated to the Head supported by the Bursar and the Senior Management Team under the chairmanship of the Head. The Head and the Bursar attend meetings of the above Committees and they also attend full Governing Board meetings.

## **CHARLOTTE HOUSE SCHOOL LIMITED**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2020**

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#### **Risk Management**

The Board of Governors is responsible for the management of the business risks faced by the School. A Risk Register is maintained and reviewed by the Board and this includes the management of actions in mitigation of business risks identified. Health and Safety Risks are identified, controlled and managed by the Health and Safety Committee which is chaired by the Bursar with members drawn from across the staff of the School. A Governors' representative also sits on the Health and Safety Committee, and minutes, inspection reports and other relevant information are reviewed by the Board.

The key controls used by the Charity include:

- Formal agendas and minutes for all Committee and Board activity
- Detailed terms of reference for all Committees
- Comprehensive strategic planning, budgeting, long term planned maintenance, and management accounting
- Formal written policies
- Clear authorisation and approval levels
- Vetting procedures as required by law for the protection of the vulnerable

Through the risk management processes established for the School, the Governors are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognised that the systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

#### **Pandemic**

In accordance with Government directives, the school was shut down to all but a few 'Key Worker' children from 23rd March and remained open for these children during the Easter holidays with staff volunteering on a rota basis.

Governors approved a comprehensive risk assessment for re-opening at the beginning of June and all Charlotte House pupils were able to return to school for the last two weeks of the summer term. The Head and Teaching staff are to be commended for their efforts in developing the CharlotteHouse@home learning platform.

The school identified cost-savings as a result of the 'lock-down' and passed these on to parents in the form of fee adjustments for the summer term. Any parents suffering financial hardship as a result of the pandemic were also given the opportunity to apply for a bursary or pay the summer term fees in instalments over the next academic year.

#### **Objectives and activities**

The object of the Charity in accordance with its Memorandum of Association is to provide education through the operation of a Preparatory School. Charlotte House School is a fee-paying school for girls aged three to eleven. In furtherance of this object, the Governors as the charity trustees have complied with the duty under S.4 of the Charities Act 2006 to have due regard to the Charity Commission's published general and relevant sub-sector guidance concerning the operation of the Public Benefit requirement under that Act.

## **CHARLOTTE HOUSE SCHOOL LIMITED**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2020**

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#### **Aims and Intended Impact**

The year ended 31st August 2020 has seen continued progress in accordance with the School's ethos and strategic aims. Charlotte House has a strong academic tradition based on the philosophy of education developed by Charlotte Mason, the founder of the Parents' National Education Union, who believed that parents and the home were at the heart of developing children spiritually, physically and mentally and that children should be respected as individuals and nurtured to develop their unique talents. The Governors and staff are committed to maintaining this tradition.

It is the policy of Charlotte House School that pupils, including those in the EYFS, receive a broad and balanced full time supervised curriculum, which delivers an education suited to all pupils across the full age and ability range. All pupils have the opportunity to learn and make progress and are prepared for the opportunities, responsibilities and experiences of life in British society. The curriculum is designed to engender a love and excitement of learning. Whilst with us we see all pupils fulfil their individual academic and creative abilities, explore their talents to the full, and appreciate through study, the wealth of human achievement. Progression is at the core of the curriculum.

Within a framework based on Christian values we aim to provide a stimulating environment in which children are happy, successful and keen to learn, thus helping them to grow into young people who are fulfilled, respectful and able to make a positive contribution to society. The school is committed to equal opportunities for all, children and staff alike and aims to provide a wide programme of sporting, dramatic, artistic and extra-curricular activities.

#### **Public Benefit**

The total number of pupils at the school by the end of the year was 126 of which 5 held partial bursaries. The Governors' policy is, within the reasonable means of the School, to maintain our bursary provision to help existing parents in time of hardship and to give children, who would otherwise be unable to, the opportunity to be educated privately.

The school has sought partnerships with local state schools including offering free places on our training days to their staff and hopes to develop these further.

#### **Fund Raising**

The School is the principal beneficiary of the Parent Teacher Association, a separate charity called the Charlotte House Prep School PTA (registered number 1106504), through which fundraising for community projects, building projects and school equipment is conducted.

The Parent Teacher Association continues to support the School enthusiastically as ever, running events for the children and parents, such as a wine and cheese evening and a Zoom magic show.

During this year they have helped the school to buy robotic sets for Computing lessons

#### **Strategic report**

The following sections for achievements and performance and financial review form the strategic report of the charity.

## CHARLOTTE HOUSE SCHOOL LIMITED

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2020**

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#### Achievements and performance

##### Operational Performance

This year again saw the continuance of the high standards set in previous years in all aspects of the School's activities. The girls benefit from specialist teachers across the curriculum and we endeavour to provide them with a wealth of experiences and opportunities. We ensured that planning was accurate and appropriate for the needs of the children, showing clear progression and consistency. The girls take home all their books once every half term to promote our home/school partnership.

As a certified dyslexia friendly school and a certified rights respecting school we continue to ensure that the school is a happy environment where all girls can flourish, find their voice and achieve their goals.

Throughout the school year diagnostic, summative and formative assessments are used to ensure each child is performing to the best of their ability and is at least reaching age expected levels. Assessments used range from monitoring/markings of school work to ASPECTS, INCAS and PIPS. This was a year of outstanding academic performance with our assessments showing an excellent level of progress for all classes tracking girls throughout their time with us shows considerable 'value-added'. In KS2 100% of girls were working at national average or higher with the majority achieving considerably higher than national average. Girls were very successful in transferring to the secondary schools of their choice. They accepted places at both state and private schools and were offered four academic scholarships.

School	Offers Given	Offers Accepted	Scholarships/ Awards
Croxley Danes*	2	1	0
Haberdashers' Aske's	2	2	0
Haydon	1	0	0
Northwood College	5	0	2
Piper's Corner	1	1	0
Rickmansworth	2	2	0
Royal Masonic	12	6	1
St Albans	1	0	0
STAGS*	1	0	0
St Clement Danes*	6	4	0
St Helen's	4	1	0
St Margaret's	2	0	0
St Mary's	1	0	1
Watford Grammar School*	4	2	0
<b>TOTAL</b>	<b>44</b>	<b>19</b>	<b>4</b>

\*maintained sector

This is, as always, a vital and important process and we devote much care and attention to supporting both the girls and their parents, and in developing and maintaining strong links with all secondary schools in the area. Charlotte House girls benefit from the self-assurance and academic attainment developed during their time at the School which enables them to transfer to one of their chosen secondary schools with ease, being sufficiently mature to deal with the changes of environment, teachers and classmates.

## **CHARLOTTE HOUSE SCHOOL LIMITED**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2020**

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#### **Wider Community Activities**

The School continues to be an active member of the local community in providing education for girls of all abilities. The Governors have also approved a policy of taking on NQTs when appropriate and providing work experience for pupils from state secondary schools or student teachers.

The School actively encourages pupils to engage in raising funds for charities based both in the UK and overseas, fostering in them an awareness of real-world issues and a desire to contribute to the wider community. The school supported the Poppy Appeal, Children in Need, Children with Cancer UK and Marie Curie.

Unfortunately due to Covid-19 the school was not able to provide work experience for students from local state and independent secondary schools this year.

#### **Extra-curricular Activities**

For the first six months of the year Educational visits were made to the Hillingdon Outdoor Activity Centre, Hazard Alley, Celtic Harmony, Milestones Museum, Sky Studios, Young Voices, Hatfield House and Zoolab visited the school. Unfortunately other trips planned to Cadbury world, the Living Rainforest and Aldenham Country Park had to be cancelled due to the Pandemic.

Physical education and sport are key components of the school with all girls being actively involved in various sporting activities. Netball matches were played against local independent and state schools with great enthusiasm and success. Our swimming team successfully competed in many galas over the first half of the year and we qualified for the IAPS National Swimming Finals at The London Aquatics Centre but unfortunately these were cancelled due to Covid-19. Girls took part in the Prep Schools General Knowledge competition and Maths challenges.

Music continues to play a very important role in school life. Form V & VI sang at the O2 as part of the Young Voices choir and our annual Carol Service held at St Mary's Rickmansworth. Many of the girls in school learn a musical instrument. The school offers tuition in piano, violin, clarinet, saxophone, flute, guitar and individual singing. Pre lock-down some of the girls took part in a drama production: Nursery and Reception joined forces for the Nativity play, Forms III and IV produced 'Snow White and the Seven Dwarfs', Forms VI performed 'A Midsummer Night's Dream'.

The Form IV, V & VI residential trips were all cancelled due to Covid-19.

The school continues to expand the girls' horizons with a range of after school clubs, including Tae Kwon Do, Speech & Drama, Ballet, Dance, Gymnastics and Netball, and we also continue to offer supervised care before and after school. Staff also ran extra-curricular clubs in gardening, rounders, football, knitting and sewing, dodgeball, library, netball, Spanish, sign language, Hama beads, Russian, Purple Mash, Colour by Number, and speedstacking.

#### **Staff**

We employed three Afterschool Supervisors, Daisy Muchmore during September, Caitlyn Scott and Daisy Baker from October to July. An ex pupil, Sara Fakouri, joined as our Gap Student from November to July. Miss Laura Wooding (Teacher) left in August 2020 after 17 years with the school.

## CHARLOTTE HOUSE SCHOOL LIMITED

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2020**

#### Financial review

The financial performance for the period was good with a surplus of £91,915 (2019: £102,480). Costs have been successfully controlled and the cash position has improved.

Depreciation on fixed assets was £62,440 (2019: £73,699). The main cost to the School remained salaries which increased overall by 2% compared with 2019. The School's overall decrease in fee income was 4% compared with 2019.

At 31 August 2020, bank borrowings were £nil (2019: £nil).

#### Reserves Policy

The finances, budgets and spend against budget are regularly reviewed by the Building and Finance Committee of the Governors as part of the effective management of the School. Close attention is paid to cash flow management and the relationship between cash generation, the School's income and future capital expenditure plans. In the year ended 31st August 2020 the surplus before depreciation was £154,355 (2019: £176,179), approximating to 10.2% of the School's income.

Freehold property is included in the financial statements at a depreciated cost of £1,283,503 (2019: £1,315,618) which is considered to be materially less than market or replacement value. The reserves policy is to maintain total reserves, cash availability and cash generation at levels which enable the School to plan for future capital expenditure, whilst effectively managing the School's educational and charitable activities.

#### Plans for future periods

A comprehensive School Development Plan has been created by the Senior Management Team and our foci for next year include:

- To continue to encourage deeper awareness of & implement ways to support & strengthen staff and pupils' positive mental health and well-being.
- To implement the new Relationship & Sex Education curriculum and improve our PSHEE curriculum.
- To review our curriculum to ensure we are providing the best we can for the girls

#### Auditor

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

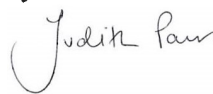
The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

The Trustees' report, including the strategic report, was approved by the Board of Trustees.



**Mrs S Starr**

Dated: 02.03.2021



**Mrs J Parr**

Dated: 02.03.2021

## **CHARLOTTE HOUSE SCHOOL LIMITED**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 AUGUST 2020***

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The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP 2019 (FRS 102);
- Make judgments and accounting estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

## CHARLOTTE HOUSE SCHOOL LIMITED

### INDEPENDENT AUDITOR'S REPORT

#### TO THE TRUSTEES OF CHARLOTTE HOUSE SCHOOL LIMITED

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#### Opinion

We have audited the financial statements of Charlotte House School Limited (the 'charity') for the year ended 31 August 2020 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the 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, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

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 2020 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### 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 Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### 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 auditor's report thereon. Our opinion on the financial statements does not cover the other information and 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 there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

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

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
  - sufficient accounting records have not been kept; or
  - the financial statements are not in agreement with the accounting records; or
  - we have not received all the information and explanations we require for our audit.
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**CHARLOTTE HOUSE SCHOOL LIMITED**

**INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

**TO THE TRUSTEES OF CHARLOTTE HOUSE SCHOOL LIMITED**

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**Responsibilities of trustees**

As explained more fully in the statement of Trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose 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 charity'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.

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 an auditor's report 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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Jolene Upshall FCA**

Mercer & Hole

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**Chartered Accountants**

Statutory Auditor

Batchworth House  
Batchworth Place  
Church Street  
Rickmansworth  
Hertfordshire  
WD3 1JE

Mercer & Hole is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006

**CHARLOTTE HOUSE SCHOOL LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 AUGUST 2020**

	Notes	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
<b><u>Income and endowments from:</u></b>					
Grants, donations and legacies	3	52,687	-	52,687	14,873
Charitable activities	4	1,455,898	-	1,455,898	1,512,765
Other income	5	-	-	-	224,600
<b>Total income</b>		<b>1,508,585</b>	<b>-</b>	<b>1,508,585</b>	<b>1,752,238</b>
<b><u>Expenditure on:</u></b>					
Charitable activities	6	1,415,376	1,294	1,416,670	1,649,758
<b>Total expenditure</b>		<b>1,415,376</b>	<b>1,294</b>	<b>1,416,670</b>	<b>1,649,758</b>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>93,209</b>	<b>(1,294)</b>	<b>91,915</b>	<b>102,480</b>
Fund balances at 1 September 2019		1,540,943	12,133	1,553,076	1,450,596
<b>Fund balances at 31 August 2020</b>		<b>1,634,152</b>	<b>10,839</b>	<b>1,644,991</b>	<b>1,553,076</b>

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**CHARLOTTE HOUSE SCHOOL LIMITED****BALANCE SHEET****AS AT 31 AUGUST 2020**

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		2020		2019	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		1,561,200		1,604,583
<b>Current assets</b>					
Debtors	10	31,395		14,877	
Cash at bank and in hand		288,638		194,617	
		<u>320,033</u>		<u>209,494</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(236,242)</u>		<u>(261,001)</u>	
Net current assets/(liabilities)			83,791		(51,507)
<b>Total assets less current liabilities</b>			<u>1,644,991</u>		<u>1,553,076</u>
<b>Income funds</b>					
Restricted funds			10,839		12,133
Unrestricted funds			1,634,152		1,540,943
			<u>1,644,991</u>		<u>1,553,076</u>


The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2020, although an audit has been carried out under section 144 of the Charities Act 2011.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 02.03.2021



Mrs J Parr  
Trustee

Company Registration No. 00912022

**CHARLOTTE HOUSE SCHOOL LIMITED****STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED 31 AUGUST 2020**

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		2020		2019	
	Notes	£	£	£	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	15		113,078		175,239
<b>Investing activities</b>					
Purchase of tangible fixed assets		(19,057)		(112,186)	
Proceeds on disposal of tangible fixed assets		-		4,600	
<b>Net cash used in investing activities</b>			(19,057)		(107,586)
<b>Net cash used in financing activities</b>			-		-
<b>Net increase in cash and cash equivalents</b>			94,021		67,653
Cash and cash equivalents at beginning of year			194,617		126,964
<b>Cash and cash equivalents at end of year</b>			<u>288,638</u>		<u>194,617</u>

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**CHARLOTTE HOUSE SCHOOL LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

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**1 Accounting policies**

**Charity information**

Charlotte House School Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 88 The Drive, Rickmansworth, Herts, WD3 4DU.

**1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 2019). The charity is a Public Benefit Entity as defined by FRS 102.

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, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. 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.

In recent months, COVID-19 has been dominating the world social and economic climate. The charity continues to operate in an environment of uncertainty associated with the current situation. The trustees have assessed the impact of the current governmental measures to combat COVID-19 on the school's ability to continue for the foreseeable future. They have concluded because of the governmental support offered to schools, there are reasonable prospects of the charity being able to continue as a going concern. The trustees are continuously monitoring the situation and recognise that uncertainties exist that may impact significantly on future performance and challenge the applicability of the going concern basis

**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.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

**1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

## CHARLOTTE HOUSE SCHOOL LIMITED

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

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#### 1 Accounting policies

(Continued)

Assets for distribution are recognised only when distributed. Assets given for use by the charity are recognised when receivable. Stocks of undistributed donated goods are not valued for balance sheet purposes.

Government grants relating to revenue are recognised in income on a systematic basis over the periods in which the entity recognises the related costs for which the grant is intended to compensate.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

#### 1.5 Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost of assets less their residual values over their useful lives on the following bases:

Buildings	2% on cost
Fixtures, fittings & equipment	10% reducing balance
Motor Vehicle	10 years straight line

Freehold land and assets in the course of construction are not depreciated.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

CHARLOTTE HOUSE SCHOOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

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1 Accounting policies

(Continued)

1.9 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.

**Impairment of financial assets**

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

**Derecognition of financial assets**

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

**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.

**CHARLOTTE HOUSE SCHOOL LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2020**

**1 Accounting policies**

**(Continued)**

***Derecognition of financial liabilities***

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

**1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.11 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

The school contributes towards the Teachers' Pension Scheme ('TPS') which is a defined benefit scheme. The TPS is an unfunded scheme and contributions are calculated to spread the cost of pensions over employees' working lives with the school in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary based on quadrennial valuations using a prospective unit credit method. TPS is an unfunded multiemployer scheme with no underlying assets to assign between employers. Consequently, the TPS is treated as a defined contribution scheme for accounting purposes and the contributions recognised in the period to which they relate.

**1.12 Leases**

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

**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 Grants, donations and legacies**

	Unrestricted funds	Unrestricted funds	Restricted funds	Total
	2020	2019	2019	2019
	£	£	£	£
Donations and gifts	6,628	1,873	13,000	14,873
Government grant income	46,059	-	-	-
	<u>52,687</u>	<u>1,873</u>	<u>13,000</u>	<u>14,873</u>

**CHARLOTTE HOUSE SCHOOL LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2020**

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**4 Charitable activities - income**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
School and registration fees	1,446,969	1,499,900
Other educational income	7,504	11,200
School meal receipts	1,425	1,665
	<u>1,455,898</u>	<u>1,512,765</u>

**5 Other income**

	<b>Total</b>	<b>Unrestricted</b>
	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Insurance claim	-	224,600
	<u>-</u>	<u>224,600</u>

**CHARLOTTE HOUSE SCHOOL LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2020**

**6 Charitable activities**

	Support costs	Activities undertaken directly	Total 2020	Total 2019
	£	£	£	£
Staff costs	158,746	848,109	1,006,855	991,937
Depreciation and impairment	-	62,440	62,440	73,699
Maintenance	-	151,216	151,216	347,354
Rates & utilities	-	27,745	27,745	31,076
Bursaries & discounts	-	77,521	77,521	63,605
School books & consumables	-	17,866	17,866	24,072
Subscriptions	-	6,397	6,397	6,993
Insurance	-	16,519	16,519	14,926
Profit or loss on disposal of tangible assets	-	-	-	(2,919)
	<u>158,746</u>	<u>1,207,813</u>	<u>1,366,559</u>	<u>1,550,743</u>
General support costs	39,915	-	39,915	88,287
Governance costs	10,196	-	10,196	10,728
	<u>208,857</u>	<u>1,207,813</u>	<u>1,416,670</u>	<u>1,649,758</u>

Included in governance costs above are auditor's remuneration for audit services of £7,170 (2019 £6,967) and non-audit services of £3,026 (2019 £1,760)

**Analysis by fund**

Unrestricted funds	208,857	1,206,519	1,415,376	
Restricted funds	-	1,294	1,294	
	<u>208,857</u>	<u>1,207,813</u>	<u>1,416,670</u>	
<b>For the year ended 31 August 2019</b>				
Unrestricted funds	257,226	1,391,665		1,648,891
Restricted funds	-	867		867
	<u>257,226</u>	<u>1,392,532</u>		<u>1,649,758</u>

**7 Trustees**

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

The trustees' expenses reimbursed by the school in the year amounts to £nil (2019 - £560)

**CHARLOTTE HOUSE SCHOOL LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2020**

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**8 Employees**

**Number of employees**

The average monthly number of employees during the year was:

	<b>2020</b>	<b>2019</b>
	<b>Number</b>	<b>Number</b>
Teaching staff	15	17
Domestic staff	1	3
Administration staff	4	4
Assistant staff	9	10
	<u>29</u>	<u>34</u>

**Employment costs**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Wages and salaries	792,788	814,208
Social security costs	73,802	75,939
Other pension costs	140,265	101,790
	<u>1,006,855</u>	<u>991,937</u>

The number of employees whose annual remuneration was £60,000 or more were:

	<b>2020</b>	<b>2019</b>
	<b>Number</b>	<b>Number</b>
£70,000 - £80,000	<u>1</u>	<u>1</u>

**CHARLOTTE HOUSE SCHOOL LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2020**

**9 Tangible fixed assets**

	Buildings	Fixtures, fittings & equipment	Motor Vehicle	Total
	£	£	£	£
<b>Cost</b>				
At 1 September 2019	2,122,346	512,620	30,820	2,665,786
Additions	-	19,057	-	19,057
At 31 August 2020	<u>2,122,346</u>	<u>531,677</u>	<u>30,820</u>	<u>2,684,843</u>
<b>Depreciation and impairment</b>				
At 1 September 2019	806,728	252,420	2,055	1,061,203
Depreciation charged in the year	32,115	27,243	3,082	62,440
At 31 August 2020	<u>838,843</u>	<u>279,663</u>	<u>5,137</u>	<u>1,123,643</u>
<b>Carrying amount</b>				
At 31 August 2020	<u>1,283,503</u>	<u>252,014</u>	<u>25,683</u>	<u>1,561,200</u>
At 31 August 2019	<u>1,315,618</u>	<u>260,200</u>	<u>28,765</u>	<u>1,604,583</u>

**10 Debtors**

	2020	2019
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	7,072	6,994
Other debtors	15,505	-
Prepayments and accrued income	8,818	7,883
	<u>31,395</u>	<u>14,877</u>

**11 Creditors: amounts falling due within one year**

	2020	2019
	£	£
Other taxation and social security	20,244	18,520
Trade creditors	178,632	195,946
Other creditors	243	253
Accruals and deferred income	37,123	46,282
	<u>236,242</u>	<u>261,001</u>

## 12 Retirement benefit schemes

### Teachers' Pension Scheme

The school participates in the Teachers' Pension Scheme England and Wales (TPS), for academic and related staff.

#### Introduction

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for teachers in academies. All teachers have the option to opt-out of the TPS following enrolment.

The TPS is an unfunded scheme to which both the member and employer makes contributions, as a percentage of salary - these contributions are credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

#### Valuation of the Teachers' Pension Scheme

The Government Actuary, using normal actuarial principles, conducts a formal actuarial review of the TPS in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014 published by HM Treasury every 4 years. The aim of the review is to specify the level of future contributions. Actuarial scheme valuations are dependent on assumptions about the value of future costs, design of benefits and many other factors. The latest actuarial valuation of the TPS was carried out as at 31 March 2016. The valuation report was published by the Department for Education on 5 March 2019.

The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 23.68% of pensionable pay (including a 0.08% administration levy)
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £218,100 million and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £196,100 million, giving a notional past service deficit of £22,000 million
- the SCAPE rate, set by HMT, is used to determine the notional investment return. The current SCAPE rate is 2.4% above the rate of CPI. assumed real rate of return is 2.4% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.2%. The assumed nominal rate of return including earnings growth is 4.45%

The next valuation result is due to be implemented from 1 April 2023.

The employer's pension costs paid to TPS in the period amounted to £131,576 (2019: £93,549).

A copy of the valuation report and supporting documentation is on the Teachers' Pension website.

Under the definitions set out in FRS 102, the TPS is a multi-employer pension scheme. The charity has accounted for its contributions to the scheme as if it were a defined contribution scheme. The charity has set out above the information available on the scheme.

### Non-teachers' Pension Scheme

The school also contributes to defined contribution schemes on behalf of its other staff. Employer costs contributed to these schemes amounted to £8,689 (2019: £8,241)

**CHARLOTTE HOUSE SCHOOL LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2020**

**13 Analysis of net assets between funds**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Fund balances at 31 August 2020 are represented by:						
Tangible assets	1,550,361	10,839	1,561,200	1,592,450	12,133	1,604,583
Current assets/ (liabilities)	83,791	-	83,791	(51,507)	-	(51,507)
	<u>1,634,152</u>	<u>10,839</u>	<u>1,644,991</u>	<u>1,540,943</u>	<u>12,133</u>	<u>1,553,076</u>

**14 Related party transactions**

There were no disclosable related party transactions during the year (2019 - none).

**15 Cash generated from operations**

	2020 £	2019 £
Surplus for the year	91,915	102,480
Adjustments for:		
Gain on disposal of tangible fixed assets	-	(2,919)
Depreciation and impairment of tangible fixed assets	62,440	73,699
Movements in working capital:		
(Increase) in debtors	(16,518)	(3,096)
(Decrease)/increase in creditors	(24,759)	5,075
<b>Cash generated from operations</b>	<u>113,078</u>	<u>175,239</u>

**16 Analysis of changes in net funds**

The charity had no debt during the year.

