

# Annual Return 2009 (Online)



## GREENFIELDS EDUCATIONAL TRUST

**Charity Number: 287037**

**Submitted on 03 June 2011**

Some of the information you give in this form will become publicly available on the Register of Charities in accordance with the Charities Act 1993, as amended by the Charities Act 2006. These fields are marked - P

This form shows the information you have entered through the Annual Return 2009 Online.

**The Annual Return was submitted online by MRS ANGELA LOCKEY on 03 June 2011. You do not need to send us a signed copy once the document has been submitted.**

## PART A - Charity Information

### A1 - FINANCIAL YEAR

This Annual Return should be completed for financial years ending on or after 1<sup>st</sup> January 2009.

Financial year start - P:	01 September 2008
Financial year end - P:	31 August 2009
Next financial year end:	31 August 2010

### A2 - INCOME AND EXPENDITURE

This shows your charity's income and expenditure for the financial year shown at A1. PLEASE NOTE THESE FIGURES ARE ROUNDED TO THE NEAREST POUND.

Income - P:	£1,100,000
Expenditure - P:	£1,225,702

### A3 - CHARITY CONTACT

The contact details for your charity are printed below.

Your current contact is an: Individual

Title:

Personal Names:

Family Name:

Suffix:

Preferred Name - P:

BEVERLEY CROFT

Date of Birth:

Telephone - P:

01342 822189

Mobile:

Your contact details as shown on  
the Register of Charities are - P:

GREENFIELDS SCHOOL  
PRIORY ROAD  
FOREST ROW  
EAST SUSSEX  
RH18 5JD

### A4 - EMAIL FOR CHARITY COMMISSION USE

This is an address that will only be used by the Commission for contacting the charity, for example when issuing a password for our online services or for mailing reminders.

Your current private email address:

### A5 - EMAIL FOR PUBLIC DISPLAY

This is a public address that will be displayed on the Register of Charities.

Your current public email address - P:

info@greenfieldsschool.com

### A6 - CHARITY WEBSITE

If the charity has its own website and we hold the address, a hyperlink will be available for the public to access the site from the charity's entry on the Register of Charities.

Your current charity website - P:

www.greenfieldsschool.com

### A7 - CORPORATE TRUSTEE

Your charity has no corporate trustees.

### A8/A9 - CURRENT AND NEW INDIVIDUAL TRUSTEES

Printed below is the list of current trustees who are individuals that we hold for your charity.

Please note, the addresses given should be the trustees' home address rather than a work or the charity address. Please ensure that we have a complete set of details for each trustee. Trustees without a complete set of details may not be recorded on our Register of Charities.

We only publish trustee names on the Register. Other personal details are not made publicly available.

The Commission may email trustees who have given us a personal email address with important updates about trusteeship from time to time. Your charity has told us that their trustees **do not wish to receive these updates**.

**Trustee 1**

Title:

Personal Names:

Family Name:

Suffix:

Preferred Name - **P**:

MR REDVERS ALASTAIR LYCETT MR

Date of Birth:

Address:

Post Code:

Telephone:

Email:

Chair of the Charity - **P**:

NO

**Trustee 2**

Title:

Personal Names:

Family Name:

Suffix:

Preferred Name - **P**:

MR PETER DAVID HODKIN

Date of Birth:

Address:

Post Code:

Telephone:

Email:

Chair of the Charity - **P**:

YES

**Trustee 3**

Title:

Personal Names:

Family Name:

Suffix:

Preferred Name - P:

MRS JENNIFER ANN SCARFE-BECKETT

Date of Birth:

Address:

Post Code:

Telephone:

Email:

Chair of the Charity - P:

NO

**A10 - LINKED CHARITIES**

We have no active linked (subsidiary or constituent) charities associated with this charity. If this is incorrect please call our contact centre on 0845 3000 197.

**A11 - AREA OF OPERATION IN ENGLAND AND WALES**

Shown below is the area in England and Wales that we currently hold for your charity - P.

1 EAST SUSSEX

**A12 - AREA OF OPERATION OUTSIDE ENGLAND AND WALES**

Your charity has not specified any countries of operation outside England and Wales.

**A13 - CHARITY CLASSIFICATION**

Printed below are the details we currently hold for your charity.

**WHAT** your charity sets out to do - P:

<input type="checkbox"/>	GENERAL CHARITABLE PURPOSES
<input checked="" type="checkbox"/>	EDUCATION/TRAINING
<input type="checkbox"/>	THE ADVANCEMENT OF HEALTH OR SAVING OF LIVES
<input type="checkbox"/>	DISABILITY
<input type="checkbox"/>	THE PREVENTION OR RELIEF OF POVERTY
<input type="checkbox"/>	OVERSEAS AID/FAMINE RELIEF
<input type="checkbox"/>	ACCOMMODATION/HOUSING
<input type="checkbox"/>	RELIGIOUS ACTIVITIES
<input type="checkbox"/>	ARTS/CULTURE/HERITAGE/SCIENCE

<input type="checkbox"/>	AMATEUR SPORT
<input type="checkbox"/>	ANIMALS
<input type="checkbox"/>	ENVIRONMENT/CONSERVATION/HERITAGE
<input type="checkbox"/>	ECONOMIC/COMMUNITY
<input type="checkbox"/>	ARMED FORCES/EMERGENCY SERVICE EFFICIENCY
<input type="checkbox"/>	HUMAN RIGHTS/RELIGIOUS OR RACIAL
<input type="checkbox"/>	RECREATION
<input type="checkbox"/>	OTHER CHARITABLE PURPOSES

**WHO** your charity helps - **P**:

<input checked="" type="checkbox"/>	CHILDREN/YOUNG PEOPLE
<input type="checkbox"/>	ELDERLY/OLD PEOPLE
<input type="checkbox"/>	PEOPLE WITH DISABILITIES
<input type="checkbox"/>	PEOPLE OF A PARTICULAR ETHNIC OR RACIAL ORIGIN
<input type="checkbox"/>	OTHER CHARITIES OR VOLUNTARY BODIES
<input type="checkbox"/>	OTHER DEFINED GROUPS
<input checked="" type="checkbox"/>	THE GENERAL PUBLIC/MANKIND

**HOW** your charity operates - **P**:

<input type="checkbox"/>	MAKES GRANTS TO INDIVIDUALS
<input type="checkbox"/>	MAKES GRANTS TO ORGANISATIONS
<input type="checkbox"/>	PROVIDES OTHER FINANCE
<input type="checkbox"/>	PROVIDES HUMAN RESOURCES
<input type="checkbox"/>	PROVIDES BUILDINGS/FACILITIES/OPEN SPACE
<input checked="" type="checkbox"/>	PROVIDES SERVICES
<input type="checkbox"/>	PROVIDES ADVOCACY/ADVICE/INFORMATION
<input type="checkbox"/>	SPONSORS OR UNDERTAKES RESEARCH
<input type="checkbox"/>	ACTS AS AN UMBRELLA OR RESOURCE BODY
<input type="checkbox"/>	OTHER CHARITABLE ACTIVITIES

## A14 - CHARITY ACTIVITIES

Your charity has given us the following brief description of its current activities - **P**.

To establish, maintain and operate schools and other educational establishments.

## A15 - UK VOLUNTEERS

Your charity has opted not to answer the question on UK volunteers.

## A16 - CHARITY'S MAIN BANK/BUILDING SOCIETY ACCOUNT

Below are the current details we hold about your main bank or building society account. Account details are not available to the public. For security purposes we have not printed the full account number.

Bank name:  
Sort code:  
Account number:  
Account name:

.....

.....

.....

.....

.....

## REPORTING SERIOUS INCIDENTS

As soon as possible, you should report to the Commission and incidents that cause a significant loss of funds or pose serious risks to a charity's beneficiaries, resources or reputation.

If any of the serious incidents listed below have occurred since your last return, you should notify the Commission immediately if you have not already done so.

### SERIOUS INCIDENTS

- Fraud, theft or significant loss of funds or other property.
- Significant sums of money or other property donated to the charity from an unknown or unverified source.
- The charity (including any individual staff, trustees or volunteers) has any known or alleged link to a proscribed(banned) organisation or to terrorist or other unlawful activities.
- A person disqualified from acting as a trustee has been or is currently acting as a trustee of the charity.
- The charity does not have a policy for safeguarding its vulnerable beneficiaries (e.g. children and young people, people with disabilities and the elderly/old people).
- The charity has no vetting procedure to ensure that a trustee or member of staff is eligible to act in the position he or she is being appointed to.
- Suspicions, allegations or incidents of abuse or mistreatment of beneficiaries.
- The charity has been subject to a criminal investigation, or an investigation by another regulator or agency; or sanctions have been imposed or concerns raised by another regulator or agency (e.g. the Health and Safety Executive, Ofsted).

When you report a serious incident we will generally ask you for further details. You may not have all of these but please be prepared to provide as much relevant information as possible about the incident. We are mainly concerned about criminal or unlawful activity, or very serious incidents about a charity that may affect its funds, property, beneficiaries or reputation. Some of the incidents listed may not actually be criminal, but do suggest risks of potential criminal activity or other risks which, if they became reality, would cause serious harm to the charity.

### LEGAL OBLIGATION

As part of the charity's Annual Return, trustees must confirm that there are no serious incidents or other matters which they should have brought to the attention of the Commission and have not done so already. Failure to do so will be regarded as a breach of legal requirements.

## PART B - Financial Information

The information below shows the figures you have provided to the Commission from your charity's accounts.

These answers are based on **charity-only accounts**.

Fields that are indented provide supplementary information. They are included in the figure for the main field above, but the indented fields may not represent the whole amount.

**P** - The Commission may publish any of the information provided in Part B on the Register of Charities.

### B1 - RESOURCES

#### Incoming resources

B1.1 Voluntary income - **P**:

£ 2,663

B1.1a Legacies - **P**:

£ 0

B1.1b Endowments received - **P**:

£ 0

B1.2 Activities for generating funds - **P**:

£ 0

B1.3 Investment income - **P**:

£ 1,240

B1.4 Incoming resources from charitable activities - **P**:

£ 1,096,194

B1.5 Other incoming resources - **P**:

£ 0

**B1.6 Total incoming resources - P:**

£ 1,100,097

#### Resources expended

B1.7 Costs of generating voluntary income - **P**:

£ 0

B1.8 Fundraising trading costs - **P**:

£ 0

B1.9 Investment management costs - **P**:

£ 0

B1.10 Costs of charitable activities - **P**:

£ 1,201,052

B1.10a Grants to institutions - **P**:

£ 0

B1.11 Governance costs - **P**:

£ 24,650

B1.12 Other resources expended - **P**:

£ 0

**B1.13 Total resources expended - P:**

£ 1,225,702

### B2 - OTHER RECOGNISED GAINS/LOSSES

B2.1 Revaluations of tangible fixed assets - **P**: B2.3 Gains/losses on investment assets - **P**:

£ 0

£ 0

B2.2 Actuarial gains/losses on defined benefit pension schemes - **P**:

£ 0



## B3 - ASSETS AND LIABILITIES

B3.1 Total fixed assets - P:	B3.7 Total fixed assets (at start of year) - P:
£ 1,599,968	£ 1,638,271
B3.1a Fixed asset investments - P:	B3.7a Fixed asset investments (at start of year) - P:
£ 0	£ 0
B3.2 Total current assets - P:	
£ 579,134	
B3.2a Current asset investments - P:	
£ 0	
B3.2b Cash - P:	
£ 0	
B3.3 Creditors due within one year - P:	B3.8 Endowment funds - P:
£ 561,130	£ 0
B3.4 Long-term creditors and provisions - P:	B3.9 Restricted funds - P:
£ 94,945	£ 0
B3.5 Pension fund assets/(liabilities) - P:	B3.10 Unrestricted funds - P:
£ 0	£ 1,523,027
<b>B3.6 Total net assets/(liabilities) - P:</b>	<b>B3.11 Total funds - P:</b>
<b>£ 1,523,027</b>	<b>£ 1,523,027</b>

## B4 - ADDITIONAL INFORMATION

B4.1 Support costs - P:	B4.3 Level of reserves - P:
£ 24,650	£ 42,323
B4.2 Depreciation charge for year - P:	B4.4 Number of full-time equivalent employees - P:
£ 0	30

## PRIVACY STATEMENT

Any information you give us will be held securely and processed only in accordance with the rules on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as necessary so that we can properly carry out our statutory functions.

We may also disclose information about you to another relevant public authority, but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary or appropriate for national security, law enforcement, or other issues in the public interest.

We will ensure that any such disclosure is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

## ADVICE FOR THE TRUSTEES AND MANAGERS OF GREENFIELDS EDUCATIONAL TRUST

The following Guidance may be useful for your trustees. To view these publications, please visit our website at [www.charitycommission.gov.uk/publications](http://www.charitycommission.gov.uk/publications). If, after reading the guidance you require assistance or feel there is a matter on which you would benefit from advice, please call Charity Commission Direct on 0845 3000 218.

### Trusteeship

#### CC30 Finding New Trustees

A 'start to finish' guide to help charities to recruit new trustees effectively and increase the range of skills and experience on their board. **Also includes useful information on vetting trustees and the Criminal Records Bureau which may be useful to existing trustees.**

#### CC3 The Essential Trustee

This publication replaces the previous CC3, Responsibilities of Trustees, provides guidance to all trustees, and those who are about to become trustees, on what is involved in being a charity trustee.

### Working with Children and Vulnerable Adults

#### Web Guidance - Safeguarding Children

Children are an especially vulnerable group and the Charity Commission is particularly concerned to stress the importance of proper safeguards within charities for the protection of children.

### Reserves

#### RS13 Tell it like it is

Charities are urged to remove the mystique surrounding their reserves.

### Sound Governance

#### CC10 Hallmarks of an Effective Charity

This guidance focuses on the achievements, performance and impact of an effective charity as well as the principles which the Commission expects charities and charity trustees to adhere to.

#### RS6 Milestones

Looks at the issues and phases of development that are relevant to charities, also includes a checklist of standard questions for trustees to consider at various stages of development.

#### CC34 Collaborative Working and Mergers

Guidance on collaborative working and mergers, highlighting both good practice and the practical help we can give.

## Activities

### RS15 Stand and Deliver

This publication presents the results of our survey on charities delivering public services, ranging from full-cost recovery to length of funding agreements. **May be useful for charities in receipt of public funding.**

## Accountancy

### RS14 In Their Own Words

The report illustrates how charities have responded in the SIR form's first year.

### CC14 Investment of Charitable Funds: Basic Principles

This sets out to explain briefly the powers and duties of charity trustees when investing charitable funds. It is intended to be an introduction to the subject for trustees and members of the general public who have little or no experience in this area. For those with a deeper interest or more experience of investment by charities we have published more on this site.

## DECLARATION

Your Annual Return was submitted online by MRS ANGELA LOCKEY on 03 June 2011, telephone number: 01342822189.

MRS ANGELA LOCKEY certified online that:

- the information provided was correct
- it had been or would be brought to the attention of all the trustees
- that the trustees were satisfied that there are no serious incidents or other matters which they should have brought to the attention of the Commission and had not done so already.

Those who give answers that they know are untrue or misleading may be committing an offence.

## CONTACT DETAILS

### **Address**

The Charity Commission  
PO Box 1329  
Liverpool  
L69 3DY

### **Email**

[enquiries@charitycommission.gsi.gov.uk](mailto:enquiries@charitycommission.gsi.gov.uk)

### **Telephone**

0845 3000 218

### **Textphone**

0845 3000 219

### **Web**

[www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

# Annual Return 2010 (Online)



## GREENFIELDS EDUCATIONAL TRUST

**Charity Number: 287037**

**Submitted on 03 June 2011**

Some of the information you give in this form will become publicly available on the Register of Charities. These fields are marked - **P**

This form shows the information you have entered through the Annual Return 2010 Online.

**The Annual Return was submitted online by MRS ANGELA LOCKEY on 03 June 2011.  
You do not need to send us a signed copy.**

## PART A - Charity Information

### A1 - FINANCIAL YEAR

This Annual Return should be completed for financial years ending on or after 1<sup>st</sup> January 2010.

Financial year start - <b>P</b> :	01 September 2009
Financial year end - <b>P</b> :	31 August 2010
Next financial year end:	31 August 2011

### A2 - INCOME AND EXPENDITURE

This shows your charity's income and expenditure for the financial year shown at A1. PLEASE NOTE THESE FIGURES ARE ROUNDED TO THE NEAREST POUND.

Income - <b>P</b> :	£1,270,747
Expenditure - <b>P</b> :	£1,175,244

### A3 - CHARITY CONTACT

The contact details for your charity are printed below.

Your current contact is an: Individual

Title:

Personal Names:

Family Name:

Suffix:

Display Name - **P:**

Date of Birth:

Telephone - **P:**

Mobile:

Your contact details as shown on  
the Register of Charities are - **P:**

BEVERLEY CROFT

01342 822189

GREENFIELDS SCHOOL  
PRIORY ROAD  
FOREST ROW  
EAST SUSSEX  
RH18 5JD

### A4 - EMAIL FOR CHARITY COMMISSION USE

This is an address that will only be used by the Commission for contacting the charity, for example when issuing a password for our online services or for mailing reminders.

Your current private email address:

### A5 - EMAIL FOR PUBLIC DISPLAY

This is a public address that will be displayed on the Register of Charities.

Your current public email address - **P:** [info@greenfieldsschool.com](mailto:info@greenfieldsschool.com)

### A6 - CHARITY WEBSITE

If the charity has its own website and we hold the address, a hyperlink will be available for the public to access the site from the charity's entry on the Register of Charities.

Your current charity website - **P:** [www.greenfieldsschool.com](http://www.greenfieldsschool.com)

### A7 - CORPORATE TRUSTEE

Your charity has no corporate trustees.

### A8/A9 - CURRENT AND NEW INDIVIDUAL TRUSTEES

Printed below is the list of current trustees who are individuals that we hold for your charity.

Please note, the addresses given should be the trustees' home address rather than a work or the charity address. Please ensure that we have a complete set of details for each trustee. Trustees without a complete set of details may not be recorded on our Register of Charities.

We only publish trustee names on the Register. Other personal details are not made publicly available.

The Commission may email trustees who have given us a personal email address with important updates about trusteeship from time to time. Your charity has told us that their trustees **do not wish to receive these updates**.

**Trustee 1**

Title:

Personal Names:

Family Name:

Suffix:

Display Name - P:

Date of Birth:

Address:

MR REDVERS ALASTAIR LYCETT MR

Post Code:

Telephone:

Email:

Chair of the Charity - P:

NO

**Trustee 2**

Title:

Personal Names:

Family Name:

Suffix:

Display Name - P:

Date of Birth:

Address:

MR PETER DAVID HODKIN

Post Code:

Telephone:

Email:

Chair of the Charity - P:

YES

**Trustee 3**

Title:

Personal Names:

Family Name:

Suffix:

Display Name - P:

MRS JENNIFER ANN SCARFE-BECKETT

Date of Birth:

Address:

Post Code:

Telephone:

Email:

Chair of the Charity - P:

NO

**A10 - LINKED CHARITIES**

There are no active linked (subsidiary or consituent) charities associated with this charity. If this is incorrect please call us on 0845 3000 197.

**A11 - AREA OF OPERATION IN ENGLAND AND WALES**

Shown below is the area in England and Wales that we currently hold for your charity - P.

1 EAST SUSSEX

**A12 - AREA OF OPERATION OUTSIDE ENGLAND AND WALES**

Your charity has not specified any countries of operation outside England and Wales.

**A13 - CHARITY CLASSIFICATION**

Printed below are the details we currently hold for your charity.

**WHAT** your charity sets out to do - P:

<input type="checkbox"/>	GENERAL CHARITABLE PURPOSES
<input checked="" type="checkbox"/>	EDUCATION/TRAINING
<input type="checkbox"/>	THE ADVANCEMENT OF HEALTH OR SAVING OF LIVES
<input type="checkbox"/>	DISABILITY
<input type="checkbox"/>	THE PREVENTION OR RELIEF OF POVERTY
<input type="checkbox"/>	OVERSEAS AID/FAMINE RELIEF
<input type="checkbox"/>	ACCOMMODATION/HOUSING
<input type="checkbox"/>	RELIGIOUS ACTIVITIES
<input type="checkbox"/>	ARTS/CULTURE/HERITAGE/SCIENCE

<input type="checkbox"/>	AMATEUR SPORT
<input type="checkbox"/>	ANIMALS
<input type="checkbox"/>	ENVIRONMENT/CONSERVATION/HERITAGE
<input type="checkbox"/>	ECONOMIC/COMMUNITY
<input type="checkbox"/>	ARMED FORCES/EMERGENCY SERVICE EFFICIENCY
<input type="checkbox"/>	HUMAN RIGHTS/RELIGIOUS OR RACIAL
<input type="checkbox"/>	RECREATION
<input type="checkbox"/>	OTHER CHARITABLE PURPOSES

**WHO** your charity helps - **P**:

<input checked="" type="checkbox"/>	CHILDREN/YOUNG PEOPLE
<input type="checkbox"/>	ELDERLY/OLD PEOPLE
<input type="checkbox"/>	PEOPLE WITH DISABILITIES
<input type="checkbox"/>	PEOPLE OF A PARTICULAR ETHNIC OR RACIAL ORIGIN
<input type="checkbox"/>	OTHER CHARITIES OR VOLUNTARY BODIES
<input type="checkbox"/>	OTHER DEFINED GROUPS
<input checked="" type="checkbox"/>	THE GENERAL PUBLIC/MANKIND

**HOW** your charity operates - **P**:

<input type="checkbox"/>	MAKES GRANTS TO INDIVIDUALS
<input type="checkbox"/>	MAKES GRANTS TO ORGANISATIONS
<input type="checkbox"/>	PROVIDES OTHER FINANCE
<input type="checkbox"/>	PROVIDES HUMAN RESOURCES
<input type="checkbox"/>	PROVIDES BUILDINGS/FACILITIES/OPEN SPACE
<input checked="" type="checkbox"/>	PROVIDES SERVICES
<input type="checkbox"/>	PROVIDES ADVOCACY/ADVICE/INFORMATION
<input type="checkbox"/>	SPONSORS OR UNDERTAKES RESEARCH
<input type="checkbox"/>	ACTS AS AN UMBRELLA OR RESOURCE BODY
<input type="checkbox"/>	OTHER CHARITABLE ACTIVITIES

## A14 - CHARITY ACTIVITIES

Your charity has given us the following brief description of its current activities - **P**.

To establish, maintain and operate schools and other educational establishments.



## A15 - UK VOLUNTEERS

Your charity has opted not to answer the question on UK volunteers.

## A16 - CHARITY'S MAIN BANK/BUILDING SOCIETY ACCOUNT

Below are the current details we hold about your main bank or building society account. Account details are not available to the public. For security purposes we have not printed the full account number.

Bank name:

Sort code:

Account number:

Account name:

## REPORTING SERIOUS INCIDENTS

As soon as possible, you should report to the Commission any incidents that cause a significant loss of funds or pose serious risks to a charity's beneficiaries, resources or reputation.

If any serious incident, including any of those listed below, have occurred since your last return, you should notify us immediately if you have not already done so.

Please read the Guidance Notes first to help you decide how to respond. Then either email [rsi@charitycommission.gsi.gov.uk](mailto:rsi@charitycommission.gsi.gov.uk) or call 0845 3000 218 to inform us.

### SERIOUS INCIDENTS

- Fraud, theft or significant loss of funds or other property.
- Significant sums of money or other property donated to the charity from an unknown or unverified source.
- The charity (including any individual staff, trustees or volunteers) has any known or alleged link to a proscribed(banned) organisation or to terrorist or other unlawful activity.
- A person disqualified from acting as a trustee has been or is currently acting as a trustee of the charity.
- The charity does not have a policy for safeguarding its vulnerable beneficiaries (e.g. children and young people, people with disabilities and the elderly/old people).
- The charity has no vetting procedure to ensure that a trustee or member of staff is eligible to act in the position he or she is being appointed to.
- Suspicions, allegations or incidents of abuse or mistreatment of beneficiaries.
- The charity has been subject to a criminal investigation, or an investigation by another regulator or agency; or sanctions have been imposed or concerns raised by another regulator or agency (e.g. the Health and Safety Executive, Ofsted).

When you report a serious incident we will generally ask you for further details. You may not have all of these but please be prepared to provide as much relevant information as possible about the incident. We are concerned about criminal or unlawful activity, or very serious incidents about a charity that may pose a risk to its funds, property, beneficiaries or reputation.

### LEGAL OBLIGATION

As part of the charity's Annual Return, trustees must confirm that there are no serious incidents or other matters which they should have brought to the attention of the Commission and have not done so already. Failure to do so will be regarded as a breach of legal requirements.

## PART B - Financial Information

The information below shows the figures you have provided to the Commission from your charity's accounts.

These answers are based on **charity-only accounts**.

Fields that are indented provide supplementary information. They are included in the figure for the main field above, but the indented fields may not represent the whole amount.

**P** - The Commission may publish any of the information provided in Part B on the Register of Charities.

### B1 - RESOURCES

#### Incoming resources

B1.1 Voluntary income - <b>P</b> :
£ 12,450
B1.1a Legacies - <b>P</b> :
£ 0
B1.1b Endowments received - <b>P</b> :
£ 0
B1.2 Activities for generating funds - <b>P</b> :
£ 0
B1.3 Investment income - <b>P</b> :
£ 73
B1.4 Incoming resources from charitable activities - <b>P</b> :
£ 1,258,224
B1.5 Other incoming resources - <b>P</b> :
£ 0

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**B1.6 Total incoming resources - P:**  
£ 1,270,747

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#### Resources expended

B1.7 Costs of generating voluntary income - <b>P</b> :
£ 0
B1.8 Fundraising trading costs - <b>P</b> :
£ 0
B1.9 Investment management costs - <b>P</b> :
£ 0
B1.10 Costs of charitable activities - <b>P</b> :
£ 1,130,652
B1.10a Grants to institutions - <b>P</b> :
£ 0
B1.11 Governance costs - <b>P</b> :
£ 44,592
B1.12 Other resources expended - <b>P</b> :
£ 0

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**B1.13 Total resources expended - P:**  
£ 1,175,244

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### B2 - OTHER RECOGNISED GAINS/LOSSES

B2.1 Revaluations of tangible fixed assets - <b>P</b> :	B2.3 Gains/losses on investment assets - <b>P</b> :
£ 0	£ 0
B2.2 Actuarial gains/losses on defined benefit pension schemes - <b>P</b> :	
£ 0	

## B3 - ASSETS AND LIABILITIES

B3.1 Total fixed assets - P:	B3.7 Total fixed assets (at start of year) - P:
£ 1,554,772	£ 1,599,968
B3.1a Fixed asset investments - P:	B3.7a Fixed asset investments (at start of year) - P:
£ 0	£ 0
B3.2 Total current assets - P:	
£ 429,471	
B3.2a Current asset investments - P:	
£ 0	
B3.2b Cash - P:	
£ 0	
B3.3 Creditors due within one year - P:	B3.8 Endowment funds - P:
£ 275,492	£ 0
B3.4 Long-term creditors and provisions - P:	B3.9 Restricted funds - P:
£ 90,221	£ 6,550
B3.5 Pension fund assets/(liabilities) - P:	B3.10 Unrestricted funds - P:
£ 0	£ 1,611,980
<b>B3.6 Total net assets/(liabilities) - P:</b>	<b>B3.11 Total funds - P:</b>
<b>£ 1,618,530</b>	<b>£ 1,618,530</b>

## B4 - ADDITIONAL INFORMATION

B4.1 Support costs - P:	B4.3 Level of reserves - P:
£ 44,592	£ 167,473
B4.2 Depreciation charge for year - P:	B4.4 Number of full-time equivalent employees - P:
£ 0	41

## PRIVACY STATEMENT

Any information you give us will be held securely and processed only in accordance with the rules on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as necessary so that we can properly carry out our statutory functions.

We may also disclose information about you to another relevant public authority, but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary or appropriate for national security, law enforcement, or other issues in the public interest.

We will ensure that any such disclosure is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

## ADVICE FOR THE TRUSTEES AND MANAGERS OF GREENFIELDS EDUCATIONAL TRUST

The following Guidance may be useful for your trustees. To view these publications, please visit our website at [www.charitycommission.gov.uk/publications](http://www.charitycommission.gov.uk/publications). If, after reading the guidance you require assistance or feel there is a matter on which you would benefit from advice, please call Charity Commission Direct on 0845 3000 218.

### Trusteeship

#### CC30 Finding New Trustees

A 'start to finish' guide to help charities to recruit new trustees effectively and increase the range of skills and experience on their board. **Also includes useful information on vetting trustees and the Criminal Records Bureau which may be useful to existing trustees.**

#### CC3 The Essential Trustee

This publication replaces the previous CC3, Responsibilities of Trustees, provides guidance to all trustees, and those who are about to become trustees, on what is involved in being a charity trustee.

### Working with Children and Vulnerable Adults

#### Web Guidance - Safeguarding Children

Children are an especially vulnerable group and the Charity Commission is particularly concerned to stress the importance of proper safeguards within charities for the protection of children.

### Reserves

#### RS13 Tell it like it is

Charities are urged to remove the mystique surrounding their reserves.

### Sound Governance

#### CC10 Hallmarks of an Effective Charity

This guidance focuses on the achievements, performance and impact of an effective charity as well as the principles which the Commission expects charities and charity trustees to adhere to.

#### RS6 Milestones

Looks at the issues and phases of development that are relevant to charities, also includes a checklist of standard questions for trustees to consider at various stages of development.

#### CC34 Collaborative Working and Mergers

Guidance on collaborative working and mergers, highlighting both good practice and the practical help we can give.

## Activities

### RS15 Stand and Deliver

This publication presents the results of our survey on charities delivering public services, ranging from full-cost recovery to length of funding agreements. **May be useful for charities in receipt of public funding.**

## Accountancy

### RS14 In Their Own Words

The report illustrates how charities have responded in the SIR form's first year.

### CC14 Investment of Charitable Funds: Basic Principles

This sets out to explain briefly the powers and duties of charity trustees when investing charitable funds. It is intended to be an introduction to the subject for trustees and members of the general public who have little or no experience in this area. For those with a deeper interest or more experience of investment by charities we have published more on this site.

## DECLARATION

Your Annual Return was submitted online by MRS ANGELA LOCKEY on 03 June 2011, telephone number 01342822189.

MRS ANGELA LOCKEY certified online that:

- the information provided was correct
- it had been or would be brought to the attention of all the trustees
- that the trustees were satisfied that there are no serious incidents or other matters which they should have brought to the attention of the Commission and had not done so already.

Those who give answers that they know are untrue or misleading may be committing an offence.

## CONTACT DETAILS

### **Address**

The Charity Commission  
PO Box 1329  
Liverpool  
L69 3DY

### **Email**

[enquiries@charitycommission.gsi.gov.uk](mailto:enquiries@charitycommission.gsi.gov.uk)

### **Telephone**

0845 3000 218

### **Textphone**

0845 3000 219

### **Web**

[www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

2000101

287037 93

# Annual Return 2004

This form should be completed for financial years ending on or after 1 January 2004

Registered Number 287037

Main Charity Name GREENFIELDS EDUCATIONAL TRUST

If either your charity's gross income or total expenditure is **over £10,000** in any financial year covered by this Annual Return form: You must complete **Parts A and B** of the form and return it to the Charity Commission together with the **Trustee Update Form**.

You must also send to the Commission the charity's annual report, together with the accounts of the charity (or a copy of those accounts in the case of a charity which is a company). A copy of any accounts scrutiny report by an independent examiner or auditor, or of any report made for the purposes of section 249A(2) Companies Act 1985, should be sent with the accounts, where such a report is required.

By law, you must send all of these documents to the Commission **within 10 months** of your charity's financial year-end, or within such longer period as the Commission may allow. We recommend that you send all of the required documents to the Commission **at least 3 weeks before the due date** to ensure they are received and processed on time.

Any person who, without reasonable excuse, is persistently in default of these obligations may be guilty of an offence.

## Notes:

We ask charities with a gross income and total expenditure of £10,000 or less to complete Part A of this form and the Trustee Update Form.

Information entered in Part A of this form may be recorded on the Register of Charities and may be open to public inspection.

The meanings of the terms in **bold italic** are given in the glossary of terms enclosed with this form.

Please enter all financial amounts in sterling to the nearest £.

Please do not lose this form. It is not possible to reproduce the pre-printed information on any duplicate form.

If you need any help completing this form, please call our Contact Centre on 0870-333-0123 (lines open 8:30am-6:00pm Monday to Friday).

## How to complete the form:-

Please complete this form in **BLACK INK** and use **BLOCK CAPITALS** to complete any text areas.

Complete text boxes clearly e.g.

Cross boxes clearly e.g.

To correct a cross box e.g.

Information entered outside of the appropriate boxes will not be captured.

**C H A R**

Yes ☒ No

Yes ☒ No

## Part A. All Charities should complete this section

### A1. Financial Year Covered by this Form

This should be completed for the Financial Year Ending on or after 1 January 2004.

Enter changes/new financial information below:

Financial Year Start	_____	01/09/2003	_____
Financial Year End	_____	31/08/2004	_____
Next Financial Year End	_____	31/08/2005	_____

### A2. Gross Income and Total Expenditure

Extract the charity's **gross income and total expenditure** from the accounts prepared for the financial year shown above. Do not include the gross turnover/income of connected trading companies.

Gross Income	_____	£	1445167.00p
	pence <b>MUST</b> be rounded up/down to the nearest £		
Total Expenditure	_____	£	1407049.00p



287037



### A3. Correspondent Details

102

A charity correspondent may be a person (i.e. a named individual); or an organisation (e.g. a firm of solicitors acting as correspondent for the charity or simply the charity itself i.e. "The National Aid Association").

If any current details (shown right) are incorrect please provide correct details in full under **Changed Details** below.

If the correspondent is a person and the name details are incorrect or incomplete please enter all elements of the name.

If the correspondent has changed please enter full details of the new correspondent below.

If any part of the address is incorrect please enter the full address on page 3.

If the correspondent is a person please note that all of the following are now required to help maintain the accuracy of the Register of Charities:

- ▶ The Correspondent's title or titles (e.g. Mr, Mrs, Reverend)
- ▶ All of the correspondent's personal names (also known as first or given names)
- ▶ All of the correspondent's family names (also known as surnames)
- ▶ The correspondent's date of birth
- ▶ Suffixes (honours the correspondent expects to appear after his or her name, e.g. OBE)

If the correspondent prefers to be known by some name other than that obtained by combining the title, personal names, family names and suffixes the preferred name may be entered and will be used in correspondence.

#### Current Details

Correspondent is:- A PERSON

Title:-

Personal

Names:-

BEVERLEY

Family

Names:-

CROFT

Suffixes:-

Preferred

Name:-

BEVERLEY CROFT

Date of Birth:-

Organisation

Name:-

Tel No

01342 822189

Fax No

Address:-

GREENFIELDS SCHOOL  
PRIORY ROAD  
FOREST ROW  
EAST SUSSEX  
RH18 5JD

Manuscript changes to the above will not be accepted, please use the spaces below.

### A3. Changed Details

Correspondent is

A Person

An Organisation

(please only check one)

#### Name of Person

Title

Personal  
Names

Family  
Names

Suffixes

Preferred  
Names

Date of  
Birth

#### Name of Organisation (acting as correspondent for the charity)

Organisation  
Name

#### Telephone and Fax Number Details

Tel No

Fax No



## Correspondent's Address Details

Address

Post Code

### A4. Charity's E-mail Address

■ Please enter the charity's new or amended e-mail address below. ■

The Charity no longer has an e-mail address

This e-mail address may be shown to the public	Yes	No
This e-mail address may be used by the Commission to initiate contact and to periodically send useful information	Yes	No

### A5. Charity's Web Site Details

Please enter the charity's new or amended web site address below.

The Charity no longer has a web site address

### A6. Working Names

Some charities like to use a working name as well as their main name. This may help the public to trace the charity on our public register. If we have a working name on record for your charity it is listed on page 4 (up to a maximum of three).

Delete any working names that are no longer used or shown incorrectly on page 4 by crossing the associated box, and enter any new working name using the area provided.

**A6. Working Names Cont.**

104

1

Delete

2

Delete

3

Delete

Enter your new or amended working name below

**A7. Charity's Primary Bank Account**

Sort Code

Account Number

Account Name

If the above information is incorrect (or blank), please enter a complete set of bank or building society details below. We only require the details of your primary account and these details will not be made available to the public.

Bank Sort Code

- -

Bank / Building Society Account Number

Account Name

**A8. Classification of Charities on the Register of Charities**

Every charity should have at least one category chosen in each of the three elements. You may choose more than one category in each element where several apply but you should only choose categories significant to your charity (eg do not choose "Makes grants to individuals" if you rarely give grants). You do not need to choose the same number of categories in each element. Those charities whose circumstances have changed from last year should amend their pre-printed classification details by putting a cross against the entries that no longer apply in the "remove" box. New categories are chosen using the "add" box.

**Element 1 - Topic (What does your charity set out to do?)**

	Present Classification	Remove	Add
101 General charitable purposes	— No —		
102 Education/training	— Yes —		
103 Medical/health/sickness	— No —		

# **A8. Classification of Charities on Register of Charities Cont.**

105

	Present Classification	Remove	Add
104 Disability	— No —		
105 Relief of poverty	— No —		
106 Overseas aid/famine relief	— No —		
107 Accommodation/housing	— No —		
108 Religious activities	— No —		
109 Arts/culture	— No —		
110 Sport/recreation	— No —		
111 Animals	— No —		
112 Environment/conservation/heritage	— No —		
113 Economic/community development/employment	— No —		
114 Other or none of these	— No —		

## **Element 2 - Beneficiaries (Who does your charity help?)**

	Present Classification	Remove	Add
201 Children/Young people	— Yes —		
202 Elderly/Old people	— No —		
203 People with disabilities	— No —		
204 People of a particular ethnic or racial origin	— No —		
205 Other charities/voluntary bodies	— No —		
206 Other defined groups	— No —		
207 The general public/mankind	— Yes —		

## **Element 3 - Method of operation (How does your charity operate?)**

	Present Classification	Remove	Add
301 Makes grants to individuals (includes loans)	— No —		
302 Makes grants to organisations (include schools, charities etc.)	— No —		
303 Provides other finance (eg pensions /investment fund)	— No —		

304 Provides human resources (eg staff/volunteers)	—	No	—
305 Provides buildings/facilities/open space	—	No	—
306 Provides services (eg care/counselling)	—	Yes	—
307 Provides advocacy/advice/information	—	No	—
308 Sponsors or undertakes research	—	No	—
309 Acts as an umbrella or resource body	—	No	—
310 Other or none of these	—	No	—

If your income and expenditure are both £10,000 or less, please go to the declaration on page 8.

**Part B Only complete this section if either your charity's gross income or total expenditure is over £10,000.**

**B1. Fund-Raising**

- a Does the charity engage in fund-raising?  
If "No" go directly to B1f  
Yes ☒ No ☒
- b State the **gross amount received from all fund-raising efforts** during the financial year  
£ 11,340
- c State the **gross total expenditure in the financial year connected with fund-raising efforts**  
£ 200
- d Does the charity make use of **professional fund-raisers**?  
If "no" go directly to B1f  
Yes No ☒
- e Does the charity have a formal written agreement satisfying the requirements of Part II of the Charities Act 1992 with each of the **professional fund-raisers**?  
Yes No
- f Are you aware of any fund-raising that has been carried out in the charity's name or for the charity's benefit but has not been authorised by the **charity trustees**?  
Yes No ☒

**B2. Trustees - General**

- a State the number of **charity trustees** at the END of the financial year.  
4
- b How many of the above number **normally reside** in England or Wales?  
4

**B3. Trustees - Benefits**

For the purposes of B3 and B4 "**charity trustees**" includes any persons, companies, or other bodies connected with them. Also "the charity" except in paragraph (f) includes any company or other body connected with it and "connected" is defined in the glossary of terms enclosed with this form.

- a Expenses incurred by the charity trustees including travel, meals, accommodation and telephone costs. Do not include items which **charity trustees** purchase on behalf of the charity and for which they are reimbursed by the charity at the price they paid e.g. stationery and equipment supplies.  
£ 0
- State the total amounts paid or payable (excluding expenses as detailed above) to the charity trustees during the financial year from the funds of the charity.
- b Amounts paid or payable to the trustees for any professional services provided to the charity.  
£ 0
- c Amounts paid or payable to the trustees for any other services provided to the charity. Include salaries, wages and honoraria, as well as payments for services other than professional services.  
£ 14,027
- d Other amounts paid or payable to the trustees. Do not include the purchase of **trustee indemnity insurance**.  
£ 0

- e If the charity has during the financial year paid for **trustee indemnity insurance** please state the total amount paid.
- f If any payments were made under b,c,d or e, do the **charity trustees** have specific authority (either in the governing document of the charity or from the Court or the Charity Commission) to make all these payments?
- g At any time during the financial year, was the charity owed money by any of the **charity trustees**?

£

Yes ☒ No

Yes No ☒

**B4. Trustees - Property**

Please see the note at the beginning of B3. For the purposes of B4, property should include freehold or leasehold land or buildings, vehicles and computers etc. If applicable, zero should be inserted.

- a If the charity sold any property to any of the **charity trustees** during the financial year, then please state the total value of the property sold.
- b If the charity purchased any property from any of the **charity trustees** during the financial year, then please state the total value of the property purchased.
- c If the charity occupies any land or buildings belonging to any of the **charity trustees**, then please state the total amount paid during the financial year in respect of that occupation. Include rent or licence fee, any premium or capital payment and all other payments made under the tenant's covenants in the lease or under the terms of the licence e.g. on repairs or improvements to the property.
- d Have any services, including the use of land or buildings and motor vehicles, been made available during the financial year by the charity to **charity trustees** otherwise than as one of the charity's beneficiaries?

£

£

£

Yes No ☒

**B5. Occupation of Functional Property**

- a Does the charity have any **functional property**?  
If 'No' go directly to B6
- b During the financial year, was any part of the charity's **functional property** occupied by anyone other than the charity, one of its beneficiaries, or another charity at either **reduced or nil rent**.

Yes ☒ No

Yes No ☒

**B6. Dealings with Connected Trading Companies**

- a Does the charity have any **connected** trading companies?  
If 'No' go directly to B7
- b Give the total outstanding balance of all loans made by the charity to the **connected** trading companies as at the end of the financial year given in A1 (from the accounts).
- i Are all the loans (in B6b) secured?
- ii Do the **connected** trading companies pay interest on all the loans (in B6b) at commercial rates?
- iii Are all the loans (in B6b) repayable within a period specified in each of the loan agreements?
- c If the charity made any loans to any of its **connected** trading companies during the financial year, which were repaid during the same financial year, please state the total amount of these **connected** trading company loans.

Yes No ☒

£

Yes No

Yes No

Yes No

£

The amount of the loans for each connected trading company is the maximum amount owed by that **connected** trading company at any time during the financial year. The total amount is the sum of all these maxima.

- d Has any money originally loaned to a **connected** trading company not been repaid, but has instead during the financial year:
- i been subscribed by the charity for the issue of new shares in that company (i.e. converted to share capital)? And/or
- ii been written off?

Yes No

Yes No

Where provision has been made in the accounts of the charity for the partial or total non-repayment of a loan which the charity has made, the loan should be treated as "written off".

**B6. Dealings with Connected Trading Companies cont.**

108

- e State the total amounts due at the end of the financial year to the charity from the **connected** trading companies excluding loans. £

This could include amounts owing to the charity for goods and services provided, or service charges, or as a result of charging expenses of the company to the charity.

- f Please give the following details about all the charity's connected trading companies for the last complete financial year ending on or before the last day of the financial year given in A1.

- i Overall total turnover £
- ii Overall total profit or loss on ordinary activities before taxation (losses should be shown by placing figures in brackets). £

For present purposes, profit or loss on ordinary activities should be calculated before deducting any gifts made to the charity.

- iii Total amounts transferred to the charity. £

These should include amounts transferred by deed of covenant, gift aid, dividend or any similar means. Transfers by deed of covenant or gift aid should be treated as having been made by the company in the financial year in which they are treated for tax purposes as being made.

**B7. Misappropriation of Assets**

- a During the financial year, have any of the charity's assets been stolen or otherwise misappropriated by a person who was, at the time, associated with the charity (whether the assets or their value have been recovered or not)? Yes No ☒

"Associated with" includes charity trustees, custodian trustees, holding trustees, officers, agents or employees and clients or beneficiaries of the charity or any persons, companies or other bodies connected with them.

- b Please state the amount of money or value of the assets which have been stolen or otherwise misappropriated. £

**B8. Reserves**

- a Has the charity had in place during the financial year a policy that sets out the level of reserves needed to effectively meet the needs designated by the charity's trust? Yes ☒ No

- b If the answer to question B8a is "yes" does the charity's annual report contain a description of the policy? Yes ☒ No

- c Please state the total reserves held by the charity £ 388882

**Declaration**

Those who give answers that they know or suspect are untrue or misleading may be committing an offence.

I certify that the information given in this form is correct to the best of my knowledge and has been brought to the attention of all the charity trustees.

Signed, by one of the charity trustees on behalf of all charity trustees

Date 29 06 2005

Title (Please use BLOCK CAPITALS) MR

Full Name (Please use BLOCK CAPITALS) PETER DAVID HODGKIN

Daytime telephone number

You may find it useful to keep a copy of your completed form.

The Charity Commission for England and Wales  
PO Box 1095  
LIVERPOOL  
L69 3UD

Contact Centre 0870-333-0123

Internet Address: [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

The Commission would find the following information useful but you are under no obligation to complete the following:

- In the future, would you be interested in any of these options to submit your documents electronically?

(please cross all those that apply)

Submit Trustees Annual Report

Submit Accounts

Submit Annual Return

Receive Annual Return

BEVERLEY CROFT  
GREENFIELDS EDUCATIONAL TRUST  
GREENFIELDS SCHOOL  
PRIORY ROAD  
FOREST ROAD  
EAST SUSSEX  
RH18 5JD

3rd & 4th Floor, 12 Princes Dock  
Princes Parade, Liverpool, L3 1DE

t: 0151 703 1548  
f: 0151 703 1556

Your Ref:  
Our Ref:

Date: 30 November 2005

## **GREENFIELDS EDUCATIONAL TRUST**

### **ANNUAL ACCOUNTS FOR THE FINANCIAL PERIOD ENDING 31<sup>ST</sup> AUGUST 2004**

Thank you for replying to our latest annual mailing.

The accounts of the company are required by the Companies Act 1985 to give a true and fair view, and compliance with the Charities Statement of Recommended Practice (SORP) is regarded as an essential aspect of that. We are therefore checking that the accounts basically comply with the SORP.

When we examined your accounts we note that they do not appear to fit into the framework because:

**The Trustees' Annual Report that accompanies the financial statements does not appear to contain a policy on risk management.**

**The Charities Act 1993 via Statutory Instrument No.2868 places a legal requirement on charities whose gross income is over £250,000 to include in the Trustees' Annual Report "a statement as to whether the charity trustees have given consideration to the major risks to which the charity is exposed and systems designed to mitigate those risks". All charities in England and Wales with gross income exceeding £250,000 are therefore required to make a risk management statement. The Commission will expect to find a statement regarding risk in the Trustees' Annual Report of charities in this category, you may wish to consult your professional advisor for further assistance.**

Please check with your professional advisors that our interpretation of your accounts is correct and also advise your directors of the position. Subject to the views of your professional advisers we would invite the directors of the company to consider:

- either revising the accounts of the company under section 245 of the Companies Act 1985 - and we will substitute any revised accounts for those which you have sent to us;
- or to ensure that next year's accounts follow the correct format as outlined in the Charities' SORP.

If you decide to submit revised accounts now, please send these to us and we will remove the original accounts from our public files.

If you do not understand the points made or you need help in resolving any problems you should consult your professional advisors. If you need assistance on any other accounting or SORP issues, then please contact our accounts Contact Centre on 0845 300 0218.

Yours sincerely,



**Accounts Monitoring Checklist**  
**Accruals Accounts.**

CHARITY NAME... GREENFIELDS EDUCATIONAL TRUST.

CHARITY NUMBER... 287037.

FINANCIAL YEAR END... 31st AUG 2004

	Yes	No	N/A	Applicable Paragraph(s)
1 Trustees' Annual Report [1]	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1 or 2
Legal and Admin Details [17]	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3,4,5 or 6
Sufficient explanation of the charity's objects, organisation or structure [13]	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3 or 4
Review of Activities and Achievements [14]	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3 or 4
2 Policy statements				
Risk Management (>250K) [6]	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<u>7</u>
Reserves [6]	<input checked="" type="checkbox"/>	<input type="checkbox"/>		8
Investments (if required) [6]	<input checked="" type="checkbox"/>	<input type="checkbox"/>		9
Grant making (if required) [6]	<input type="checkbox"/>	<input type="checkbox"/>		10
3 Independent scrutiny report [3]	<input checked="" type="checkbox"/>	<input type="checkbox"/>		11 or 12
4 Correct form of scrutiny - refer to table of requirements [4]	<input checked="" type="checkbox"/>	<input type="checkbox"/>		13,14,15 or 16
5 SOFA and Balance Sheet reconciled [5]	<input checked="" type="checkbox"/>	<input type="checkbox"/>		17
6 Primary statements				
SOFA [2]	<input checked="" type="checkbox"/>	<input type="checkbox"/>		18,19 or 20
Balance Sheet [2]	<input checked="" type="checkbox"/>	<input type="checkbox"/>		21 or 22
Notes (if required) [2]	<input checked="" type="checkbox"/>	<input type="checkbox"/>		23 or 24
Cash flow statement (if required) [2] - see ref section pg 7	<input type="checkbox"/>	<input type="checkbox"/>		25
7 Other SOFA Issues				
Correct cost classification [12]	<input checked="" type="checkbox"/>	<input type="checkbox"/>		26
Comparatives	<input checked="" type="checkbox"/>	<input type="checkbox"/>		27
Mention of departure from SORP [20]	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Discuss with FR at Surgery
Netting Off [18]	<input type="checkbox"/>	<input checked="" type="checkbox"/>		28
7 Restricted funds shown separately (if appropriate) [7]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	29 or 30
8 Endowed funds shown separately (if appropriate) [8]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	29 or 30
9 Other Matters that are unsatisfactory	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Discuss with FR at Surgery

Completed By .....

Date ..... 30/11/05 .....

Key:

[ ] = Designated Top 20 Reference

51 + para 7

**Section A Charity Details**

Charity

Registration Number

AR Number

Case Type QAR ☐ OD ☐ A/C's ☐ T/F ☐

**Section B Breakdown Sheets**

Category	Brief Details	Outcome
Z1	ACCOUNTS SAMPLING – NO CFC	ELIMINATED

**Section C Additional Categories Identified**

Accounts Scrutiny Completed ☐

Category	Brief Details	Outcome
ACCOUNTS	NO RISK POLICY	ISSUE E1 AND PARA 7

**Section D Actions Completed**

A copy of the Breakdown sheet is attached ☒

Signature

Date

CDPRT502

New Charities for Scrutiny

Page: 19 15 Jul 2005

Mailing AR04

Reg.No. 287037

Batch 5576

Charity Name  
Correspondent

GREENFIELDS EDUCATIONAL TRUST  
BEVERLEY CROFT  
GREENFIELDS SCHOOL  
PRIORY ROAD  
FOREST ROW  
EAST SUSSEX  
RH18 5JD

Company Number 1720539

01342 822189

Financial Year

01 Sep 2003 To 31 Aug 2004

Income

1,445,167

Expenditure

1,407,049

Counties

EAST SUSSEX

Previous Scrutiny AR00 AR01 AR02 AR7 AR8

No special reason for scrutiny

Triggers Failed

Z1 Charity has been selected for accounts sampling



15 Jul 2005 CASE OPENED

Report Continues

## LARGE CHARITIES CASE LOG

**CHARITY NAME:** Greenfields Educational Trust

**CHARITY NUMBER:** 287037

**FYE:** 31/08/06

**CASE OPENED:** 01/06/07

**DEADLINE DATE:** 30/06/07

**CASEWORKER NAME:**

### OUTSTANDING DOCUMENTS

**AR Received?** No

**Accounts Received?** No

**CMS Checked** Yes

**Case Progressed?** Yes If no, refer

**Comments** File early email sent

**Review Case Date:**

**Documents received since phone call?** No Docs Received

**CDB Updated?** Yes

**Charity Fully Compliant?** Yes

**Compliance Within 10 months?** Yes

**Annual Income Obtained From AR:** £1,247,537

**Reminder Call** 15/06/07 - Email reminder sent

19/06/07 AR received

21/06/07 Accounts received.

**Case Closed:** 28/06/07