

# Bursar Primary Academy

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2021

# **Bursar Primary Academy**

## **Contents**

|                                                                                                                |          |
|----------------------------------------------------------------------------------------------------------------|----------|
| Reference and Administrative Details                                                                           | 1 to 2   |
| Trustees' Annual Report                                                                                        | 3 to 9   |
| Governance Statement                                                                                           | 10 to 14 |
| Statement of Regularity, Propriety and Compliance                                                              | 15       |
| Statement of Trustees' Responsibilities                                                                        | 16       |
| Independent Auditor's Report on the Financial Statements to the Members of Bursar Primary Academy              | 17 to 19 |
| Independent Reporting Accountant's Assurance Report on Regularity                                              | 20       |
| Statement of Financial Activities for the year ended 31 August 2021 (including Income and Expenditure Account) | 21 to 22 |
| Balance Sheet as at 31 August 2021                                                                             | 23       |
| Statement of Cash Flows for the year ended 31 August 2021                                                      | 24       |
| Notes to the Financial Statements                                                                              | 25 to 41 |

# **Bursar Primary Academy**

## **Reference and Administrative Details**

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Members</b>                            | E Norton<br>H Costello<br>L Harper                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Governors and Trustees (Directors)</b> | A Pomfret, Finance and Audit Committee (resigned 31 August 2021)<br>J Wiseman<br>H Jagger<br>K Jackson (resigned 11 September 2020)<br>S Taylor, Finance and Audit Committee<br>L Hayes, Chair of Governors<br>L Pidgen, Finance and Audit Committee<br>S Sylvester, Finance and Audit Committee<br>J Locking (resigned 6 October 2021)<br>N Appleby<br>K Morgan<br>N Nawrockyi<br>N Hollington (appointed 1 April 2021)<br>S Parker (appointed 6 October 2021) |
| <b>Company Secretary</b>                  | J Arnold                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Senior Management Team</b>             | A Pomfret, Co-Headteacher<br>J Wiseman, Co-Headteacher<br>J Arnold, Academy Business Manager<br>S Jay, Deputy Head Teacher/ SENCO<br>D Lee, Assistant Head Teacher                                                                                                                                                                                                                                                                                              |
| <b>Principal and Registered Office</b>    | Bursar Primary Academy<br>Clee Road<br>Cleethorpes<br>DN35 8HL                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Company Registration Number</b>        | 08018275                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Auditors</b>                           | Forrester Boyd Chartered Accountants<br>26 South St Mary's Gate<br>Grimsby<br>DN31 1LW                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Bankers</b>                            | Lloyds TSB<br>St Peters Avenue<br>Cleethorpes<br>DN35 8HL                                                                                                                                                                                                                                                                                                                                                                                                       |

## **Bursar Primary Academy**

### **Reference and Administrative Details (continued)**

#### **Solicitors**

Wilkin Chapman LLP  
Cartergate House  
26 Chantry Lane  
Grimsby  
DN31 2LJ

## **Bursar Primary Academy**

### **Trustees' Annual Report for the Year Ended 31 August 2021**

The Trustees present their annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 August 2021. The annual report serves the purposes of both a trustees' report, incorporating a strategic report and a directors' report under company law.

The academy provides education for pupils aged 3 to 11 serving a catchment area in Cleethorpes. It now has a pupil capacity of 315 plus 26 FTE nursery and had a roll of 277 in the school census undertaken in May 2021.

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

##### ***Constitution***

The Academy is a company limited by guarantee with no share capital (registration no. 08018275) and is also an exempt charity. The charitable company's memorandum and articles of association are the primary governing documents of the Academy.

The governors act as trustees for the charitable activities of Bursar Primary Academy and are also the directors for the purposes of company law. The company is known as Bursar Primary Academy and was incorporated on 3 April 2012.

Details of the trustees who served during the year, and to the date these accounts are approved 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 cease to be a member.

##### ***Trustees' indemnities***

The Academy through its Articles has indemnified its Governors to the fullest extent permissible by law. During the period the Academy also purchased and maintained liability insurance for its Governors.

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

Governors act as trustees of the Academy Trust. The Members may appoint Staff Governors provided that the total number of Governors (including the Head Teacher) who are employees of the Academy Trust does not exceed one third of the total number of Governors.

Parent Governors shall be elected by parents of registered pupils at the Academy. A Parent Governor must be a parent of a pupil at the Academy at the time when he/she is elected.

The Governors may appoint up to 2 Co-opted Governors. Additional governors may be appointed by the Secretary of State for Education under the terms outlined in the Articles of Association.

During the period under review the governors held 3 Full Governing Body meetings as well as 7 committee meetings including 4 Finance and Audit and 3 Personnel Committee meetings.

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

The training and induction provided for new Governors will depend on their existing experience. Where necessary, induction will provide training on educational legal and financial matters. All new Governors will be teamed with an experienced governor to act as mentor and will be given a tour of the Academy and the chance to meet with staff and students. All governors have access to policies and procedures and are supplied with minutes, accounts, budgets, plans and other documents that they will need to undertake their role as governors. The Academy has now joined National Governance Association e learning Learning link. All Governors now have access to training as well as induction support for new Governors.

As there are normally only two or three new governors a year, induction is tailored specifically to the individual. An induction booklet is given to all new Governors by the clerk to assist them with their role. All governors have access to NGA website and e learning for training support.

## **Bursar Primary Academy**

### **Trustees' Annual Report for the Year Ended 31 August 2021 (continued)**

#### ***Organisational structure***

The aim of the management structure is to devolve responsibility and encourage involvement in decision making at all levels.

The Governors are responsible for setting general policy, adopting an annual plan and budget, monitoring the Academy by the use of budgets and making major decisions about the direction of the Academy, capital expenditure and senior staff appointments.

Until the year ended 31st August 2021 the Co-Headteachers controlled the Academy at an executive level, implementing the policies laid down by the Governors and reporting back to them. The Co-Head Teacher AP was responsible for the authorisation of spending within agreed budgets and the appointment of staff, in consultation with the Finance and Audit Committee.

The Senior Leadership team comprises the Co-Headteachers, part time SEND coordinator an Assistant Headteacher and Academy Business Manager.

The Senior Leadership Team is responsible for the day to day operation of the Academy, in particular organising the teaching staff, facilities and students. The Academy through its Articles has indemnified its Governors to the fullest extent permissible by law.

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

Key management personnel are paid according to the role that they are employed by the Academy within the parameters dictated by the Pay Policy. Recommendations of changes of pay are determined during set Performance Management periods against agreed objectives and success criteria recommendations from the appropriate documents are then forwarded to the Personnel Committee for consideration and ratified at full Governing Body meetings.

Governors will be reimbursed:

- If travelling out of town
- If representing the governing body at a training event/conference.
- If parking expenses are incurred during Governor duties.

#### ***Risk management***

The Trustees have assessed the major risks to which the Academy is exposed, in particular those relating to the specific teaching, provision of facilities and other operational areas of the Academy, and its finances. The Trustees have implemented a number of systems to assess risks that the school faces, especially in the operational areas (e.g. in relation to teaching, health and safety, bullying and school trips) and in relation to the control of finance. They have introduced systems, including operational procedures (e.g. vetting of new staff and visitors, supervision of school grounds) and internal financial controls (see below) in order to minimise risk. Where significant financial risk still remains they have ensured they have adequate insurance cover. The Academy has an effective system of internal financial controls and this is explained in more detail in the following Governance statement.

#### ***Connected organisations, including related party relationships***

As an Academy we have a duty to support other schools. We support these schools through use of our premises and specialist skills. The Academy has entered into an agreement with Lisle Marsden Academy and Thrunscoe Primary Academy to cooperate and support each establishment.

#### **Objectives and activities**

##### ***Objects and aims***

The principal object and activity is the operation of Bursar Primary Academy to provide education within a school for pupils of different abilities between the ages of 3 and 11.

## **Bursar Primary Academy**

### **Trustees' Annual Report for the Year Ended 31 August 2021 (continued)**

#### ***Objectives, strategies and activities***

In accordance with the articles of association the Academy has adopted a Funding Agreement and Articles of Association approved by the Secretary of State for Education. The Funding Agreement specifies, amongst other things, the basis for admitting students to the Academy, the catchment area from which the students are drawn and that the curriculum should be broad and balanced.

The main objectives of the Academy during the period ended 31 August 2021 are summarised below -

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

The Academy's main strategy is encompassed in its mission statement which is - 'Learning together for a life of opportunities'

Bursar Primary Academy fully supports the broad educational aims put forward by the Local Education Authority.

In addition, we have aims that are particular to our academy, our parents and our children and which are high on our list of priorities. These are to:

- provide a safe and welcoming environment for pupils, parents and the wider community
- lay particular emphasis on Literacy and Numeracy, setting expectations which are realistic yet challenging
- develop an enthusiasm for learning which develops an enquiring and creative approach and fosters each child's self-esteem
- promote caring and tolerant behaviour towards fellow pupils and every area of our Community.

#### ***Public benefit***

The Academy trust provides educational services to all children in the local area. The Trustees confirm that they have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to the public benefit guidance provided by the Charity Commission for England and Wales.

## Bursar Primary Academy

### Trustees' Annual Report for the Year Ended 31 August 2021 (continued)

#### Strategic Report

##### Achievements and performance

The Academy is in its ninth year of operation. Total students (EY2-Y6) in the period ended 31st August 2021 numbered 237 (2020: 227). Indicators for 2021/22 are 251

As was the case in 2019/20, to reflect the disruption to children's learning, once again, the Education Secretary confirmed statutory assessments and checks for all groups, EY2, Y1, Y2 and Y6 have been suspended in 2020/21 due to the COVID19 pandemic. This has resulted in no statutory assessment tests (Y2/Y6 SATs) or checks (Y1 Phonics/Y4 Multiplication) this academic year. Data collection services for the above mentioned groups (Y1, Y2, Y4 and Y6) and Y6 teacher assessments have also been cancelled.

In addition, in light of the latest COVID-19 development, Ministers decided it would not be mandatory to complete the Early Years Foundation Stage Profile (EYFSP) assessment in 2021. This was in recognition of the additional pressures and uncertainties that teachers faced during this challenging time and aligns with the approach on KS1 and KS2 assessments this year. This change applies to schools - i.e. BPA - who are early adopters of the EYFS reforms, as well as schools who are following the current statutory framework.

EY2: On entry baseline data for this academic year evidenced there were no pupils on track (0%); this is consistent with the 2019/20 on entry data and indicative of the decreasing baseline to 0% noted in previous years. BPA data from September 2020 to July 2021 demonstrates continued improvement in progress from this increasingly low starting point. The percentage of pupils on track to achieve a Good Level of Development is 62.5% across the cohort. This figure is based on the new Early Years framework which will be statutory in September 2021; we elected to be part of the Early Adopter pilot to trial this new framework before its introduction. BPA attainment judgements are sound; they have been moderated internally this year as practitioner attendance at cross school and authority moderation events was not possible due to the pandemic. However, attendance at events in previous years means that our teachers have excellent knowledge and understanding of the moderation process.

Phonics: Cancellation of the phonics screening check in June 2020 meant that incoming Year 2 pupils did not take the check in Year 1. In the 2020/21 academic year only, it was statutory for schools to administer a past version of the phonics screening check to Year 2 pupils during the second half of the 2020 autumn term and return results to the LA. Year 2 pupils who met the expected standard in phonics in the autumn check will not be required to complete any further statutory assessments in phonics. Year 2 pupils who did not meet the expected standard in the autumn check were expected to take the statutory check in June 2021, alongside Year 1 pupils, before this was cancelled as detailed above.

All Year 2 pupils engaged in this process and results were shared with the LA. 86% of the cohort achieved the threshold mark of 32 or above. Of the 14% (5 pupils) who did not meet the standard, 60% (3/5) are on the SEND register for problems with speech and language; one of the three pupils has an EHCP. Of the remaining two pupils, one scored 31 marks and had made very good progress from the September baseline and would have been expected to meet the standard in June 2021; the second scored 24 marks but due to limited progress in this area has been monitored closely through our SEND referral process to ensure there are no underlying difficulties.

Given the circumstances and disruptions over the last two academic years regarding lockdown, limitations to pupil attendance and restricted face to face teaching, we have attained very positive outcomes and will look to build on these as we enter 2021/22.

##### Key financial performance indicators

|                                                                    | Unit | 2021         | 2020         |
|--------------------------------------------------------------------|------|--------------|--------------|
| Staff Costs, excluding actuary adjustments and restructuring costs | £    | 1,104,581.00 | 1,032,355.00 |
| Staff Cost % of Income                                             | %    | 78.00        | 85.00        |
| Average salary per teacher                                         | £    | 45,840.00    | 41,930.00    |

##### Going concern

After making appropriate enquiries, the Governing Body 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.

## **Bursar Primary Academy**

### **Trustees' Annual Report for the Year Ended 31 August 2021 (continued)**

#### **Strategic Report**

##### **Financial review**

Most of the Academy's income is obtained from the DfE in the form of recurrent grants, the use of which is restricted to particular purposes. The grants received from the DfE during the period ended 31 August 2021 and the associated expenditure are shown as restricted funds in the Statement of Financial Activities.

At 31 August 2021 the net book value of fixed assets was £7,674,593 (2020: £7,775,482) and movements in tangible fixed assets are shown in the note 11 to the financial statements. The assets were used exclusively for providing education and the associated support services to the pupils of the Academy.

The Actuary has calculated the pension scheme deficit as £906,000 (2020: £663,000) as at 31 August 2021, which is an increase of £243,000 on the deficit figure as at 31 August 2020. Further detail is provided in note 24 of this set of accounts.

The in-year surplus on restricted and unrestricted funds was £87,347 (2020: £26,464 deficit).

##### ***Reserves policy***

The Governors agreed to maintain a balance of £50,000 in Reserves as a contingency for potential repairs to the buildings and boiler and two months' salary costs, of £140,000, which means an overall total of £190,000.

During the period ended 31 August 2021, total expenditure was £1,723,241 and income totalled £1,925,561. The reserve balances (excluding Restricted Fixed Asset Fund and Pension Reserve) carried forward into the new academic year total £544,585, made up of £420,585 in restricted funds and £124,000 in unrestricted funds.

Of the total funds, £7,674,593 can only be realised by disposing of tangible fixed assets.

The Governors continue to be fully aware of the reserves being greater than the set policy but these will be significantly reduced in the coming years due to larger premises, requiring additional costs not previously catered for, such as grounds maintenance, additional cleaning, teachers and leaders along with higher running costs.

Funding for an increase in pupil numbers was not received in the first year of the move and this lag is expected to result in some fall in reserves over that period and an in year budget that does not balance. We have aimed to ensure a seamless transition for the pupils in our care and provide at least the same quality if not improved quality of education.

Governors are committed to ensuring that all funds under their control are managed in such a way as to maximise return whilst minimising risk. Day to day management of the surplus funds is delegated to the Headteacher JW within strict guidelines, approved by the trustees.

## **Bursar Primary Academy**

### **Trustees' Annual Report for the Year Ended 31 August 2021 (continued)**

#### **Strategic Report**

##### ***Investment policy***

The academy's investment policy is provided below –

##### **Principles**

The academy aims to manage its cash balances to provide for the day to day working capital requirements of its operations, whilst protecting the real long term value of any surplus cash balances against inflation.

In addition, the academy aims to invest surplus cash funds to optimise return, but ensuring the investment instruments are such that there is no risk to the loss of these cash funds.

Our aim is to spend the public monies with which we are entrusted for the direct education benefit of all pupils as is prudent.

##### **Purposes**

- To ensure cash balances are maintained in the current accounts to cover day to day working requirements.
- To ensure there is no risk of loss in the capital value of any cash funds invested.
- To optimise returns on invested funds.

##### **Guidelines**

Regular cash flows are monitored to ensure there are adequate funds to meet all payroll related commitments and outstanding supply creditors that are due for payment.

The academy will not invest in stocks and shares or other high risk investment schemes.

Where long term surpluses can be identified, these may be invested in banking products such as fixed term notice accounts (e.g. 32 days' notice).

A 6 month rolling programme to review interest rates and compare investment opportunities. Enquiries have been made this year with regards to higher investment prospects but COVID 19 pandemic saw very little opportunity as interest rates remained low.

##### ***Principal risks and uncertainties***

The governors have assessed the major risks to which the Academy is exposed, in particular those relating to the specific teaching, provision of facilities and other operational areas of the Academy, and its finances. The governors have implemented a number of systems to assess risks that the school faces, especially in the operational areas (e.g. in relation to teaching, health and safety) and in relation to the control of finance.

Systems, including operational procedures (e.g. vetting of new staff and visitors, supervision of school grounds) and internal financial controls in order to minimise risk are undertaken. Where significant financial risk still remains they have ensured they have adequate insurance cover. The Academy has an effective system of internal financial controls.

##### **Fundraising**

A small level of fundraising is carried out at the Academy. No complaints have been received about the fundraising carried out at the Academy.

The Academy does not heavily promote fundraising activities and there is no undue pressure placed on a person to give money or other property. The fundraising activities are not formally monitored due to the small scale of activities carried out.

## **Bursar Primary Academy**

### **Trustees' Annual Report for the Year Ended 31 August 2021 (continued)**

#### ***Plans for future periods***

The Academy will build on its Ofsted judgement (good) and continue to offer exciting learning opportunities and improve the levels of performance of its students at all levels.

In line with our move to larger premises, since 2018 we have increased the on entry pupil admission number (PAN) to 45; we will be entering the new academic year with three parallel mixed classes in KS1 (Y1/2) and also Lower KS2 (Y3/4). The current Y5 and Y6 cohorts will remain as standalone year groups; mixed classes will be introduced in Upper KS2 (Y5/6) in 2023/24.

Ongoing improvements to the building and site are planned and have been budgeted for from our carry forward.

#### **Auditor**

Insofar 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.

#### ***Reappointment of auditor***

In accordance with section 485 of the Companies Act 2006, a resolution for the re-appointment of Forrester Boyd Chartered Accountants as auditors of the company is to be proposed at the forthcoming Annual General Meeting.

Trustees' Annual Report , incorporating the Directors' Report and Strategic Report, was approved by order of the members of the Governing Body on 24 November 2021 and signed on its behalf by:

.....  
L Hayes  
Governor and trustee

# Bursar Primary Academy

## Governance Statement

### Scope of responsibility

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

As trustees, we have reviewed and taken account of the guidance in DfE's Government Handbook and competency framework for governance.

The Governing Body has delegated the day-to-day responsibility to A Pomfret (J Wiseman from 01/09/2021), 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 Bursar Primary Academy and the Secretary of State for Education. They are also responsible for reporting to the Governing Body any material weaknesses or breakdowns in internal control.

### Governance

The information on governance included here supplements that described in the Trustees' Annual Report and in the Statement of Trustees' Responsibilities. The Governing Body has formally met 3 times during the year. Attendance during the year at meetings of the Governing Body was as follows:

| Trustee                                                          | Meetings attended | Out of a possible |
|------------------------------------------------------------------|-------------------|-------------------|
| A Pomfret, Finance and Audit Committee (resigned 31 August 2021) | 3                 | 3                 |
| L Pidgen, Finance and Audit Committee                            | 3                 | 3                 |
| S Sylvester, Finance and Audit Committee                         | 3                 | 3                 |
| H Jagger                                                         | 3                 | 3                 |
| N Hollington (appointed 1 April 2021)                            | 1                 | 1                 |
| N Appleby                                                        | 3                 | 3                 |
| S Taylor, Finance and Audit Committee                            | 2                 | 3                 |
| L Hayes, Chair of Governors                                      | 3                 | 3                 |
| J Wiseman                                                        | 3                 | 3                 |
| N Nawrockyi                                                      | 2                 | 3                 |
| J Locking (resigned 6 October 2021)                              | 1                 | 3                 |

## **Bursar Primary Academy**

### **Governance Statement (continued)**

#### **Coverage of the board's work**

As a standalone academy, Bursar Primary Academy fully supports the broad educational aims put forward by the Local Education Authority. In addition, we have aims that are particular to our academy, our parents and our pupils and which are high on our list of priorities.

These are to:

- Provide a safe and welcoming environment for pupils, parents and the wider community
- Lay particular emphasis on Literacy and Numeracy, setting expectation which are realistic yet challenging
- Develop an enthusiasm for learning which develops an enquiring and creative approach and fosters each pupil's self-esteem
- Promote caring and tolerant behaviour towards fellow pupils and every area of our community

The systems and processes that we have in place ensure that all levels of Governance can keep a close but strategic overview of the Academy. While the work of the Local Governor is never easy, the Academy has invested heavily in ensuring that anyone undertaking it is supported in their role.

We offer a comprehensive training programme. This includes online support from the National Governors Association Learning Link and face to face training sessions, pre COVID pandemic, around understanding school data.

While training is important, access to the right information at the right time is also vital. This is why we provide membership to the National Governor Association to all our governors. This service offers information that helps to provide an effective overview of the role of the Governor and how to approach the role effectively.

Data is reported on at each termly full Governing body meeting in a printed format and copies are shared with all governors.

#### **Governance reviews**

During the year the Trust has produced an updated Annual Governance Statement 2020/21, which identified that the 3 core strategic functions of the Academy's governing body are –

- ensuring clarity of vision, ethos, values and strategic direction;
- holding the Headteachers to account for the educational performance of the school and its pupils;
- overseeing the financial performance of the school and making sure its money is well spent.

The Governing body has achieved excellent attendance at all meetings and its work has focussed upon whole school improvement, with specific focus on curriculum development.

Governors regularly discuss key data giving the results of pupil attainment and progress; to ensure that the school is on track to fulfil its targets for all pupils.

The Governing body focuses on how the Pupil Premium Grant & Sports Funding is being spent by the school and what impact this has on pupil outcomes. The results are published on the school web site.

We plan to continue to work with our families, partner schools and the community for the benefit of every individual in our school.

In order to comply with new ESFA guidance, Christopher Harper was appointed as a Member. Linda Harper resigned from the post.

A new parent Governor was appointed Mr Nigel Hollington.

# Bursar Primary Academy

## Governance Statement (continued)

The Finance and Audit Committee and Personnel Committee are sub-committees of the main Governing Body. Their purpose is to have delegated powers to manage the academy's finance matters. Attendance at these meetings during the year was as follows:

### Finance and Audit Committee:

| Trustee     | Meetings attended | Out of a possible |
|-------------|-------------------|-------------------|
| L Pidgen    | 4                 | 4                 |
| A Pomfret   | 4                 | 4                 |
| S Taylor    | 3                 | 4                 |
| S Sylvester | 4                 | 4                 |
| J Wiseman   | 2                 | 2                 |

### Personnel Committee

| Trustee   | Meetings attended | Out of a possible |
|-----------|-------------------|-------------------|
| H Jagger  | 3                 | 3                 |
| L Pidgen  | 3                 | 3                 |
| A Pomfret | 1                 | 3                 |
| L Hayes   | 3                 | 3                 |
| J Wiseman | 2                 | 3                 |

### Effective oversight of funds

Monthly management accounts information has been provided to trustees who are then given the opportunity to raise any queries.

### Review of value for money

As accounting officer A Pomfret (J Wiseman from 01/09/2021) 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 Governors where value for money can be improved, including the use of benchmarking data where available. The accounting officer for the academy trust has delivered improved value for money during the year by:

- use of supply teachers sparingly as additional teachers on staff have been employed for development purposes and provide
- running training in-house and coaching in-house or online
- good use of resources
- good maintenance of existing equipment and resources
- flexible use of staff where possible

During the COVID 19 pandemic the academy has supported suppliers in the following ways:

- Continuing to pay service costs to the provider of school meals.
- Enabling some services for pupils to continue remotely either by telephone or on-line. The provision of loaned laptops to households without sufficient IT availability extended the reach of these services.
- Continuing to pay as normal where services agreements were already in place but the level of service was reduced.
- Continuing to engage local contractors for premises work in relation to scheduled maintenance, repairs and enhancements.

## **Bursar Primary Academy**

### **Governance Statement (continued)**

#### **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 at Bursar Primary Academy for the year ended 31 August 2021 and up to the date of approval of the annual report and financial statements.

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

The Governing Body has reviewed the key risks to which the academy trust is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Governing Body is of the view that there is a formal ongoing process for identifying, evaluating and managing the academy trust's significant risks that has been in place for the year ended 31 August 2021 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Governing Body.

#### **The risk and control framework**

The academy 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 Governing Body;
- regular reviews by the Finance and Audit Committee of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes;
- setting targets to measure financial and other performance;
- clearly defined purchasing (asset purchase or capital investment) guidelines;
- delegation of authority and segregation of duties;
- identification and management of risks.

Governors have also set policies on internal controls which cover the following:

- the type of risks the Academy faces;
- the level of risks which they regard as acceptable;
- the likelihood of the risks materialising;
- the Academy's ability to reduce the incidence and impact on the Academy's operations of risks that do materialise;
- the costs of operating particular controls relative to the benefits obtained;
- clarified the responsibility of the Management Team to implement the governors' policies and to identify and evaluate risks for the governors' consideration;
- explained to employees that they have responsibility for internal control as part of their accountability for achieving objectives;
- embedded the control system in the Academy's operations so that it becomes part of the culture of the Academy;
- developed systems to respond quickly to evolving risks arising from factors within the Academy and to changes in the external environment; and
- included procedures for reporting failings immediately to appropriate levels of management and the governors together with details of corrective action being undertaken.

The governors have considered the need for a specific internal scrutiny function and have appointed the services of Rebecca Triffitt at Phoenix Accountancy & Business Consultancy Ltd to undertake internal scrutiny reviews and support with finance planning.

## **Bursar Primary Academy**

### **Governance Statement (continued)**

This role includes giving advice on financial matters and performing a range of checks on the Academy's financial systems. Testing of the following was carried out during the year; Bank, Income, Purchases and VAT. After each review, the internal scrutineer has reported to the Governing Body through the Finance and Audit Committee on the operation of the systems of controls and on the discharge of the Governing Body's financial responsibilities.

These arrangements can provide only reasonable and not absolute assurance that transactions are authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected within a timely period.

There were no material control issues reported by the internal scrutineer to date.

Governors were aware that a new internal scrutineer needed to be appointed for this financial year due to changes in the academy's financial handbook.

#### **Review of effectiveness**

As Accounting Officer, A Pomfret (J Wiseman from 01/09/2021) has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

- the work of the internal scrutineer ;
- the work of the external auditor;
- the work of the executive managers within the academy trust who have responsibility for the development and maintenance of the internal control framework.

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

Approved by order of the members of the Governing Body on 24 November 2021 and signed on its behalf by:

.....  
J Wiseman  
Accounting officer  
Governor and trustee

.....  
L Hayes  
Accounting officer  
Governor and trustee

## **Bursar Primary Academy**

### **Statement of Regularity, Propriety and Compliance**

As Accounting Officer of Bursar Primary Academy I have considered my responsibility to notify the academy trust Governing Body and the Education and Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with terms and conditions of all funding received by the academy trust, 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 2020.

I confirm that I and the academy trust Governing Body 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 2020.

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

.....  
J Wiseman  
Accounting officer  
Governor and trustee

24 November 2021

## **Bursar Primary Academy**

### **Statement of Trustees' Responsibilities**

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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP 2019 and the Academies Accounts Direction 2020 to 2021;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS102) have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

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

Approved by order of the members of the Board on 24 November 2021 and signed on its behalf by:

.....  
L Hayes  
Governor and trustee

## **Bursar Primary Academy**

### **Independent Auditor's Report on the Financial Statements to the Members of Bursar Primary Academy**

#### **Opinion**

We have audited the financial statements of Bursar Primary Academy (the 'Academy Trust') for the year ended 31 August 2021, which comprise the Statement of Financial Activities for the year ended 31 August 2021 (including Income and Expenditure Account), Balance Sheet as at 31 August 2021, Statement of Cash Flows for the year ended 31 August 2021, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities SORP 2019 and the Academies Accounts Direction 2020 to 2021 issued by the Education and Skills Funding Agency.

In our opinion the financial statements:

- give a true and fair view of the state of the Academy trust's affairs at 31 August 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities SORP 2019 and the Academies Accounts Direction 2020 to 2021 issued by the Education and Skills Funding Agency.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Academy Trust in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Academy's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## **Bursar Primary Academy**

### **Independent Auditor's Report on the Financial Statements to the Members of Bursar Primary Academy (continued)**

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

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report (incorporating the Strategic Report and Directors' Report), for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Strategic Report and Directors' Report have been prepared in accordance with applicable legal requirements.

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

In the light of our knowledge and understanding of the Academy Trust and its environment obtained in the course of the audit, we have not identified material misstatements in the Strategic Report and Directors' Report.

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

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

#### **Responsibilities of Trustees**

As explained more fully in the Statement of Trustees' Responsibilities [set out on page 16], the Trustees (who are also the directors of the Academy Trust for the purpose of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Academy Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Academy Trust or to cease operations, or have no realistic alternative but to do so.

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

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Discussions with management, including consideration of known or suspected instances of non-compliance held.
- Challenging assumptions and judgements made within significant accounting estimates and judgements such as depreciation and the local government pension scheme liability.
- Testing of income, bank, purchases and payroll, systems and controls and providing conclusions on the regularity of samples chosen.
- Identification of key laws and regulations central to the academies operations and review of compliance with such laws including a review of the Charities Commission website, the Academy Trust Handbook 2020 and correspondence with solicitors to identify any on-going litigation.
- Testing of journal entries and potential override of systems.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. The risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery collusion, omission or misrepresentation.

## **Bursar Primary Academy**

### **Independent Auditor's Report on the Financial Statements to the Members of Bursar Primary Academy (continued)**

A further description of our responsibilities is available on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

#### **Use of our report**

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

.....  
Kevin Hopper BFP FCA (Senior Statutory Auditor)  
For and on behalf of Forrester Boyd Chartered Accountants, Statutory Auditor  
26 South St Mary's Gate  
Grimsby  
DN31 1LW

24 November 2021

## **Bursar Primary Academy**

### **Independent Reporting Accountant's Assurance Report on Regularity**

In accordance with the terms of our engagement letter dated 5 August 2021 and further to the requirements of the Education and Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2020 to 2021, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Bursar Primary Academy during the period 1 September 2020 to 31 August 2021 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 Bursar Primary Academy and the ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we may state to Bursar Primary Academy and the ESFA 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 Bursar Primary Academy and the ESFA, for our work, for this report, or for the conclusion we have formed.

#### **Respective responsibilities of the Bursar Primary Academy's accounting officer and the reporting accountant**

The Accounting Officer is responsible, under the requirements of the Bursar Primary Academy's funding agreement with the Secretary of State for Education dated 20 February 2012 and the Academies Financial Handbook extant from 1 September 2020, 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 2020 to 2021. We report to you whether anything has come to our attention in carrying out our work which suggests that in all material respects, expenditure disbursed and income received during the year from 1 September 2020 to 31 August 2021 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 Framework and Guide for External Auditors and Reporting Accountant of Academy Trusts issued by ESFA. 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.

The work undertaken to draw to our conclusion includes:

- Evaluating the systems and control environment;
- Assessing the risk of irregularity, impropriety and non-compliance;
- Ensuring that all the activities of the academy trust are in keeping with the academy's framework and the charitable objectives;
- Obtaining representations from the Accounting Officer and Key Management Personnel

#### **Conclusion**

In the course of our work, nothing has come to our attention which suggests that in all material respects the expenditure disbursed and income received during the year from 1 September 2020 to 31 August 2021 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

.....  
Kevin Hopper BFP FCA, Reporting Accountant  
For and on behalf of Forrester Boyd Chartered Accountants

26 South St Mary's Gate  
Grimsby  
DN31 1LW

24 November 2021

## Bursar Primary Academy

### Statement of Financial Activities for the Year Ended 31 August 2021 (including Income and Expenditure Account)

|                                                           | Note | Unrestricted<br>Funds<br>£ | Restricted<br>General<br>Funds<br>£ | Restricted<br>Fixed Asset<br>Funds<br>£ | 2020/21<br>Total<br>£ |
|-----------------------------------------------------------|------|----------------------------|-------------------------------------|-----------------------------------------|-----------------------|
| <b>Income and endowments from:</b>                        |      |                            |                                     |                                         |                       |
| Donations and capital grants                              | 2    | 1,038                      | -                                   | 516,574                                 | 517,612               |
| <i>Charitable activities:</i>                             |      |                            |                                     |                                         |                       |
| Funding for the Academy trust's educational operations    | 3    | 3,029                      | 1,400,246                           | -                                       | 1,403,275             |
| Other trading activities                                  | 4    | 4,450                      | -                                   | -                                       | 4,450                 |
| Investments                                               | 5    | 224                        | -                                   | -                                       | 224                   |
| Total                                                     |      | <u>8,741</u>               | <u>1,400,246</u>                    | <u>516,574</u>                          | <u>1,925,561</u>      |
| <b>Expenditure on:</b>                                    |      |                            |                                     |                                         |                       |
| <i>Charitable activities:</i>                             |      |                            |                                     |                                         |                       |
| Academy trust educational operations                      | 7    | -                          | 1,360,489                           | 362,752                                 | 1,723,241             |
| Total                                                     |      | <u>-</u>                   | <u>1,360,489</u>                    | <u>362,752</u>                          | <u>1,723,241</u>      |
| Net income                                                |      | 8,741                      | 39,757                              | 153,822                                 | 202,320               |
| Transfers between funds                                   |      | -                          | (28,151)                            | 28,151                                  | -                     |
| <b>Other recognised gains and losses</b>                  |      |                            |                                     |                                         |                       |
| Actuarial gains on defined benefit pension schemes        | 25   | -                          | (176,000)                           | -                                       | (176,000)             |
| Net movement in funds/(deficit)                           |      | 8,741                      | (164,394)                           | 181,973                                 | 26,320                |
| <b>Reconciliation of funds</b>                            |      |                            |                                     |                                         |                       |
| Total funds/(deficit) brought forward at 1 September 2020 |      | <u>115,259</u>             | <u>(321,021)</u>                    | <u>7,862,291</u>                        | <u>7,656,529</u>      |
| Total funds/(deficit) carried forward at 31 August 2021   |      | <u>124,000</u>             | <u>(485,415)</u>                    | <u>8,044,264</u>                        | <u>7,682,849</u>      |

Comparative figures are stated on page 20.

# Bursar Primary Academy

## Statement of Financial Activities for the Year Ended 31 August 2020 (including Income and Expenditure Account)

|                                                           | Note | Unrestricted<br>Funds<br>£ | Restricted<br>General<br>Funds<br>£ | Restricted<br>Fixed Asset<br>Funds<br>£ | 2019/20<br>Total<br>£ |
|-----------------------------------------------------------|------|----------------------------|-------------------------------------|-----------------------------------------|-----------------------|
| <b>Income and endowments from:</b>                        |      |                            |                                     |                                         |                       |
| Donations and capital grants                              | 2    | 5,811                      | -                                   | 84,286                                  | 90,097                |
| <i>Charitable activities:</i>                             |      |                            |                                     |                                         |                       |
| Funding for the Academy trust's educational operations    | 3    | 13,364                     | 1,190,981                           | -                                       | 1,204,345             |
| Investments                                               | 5    | 845                        | -                                   | -                                       | 845                   |
| Total                                                     |      | 20,020                     | 1,190,981                           | 84,286                                  | 1,295,287             |
| <b>Expenditure on:</b>                                    |      |                            |                                     |                                         |                       |
| <i>Charitable activities:</i>                             |      |                            |                                     |                                         |                       |
| Academy trust educational operations                      | 7    | 12,452                     | 1,289,013                           | 141,879                                 | 1,443,344             |
| Net income/(expenditure)                                  |      | 7,568                      | (98,032)                            | (57,593)                                | (148,057)             |
| <b>Other recognised gains and losses</b>                  |      |                            |                                     |                                         |                       |
| Actuarial gains on defined benefit pension schemes        | 25   | -                          | (88,000)                            | -                                       | (88,000)              |
| Net movement in funds/(deficit)                           |      | 7,568                      | (186,032)                           | (57,593)                                | (236,057)             |
| <b>Reconciliation of funds</b>                            |      |                            |                                     |                                         |                       |
| Total funds/(deficit) brought forward at 1 September 2019 |      | 107,691                    | (134,989)                           | 7,919,884                               | 7,892,586             |
| Total funds/(deficit) carried forward at 31 August 2020   |      | 115,259                    | (321,021)                           | 7,862,291                               | 7,656,529             |

**Bursar Primary Academy**  
**(Registration number: 08018275)**  
**Balance Sheet as at 31 August 2021**

|                                                         | Note | 2021<br>£               | 2020<br>£               |
|---------------------------------------------------------|------|-------------------------|-------------------------|
| <b>Fixed assets</b>                                     |      |                         |                         |
| Tangible assets                                         | 11   | 7,674,593               | 7,775,482               |
| <b>Current assets</b>                                   |      |                         |                         |
| Debtors                                                 | 12   | 589,081                 | 107,784                 |
| Cash at bank and in hand                                |      | <u>511,237</u>          | <u>477,285</u>          |
|                                                         |      | 1,100,318               | 585,069                 |
| Creditors: Amounts falling due within one year          | 13   | <u>(176,869)</u>        | <u>(41,022)</u>         |
| Net current assets                                      |      | <u>923,449</u>          | <u>544,047</u>          |
| Total assets less current liabilities                   |      | 8,598,042               | 8,319,529               |
| Creditors: Amounts falling due after more than one year | 14   | <u>(9,193)</u>          | <u>-</u>                |
| Net assets excluding pension liability                  |      | 8,588,849               | 8,319,529               |
| Pension scheme liability                                | 25   | <u>(906,000)</u>        | <u>(663,000)</u>        |
| Net assets including pension liability                  |      | <u><u>7,682,849</u></u> | <u><u>7,656,529</u></u> |
| <b>Funds of the Academy:</b>                            |      |                         |                         |
| <b>Restricted funds</b>                                 |      |                         |                         |
| Restricted general fund                                 |      | 420,585                 | 341,979                 |
| Restricted fixed asset fund                             |      | 8,044,264               | 7,862,291               |
| Restricted pension fund                                 |      | <u>(906,000)</u>        | <u>(663,000)</u>        |
|                                                         |      | 7,558,849               | 7,541,270               |
| <b>Unrestricted funds</b>                               |      |                         |                         |
| Unrestricted general fund                               |      | <u>124,000</u>          | <u>115,259</u>          |
| Total funds                                             | 15   | <u><u>7,682,849</u></u> | <u><u>7,656,529</u></u> |

The financial statements on pages 21 to 41 were approved by the Trustees, and authorised for issue on 24 November 2021 and signed on their behalf by:

.....  
L Hayes  
Governor and trustee

## Bursar Primary Academy

### Statement of Cash Flows for the year ended 31 August 2021

|                                                 | Note | 2021<br>£             | 2020<br>£             |
|-------------------------------------------------|------|-----------------------|-----------------------|
| <b>Cash flows from operating activities</b>     |      |                       |                       |
| Net cash used in operating activities           | 19   | (449,238)             | (88,505)              |
| Cash flows from investing activities            | 21   | 473,997               | 75,147                |
| Cash flows from financing activities            | 20   | <u>9,193</u>          | <u>-</u>              |
| Change in cash and cash equivalents in the year |      | 33,952                | (13,358)              |
| Cash and cash equivalents at 1 September        |      | <u>477,285</u>        | <u>490,643</u>        |
| Cash and cash equivalents at 31 August          | 22   | <u><u>511,237</u></u> | <u><u>477,285</u></u> |

# **Bursar Primary Academy**

## **Notes to the Financial Statements for the Year Ended 31 August 2021**

### **1 Accounting policies**

The Academy Trust is a private company limited by guarantee and incorporated in the United Kingdom.

The address of its registered office is:

Bursar Primary Academy  
Clee Road  
Cleethorpes  
DN35 9HU

These financial statements were authorised for issue by the Board on 24 November 2021.

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.

#### **Basis of preparation**

The financial statements 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 2020 to 2021 issued by ESFA, the Charities Act 2011 and the Companies Act 2006.

Bursar Primary Academy meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared in sterling which is the functional currency of the company and have been rounded to the nearest pound.

The financial statements cover the individual entity, Bursar Primary Academy.

#### **Going concern**

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the 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 financial statements 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 financial statements.

#### **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.

## **Bursar Primary Academy**

### **Notes to the Financial Statements for the Year Ended 31 August 2021 (continued)**

#### **1 Accounting policies (continued)**

##### ***Grants***

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.

General Annual Grant is recognised in full in the Statement of Financial Activities in the year 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 in full when there is an unconditional entitlement to the grant. Unspent amounts of capital grants are reflected in the balance sheet in the restricted fixed asset fund. Capital grants are spent on capital projects in line with the terms and conditions of the grant. Capital grants are recognised when there is entitlement and are not deferred over the life of the asset on which they are expended.

##### ***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.

##### ***Other income***

Other income, including the hire of facilities, is recognised in the period it is receivable and to the extent the academy trust has provided the goods or services.

##### ***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 allocated on the portion of the asset's use.

All resources expended are inclusive of irrecoverable VAT.

##### ***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.

## **Bursar Primary Academy**

### **Notes to the Financial Statements for the Year Ended 31 August 2021 (continued)**

#### **1 Accounting policies (continued)**

##### **Tangible fixed assets**

Assets costing £2,000 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. Where there are specific conditions attached to the funding requiring the continued use of the asset, 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 the relevant assets is charged directly to the restricted fixed asset fund in the Statement of Financial Activities. 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 lives, per the table below.

Assets in the course of construction are included at cost. Depreciation on these assets is not charged until they are brought into use and reclassified to freehold or leasehold land and buildings.

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.

| <b>Asset class</b>               | <b>Depreciation method and rate</b> |
|----------------------------------|-------------------------------------|
| Leasehold Land                   | 125 years straight line             |
| Leasehold buildings              | 50 years straight line              |
| Computer equipment and furniture | 3 years straight line               |

##### **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.

##### **Concessionary loans**

Concessionary loans include those payable to a third party which are interest free or below market interest rates and are made to advance charitable purposes. All loans are measured at cost, less impairment.

##### **Leased assets**

Rentals under operating leases are charged on a straight-line basis over the lease term.

Long term leasehold land:

The land is held on a 119 year lease with North East Lincolnshire Council. It was recognised as an asset on 1st September 2018 is being depreciated accordingly.

##### **Financial Instruments**

The academy trust only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the academy trust and their measurement basis are as follows:

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at transaction price less any provision for impairment. Prepayments are not financial instruments.

Cash at bank - is classified as a basic financial instrument and is measured at face value.

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at transaction price. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

## **Bursar Primary Academy**

### **Notes to the Financial Statements for the Year Ended 31 August 2021 (continued)**

#### **1 Accounting policies (continued)**

##### **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.

##### **Pension 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. 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. TPS is an unfunded multi-employer scheme with no underlying assets to assign between employers. Consequently, the TPS is treated as a defined contribution scheme for accounting purposes and the contributions recognised in the period to which they relate.

The LGPS is a funded multi-employer 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 net income/ expenditure 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.

##### **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 funders where the asset acquired or created is held for a specific purpose.

Restricted general funds comprise all other restricted funds received with restrictions imposed by the funder/donor and include grants from the Department for Education Group.

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

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.

## Bursar Primary Academy

### Notes to the Financial Statements for the Year Ended 31 August 2021 (continued)

#### 1 Accounting policies (continued)

##### *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 (income) for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 21, 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 2019 has been used by the actuary in valuing the pensions liability at 31 August 2021. 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.

#### 2 Donations and capital grants

|                              | Unrestricted<br>funds<br>£ | Restricted<br>fixed asset<br>funds<br>£ | 2020/21<br>Total<br>£ | 2019/20<br>Total<br>£ |
|------------------------------|----------------------------|-----------------------------------------|-----------------------|-----------------------|
| Educational trips and visits | 1,038                      | -                                       | 1,038                 | 5,811                 |
| Capital grants               | -                          | 516,574                                 | 516,574               | 84,286                |
|                              | <u>1,038</u>               | <u>516,574</u>                          | <u>517,612</u>        | <u>90,097</u>         |

#### 3 Funding for the Academy Trust's educational operations

|                                               | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2020/21<br>Total<br>£ | 2019/20<br>Total<br>£ |
|-----------------------------------------------|----------------------------|--------------------------|-----------------------|-----------------------|
| <b>DfE/ESFA revenue grants</b>                |                            |                          |                       |                       |
| General Annual Grant                          | -                          | 1,009,248                | 1,009,248             | 863,520               |
| Pupil Premium                                 | -                          | 95,839                   | 95,839                | 95,150                |
| Free School Meals                             | -                          | 48,014                   | 48,014                | 44,289                |
| Other DfE Grants                              | -                          | 36,645                   | 36,645                | 31,433                |
| Teachers Pension Grant                        | -                          | 32,241                   | 32,241                | 26,960                |
|                                               | -                          | 1,221,987                | 1,221,987             | 1,061,352             |
| <b>Other government grants</b>                |                            |                          |                       |                       |
| Local Authority Funding                       | -                          | 159,539                  | 159,539               | 129,629               |
| <b>Non-government grants and other income</b> |                            |                          |                       |                       |
| Other Income                                  | 3,029                      | -                        | 3,029                 | 13,364                |
| <b>Covid-19 additional funding (DfE/ESFA)</b> |                            |                          |                       |                       |
| Covid-19 Catch Up Premium                     | -                          | 18,720                   | 18,720                | -                     |
| Total grants                                  | <u>3,029</u>               | <u>1,400,246</u>         | <u>1,403,275</u>      | <u>1,204,345</u>      |

# Bursar Primary Academy

## Notes to the Financial Statements for the Year Ended 31 August 2021 (continued)

### 3 Funding for the Academy Trust's educational operations (continued)

The academy received £18,720 (2020: £Nil) of funding for catch-up premium and costs incurred in respect of this funding totalled £18,720 (2020: £Nil).

Following the reclassification in the Academies Accounts Direction 2020/21 of some grants received from the Department for Education and ESFA, the academy trust's funding for Universal Infant Free School Meals and Pupil Premium is no longer reported under the Other DfE Group grants heading, but as separate lines under the Other DfE/ESFA grants heading. The prior year numbers have been reclassified.

### 4 Other trading activities

|             | Unrestricted<br>funds<br>£ | 2020/21<br>Total<br>£ |
|-------------|----------------------------|-----------------------|
| Other sales | 4,450                      | 4,450                 |

### 5 Investment income

|                     | Unrestricted<br>funds<br>£ | 2020/21<br>Total<br>£ | 2019/20<br>Total<br>£ |
|---------------------|----------------------------|-----------------------|-----------------------|
| Short term deposits | 224                        | 224                   | 845                   |

### 6 Expenditure

|                                         | Non Pay Expenditure |                |                  | 2020/21<br>Total<br>£ | 2019/20<br>Total<br>£ |
|-----------------------------------------|---------------------|----------------|------------------|-----------------------|-----------------------|
|                                         | Staff costs<br>£    | Premises<br>£  | Other costs<br>£ |                       |                       |
| <b>Academy's educational operations</b> |                     |                |                  |                       |                       |
| Direct costs                            | 974,080             | 143,690        | 28,800           | 1,146,570             | 1,063,171             |
| Allocated support costs                 | 181,503             | 274,111        | 121,057          | 576,671               | 380,173               |
|                                         | <u>1,155,583</u>    | <u>417,801</u> | <u>149,857</u>   | <u>1,723,241</u>      | <u>1,443,344</u>      |

#### Net income/(expenditure) for the year includes:

|                                     | 2020/21<br>£ | 2019/20<br>£ |
|-------------------------------------|--------------|--------------|
| Operating lease rentals             | 2,414        | 1,570        |
| Depreciation                        | 143,556      | 139,987      |
| Fees payable to auditor - audit     | 5,000        | 5,000        |
| Fees payable - other audit services | <u>1,880</u> | <u>3,750</u> |

## Bursar Primary Academy

### Notes to the Financial Statements for the Year Ended 31 August 2021 (continued)

#### 7 Charitable activities

|                                        |                                         | 2020/21<br>£                   | 2019/20<br>£                   |
|----------------------------------------|-----------------------------------------|--------------------------------|--------------------------------|
| Direct costs - educational operations  |                                         | 1,146,570                      | 1,063,171                      |
| Support costs - educational operations |                                         | 576,671                        | 380,173                        |
|                                        |                                         | <u>1,723,241</u>               | <u>1,443,344</u>               |
|                                        | <b>Educational<br/>operations<br/>£</b> | <b>2020/21<br/>Total<br/>£</b> | <b>2019/20<br/>Total<br/>£</b> |
| <b>Analysis of support costs</b>       |                                         |                                |                                |
| Support staff costs                    | 181,503                                 | 181,503                        | 198,039                        |
| Technology costs                       | 17,789                                  | 17,789                         | 15,945                         |
| Premises costs                         | 274,111                                 | 274,111                        | 71,367                         |
| Other support costs                    | 91,736                                  | 91,736                         | 85,182                         |
| Governance costs                       | 11,532                                  | 11,532                         | 9,640                          |
| Total support costs                    | <u>576,671</u>                          | <u>576,671</u>                 | <u>380,173</u>                 |

#### 8 Staff

##### Staff costs

|                                                    |  | 2020/21<br>£      | 2019/20<br>£      |
|----------------------------------------------------|--|-------------------|-------------------|
| <b>Staff costs during the year were:</b>           |  |                   |                   |
| Wages and salaries                                 |  | 826,546           | 782,975           |
| Social security costs                              |  | 68,972            | 64,131            |
| Operating costs of defined benefit pension schemes |  | 233,095           | 239,249           |
|                                                    |  | <u>1,128,613</u>  | <u>1,086,355</u>  |
| Supply staff costs                                 |  | 6,970             | 2,018             |
| Staff restructuring costs                          |  | 20,000            | -                 |
|                                                    |  | <u>1,155,583</u>  | <u>1,088,373</u>  |
|                                                    |  | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
| <b>Staff restructuring costs comprise:</b>         |  |                   |                   |
| Redundancy payments                                |  | <u>20,000</u>     | <u>-</u>          |

##### Non statutory/non-contractual staff severance payments

Included in staff restructuring costs are non-statutory/non-contractual severance payments totalling £20,000 (2020: £Nil). Individually, the payments were:

Non-statutory payments £20,000

## Bursar Primary Academy

### Notes to the Financial Statements for the Year Ended 31 August 2021 (continued)

#### 8 Staff (continued)

##### Staff numbers

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

|                            | 2020/21<br>No | 2019/20<br>No |
|----------------------------|---------------|---------------|
| Teachers                   | 12            | 15            |
| Administration and support | 24            | 22            |
| Management                 | 4             | 4             |
|                            | <u>40</u>     | <u>41</u>     |

##### Higher paid staff

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

|                     | 2021<br>No | 2020<br>No |
|---------------------|------------|------------|
| £70,001 - £80,000   | 1          | 1          |
| £80,001 - £90,000   | -          | 1          |
| £100,001 - £110,000 | <u>1</u>   | <u>-</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 and employer national insurance contributions) received by key management personnel for their services to the academy trust was £449,671 (2020: £445,253).

#### 9 Related party transactions - trustees' remuneration and expenses

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

A Pomfret (Co-Head Teacher):

Remuneration: £100,000 - £105,000 (2020 - £80,000 - £85,000)

Employer's pension contributions: £15,000 - £20,000 (2020 - £15,000 - £20,000)

J Wiseman (Co-Head Teacher):

Remuneration: £70,000 - £75,000 (2020 - £70,000 - £75,000)

Employer's pension contributions: £15,000 - £20,000 (2020 - £15,000 - £20,000)

N Appleby (Teaching Support):

Remuneration: £20,000 - £25,000 (2020 - £10,000 - £15,000)

Employer's pension contributions: £5,000 - £10,000 (2020 - £0 - £5,000)

K Morgan (Teacher):

Remuneration: £40,000 - £45,000 (2020 - £35,000 - £40,000)

Employer's pension contributions: £5,000 - £10,000 (2020 - £0 - £5,000)

During the year ended 31 August 2021, travel and subsistence expenses totalling £Nil (2020 - £205) were reimbursed or paid directly to 0 trustees (2020 - 2).

Other related party transactions involving the trustees are set out in note 26.

## Bursar Primary Academy

### Notes to the Financial Statements for the Year Ended 31 August 2021 (continued)

#### 10 Trustees' and officers' insurance

The academy trust has opted into the Department for Education's risk protection arrangement (RPA), an alternative to insurance where UK government funds cover losses that arise. This scheme protects trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on Academy business, and provides cover up to an unlimited amount. It is not possible to quantify the trustees and officers indemnity element from the overall cost of the RPA scheme.

#### 11 Tangible fixed assets

|                       | Leasehold<br>land and<br>buildings<br>£ | Furniture and<br>equipment<br>£ | Computer<br>equipment<br>£ | Total<br>£              |
|-----------------------|-----------------------------------------|---------------------------------|----------------------------|-------------------------|
| <b>Cost</b>           |                                         |                                 |                            |                         |
| At 1 September 2020   | 8,035,580                               | 15,604                          | 40,265                     | 8,091,449               |
| Additions             | <u>25,535</u>                           | <u>10,066</u>                   | <u>7,200</u>               | <u>42,801</u>           |
| At 31 August 2021     | <u>8,061,115</u>                        | <u>25,670</u>                   | <u>47,465</u>              | <u>8,134,250</u>        |
| <b>Depreciation</b>   |                                         |                                 |                            |                         |
| At 1 September 2020   | 274,118                                 | 7,777                           | 34,072                     | 315,967                 |
| Charge for the year   | <u>136,839</u>                          | <u>3,831</u>                    | <u>3,020</u>               | <u>143,690</u>          |
| At 31 August 2021     | <u>410,957</u>                          | <u>11,608</u>                   | <u>37,092</u>              | <u>459,657</u>          |
| <b>Net book value</b> |                                         |                                 |                            |                         |
| At 31 August 2021     | <u><u>7,650,158</u></u>                 | <u><u>14,062</u></u>            | <u><u>10,373</u></u>       | <u><u>7,674,593</u></u> |
| At 31 August 2020     | <u><u>7,761,462</u></u>                 | <u><u>7,827</u></u>             | <u><u>6,193</u></u>        | <u><u>7,775,482</u></u> |

Included within leasehold land and buildings is £7,650,158 (2020: £7,761,462) relating to long leasehold land and buildings.

## Bursar Primary Academy

### Notes to the Financial Statements for the Year Ended 31 August 2021 (continued)

#### 12 Debtors

|                                | 2021<br>£      | 2020<br>£      |
|--------------------------------|----------------|----------------|
| Trade debtors                  | 76             | 184            |
| VAT recoverable                | 33,216         | 5,590          |
| Prepayments                    | 13,341         | 7,681          |
| Accrued grant and other income | 542,448        | 94,329         |
|                                | <u>589,081</u> | <u>107,784</u> |

#### 13 Creditors: amounts falling due within one year

|                                    | 2021<br>£      | 2020<br>£               |
|------------------------------------|----------------|-------------------------|
| Trade creditors                    | 264            | 2,877                   |
| Other taxation and social security | 17,288         | 15,075                  |
| Accruals                           | 139,786        | 3,500                   |
| Pension scheme creditor            | 19,531         | 19,570                  |
|                                    | <u>176,869</u> | <u>41,022</u>           |
|                                    |                | <b>2021</b><br><b>£</b> |

#### 14 Creditors: amounts falling due after one year

|                     | 2021<br>£    | 2020<br>£ |
|---------------------|--------------|-----------|
| Concessionary loans | <u>9,193</u> | <u>-</u>  |

Included within long term creditors is a concessionary loan of £9,193 (2020: £Nil) from Salix which is provided on the following terms: The interest free loan will be repaid on a straight line basis over eight years out of the annual savings made by the new windows.

The amount repayable by instalments which falls due after more than five years is £3,447 (2020: £Nil).

# Bursar Primary Academy

## Notes to the Financial Statements for the Year Ended 31 August 2021 (continued)

### 15 Funds

|                                        | Balance at 1<br>September<br>2020<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Gains, losses<br>and transfers<br>£ | Balance at 31<br>August 2021<br>£ |
|----------------------------------------|----------------------------------------|----------------------------|----------------------------|-------------------------------------|-----------------------------------|
| <b>Restricted general funds</b>        |                                        |                            |                            |                                     |                                   |
| General Annual Grant                   | 252,537                                | 1,009,248                  | (830,118)                  | (28,151)                            | 403,516                           |
| Pupil Premium                          | 39,892                                 | 95,839                     | (123,731)                  | -                                   | 12,000                            |
| Free School Meals                      | -                                      | 48,014                     | (48,014)                   | -                                   | -                                 |
| Other DfE Funding                      | 13,920                                 | 68,886                     | (77,737)                   | -                                   | 5,069                             |
| Local Authority Funding                | 35,630                                 | 159,539                    | (195,169)                  | -                                   | -                                 |
| Covid-19 Catch Up Premium              | -                                      | 18,720                     | (18,720)                   | -                                   | -                                 |
|                                        | <u>341,979</u>                         | <u>1,400,246</u>           | <u>(1,293,489)</u>         | <u>(28,151)</u>                     | <u>420,585</u>                    |
| <b>Restricted fixed asset funds</b>    |                                        |                            |                            |                                     |                                   |
| DfE Capital Grants                     | 27,265                                 | 6,498                      | (7,498)                    | -                                   | 26,265                            |
| Donated Assets from Local<br>Authority | 7,756,889                              | -                          | (136,712)                  | -                                   | 7,620,177                         |
| Capital Improvement Funding            | 78,137                                 | 510,076                    | (218,542)                  | -                                   | 369,671                           |
| Transfer from restricted funds         | -                                      | -                          | -                          | 28,151                              | 28,151                            |
|                                        | <u>7,862,291</u>                       | <u>516,574</u>             | <u>(362,752)</u>           | <u>28,151</u>                       | <u>8,044,264</u>                  |
| <b>Restricted pension funds</b>        |                                        |                            |                            |                                     |                                   |
| Pension Reserve                        | <u>(663,000)</u>                       | <u>-</u>                   | <u>(67,000)</u>            | <u>(176,000)</u>                    | <u>(906,000)</u>                  |
| Total restricted funds                 | 7,541,270                              | 1,916,820                  | (1,723,241)                | (176,000)                           | 7,558,849                         |
| <b>Unrestricted funds</b>              |                                        |                            |                            |                                     |                                   |
| Unrestricted general funds             | <u>115,259</u>                         | <u>8,741</u>               | <u>-</u>                   | <u>-</u>                            | <u>124,000</u>                    |
| Total funds                            | <u><u>7,656,529</u></u>                | <u><u>1,925,561</u></u>    | <u><u>(1,723,241)</u></u>  | <u><u>(176,000)</u></u>             | <u><u>7,682,849</u></u>           |

## Bursar Primary Academy

### Notes to the Financial Statements for the Year Ended 31 August 2021 (continued)

#### 15 Funds (continued)

Comparative information in respect of the preceding period is as follows:

|                                     | Balance at 1<br>September<br>2019<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Gains, losses<br>and transfers<br>£ | Balance at 31<br>August 2020<br>£ |
|-------------------------------------|----------------------------------------|----------------------------|----------------------------|-------------------------------------|-----------------------------------|
| <b>Restricted general funds</b>     |                                        |                            |                            |                                     |                                   |
| General Annual Grant                | 194,736                                | 863,520                    | (805,719)                  | -                                   | 252,537                           |
| Pupil Premium                       | -                                      | 95,150                     | (55,258)                   | -                                   | 39,892                            |
| Free School Meals                   | -                                      | 44,289                     | (44,289)                   | -                                   | -                                 |
| Other DfE Funding                   | -                                      | 58,393                     | (44,473)                   | -                                   | 13,920                            |
| Local Authority Funding             | 181,275                                | 129,629                    | (275,274)                  | -                                   | 35,630                            |
|                                     | <u>376,011</u>                         | <u>1,190,981</u>           | <u>(1,225,013)</u>         | <u>-</u>                            | <u>341,979</u>                    |
| <b>Restricted fixed asset funds</b> |                                        |                            |                            |                                     |                                   |
| DfE Capital Grants                  | 26,278                                 | 6,149                      | (5,162)                    | -                                   | 27,265                            |
| Donated Assets from Local Authority | 7,893,606                              | -                          | (136,717)                  | -                                   | 7,756,889                         |
| Capital Improvement Funding         | -                                      | 78,137                     | -                          | -                                   | 78,137                            |
|                                     | <u>7,919,884</u>                       | <u>84,286</u>              | <u>(141,879)</u>           | <u>-</u>                            | <u>7,862,291</u>                  |
| <b>Restricted pension funds</b>     |                                        |                            |                            |                                     |                                   |
| Pension Reserve                     | <u>(511,000)</u>                       | <u>-</u>                   | <u>(64,000)</u>            | <u>(88,000)</u>                     | <u>(663,000)</u>                  |
| Total restricted funds              | 7,784,895                              | 1,275,267                  | (1,430,892)                | (88,000)                            | 7,541,270                         |
| <b>Unrestricted funds</b>           |                                        |                            |                            |                                     |                                   |
| Unrestricted general funds          | <u>107,691</u>                         | <u>20,020</u>              | <u>(12,452)</u>            | <u>-</u>                            | <u>115,259</u>                    |
| Total funds                         | <u><u>7,892,586</u></u>                | <u><u>1,295,287</u></u>    | <u><u>(1,443,344)</u></u>  | <u><u>(88,000)</u></u>              | <u><u>7,656,529</u></u>           |

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

Included in other DfE grants is the Pupil Premium Grant, which may be spent for the educational benefit of pupils registered at that school, or for the benefit of pupils registered at other schools; and on community facilities i.e. services whose provision furthers any charitable purpose for the benefit of pupils at the school or their families, or people who live or work in the locality in which the school is situated. The grant does not have to be completely spent by schools in the financial year.

The academy trust was not subject to a limit on GAG carry-forward.

Universal Infants Free School Meal funding is primarily to be used to provide children with a free school meal. However, any amounts not spent on this purpose can be used for any other purpose applicable to the objectives of the academy.

Devolved capital is allocated direct by the DfE must be spent on capital purposes.

Capital expenditure from GAG income is made up of any fixed assets purchased during the year and the expense is the depreciation relating to these additions.

The donated assets income is the value of the school and other assets transferred from the local authority on conversion. The expenditure is the depreciation of the building and brought forward assets for the year ended 31 August 2020.

## Bursar Primary Academy

### Notes to the Financial Statements for the Year Ended 31 August 2021 (continued)

#### 16 Analysis of net assets between funds

Fund balances at 31 August 2021 are represented by:

|                          | Unrestricted<br>funds<br>£ | Restricted<br>general funds<br>£ | Restricted<br>fixed asset<br>funds<br>£ | Total funds<br>£ |
|--------------------------|----------------------------|----------------------------------|-----------------------------------------|------------------|
| Tangible fixed assets    | -                          | -                                | 7,674,593                               | 7,674,593        |
| Current assets           | 124,000                    | 597,454                          | 378,864                                 | 1,100,318        |
| Current liabilities      | -                          | (176,869)                        | -                                       | (176,869)        |
| Creditors over 1 year    | -                          | -                                | (9,193)                                 | (9,193)          |
| Pension scheme liability | -                          | (906,000)                        | -                                       | (906,000)        |
| Total net assets         | <u>124,000</u>             | <u>(485,415)</u>                 | <u>8,044,264</u>                        | <u>7,682,849</u> |

Comparative information in respect of the preceding period is as follows:

|                          | Unrestricted<br>funds<br>£ | Restricted<br>general funds<br>£ | Restricted<br>fixed asset<br>funds<br>£ | Total funds<br>£ |
|--------------------------|----------------------------|----------------------------------|-----------------------------------------|------------------|
| Tangible fixed assets    | -                          | -                                | 7,775,482                               | 7,775,482        |
| Current assets           | 115,259                    | 383,001                          | 86,809                                  | 585,069          |
| Current liabilities      | -                          | (41,022)                         | -                                       | (41,022)         |
| Pension scheme liability | -                          | (663,000)                        | -                                       | (663,000)        |
| Total net assets         | <u>115,259</u>             | <u>(321,021)</u>                 | <u>7,862,291</u>                        | <u>7,656,529</u> |

#### 17 Capital commitments

|                                                              | 2021<br>£      | 2020<br>£     |
|--------------------------------------------------------------|----------------|---------------|
| Contracted for, but not provided in the financial statements | <u>343,810</u> | <u>80,666</u> |

#### 18 Long-term commitments, including operating leases

##### *Operating leases*

At 31 August 2021 the total of the academy trust's future minimum lease payments under non-cancellable operating leases was:

|                                        | 2021<br>£    | 2020<br>£    |
|----------------------------------------|--------------|--------------|
| Amounts due within one year            | 1,867        | 2,414        |
| Amounts due between one and five years | <u>842</u>   | <u>2,709</u> |
|                                        | <u>2,709</u> | <u>5,123</u> |

# Bursar Primary Academy

## Notes to the Financial Statements for the Year Ended 31 August 2021 (continued)

### 19 Reconciliation of net income/(expenditure) to net cash inflow/(outflow) from operating activities

|                                                                | 2021<br>£        | 2020<br>£       |
|----------------------------------------------------------------|------------------|-----------------|
| Net income/(expenditure)                                       | 202,320          | (148,057)       |
| Depreciation                                                   | 143,690          | 139,987         |
| Capital grants from DfE and other capital income               | (516,574)        | (84,286)        |
| Interest receivable                                            | (224)            | (845)           |
| Defined benefit pension scheme cost less contributions payable | 55,000           | 54,000          |
| Defined benefit pension scheme finance cost                    | 12,000           | 10,000          |
| Increase in debtors                                            | (481,297)        | (59,823)        |
| Increase in creditors                                          | 135,847          | 519             |
| Net cash used in Operating Activities                          | <u>(449,238)</u> | <u>(88,505)</u> |

### 20 Cash flows from financing activities

|                                           | 2020/21<br>£ | 2019/20<br>£ |
|-------------------------------------------|--------------|--------------|
| Cash inflows from new borrowing           | 9,193        | -            |
| Net cash provided by financing activities | <u>9,193</u> | <u>-</u>     |

### 21 Cash flows from investing activities

|                                                   | 2020/21<br>£   | 2019/20<br>£  |
|---------------------------------------------------|----------------|---------------|
| Dividends, interest and rents from investments    | 224            | 845           |
| Purchase of tangible fixed assets                 | (42,801)       | (9,984)       |
| Capital funding received from sponsors and others | 516,574        | 84,286        |
| Net cash provided by investing activities         | <u>473,997</u> | <u>75,147</u> |

### 22 Analysis of cash and cash equivalents

|                                 | 2021<br>£      | 2020<br>£      |
|---------------------------------|----------------|----------------|
| Cash in hand and at bank        | 511,237        | 477,285        |
| Total cash and cash equivalents | <u>511,237</u> | <u>477,285</u> |

### 23 Analysis of changes in net debt

|                                            | At 1<br>September<br>2020<br>£ | Cash flows<br>£ | Other<br>non-cash<br>changes<br>£ | At 31 August<br>2021<br>£ |
|--------------------------------------------|--------------------------------|-----------------|-----------------------------------|---------------------------|
| Cash                                       | 477,285                        | 33,952          | -                                 | 511,237                   |
| Loans falling due after more than one year | -                              | -               | (9,193)                           | (9,193)                   |
| Total                                      | <u>477,285</u>                 | <u>33,952</u>   | <u>(9,193)</u>                    | <u>502,044</u>            |

## **Bursar Primary Academy**

### **Notes to the Financial Statements for the Year Ended 31 August 2021 (continued)**

#### **24 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 cease to be a member.

#### **25 Pension 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 East Riding Pension Scheme. Both are multi-employer defined benefit schemes.

The latest actuarial valuation of the TPS related to the period ended 31 March 2016 and of the LGPS 31 March 2019.

Contributions amounting to £19,531 (2020 - £19,570) were payable to the schemes at 31 August and are included within creditors.

#### **Teachers' Pension Scheme**

##### **Introduction**

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

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

##### **Valuation of the Teachers' Pension Scheme**

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

The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 23.68% of pensionable pay (including a 0.08% employer administration charge)
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £218,100 million, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £196,100 million giving notional past service deficit of £22,000 million
- the SCAPE rate, set by HMT, is used to determine the notional investment return. The current SCAPE rate is 2.4% above the rate of CPL. Assumed real rate of return is 2.4% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.2%. The assumed nominal rate of return including earnings growth is 4.5%.

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

The employer's pension costs paid to TPS in the period amounted to £139,528 (2020: £142,187).

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 an unfunded multi-employer pension scheme. The academy trust has accounted for its contributions to the scheme as if it were a defined contribution scheme. The academy trust has set out above the information available on the scheme.

## Bursar Primary Academy

### Notes to the Financial Statements for the Year Ended 31 August 2021 (continued)

#### 25 Pension and similar obligations (continued)

##### Local government pension scheme

The LGPS is a funded defined-benefit scheme, with the assets held in separate trustee-administered funds. The total contribution made for the year ended 31 August 2021 was £50,000 (2020 - £54,000), of which employer's contributions totalled £39,000 (2020 - £43,000) and employees' contributions totalled £11,000 (2020 - £11,000). The agreed contribution rates for future years are 19.7 per cent for employers and 5-7 per cent for employees.

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

##### Principal actuarial assumptions

|                                                    | 2021<br>%   | 2020<br>%   |
|----------------------------------------------------|-------------|-------------|
| Rate of increase in salaries                       | 3.80        | 3.10        |
| Rate of increase for pensions in payment/inflation | 2.90        | 2.20        |
| Discount rate for scheme liabilities               | <u>1.70</u> | <u>1.70</u> |

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

|                              | 2021         | 2020         |
|------------------------------|--------------|--------------|
| <b>Retiring today</b>        |              |              |
| Males retiring today         | 21.00        | 20.90        |
| Females retiring today       | 23.70        | 23.30        |
| <b>Retiring in 20 years</b>  |              |              |
| Males retiring in 20 years   | 22.20        | 21.80        |
| Females retiring in 20 years | <u>25.50</u> | <u>24.80</u> |

##### Sensitivity analysis

|                                            | 2021<br>£       | 2020<br>£       |
|--------------------------------------------|-----------------|-----------------|
| 0.1% decrease in real discount rate        | 48,000.00       | 39,000.00       |
| Mortality assumption – 1 year increase     | 81,000.00       | 63,000.00       |
| 0.1% increase in the pension increase rate | 40,000.00       | 32,000.00       |
| 0.1% increase in the salary increase rate  | <u>7,000.00</u> | <u>6,000.00</u> |

The academy trust's share of the assets in the scheme were:

|                              | 2021<br>£        | 2020<br>£      |
|------------------------------|------------------|----------------|
| Equities                     | 778,320          | 607,200        |
| Corporate bonds              | 203,040          | 147,200        |
| Property                     | 124,080          | 110,400        |
| Cash and other liquid assets | <u>22,560</u>    | <u>55,200</u>  |
| Total market value of assets | <u>1,128,000</u> | <u>920,000</u> |

The actual return on scheme assets was £167,000 (2020 - (£29,000)).

## Bursar Primary Academy

### Notes to the Financial Statements for the Year Ended 31 August 2021 (continued)

#### 25 Pension and similar obligations (continued)

##### Amounts recognised in the statement of financial activities

|                                     | 2020/21<br>£   | 2019/20<br>£   |
|-------------------------------------|----------------|----------------|
| Current service cost                | 94,000         | 97,000         |
| Interest income                     | (16,000)       | (18,000)       |
| Interest cost                       | 28,000         | 28,000         |
|                                     | <u>106,000</u> | <u>107,000</u> |
| Total amount recognized in the SOFA |                |                |

##### Changes in the present value of defined benefit obligations were as follows:

|                        | 2020/21<br>£     | 2019/20<br>£     |
|------------------------|------------------|------------------|
| At start of period     | 1,583,000        | 1,412,000        |
| Current service cost   | 94,000           | 97,000           |
| Interest cost          | 28,000           | 28,000           |
| Employee contributions | 11,000           | 11,000           |
| Actuarial (gain)/loss  | 327,000          | 41,000           |
| Benefits paid          | (9,000)          | (6,000)          |
|                        | <u>2,034,000</u> | <u>1,583,000</u> |
| At 31 August           |                  |                  |

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

|                        | 2020/21<br>£     | 2019/20<br>£   |
|------------------------|------------------|----------------|
| At start of period     | 920,000          | 901,000        |
| Interest income        | 16,000           | 18,000         |
| Actuarial gain/(loss)  | 151,000          | (47,000)       |
| Employer contributions | 39,000           | 43,000         |
| Employee contributions | 11,000           | 11,000         |
| Benefits paid          | (9,000)          | (6,000)        |
|                        | <u>1,128,000</u> | <u>920,000</u> |
| At 31 August           |                  |                |

#### 26 Related party transactions

There were no related party transactions in the year, other than certain trustees' remuneration and expenses already disclosed in note 9.