

**Company Registration No. 08333607 (England and Wales)**

**THE WESTMINSTER FAMILY SCHOOL**

**(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT AND AUDITED ACCOUNTS**

**FOR THE YEAR ENDED 31 AUGUST 2016**

# THE WESTMINSTER FAMILY SCHOOL

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## REFERENCE AND ADMINISTRATIVE DETAILS

Mr Neil Dawson (Trustee)  
Mr Seamus Oats (Resigned 8 September 2016)  
Ms Ros Bidmead  
Mr Pierre Gosselin  
Mr Stephen Taylor (Accounting Officer)  
Mr Robert Matthews (Resigned 8 November 2016)  
Ms Nazma Khanom (Appointed 14 March 2016)  
Prof Mary Target  
Ms Laura Davies (Appointed 19 December 2015)  
Mr Anthony Scrafton (Appointed 19 December 2015)  
Mrs Peggy Ray

Ms Brenda McHugh  
Mr Jonathan Robinson  
Prof Peter Fonagy  
Dame Ruth Runciman  
Prof Norah Frederickson  
Prof Ian Goodyer  
Mrs Peggy Ray  
Mr Michael Samuel  
Mr Michael Matthews

## Stephen Taylor

**Mrs Natalie Merrett**

08333607 (England and Wales)

**Anna Freud Centre  
12 Maresfield Gardens  
London  
NW3 5SU**

UHY Hacker Young  
Quadrant House  
4 Thomas More Square  
London  
E1W 1YW

# **THE WESTMINSTER FAMILY SCHOOL**

## **REFERENCE AND ADMINISTRATIVE DETAILS**

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### **Bankers**

Barclays Bank Plc  
131 Finchley Road  
Swiss Cottage  
London  
NW3 6HY

### **Solicitors**

Bates Wells & Braithwaite London LLP  
2-6 Cannon Street  
LONDON  
EC4M 6YH

# THE WESTMINSTER FAMILY SCHOOL

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 AUGUST 2016

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The Trustees present their annual report together with the financial statements and auditor's report of the charitable company for the period 1 September 2015 to 31 August 2016. The annual report serves the purposes of both a Trustees' report, and a Trustees' report under company law.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the company's Memorandum and Articles of Association, applicable laws and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (FRS102).

The financial statements cover the period of 12 months from 1st September 2015 to 31 August 2016.

The Westminster Family School London is a specialist alternative provision for pupils 5 to 14 years who are at risk of exclusion and are struggling to achieve. It will have an eventual capacity of 48 and had a roll of 30 in the school census on 19 May 2016.

#### **Structure, governance and management**

##### Constitution

The academy trust 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 trustees of The Westminster Family School Limited are also the Trustees of the charitable company for the purposes of company law. The charitable company is known as The Westminster Family School.

Details of the Trustees who served during the year are included in the Reference and Administrative Details on page 1.

##### 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.

##### Trustees' indemnities

There are and were no qualifying third party indemnity provisions during the financial year to which this report relates.

##### Method of recruitment and appointment or election of Trustees

The management of the academy is the responsibility of the Governors who are elected and co-opted under the terms of the Articles of Association and are members and Trustees of the Academy Trust

The number of Governors shall not be less than three. The Governors are elected at Full Governors Meetings on the basis of their eligibility, personal competence, specialist skills and local availability.

# **THE WESTMINSTER FAMILY SCHOOL**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 AUGUST 2016**

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#### Policies and procedures adopted for the induction and training of Trustees

The Governors have a number of 'years' experience of school governance. New Governors are required to attend an induction training course. Further training and development is identified in relation to whole Governing Body needs.

A matrix is maintained of required knowledge/skills to match the school's needs, those already covered by governors and notes of possible training.

#### Organisational structure

The responsibilities of the Governing Body are delegated to two sub committees (Achievement & Welfare and Finance, Premises & HR) and to the head teacher/ accounting officer in line with our sub-committee terms of reference and our financial schemes of delegation.

The Board are responsible for setting the general policy, adopting the annual budget, approving the statutory accounts, monitoring the Academy by use of budgets and other data and making major decisions about the strategic direction of the Academy.

The Trustees have devolved responsibility for day to day management of the Academy Trust to the Executive Headteacher(s) and their Senior Management Team (SMT). They implement the policies laid down by the Board and report back to their individual local governing bodies and the Board on performance.

The Executive Headteacher and the local governing body are responsible for the authorisation of spending within agreed budgets; this responsibility is governed by the approved financial scheme of delegation. The Executive Headteacher is responsible for the appointment of staff and a Governor presence is required for senior appointments

The Executive Headteacher at The Westminster Family School is the Accounting Officer.

#### Arrangements for setting pay and remuneration of key management personnel

Managers and leaders within the school under Teachers Pay and condition. A salary range for each leadership position is agreed with governors after taking advice from HR consultants, Finance Lead and bench marking against similar positions in similar schools.

#### Related parties and other connected charities and organisations

The Academy Trust's sponsor is the Anna Freud Centre (AFC). Potential for conflicts of interest are mitigated through the balance of non AFC employees on both the Members board and in the Governing Body. Furthermore the school's financial scheme of delegation ensures that any attempt to commission services from AFC must go through the Full Governing Body and, in addition, our Financial Handbook sets out the rules by which any such commissioning should take place. This includes the EFA/ DfE being made aware each time services are commissioned. The EFA have agreed to this strategy for mitigating risk.

#### **Objectives and activities**

##### Objects and aims

The principal object and activity of the academy is to advance for the public benefit education in the United Kingdom in particular by establishing, maintaining, carrying on, managing and developing schools, offering a broad range of curriculum for pupils of differing abilities within an alternative provision educational setting.

# THE WESTMINSTER FAMILY SCHOOL

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2016

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The aims of the Academy during the year ended 31 August 2016 are summarised below:

- To continue to raise standards of educational attainment and achievement of pupils;
- To raise students' well-being in order to unlock barriers to learning;
- To provide a board and balanced curriculum, including extra-curricular activities;
- To develop students as more effective learners;
- To ensure that every child enjoys the same high quality education in terms of resourcing tuition and care;
- To provide value for money for the funds expended;
- To continue to develop strong relationships with primary and secondary schools within the borough;
- 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.

#### Objectives, strategies and activities

Key priorities for the year are contained in our Academy Action Plan. These are:

- To continue to raise standards of educational attainment and achievement of pupils;
- To raise students' well-being in order to unlock barriers to learning;
- To provide a board and balanced curriculum, including extra-curricular activities;
- To develop students as more effective learners;
- To ensure that every child enjoys the same high quality education in terms of resourcing tuition and care;
- To provide value for money for the funds expended;
- To continue to develop strong relationships with primary and secondary schools with the borough;
- 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;
- To work with an increasing number of schools and authorities across London.

#### **Key Stage 1 and 2 Targets**

Progress targets were set based on the new National Curriculum. Both standard and aspirational targets were set. Standard targets were set at 5% progress per term per pupil. Aspirational targets were 10% per term per pupils. The percentage progress relates to a weighted score for each strand of the NC. Our students were then set as follows:

- 80% of students to make standard progress;
- 40% of students to reach their aspirational target.

#### Public benefit

In setting the objectives, the Governors have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education.

# THE WESTMINSTER FAMILY SCHOOL

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

### Strategic report

#### Achievements and performance

**Achievement:** For pupils to achieve levels of progress in line with and above national averages.

**Quality of teaching:** To be able to judge ourselves as outstanding regarding Teaching and Learning.

**Behaviour and safety:** To continue to develop strategies to improve attendance to ensure that the most vulnerable pupils are safely engaged in education so that attendance rates and punctuality are in line with the top 10% of Alternative provision schools.

**Leadership:** To increase the involvement of the Local Governing Body in the school, to strengthen senior leadership through a curriculum deputy position and to develop training for middle leadership.

#### Key performance indicators

##### Key Performance Indicators: Progress and Attendance

Progress of students across all key stages and within all groups was 'Good' and 'Outstanding' and exceeded targets set at the start of the year. See table:

| <b>PROGRESS</b> - whole school and significant groups |                      |                                   |                      |                                   |                      |                                 |
|---|----------------------|-----------------------------------|----------------------|-----------------------------------|----------------------|---------------------------------|
|   | Reading              |                                   | Writing              |                                   | Maths                |                                 |
|   | %age reaching target | %age reaching aspirational target | %age reaching target | %age reaching aspirational target | %age reaching target | %age reaching aspiration target |
| Whole School  | 84                   | 68                                | 88                   | 64                                | 92                   | 60                              |
| KS1   | 100                  | 75                                | 100                  | 25                                | 100                  | 50                              |
| KS2   | 73                   | 64                                | 91                   | 64                                | 82                   | 43                              |
| KS3   | 90                   | 70                                | 80                   | 80                                | 100                  | 50                              |
| PPG   | 79                   | 63                                | 89                   | 63                                | 89                   | 48                              |
| EHC   | 83                   | 64                                | 89                   | 64                                | 89                   | 58                              |
| EAL   | 100                  | 100                               | 100                  | 100                               | 100                  | 25                              |
| Boys  | 81                   | 60                                | 90                   | 58                                | 95                   | 61                              |
| Girls   | 100                  | 90                                | 77                   | 75                                | 77                   | 57                              |



# **THE WESTMINSTER FAMILY SCHOOL**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 AUGUST 2016**

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Attendance of students was outstanding and showed an average 10% increase on previous placements and a significant positive difference with statistics for similar schools.

In addition to reports on specific issues of achievement and performance Trustees receive a comprehensive report from the Executive Headteacher and Local Governing Bodies receive detailed reports on a termly basis. The Chair of the Trustees meets frequently with the Executive Headteacher to review progress on key objectives and to discuss strategy.

#### **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.

#### **Financial review**

The majority of the Academy Trusts' income is obtained from both the Department for Education (DfE) via the Educational Funding Agency (EFA) and Local Authorities, the use of which is restricted to particular purposes. The grants received from the DfE and Local Authorities during the year ended 31 August 2016 and associated expenditure is shown as Restricted Funds in the Statement of Financial Activities.

The Academy Trust also receives small grants (devolved formula capital) for fixed assets from the DfE and these 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 Trusts accounting policies.

During the year ended 31 August 2016 total revenue expenditure was £1,243,073 (excluding restricted fixed asset funds), of which £1,266,584 was covered by funding from the DfE and Local Authority income (including schools additional monies). The excess of income over expenditure for the year was £23,511 (excluding restricted fixed assets and pension funds).

Key financial policies adopted or reviewed during the year include the financial procedures; scheme of financial delegation and whistleblowing policy.

Governors have adopted a Responsible Officer to undertake a programme of internal checks on financial controls. During the year Governors received the quarterly reports from the Responsible Officer, where weaknesses were identified they were followed up and there remains no matters of significance outstanding. These reports have also been shared with the Academies External Auditor.

A finance procedure document determines the way the school operates finances from day-to-day and this is informed by the Academy Financial Handbook issued by the DfE. A Responsible Officer undertakes regular checks of procedure and reports directly to the Trustees via the Finance and General Purposes committee.

# THE WESTMINSTER FAMILY SCHOOL

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2016

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#### Reserves policy

Reserves of £188,174 are held as at 31 August 2016. The Trust's Audit and Board of Trustees' reserves are monitored. They are used to ensure the school remains a going concern over the medium term as national funding is predicated to reduce and to maintain the current school rented building, where appropriate, until the Family School moves to its permanent school building. A prudent policy for the use of reserves is followed in view of uncertainty about future funding and, in particular, the introduction of a national funding formula.

The Academy relies heavily on both DfE and Local Council Funding. Projected budgets over a 5 year period show a need to hold reserves to allow the MAT to down-manage expenditure efficiently over a period of time as funding tightens and staffing costs increase through pay rises, increased NI costs and increased pension contributions, in conjunction with inflationary pressures.

#### Investment policy and powers

The Academy's current policy, where possible, is to use its income in the financial year and academic years it is acquired with the exception of that designated as reserves. Investment therefore means placing that income in a low risk environment so as to be available when needed, but also maximising returns by making use of appropriate savings and investment accounts. Any such investment decision will require the board's approval which includes assessing levels of risk associated with any proposed investment or deposit. Currently the Governors have not authorised any form of investment.

Governors are committed to ensuring that all funds under their control are managed in such a way as to maximise return whilst minimising risk. Any cash not required for operating expenses is placed on deposit at the most favourable rate available from providers covered by the Financial Services Compensation Scheme.

#### Principal risks and uncertainties

All major risks are detailed within the Trust's risk register which are regularly reviewed at both school and board level; thereafter it is communicated to put in place appropriate mitigating action to reduce exposure. The Risk Register is formally approved on an annual basis at Board level. Each risk that is identified has a lead officer and timeline with appropriate milestones to measure the success of mitigation.

#### **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 attract high quality teachers and support staff in order to deliver its objectives. The Academy will continue with local schools to improve the educational opportunities for students in the wider community.

#### **Funds held as custodian trustee on behalf of others**

The Academy does not hold any funds as a custodian for others.

**THE WESTMINSTER FAMILY SCHOOL**

**TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2016**

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**Auditor**

In so far as the Trustees 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.

Pursuant to Section 487 of the Companies Act 2006, the auditors will be reappointed and UHY Hacker Young will therefore continue in office.

The Trustees' report, incorporating a strategic report, was approved by order of the Board of Trustees, as the company directors, on 19 December 2016 and signed on its behalf by:



Mr Neil Dawson

**Trustee**

# THE WESTMINSTER FAMILY SCHOOL

## GOVERNANCE STATEMENT

FOR THE YEAR ENDED 31 AUGUST 2016

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### Scope of responsibility

As Trustees we acknowledge we have overall responsibility for ensuring that The Westminster Family 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 Board of Trustees has delegated the day-to-day responsibility to the Executive 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 The Westminster Family School 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 3 times during the year as a FGB as well as 6 times within committees. Attendance during the year at meetings was as follows:

| Trustees   | Meetings attended | Out of possible |
|--|-------------------|-----------------|
| Mr Neil Dawson (Trustee)                         | 5                 | 6               |
| Mr Seamus Oats (Resigned 8 September 2016)       | 1                 | 3               |
| Ms Ros Bidmead                                   | 5                 | 6               |
| Mr Pierre Gosselin                               | 5                 | 6               |
| Mr Stephen Taylor (Accounting Officer)           | 4                 | 4               |
| Mr Robert Matthews (Resigned 8 November 2016)    | 4                 | 4               |
| Ms Nazma Khanom (Appointed 14 March 2016)        | 1                 | 1               |
| Prof Mary Target                                 | 3                 | 3               |
| Ms Laura Davies (Appointed 19 December 2015)     | 3                 | 4               |
| Mr Anthony Scrafton (Appointed 19 December 2015) | 3                 | 3               |
| Mrs Peggy Ray                                    | 6                 | 6               |

The finance and general purposes committee is a sub-committee of the main Board of Trustees. Its purpose is to agree the budget for the Academy for the financial year and to recommend formal acceptance by the Board of Trustees. It also monitors the budgets for the school during the year. The detailed information is provided by A Nayyar, who is a qualified accountant. The committee met 3 times during year.

Attendance at meetings in the year was as follows:

| Trustees                               | Meetings attended | Out of possible |
|--|-------------------|-----------------|
| Ms Ros Bidmead                         | 3                 | 3               |
| Mr Pierre Gosselin                     | 3                 | 3               |
| Mr Stephen Taylor (Accounting Officer) | 3                 | 3               |

# **THE WESTMINSTER FAMILY SCHOOL**

## **GOVERNANCE STATEMENT (CONTINUED)**

### **FOR THE YEAR ENDED 31 AUGUST 2016**

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#### **Review of value for money**

As Accounting Officer the Executive 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 appropriate. The Accounting Officer for the Academy has delivered improved value for money during the year by:

- Undertaking a general review of contracts;
- Implementing the Financial procedures approved by Trustees to ensure that an appropriate number of quotations/tenders are received before contracts are let;
- Undertaking competitive tendering where appropriate;
- Generally ensuring that 'best price' applies to all purchases.

#### **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 on-going 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 The Westminster Family School for the period 1 September 2015 to 31 August 2016 and up to the date of approval of the annual report and financial statements. An independent Responsible Officer oversees financial procedures and ensures that they are followed in practice.

#### **Capacity to handle risk**

The Board of Trustees 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 Board is of the view that there is a formal on-going process for identifying, evaluating and managing the Academy's significant risks that has been in place for the period 1 September 2015 to 31 August 2016 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Board of Trustees.

## **THE WESTMINSTER FAMILY SCHOOL**

### **GOVERNANCE STATEMENT (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2016**

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#### **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 Finance and General Purposes 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 external audit of procedures and has appointed a Responsible Officer.

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

- testing of payroll systems;
- testing of purchase systems;
- testing of control account/ bank reconciliations.

On a quarterly basis, the Responsible Officer reports to the Board of Trustees, through the Finance and General Purposes committee 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 Executive 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 Responsible Officer;
- the work of the external auditor;
- the work of the Finance Office within the Academy Trust who has responsibility for the maintenance of the internal control framework.

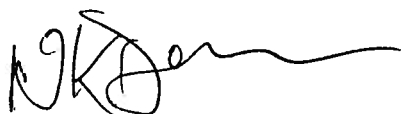
**THE WESTMINSTER FAMILY SCHOOL**

**GOVERNANCE STATEMENT (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2016**

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Approved by order of the Board of Trustees on 19 December 2016 and signed on its behalf by:



Mr Neil Dawson  
Trustee



Mr Stephen Taylor  
Accounting Officer

## **THE WESTMINSTER FAMILY SCHOOL**

### **STATEMENT OF REGULARITY, PROPRIETY AND COMPLIANCE FOR THE YEAR ENDED 31 AUGUST 2016**

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As accounting officer of The Westminster Family School 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 for Education. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook 2015.

I confirm that I and the academy trust's Board of Trustees are able to identify any 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 2015.

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 Board of Trustees and EFA.



Mr Stephen Taylor  
**Accounting Officer**

19 December 2016



## **THE WESTMINSTER FAMILY SCHOOL**

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

#### **FOR THE YEAR ENDED 31 AUGUST 2016**

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The trustees (who also act as governors for The Westminster Family School and are also the directors of The Westminster Family School for the purposes of company law) are responsible for preparing the Trustees' Report and the accounts 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 accounts for each financial year. Under company law the Trustees must not approve the accounts 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 accounts, the Trustees are required to:

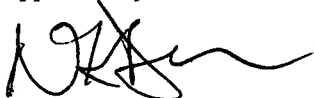
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 and the Academies Accounts Direction 2015 to 2016;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts 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 accounts 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 that 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 accounts may differ from legislation in other jurisdictions.

Approved by order of the Board of Trustees on 19 December 2016 and signed on its behalf by:



Mr Neil Dawson  
Trustee

## **INDEPENDENT AUDITOR'S REPORT ON THE ACCOUNTS TO THE MEMBERS OF THE WESTMINSTER FAMILY SCHOOL**

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We have audited the accounts of The Westminster Family School for the year ended 31 August 2016 set out on pages 20 to 40. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the Academies Accounts Direction 2015 to 2016 issued by the EFA.

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

### **Respective responsibilities of Trustees and auditors**

As explained more fully in the Trustees' Responsibilities Statement set out on page 15, the Trustees, who are also the directors of The Westminster Family School for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the accounts 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 accounts**

A description of the scope of an audit of financial statements is provided on the APB's website at [www.frc.org.uk/auditscope/private](http://www.frc.org.uk/auditscope/private).

### **Opinion on accounts**

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2016 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 in accordance with the requirements of the Companies Act 2006; and
- have been prepared in accordance with the Academies Accounts Direction 2015 to 2016 issued by the EFA.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Report including the incorporated strategic report for the financial year for which the accounts are prepared is consistent with the accounts.

**INDEPENDENT AUDITOR'S REPORT ON THE ACCOUNTS TO THE MEMBERS OF  
THE WESTMINSTER FAMILY SCHOOL (CONTINUED)**

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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 accounts 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.



**Colin Wright (Senior Statutory Auditor)  
for and on behalf of UHY Hacker Young**

**Chartered Accountants  
Statutory Auditor**

Dated: 20 December 2016

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

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In accordance with the terms of our engagement letter dated 8 December 2015 and further to the requirements of the Education Funding Agency (EFA) as included in the Academies Accounts Direction 2015 to 2016, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by The Westminster Family School during the period 1 September 2015 to 31 August 2016 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 The Westminster Family School and EFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to the The Westminster Family 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 The Westminster Family School and EFA, for our work, for this report, or for the conclusion we have formed.

### **Respective responsibilities of The Westminster Family School's accounting officer and the reporting accountant**

The accounting officer is responsible, under the requirements of The Westminster Family School's funding agreement with the Secretary of State for Education dated 2 September 2014 and the Academies Financial Handbook, extant from 1 September 2015, 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 2015 to 2016. 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 period 1 September 2015 to 31 August 2016 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 2015 to 2016 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 trust's income and expenditure.

**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON  
REGULARITY TO THE WESTMINSTER FAMILY SCHOOL AND THE EDUCATION  
FUNDING AGENCY (CONTINUED)**

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The work undertaken to draw to our conclusion includes:

- Evaluation of the general control environment;
- Confirmation that the internal delegations have been approved by the governing body, and conform to the limits set by the Department for Education;
- Review of the declaration of interests to ensure completeness;
- Review of minutes for evidence of declaration of interest;
- A sample of payments has been reviewed to confirm that each item has been appropriately authorised in accordance with the academy trust's delegated authorities;
- A sample of cash payments were reviewed for unusual transactions;
- A sample of expenditure items were reviewed against specific terms of grant funding within the funding agreement;
- Formal representations have been obtained from the governing body and the accounting officer acknowledging their responsibilities for matters relating to regularity and propriety.

**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 period 1 September 2015 to 31 August 2016 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

UHY Hacker Young

Colin Wright  
**Reporting Accountant**  
UHY Hacker Young

Dated: 20 December 2016

**THE WESTMINSTER FAMILY SCHOOL**

**STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 AUGUST 2016**

|   | Notes | Unrestricted Funds<br>£ | Restricted funds:<br>General Fixed asset<br>£ £ |          | Total<br>2016<br>£ | Total<br>2015<br>£ |
|---|-------|-------------------------|---|----------|--------------------|--------------------|
| <b>Income and endowments from:</b>                          |       |                         |   |          |                    |                    |
| Donations and capital grants                                | 2     | -                       | 149,900   | 29,068   | 178,968            | 205,700            |
| <b>Charitable activities:</b>                               |       |                         |   |          |                    |                    |
| - Funding for educational operations                        | 3     | -                       | 1,116,684                                       | -        | 1,116,684          | 799,819            |
| <b>Total income and endowments</b>                          |       | -                       | 1,266,584                                       | 29,068   | 1,295,652          | 1,005,519          |
| <b>Expenditure on:</b>                                      |       |                         |   |          |                    |                    |
| <b>Charitable activities:</b>                               |       |                         |   |          |                    |                    |
| - Educational operations                                    | 5     | -                       | 1,243,073                                       | 46,643   | 1,289,716          | 876,205            |
| <b>Total expenditure</b>                                    | 4     | -                       | 1,243,073                                       | 46,643   | 1,289,716          | 876,205            |
| <b>Net income/(expenditure)</b>                             |       | -                       | 23,511  | (17,575) | 5,936              | 129,314            |
| Transfers between funds                                     |       | -                       | (11,191)  | 11,191   | -                  | -                  |
| <b>Other recognised gains and losses</b>                    |       |                         |   |          |                    |                    |
| Actuarial gains/(losses) on defined benefit pension schemes | 14    | -                       | (2,000)   | -        | (2,000)            | -                  |
| <b>Net movement in funds</b>                                |       | -                       | 10,320  | (6,384)  | 3,936              | 129,314            |
| <b>Reconciliation of funds</b>                              |       |                         |   |          |                    |                    |
| Total funds brought forward                                 |       | 6,254                   | 73,650  | 104,334  | 184,238            | 54,924             |
| Total funds carried forward                                 |       | 6,254                   | 83,970  | 97,950   | 188,174            | 184,238            |

# THE WESTMINSTER FAMILY SCHOOL

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2016

| Comparative year information<br>Year ended 31 August 2015 | Notes | Unrestricted<br>Funds<br>£ | Restricted funds:<br>General<br>£ | Fixed asset<br>£ | Total<br>2015<br>£ |
|---|-------|----------------------------|-----------------------------------|------------------|--------------------|
| <b>Income and endowments from:</b>                        |       |                            |                                   |                  |                    |
| Donations and capital grants                              | 2     | -                          | 30,000                            | 175,700          | 205,700            |
| Charitable activities:                                    |       |                            |                                   |                  |                    |
| - Funding for educational operations                      | 3     | 6,254                      | 793,565                           | -                | 799,819            |
| <b>Total income and endowments</b>                        |       | 6,254                      | 823,565                           | 175,700          | 1,005,519          |
| <b>Expenditure on:</b>                                    |       |                            |                                   |                  |                    |
| Charitable activities:                                    |       |                            |                                   |                  |                    |
| - Educational operations                                  | 5     | -                          | 822,935                           | 53,270           | 876,205            |
| <b>Total expenditure</b>                                  | 4     | -                          | 822,935                           | 53,270           | 876,205            |
| <b>Net income/(expenditure)</b>                           |       | 6,254                      | 630                               | 122,430          | 129,314            |
| Transfers between funds                                   |       | -                          | 22,196                            | (22,196)         | -                  |
| <b>Reconciliation of funds</b>                            |       |                            |                                   |                  |                    |
| Total funds brought forward                               |       | -                          | 50,824                            | 4,100            | 54,924             |
| Total funds carried forward                               |       | 6,254                      | 73,650                            | 104,334          | 184,238            |

# THE WESTMINSTER FAMILY SCHOOL

## BALANCE SHEET

AS AT 31 AUGUST 2016

|  | Notes | 2016<br>£      | £              | 2015<br>£      | £              |
|--|-------|----------------|----------------|----------------|----------------|
| <b>Fixed assets</b>                            |       |                |                |                |                |
| Tangible assets                                | 9     |                | 97,950         |                | 104,334        |
| <b>Current assets</b>                          |       |                |                |                |                |
| Debtors  | 10    | 95,121         |                | 113,710        |                |
| Cash at bank and in hand                       |       | 29,309         |                | 79,207         |                |
|  |       | <u>124,430</u> |                | <u>192,917</u> |                |
| <b>Current liabilities</b>                     |       |                |                |                |                |
| Creditors: amounts falling due within one year | 11    | (30,206)       |                | (113,013)      |                |
| <b>Net current assets</b>                      |       |                | 94,224         |                | 79,904         |
| <b>Net assets excluding pension liability</b>  |       |                | 192,174        |                | 184,238        |
| Defined benefit pension liability              | 14    |                | (4,000)        |                | -              |
| <b>Net assets</b>                              |       |                | <u>188,174</u> |                | <u>184,238</u> |
| <b>Funds of the academy trust:</b>             |       |                |                |                |                |
| <b>Restricted funds</b>                        | 12    |                |                |                |                |
| - Fixed asset funds                            |       |                | 97,950         |                | 104,334        |
| - Restricted income funds                      |       |                | 87,970         |                | 73,650         |
| - Pension reserve                              |       |                | (4,000)        |                | -              |
| <b>Total restricted funds</b>                  |       |                | <u>181,920</u> |                | <u>177,984</u> |
| <b>Unrestricted income funds</b>               | 12    |                | 6,254          |                | 6,254          |
| <b>Total funds</b>                             |       |                | <u>188,174</u> |                | <u>184,238</u> |

The accounts set out on pages 20 to 40 were approved by the Board of Trustees and authorised for issue on 19 December 2016 and are signed on its behalf by:



Mr Neil Dawson  
Trustee

Company Number 08333607



**THE WESTMINSTER FAMILY SCHOOL**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 31 AUGUST 2016**

|  | Notes | 2016<br>£ | £        | 2015<br>£ | £       |
|--|-------|-----------|----------|-----------|---------|
| <b>Cash flows from operating activities</b>                        |       |           |          |           |         |
| Net cash used in operating activities                              | 15    |           | (38,707) |           | (2,338) |
| <b>Cash flows from investing activities</b>                        |       |           |          |           |         |
| Capital grants from DfE and EFA                                    |       | 29,068    |          | 172,495   |         |
| Capital funding from sponsors and others                           |       | -         |          | 3,205     |         |
| Payments to acquire tangible fixed assets                          |       | (40,259)  |          | (153,505) |         |
|  |       |           | (11,191) |           | 22,195  |
| <b>Change in cash and cash equivalents in the reporting period</b> |       |           | (49,898) |           | 19,857  |
| Cash and cash equivalents at 1 September 2015                      |       |           | 79,207   |           | 59,350  |
| <b>Cash and cash equivalents at 31 August 2016</b>                 |       |           | 29,309   |           | 79,207  |

# THE WESTMINSTER FAMILY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 AUGUST 2016

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#### 1 Accounting policies

The Westminster Family School is a charitable company. The address of its principal place of business is given on page 1 and the nature of its operations are set out in the Trustees' report.

A summary of the principal accounting policies adopted (which have been applied consistently, except where noted), judgements and key sources of estimation uncertainty, is set out below.

##### 1.1 Basis of preparation

The accounts of the academy trust, which is a public benefit entity under FRS 102, have been prepared under the historical cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Academies Accounts Direction 2015 to 2016 issued by EFA, the Charities Act 2011 and the Companies Act 2006.

The Westminster Family School meets the definition of a public benefit entity under FRS 102.

These accounts for the year ended 31 August 2016 are the first accounts of The Westminster Family School prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 September 2014. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.

##### 1.2 Going concern

The Trustees assess whether the use of going concern is appropriate, ie whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charitable company to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the accounts and have concluded that the academy trust has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the academy trust's ability to continue as a going concern. Thus they continue to adopt the going concern basis of accounting in preparing the accounts.

##### 1.3 Income

All incoming resources are recognised when the academy trust has entitlement to the funds, the receipt is probable and the amount can be measured reliably.

##### Grants receivable

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 meeting any performance-related conditions there is not unconditional entitlement to the income and its recognition is deferred and included in creditors as deferred income until the performance-related conditions are met. Where entitlement occurs before income is received, the income is accrued.

# THE WESTMINSTER FAMILY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

---

### 1 Accounting policies

(Continued)

General Annual Grant is recognised in full in the statement of financial activities in the period for which it is receivable, and any abatement in respect of the period is deducted from income and recognised as a liability.

Capital grants are recognised when there is entitlement 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

Donations are recognised on a receivable basis (where there are no performance-related conditions) where the receipt is probable and the amount can be reliably measured.

#### Donated goods, facilities and services

The value of donated services and gifts in kind provided to the academy trust are recognised at their open market value in the period in which they are receivable as incoming resources, where the benefit to the academy trust can be reliably measured. An equivalent amount is included in 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 trust's policies.

Where the donated good is a fixed asset it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with the academy trust's accounting policies.

### 1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

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

All resources expended are inclusive of irrecoverable VAT.

#### Expenditure on raising funds

This includes all expenditure incurred by the academy trust to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

# THE WESTMINSTER FAMILY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2016

---

#### 1 Accounting policies

(Continued)

##### Charitable activities

These are costs incurred on the academy trust's educational operations, including support costs and costs relating to the governance of the academy trust apportioned to charitable activities.

##### Governance costs

These include the costs attributable to the academy trust's compliance with constitutional and statutory requirements, including audit, strategic management, Trustees' meetings and reimbursed expenses.

#### 1.5 Tangible fixed assets and depreciation

Assets costing £1,000 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment.

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 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 trust's depreciation policy. Where tangible fixed assets have been acquired with unrestricted funds, depreciation on such assets is charged to the unrestricted fund.

Depreciation is provided on all tangible fixed assets other than freehold land, at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life. Where an asset is acquired part way through the year, a full years charge is applied as follows:

|                                |         |
|--------------------------------|---------|
| Leasehold Land and buildings   | 3 years |
| Computer equipment             | 3 years |
| Fixtures, fittings & equipment | 5 years |

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the statement of financial activities.

#### 1.6 Liabilities

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the academy trust anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

#### 1.7 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

# THE WESTMINSTER FAMILY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

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### 1 Accounting policies

(Continued)

#### 1.8 Taxation

The academy trust 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 trust 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.

#### 1.9 Pensions benefits

Retirement benefits to employees of the academy trust 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 trust.

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 trust in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on the basis of quadrennial valuations using a prospective unit credit method. As stated in note 14, the TPS is a multi-employer scheme and there is insufficient information available to use defined benefit accounting. The TPS is therefore treated as a defined contribution scheme for accounting purposes and the contributions are recognised in the period to which they relate.

The LGPS is a funded scheme and the assets are held separately from those of the academy trust 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 credit 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 the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability/asset is also recognised in the statement of financial activities and comprises the interest cost on the defined benefit obligation and interest income on the scheme assets, calculated by multiplying the fair value of the scheme assets at the beginning of the period by the rate used to discount the benefit obligations. The difference between the interest income on the scheme assets and the actual return on the scheme assets is recognised in other recognised gains and losses. Actuarial gains and losses are recognised immediately in other recognised gains and losses.

#### 1.10 Fund accounting

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

Restricted fixed asset funds are resources which are to be applied to specific capital purposes imposed by the Education Funding Agency 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 Education Funding Agency, a number of Local Authorities and the Anna Freud Centre.

# THE WESTMINSTER FAMILY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2016

#### 1 Accounting policies

(Continued)

##### 1.11 Critical accounting estimates and areas of judgement

Accounting estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

##### Critical accounting estimates and assumptions

The academy trust makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

The present value of the Local Government Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost or income for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 14, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2013 has been used by the actuary in valuing the pensions liability at 31 August 2016. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

##### Critical areas of judgement

The trustees consider that they have not made any critical judgements in the preparation of the financial statements.

#### 2 Donations and capital grants

|                 | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2016<br>£ | Total<br>2015<br>£ |
|-----------------|----------------------------|--------------------------|--------------------|--------------------|
| Capital grants  | -                          | 29,068                   | 29,068             | 175,700            |
| Other donations | -                          | 149,900                  | 149,900            | 30,000             |
|                 | -                          | 178,968                  | 178,968            | 205,700            |

During the year, The Westminster Family School received a donation of £149,900 (2015: £30,000) from The Anna Freud Centre. This donation was received as follows: £57,000 as a benefit in kind for the two consultants 3 days a week, a research fellow & assistant once a month and support staff on an ad hoc basis; and £92,900 as a donation towards building works and support costs. At the year end the amount receivable from the Anna Freud Centre was £35,855 (2015: £30,000).

# THE WESTMINSTER FAMILY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2016

### 3 Funding for the academy trust's educational operations

|                                | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2016<br>£ | Total<br>2015<br>£ |
|--------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| <b>DfE / EFA grants</b>        |                            |                          |                    |                    |
| General annual grant (GAG)     | -                          | 435,002                  | 435,002            | 291,085            |
| Start up grants                | -                          | -                        | -                  | 152,500            |
| Other DfE / EFA grants         | -                          | 67,700                   | 67,700             | 7,179              |
|                                | -                          | 502,702                  | 502,702            | 450,764            |
| <b>Other government grants</b> |                            |                          |                    |                    |
| Local authority grants         | -                          | 613,982                  | 613,982            | 318,801            |
| <b>Other funds</b>             |                            |                          |                    |                    |
| Other incoming resources       | -                          | -                        | -                  | 30,254             |
| <b>Total funding</b>           | -                          | 1,116,684                | 1,116,684          | 799,819            |

### 4 Expenditure

|   | Staff<br>costs &<br>£ | Premises<br>equipment<br>£ | Other<br>costs<br>£ | Total<br>2016<br>£ | Total<br>2015<br>£ |
|---|-----------------------|----------------------------|---------------------|--------------------|--------------------|
| <b>Academy's educational operations</b> |                       |                            |                     |                    |                    |
| - Direct costs                          | 691,125               | -                          | 78,115              | 769,240            | 535,020            |
| - Allocated support costs               | 129,137               | 53,343                     | 337,996             | 520,476            | 341,185            |
|   | 820,262               | 53,343                     | 416,111             | 1,289,716          | 876,205            |
| <b>Total expenditure</b>                | 820,262               | 53,343                     | 416,111             | 1,289,716          | 876,205            |

|  |                   |                   |
|--|-------------------|-------------------|
| <b>Net income/(expenditure) for the year includes:</b> | <b>2016<br/>£</b> | <b>2015<br/>£</b> |
| Fees paid to auditor for audit services                | 7,500             | 7,000             |
| Operating lease rentals                                | 173,762           | 151,751           |
| Depreciation of tangible fixed assets                  | 46,643            | 50,209            |
| Gain/(loss) on disposal of fixed assets                | -                 | 3,061             |

# THE WESTMINSTER FAMILY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

### 5 Charitable activities

|  | 2016<br>£        | 2015<br>£      |
|--|------------------|----------------|
| <b>All from restricted funds:</b>      |                  |                |
| Direct costs - educational operations  | 769,240          | 535,020        |
| Support costs - educational operations | 520,476          | 341,185        |
|  | <u>1,289,716</u> | <u>876,205</u> |

|                                  | 2016<br>£      | 2015<br>£      |
|----------------------------------|----------------|----------------|
| <b>Analysis of support costs</b> |                |                |
| Support staff costs              | 129,137        | 2,230          |
| Depreciation and amortisation    | 46,643         | 53,270         |
| Technology costs                 | 12,819         | 9,189          |
| Premises costs                   | 213,169        | 177,189        |
| Other support costs              | 106,720        | 58,866         |
| Governance costs                 | 11,988         | 40,441         |
|                                  | <u>520,476</u> | <u>341,185</u> |

### 6 Staff costs

|  | 2016<br>£      | 2015<br>£      |
|--|----------------|----------------|
| Wages and salaries                                 | 476,271        | 328,910        |
| Social security costs                              | 38,515         | 23,532         |
| Operating costs of defined benefit pension schemes | 47,848         | 27,423         |
| Staff costs  | <u>562,634</u> | <u>379,865</u> |
| Supply staff costs                                 | 251,264        | 104,147        |
| Staff development and other staff costs            | 6,364          | 2,494          |
| Total staff expenditure                            | <u>820,262</u> | <u>486,506</u> |



# THE WESTMINSTER FAMILY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

### 6 Staff costs

(Continued)

#### Staff numbers

The average number of persons employed by the academy trust during the year was as follows:

|                            | 2016<br>Number | 2015<br>Number |
|----------------------------|----------------|----------------|
| Teachers                   | 5              | 6              |
| Administration and support | 6              | -              |
| Management                 | 2              | 1              |
|                            | <u>13</u>      | <u>7</u>       |

#### Higher paid staff

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

|                    | 2016<br>Number | 2015<br>Number |
|--------------------|----------------|----------------|
| £90,001 - £100,000 | <u>1</u>       | <u>1</u>       |

#### Key management personnel

The key management personnel of the academy trust comprise the Trustees and the senior management team as listed on page 1. The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services to the academy trust was £122,398.

### 7 Trustees' remuneration and expenses

The head teacher and other 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 trust in respect of their role as Trustees. During the year, travel and subsistence payments totalling £nil (2015: £nil) were reimbursed to nil Trustees (2015: nil Trustees).

The value of Trustees' remuneration was as follows:

|                          |  |
|--------------------------|--|
| Head teacher and Trustee | remuneration: £95,000 - £100,000 (2015: £70,001-£80,000) |
|                          | pension: £15,000 - £20,000 (2015: £10,000-£15,000)       |

# THE WESTMINSTER FAMILY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

### 8 Trustees and officers insurance

In accordance with normal commercial practice, the academy trust has purchased insurance to protect Trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on academy trust business. The insurance is part of the risk protection arrangement that the school have undertaken with the EFA. The cost and cover is not separately identifiable within this policy.

### 9 Tangible fixed assets

|                          | Leasehold<br>Land and<br>buildings<br>£ | Computer<br>equipment<br>£ | Fixtures,<br>fittings &<br>equipment<br>£ | Total<br>£     |
|--------------------------|---|----------------------------|---|----------------|
| <b>Cost</b>              |   |                            |   |                |
| At 1 September 2015      | 101,469                                 | 46,996                     | 6,079                                     | 154,544        |
| Additions                | 24,442                                  | 11,071                     | 4,746                                     | 40,259         |
|                          | <u>125,911</u>                          | <u>58,067</u>              | <u>10,825</u>                             | <u>194,803</u> |
| <b>At 31 August 2016</b> |   |                            |   |                |
| <b>Depreciation</b>      |   |                            |   |                |
| At 1 September 2015      | 33,485                                  | 15,509                     | 1,216                                     | 50,210         |
| Charge for the year      | 25,316                                  | 19,162                     | 2,165                                     | 46,643         |
|                          | <u>58,801</u>                           | <u>34,671</u>              | <u>3,381</u>                              | <u>96,853</u>  |
| <b>At 31 August 2016</b> |   |                            |   |                |
| <b>Net book value</b>    |   |                            |   |                |
| At 31 August 2016        | 67,110                                  | 23,396                     | 7,444                                     | 97,950         |
|                          | <u>67,984</u>                           | <u>31,487</u>              | <u>4,863</u>                              | <u>104,334</u> |
| <b>At 31 August 2015</b> |   |                            |   |                |

### 10 Debtors

|                                | 2016<br>£     | 2015<br>£      |
|--------------------------------|---------------|----------------|
| Trade debtors                  | 8,020         | 9,500          |
| VAT recoverable                | 14,882        | 8,554          |
| Prepayments and accrued income | 72,219        | 95,656         |
|                                | <u>95,121</u> | <u>113,710</u> |

# THE WESTMINSTER FAMILY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

| 11 Creditors: amounts falling due within one year | 2016<br>£     | 2015<br>£      |
|---|---------------|----------------|
| Trade creditors                                   | 5,652         | 16,115         |
| EFA creditors                                     | 3,310         | 20,805         |
| Other creditors                                   | 311           | 3,778          |
| Accruals and deferred income                      | 20,933        | 72,315         |
|   | <u>30,206</u> | <u>113,013</u> |

## 12 Funds

|                                     | Balance at 1<br>September<br>2015<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Gains, losses<br>& transfers<br>£ | Balance at 31<br>August 2016<br>£ |
|-------------------------------------|--|----------------------------|----------------------------|-----------------------------------|-----------------------------------|
| <b>Restricted general funds</b>     |  |                            |                            |                                   |                                   |
| General Annual Grant                | 73,650                                 | 435,002                    | (409,491)                  | (11,191)                          | 87,970                            |
| Other DfE / EFA grants              | -                                      | 67,700                     | (67,700)                   | -                                 | -                                 |
| Other government grants             | -                                      | 613,982                    | (613,982)                  | -                                 | -                                 |
| Other restricted funds              | -                                      | 149,900                    | (149,900)                  | -                                 | -                                 |
|                                     | <u>73,650</u>                          | <u>1,266,584</u>           | <u>(1,241,073)</u>         | <u>(11,191)</u>                   | <u>87,970</u>                     |
| Funds excluding pensions            | 73,650                                 | 1,266,584                  | (1,241,073)                | (11,191)                          | 87,970                            |
| Pension reserve                     | -                                      | -                          | (2,000)                    | (2,000)                           | (4,000)                           |
|                                     | <u>73,650</u>                          | <u>1,266,584</u>           | <u>(1,243,073)</u>         | <u>(13,191)</u>                   | <u>83,970</u>                     |
| <b>Restricted fixed asset funds</b> |  |                            |                            |                                   |                                   |
| DfE / EFA capital grants            | 104,334                                | 29,068                     | (46,643)                   | 11,191                            | 97,950                            |
|                                     | <u>104,334</u>                         | <u>29,068</u>              | <u>(46,643)</u>            | <u>11,191</u>                     | <u>97,950</u>                     |
| <b>Total restricted funds</b>       | <u>177,984</u>                         | <u>1,295,652</u>           | <u>(1,289,716)</u>         | <u>(2,000)</u>                    | <u>181,920</u>                    |
| <b>Unrestricted funds</b>           |  |                            |                            |                                   |                                   |
| General funds                       | 6,254                                  | -                          | -                          | -                                 | 6,254                             |
|                                     | <u>6,254</u>                           | <u>-</u>                   | <u>-</u>                   | <u>-</u>                          | <u>6,254</u>                      |
| <b>Total funds</b>                  | <u>184,238</u>                         | <u>1,295,652</u>           | <u>(1,289,716)</u>         | <u>(2,000)</u>                    | <u>188,174</u>                    |

# THE WESTMINSTER FAMILY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2016

#### 12 Funds

(Continued)

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

##### General Annual Grant

The General Annual Grant must be used for normal running costs of the Academy including salary costs, overheads, premises costs and curriculum costs. 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 2016.

Due to the specialist nature of the school, GAG mainly comprises of High Needs Funding.

##### Start-Up Grants

This funding related to funding for a maximum of four Academy Financial Years from the date the agreement was entered into with the EFA up to and including the first Academy Financial Year in which the alternative provision Academy can offer its planned places.

##### Other DfE/EFA and government grants

Other grants include funding received from the DfE and Local Education Authorities for specific purposes.

##### Fixed asset fund

The fixed asset fund includes grants received from the DfE and other sources to finance the purchase of tangible fixed assets.

##### Transfer between funds

The transfer within restricted funds was necessary due to the provision of support costs from other restricted funds in the year.

#### 13 Analysis of net assets between funds

|  | Unrestricted<br>Funds<br>£ | Restricted funds:<br>General<br>£ | Fixed asset<br>£ | Total<br>2016<br>£ |
|--|----------------------------|-----------------------------------|------------------|--------------------|
| <b>Fund balances at 31 August 2016 are represented by:</b> |                            |                                   |                  |                    |
| Tangible fixed assets                                      | -                          | -                                 | 97,950           | 97,950             |
| Current assets   | 6,254                      | 118,176                           | -                | 124,430            |
| Creditors falling due within one year                      | -                          | (30,206)                          | -                | (30,206)           |
| Defined benefit pension liability                          | -                          | (4,000)                           | -                | (4,000)            |
|  | <u>6,254</u>               | <u>83,970</u>                     | <u>97,950</u>    | <u>188,174</u>     |

# THE WESTMINSTER FAMILY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

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### 14 Pensions and similar obligations

The academy trust's employees belong to two principal pension schemes: the Teachers' Pension Scheme England and Wales (TPS) for academic and related staff; and the Local Government Pension Scheme (LGPS) for non-teaching staff, which is managed by Islington Council Pension Fund. Both are multi-employer 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 that of the LGPS related to the period ended 31 March 2013.

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

#### 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.

##### 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%

# THE WESTMINSTER FAMILY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2016

#### 14 Pensions and similar obligations

(Continued)

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

The employer's pension costs paid to the TPS in the period amounted to £43,046 (2015: £27,423).

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

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

#### Local Government Pension Scheme

The LGPS is a funded defined-benefit scheme, with the assets held in separate trustee-administered funds. The total contributions are as noted below. The agreed contribution rates for future years are 9.8% 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.

| Total contributions made | 2016<br>£ | 2015<br>£ |
|--------------------------|-----------|-----------|
| Employer's contributions | 4,000     | -         |
| Employees' contributions | 1,000     | -         |
| Total contributions      | 5,000     | -         |

| Principal actuarial assumptions          | 2016<br>% |
|--|-----------|
| Rate of increases in salaries            | 3.6       |
| Rate of increase for pensions in payment | 1.9       |
| Discount rate                            | 2.1       |
| Inflation assumption (CPI)               | 1.8       |

# THE WESTMINSTER FAMILY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

### 14 Pensions and similar obligations

(Continued)

The table below, as produced by Mercer (actuary), sets out the impact of small changes in the assumptions on the defined benefit

| Changes in Assumptions             | Liabilities | Assets  | Deficit/<br>(Surplus) | Projected<br>Service Cost<br>for next year |
|------------------------------------|-------------|---------|-----------------------|--|
|                                    | £           | £       |                       |  |
| + 0.1% p.a. discount rate          | 9,000       | (5,000) | 4,000                 | 9,000                                      |
| + 0.1% p.a. inflation              | 10,000      | (5,000) | 5,000                 | 10,000                                     |
| + 0.1% p.a. pay growth             | 9,000       | (5,000) | 4,000                 | 9,000                                      |
| 1 year increase in life expectancy | 10,000      | (5,000) | 5,000                 | 10,000                                     |

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

|                      | 2016<br>Years |
|----------------------|---------------|
| Retiring today       |               |
| - Males              | 22.6          |
| - Females            | 25.3          |
| Retiring in 20 years |               |
| - Males              | 24.8          |
| - Females            | 27.6          |

#### The academy trust's share of the assets in the scheme

|                              | 2016<br>Fair value<br>£ |
|------------------------------|-------------------------|
| Equities                     | 3,000                   |
| Bonds                        | 1,000                   |
| Property                     | 1,000                   |
| Total market value of assets | 5,000                   |

Actual return on scheme assets - gain/(loss)

-

**THE WESTMINSTER FAMILY SCHOOL**

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

**FOR THE YEAR ENDED 31 AUGUST 2016**

**14 Pensions and similar obligations**

**(Continued)**

|  |             |             |
|--|-------------|-------------|
| <b>Amounts recognised in the statement of financial activities</b> | <b>2016</b> | <b>2015</b> |
|  | <b>£</b>    | <b>£</b>    |

|  |       |   |
|--|-------|---|
| Current service cost (net of employee contributions) | 5,000 | - |
| Net interest cost                                    | 1,000 | - |

|  |             |
|--|-------------|
| <b>Changes in the present value of defined benefit obligations</b> | <b>2016</b> |
|  | <b>£</b>    |

|                        |       |
|------------------------|-------|
| Current service cost   | 5,000 |
| Interest cost          | 1,000 |
| Employee contributions | 1,000 |
| Actuarial loss         | 2,000 |

|                   |       |
|-------------------|-------|
| At 31 August 2016 | 9,000 |
|-------------------|-------|

|  |             |
|--|-------------|
| <b>Changes in the fair value of the academy trust's share of scheme assets</b> | <b>2016</b> |
|  | <b>£</b>    |

|                        |       |
|------------------------|-------|
| Employer contributions | 4,000 |
| Employee contributions | 1,000 |

|                   |       |
|-------------------|-------|
| At 31 August 2016 | 5,000 |
|-------------------|-------|



# THE WESTMINSTER FAMILY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

### 15 Reconciliation of net income to net cash flows from operating activities

|  | 2016<br>£       | 2015<br>£      |
|--|-----------------|----------------|
| Net income for the reporting period                      | 5,936           | 129,314        |
| Adjusted for:  |                 |                |
| Capital grants from DfE/EFA and other capital income     | (29,068)        | (175,700)      |
| Defined benefit pension costs less contributions payable | 1,000           | -              |
| Defined benefit pension net finance cost/(income)        | 1,000           | -              |
| Depreciation of tangible fixed assets                    | 46,643          | 50,209         |
| Losses/(profits) on disposals of fixed assets            | -               | 3,061          |
| Decrease/(increase) in debtors                           | 18,589          | (113,709)      |
| (Decrease)/increase in creditors                         | (82,807)        | 104,487        |
| <b>Net cash used in operating activities</b>             | <b>(38,707)</b> | <b>(2,338)</b> |

### 16 Commitments under operating leases

At 31 August 2016 the total future minimum lease payments under non-cancellable operating leases were as follows:

|                                   | 2016<br>£      | 2015<br>£      |
|-----------------------------------|----------------|----------------|
| Amounts due within one year       | 186,902        | 174,600        |
| Amounts due in two and five years | 15,668         | 13,394         |
|                                   | <u>202,570</u> | <u>187,994</u> |

The Academy has entered into a non-cancellable lease for the rental of their premises that is due to expire on 28 September 2017.

### 17 Related party transactions

During the year, The Westminster Family School received a donation of £149,900 (2015: £30,000) from The Anna Freud Centre. This donation was received as follows: £57,000 as a benefit in kind for the two consultants 3 days a week, a research fellow & assistant once a month and support staff on an ad hoc basis; and £92,900 as a donation towards building works and support costs. At the yearend the amount receivable from the Anna Freud Centre was £35,855 (2015: £30,000).

The gift in kind has been recognised at its open market value in the period in which it was receivable as incoming resources and was measured reliably using the staffs contracted pay grades. An equivalent amount has been included within expenditure in line with the school's accounting policy.

**THE WESTMINSTER FAMILY SCHOOL**

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

**FOR THE YEAR ENDED 31 AUGUST 2016**

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**18 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 or she is a member, or within one year after he or she ceases to be a member, such amount as may be required, not exceeding £10 for the debts and liabilities contracted before he or she ceases to be a member.