

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

**Charity No. 1087567**  
**Company No. 04144824**

**Reports and Financial Statements**  
**for the year ended**  
**31st December 2016**

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**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 Alan Shepherd CBE  
Brian James Turner CBE  
John Thomas Williams MBE (appointed 9<sup>th</sup> June 2016)  
Amanda Jayne Afiya (appointed 9<sup>th</sup> June 2016)  
Federick Willem Mostert (appointed 9<sup>th</sup> June 2016)  
Myles Ironside Bremner (appointed 22<sup>nd</sup> November 2016)  
Richard James Dunne (appointed 25<sup>th</sup> April 2017)

**Secretary**

Neil Spencer Beck

**Company number**

04144824

**Registered Charity number**

1087567

**Registered office**

53 Cavendish Road  
London  
SW12 OBL

**Independent accountants**

Riches & Company  
34 Anyards Road  
Cobham  
Surrey  
KT11 2LA

**The Academy of Culinary Arts  
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**The Academy of Culinary Arts  
"Adopt-a-School" Trust  
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**Trustees' and Directors' annual report  
for the year ended 31st December 2016**

The trustees/directors present their report and financial statements for the year ended 31st December 2016.

**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.

**Registered office:**

53 Cavendish Road  
London  
SW12 0BL

**Directors/trustees**

The following have held office during the year: -

Sara Jayne Stanes OBE  
Sam Gordon Clark CBE  
Richard Alan Shepherd CBE  
Brian James Turner CBE  
John Thomas Williams MBE (appointed 9<sup>th</sup> June 2016)  
Amanda Jayne Afiya (appointed 9<sup>th</sup> June 2016)  
Federick Willem Mostert (appointed 9<sup>th</sup> June 2016)  
Myles Ironside Bremner (appointed 22<sup>nd</sup> November 2016)

**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 and objectives.

**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.

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.

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

### **Directors' annual report (continued) for the year ended 31st December 2016**

Since its beginnings in 1990, the Trust has delivered its workshops to many thousands of children across the country – 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, 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.

Our on-staff team and volunteers (ie members of the Royal Academy of Culinary Arts and the hospitality professionals whom we have trained during the year) have delivered workshops via schools, food festivals and hospital schools to an estimated 15,000 children across the country from south to north.

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.

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.

#### **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 Savoy Educational Trust, a supporter since 1996, and the Worshipful Company of Cooks since 2000; and in 2015 we received a substantial grant from the Garfield Weston Trust - all pillars of support both financially and morally. City Liverpool College has supported 50% of the salary of NW chef, James Holden; and the University of West London has sponsored Ashley Marsh for 2 ½ days a week.

Trustees who served during the year are satisfied that the charity's management has fully assessed the risks to which the charity might be exposed, and that all such risks are contained. The charity has a safeguarding policy which is reviewed annually. 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 £165,193 and restricted reserves of £21,483 as at 31 December 2016.

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

## **Directors' annual report (continued) for the year ended 31st December 2016**

### **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.

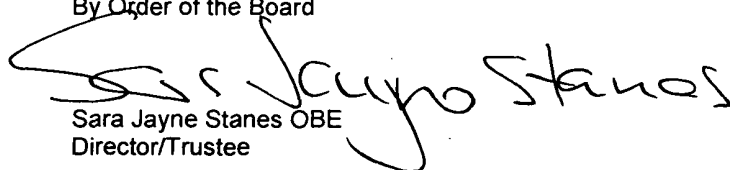
### **Statement of trustees' and directors' responsibilities**

Charity and company law require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. Under company law the directors 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 company and of the income and expenditure of the company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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.

By Order of the Board



Sara Jayne Stanes OBE  
Director/Trustee

29 June 2017

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

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

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of The Academy of Culinary Arts "Adopt-a-School" Trust for the year ended 31 December 2016 set out on pages 5 to 11 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>

This report is made solely to the Board of Directors of The Academy of Culinary Arts "Adopt-a-School" Trust, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of The Academy of Culinary Arts "Adopt-a-School" Trust and state those matters that we have agreed to state to the Board of Directors of The Academy of Culinary Arts "Adopt-a-School" Trust, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF as detailed at [icaew.com](http://icaew.com). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The Academy of Culinary Arts "Adopt-a-School" Trust and its Board of Directors as a body, for our work or for this report.

It is your duty to ensure that The Academy of Culinary Arts "Adopt-a-School" Trust has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of The Academy of Culinary Arts "Adopt-a-School" Trust. You consider that The Academy of Culinary Arts "Adopt-a-School" Trust is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of The Academy of Culinary Arts "Adopt-a-School" Trust. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

  
**Riches & Company**  
**Chartered Accountants**

29 June 2017

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 2016**

	Note	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
<b>Incoming resources</b>					
Donations		257,915	-	257,915	220,873
Interest income		1,589	-	1,589	703
<b>Total incoming resources</b>		<b>259,504</b>	<b>-</b>	<b>259,504</b>	<b>221,576</b>
<b>Charitable expenditure</b>					
Direct cost of activities in furtherance of the charity's objectives		12,351	-	12,351	14,574
Activity implementation costs	3	146,786	-	146,786	136,227
Management and administration	4	68,644	-	68,644	62,131
<b>Total resources expended</b>		<b>227,781</b>	<b>-</b>	<b>227,781</b>	<b>212,934</b>
<b>Net income for the year</b>		<b>31,723</b>	<b>-</b>	<b>31,723</b>	<b>8,644</b>
Fund balances brought forward		133,470	21,483	154,953	146,311
Funds transfer during the year		-	-	-	-
<b>Fund balances carried forward</b>		<b>165,193</b>	<b>21,483</b>	<b>186,676</b>	<b>154,955</b>

The charitable company has no gains or losses other than those reported above, and therefore no separate statement of total recognised gains and losses has been presented.

All amounts relate to continuing activities.



**The Academy of Culinary Arts  
"Adopt-a-School" Trust  
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**Balance sheet  
at 31st December 2016**

	Note	2016 £	2015 £
<b>Current assets:</b>			
Hats and aprons stocks		6,825	3,900
Other debtors		20,601	36,492
Cash at bank		222,207	194,814
		<u>249,633</u>	<u>235,206</u>
<b>Creditors: amounts falling due within one year</b>	5	<u>(62,957)</u>	<u>(80,253)</u>
<b>Total net current assets</b>		<u>186,676</u>	<u>154,953</u>
<b>Total assets less current liabilities</b>		<u><u>186,676</u></u>	<u><u>154,953</u></u>
<b>Represented by:</b>			
<b>Funds</b>			
Unrestricted funds	9	165,193	133,470
Restricted funds	9	21,483	21,483
		<u>186,676</u>	<u>154,953</u>

For the financial period ended 31 December 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Trustees' and Directors' responsibilities:**

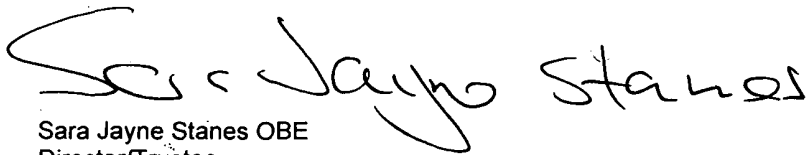
- The members have not required the company to obtain an audit of its financial statements for the period in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

**The Academy of Culinary Arts  
"Adopt-a-School" Trust  
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**Balance sheet  
at 31st December 2016 (continued)**

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board on 29 Jun 2017

  
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 2016**

**1 Accounting policies**

**1.1 Accounting convention**

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards, the Companies Act 2006, the Charities Act 2011, the Charities SORP 2 (FRS 102) and the Financial Reporting Standard (FRS 102). The principal accounting policies adopted in the preparation of the financial statements are set out below.

The company is registered in England with registration number 04144824 and its registered office is 53 Cavendish Road, London, SW12 0BL, United Kingdom.

The company has taken advantage of the exemption in FRS 102 from the requirement to produce a cash flow statement on the grounds that it is a small company.

These financial statements are presented in punds sterling which is also the functional currency of the company.

The charity meets the definition of a public benefit entity under FRS 102.

The trustees have considered the financial position, forecasts and cash flows of the organisation and are satisfied that it is appropriate to prepare the accounts on a going concern basis.

**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.

**The Academy of Culinary Arts  
"Adopt-a-School" Trust  
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**Notes to the financial statements (continued)  
for the year ended 31st December 2016**

**1.4 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.

**1.5 Expenditure**

Expenditure is recognised when a liability is incurred.

**1.6 Taxation**

As a registered charity, the company is exempt from liability to corporation tax on its charitable activities.

**1.7 Leasing arrangements**

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

**2 Operating profit**

	2016 £	2015 £
Operating profit stated after charging:		
Accountants' remuneration	948	948
Accountants' remuneration for other services provided	-	310
	<hr/>	<hr/>

**3 Activity implementation costs**

	2016 £	2015 £
Salaries and fees	112,927	112,046
Activities costs	23,421	7,925
Travel costs	10,438	16,256
	<hr/>	<hr/>
	146,786	136,227
	<hr/>	<hr/>

**The Academy of Culinary Arts  
"Adopt-a-School" Trust  
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**Notes to the financial statements (continued)  
for the year ended 31st December 2016**

**4 Management and administration**

	2016 £	2015 £
Administration salaries and fees	45,937	40,894
Office costs	13,786	13,149
Telephone	1,578	1,381
Accountancy fees	6,226	5,947
Professional fees	-	310
Computer costs	1,117	450
	<u>68,644</u>	<u>62,131</u>

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

	2016 £	2015 £
Other creditors	4,307	25,875
Accruals and deferred income	58,650	54,378
	<u>62,957</u>	<u>80,253</u>

**6 Staff costs**

	2016 £	2015 £
Gross wages and salaries	125,488	119,585
Employer's National Insurance contributions	9,960	10,322
	<u>135,448</u>	<u>129,907</u>

No employee earned £60,000 per year or more for the years ended 31st December 2016 or 2015.

The average number of persons employed by the company was 4 (2015 – 4).

**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 2016**

**7 Related parties/trustees' remuneration**

The charitable company was formed to continue the Adopt-a-School activities previously carried on by The Royal Academy of Culinary Arts Limited, a company limited by guarantee, which changed its status from a friendly society on 30th September 2014.

The Royal Academy of Culinary Arts Limited recharged the following during the period:

	2016 £	2015 £
Salaries and fees	11,500	11,000
Other costs	14,678	12,845
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	26,178	23,845
	<hr/>	<hr/>

Included within the figure for salaries and fees recharged above is £11,500 (2015 - £11,000) paid to Sara Jayne Stanes, the Chief Executive and a trustee, to reimburse her for the work she performs administering the charitable company.

No remuneration was paid to the directors or trustees during the current and prior year.

No director or trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the current and prior year.

At 31st December 2016, The Royal Academy of Culinary Arts Limited was owed by the charitable company £1,199 (2015 - £21,616).

**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.