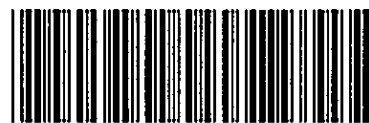


**The Academy of Culinary Arts**  
**"Adopt-a-School" Trust**  
**(a company limited by guarantee)**  
**Reports and Financial Statements**  
**for the year ended**  
**31st December 2012**

TUESDAY



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**& COMPANY**  

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**C H A R T E R E D**  
**A C C O U N T A N T S**

**The Academy of Culinary Arts  
“Adopt-a-School” Trust  
(a company limited by guarantee)**

**Company information**

Directors/Trustees	Sara Jayne Stanes OBE Sam Gordon Clark CBE Richard Shepherd CBE Brian J Turner CBE
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Secretary	SLC Registrars Limited
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Company number	04144824
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Registered Charity number	1087567
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Registered office	53 Cavendish Road London SW12 OBL
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Independent auditors	Riches & Company 34 Anyards Road Cobham Surrey KT11 2LA
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**The Academy of Culinary Arts  
“Adopt-a-School” Trust  
(a company limited by guarantee)**

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**The Academy of Culinary Arts  
"Adopt-a-School" Trust  
(a company limited by guarantee)**

**Directors' annual report  
for the year ended 31st December 2012**

The directors present their report and financial statements for the year ended 31st December 2012

**Principal activities and objectives**

The principal activities of the company are to advance the education of children and young persons in food, nutrition, hygiene, health and related subjects so as to develop their taste and appreciation of food, of food origins and of different cultures

**Directors/trustees**

The following have held office throughout the year -

Sara Jayne Stanes OBE  
Sam Gordon Clark CBE  
Richard Alan Shepherd CBE  
Brian James Turner CBE

**Status**

The company is limited by guarantee and has no share capital The company is also registered as a charity, number 1087567

**Review of activities**

During the period since inception the trust has been successful in obtaining sufficient donations to cover overhead expenses and meet its primary aims

**Public benefit**

In preparing their statements on public benefit, the directors have, in accordance with s 4 of the Charities Act 2006, considered the Charity Commission's general guidance on public benefit

Chefs Adopt a School teaches children about food in a holistic way from plant to plate, paying respect to food, nutrition, health and hygiene and cooking as a life skill We believe that learning can and should be fun and informative

Since its beginnings in 1990, the Trust has delivered its workshops to over 462,000 children across the country – today that's 21,000 children every year – and we have an ever growing waiting list of schools eager to be 'adopted' In addition to the voluntary time invested by our members who are absolutely passionate about what they do and for whom food is their reason for being, Chefs Adopt a School has an on-staff team of 5 chef lecturers and support, some full and some part time, across the country daily challenging children's senses and captivating their curiosity for food and teaching about its significance in every aspect of our lives

**The Academy of Culinary Arts  
"Adopt-a-School" Trust  
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**Directors' annual report (continued)  
for the year ended 31st December 2012**

We also deliver sessions to a number of special educational needs schools and to many schools where children come from disadvantaged backgrounds. We have been working with Great Ormond Street for many years and the benefits have been well documented. We have discovered that cookery can be an exceptional educational tool to many children who find learning tough having the added benefit of helping to develop teamwork and communication skills.

Chefs Adopt a School is a way of life. It is about improving the lives of young people and changing habits so that the next generations can continue to benefit. We all believe strongly in the principle of good, sensible eating which is the key to healthy mind, body and nation and of invaluable benefit to social behaviour.

We also believe that the current approach towards food education needs to be transformed so that it has a secure and definitive place on the curriculum - for all children. Our workshops integrate with many key syllabus subjects i.e. History, Geography, Mathematics, Science, Politics, English and other languages. Thus we are concluding research to support our campaign manifesto FEAST (Food Education At Schools Today) to lobby for the restoration of food education at primary level.

**Financial Review**

The Statement and Financial Activities, Balance Sheet and following notes show the performance of the charitable company during the year.

The state of the nation's economy and the confidence factor are always a feature in fulfilling the plans of the Trust and this year is no exception. A great deal of time has been spent fund raising and with some success. We have managed to reach our target of children who have benefited from the Trust's work.

As in previous years, there has been great support from grant makers. The North West Regional Development Agency has extended its contract for a further year. The work undertaken for the first term of the 3 year contract has been underpinned by the Evaluation endorsing the value of our work. The Savoy Educational Trust, a supporter since 1996 and the Worshipful Company of Cooks since 2000 are both pillars of support both financially and morally.

The Trustees have no need to be disappointed in the efforts of the team. Applications to grant making bodies are a constant part of the Trust's work to secure the future. But we are aware that we are one of many also seeking funding. We have unrestricted reserves of £131,823 and restricted reserves of £77,480 as at 31 December 2012.

**The Academy of Culinary Arts  
"Adopt-a-School" Trust  
(a company limited by guarantee)**

**Directors' annual report (continued)  
for the year ended 31st December 2012**

**Structure, governance and management**

The charitable company was incorporated on 16th January 2001 and is governed by its memorandum and articles of association. It is managed by its directors/ trustees.

New directors/ trustees can be appointed by a majority vote of the existing directors/ trustees at a general meeting at which a quorum is obtained.

**Statement of directors' responsibilities**

The directors are responsible for preparing the financial statements in accordance with applicable law and regulations.

Company Law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Statement of disclosure to auditors**

So far as the directors are aware, there is no relevant audit information of which the company's auditors are unaware. Additionally, the directors have taken all the necessary steps that they ought to have taken as directors in order to make themselves aware of all relevant audit information and to establish that the company's auditors are aware of that information.

By Order of the Board

16/9/13

  
Sara Jayne Stanes OBE  
Director/Trustee

## **Independent Auditors' Report to the members of**

### **The Academy of Culinary Arts "Adopt-a-School" Trust (a company limited by guarantee)**

We have audited the financial statements of The Academy of Culinary Arts "Adopt-a-School" Trust for the year ended 31st December 2012 which comprise the Statement of Financial Activities, the Balance Sheet, and related notes on pages 8 - 11. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with section 495 and 496 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of directors and auditors**

The directors' (who are also the trustees of The Academy of Culinary Arts "Adopt-a-School" Trust for the purposes of charity law) responsibilities for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Directors' Responsibilities on page 3.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, have been prepared in accordance with the Companies Act 2006, and give a true and fair view. We also report to you whether in our opinion the information given in the directors' report is consistent with the financial statements.

In addition we report to you if, in our opinion, the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charitable company is not disclosed.

We read the information contained in the Directors' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

#### **Scope of the audit of the financial statements**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

## **Independent Auditors' Report (continued) to the members of**

### **The Academy of Culinary Arts "Adopt-a-School" Trust (a company limited by guarantee)**

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the financial statements are free from material misstatement, whether caused by fraud, irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

#### **Opinion on financial statements**

In our opinion

- the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 December 2012 and of its profit for the year then ended, and
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- the financial statements have been prepared in accordance with the Companies Act 2006,

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

The information given in the directors report is consistent with the financial statements

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

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

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



**Nicholas Caso (Senior Statutory Auditor)**  
**For and on behalf of Riches & Company**

**Chartered Accountants  
Statutory Auditor**

34 Anyards Road  
Cobham  
Surrey  
KT11 2LA



**The Academy of Culinary Arts  
"Adopt-a-School" Trust  
(a company limited by guarantee)**

**Statement of financial activities  
for the year ended 31st December 2012**

	Note	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
<b>Incoming resources</b>					
Donations		262,353	5,695	268,048	229,325
Interest income		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total incoming resources</b>		<b>262,353</b>	<b>5,695</b>	<b>268,048</b>	<b>229,325</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Charitable expenditure</b>					
Direct cost of activities in furtherance of the charity's objectives		20,560	-	20,560	25,442
Activity implementation costs	3	163,447	-	163,447	186,101
Management and administration	4	69,071	-	69,071	75,423
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total resources expended</b>		<b>253,078</b>	<b>-</b>	<b>253,078</b>	<b>286,966</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net income for the year</b>		<b>9,275</b>	<b>5,695</b>	<b>14,970</b>	<b>(57,641)</b>
Fund balances brought forward		142,238	52,095	194,333	251,975
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Fund balances carried forward</b>		<b>151,513</b>	<b>57,790</b>	<b>209,303</b>	<b>194,334</b>
		<hr/>	<hr/>	<hr/>	<hr/>

The charitable company has no gains or losses other than those reported above

All of the income relates to continuing activities

**The Academy of Culinary Arts  
"Adopt-a-School" Trust  
(a company limited by guarantee)**

**Balance sheet  
at 31st December 2012**

	Note	£	2012 £	£	2011 £
<b>Tangible fixed assets</b>			-		-
<b>Current assets:</b>					
Hats and aprons stocks			1,265		4,830
Other debtors			148,768		94,191
Cash at bank			124,983		160,116
			<u>275,016</u>		<u>259,137</u>
<b>Creditors' amounts falling due within one year</b>	5		(65,713)		(64,803)
			<u>209,303</u>		<u>194,334</u>
<b>Total net current assets</b>			<u>209,303</u>		<u>194,334</u>
<b>Total assets less current liabilities</b>			<u>209,303</u>		<u>194,334</u>
<b>Represented by:</b>					
<b>Funds</b>					
Unrestricted funds	9		151,513		142,239
Restricted funds	9		57,790		52,095
			<u>209,303</u>		<u>194,334</u>

The financial statements were approved by the Board on

16/9/13

Sara Jayne Stanes OBE  
Director/Trustee

**The Academy of Culinary Arts  
"Adopt-a-School" Trust  
(a company limited by guarantee)**

**Notes to the financial statements  
for the year ended 31st December 2012**

**1 Accounting policies**

**1.1 Accounting convention**

The financial statements are prepared under the historical cost convention and in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) which have been applied consistently. In preparing the financial statements the company follows best practice as set out in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) issued in 2005 and updated in 2009.

The charitable company has taken advantage of the exemption in Financial Reporting Standard 1 from producing a cash flow statement on the grounds that it is a small company.

**1.2 Incoming resources**

Income is recognised in the period in which the company is entitled to receipt and the amount can be measured with reasonable certainty. Income is deferred in accordance with the period of the donation as specified by the donor.

**1.3 Resources expended**

Expenditure is included on an accruals basis.

Costs of generating funds comprise those costs directly attributable to obtaining donations and sponsorship.

Management and administration comprises costs for the running of the company.

**1.4 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows -

Furniture and equipment – 20% per annum

**1.5 Funds accounting**

Funds held by the company are

Unrestricted Funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted Funds - these are funds that can only be used for particular restricted purposes within the objects of the company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**The Academy of Culinary Arts  
"Adopt-a-School" Trust  
(a company limited by guarantee)**

**Notes to the financial statements (continued)  
for the year ended 31st December 2012**

**2 Operating profit**

	2012 £	2011 £
Operating profit stated after charging		
Auditors' remuneration	670	635
Auditors' remuneration for other services provided	150	145
	<u>          </u>	<u>          </u>

**3 Activity implementation costs**

	2012 £	2011 £
Salaries and fees	144,440	170,271
PR and promotions	75	-
Travel costs	18,932	15,830
	<u>          </u>	<u>          </u>
	163,447	186,101
	<u>          </u>	<u>          </u>

**4 Management and administration**

	2012 £	2011 £
Administration salaries and fees	34,962	37,597
Office costs	23,893	27,113
Telephone	3,725	3,583
Audit and accountancy	4,091	5,881
Computer costs	2,400	1,249
	<u>          </u>	<u>          </u>
	69,071	75,423
	<u>          </u>	<u>          </u>

**The Academy of Culinary Arts  
“Adopt-a-School” Trust  
(a company limited by guarantee)**

**Notes to the financial statements (continued)  
for the year ended 31st December 2012**

**5 Creditors: amounts falling due within one year**

	2012 £	2011 £
Accrued expenses	6,443	5,953
Deferred income	59,270	58,850
	<u>65,713</u>	<u>64,803</u>

**6 Staff costs**

	2012 £	2011 £
Gross wages and salaries	117,375	141,741
Employer's National Insurance contributions	12,211	14,847
	<u>129,586</u>	<u>156,588</u>

No employee earned £60,000 per year or more for the years ended 31st December 2011 or 2012

**The Academy of Culinary Arts  
"Adopt-a-School" Trust  
(a company limited by guarantee)**

**Notes to the financial statements (continued)  
for the year ended 31st December 2012**

**7 Related parties/trustees' remuneration**

The charitable company was formed to continue the Adopt-a-School activities previously carried on by Academy of Culinary Arts, a registered friendly society

Messrs Gordon Clark and Shepherd, trustees/directors of this company, are also trustees of the Academy of Culinary Arts, they are also, together with Mr Turner, members of the Management Committee

Academy of Culinary Arts recharged the following during the period

	2012 £	2011 £
Salaries and fees	42,217	46,948
Other costs	28,621	26,504
	<hr/>	<hr/>
	70,838	73,452
	<hr/>	<hr/>

Included within the figure for salaries and fees recharged above is £22,750 (2011 - £22,750) paid to Sara Jayne Stanes, the Chief Executive and a trustee, to reimburse her for the work she performs administering the charitable company

At 31st December 2012, Academy of Culinary Arts owed the charitable company £ 132,113 (2011 – £80,306)

**8 Company Status**

The company has no share capital but is limited by guarantees for £10 from each of the directors/trustees

**9 Funds**

Unrestricted funds relate only to the charitable company's general fund, for use as the trustees see fit

Restricted funds relate to donations received for Schools Sessions run by the North West branch. These funds may only be used to contribute towards the costs of this activity as necessary