

Charity registration number 505310 (England and Wales)

Company registration number 01260765

CARLETON HOUSE PREPARATORY SCHOOL
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024



Carleton House
Preparatory School



CARLETON HOUSE PREPARATORY SCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	L Morrison - Chair of Trustees J P Burns E Czarniecki C M Harrison S M Hegarty C B Holguin T Manning J A Robinson	(Appointed 11 September 2023)
Senior management	S Coleman C Griffies R Mumbengegwi	Headteacher Deputy Headteacher School Business Manager
Charity number (England and Wales)	505310	
Company number	01260765	
Registered office	145 Menlove Avenue Liverpool Merseyside L18 3EE	
Auditor	Xeinadin Audit Limited 46 Hamilton Square Birkenhead Wirral Merseyside CH41 5AR	
Bankers	Natwest 138 Allerton Road Liverpool Merseyside L18 2JN	

CARLETON HOUSE PREPARATORY SCHOOL

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CARLETON HOUSE PREPARATORY SCHOOL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 AUGUST 2024

The Trustees present their annual report and financial statements for the year ended 31 August 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)".

Objectives and activities

Carleton House Preparatory School offers the full statutory primary curriculum. Pupils' attainment at the end of both Key Stages is consistently well above the expected level of attainment nationally.

"Pupils develop excellent knowledge, skills and understanding across the curriculum due to the reflective learning approaches they are taught from an early age." - ISI Report June 2022.

With small class sizes, highly experienced class teachers, ably supported by a dedicated teaching assistant in every class, we ensure all children are supported to reach their full potential. We employ specialist teachers of Spanish, Physical Education and Computing to ensure our children are provided with an exciting and engaging curriculum taught by specialists.

The Head Teacher and all staff have supported the school and worked hard to maintain high school standards. The Governing Body of the school is also actively involved in the oversight of the management of the school and in setting new objectives for the school for the future. Carleton House provides equal opportunities for all staff and pupils.

The school is committed to the safeguarding of children and its policies and procedures reflect this. All policies and procedures are updated as appropriate and are available at the school for inspection.

In setting the School's objectives, the Trustees have given considered Charity Commission's general guidance on public benefits and in particular to its supplementary public benefit guidance on advancing education and on fee charging.

Public benefit

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

Significant activities and achievements against objectives

Our most recent external ISI Educational Quality inspection judged both the achievement of our pupils, including their academic development and the personal development of the pupils to be excellent - the highest possible judgement. All regulatory requirements were met.

The majority of our pupils obtain their first choice preference at secondary school level. The places secured for 2023-2024 were as follows:

The Blue Coat School - 14pupils

Birkenhead School - 4 pupils

Liverpool College - 2 pupils

Belvedere Academy - 1 pupil

St Julie's - 1 pupil

St Mary's College - 1 pupil

The achievement of our pupils are in measured in Statutory Attainment Test (SAT) using a scaled score.

CARLETON HOUSE PREPARATORY SCHOOL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

Results for the academic year 2023-24

Key stage 1 (23 pupils)

Mathematics

96% of pupils met the required standard with scaled scores of 100 or more (22 pupils).

Reading

91% of pupils met the required standard with scaled scores of 100 or more (21 pupils).

Grammar, Punctuation and Spelling

91% of pupils met the required standard with scaled scores of 100 or more (21 pupils).

Key stage 2 (23 pupils)

Mathematics

100% of pupils met the required standard with scaled scores of 100 or more (23 pupils).

78% of pupils exceeded the required standard with scaled scores of 110 or more (18 pupils).

Reading

100% of pupils met the required standard with scaled scores of 100 or more (23 pupils).

78% of pupils exceeded the required standard with scaled scores of 110 or more (18 pupils).

Grammar, Punctuation and Spelling

100% of pupils met the required standard with scaled scores of 100 or more (23 pupils).

96% of pupils exceeded the required standard with scaled scores of 110 or more (22 pupils).

Writing

100% of pupils achieved the expected standard (23 pupils).

52% of pupils were assessed at working at greater depth (12 pupils).

Our SATs scores show that our children continue to perform well above national average in all subjects.

Our children benefit from the exciting experience of residential trips starting in Year 3 through to year 6. These immersive experiences take our children out of their comfort zones and immerse them in nature, where they face challenges, develop resilience, and acquire vital life skills. During these adventures, children learn to work together, communicate effectively, and solve problems in unfamiliar settings, fostering leadership and teamwork capabilities.

In Carleton House all pupils are given the opportunity to fully develop their musical talents. Our specialist curriculum music teacher provides lessons across the school from Nursery to Year 6. Children are taught to sing, to create and compose music, to perform and to listen to and evaluate music. They are given the opportunity and confidence to become musicians.

Our strong ongoing partnership with outside music company Pulse, has ensured all pupils in Key Stage 2 are given the opportunity learn a musical instrument, taught weekly by experienced music teachers. Our children progress to grade exams and take part in Christmas and summer concerts for our families. Many of our children go on to achieve music scholarships at local secondary schools of their choice.

Our exceptionally talented choir are invited to perform at a range of different festivals and events throughout the school year, the highlight being a Christmas performance at the Liverpool Metropolitan Cathedral. The school provides an extensive range of extra-curricular clubs including debating, first aid, dance, judo, chess and a wide variety of sports clubs.

Sport helps children to remain healthy, develop leadership skills and understand the value of teamwork and co-operation. We have a dedicated specialist PE teacher who teaches lessons from Nursery to Year 6. Key Stage 2 have swimming lessons under the supervision of fully qualified swimming teachers and coaches. We believe in developing a competitive sporting spirit with an emphasis on participation. A wide variety of games are played in the school and at inter-school level including football, cricket, netball, rounders, swimming, athletics and cross-country. We are members of LSSP, Liverpool Schools Sports Partnership which allows us to compete against other local schools. We also take part in school football leagues and competitions with other local independent schools.

CARLETON HOUSE PREPARATORY SCHOOL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

The School continued to provide a daily hot lunch for every child prepared by our own chef in the kitchen to meet national food standards in schools. The quality of food and choice is closely monitored and has been a great success with the children and staff.

Fundraising performance

The school has continued to support local charities, with an impressive £13,785.70 being raised for Alder Hey Charity, our school chosen charity for the academic year 2023-24. Other fundraising included Cafod, South Liverpool Foodbank, The Whitechapel Centre for the homeless as well as other local and national good causes and charities.

Financial review

Reserves policy

In what has been a difficult year with high amounts of financial uncertainty, the Board of Trustees have continued to evaluate the reserves requirements to ensure the continued running of the school. Due to prudent financial management over recent years, our reserves have been growing, which meant that we were in a strong position to mitigate the financial risks arising from the pandemic. As a general rule, the Board of Trustees have decided that the school should have cash reserves equivalent to between three and six months costs for business as usual operations, although this may be reduced in periods where significant capital investment is needed.

The current year surplus is £193,546. The general reserve has increased to £1,615,513, including cash balances of £932,921. This is within the range of reserves agreed by the Board of Trustees, although some of the retained reserves have been set into a specific fund which will be utilised to finance an ambitious development of the current premises, which is planned to be phased over the next three years.

The charities free reserves, unrestricted funds after excluding tangible fixed assets, as at 31 August 2024 were £162,968.

Principal funding sources

The principal source of funding is the fees charged to parents for the provision of school places for their children.

Major risks

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

Plans for future periods

In the previous year, the Construction was completed on a new purpose-built modern cloakroom which replaced our previous cloakroom which was housed in the original conservatory to the house. As outlined in our financial review, our growth in reserves will be partially utilised to fund a scheduled programme of building refresh for the coming years, including internal and external refurbishment and the re development of the EYFS playground. This coupled with reasonable debt financing has allowed for the next phase of the planned capital expenditure which is the artificial grass replacement, roof, fascia, gutters repairs, building external repainting and front entrance porch reconstruction. The works are scheduled to commence in the summer holidays of 2025 after being delayed in order to assess the impact of VAT on school fees.

CARLETON HOUSE PREPARATORY SCHOOL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

Structure, governance and management

Carleton House Preparatory School Limited is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 28 May 1976.

The Memorandum and Articles of Association were altered by special resolution on 18th June 2020.

The principal object of the company is to provide a first class, independent co-educational school to pupils aged 3 to 11 years. The Head Teacher is a member of the Independent Schools Association, which gives accreditation by the Independent Schools Council. The School is a Catholic School which accepts children of other denominations and faiths. It has strong links with the Archdiocese of Liverpool and the Parish of Our Lady of the Annunciation Bishop Eton.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

L Morrison - Chair of Trustees

J P Burns

E Czarnecki

C M Harrison

S M Hegarty

C B Holguin

M Joe

(Resigned 11 November 2024)

T Manning

J A Robinson

(Appointed 11 September 2023)

Recruitment and appointment of trustees

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum of Association.

A few trustees have beneficial interest in the company, mostly having children attending at the school.

All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Organisational structure

The Board of Trustees determines the general strategy and policy of the school, but the day-to-day management of the school is delegated to the Head Teacher. The Board meets at least termly and there are a number of sub-committees convening such areas as Curriculum and Safeguarding, Finance, Buildings and Health and Safety and Pay and Appraisal.

Induction and training of trustees

The trustees who served during the year are shown on page one. Trustees are appointed by the Board of Trustees (also known as the Governing Body) and serve for a period of three years. Upon the end of each three-year term, trustees are eligible for re-election. Vacant trustee positions are advertised with a current equal number of external trustees and trustees who are current parents of the school. New trustees are provided with an introduction into the nature and running of the school.

Auditor

In accordance with the company's articles, a resolution proposing that Xeinadin Audit Limited be reappointed as auditor of the company will be put at a General Meeting.

CARLETON HOUSE PREPARATORY SCHOOL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

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



.....
L Morrison - Chair of Trustees
Trustee

Date: 13/2/25

CARLETON HOUSE PREPARATORY SCHOOL

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 AUGUST 2024

The Trustees, who are also the directors of Carleton House Preparatory School for the purpose 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 Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that 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.

CARLETON HOUSE PREPARATORY SCHOOL

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF CARLETON HOUSE PREPARATORY SCHOOL

Opinion

We have audited the financial statements of Carleton House Preparatory School (the 'charity') for the year ended 31 August 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including 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 2024 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; 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

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 charity'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 other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. 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. 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 course of 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 our audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the Trustees' report has been prepared in accordance with applicable legal requirements.

CARLETON HOUSE PREPARATORY SCHOOL

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF CARLETON HOUSE PREPARATORY SCHOOL

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the Trustees' report.

We have nothing to report in respect of the following matters in relation to which 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 prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a strategic report.

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

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.

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

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the school through discussions with Trustees and other management, and from our knowledge and experience of academy sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the academy, including the Companies Act 2006, data protection, anti-bribery, employment, food hygiene and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management team and inspecting legal correspondence; and identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the school's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management team as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

CARLETON HOUSE PREPARATORY SCHOOL

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF CARLETON HOUSE PREPARATORY SCHOOL

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC and relevant regulators.

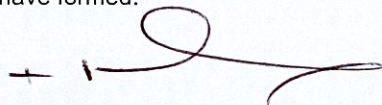
There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://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 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 auditor's 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.



Helen Furlong FCCA (Senior Statutory Auditor)

For and on behalf of Xeinadin Audit Limited, Statutory Auditor

Chartered Accountants

46 Hamilton Square

Birkenhead

Wirral

Merseyside

CH41 5AR

Date: 3.3.25

CARLETON HOUSE PREPARATORY SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2024

	Notes	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Income from:			
Donations and legacies	3	1,377	570
Charitable activities	4	1,860,214	1,763,156
Investments	5	7,199	-
Total income		<u>1,868,790</u>	<u>1,763,726</u>
Expenditure on:			
Charitable activities	6	1,675,241	1,563,424
Total expenditure		<u>1,675,241</u>	<u>1,563,424</u>
Net income and movement in funds		193,549	200,302
Reconciliation of funds:			
Fund balances at 1 September 2023		<u>1,421,964</u>	<u>1,221,662</u>
Fund balances at 31 August 2024		<u>1,615,513</u>	<u>1,421,964</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

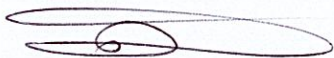
CARLETON HOUSE PREPARATORY SCHOOL

BALANCE SHEET

AS AT 31 AUGUST 2024

	Notes	2024		2023	
		£	£	£	£
Fixed assets					
Tangible assets	12		1,452,545		1,420,508
Current assets					
Debtors	13	38,386		1,347,930	
Cash at bank and in hand		932,921		410,345	
			<u>971,307</u>		<u>1,758,275</u>
Creditors: amounts falling due within one year	14	<u>(689,531)</u>		<u>(1,673,319)</u>	
Net current assets			<u>281,776</u>		<u>84,956</u>
Total assets less current liabilities			<u>1,734,321</u>		<u>1,505,464</u>
Creditors: amounts falling due after more than one year	15		<u>(118,808)</u>		<u>(83,500)</u>
Net assets			<u><u>1,615,513</u></u>		<u><u>1,421,964</u></u>
The funds of the charity					
Unrestricted funds	18		<u>1,615,513</u>		<u>1,421,964</u>
			<u><u>1,615,513</u></u>		<u><u>1,421,964</u></u>

The financial statements were approved by the Trustees on 13/2/25



.....
L Morrison - Chair of Trustees
Trustee

Company registration number 01260765 (England and Wales)

CARLETON HOUSE PREPARATORY SCHOOL

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 AUGUST 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash generated from operations	21		579,945		198,476
Investing activities					
Purchase of tangible fixed assets		(64,568)		(64,731)	
Investment income received		7,199		-	
		<u> </u>		<u> </u>	
Net cash used in investing activities			(57,369)		(64,731)
Financing activities					
Repayment of bank loans		-		(119,503)	
		<u> </u>		<u> </u>	
Net cash used in financing activities			-		(119,503)
Net increase in cash and cash equivalents			522,576		14,242
Cash and cash equivalents at beginning of year			410,345		396,103
			<u> </u>		<u> </u>
Cash and cash equivalents at end of year			<u>932,921</u>		<u>410,345</u>

CARLETON HOUSE PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies

Charity information

Carleton House Preparatory School is a private company limited by guarantee incorporated in England and Wales. The registered office is 145 Menlove Avenue, Liverpool, Merseyside, L18 3EE.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)". 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. The principal accounting policies adopted are set out below.

1.2 Going concern

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

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors or grantors 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.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

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.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

CARLETON HOUSE PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

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

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

Freehold land and buildings	50 years straight line - buildings only
Plant and IT equipment	3-5 years straight line
Fixtures and fittings	2-6 years straight line

Freehold land is 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 the statement of financial activities.

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. Bank overdrafts are shown within borrowings in current liabilities.

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.

CARLETON HOUSE PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies

(Continued)

Basic financial assets

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

Basic financial liabilities

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

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

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

Derecognition of financial liabilities

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

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

Retirement benefits for employees who are teachers at the School are provided by the Teachers' Pension Scheme (TPS). The TPS is an unfunded scheme and contributions are calculated so as 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 on the basis of quadrennial valuations using a projected unit method. The TPS is an unfunded multi-employer 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 are recognised in the period to which they relate.

The School also contributes to personal pension plans for administrative employees and the pension charge represents the amounts payable by the School.

CARLETON HOUSE PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

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 Income from donations and legacies

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Donations and gifts	1,377	570

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Charitable Activity		
School fees	1,761,646	1,600,987
Other income	98,568	162,169
	<u>1,860,214</u>	<u>1,763,156</u>

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	7,199	-

CARLETON HOUSE PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

6 Expenditure on charitable activities

	Charitable Activity 2024 £	Charitable Activity 2023 £
Direct costs		
Staff costs	1,169,943	1,069,698
School expenses	157,346	135,892
School meals expenditure	52,417	49,271
School trips expenditure	38,580	43,854
Repairs and maintenance	28,030	22,713
Motor and travel	6,142	6,222
Rates	12,867	24,854
Light, heat and power	17,431	10,952
Telephone and IT	22,025	27,610
Photocopier	6,092	5,697
Membership and professional subscriptions	10,693	14,460
Cleaning	42,717	38,605
Insurance	22,255	24,406
Training costs	3,859	5,683
Bad debts	3,786	-
Sundry expenses	9,555	12,177
	<u>1,603,738</u>	<u>1,492,094</u>
Share of support and governance costs (see note 7)		
Governance	71,503	71,330
	<u>1,675,241</u>	<u>1,563,424</u>
Analysis by fund		
Unrestricted funds	<u>1,675,241</u>	<u>1,563,424</u>

7 Support costs allocated to activities

	Charitable Activity 2024 £	Total 2023 £
Governance	<u>71,503</u>	<u>71,330</u>

CARLETON HOUSE PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

7	Support costs allocated to activities	(Continued)	
		2024	2023
		£	£
	Governance costs comprise:		
	Depreciation	32,532	48,670
	Audit fees	6,150	5,700
	Accountancy	2,550	1,800
	Legal and professional	30,271	15,160
		<u>71,503</u>	<u>71,330</u>
		<u><u>71,503</u></u>	<u><u>71,330</u></u>
8	Net movement in funds	2024	2023
		£	£
	The net movement in funds is stated after charging/(crediting):		
	Fees payable to the charity's auditor:		
	- for the audit of the charity's financial statements	5,340	5,100
	- for other financial services	2,550	2,400
	Depreciation of owned tangible fixed assets	32,532	48,670
		<u>5,340</u>	<u>5,100</u>
		<u><u>5,340</u></u>	<u><u>5,100</u></u>
9	Trustees		
	None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.		
10	Employees		
	The average monthly number of employees during the year was:		
		2024	2023
		Number	Number
	Teaching	25	24
	Finance & admin	3	3
	Facilities	5	5
		<u>33</u>	<u>32</u>
	Total	<u><u>33</u></u>	<u><u>32</u></u>
	Employment costs	2024	2023
		£	£
	Wages and salaries	932,970	870,529
	Social security costs	87,324	75,790
	Other pension costs	149,649	123,379
		<u>1,169,943</u>	<u>1,069,698</u>
		<u><u>1,169,943</u></u>	<u><u>1,069,698</u></u>

CARLETON HOUSE PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

10 Employees

(Continued)

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2024 Number	2023 Number
£70,000 to £80,000	-	1
£80,000 to £90,000	1	-
	<u> </u>	<u> </u>

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024 £	2023 £
Aggregate compensation	261,898	236,431
	<u> </u>	<u> </u>

The key management personnel of the School comprises the Trustees, the Head Teacher, the deputy Head Teacher and the School Business Manager. The schools Trustees are not remunerated.

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

12 Tangible fixed assets

	Freehold land and buildings £	Plant and IT equipment £	Fixtures and fittings £	Total £
Cost				
At 1 September 2023	1,673,234	96,299	73,333	1,842,866
Additions	54,026	3,773	6,769	64,568
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 August 2024	1,727,260	100,072	80,102	1,907,434
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Depreciation and impairment				
At 1 September 2023	296,679	86,740	38,938	422,357
Depreciation charged in the year	19,601	6,238	6,693	32,532
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 August 2024	316,280	92,978	45,631	454,889
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Carrying amount				
At 31 August 2024	1,410,980	7,094	34,471	1,452,545
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 August 2023	1,376,556	9,558	34,394	1,420,508
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Included in land and buildings is freehold land at a valuation of £500,000 (2023: £500,000) which is not depreciated.

CARLETON HOUSE PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

13 Debtors		2024	2023
		£	£
Amounts falling due within one year:			
Trade debtors		2,921	1,336,754
Other debtors		1,179	800
Prepayments and accrued income		34,286	10,376
		<u>38,386</u>	<u>1,347,930</u>
14 Creditors: amounts falling due within one year		2024	2023
	Notes	£	£
Other taxation and social security		18,739	19,306
Deferred income	16	573,540	1,590,365
Trade creditors		42,268	19,969
Other creditors		35,369	28,565
Accruals		19,615	15,114
		<u>689,531</u>	<u>1,673,319</u>
15 Creditors: amounts falling due after more than one year		2024	2023
		£	£
Other creditors		<u>118,808</u>	<u>83,500</u>

CARLETON HOUSE PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

16 Deferred income

	2024 £	2023 £
Other deferred income	573,540	1,590,365

Deferred income is included in the financial statements as follows:

	2024 £	2023 £
Deferred income is included within:		
Current liabilities	573,540	1,590,365
Movements in the year:		
Deferred income at 1 September 2023	1,590,365	1,491,798
Released from previous periods	(1,590,365)	(1,491,798)
Resources deferred in the year	573,540	1,590,365
Deferred income at 31 August 2024	573,540	1,590,365

School fees are invoiced in July for the coming academic year, and are therefore included in deferred income at the year end.

The prior year deferred income balance has been released in full in the year, and the total current year balance has been deferred for this year.

17 Retirement benefit schemes

	2024 £	2023 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	149,649	123,379

CARLETON HOUSE PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

17 Retirement benefit schemes

(Continued)

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for full-time teachers in schools and from 1 January 2007, automatic for teachers in part-time employment. 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.

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) (Amendment and Savings) Directions 2019. 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 2020. The valuation report was published by the Department for Education on 27 October 2023, with the SCAPE rate, set by HMT, applying a notional investment return based on 1.7% above the rate of CPI. The key elements of the valuation outcome are:

- employer contribution rates set at 28.68% of pensionable pay (including a 0.08% employer administration charge). This is an increase of 5% in employer contributions and the cost control result is such that no change in member benefits is needed.
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £262,000 million, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £222,200 million giving a notional past service deficit of £39,800 million

The result of this valuation will be implemented from 1 April 2024. The next valuation result is due to be implemented from 1 April 2028.

The employer pensions contributions to TPS in the year amounted to £139,924 (2023: 114,727).

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 an unfunded multi-employer pension scheme. The charity is unable to identify its share of the underlying assets and liabilities of the plan. Accordingly, the charity has taken advantage of the exemption in FRS 102 and 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.

The School also makes contributions to personal pension plans for non-teaching staff. The total cost of these contributions was £9,726 (2023: £8,652).

CARLETON HOUSE PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

18 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 September 2023 £	Incoming resources £	Resources expended £	At 31 August 2024 £
Site development fund	73,050	-	-	73,050
Personal donations fund	570	1,132	(1,349)	353
General funds	1,348,344	1,867,658	(1,673,892)	1,542,110
	<u>1,421,964</u>	<u>1,868,790</u>	<u>(1,675,241)</u>	<u>1,615,513</u>
Previous year:				
	At 1 September 2022 £	Incoming resources £	Resources expended £	At 31 August 2023 £
Site development fund	63,200	13,500	(3,650)	73,050
Personal donations funds	-	570	-	570
General funds	1,158,462	1,749,656	(1,559,774)	1,348,344
	<u>1,221,662</u>	<u>1,763,726</u>	<u>(1,563,424)</u>	<u>1,421,964</u>

19 Operating lease commitments

Lessee

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024 £	2023 £
Within one year	3,158	7,308
Between two and five years	-	3,158
	<u>3,158</u>	<u>10,466</u>

20 Related party transactions

Trustees whose children attend the school pay fees at the same rate as other parents.

There were no other disclosable related party transactions during the year (2023: £39,427).

CARLETON HOUSE PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

21	Cash generated from operations	2024 £	2023 £
	Surplus for the year	193,549	200,302
	Adjustments for:		
	Investment income recognised in statement of financial activities	(7,199)	-
	Depreciation and impairment of tangible fixed assets	32,531	48,670
	Movements in working capital:		
	(Increase)/decrease in stocks	-	1,068
	Decrease/(increase) in debtors	1,309,544	(63,715)
	Increase/(decrease) in creditors	68,345	(86,416)
	(Decrease)/increase in deferred income	(1,016,825)	98,567
	Cash generated from operations	<u>579,945</u>	<u>198,476</u>

22 Analysis of changes in net funds

The charity had no material debt during the year.