

Registered Charity Number: 1038551

**THE JANET TROTTER TRUST**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2018**

# **THE JANET TROTTER TRUST**

## **Annual Report for the Year Ended 31 July 2018**

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## **THE JANET TROTTER TRUST**

**Trustees, Officers and Advisors for the Year Ended  
31 July 2018**

### **Principal Address and Registered Office**

The Park Campus  
The Park  
CHELTENHAM  
Gloucestershire  
GL50 2RH

### **Trustees**

E Beard  
S Dove  
Prof D James  
C Mills  
A Dawson  
F C Stallard (Chair)

### **Solicitors**

Harrison Clark Rickerbys  
Ellenborough House  
Wellington Street  
CHELTENHAM  
Gloucestershire  
GL50 1YD

### **Registered Auditors**

Grant Thornton UK LLP  
3140 Rowan Place  
John Smith Drive  
Oxford Business Park South  
OXFORD  
OX4 2WB

### **Bankers**

Royal Bank of Scotland plc  
PO Box 9  
31 The Promenade  
CHELTENHAM  
Gloucestershire  
GL50 1LH

### **Investment Advisers**

Quilter Cheviot Asset Management  
90 Long Acre  
LONDON  
WC2E 9RA

## **THE JANET TROTTER TRUST**

### **Trustees' Report for the Year Ended 31 July 2018**

The Trustees have pleasure in presenting their report and accounts for the year ended 31 July 2018.

The Janet Trotter Trust is a charitable trust constituted by deed and registered under the Charities Act 2006 (Charity registration number 1038551).

#### **Objects**

The objects of the Charity are the advancement of education of the public and in particular (but not so as to limit the generality of the foregoing) the provision of scholarships, exhibitions, bursaries or benefits to enable individuals to pursue their education at the University of Gloucestershire or at such other college or university as the Trustees may from time to time decide.

#### **Trustees**

The body of Trustees consists of at least four people, including a majority of University of Gloucestershire nominated Trustees.

The Chair of the board is appointed by the Vice Chancellor of the University of Gloucestershire from the University nominated Trustees

#### **Powers of Investment, Policy and Performance**

In accordance with the Trust Deed, the Trustees have unlimited powers of investment subject to law and the conditions imposed by donors.

The Trustees have continued to maintain the strategy of creating a substantial capital fund through investing in bank deposits and a share portfolio, independently managed by Quilter Cheviot Asset Management. The Trustees are only using the investment income earned to help students with beneficial academic projects or severe hardship. Wide publicity of the facility has continued, with the assistance of the University of Gloucestershire Students' Union. The investment income earned in the year was £13,921 (2017: £13,119).

#### **Review of Development and Activities**

During the year the Trust generated net outgoing resources of £7,612.31 (2017: net incoming £29,976).

The net assets of the Trust have increased during the year to £534,328 (2017: £520,130) resulting primarily from a £21,810 increase in the market value of the trust's investments.

The Trustees met three times in the financial year under report, in November 2017 and January and May 2018. The Board considered applications, in the context of other bursary and access funds available, to ensure, as far as possible, equitable treatment for those seeking assistance.

In summary £18,706 was granted to sixteen successful applicants during the year compared to £8,372 given to nine applicants in the financial year 2016-2017.

#### **Plan for Future Periods**

The Trustees intend to continue to distribute bursaries and other grants to eligible applicants in line with the charity's objects.

## **THE JANET TROTTER TRUST**

### **Trustees' Report for the Year Ended 31 July 2018 (continued)**

#### **Reserves**

The Charity's policy on restricted funds is to separately record donations, grants and other sources of fundraising where restrictions are imposed that are narrower than the Charity's overall objectives.

The Trustees have established a policy whereby the unrestricted funds not committed or designated for specific purposes ("the free reserves") held by the Charity should be maintained at a level which generates income from investments sufficient to cover grants and expenditure. The relatively high level of grants awarded in the current year reflects the fact that, for some years, income has exceeded grants and expenditure and therefore excess income from previous years was available to be utilised.

#### **Investments**

The Charity manages its investment portfolio through Quilter Cheviot Investment Management. Its investment objectives are to obtain a balance of capital growth and income; an ethical investment policy has also been adopted.

The portfolio performance is reported to the Trustees on a regular basis. During 2017-2018 the portfolio gave an annual return of 2.69%. At the balance sheet date, the portfolio consisted of a combination of equities and fixed interest bonds; approximately 23% of the asset allocation is held in fixed interest and cash, 35% in UK equities 12% in alternative investments and the remaining 30% held overseas, providing a good spread of risk.

Investments disposed of throughout the year resulted in a profit of £1,285 (2017: £10,913).

#### **Trustees**

The Trustees of the Charity are listed below:

E Beard  
S Dove  
Prof. D James  
C Mills  
A Dawson  
F C Stallard (Chair)

#### **Risk Management**

In the light of the Corporate Governance Guidance contained within the Charities Statement of Recommended Practice 2015, the Trustees have continued to review the major strategic business and operational risks to which the Charity has been exposed. Systems have been established to mitigate these risks and procedures are being implemented to minimise any potential impact on the Charity should any of these risks materialise.

## **THE JANET TROTTER TRUST**

### **Trustees' Report for the Year Ended 31 July 2018 (continued)**

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

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

The Charities Act 2011 requires the Trustees to prepare financial statements for each financial year. The Trustees have to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), including FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland.

The Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period.

In preparing these 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 judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Auditors**

A resolution to reappoint Grant Thornton UK LLP as auditors to the trust will be proposed at the annual general meeting.

**By Order of the Trustees**



F C Stallard

15 November 2018

## **THE JANET TROTTER TRUST**

### **Independent auditor's report to the trustees of The Janet Trotter Trust**

#### **Opinion**

We have audited the financial statements of The Janet Trotter Trust (the 'charity') for the year ended 31 July 2018 which comprise the statement of financial position, the statement of financial activities, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102; The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

- In our opinion the financial statements:
  - give a true and fair view of the state of the charity's affairs as at 31 July 2018 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

#### **Basis for opinion**

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Who we are reporting to**

This report is made solely to the charity's trustees, as a body, in accordance with Section 154 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Annual Report, set out on pages 3 to 5 other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in

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

We have nothing to report in this regard.

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

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- the charity has not kept sufficient accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees for the financial statements**

As explained more fully in the Trustees' Responsibilities Statement set out on page 5, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

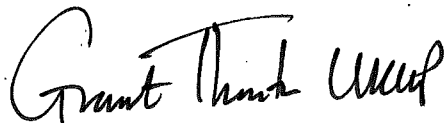
In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity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

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

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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



Mark Bishop FCA  
Grant Thornton UK LLP  
Statutory Auditor, Chartered Accountants  
Oxford

Date: 27<sup>th</sup> November 2018

Grant Thornton UK LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006



## **THE JANET TROTTER TRUST**

### **Statement of Principal Accounting Policies for the Year Ended 31 July 2018**

#### **1. General**

The following accounting policies have been applied consistently to items, which are considered material in relation to the financial statements.

#### **2. Basis of Preparation & Assessment of Going Concern**

The financial statements have been prepared in accordance with the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS102) and applicable Accounting and Financial Reporting Standards.

The Trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

#### **3. Income Recognition**

Income received that is earmarked either by the donor or by the terms of appeal for particular projects will be shown under Restricted Funds. All income from legacies, gifts, donations, and grants is credited to the Statement of Financial Activities when it is recognised that the charity has entitlement to the funds, when any performance conditions attached to the item have been met, it is probable that the income will be received and the amount can reliably be measured.

#### **4. Charitable and Other Expenditure**

Expenditure incurred by the Trust is allocated between Direct Charitable Expenditure and Other Expenditure. Direct Charitable Expenditure comprises all expenditure relating to the objectives of the Trust. Other Expenditure is analysed between expenditure on the management and administration of the Trust and expenditure on management of the investment portfolio.

#### **5. Fixed Asset Investments**

Investments are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

#### **6. Cash**

Cash includes cash in hand and deposits repayable on demand. Deposits are repayable on demand if they are in practice available within 24 hours without penalty.

#### **7. Cash Flow**

The Charity qualifies as a small Charity under the terms of the Charities Act 2011. As a consequence it is exempt from the requirement to publish a cash flow statement.

#### **8. Reserves**

Reserves are maintained at a level which generates income from investments sufficient to cover grants and direct expenditure.

## THE JANET TROTTER TRUST

### Statement of Financial Activities for the Year Ended 31 July 2018

	Note	Restricted Funds 2018 £	Restricted Funds 2017 £
<b>Income and Endowments from:</b>			
Donations & legacies	1	-	18,705
Investments	2	13,921	13,119
<b>Total</b>		<b>13,921</b>	<b>31,824</b>
<b>Expenditure on:</b>			
Charitable activities		(18,706)	(8,372)
Other	3&4	(4,112)	(4,389)
<b>Total</b>		<b>(22,818)</b>	<b>(12,761)</b>
Net gains & losses on investments		1,285	10,913
<b>Net Income and Net Movement in Funds for the Year</b>		<b>(7,612)</b>	<b>29,976</b>
<b>Other Recognised Gains/(Losses)</b>			
Gain/(loss) on revaluation of investment assets		21,810	51,713
<b>Net Movement in Funds</b>		<b>14,198</b>	<b>81,689</b>
<b>Reconciliation of Funds</b>			
Total funds brought forward		520,130	438,441
<b>Total funds carried forward</b>	9	<b>534,328</b>	<b>520,130</b>

All results in 2018 are attributable to continuing activities.

The Charity has no recognised gains or losses other than surpluses and deficits above and therefore no separate statement of total recognised gains or losses has been presented.

There is no difference between the net incoming resources for the year stated above and their historical equivalents.

# THE JANET TROTTER TRUST

## Balance Sheet as at 31 July 2018

	Note	2018 £	2017 £
<b>Fixed assets</b>			
Investments	5	<u>506,422</u>	<u>486,385</u>
<b>Current assets</b>			
Debtors	6	836	874
Cash at bank and in hand	7	<u>32,799</u>	<u>34,071</u>
		<b>33,635</b>	<b>34,945</b>
<b>Creditors: amounts falling due within one year</b>	8	<b>(5,729)</b>	<b>(1,200)</b>
<b>Net current assets</b>		<u><b>27,906</b></u>	<u><b>33,745</b></u>
<b>TOTAL NET ASSETS</b>		<b>534,328</b>	<b>520,130</b>
<b>Funds</b>			
Restricted funds	9	<b>534,328</b>	<b>520,130</b>
<b>TOTAL FUNDS</b>		<b>534,328</b>	<b>520,130</b>

The Financial Statements on pages 8 to 12 were approved by the Trustees on 15 November 2018 and signed on its behalf by:



F C Stallard (Trustee)

## THE JANET TROTTER TRUST

### Notes to the Financial Statements for the Year Ended 31 July 2018

	Restricted Funds 2018 £	Restricted Funds 2017 £
<b>1 Donations</b>		
Gifts	-	18,705
<b>2 Investment income</b>		
National Westminster bank interest	13	7
Central Board of Finance of Church of England deposit interest	8	54
Dividends	12,009	9,288
Interest on investments	1,891	3,770
	<u>13,921</u>	<u>13,119</u>
<b>3 Governance and administrative costs</b>		
Audit fees	600	600
<b>4 Investment management costs</b>		
Portfolio management costs	3,512	3,789
<b>5 Investments</b>		
<i>As at 1 August</i>	467,722	388,415
Acquisitions at cost	1,432	125,784
Disposals	(26,929)	(102,602)
Accrued interest	88	179
Revaluation	23,407	55,946
<i>As at 31 July</i>	<u>465,720</u>	<u>467,722</u>
Cash held by QUILTER CHEVIOT	40,702	18,663
<i>Total Investments</i>	<u>506,422</u>	<u>486,385</u>
<b>6 Debtors</b>		
Dividends receivable	836	874

## THE JANET TROTTER TRUST

### Notes to the Financial Statements for the Year Ended 31 July 2018

	Restricted Funds 2018 £	Restricted Funds 2017 £
<b>7 Cash at bank and in hand</b>		
Royal Bank of Scotland Current Account	614	368
Central Board of Finance of the Church of England	2,481	2,473
Royal Bank of Scotland Reserve Account	29,704	31,230
	<hr/> 32,799	<hr/> 34,071
<b>8 Creditors: amounts falling due within one year</b>		
Audit fees	1,800	1,200
Agreed Awards	3,929	-
	<hr/> 5,729	<hr/> 1,200

9 Restricted funds	Balance	Movement in Resources		Movement in	Balance
	1 August 2017	Incoming	Outgoing	Revaluation	31 July 2018
	£	£	£	£	£
The Janet Trotter Trust Fund	520,130	15,206	(22,818)	21,810	534,328

### 10 Related Party Transactions

Financial Reporting Standard No 8 'Related party disclosures' requires the disclosure of material transactions between the Charity and any related parties.

For the financial year ending 31 July 2018 all expenditure on charitable activities related to bursaries made to students of the University of Gloucestershire, in accordance with the statement of principal activities of the Charity as set out in the Report of the Trustees.

### 11 Ultimate Parent Company

The Trustees regard the University of Gloucestershire as the ultimate holding company by virtue of its controlling interest in the board of Trustees of the Charity. Copies of the parent's consolidated financial statements may be obtained from the Company Secretary, University of Gloucestershire, The Park Campus, The Park, Cheltenham, Gloucestershire GL50 2RH.

