

HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND FINANCIAL STATEMENTS

Year Ended 31 August 2014

Company Registration Number:
07743627 (England and Wales)

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

CONTENTS

	Page
Reference and Administrative Details	3
Trustees' Report	4 - 11
Governance Statement	12 - 14
Statement on Regularity, Propriety and Compliance	15
Statement of Trustees' Responsibilities	16
Independent Auditors' report on the Financial Statements	17 - 18
Independent Reporting Accountant's Report on Regularity	19-20
Statement of Financial Activities	21
Balance Sheet	22
Cash Flow Statement	23
Notes to the Financial Statements	24 – 40

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 AUGUST 2014**

Trustees

D Gilpin, Chair (appointed 17 August 2011, resigned 6 March 2013)
D Graham-Wheeler (appointed 26 April 2012, appointed as Chair 2 July 2013)¹
M Henning, Head Teacher (appointed 17 August 2011)¹
Dr A Brooks, Vice Chair (appointed 17 August 2011, resigned 5 May 2013)¹
D Amor, Staff Governor (appointed 17 August 2011)
R Edwards, Staff Governor (appointed 17 August 2011)¹
B Beddow (appointed 17 August 2011, resigned 3 June 2013)¹
Reverend Canon J Campbell (appointed 8 November 2011,
resigned 2nd September 2013)
S Cook (appointed 17 August 2011)
J Shatford (appointed 17 August 2011)
S Keyte (appointed 21 November 2012)
E Farebrother (appointed 2 July 2013)
S Andrews (appointed 1 September 2011)
Reverend Mark Jones (appointed 2 September 2013)
Sam Gaiger (appointed 6 September 2013)

¹ Premises, Finance and Audit Committee

**Company Registration
Number** 07743627

**Principal and Registered
Office** Townsend
Great Cheverell
Devizes
Wiltshire
SN10 5TL

Accounting officer M Henning

**Senior Management
Team** M Henning, Head Teacher
T Mehaffy, Leader of Learning - Key Stage 1
D Amor, Leader of Learning - Key Stage 2
C Yates, School Business Manager

Independent Auditor Monahans
Chartered Accountants and Statutory Auditor
Clarks Mill, Stallard Street
Trowbridge, BA14 8HH

Bankers Lloyds TSB
38 Market Place
Devizes
SN10 1JD

Solicitors Stone King
13 Queen Square
Bath
BA1 2HJ

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2014**

The trustees present their annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 August 2014.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The Academy Trust was incorporated on 17th August 2011 and is a company limited by guarantee and an exempt charity. The Charitable Company's Memorandum and Articles of Association are the primary governing documents of the Academy Trust.

The Governors act as the trustees for the charitable activities of Holy Trinity C of E Primary Academy and are also the directors of the Charitable Company for the purposes of company law.

Details of the trustees who served throughout the period except as noted are included in the Reference and Administration Details on page 3.

Members' liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £10, for the debts and liabilities contracted before he/she ceases to be a member.

Trustees' Indemnities

Trustees benefit from indemnity insurance purchased at the Academy Trust's expense to cover the liability of the trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default or breach of trust or breach of duty of which they may be guilty in relation to the Academy Trust, provided that any such insurance shall not extend to any claim arising from any act or omission which the trustees knew to be a breach of trust or breach of duty or which was committed by the trustees in reckless disregard to whether it was a breach of trust or breach of duty or not and provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the trustees in their capacity as directors of the Academy Trust. The limit of this indemnity is £5,000,000

In accordance with normal commercial practice the Academy has purchased insurance to protect trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on Academy business. The insurance provides cover up to £5,000,000, on any one claim.

Principal Activity

The principal activity is to advance for the public benefit by establishing, maintaining, carrying on, managing and developing a school offering a broad and balanced curriculum.

The principal activity of the Academy is to provide free education for pupils of different abilities between the ages of 4 and 11.

TRUSTEES

Method of recruitment and appointment or election of trustees

On 17th August 2011 the Trustees appointed all those Governors that served the predecessor school to be Governors of the newly formed Academy. These Governors have started a new term of office on the conception of the academy.

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR THE YEAR 31 AUGUST 2014**

The Academy's Governing Body comprises the Headteacher, a minimum of 2 Parent Governors, up to 2 Staff Governors (providing that the total number of Governors, including the Headteacher, who are employees of the Academy Trust does not exceed one third of the total number of Governors), up to 9 Foundation Governors one of whom is incumbent of one of the benefices of the designated area of the Academy.

Currently the Governors have 2 Parent Governors, 1 Staff Governor, the Head Teacher, the incumbent of the local Edington benefice and 5 other Foundation Governors.

The Academy Trust shall have the following Governors as set out in its articles of association and funding agreement:

- up to 9 Foundation governors who are appointed under Article 50
- up to 2 Parent Governors who are appointed under Article 53-58
- up to 2 staff Governors if appointed under and subject to Article 50A
- the Headteacher who shall be treated for all purposes as being an ex officio Governor.
- any additional Governors if appointed under Article 62, 62A or 68A.
- any further Governors, if appointed under Article 63 or Article 68A

Governors are appointed for a four year period, except that this time limit does not apply to the Headteacher. Subject to remaining eligible to be a particular type of Governor, any Governor can be re-appointed or re-elected.

When appointing new Governors, the Board will give consideration to the skills and experience, and the mix of existing Governors in order to ensure that the Board has the necessary skills to contribute fully to the Academy's development.

Policies and Procedures adopted for the Induction and Training of Governors

The training and induction provided for new Governors will depend upon their existing experience but would always include a tour of the Academy and a chance to meet staff and pupils. All governors are provided with copies of policies, procedures, minutes, accounts, budgets, plans and other documents that they will need to undertake their role as governors. As there are normally only two or three new governors a year, induction tends to be done informally and is tailored specifically to the individual. Advantage is taken of specific courses offered by the Local Authority and other bodies.

Organisational Structure

The Board of trustees meets 6 times a year – usually once each school term. The Board establishes an overall framework for the governance of the Academy and determines membership, terms of reference and procedures of Committees and other groups. It receives reports including policies, from its Committees for ratification. It monitors the activities of the Committees through the minutes of their meetings. The Board may from time to time establish Working Groups to perform specific tasks over a limited timescale.

The following decisions are reserved to the Board of Trustees; to determine any proposals for changes to the status or constitution of the Academy and its committee structure, to appoint or remove the Chairman and/or Vice Chairman, to appoint the Headteacher and Clerk to the Governors, to approve the Annual Development Plan and budget.

The trustees have devolved responsibility for day to day management of the Academy to the Headteacher and Senior Management Team (SMT). The SMT comprises the Headteacher, Leaders of Learning and the School Business Manager. The SMT implements the policies laid down by the trustees and report back to them on performance.

The Academy has a leadership structure which consists of the trustees, the Head Teacher and the Senior Management Team. The aim of the leadership structure is to devolve responsibility and encourage involvement in decision making at all levels.

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2014**

The trustees are responsible for setting general policy, adopting an annual plan and budget, approving the statutory accounts, monitoring the Academy by the use of budgets and other data, and making major decisions about the direction of the Academy, capital expenditure and staff appointments.

The Head Teacher is responsible for the authorisation of spending within agreed budgets; a summary of this is in the Scheme of Delegation. Some spending control is devolved to Budget Holders which must be authorised through the Head Teacher. The Head Teacher is responsible for the appointment of staff, though appointment panels for teaching posts always include a trustee.

As well as the statutory committees which are called when necessary, there are three committees as follows;

- the Premises, Finance and Audit Committee - this meets at least six times a year and is responsible for monitoring, evaluating and reviewing policy and performance in relation to financial management and compliance with reporting and regulatory requirements. Considering financial controls assurance reports and drafting the annual budget including setting staffing levels. It is also responsible for matters pertaining to the budget.
- the Curriculum and Policy Committee - this meets three times a year to monitor, evaluate and review academy policy, practice and performance in relation to curriculum planning, communications, target setting and assessment, examinations and all pastoral issues.
- the Admissions Committee which meets when necessary to deal with all matters relating to admissions.

The Headteacher/Principal is the Accounting Officer.

Risk management

The Academy has undertaken a full review of the main areas of risks which it faces. This includes all health and safety and child protection policies and procedures. In addition a review of all financial risks is undertaken on a regular basis and systems of internal control are checked and improved where possible.

A Risk Register is maintained and reviewed on a regular basis.

Connected Organisations, including Related Party Relationships

Holy Trinity CE Primary Academy has a Parents and Friends Association which carries out fundraising events. They do not either control or significantly influence decisions and operations of the Academy.

The Academy has collaborative links with Holy Trinity CE Academy Calne and Woodford Valley CE Primary Academy.

OBJECTIVES AND ACTIVITIES

Objects and Aims

The principal object and activity of the charitable company is the operation of Holy Trinity C of E Primary Academy to provide free education and care for pupils of different abilities between the ages of 4 and 11.

The aims of the Academy during the year ended 31 August 2014 are summarised below:

- to continue to raise the standard of educational attainment and achievement of all pupils,
- to provide a broad and balanced curriculum, including extra-curricular activities,
- to ensure that every child enjoys the same high quality education in terms of resourcing, tuition and care,
- to improve the effectiveness of the Academy by keeping the curriculum and organisational structure under continual review,
- to provide value for money for the funds expended,
- to comply with all appropriate statutory and curriculum requirements,
- to conduct the Academy's business in accordance with the highest standards of integrity, probity and openness.

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2014**

At Holy Trinity C of E Primary Academy we aim to get the best for, and from, each child. We intend to enable each child to realise his or her full academic, creative, spiritual and physical potential and to develop positive social and moral values in line with the Christian Foundation and ethos of the Academy. Our Academy is a community in which children, staff and parents should be part of a happy and caring environment.

Objectives, Strategies and Activities

Key priorities for the year are contained in our Academy Development Plan which is available from the Academy Office. Tracking of these targets can be accessed in the termly report to trustees. Targets identified for this period include:

Curriculum:

- Improving reading comprehension for all children
- Ensuring the higher achieving readers in the school reaching Level 6 in reading by the end of Year 6

ICT:

- Purchasing and implementing efficient use of iPads in school

These objectives are in addition to the improvement of levels of attainment across all core subjects.

Public Benefit

The trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the Charity Commissioner's general guidance on public benefit in exercising their powers or duties. They have referred to this guidance when reviewing the Academy's aims and objectives and in planning its future activities.

The Academy aims to advance for the public benefit; education in the Academy's designated area and further afield at the request of parents. In particular, but without prejudice to the generality of the foregoing by maintaining, managing and developing the Academy, offering a broad and balanced curriculum.

The Academy provides facilities for recreational and other leisure time occupation mainly for the children in the community in the interests of social welfare and with the interest of improving the life of the said community.

STRATEGIC REPORT

Achievements and Performance

The Academy has completed its third year of operation. The total number of students in the year ended 31 August 2014 was 150 – and that academic year started with 148 in September 2013. In September 2014, the school opened with 146 children. The net capacity is 150. The Academy is oversubscribed in some year groups.

Pupil absence for the year was at 3.1%.

Achievement at KS1 and KS2 external assessments and the compulsory Year 1 Phonics assessment was once again judged to be outstanding, with attainment in the SATS being significantly higher than national levels. Results of the Foundation Stage Profile showed that our children did significantly better than their peers in Wiltshire (there are no national figures for comparators). Children with SEN and/or those entitled to the Pupil Premium and those from ethnic minorities do very well at our school (Evidenced in Raiseonline statistical analysis). Indeed, this year the academy received a letter from David Laws, Secretary of State for Schools, congratulating us on being in the top 250 schools in the country for the Value Added measure (this is the top 1% of schools nationally).

The Ofsted inspectors in 2008 judged our school to be outstanding and we no longer have Section 5 inspections since our outstanding performance has been sustained as proven in the interim inspection of 2011. We were also judged to be outstanding in the Statutory Inspection of Anglican Schools in 2008.

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2014**

KS2 SATS results 2014:

Subject	% at L3	% at L4+	% at L4b+	% at L5+	% at L6+	2 Levels progress or better
Reading	0	100	95	77	0	100
Writing	0	100	-	68	1	100
GPS	0	100	95	82	9	N/A
Maths	0	100	95	73	14	100
In all of Reading, Maths and Writing	0	100	91	50	0	100

Christian values and the Christian ethos are at the heart of all that we do at this school. As a result, behavior is excellent and children tell us that they enjoy school. Parental satisfaction with the school is very high.

The curriculum is fun and engaging, with useful cross curricular links being drawn through many subjects, allowing children to use new learning in appropriate contexts. Relevant trips and visitors to the school enhance the curriculum and bring learning to life. This contributes to outstanding learning opportunities and result in the outstanding outcomes.

Many extra curricular activities and clubs are available, including various sports clubs, handbells, choir, street surfing, chess and ukulele. Music lessons with peripatetic specialists are offered within the school day.

Holiday clubs and a football club use the premises "out of school" hours.

Going Concern

After making appropriate enquiries, the board of trustees has a reasonable expectation that the Academy Trust has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Statement of Accounting Policies.

Key Financial Performance Indicators

The main financial performance indicator is the level of reserves held at the Balance Sheet date. In particular, the management of spending against General Annual Grant (GAG) is a key indicator. In period under review, £21,196 was carried forward representing 3.55% of GAG.

As funding is based on pupil numbers this is also a key performance indicator. Pupil numbers for 2014-2015 were 146 at the October 2014 census, broadly in line with the number on roll in the previous year and this year.

Another key financial performance indicator is staffing costs as a percentage of GAG. For 2014 this was 76%, compared to 77% in 2013.

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2014**

FINANCIAL REVIEW

Most of the Academy's income is obtained from the DfE via the EFA in the form of recurrent grants, the use of which is restricted to particular purposes. The grants received from the DfE during the year ended 31 August 2014 and the associated expenditure are shown as restricted funds in the statement of financial activities.

The Academy also receives grants for fixed assets from the DfE and are shown in the statement of financial activities as restricted income in the fixed asset fund. The restricted fixed asset fund balance is reduced by annual depreciation charges over the useful life of the assets concerned as defined in the Academy's accounting policies.

During the year ended 31 August 2014, total expenditure of £625,781 was covered by recurrent grant funding from the DfE together with other incoming resources. The excess of income over expenditure for the year (excluding restricted fixed asset funds) was £18,506

At 31 August 2014 the net book value of fixed assets was £213,149 and movements in tangible fixed assets are shown in note 13 of the financial statements. The assets were used exclusively for providing education and the associated support services to the pupils of the Academy.

The land and other assets were transferred to the Academy upon conversion. The building and the envelope of the building belongs to the Diocese of Salisbury. Land and buildings were informally valued. Other assets have been included in the financial statements at a best estimate taking into account purchase price and remaining useful lives.

The Academy has taken on the deficit in the Local Government Pension Scheme in respect of its non-teaching staff transferred on conversion. The deficit is incorporated within the Statement of Financial Activities with details in Note 21 to the financial statements.

Key financial policies adopted or reviewed during the year include the Finance Policy which lays out the framework for financial management, including financial responsibilities of the Board, Headteacher, Managers, budget holders and other staff, as well as delegated authority for spending.

Governors have adopted a Responsible Officer Policy and appointed an external advisor who is a member of the Local Authority's Accounting and Budget Support team to undertake a programme of internal checks on financial controls. During the year the Governors receive quarterly reports which contained no matters of significance.

Financial and Risk Management Objectives and Policies

The Academy has agreed a risk management strategy, a risk register and a risk management plan. These have been discussed by trustees and include the financial risks to the Academy. The register and plan are constantly reviewed in light of any new information and formally reviewed annually.

The trustees have assessed the major risks to which the Academy is exposed, in particular those relating to its finances, teaching, facilities and other operational areas. The trustees have implemented a number of systems to assess and minimise those risks, including internal controls described elsewhere. Where significant financial risk still remains they have ensured they have adequate insurance cover.

Whilst the Academy is over-subscribed in some year groups, risks to revenue funding from a falling roll are small, however the freeze on the government's overall education budget, changes in funding arrangements for special educational needs and increasing employment and premises costs mean that budgets will be increasingly tight in coming years.

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2014**

The trustees examine the financial health formally every term, reviewing performance against budgets and overall expenditure by means of regular update reports at all full trustees and Premises, Finance and Audit Committee meetings. The trustees ensure sufficient funds are held to cover all known and anticipated commitments.

The board of trustees recognises that the defined benefit scheme deficit (Local Government Pension Scheme), which is set out in Note 21 to the financial statements, represents a significant potential liability. However as the trustees consider that the Academy is able to meet its known annual contribution commitments for the foreseeable future, this risk from this liability is minimised.

Principal Risks and Uncertainties

The principle risks and uncertainties facing the Academy are as follows:

Financial - the Academy has considerable reliance on government funding through the EFA. In the last year 93% of the Academy's incoming resources was ultimately government funded and whilst this level is expected to continue, there is no assurance that government policy or practice will remain the same or that public funding will continue at the same levels or on the same terms.

Failures in Governance and/or Management - the risk in this area arises from potential failure to effectively manage the Academy's finances, internal controls, compliance with regulations and legislation, statutory returns, etc. The trustees continue to review and ensure that appropriate measures are in place to mitigate these risks.

Reputational - the continuing success of the Academy is dependent on continuing to attract applicants in sufficient numbers by maintaining the highest educational standards. To mitigate this risk trustees ensure that student success and achievement are closely monitored and reviewed.

Safeguarding and Child Protection - the trustees continue to ensure that the highest standards are maintained in the areas of selection and monitoring of staff, the operation of child protection policies and procedures, health and safety and discipline.

Staffing - the success of the Academy is reliant on the quality of its staff and so the trustees monitor and review policies and procedures to ensure continued development and training of staff as well as ensuring there is clear succession planning.

Fraud and mis-management of funds - The Academy has appointed an external advisor to carry out checks on financial systems and records as required by the Academy Financial Handbook. All finance staff receive training to keep them up to date with financial practice requirements and develop their skills in this area.

The Academy has continued to strengthen its risk management process throughout the year by improving the process and ensuring staff awareness. A risk register is maintained and reviewed and updated on a regular basis.

Reserves Policy

The trustees review the reserve levels of the Academy annually. This review encompasses the nature of income and expenditure streams, the need to match income with commitments and the nature of reserves. The trustees have determined that the appropriate level of free cash reserves should be approximately £50,000. The reason for this is to provide sufficient working capital to cover delays between spending and receipt of grants and to provide a cushion to deal with unexpected emergencies such as urgent maintenance. The academy's current level of free reserves (total funds less the amount held in fixed assets and restricted funds) is £87,817.

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR YEAR ENDED 31 AUGUST 2014**

It is the trustees' objective to maintain a structure of prudent financial management. The amount that is carried forward is reviewed annually. The trustees view this as a sufficient amount to allow for fluctuations in future funding or unexpected expenditure as well as planning for future capital expenditure, whilst ensuring that current year funding is expended to maximise provision of education.

The trustees' policy is to review the reserve levels of the Academy annually with the objective of carrying forward a prudent level of resources designed to meet the long term cyclical needs of renewal and any unforeseen contingencies plus a contribution towards future capital projects.

Investment Policy

All funds surplus to immediate requirements are invested to optimal effect.

Due to the nature of funding the Academy may at times hold cash balances surplus to its short term requirements. The trustees have authorised the opening of additional short term bank investment accounts to take advantage of higher interest rates. No other form of investment is authorised.

Plans for future periods

The Academy will continue to strive to provide outstanding education and improve the levels of performance of its pupils at all levels. The Academy will continue to aim to attract high quality teachers and support staff in order to deliver its objectives.

The Academy will continue to work with partner schools to improve the educational opportunities for students in the wider community.

Full details of our plans for the future are given in our Academy Development Plan, which is available on our website or from the Clerk to the Governors.

Funds held as Custodian Trustee on behalf of others

The Academy and its trustees do not act as the custodian trustees of any other charity.

AUDITOR

In so far as the governors are aware:

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

Trustees' report, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on and signed on the board's behalf by:

**D Graham-Wheeler
Trustee**

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

GOVERNANCE STATEMENT

Scope of Responsibility

As trustees, we acknowledge we have overall responsibility for ensuring that Holy Trinity C of E Academy has an effective and appropriate system of control, financial and otherwise. However such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can provide only reasonable and not absolute assurance against material misstatement or loss.

The board of trustees has delegated the day-to-day responsibility to the Headteacher as accounting officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between Holy Trinity C of E Academy and the Secretary of State for Education. They are also responsible for reporting to the board of trustees any material weaknesses or breakdowns in internal control.

Governance

The information on governance included here supplements that described in the Trustees' Report and in the Statement of Trustees' Responsibilities. The board of trustees has formally met six times during the year. Attendance during the year at meetings of the board of trustees was as follows:

Register of Attendance for Full Board of Trustees Meetings 2013-14

Register of Attendance 2013-14 - FGB

	17 Sep	3 Dec	11 Feb	1 Apr	13 May	1 Jul
Mercedes Hennings	/	/	/	/	/	/
Emma Farebrother	/	/	AP	/	/	AP
Ruth Edwards	/	/	/	/	AP	/
Mark Jones	/	/	/	AP	/	AP
Sam Gaiger	/		/	AP	AB	AP
Sara Cook	/	/	/	/	AP	/
Jeremy Shatford	/	AP	/	/	/	/
Dorian Amor	/	/	AP	/	/	/
Graham Wheeler	/	/	/	/	/	/
Sid Keyte	/	AP	/	/	/	/

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

GOVERNANCE STATEMENT (continued)

Register of Attendance for Premises Finance and Audit Committee Meetings 2013 -14

	8 Oct	25 Nov	21 Jan	29 April	8 June
Sam Gaiger	/	/	/	/	/
Mercedes Henning	/	/	/	/	/
Ruth Edwards	/	/	AP	/	/
David Graham-Wheeler	/	/	/	/	/
Rev Mark Jones	/	/	AP	AP	AP

Register of Attendance for Policy and Curriculum Committee

	3 Sept	8 Oct	21 Jan	17 June
Jeremy Shatford	/	/	/	/
Emma Farebrother	AP	/	/	/
Sara Cook	AP	/	/	/
Dorian Amor	/	/	/	/
Sid Keyte	/	AP	/	/

/ Present

AP Apologies received

AB Absent

Shaded areas not appointed as a governor

The **Premises Finance and Audit Committee** is a sub-committee of the main board of trustees. Its purpose is to monitor the income and expenditure prior to the full board of trustees meeting.

The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Academy Trust policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in Holy Trinity C of E Academy for the year ended 31 August 2014 and up to the date of approval of the annual report and financial statements.

Capacity to Handle Risk

The board of trustees has reviewed the key risks to which the Academy Trust is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The board of trustees is of the view that there is a formal on-going process for identifying, evaluating and managing the Academy Trust's significant risks that has been in place for the year ending 31 August 2014 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the board of trustees.

GOVERNANCE STATEMENT (continued)

The Risk and Control Framework

The Academy Trust's system of internal financial control is based on a framework of regular management information and administrative procedures including the segregation of duties and a system of delegation and accountability. In particular, it includes:

- comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the board of trustees;
- regular reviews by the Premises, Finance and Audit Committee of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes;
- setting targets to measure financial and other performance;
- clearly defined purchasing (asset purchase or capital investment) guidelines.
- delegation of authority and segregation of duties;
- identification and management of risks.

The board of trustees has considered the need for a specific internal audit function and has decided not to appoint an internal auditor. However, the board of trustees has appointed an external advisor, a member of the Local Authority's Accounting and Budget Support team to give advice on financial matters and perform a range of checks on the Academy Trust's financial systems. The Premises, Finance and Audit committee receives quarterly reports on the operation of the systems of control and on the discharge of the board of trustees' financial responsibilities.

Review of Effectiveness

As Accounting Officer, the Headteacher has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

- financial controls assurance reports;
- the work of the external auditor;
- the financial management and governance self-assessment process;
- the work of the Academy Business Manager who has responsibility for the development and maintenance of the internal control framework.

The Accounting Officer has been advised of the implications of the result of their review of the system of internal control by the Finance Committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

Approved by order of the members of the board of trustees onand signed on its behalf by:

D Graham-Wheeler
Trustee

M Henning
Accounting Officer

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

STATEMENT ON REGULARITY, PROPRIETY AND COMPLIANCE

As accounting officer of Holy Trinity C of E Primary Academy I have considered my responsibility to notify the academy trust board of trustees and the Education Funding Agency of material irregularity, impropriety and non compliance with EFA terms and conditions of funding, under the funding agreement in place between the academy trust and the Secretary of State. As part of my consideration I have due regard to the requirements of the Academies Financial Handbook.

I confirm that I and the academy trust board of trustees are able to identify and material irregular or improper use of funds by the academy trust, or material non compliance with the terms and conditions of funding under the academy trust's funding agreement and the Academies Financial Handbook.

I confirm that no instances of material irregularity, impropriety of funding non compliance have been discovered to date. If any instances are identified after the date of this statement, these will be notified to the board of trustees and EFA.

M Henning

Accounting officer

Date:

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 AUGUST 2014**

The trustees (who act as governors of Holy Trinity C of E Primary Academy and are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with the Annual Accounts Direction published by the Education Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its 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 of the Charities SORP;
- 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for ensuring that in its conduct and operation the charitable company applies financial and other controls, which conform to the requirements both of propriety and of good financial management. They are also responsible for ensuring grants received from the EFA/DfE have been applied for the purposes intended.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by order of the members of the board of trustees and signed on its behalf by:

D Graham-Wheeler

Trustee:

Date:

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE BOARD OF TRUSTEES
OF HOLY TRINITY C OF E PRIMARY ACADEMY**

We have audited the financial statements of Holy Trinity C of E Primary Academy for the year ended 31 August 2014 which comprise the statement of financial activities, the balance sheet, the cash flow statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the Annual Accounts Direction 2014 issued by the Education Funding Agency.

This report is made solely to the Academy'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 Academy's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Academy and its members, as a body, for our audit work, for this report, or for the opinion we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the Academy for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Academy's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the trustees' report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements:

- give a true and fair view of the state of the Academy's affairs as at 31st August 2014 and of its incoming resources and application of resources, including its income and expenditure, for the period 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 Acts 2006 and the EFA.

OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Trustees' report for the financial period for which the financial statements are prepared is consistent with the financial statements.

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE BOARD OF TRUSTEES
OF HOLY TRINITY C OF E PRIMARY ACADEMY**

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Linda Boss
Senior Statutory Auditor
For and on behalf of Monahans,
Chartered Accountants and Statutory Auditor
Clarks Mill
Stallard Street
Trowbridge
BA14 8HH

Date:

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO HOLY TRINITY
C OF E PRIMARY ACADEMY AND THE EDUCATION FUNDING AGENCY**

In accordance with the terms of our engagement letter dated 4 September 2014 and further to the requirements of the Education Funding Agency (EFA) as included in the Academies Accounts Direction 2014, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Holy Trinity C of E Primary Academy during the year 1 September 2013 to 31 August 2014 have been applied to the purposes identified by Parliament and the financial transactions conform to the authorities which govern them.

This report is made solely to Holy Trinity C of E Primary Academy and the EFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to Holy Trinity C of E Primary Academy and the EFA those matters we are required to state in a report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Holy Trinity C of E Primary Academy and the EFA, for our work, for this report, or for the conclusion we have formed.

**RESPECTIVE RESPONSIBILITIES OF HOLY TRINITY C OF E PRIMARY ACADEMY'S ACCOUNTING
OFFICER AND THE AUDITORS**

The accounting officer is responsible, under the requirements of Holy Trinity C of E Primary Academy's funding agreement with the Secretary of State for Education dated 30 August 2011, and the Academies Financial Handbook, extant from 1 September 2013, for ensuring that expenditure disbursed and income received is applied for the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

Our responsibilities for this engagement are established in the United Kingdom by our profession's ethical guidance and are to obtain limited assurance and report in accordance with our engagement letter and the requirements of the Academies Accounts Direction 2013 to 2014. We report to you whether anything has come to our attention in carrying out our work which suggests that in all material respects, expenditure disbursed and income received during the year 1 September 2013 to 31 August 2014 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

APPROACH

We conducted our engagement in accordance with the Academies Accounts Direction 2013 to 2014 issued by the EFA. We performed a limited assurance engagement as defined in our engagement letter.

The objective of a limited assurance engagement is to perform such procedures as to obtain information and explanations in order to provide us with sufficient appropriate evidence to express a negative conclusion on regularity.

A limited assurance engagement is more limited in scope than a reasonable assurance engagement and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we do not express a positive opinion.

Our engagement includes examination, on a test basis, of evidence relevant to the regularity and propriety of the academy trust's income and expenditure.

In planning and conducting our work we had due regard to professional guidance, including the Academies Accounts Direction 2013 to 2014 and the ICAEW Assurance Sourcebook. The work undertaken to draw to our conclusion, includes, but is not limited to:

- Enquiry of senior management and the Academy's Governors.
- Inspection and review of the accounting records, meeting minutes, prior year regularity report, internal control procedures, management representations and declarations of interest.

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO HOLY TRINITY
C OF E PRIMARY ACADEMY AND THE EDUCATION FUNDING AGENCY (continued)**

- Observation and re-performance of the financial controls.
- Review of the results of the Academy's process of independent checking of financial controls, systems, transactions and risks.

CONCLUSION

In the course of our work, nothing has come to our attention which suggests that in all material respects the expenditure disbursed and income received during the year 1 September 2013 to 31 August 2014 have not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

Monahans Chartered Accountants

Clarks Mill
Stallard Street
Trowbridge
BA14 8HH

Date:

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES
(including income and expenditure account and statement of total recognised gains and losses)
FOR THE YEAR ENDED 31 AUGUST 2014**

		Unrestricted funds 2014	Restricted funds 2014	Fixed asset funds 2014	Total funds 2014	Total funds 2013
	Note	£	£	£	£	£
INCOMING RESOURCES						
<i>Incoming resources from generated funds:</i>						
Voluntary income	2	6,534	-	-	6,534	3,149
Activities for generating funds	3	23,357	-	-	23,357	20,455
Investment income	4	162	-	-	162	137
Incoming resources from charitable activities	5	21,926	610,617	46,907	679,450	632,336
TOTAL INCOMING RESOURCES		51,979	610,617	46,907	709,503	656,077
RESOURCES EXPENDED						
Costs of generating funds	7	25,045	-	-	25,045	20,732
Charitable activities	6,7,8	12,609	560,428	14,506	587,543	565,722
Governance costs	7,9	-	13,193	-	13,193	17,004
TOTAL RESOURCES EXPENDED	7	37,654	573,621	14,506	625,781	603,458
NET INCOMING RESOURCES / (RESOURCES EXPENDED) BEFORE TRANSFERS		14,325	36,996	32,401	83,722	52,619
Gross transfers between funds	17	-	(32,815)	32,815	-	-
NET INCOME FOR THE YEAR		14,325	4,181	65,216	83,722	52,619
Actuarial gains and losses on defined benefit pension schemes		-	(54,000)	-	(54,000)	6,000
NET MOVEMENT IN FUNDS FOR THE YEAR		14,325	(49,819)	65,216	29,722	58,619
Total funds at 1 September 2013		73,492	(41,696)	155,879	187,675	129,056
TOTAL FUNDS AT 31 AUGUST 2014		87,817	(91,515)	221,095	217,397	187,675

All of the academy's activities derive from continuing operations during the above two financial periods.

The notes on pages 24 to 40 form part of these financial statements.

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

REGISTERED NUMBER 07743627

BALANCE SHEET

FOR THE YEAR ENDED 31 AUGUST 2014

	Note	£	2014 £	£	2013 £
FIXED ASSETS					
Tangible assets	13		213,149		155,879
CURRENT ASSETS					
Stocks	14	2,317		1,800	
Debtors	15	60,289		25,008	
Cash at bank and in hand		102,513		86,583	
		165,119		113,391	
CREDITORS: amounts falling due within one year	16	(44,871)		(20,595)	
NET CURRENT ASSETS			120,248		92,796
TOTAL ASSETS LESS CURRENT LIABILITIES					
Pension scheme liability	21		333,397		248,675
			(116,000)		(61,000)
NET ASSETS INCLUDING PENSION SCHEME LIABILITY			217,397		187,675
FUNDS OF THE ACADEMY					
Restricted funds:					
General funds	17	24,485		19,304	
Fixed asset funds	17	221,095		155,879	
Restricted funds excluding pension liability		245,580		175,183	
Pension reserve		(116,000)		(61,000)	
Total restricted funds			129,580		114,183
Unrestricted funds:	17		87,817		73,492
TOTAL FUNDS			217,397		187,675

The financial statements were approved by the trustees, and authorised for issue, on signed on their behalf, by:

2014 and are

D Graham-Wheeler, Trustee

M Henning, Head Teacher

The notes on pages 24 to 40 form part of these financial statements.

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 AUGUST 2014**

		2014	2013
Net cash inflow from operating activities	19	87,706	48,549
Capital expenditure	19	(71,776)	(48,878)
		<hr/>	<hr/>
(Decrease)/Increase in cash in the year	19	15,930	(329)
		<hr/>	<hr/>
Reconciliation of net cash flow to movement in net funds			
Net funds at 1 September 2013	20	86,583	86,912
		<hr/>	<hr/>
Net funds at 31 August 2014	20	102,513	86,583
		<hr/>	<hr/>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared under the historical cost convention in accordance with applicable United Kingdom Accounting Standards, the Charity Commission 'Statement of Recommended Practice: Accounting and Reporting by Charities' (SORP 2005), the Academies Accounts Direction 2013-2014 issued by the EFA, and the Companies Act 2006. A summary of the principle accounting policies, which have been applied consistently, except where noted, is set out below.

1.2 COMPANY STATUS

The Academy is a company limited by guarantee. The members of the company are the Trustees named on page 3. In the event of the Academy being wound up, the liability in respect of the guarantee is limited to £10 per member of the Academy.

1.3 FUND ACCOUNTING

Unrestricted income funds represent those resources which may be used towards meeting any of the charitable objects of the Academy at the discretion of the Trustees.

Restricted fixed asset funds are resources which are to be applied to specific capital purposes imposed by the funders where the asset acquired or created is held for a specific purpose.

Restricted general funds comprise all other restricted funds received and include grants from the EFA/Department for Education.

Investment income, gains and losses are allocated to the appropriate fund.

1.4 INCOMING RESOURCES

All incoming resources are included in the statement of financial activities when the Academy is legally entitled to the income and the amount can be quantified with reasonable accuracy.

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.

Sponsorship income provided to the Academy which amounts to a donation is recognised in the statement of financial activities in the period in which it is receivable, where there is certainty of receipt.

The value of donated services and gifts in kind provided to the Academy are recognised at their open market value in the period in which they are receivable as incoming resources, where the benefit to the Academy can be reliably measured. An equivalent amount is included as expenditure under the relevant heading in the statement of financial activities, except where the gift in kind was a fixed asset in which case the amount is included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with the Academy's policies.

Donations are recognised on a receivable basis where there is certainty of receipt and the amount can be reliably measured.

1. ACCOUNTING POLICIES (continued)

1.5 RESOURCES EXPENDED

Expenditure is recognised in the period in which a liability is incurred and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities are costs incurred in the Academy's educational operations.

Governance costs include the costs attributable to the Academy's compliance with constitutional and statutory requirements, including audit, strategic management and Governors' meetings and reimbursed expenses.

All resources expended are inclusive of irrecoverable VAT.

1.6 GOING CONCERN

The Academy has considerable reliance on continued Government funding through the EFA. Although there is no assurance that Government funding will continue at its current level for the period covered by the going concern review the Governors have a reasonable expectation that the Academy will have adequate resources to continue its activities for the foreseeable future. Accordingly they continue to adopt the going concern basis in preparing the financial statements as outlined in the Statement of Trustees' Responsibilities.

1.7 TANGIBLE FIXED ASSETS AND DEPRECIATION

All assets costing more than £1,000 are capitalised.

Where tangible fixed assets have been acquired with the aid of specific grants, either from the government or from the private sector, they are included in the balance sheet at cost and depreciated over their expected useful economic life. The related grants are credited to a restricted fixed asset fund in the statement of financial activities and are carried forward in the balance sheet. Depreciation on such assets is charged to the restricted fixed asset fund in the statement of financial activities so as to reduce the fund over the useful economic life of the related asset on a basis consistent with the Academy's depreciation policy. Where tangible fixed assets have been acquired with unrestricted funds, depreciation on such assets is charged to the unrestricted fund.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided on all tangible assets other than land, at rates calculated to write off the cost of each asset on a straight line basis over its expected useful life, as follows:

Freehold Buildings - 50 years
General Building fixtures and fittings – 10 years
Fixtures and fittings -10 years
Computer equipment - 3 years

Included within Leasehold Land and Buildings is £85,000 of long term leasehold land which is not depreciated. The academy also has use of land and buildings owned by Salisbury Diocese which have not been included in these financial statements.

1.8 STOCKS

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

1.9 TAXATION

The Academy is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Academy is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.10 PENSIONS

Retirement benefits to employees of the Academy are provided by the Teachers' Pension Scheme ("TPS") and the Local Government Pension Scheme ("LGPS"). These are defined benefit schemes, and the assets are held separately from those of the Academy.

The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the Academy 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 quinquennial valuations using a prospective benefit method. As stated in note 21, the TPS is a multi-employer scheme and the Academy is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. The TPS is therefore treated as a defined contribution scheme and the contributions recognised as they are paid each year.

The LGPS is a funded scheme and the assets are held separately from those of the Academy in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit method and discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each balance sheet date. The amounts charged to operating surplus are the current service costs and gains and losses on the settlements and curtailments. They are included as part of staff costs. Past service costs are recognised immediately in the statement of financial activities if the benefits have vested. If the benefits have not vested immediately, the costs are recognised over the period until vesting occurs. The expected return on assets and the interest cost are shown as a net finance amount of other finance costs or credits adjacent to interest. Actuarial gains and losses are recognised immediately in other gains and losses.

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

2. VOLUNTARY INCOME

	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
Donations	6,534	-	6,534	3,149
Voluntary income	6,534	-	6,534	3,149

3. ACTIVITIES FOR GENERATING FUNDS

	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
Lettings	490	-	490	240
Fees received	19,587	-	19,587	18,102
Miscellaneous income	3,280	-	3,280	2,113
	23,357	-	23,357	20,455

4. INVESTMENT INCOME

	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
Bank interest	162	-	162	137

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

5. FUNDING FOR ACADEMY'S EDUCATIONAL OPERATIONS

	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
DfE/EFA Capital grant				
Academy capital maintenance fund grants	-	46,907	46,907	40,612
	-	46,907	46,907	-
DfE/EFA revenue grant				
General Annual Grant	-	596,577	596,577	571,343
Other DfE/EFA Grants	-	14,040	14,040	5,071
	-	610,617	610,617	576,414
Other Funding				
Internal catering income	12,609	-	12,609	11,322
Other	9,317	-	9,317	3,988
	21,926	-	21,926	15,310
	21,926	657,524	679,450	632,336

6. EXPENDITURE BY CHARITABLE ACTIVITY

SUMMARY BY FUND TYPE

	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
Education	12,609	574,934	587,543	565,722

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

7. RESOURCES EXPENDED

	Staff costs 2014 £	Depreciation 2014 £	Other costs 2014 £	Total 2014 £	Total 2013 £
Trading expenses	1,326	-	23,719	25,045	20,732
COST OF GENERATING FUNDS	1,326	-	23,719	25,045	20,732
Education	453,247	14,506	119,790	587,543	565,722
Governance	-	-	13,193	13,193	17,004
	<u>454,573</u>	<u>14,506</u>	<u>156,702</u>	<u>625,781</u>	<u>603,458</u>

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

8. CHARITABLE ACTIVITIES

	2014	2013
	£	£
Direct costs		
Teaching and educational support staff	405,661	394,996
Educational supplies	22,594	17,484
Staff development	1,152	4,583
Educational consultancy	10,039	3,773
Recruitment and other staff costs	97	88
Other direct costs	1,314	358
Pension fund finance cost	1,000	2,000
	<u>441,857</u>	<u>423,282</u>
 Support costs		
Support staff costs	47,586	46,258
Supply teacher insurance	4,610	4,436
Maintenance of premises and equipment	21,588	15,996
Cleaning	1,881	4,610
Rates	1,804	2,155
Water rates	1,617	1,778
Energy	8,910	6,536
Insurance	7,672	7,991
Catering	16,181	18,070
Technology costs	15,626	19,969
Depreciation	14,506	11,404
Other support costs	3,705	3,237
	<u>145,686</u>	<u>142,440</u>
 Total direct and support costs	<u>587,543</u>	<u>565,722</u>

9. GOVERNANCE COSTS

Legal & Professional fees	9,193	12,254
Auditors Remuneration	3,000	3,250
Auditors Remuneration – non audit	1,000	1,500
	<u>13,193</u>	<u>17,004</u>

During the period, no Governors received any benefits in kind.
During the period, no Governors received any reimbursement of expenses

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

10. STAFF COSTS

Staff costs were as follows:

	2014	2013
	£	£
Wages and salaries	372,297	364,337
Social security costs	23,368	23,023
Other pension costs	58,908	56,114
	454,573	443,474

The average number of persons (including the senior management team) employed by the Academy during the period expressed as full time equivalents was as follows:

	2014	2013
	No.	No.
Teaching Staff	6	6
Support Staff	6	7
	12	13

No employee received remuneration amounting to more than £60,000 in the period.

11. TRUSTEES' REMUNERATION

During the period retirement benefits were accruing to 3 trustees in respect of defined benefit pension schemes.

The Head Teacher and staff trustees only receive remuneration in respect of services they provide undertaking the roles of Head Teacher and staff and not in respect of their services as trustees. Other trustees did not receive any payments, other than expenses, from the Academy in respect of their role as trustees. The value of trustees' remuneration in the year was as follows: M Henning £55,000-£60,000, D Amor £35,000-£40,000 and R Edwards £5,000-£10,000. The value of trustees' pension contributions in respect of defined benefit schemes made in the year was £15,480.

12. TRUSTEES' AND OFFICERS' INSURANCE

In accordance with normal commercial practice the Academy has purchased insurance to protect Governors and officers from claims arising from negligent acts, errors or omissions occurring whilst on academy business. The insurance provides cover up to £5,000,000 on any one claim and the cost for the year ended 31 August 2014 was estimated at £500 of the total insurance cost of £7,672.

The cost of this insurance is included in the total insurance cost.

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

13. TANGIBLE FIXED ASSETS

	Land & buildings £	Fixtures and fittings £	Computer equipment £	Total £
COST				
At 1 September 2013	110,544	43,756	20,958	175,258
Additions	31,741	35,556	4,479	71,776
At 31 August 2014	142,285	79,312	25,437	247,034
DEPRECIATION				
At 1 September 2013	851	6,962	11,566	19,379
Charge for period	2,766	4,431	7,309	14,506
At 31 August 2014	3,617	11,393	18,875	33,885
NET BOOK VALUE				
At 31 August 2014	138,668	67,919	6,562	213,149

The trust's transactions relating to land & buildings include the acquisition of the freehold on a mobile classroom purchased in April 2014 from Wiltshire Council at a value of £30,000

14. STOCKS

	2014 £	2013 £
Heating Oil	2,317	1,800

15. DEBTORS

	2014 £	2013
VAT repayable	23,555	3,830
Other debtors	1,018	401
Prepayments and accrued income	35,716	20,777
	60,289	25,008

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

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

	2014 £	2013 £
Taxation and social security	7,009	7,738
Other creditors	7,425	1,316
Accruals and deferred income	<u>30,437</u>	<u>11,541</u>
	44,871	20,595
DEFERRED INCOME		
Deferred Income at 1 September 2013		5,631
Resources deferred in the year		20,346
Amounts released from previous years		<u>(5,631)</u>
Deferred Income at 31 August 2014		<u>20,346</u>

17. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers in/out £	Gains / (Losses) £	Carried Forward £
UNRESTRICTED FUNDS						
General funds	73,492	51,979	(37,654)	-	-	87,817
RESTRICTED FUNDS						
General Annual Grant	18,436	596,577	(562,408)	(32,815)	-	19,790
Other restricted funds	868	14,040	(10,213)	-	-	4,695
Pension reserve	(61,000)	-	(1,000)	-	(54,000)	(116,000)
	<u>(41,696)</u>	<u>610,617</u>	<u>(573,621)</u>	<u>(32,815)</u>	<u>(54,000)</u>	(91,515)
FIXED ASSET FUND						
Fixed assets transferred on conversion	85,000	-	-	-	-	85,000
Fixed assets purchased from GAG	24,355	-	-	32,815	-	57,170
Capital grant income	46,524	46,907	(14,506)	-	-	78,925
	<u>155,879</u>	<u>46,907</u>	<u>(14,506)</u>	<u>32,815</u>	<u>-</u>	221,095
Total restricted funds	<u>114,183</u>	<u>657,524</u>	<u>(588,127)</u>	<u>-</u>	<u>(54,000)</u>	129,580
Total of funds	<u>187,675</u>	<u>709,503</u>	<u>(625,781)</u>	<u>-</u>	<u>(54,000)</u>	217,397

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

RESTRICTED FUNDS

The General Annual Grant (GAG) represents funding received from the Education Funding Agency during the year in order to fund the continuing activities of the school.

Under the funding agreement with the Secretary of State, the academy trust was not subject to a limit on the amount of GAG that it could carry forward at 31 August 2014.

The Pension Reserve represents the Local Government Pension Scheme deficit.

FIXED ASSET FUNDS

Fixed assets purchased from GAG represent amounts spent on fixed assets from the GAG funding received from the DfE/EFA.

DfE/EFA Capital grants includes amounts received from the Academies Capital Maintenance Fund.

SUMMARY OF FUNDS	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Gains / (Losses) £	Carried Forward £
General funds	73,492	51,979	(37,654)	-	-	87,817
Restricted funds	(41,696)	610,617	(573,621)	(32,815)	(54,000)	(91,515)
Fixed asset funds	155,879	46,907	(14,506)	32,815	-	221,095
	187,675	709,503	(625,781)	-	(54,000)	217,397

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds 2014 £	Restricted funds 2014 £	Fixed asset funds 2014 £	Total funds 2014 £	Total funds 2013 £
Tangible fixed assets	-	-	213,149	213,149	155,879
Current assets	90,482	66,691	7,946	165,119	113,391
Creditors due within one year	(2,665)	(42,206)	-	(44,871)	(20,595)
Provisions for liabilities and charges	-	(116,000)	-	(116,000)	(61,000)
	87,817	(91,515)	221,095	217,397	187,675

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

19. NET CASH FLOW FROM OPERATING ACTIVITIES

	2014	2013
	£	£
Net incoming resources before revaluations	83,722	52,619
Depreciation of tangible fixed assets	14,506	11,404
Increase in stocks	(517)	(315)
Increase in debtors	(35,281)	(11,163)
Increase in creditors	24,276	(4,996)
Defined benefit pension scheme adjustments	1,000	1,000
NET CASH INFLOW FROM OPERATIONS	87,706	48,549

	2014	2013
	£	£
CAPITAL EXPENDITURE AND FINANCIAL INVESTMENT		
Purchase of tangible fixed assets	(71,776)	(48,878)

20. ANALYSIS OF CHANGES IN NET DEBT

	1 September 2013 £	Cash flow £	Other non- cash changes £	31 August 2014 £
Cash at bank and in hand:	86,583	15,930	-	102,513
NET FUNDS	86,583	15,930	-	102,513

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

21. PENSION COMMITMENTS

The Academy's employees belong to two principal pension schemes: the Teacher's Pension Scheme for England and Wales (TPS) for academic and related staff; and the Local Government Pension Scheme (LGPS) for non-teaching staff, which is managed by Wiltshire Council. Both are defined benefit schemes.

The pension costs are assessed in accordance with the advice of independent qualified actuaries. The latest actuarial valuation of the TPS related to the period ended 31 March 2004 and of the LGPS 31 March 2013.

There were no outstanding or prepaid contributions at either the beginning or the end of the financial period.

Teachers' Pension Scheme

Introduction

The Teachers' Pension Scheme ("TPS") is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Regulations (2010) and, from 1 April 2014, by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for full-time teachers in academies and, from 1 January 2007, automatic for teachers in part-time employment following appointment or a change of contract, although they are able to opt out.

The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis – these contributions along with those made by employers are credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

The Teachers' Pensions Regulations require an annual account to be kept of receipts and expenditure (including the cost of pensions' increases). From 1 April 2001, the account has been credited with a real rate of return, which is equivalent to assuming that the balance in the account is invested in notional investments that produce that real rate of return.

Valuation of the Teachers' Pension Scheme

The latest actuarial valuation of the TPS was carried out as at 31 March 2012 and in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014. The valuation report was published by the Department for Education on 9 June 2014. The key elements of the valuation and subsequent consultation are:

- Employer contribution rates set at 16.48% of pensionable pay (including a 0.08% employer administration charge (currently 14.1%));
- Total scheme liabilities for service to the effective date of £191.500 million, and notional assets of £176,600 million, giving a notional past service deficit of £14,900 million; and
- An employer cost cap of 10.9% of pensionable pay will be applied to future valuations.

The new employer contribution rate is applicable from 1 April 2015 and will be implemented for the TPS from September 2015.

A copy of the valuation report and supporting documents is on the Teachers' Pensions website: (<https://www.teacherspensions.co.uk/news/employers/2014/06/publication-of-the-valuation-report.aspx>).

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

Teachers' Pension Scheme Changes

Lord Hutton made recommendations 2011 about how pensions can be made sustainable and affordable, whilst remaining fair to the workforce and the taxpayer. The Government accepted Lord Hutton's recommendations as the basis for consultation with trade unions and other representative bodies. In March 2012 the Department for Education published proposals for the design for a reformed TPS.

The key provisions of the reformed scheme include: a pension based on career average earnings; an accrual rate of 1/57th; and a Normal Pension Age equal to State Pension Age, but with options to enable members to retire earlier or later than their Normal Pension Age. Pension benefits built up before 1 April 2015 will be fully protected.

In addition, the proposed final agreement includes a Government commitment that those within 10 years of normal pension age on 1 April 2012 will see no change to the age at which they can retire, and no decrease in the amount of pension they will receive when they retire. There will also be further transitional protection, tapered over a three and a half year period, for people who would fall up to three and a half years outside of the 10 year protection.

In his interim report of October 2010, Lord Hutton recommended that short term savings were also required, and that the only realistic way of achieving these was to increase member contributions. At the Spending Review 2010 the Government announced an average increase of 3.2 percentage points on the contribution rates by 2014-15. The increases have been phased in since April 2012 on a 40:80:100% basis.

The Department for Education has continued to work closely with trade unions and other representative bodies to develop the reformatted Teachers' Pension Scheme and regulations giving effect to it came into force on 1 April 2014. Communications are being rolled out and the reformatted scheme will commence on 1 April 2015.

Under the definitions set out in Financial Reporting Standard (FRS 17) Retirement Benefits, the TPS is a multi employer pension scheme. The Academy is unable to identify its share of the underlying assets and liabilities of the scheme. Accordingly, the Academy has taken advantage of the exemption in FRS 17 and has accounted for its contributions to the scheme as if it were a defined contribution scheme. The Academy has set out above the information available on the scheme.

Local Government Pension Scheme

The LGPS is a funded defined benefit scheme, with assets held in separate trustee-administered funds. The total contribution made for the year ended 31 August 2014 was £29,000, of which employer's contributions totalled £23,000. The agreed contribution rates for future years are 22.8% for employers and 5.5% to 7.5% for employees.

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD YEAR 31 AUGUST 2014**

21. PENSION COMMITMENTS (continued)

Parliament has agreed, at the request of the Secretary of State for Education, to a guarantee that, in the event of academy closure, outstanding Local Government Pension Scheme liabilities would be met by the Department for Education. The guarantee came into force on 18 July 2013.

The amounts recognised in the balance sheet are as follows:

	2014	2013
	£	£
Present value of funded obligations	(351,000)	(241,000)
Fair value of scheme assets	235,000	180,000
Net liability	(116,000)	(61,000)

The amounts recognised in the statement of financial activities are as follows:

	2014	2013
	£	£
Current service cost	(23,000)	(21,000)
Interest on obligation	(12,000)	(9,000)
Expected return on scheme assets	11,000	7,000
Total	(24,000)	(23,000)

Actual return on scheme assets	30,000	18,000
--------------------------------	---------------	--------

Movements in the present value of the defined benefit obligation were as follows:

	2014	2013
	£	£
Opening defined benefit obligation	241,000	199,000
Current service cost	23,000	21,000
Interest cost	12,000	9,000
Contributions by scheme participants	6,000	6,000
Actuarial losses	69,000	6,000
Closing defined benefit obligation	351,000	241,000

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

21. PENSION COMMITMENTS (continued)

Movements in the fair value of the Academy's share of scheme assets:

	2014	2013
	£	£
Opening fair value of scheme assets	180,000	133,000
Expected return on assets	11,000	7,000
Actuarial gains and (losses)	15,000	12,000
Contributions by employer	23,000	22,000
Contributions by employees	<u>6,000</u>	<u>6,000</u>
	<u>235,000</u>	<u>180,000</u>

The cumulative amount of actuarial gains and losses recognised in the statement of total recognised gains and losses was (£54,000).

The Academy expects to contribute £23,000 to its Defined benefit pension scheme in the year to 31st August 2015.

The major categories of scheme assets as a percentage of total scheme assets are as follows:

	2014	2013
Equities	71.00%	72.00 %
Bonds	17.00%	15.00 %
Property	10.00%	10.00 %
Cash	2.00%	3.00 %

Principal actuarial assumptions at the balance sheet date (expressed as weighted averages):

	2014	2013
Discount rate for scheme liabilities	3.70%	4.60 %
Expected return on scheme assets at 31 August	5.60%	5.90 %
Rate of increase in salaries	4.50%	5.10 %
Rate of increase for pensions in payment / inflation	2.70%	2.80 %

The sensitivities regarding the principal assumptions used to measure the scheme liabilities are as follows:

Change in assumptions at 31 August 2014:	Approximate % increase to Employer Liability	Approximate monetary amount (£'000)
0.5% decrease in Real Discount Rate	13%	46
1 year increase in member life Expectancy	3%	11
0.5% increase in the Salary Increase Rate	7%	23
0.5% increase in the Pension Increase Rate	6%	21

**HOLY TRINITY C OF E PRIMARY ACADEMY
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014**

21. PENSION COMMITMENTS (continued)

The current mortality assumptions include sufficient allowance for future improvements in mortality rates. The assumed life expectations on retirement age 65 are:

	2014	2013
Retiring today		
Males	22.3 years	21.3 years
Females	24.5 years	23.6 years
Retiring in 20 years		
Males	24.1 years	23.3 years
Females	26.9 years	25.5 years

Amounts for the current period are as follows:

Defined benefit pension schemes

	2014	2014
	£	£
Defined benefit obligation	(351,000)	(241,000)
Scheme assets	<u>235,000</u>	<u>180,000</u>
Deficit	<u>(116,000)</u>	<u>(61,000)</u>
Experience adjustments on scheme liabilities	(9,000)	6,000
Experience adjustments on scheme assets	<u>15,000</u>	<u>12,000</u>

22. RELATED PARTIES

Owing to the nature of the Academy trust's operations and the composition of the board of Governors being drawn from local public and private sector organisations, transactions may take place with organisations in which a Governor has an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the Academy trust's financial regulations and normal procurement procedures.

No related party transactions took place in the period of account.