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**KNIGHTSFIELD SCHOOL**  
**(A company limited by guarantee)**

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**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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**KNIGHTSFIELD SCHOOL**  
**(A company limited by guarantee)**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE ACADEMY, ITS MEMBERS/ TRUSTEES AND  
ADVISERS  
FOR THE YEAR ENDED 31 AUGUST 2015**

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**Trustee and Members**

Mr T Petty (appointed 1 January 2015)<sup>1</sup>  
Mrs T Kemp  
Ms C Lloyd (resigned 31 August 2015)<sup>1</sup>  
Revd Canon B Tipping, Chair until 31 August 2015<sup>1</sup>  
Mrs A Jarrard (resigned 31 August 2015)  
Mrs L Leith, Head Teacher<sup>1</sup>  
Mrs M Alcott, Staff Trustee (term of office ended 4 December 2015)  
Mr G Kelso, Chair from 1 September 2015  
Mrs J Shareef, Staff Trustee  
Mrs L Judd (appointed 1 September 2014, resigned 4 December 2014)<sup>1</sup>

<sup>1</sup> Resources Committee

**Company registered  
number**

08130253

**Principal and registered  
office**

Knightsfield  
Welwyn Garden City  
Hertfordshire  
AL8 7LW

**Company secretary**

L K Pope

**Senior management  
team**

Mrs L Leith, Headteacher  
Mr C S Barker, Senior teacher (retired 31 August 2015)  
Mrs J Shareef, Deputy headteacher  
Mrs L Pope, School Business Manager  
Mrs S Parker, Partnership & Liaison Co-ordinator (from September 2015)

**Independent auditor**

Hillier Hopkins LLP  
Chartered Accountants  
Statutory Auditor  
Radius House  
51 Clarendon Road  
Watford  
Herts  
WD17 1HP

**Bankers**

Lloyds Bank  
49 Howardsgate  
Welwyn Garden City  
Hertfordshire  
AL8 6BA

**Solicitors**

Winckworth Sherwood  
Minerva House  
5 Montague Close  
London  
SE1 9BB

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**KNIGHTSFIELD SCHOOL**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Knightsfield School (the academy) for the ended 31 August 2015. The Trustees confirm that the Annual report and financial statements of the academy comply with the current statutory requirements, the requirements of the academy's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

**Structure, governance and management**

**a. CONSTITUTION**

The academy is a charitable company limited by guarantee and was set up by a Memorandum of Association on 4 July 2012 and converted to academy status on 1 August 2012. The Articles of Association were revised on 20 February 2014 and the Deed of Variation Funding Agreement was revised on 12 May 2014.

The Academy is a company limited by guarantee (Company No. 08130253) 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 the Knightsfield School and are also the directors of the charitable company for the purposes of company law. The charitable company is known as Knightsfield School. It operates an academy for pupils with a statement of special educational needs or an Education, Health or Care Plan for hearing impairment ages 10-18. It has a capacity of 50 and had a roll of 39 in the 1 October 2015 census.

Details of the governors who served as Trustees throughout the year are detailed on page 1.

**b. MEMBERS' LIABILITY**

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

**c. METHOD OF RECRUITMENT AND APPOINTMENT OR ELECTION OF TRUSTEES**

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

The Governing Body comprises 3 Community Governors, 2 Staff Governors, 2 Parent Governors, the Headteacher and 1 Co-opted Governor.

Parent Governors are elected by parents of registered pupils at the Academy. A parent must be a parent of a pupil at the Academy at the time when they are elected.

Staff Governors shall be elected by secret ballot of all staff employed under contract to the Academy.

The Governors may appoint Co-opted Governors provided (if they are an employee) the number of Governors who are employees of the Academy would not exceed one third of the total number of the Governors including the Headteacher.

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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**d. POLICIES AND PROCEDURES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES**

All Governors undertake training as appropriate to their role. It is recommended that new Governors attend induction training within 6 months of appointment. The school subscribes to Hertfordshire Association of School Governors and Herts for Learning. Governors take part in their training programme. A log is kept of all Governor training and reviewed on a regular basis at full governing body meetings.

**e. ORGANISATIONAL STRUCTURE**

The structure of the Academy consists of three senior levels:

- The Governing Body
- The Headteacher
- The Senior Management Team

The Governors are responsible for the overall management and control of the Academy and formally meet five times a year. They are responsible for setting the School's policies, adopting the School Development Plan, approving the annual budget, monitoring performance against these plans and making decisions about the direction of the School including its curriculum, the achievement of pupils, students and staff.

The reviewing and monitoring of the work of the Academy is delegated to 2 Committees which are Curriculum and Resources Committees. The Resources Committee meets at least once per term and the Curriculum Committee at least 3 times a year. They all work under the chairmanship of a Governor appointed at the first committee meeting in each academic year. Terms of Reference of these committees are agreed annually at these meetings. Please note: The Governing Body requires the Resources Committee to undertake the duties of an Audit Committee. The clerk to the governing body coordinates the work of the full Governing Body and Resources Committee, prepares agendas and papers and reviews matters arising. A member of the Curriculum Committee or the administration team' takes minutes of Curriculum Committee meetings. The Headteacher is the Accounting Officer.

The Governors determine the general policies of the Academy. The day to day running of the Academy is delegated to the Headteacher. The Headteacher undertakes the key leadership role in the Academy. The day to day administration of the Academy is undertaken within the policies and procedures approved by the Governors. The Deputy Headteacher is a Governor attending full governing body meetings and the Curriculum Committee.

All non-staff Governors give their time to the role freely and no remuneration or expenses were paid in the period.

**f. TRUSTEES' INDEMNITIES**

In accordance with normal practice the Academy has purchased insurance to protect the Governors and officers from claims arising from negligent acts, errors or omissions whilst on Academy business from Zurich Municipal. The cover under the policy is £5m and in the period under review no sums have been paid out.

**g. RISK MANAGEMENT**

The Governors are responsible for the overseeing of the risks faced by the Academy. Detailed considerations of risk are delegated to the senior leadership team of the Academy. Risks were identified, assessed and controls established throughout the period. A review has been undertaken and an analysis prepared, further work is undertaken by the Resources Committee to finalise the document before final approval by the Governing Body. Risk is managed under the headings of strategic, reputational, operational, compliance and financial risks as

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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recommended by the DfE Financial Handbook.

As Governors, we acknowledge we have overall responsibility for ensuring that Knightsfield School 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 governing body 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 Knightsfield School and the Secretary of State for Education. They are also responsible for reporting to the governing body any material weaknesses or breakdowns in internal control.

#### **h. CONNECTED ORGANISATIONS, INCLUDING RELATED PARTY RELATIONSHIPS**

Knightsfield School has a Licence to Occupy in place with the adjoining secondary school, Monks Walk, to include our pupils in the following subjects :

Key Stage 3 PE, Art, Drama and in other subjects agreed by parents and both schools which match pupil's future aspirations

Key Stage 4 Art GCSE/BTEC, Sport BTEC, and Science GCSE

The licence to occupy also includes the provision of drama, the use of school hall and catering facilities for our pupils and students.

Knightsfield School has an agreement with Oaklands College to provide relevant Post 16 courses for our students, supported by Knightsfield staff. These include the Landmark programme, City & Guilds certificate in Land Based Studies-Animal Care (L2), Diploma in Beauty Therapy treatments (L3), Extended Diploma in Sport & Exercise Sciences (L3), BTEC Sport (L2), BTEC Diploma in Art & Design (L2).

Knightsfield School is connected to the 'Knightsfield School Association' PTA account (see note 29). This was closed on 31 August 2015 and amalgamated with the Knightsfield School Fund account.

#### **i. PRINCIPAL ACTIVITIES**

The Company's purpose is to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing a school specially organised to make special educational provision for pupils with Special Educational Needs ("the Special Academy").

#### **Objectives and Activities**

##### **a. OBJECTIVES AND ACTIVITIES**

Knightsfield School is a specialist sensory academy for secondary aged hearing impaired pupils and students. We specialise in teaching pupils who, despite their hearing loss, which is usually severe to profound, are making progress in developing their language skills through the auditory-oral mode. We encourage pupils to develop their ability to communicate to the full by consistent use of their speaking and listening skills. We aim to give each of our pupils a high quality, personalised educational experience that equips them for a full and fulfilling role in society.

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**b. PUBLIC BENEFIT**

The school is committed to developing partnerships locally, nationally and internationally. The school offers deaf awareness sessions to our neighbouring schools.

We have strong links with national services for hearing impaired people such as NDCS and BATOD as well as local services that work with our pupils and students.

The Headteacher is a LLE providing leadership and management coaching and support to other special school Headteachers.

We encourage our pupils to raise money for charity each year. We take part in national events such as Children in Need and Red Nose Days, as well as supporting charities related to deafness such as Hearing Dogs for Deaf People.

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**Strategic report**

**Achievements and performance**

**a. GOING CONCERN**

After making appropriate enquiries, the Governing Body has a reasonable expectation that the academy 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 Accounting Policies.

**b. KEY FINANCIAL PERFORMANCE INDICATORS**

Knightsfield School received a judgement of 'Outstanding' in the Ofsted inspection 12-13 November 2014. This included 'Outstanding' in Leadership & Management, 'Outstanding' in Behaviour & Safety of pupils, 'Outstanding' in Quality of teaching, 'Outstanding' in Achievement of pupils and 'Outstanding' in our Sixth Form provision.

The Governing Body has delegated financial management to the Resources Committee. Key performance indicators are:

- Monthly variances against budget
- Revised outturn forecasts
- Final outturn against projected outturn

**c. FINANCIAL REVIEW**

The Academy's income is obtained from the EFA in the form of recurrent grants and from Local Authorities who from 1st April 2013 were required to pay a top-up to the High Needs Funding for pupils and students resident in their Authorities, the use of which is restricted to particular purposes. The grants received from the EFA during

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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the period ended 31 August 2015 and the associated expenditure are shown as restricted funds in the statement of financial activities.

The Academy's support staff are entitled to membership of the Local Government Pension Scheme and recognises the liability of £279,000.

**d. ACHIEVEMENTS AND PERFORMANCE**

Pupils joining the school in Year 7 do not have the same starting points as those in mainstream schools as a result of the impact of their hearing loss on their learning and progress. At the end of KS3 pupils made good or outstanding progress in English, Maths, Science, Humanities, ICT, German and Music.

In KS4, 50% of pupils made at least expected progress in English. In maths, 50% of pupils made at least expected progress. After remaining stable for the last few years, the GCSE results have dipped compared to national results, due to the complex needs of pupils and changes to English and Maths examinations. In 2015, 50% of pupils gained five or more A\* to G grades, including English and mathematics. Year 11 pupils also gained qualifications in citizenship and sports leadership.

It should be noted that results are not comparable to other special schools or mainstream schools due to the small cohort size.

All Year 11 leavers go on to college or follow sixth form courses. 100% of students made expected progress on their A Level or BTEC courses and 60% made above expected progress.

Attendance for the 2014/2015 academic year was 94% (excluding absence for medical appointments).

**e. FINANCIAL AND RISK MANAGEMENT OBJECTIVES AND POLICIES**

The Governing Body assesses the principal risks facing the academy as follows:

- Annual review of Risk Management Policy and Risk Register
- External reviews by Responsible Officer from HCC Internal Audit

Principal risks include a fall in numbers taking up places at Knightsfield School due to national changes in Statement of Special Educational Needs criteria.

**a. RESERVES POLICY**

The Reserves Policy is reviewed on an annual basis by the Resources Committee. The Reserves Policy requires the school to ensure sufficient funds are available to cover one month's payroll in the event of an unforeseen circumstance or temporary cashflow issue. It was approved by the Full Governing Body on 2 July 2015.

Due to the accounting rules for the Local Government Pension Scheme under FRS17, the Academy is recognising a pension deficit of £279,000.



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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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**Plans for future periods**

**a. FUTURE DEVELOPMENTS**

To continue to work with Achievement for All by ensuring all teachers promote pupils' literacy and numeracy skills across the curriculum. Structured conversations with parents and their child will focus on literacy, numeracy and wider outcomes. Engagement with parents through structured conversations will remain a key focus to ensure that the needs of each pupil are met affectively through joint partnership.

To implement a new assessment system to ensure that pupils achievement and progress is tracked effectively. This will include tracking and target setting of thinking and learning skills, as well as progress in subjects.

A strong emphasis on marketing is a key priority in order to recruit new pupils and increase the school roll.

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**DISCLOSURE OF INFORMATION TO AUDITOR**

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditor in connection with preparing its report and to establish that the charitable company's auditor is aware of that information.

**AUDITOR**

The auditor, Hillier Hopkins LLP, has indicated its willingness to continue in office and a resolution to appoint them will be signed in November 2015.

This report, incorporating the Strategic report, was approved by order of the Governing Body, as the company directors, on *10-12-2015* and signed on the board's behalf by:



.....  
**Mr G Kelso**  
**Chair of Governing Body**

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**KNIGHTSFIELD SCHOOL**  
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**GOVERNANCE STATEMENT**

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**SCOPE OF RESPONSIBILITY**

As Trustees, we acknowledge we have overall responsibility for ensuring that Knightsfield School 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 Governing Body 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 Knightsfield School and the Secretary of State for Education. They are also responsible for reporting to the Governing Body 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 Trustees' responsibilities statement. The Governing Body has formally met 4 times during the year. Attendance during the year at meetings of the Governing Body was as follows:

Trustee	Meetings attended	Out of a possible
Mr T Petty (from 1 January 2015)	2	2
Mrs T Kemp	3	4
Ms C Lloyd (resigned 31 August 2015)	3	4
Revd Canon B Tipping, Chair (until 30 September 2015)	4	4
Mrs A Jarrard (resigned 31 August 2015)	2	4
Mrs L Leith, Head Teacher & Accounting Officer	4	4
Mrs M Alcott, Staff Trustee	4	4
Mr G Kelso, Chair from 1 October 2015	4	4
Mrs J Shareef, Staff Trustee	0	0
Mrs L Judd (resigned 4 December 2014)	1	1

**Governance reviews:**

Governors had decided to contract Herts for Learning to perform a strategic review of the Governing Body to enhance performance in the Spring Term 2015. This has been postponed until 2016 to allow us time to recruit new Governors, particularly with financial experience.

The Board has found the appointment of suitably qualified Trustees a particular challenge, but is actively recruiting through advertisements and parent communication.

The Resources Committee is a sub-committee of the main Governing Body. The committee has delegated powers to consider and make decisions in respect of the Academy' budgets, financial strategy and policy and the supervision and control of financial procedures, accounts, income and expenditure. In addition it is responsible for health & safety, premises, and all areas of personnel.

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**KNIGHTSFIELD SCHOOL**  
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**GOVERNANCE STATEMENT (continued)**

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Attendance at meetings in the year was as follows:

Trustee	Meetings attended	Out of a possible
Mrs B Tipping (Chair from 22 October 2015)	5	5
Ms C Lloyd (Chair to 31 August 2015, resigned 31 August 2015)	5	5
Mrs L Leith (Headteacher & Accounting Officer)	5	5
Mr T Petty (from 1 January 2015, Vice Chair from 22 October 2015)	3	3

Governors have given a significant amount of time to the school and completed the following visits during the year. All visits are linked to the School Development Plan:

Ofsted Inspection meetings with Inspector  
Health & Safety  
Year 7 visit  
Governors Safeguarding Audit  
Pupil work scrutiny visit  
SDP Achievement scrutiny visit  
Governor Learning walk: Pupil progress  
Governor Learning walk: Inclusion  
Termly Achievement for All visits

### **REVIEW OF VALUE FOR MONEY**

As accounting officer, the Headteacher has responsibility for ensuring that the academy trust delivers good value in the use of public resources. The accounting officer understands that value for money refers to the educational and wider societal outcomes achieved in return for the taxpayer resources received.

The accounting officer considers how the trust's use of its resources has provided good value for money during each academic year, and reports to the board of trustees where value for money can be improved, including the use of benchmarking data where available. The accounting officer for the academy trust has delivered improved value for money during the year by:

- Teaching staff levels were reviewed against curriculum needs. This was achieved by not replacing a member of staff who retired 31 August 2015 and utilising existing teachers to deliver the PSHCE curriculum.
- Performance based increments and bonuses were introduced to Support staff to promote excellence and ensure value for money.
- The School Business Manager has reviewed contracts to ensure value for money. This has resulted in a change of payroll provider.
- The tender process was used to appoint a company to produce marketing materials and to upgrade ICT resources.

### **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 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 Knightsfield School for the year 1 September 2014 to 31 August 2015 and up to the date of approval of the annual report and financial statements.

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**KNIGHTSFIELD SCHOOL**  
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**GOVERNANCE STATEMENT (continued)**

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**CAPACITY TO HANDLE RISK**

The Governing Body has reviewed the key risks to which the academy is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Governing Body is of the view that there is a formal ongoing process for identifying, evaluating and managing the academy's significant risks, that has been in place for the year 1 September 2014 to 31 August 2015 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Governing Body.

**THE RISK AND CONTROL FRAMEWORK**

The academy'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 Governing Body;
- regular reviews by the Resources 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 Governing Body has considered the need for a specific internal audit function and has decided to appoint HCC Internal Audit as internal auditor.

The internal auditor's role includes giving advice on financial matters and performing a range of checks on the academy's financial systems. In particular the checks carried out in the current period included:

- Review of Financial responsibilities of the Governing Body
- Ensuring Academies Financial Handbook guidelines are being followed
- Checking resources are being managed effectively
- Ensuring Financial controls are sound and there is separation of duties between roles
- Ensuring the payroll process is sound
- Petty cash processes have been tested
- Bank reconciliations and income was checked

On a termly basis, the internal auditor reports to the Governing Body on the operation of the systems of control and on the discharge of the Governing Body's 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:

- the work of the internal auditor;
- the work of the external auditor;
- the financial management and governance self-assessment process;
- the work of the executive managers within the academy who have 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 Resources Committee and a plan to address weaknesses and ensure continuous improvement of

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**GOVERNANCE STATEMENT (continued)**

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the system is in place.

Approved by order of the members of the Governing Body on *10-12-2015* and signed on its behalf, by:



.....  
**Mr G Kelso**  
**Chair of Governing Body**



.....  
**L Leith, Head Teacher**  
**Accounting Officer**

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**STATEMENT ON REGULARITY, PROPRIETY AND COMPLIANCE**

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As accounting officer of Knightsfield School I have considered my responsibility to notify the academy Governing Body 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 and the Secretary of State. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook (2014).

I confirm that I and the academy Governing Body are able to identify any material, irregular or improper use of funds by the academy, or material non-compliance with the terms and conditions of funding under the academy's funding agreement and the Academies Financial Handbook (2014).

I confirm that no instances of material irregularity, impropriety or 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 Governing Body and EFA.



.....  
**L Leith, Head Teacher**  
**Accounting Officer**

Date: 10/12/15

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**TRUSTEES' RESPONSIBILITIES STATEMENT**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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The Trustees (who act as governors of Knightsfield School and are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' report (including the Strategic report) and the financial statements in accordance with the Annual Accounts Direction issued 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 its 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping 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 with the requirements both of propriety and of good financial management. They are also responsible for ensuring grants received from 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 Governing Body on *10-12-2015* and signed on its behalf by:



.....  
**Mr G Kelso**  
**Chair of the Governing Body**

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**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF KNIGHTSFIELD SCHOOL**

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We have audited the financial statements of Knightsfield School for the year ended 31 August 2015 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 Academies Accounts Direction 2014 to 2015 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 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 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 AUDITOR**

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 and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 31 August 2015 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 and the Academies Accounts Direction 2014 to 2015 issued by the Education Funding Agency.

**OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006**

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



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**KNIGHTSFIELD SCHOOL**  
(A company limited by guarantee)

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**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF KNIGHTSFIELD SCHOOL**

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**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.

*Alexander Bottom*

Alexander Bottom ACA (Senior statutory auditor)

for and on behalf of

**Hillier Hopkins LLP**

Chartered Accountants  
Statutory Auditor

Radius House  
51 Clarendon Road  
Watford  
Herts  
WD17 1HP

Date: *16<sup>th</sup> December 2015*

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**KNIGHTSFIELD SCHOOL**  
**(A company limited by guarantee)**

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**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO  
KNIGHTSFIELD SCHOOL AND THE EDUCATION FUNDING AGENCY**

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In accordance with the terms of our engagement letter dated 9 November 2012 and further to the requirements of the Education Funding Agency (EFA) as included in the Academies Accounts Direction 2014 to 2015, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Knightsfield School during the year 1 September 2014 to 31 August 2015 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 Knightsfield School and EFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to Knightsfield School and 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 Knightsfield School and EFA, for our work, for this report, or for the conclusion we have formed.

**RESPECTIVE RESPONSIBILITIES OF KNIGHTSFIELD SCHOOL'S ACCOUNTING OFFICER AND THE REPORTING ACCOUNTANT**

The accounting officer is responsible, under the requirements of Knightsfield School's funding agreement with the Secretary of State for Education dated 1 August 2012, and the Academies Financial Handbook extant from 1 September 2014, 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 2014 to 2015. 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 2014 to 31 August 2015 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 2014 to 2015 issued by 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's income and expenditure.

The work undertaken to draw to our conclusion includes:

- An assessment of the risk of material misstatement and irregularity across the Academy Trust's activities;
- Testing and review of areas identified through risk assessment including enquiry, observation, inspection and review of supporting evidence;
- Review of system controls, policies and procedures in place to ensure compliance with the regularity regime;
- Consideration of evidence obtained through the work performed as part of our financial statements audit in order to support the regularity conclusion.

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KNIGHTSFIELD SCHOOL  
(A company limited by guarantee)

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INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO  
KNIGHTSFIELD SCHOOL AND THE EDUCATION FUNDING AGENCY (continued)

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**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 2014 to 31 August 2015 have not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.



**Hillier Hopkins LLP**

Chartered Accountants  
Statutory Auditor

Radius House  
51 Clarendon Road  
Watford  
Herts  
WD17 1HP

Date: 16<sup>th</sup> December 2015

**KNIGHTSFIELD SCHOOL**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**  
(Incorporating Income and Expenditure Account and Statement of Total Recognised Gains and Losses)  
FOR THE YEAR ENDED 31 AUGUST 2015

	Note	Unrestricted funds 2015 £	Restricted funds 2015 £	Restricted fixed asset funds 2015 £	Total funds 2015 £	Total funds 2014 £
<b>INCOMING RESOURCES</b>						
Incoming resources from generated funds:						
Voluntary income	2	1,033	3,000	-	4,033	-
Activities for generating funds	3	2,153	-	-	2,153	9,764
Investment income	4	270	-	-	270	962
Incoming resources from charitable activities	5	2,489	976,573	5,384	984,446	1,075,541
<b>TOTAL INCOMING RESOURCES</b>		<b>5,945</b>	<b>979,573</b>	<b>5,384</b>	<b>990,902</b>	<b>1,086,267</b>
<b>RESOURCES EXPENDED</b>						
Charitable activities	11	3,006	997,007	64,537	1,064,550	1,121,788
Governance costs	7	-	9,045	-	9,045	6,466
<b>TOTAL RESOURCES EXPENDED</b>	10	<b>3,006</b>	<b>1,006,052</b>	<b>64,537</b>	<b>1,073,595</b>	<b>1,128,254</b>
<b>NET INCOMING / (OUTGOING) RESOURCES BEFORE TRANSFERS</b>		<b>2,939</b>	<b>(26,479)</b>	<b>(59,153)</b>	<b>(82,693)</b>	<b>(41,987)</b>

**KNIGHTSFIELD SCHOOL**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

	Note	Unrestricted funds 2015 £	Restricted funds 2015 £	Restricted fixed asset funds 2015 £	Total funds 2015 £	Total funds 2014 £
Transfers between Funds	21	-	(24,462)	24,462	-	-
<b>NET EXPENDITURE FOR THE YEAR</b>		<b>2,939</b>	<b>(50,941)</b>	<b>(34,691)</b>	<b>(82,693)</b>	<b>(41,987)</b>
Actuarial gains and losses on defined benefit pension schemes		-	(9,000)	-	(9,000)	(39,000)
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>2,939</b>	<b>(59,941)</b>	<b>(34,691)</b>	<b>(91,693)</b>	<b>(80,987)</b>
<i>Total funds at 1 September 2014</i>		<i>153,654</i>	<i>(192,441)</i>	<i>2,636,201</i>	<i>2,597,414</i>	<i>2,678,401</i>
<b>TOTAL FUNDS AT 31 AUGUST 2015</b>		<b>156,593</b>	<b>(252,382)</b>	<b>2,601,510</b>	<b>2,505,721</b>	<b>2,597,414</b>

All activities relate to continuing operations.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 22 to 42 form part of these financial statements.

**KNIGHTSFIELD SCHOOL**  
(A company limited by guarantee)  
REGISTERED NUMBER: 08130253

**BALANCE SHEET**  
AS AT 31 AUGUST 2015

	Note	£	2015 £	£	2014 £
<b>FIXED ASSETS</b>					
Tangible assets	17		2,592,390		2,636,201
Investments	18		25		25
			<u>2,592,415</u>		<u>2,636,226</u>
<b>CURRENT ASSETS</b>					
Debtors	19	8,657		33,509	
Cash at bank and in hand		240,641		234,324	
		<u>249,298</u>		<u>267,833</u>	
<b>CREDITORS:</b> amounts falling due within one year	20			(43,645)	
		<u>(56,992)</u>		<u></u>	
<b>NET CURRENT ASSETS</b>			<u>192,306</u>		<u>224,188</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
Defined benefit pension scheme liability	26		2,784,721		2,860,414
			<u>(279,000)</u>		<u>(263,000)</u>
<b>NET ASSETS INCLUDING PENSION SCHEME LIABILITY</b>			<u>2,505,721</u>		<u>2,597,414</u>
<b>FUNDS OF THE ACADEMY</b>					
Restricted funds:					
Restricted funds	21	26,618		70,559	
Restricted fixed asset funds	21	2,601,510		2,636,201	
		<u>2,628,128</u>		<u>2,706,760</u>	
Restricted funds excluding pension liability				(279,000)	
Pension reserve		<u>(279,000)</u>		<u></u>	
Total restricted funds			2,349,128		2,443,760
Unrestricted funds	21		156,593		153,654
			<u>2,505,721</u>		<u>2,597,414</u>
<b>TOTAL FUNDS</b>			<u>2,505,721</u>		<u>2,597,414</u>

The financial statements were approved by the Trustees, and authorised for issue, on 10-12-2015 and are signed on their behalf, by:



**Mr G Kelso**  
**Chair of Governing Body**

The notes on pages 22 to 42 form part of these financial statements.

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**KNIGHTSFIELD SCHOOL**  
**(A company limited by guarantee)**

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**CASH FLOW STATEMENT**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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	Note	2015 £	2014 £
Net cash flow from operating activities	23	21,659	(32,580)
Capital expenditure and financial investment	24	(15,342)	(8,232)
<b>INCREASE/(DECREASE) IN CASH IN THE YEAR</b>		<u>6,317</u>	<u>(40,812)</u>

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**RECONCILIATION OF NET CASH FLOW TO MOVEMENT IN NET FUNDS**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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	2015 £	2014 £
Increase/(Decrease) in cash in the year	<u>6,317</u>	<u>(40,812)</u>
<b>MOVEMENT IN NET FUNDS IN THE YEAR</b>	<u>6,317</u>	<u>(40,812)</u>
Net funds at 1 September 2014	<u>234,324</u>	<u>275,136</u>
<b>NET FUNDS AT 31 AUGUST 2015</b>	<u><u>240,641</u></u>	<u><u>234,324</u></u>

The notes on pages 22 to 42 form part of these financial statements.

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**KNIGHTSFIELD SCHOOL**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, the Academies Accounts Direction 2014 to 2015 issued by EFA, applicable accounting standards and the Companies Act 2006.

**1.2 Company status**

The academy is a company limited by guarantee. The members of the company are named on page 1. 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.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted fixed asset funds are resources which are to be applied to specific capital purposes imposed by 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 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 has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

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.

General Annual Grant is recognised in full in the year for which it is receivable and any unspent amount is reflected as a balance in the restricted general fund.

Capital grants are recognised when receivable and are not deferred over the life of the asset on which they are expended. Unspent amounts of capital grant are reflected in the balance in the restricted fixed asset fund.

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



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**KNIGHTSFIELD SCHOOL**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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**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.

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 Trustees' meetings and reimbursed expenses.

All resources expended are inclusive of irrecoverable VAT.

**1.6 Going concern**

The Trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the academy to continue as a going concern. The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

**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.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

L/Term leasehold property - building	-	2% straight line
L/Term leasehold property - land	-	over the length of the lease
Motor vehicles	-	33.3% straight line
Fixtures and fittings	-	10% straight line
Computer equipment	-	20% straight line
Audiology equipment	-	12.5% straight line

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**KNIGHTSFIELD SCHOOL**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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**1. ACCOUNTING POLICIES (continued)**

**1.8 Investments**

Investments are stated at market value at the balance sheet date. The Statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

**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, are contracted out of the State Earnings-Related Pension Scheme ("SERPS"), 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 26, 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 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.

**1.11 Agency arrangements**

The academy trust acts as an agent in distributing 16-19 bursary funds from the EFA. Payments received from the EFA and subsequent disbursements to students are excluded from the statement of financial activities as the trust does not have control over the charitable application of the funds. The academy trust does not use any of the allocation towards its own administration costs. The funds received and paid and any balances held are disclosed in note 30.

**KNIGHTSFIELD SCHOOL**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2015**

**2. VOLUNTARY INCOME**

	Unrestricted funds 2015 £	Restricted funds 2015 £	Total funds 2015 £	<i>Total funds 2014 £</i>
Donations	1,033	3,000	4,033	-

**3. ACTIVITIES FOR GENERATING FUNDS**

	Unrestricted funds 2015 £	Restricted funds 2015 £	Total funds 2015 £	<i>Total funds 2014 £</i>
Hirings income	2,017	-	2,017	5,850
Other income	136	-	136	3,914
	<u>2,153</u>	<u>-</u>	<u>2,153</u>	<u>9,764</u>

**4. INVESTMENT INCOME**

	Unrestricted funds 2015 £	Restricted funds 2015 £	Total funds 2015 £	<i>Total funds 2014 £</i>
Bank interest	270	-	270	962

**5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Unrestricted funds 2015 £	Restricted funds 2015 £	Total funds 2015 £	<i>Total funds 2014 £</i>
Educational activities	2,489	981,957	984,446	1,075,541

**KNIGHTSFIELD SCHOOL**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2015**

**FUNDING FOR ACADEMY'S EDUCATIONAL OPERATIONS**

	Unrestricted funds 2015 £	Restricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
<b>DfE/EFA revenue grants</b>				
General Annual Grant (GAG)	-	476,775	476,775	534,048
Other EFA grants	-	10,534	10,534	13,390
Pupil Premium	-	8,786	8,786	7,506
Other DfE grants	-	-	-	1,152
EFA capital grants	-	5,384	5,384	5,249
	-	501,479	501,479	561,345
<b>Other government grants</b>				
LA pupil top ups	-	433,684	433,684	474,380
Other government grants	-	40,229	40,229	10,919
SEN funding	-	-	-	25,000
	-	473,913	473,913	510,299
<b>Other funding</b>				
Trip income	728	-	728	1,714
Other income	1,761	-	1,761	2,183
Other grant income	-	6,565	6,565	-
	2,489	6,565	9,054	3,897
	2,489	981,957	984,446	1,075,541

**6. EXPENDITURE BY CHARITABLE ACTIVITY**

**SUMMARY BY FUND TYPE**

	Unrestricted funds 2015 £	Restricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Educational activities	3,006	1,061,544	1,064,550	1,121,788

**SUMMARY BY EXPENDITURE TYPE**

	Staff costs 2015 £	Depreciation 2015 £	Other costs 2015 £	Total 2015 £	Total 2014 £
Educational activities	765,705	64,537	234,308	1,064,550	1,121,788

**KNIGHTSFIELD SCHOOL**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2015**

**7. GOVERNANCE COSTS**

	Unrestricted funds 2015 £	Restricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Governance Auditors' remuneration	-	4,150	4,150	3,950
Governance Auditors' non audit costs	-	3,880	3,880	750
Governors' training	-	875	875	1,017
Other governance costs	-	140	140	749
	<u>-</u>	<u>9,045</u>	<u>9,045</u>	<u>6,466</u>

**8. DIRECT COSTS**

	Educational activities £	Total 2015 £	Total 2014 £
Teaching and educational supplies	33,495	33,495	19,706
Examination fees	1,458	1,458	4,111
Staff development	16,385	16,385	7,475
Educational consultancy	40,904	40,904	39,332
Trip expenditure	728	728	1,827
Other direct costs	28,199	28,199	33,001
Wages and salaries	538,884	538,884	602,803
National insurance	40,405	40,405	39,748
Pension cost	78,993	78,993	83,884
	<u>779,451</u>	<u>779,451</u>	<u>831,887</u>

**KNIGHTSFIELD SCHOOL**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2015**

**9. SUPPORT COSTS**

	Educational activities £	Total 2015 £	Total 2014 £
FRS17 pension cost	6,000	6,000	8,000
Recruitment	2,315	2,315	9,676
Maintenance of equipment	16,455	16,455	8,187
Water rates	436	436	2,308
Technology costs	21,792	21,792	19,255
Insurance costs	11,867	11,867	20,404
Heat and light costs	11,146	11,146	20,731
Printing, postage and stationery	14,223	14,223	3,773
Cleaning and caretaking costs	3,876	3,876	4,169
Professional fees	5,867	5,867	5,948
Other support costs	14,684	14,684	14,979
Security	4,271	4,271	3,385
Bank charges	207	207	276
Wages and salaries	89,137	89,137	89,217
National insurance	5,499	5,499	3,233
Pension cost	12,787	12,787	14,564
Depreciation	64,537	64,537	61,796
	<u>285,099</u>	<u>285,099</u>	<u>289,901</u>

**10. RESOURCES EXPENDED**

	Staff costs 2015 £	Non Pay Premises 2015 £	Expenditure Other costs 2015 £	Total 2015 £	Total 2014 £
Direct costs - Educational activities	658,282	-	121,169	779,451	831,887
Support costs - Educational activities	107,423	95,502	82,174	285,099	281,901
<b>Charitable activities</b>	<u>765,705</u>	<u>95,502</u>	<u>203,343</u>	<u>1,064,550</u>	<u>1,113,788</u>
<b>Governance</b>	-	-	9,045	9,045	6,466
	<u>765,705</u>	<u>95,502</u>	<u>212,388</u>	<u>1,073,595</u>	<u>1,120,254</u>

**KNIGHTSFIELD SCHOOL**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2015**

**11. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES**

	Activities undertaken directly 2015 £	Support costs 2015 £	Total 2015 £	Total 2014 £
Educational activities	<u>779,451</u>	<u>285,099</u>	<u>1,064,550</u>	<u>1,121,788</u>

**12. NET INCOMING / (OUTGOING) RESOURCES**

This is stated after charging:

	2015 £	2014 £
Depreciation of tangible fixed assets: - owned by the charity	64,537	61,795
Auditor's remuneration	4,150	3,950
Auditor's remuneration - non-audit	3,880	750
	<u>72,567</u>	<u>66,495</u>

**13. STAFF**

**a. Staff costs**

Staff costs were as follows:

	2015 £	2014 £
Wages and salaries	628,021	692,020
Social security costs	45,904	42,981
Other pension costs (Note 26)	91,780	98,448
	<u>765,705</u>	<u>833,449</u>

**b. Staff numbers**

The average number of persons employed by the academy during the year expressed as full time equivalents was as follows:

	2015 No.	2014 No.
Management	1	1
Support	9	9
Teachers	7	6
	<u>17</u>	<u>16</u>

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**KNIGHTSFIELD SCHOOL**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2015**

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**13. STAFF (continued)**

**c. Higher paid staff**

The number of employees whose emoluments fell within the following bands was:

	<b>2015</b>	<i>2014</i>
	<b>No.</b>	<i>No.</i>
In the band £70,001 - £80,000	<b>1</b>	<i>0</i>
In the band £80,001 - £90,000	<b>0</b>	<i>1</i>
	<b>=====</b>	<b>=====</b>

The above employee (2013: two) participated in the Teachers' Pension Scheme. During the year ended 31 August 2015 pension contributions for this member of staff amounted to £10,659 (2014: £11,553).



**KNIGHTSFIELD SCHOOL**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2015**

**14. TRUSTEES' REMUNERATION AND EXPENSES**

One or more Trustees has been paid remuneration or has received other benefits from an employment with the academy trust. The Principal and other staff Trustees only receive remuneration in respect of services they provide undertaking the roles of principal and other staff members under their contracts of employment, and not in respect of their role as Trustees. The value of Trustees' remuneration and other benefits was as follows:

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
L Leith, Head Teacher	<b>75,000-80,000</b>	<i>80,000-85,000</i>
	<b>10,000-15,000</b>	<i>10,000-15,000</i>
M Alcott, Staff Trustee	<b>45,000-50,000</b>	<i>40,000-45,000</i>
	<b>5,000-10,000</b>	<i>5,000-10,000</i>
J Shareef, Staff Trustee	<b>45,000-50,000</b>	<i>30,000-35,000</i>
	<b>5,000-10,000</b>	<i>0-5,000</i>
S Pointeer, Staff Trustee	<b>n/a</b>	<i>20,000-25,000</i>
	<b>n/a</b>	<i>0-5,000</i>

During the year, no Trustees received any reimbursement of expenses (2014 - £NIL).

**15. TRUSTEES' AND OFFICERS' INSURANCE**

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 £2,000,000 on any one claim and the cost for the year ended 31 August 2015 was £577 (2014 - £825). The cost of this insurance is included in the total insurance cost.

**16. OTHER FINANCE INCOME**

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Expected return on pension scheme assets	<b>12,000</b>	<i>10,000</i>
Interest on pension scheme liabilities	<b>(18,000)</b>	<i>(18,000)</i>
	<b>(6,000)</b>	<i>(8,000)</i>

**KNIGHTSFIELD SCHOOL**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2015**

**17. TANGIBLE FIXED ASSETS**

	L/Term Leasehold Property £	Audiology equipment £	Motor vehicles £	Fixtures and fittings £	Computer equipment £	Total £
<b>Cost</b>						
At 1 September 2014	2,637,415	35,318	8,250	48,591	29,926	2,759,500
Additions	-	-	-	-	20,726	20,726
At 31 August 2015	<u>2,637,415</u>	<u>35,318</u>	<u>8,250</u>	<u>48,591</u>	<u>50,652</u>	<u>2,780,226</u>
<b>Depreciation</b>						
At 1 September 2014	92,381	8,831	5,497	9,718	6,872	123,299
Charge for the year	46,190	4,415	2,747	4,859	6,326	64,537
At 31 August 2015	<u>138,571</u>	<u>13,246</u>	<u>8,244</u>	<u>14,577</u>	<u>13,198</u>	<u>187,836</u>
<b>Net book value</b>						
At 31 August 2015	<u>2,498,844</u>	<u>22,072</u>	<u>6</u>	<u>34,014</u>	<u>37,454</u>	<u>2,592,390</u>
At 31 August 2014	<u>2,545,034</u>	<u>26,487</u>	<u>2,753</u>	<u>38,873</u>	<u>23,054</u>	<u>2,636,201</u>

**18. FIXED ASSET INVESTMENTS**

	Investments in participating interests £
<b>Market value</b>	
At 1 September 2014 and 31 August 2015	<u>25</u>
<b>Investments at market value comprise:</b>	
	2015 £
Participating interests	<u>25</u>
	2014 £
	<u>25</u>

All the fixed asset investments are held in the UK

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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**19. DEBTORS**

	<b>2015</b>	<i>2014</i>
	<b>£</b>	<b>£</b>
Other debtors	-	9,946
Prepayments	<b>3,960</b>	15,831
VAT recoverable	<b>4,697</b>	7,732
	<hr/> <b>8,657</b> <hr/>	<hr/> <b>33,509</b> <hr/>

**20. CREDITORS:**  
**Amounts falling due within one year**

	<b>2015</b>	<i>2014</i>
	<b>£</b>	<b>£</b>
Other taxation and social security	<b>12,784</b>	13,516
Other creditors	<b>946</b>	-
Accruals	<b>43,262</b>	30,129
	<hr/> <b>56,992</b> <hr/>	<hr/> <b>43,645</b> <hr/>

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2015**

**21. STATEMENT OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Gains/ (Losses) £	Carried Forward £
<b>Unrestricted funds</b>						
General Funds - all funds	153,654	5,945	(3,006)	-	-	156,593
<b>Restricted funds</b>						
General Annual Grant (GAG)	50,559	476,775	(496,254)	(24,462)	-	6,618
Pupil Premium	-	8,786	(8,786)	-	-	-
Other EFA grants	-	10,534	(10,534)	-	-	-
Other government grants	-	40,229	(40,229)	-	-	-
LA pupil top ups	-	433,684	(433,684)	-	-	-
Other restricted income	-	6,565	(6,565)	-	-	-
Restricted donations	-	3,000	(3,000)	-	-	-
Specialist school - private funds	20,000	-	-	-	-	20,000
Pension reserve	(263,000)	-	(7,000)	-	(9,000)	(279,000)
	<u>(192,441)</u>	<u>979,573</u>	<u>(1,006,052)</u>	<u>(24,462)</u>	<u>(9,000)</u>	<u>(252,382)</u>
<b>Restricted fixed asset funds</b>						
Restricted Fixed Asset Fund	2,636,201	5,384	(64,537)	24,462	-	2,601,510
Total restricted funds	<u>2,443,760</u>	<u>984,957</u>	<u>(1,070,589)</u>	<u>-</u>	<u>(9,000)</u>	<u>2,349,128</u>
Total of funds	<u><u>2,597,414</u></u>	<u><u>990,902</u></u>	<u><u>(1,073,595)</u></u>	<u><u>-</u></u>	<u><u>(9,000)</u></u>	<u><u>2,505,721</u></u>

The specific purposes for which the funds are to be applied are as follows:

The General Annual Grant (GAG) represents the core funding for the educational activities of the school that has been provided to the academy via the Education Funding Agency by the Department for Education. The General Annual Grant Fund has been set up because the GAG must be used for the normal running costs of the academy.

Pupil Premium is a grant allocated to academies with pupils that are known to be eligible for free school meals. The purpose is to raise attainment for pupils from low income families.

LA pupil top ups: Local Authorities are required to pay a top-up amount, calculated and agreed by Hertfordshire on an annual basis, for pupils resident in their Authority who name Knightsfield School as their educational provider in their Statement of Special Educational Needs.

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**NOTES TO THE FINANCIAL STATEMENTS  
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**21. STATEMENT OF FUNDS (continued)**

Specialist school private funds relate to funds raised pre conversion to allow the school to achieve specialist school status.

The pension reserve represents the net deficit on the LGPS defined benefit pension scheme. The deficit arose because of the pension scheme deficit inherited upon conversion and future GAG funding agreed by the EFA is expected to be sufficient to take the fund back into surplus.

The restricted fixed asset fund includes the long leasehold land and buildings and all material items of fixtures, fittings and equipment. Depreciation charged on the assets is allocated to the fund. Transfers out of the fixed asset fund relate to maintenance expenditure paid from the devolved formula capital grant, as permitted by the terms of the grant.

Under the funding agreement with the Secretary of State, the academy was not subject to a limit on the amount of GAG that it could carry forward at 31 August 2015.

**SUMMARY OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Gains/ (Losses) £	Carried Forward £
General funds	153,654	5,945	(3,006)	-	-	156,593
Restricted funds	(192,441)	979,573	(1,006,052)	(24,462)	(9,000)	(252,382)
Restricted fixed asset funds	2,636,201	5,384	(64,537)	24,462	-	2,601,510
	<u>2,597,414</u>	<u>990,902</u>	<u>(1,073,595)</u>	<u>-</u>	<u>(9,000)</u>	<u>2,505,721</u>

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2015**

**22. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds 2015 £	Restricted funds 2015 £	Restricted fixed asset funds 2015 £	Total funds 2015 £	Total funds 2014 £
Tangible fixed assets	-	-	2,592,390	2,592,390	2,636,201
Fixed asset investments	25	-	-	25	25
Current assets	156,568	83,612	9,120	249,300	267,835
Creditors due within one year	-	(56,994)	-	(56,994)	(43,646)
Provisions for liabilities and charges	-	(279,000)	-	(279,000)	(263,000)
	<u>156,593</u>	<u>(252,382)</u>	<u>2,601,510</u>	<u>2,505,721</u>	<u>2,597,414</u>

**23. NET CASH FLOW FROM OPERATING ACTIVITIES**

	2015 £	2014 £
Net incoming resources before revaluations	(82,693)	(41,987)
Depreciation of tangible fixed assets	64,537	61,795
Capital grants from DfE	(5,384)	(5,249)
Decrease/(increase) in debtors	24,850	(20,154)
Increase/(decrease) in creditors	13,349	(37,985)
FRS 17 adjustments	7,000	11,000
	-	-
<b>Net cash inflow/(outflow) from operations</b>	<u>21,659</u>	<u>(32,580)</u>

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**NOTES TO THE FINANCIAL STATEMENTS  
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**24. ANALYSIS OF CASH FLOWS FOR HEADINGS NETTED IN CASH FLOW STATEMENT**

	2015 £	2014 £
<b>Capital expenditure and financial investment</b>		
Purchase of tangible fixed assets	(20,726)	(13,481)
Capital grants from DfE	5,384	5,249
<b>Net cash outflow capital expenditure</b>	(15,342)	(8,232)

**25. ANALYSIS OF CHANGES IN NET FUNDS**

	1 September 2014 £	Cash flow £	Other non-cash changes £	31 August 2015 £
Cash at bank and in hand:	234,324	6,317	-	240,641
<b>Net funds</b>	234,324	6,317	-	240,641

**26. 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 Hertfordshire County 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 2012 and of the LGPS 31 March 2013.

Contributions amounting to £12,190 were payable to the scheme at 31 August 2015 (2014 - £nil) and are included within creditors.

**Teachers' Pension Scheme**

**Introduction**

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pensions 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.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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**26. PENSION COMMITMENTS (continued)**

**Valuation of the Teachers' Pension Scheme**

Not less than every four years the Government Actuary, using normal actuarial principles, conducts a formal actuarial review of the TPS in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014 published by HM Treasury. 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 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 (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £191,500 million, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £176,600 million giving a notional past service deficit of £14,900 million
- an employer cost cap of 10.9% of pensionable pay will be applied to future valuations
- the assumed real rate of return is 3.0% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.75%. The assumed nominal rate of return is 5.06%

During the year the employer contribution rate was 14.1%. The TPS valuation for 2012 determined an employer rate of 16.4% from September 2015, which will be payable during the implementation period until the next valuation as at March 2016, whereupon the employer contribution rate is expected to be reassessed and will be payable from 1 April 2019.

The pension costs paid to TPS in the period amounted to £57,905 (2014: £67,500).

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

Under the definitions set out in Financial Reporting Standard (FRS 17) Retirement Benefits, the TPS is a multi-employer pension scheme. The academy 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 2015 was £41,000, of which employer's contributions totalled £33,000 and employees' contributions totalled £8,000. The agreed contribution rates for future years are 26.6% for employers and 5.5% to 12.5% for employees.

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.



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FOR THE YEAR ENDED 31 AUGUST 2015**

**26. PENSION COMMITMENTS (continued)**

The amounts recognised in the Balance sheet are as follows:

	2015 £	2014 £
Present value of funded obligations	(414,000)	(475,000)
Fair value of scheme assets	135,000	212,000
Net liability	<u>(279,000)</u>	<u>(263,000)</u>

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

	2015 £	2014 £
Current service cost	(34,000)	(29,000)
Interest on obligation	(18,000)	(18,000)
Expected return on scheme assets	12,000	10,000
Total	<u>(40,000)</u>	<u>(37,000)</u>
Actual return on scheme assets	<u>11,000</u>	<u>21,000</u>

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

	2015 £	2014 £
Opening defined benefit obligation	475,000	371,000
Current service cost	34,000	29,000
Interest cost	18,000	18,000
Contributions by scheme participants	8,000	7,000
Actuarial (Gains)/losses	(115,000)	54,000
Benefits paid	(6,000)	(4,000)
Closing defined benefit obligation	<u>414,000</u>	<u>475,000</u>

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2015**

**26. PENSION COMMITMENTS (continued)**

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

	<b>2015</b>	<b>2014</b>
	£	£
Opening fair value of scheme assets	<b>212,000</b>	158,000
Expected return on assets	<b>12,000</b>	10,000
Actuarial gains and (losses)	<b>(124,000)</b>	15,000
Contributions by employer	<b>33,000</b>	26,000
Contributions by employees	<b>8,000</b>	7,000
Benefits paid	<b>(6,000)</b>	(4,000)
	<b>135,000</b>	212,000

The cumulative amount of actuarial gains and losses recognised in the Statement of total recognised gains and losses was £43,000 losses (2014 - £34,000 losses).

The academy expects to contribute £36,000 to its Defined benefit pension scheme in 2016.

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

	<b>2015</b>	<b>2014</b>
Equities	<b>62.00 %</b>	67.00 %
Bonds	<b>27.00 %</b>	23.00 %
Property	<b>7.00 %</b>	7.00 %
Cash	<b>4.00 %</b>	3.00 %

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

	<b>2015</b>	<b>2014</b>
Discount rate for scheme liabilities	<b>3.80 %</b>	3.70 %
Expected return on scheme assets at 31 August	<b>3.80 %</b>	5.40 %
Rate of increase in salaries	<b>4.10 %</b>	3.90 %
Rate of increase for pensions in payment / inflation	<b>2.70 %</b>	2.60 %

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

	<b>2015</b>	<b>2014</b>
Retiring today		
Males	<b>22.3</b>	22.3
Females	<b>24.5</b>	24.5
Retiring in 20 years		
Males	<b>24.3</b>	24.3
Females	<b>26.7</b>	26.7

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2015**

**26. PENSION COMMITMENTS (continued)**

Amounts for the current and previous two periods are as follows:

Defined benefit pension schemes

	2015 £	2014 £	2013 £
Defined benefit obligation	(414,000)	(475,000)	(371,000)
Scheme assets	135,000	212,000	158,000
Deficit	<u>(279,000)</u>	<u>(263,000)</u>	<u>(213,000)</u>
Experience adjustments on scheme liabilities	115,000	(54,000)	(8,000)
Experience adjustments on scheme assets	<u>(124,000)</u>	<u>15,000</u>	<u>13,000</u>

**27. RELATED PARTY TRANSACTIONS**

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

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

**28. CONTROLLING PARTY**

In the opinion of the governors there is no ultimate controlling party.

**29. CONNECTED CHARITIES**

Knightsfield School Association is a connected charity to Knightsfield School. The charity's main objective is to act as the parent teacher association for Knightsfield School.

A summary of the unaudited accounts for the year ended 31 August 2015 is as follows:

	2015 £	2014 £
Total assets	7,361	8,181
Total liabilities	-	-
Net funds	7,361	8,181
Incoming resources	3,122	4,071
Resources expended	3,943	2,340
(Deficit)/Surplus	<u>(821)</u>	<u>1,731</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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**30. AGENCY ARRANGEMENTS**

The academy distributes 16-19 bursary funds to students as an agent for the EFA. In the accounting period ending 31 August 2015 the trust received £946 and disbursed £nil from the fund. An amount of £946 is included in other creditors relating to undistributed funds that is repayable to the EFA.