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# THE GIRLS' DAY SCHOOL TRUST

(Formerly known as The Girls' Day School Trust (1872))

# **REPORT AND FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 AUGUST 2003

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COMPANIES HOUSE 19/05/04

(formerly known as)

### THE GIRLS' DAY SCHOOL TRUST (1872)

## LEGAL AND ADMINISTRATIVE INFORMATION

#### Patron

H. R. H. PRINCESS ALICE, DUCHESS OF GLOUCESTER

#### President

DR. MARILYN BUTLER, M. A., D. Phil., F. B. A.

#### Vice-Presidents

LADY ALETHEA ELIOT

SIR DOUGLAS HENLEY, K. C. B., B. Sc., (Econ), Hon. LL. D. (Deceased 1 October 2003)

DR. ANNE HOGG, M. A., Ph. D.

DAME ROSEMARY MURRAY, D. B. E., D. L., B. Sc., M. A., D. Phil., Hon. D. C. L., Hon. LL. D., Hon. D. Sc., J. P.

DR. JANET SONDHEIMER, M.A., Ph. D.

LADY WARNOCK, D.B.E., M.A., B. Phil., Hon. F. B. A.

		oer of Shares
Council	31.8.03	31.8.02
MRS. E. ELIAS, M. A., D. L. (Chairman)	12	12
D. ANGEL, C. B. E., B. Sc. (Econ.), C. C. M. I.	4	4
MRS. A. BELESCHENKO, B. Sc. (Hons), M. Phil (Educ)	4	4
MS. A. BISS, B. Sc. (Econ.), F. R. S. A. (Resigned 31 August 2003)	-	4
S. W. DANCE, B. Sc., M. R. I. C. S.	4	4
D. C. FILDES, O. B. E., M. A., Hon. Litt. D.	4	4
MRS. J. H. GALBRAITH, M. A.	4	4
MRS. A. KNIGHT, B. Sc. (Appointed 1 March 2003)	4	-
LADY MACGREGOR, J. P.	4	4
MS. S. McCRICKARD, B. Sc. (Hons), (Appointed 1 September 2003)		
MRS. V. A. V. MALTBY, M. A.	4	4
G. M. NISSEN, C. B. E., M. A., Hon. F. R. A. M.	4	4
LADY NORTH, O. B. E., D. L., J. P., M. A. (Appointed 1 September 2002)		
J. R. PEERS, M. A.	4	4
MRS. G. M. PERRIN, M. A., M. Litt.	4	4
P. P. RALPH, B. A., F. C. A.	4	4
MRS. R. A. SMITH, B. A.	4	4
N. STUART, C. B., M. A., F. R. S. A. (Appointed 1 March 2003)	4	-
MISS. M. TALBOT, B. A., B. Phil., F. R. S. A	4	4
DR. P. T. WARREN, C. B. E., M. A., Ph. D.	4	4
R. J. WILSON, M. A., F. R. S. A.	4	4
Complete and Child Franchisco Officers		

# Secretary and Chief Executive Officer

MRS. B. A. HARRISON, B.A., P.G.C.E. (Appointed 1 June 2003)

J. C. BOAL, B. A., B. Phil. (Resigned 31 December 2002)

# (formerly known as) THE GIRLS' DAY SCHOOL TRUST (1872)

# LEGAL AND ADMINISTRATIVE INFORMATION (continued)

The following is a list of schools operated by The Girls' Day School Trust, (formerly known as The Girls' Day School Trust (1872)).

School Trust (1872)).		Maria en e	444 -
	Date of Opening	Number of Pupils Autumn 2002	in Attendance Autumn 200
BIRKENHEAD HIGH SCHOOL		• • •	
86 Devonshire Place, Birkenhead, L43 1TY	24.9.1901	826	858
BLACKHEATH HIGH SCHOOL			
Vanbrugh Park, London, SE3 7AG	7.1.1880	572	593
BRIGHTON & HOVE HIGH SCHOOL			
The Temple, Montpelier Road, Brighton, BN1 3AT BROMLEY HIGH SCHOOL	20.6.1876	772	766
Blackbrook Lane, Bickley, Bromley, Kent, BR1 2TW CROYDON HIGH SCHOOL	18.1.1883	916	900
Old Farleigh Road, Selsdon, South Croydon, CR2 8YB HEATHFIELD SCHOOL	14.9.1874	893	915
Beaulieu Drive, Pinner, Middlesex, HA5 1NB	1.9.1987	627	591
PSWICH HIGH SCHOOL	1.7.1707	027	271
	20 / 1070	602	702
Woolverstone, Ipswich, Suffolk, IP9 1AZ	30.4.1878	693	/02
KENSINGTON PREPARATORY SCHOOL	21 1 1072	207	272
596 Fulham Road, London, SW6 5PA	21.1.1873	287	279
LIVERPOOL: THE BELVEDERE SCHOOL			
17 Belvidere Road, Princes Park, Liverpool, L8 3TF CENTRAL NEWCASTLE HIGH SCHOOL	2.3.1880	557	574
Eskdale Terrace, Newcastle upon Tyne, NE2 4DS	29.1.1895	992	986
NORWICH HIGH SCHOOL			
95 Newmarket Road, Norwich, NR2 2HU	22.2.1875	883	874
NOTTINGHAM HIGH SCHOOL			
9 Arboretum Street, Nottingham, NG1 4JB	14.9.1875	1,117	1,114
NOTTING HILL & EALING HIGH SCHOOL	= 112 <b>++ +</b> 1 <b>8</b> *	-,	-,'
2 Cleveland Road, Ealing, London, W13 8AX	16.9.1873	821	831
OXFORD HIGH SCHOOL	10.7.1013	02 x	031
Belbroughton Road, Oxford, OX2 6XA	3.11.1875	908	901
PORTSMOUTH HIGH SCHOOL	5.11.10/5	700	<del>7</del> 01
	21 2 1002	<i>C</i> 12	506
Kent Road, Southsea, Hants., PO5 3EQ	21.2.1882	613	596
PUTNEY HIGH SCHOOL	10.0.1003	700	705
35 Putney Hill, London, SW15 6BH	19.9.1893	799	795
ROYAL HIGH SCHOOL, BATH			•
Lansdowne Road, Bath, BA1 5SZ	21.9.1875	881	874
SHEFFIELD HIGH SCHOOL	_		
10 Rutland Park, Sheffield, S10 2PE	12.3.1878	965	952
SHREWSBURY HIGH SCHOOL			
32 Town Walls, Shrewsbury, SY1 1TN	5.5.1885	636	618
SOUTH HAMPSTEAD HIGH SCHOOL			
3 Maresfield Gardens, London, NW3 5SS	27.3.1876	942	932
STREATHAM & CLAPHAM HIGH SCHOOL			
Abbotswood Road, London, SW16 1AW	22.2.1887	827	807
SUTTON HIGH SCHOOL		<u></u>	
55 Cheam Road, Sutton, Surrey, SM1 2AX	17.1.1884	763	753
SYDENHAM HIGH SCHOOL	11111004	705	, , ,
19 Westwood Hill, London, SE26 6BL	22.2.1887	716	693
WIMBLEDON HIGH SCHOOL	42.2.100 l	/10	033
	0 11 1000	001	002
Mansel Road, London, SW19 4AB	9.11.1880	901	902
770		10.007	10.006
HOWELL'S SCHOOL	<u>.</u>	18,907	18,806
Llandaff, Cardiff, CF5 2YD	1.8.1860	729	726
		19,636	19,532

(formerly known as)

# THE GIRLS' DAY SCHOOL TRUST (1872)

### LEGAL AND ADMINISTRATIVE INFORMATION

### **STATUS**

The Girls' Day School Trust, (formerly known as The Girls' Day School Trust (1872)) is a company limited by shares, (Company registration number 6400) and is a registered charity, (number 306983).

Registered Office

100 Rochester Row

Victoria LONDON SW1P 1JP

**Auditors** 

Deloitte & Touche LLP

Hill House

1 Little New Street

LONDON EC4A 3TR

**Bankers** 

National Westminster Bank plc.

PO Box 6037

186 Brompton Road

LONDON SW3 1XJ

**Investment Managers** 

Lazard Brothers Asset Management Ltd.

21 Moorfields LONDON EC2P 2HT

Credit Suisse (UK) Ltd

5 Cabot Square LONDON E14 4QR

(formerly known as)

# THE GIRLS' DAY SCHOOL TRUST (1872)

### COUNCIL REPORT

# FOR THE YEAR ENDED 31 AUGUST 2003

The Council presents its report on the affairs of The Girls' Day School Trust, (formerly known as The Girls' Day School Trust (1872)) ("the Trust") together with the audited financial statements for the year ended 31 August 2003. Group results consolidate the results of the Trust and its subsidiaries, The Girls' Day School Trust (1872) formerly known as The Girls' Day School Trust ("GDST"), GDST (Enterprises) Limited, Howell's School, Llandaff and The Friends of The Girls' Day School Trust.

The Trust owns and manages property and investments, including the schools' premises. With effect from 1 September 2003, the Trust will also be responsible for the operation of the schools.

# **OBJECTS**

The principal object of the Trust as set out in its Memorandum is "To establish and maintain in England and Wales day schools (with or without boarding accommodation) for the education of girls whilst under twenty years of age and for the education of boys whilst under twelve years of age at certain schools to be selected from time to time by the Council".

The Trust pursues this object through its ownership and control of twenty-five schools in England and Wales, providing an education of high quality for girls of intellectual promise at competitive fees.

#### GOVERNANCE AND INTERNAL CONTROL

The Trust is regulated by its Memorandum and Articles of Association in conjunction with "Regulations of the Council". The Council of the Trust normally meets not less than four times a year and delegates some of its powers to two standing committees of Trustees, one for Education and External Affairs and the other for Finance and Resources. There are also a number of sub-committees of Trustees.

Policy is implemented by the Chief Executive Officer of the Trust, supported by a Senior Management Team at Trust Office and by Heads of the schools. At each school there is a local governing body which, though not sharing Trustee responsibility, fills an important role in advising the Head and, from time to time, the Council on local issues.

All Council members are both Trustees of the charity and Directors of the Company. They receive no remuneration or benefits but are reimbursed for expenses incurred in carrying out their duties. A majority of Council members are women. In determining the composition of the Council an attempt is made to secure a balanced representation of experienced people with backgrounds in education, the professions, business and public service. A Nominations Committee of the Council advises on possible candidates.

Members of the Council are appointed at a General Meeting of the Trust and only those persons who are members of the Trust are eligible to hold office as a member of Council. One fifth of the members of Council retire each year and may be eligible for reappointment. A list of all members of Council, along with details of their respective shareholdings, is shown on page 1 of the this report.

The Trust's Strategic Plan for 2001/06, produced during 2000/01, is regularly monitored and updated. Individual schools also produce strategic development plans. These are reviewed by Council to ensure that the Trust moves with a common purpose.

As part of the internal control procedures of the Trust, Council has introduced a risk management process to assess business and other risks and to provide safeguards. There is a formal annual review of the risks facing the Trust, assessing their likelihood and potential impact and ways of mitigating the risks.

(formerly known as)

# THE GIRLS' DAY SCHOOL TRUST (1872)

# **COUNCIL REPORT (continued)**

#### FOR THE YEAR ENDED 31 AUGUST 2003

During the year Council has carried out a review of the adequacy of the Trust's internal control procedures and this will be repeated from time to time. The work of the Trust's internal auditor is reviewed annually and steps are taken to ensure that this complements the work of the external auditors.

### STATEMENT OF RESPONSIBILITIES OF MEMBERS OF COUNCIL

Company law requires the Members of the Council to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Trust and of the surplus of the Trust for the year. In preparing these, the Members of the Council are required to:

- (i) select suitable accounting policies and then apply them consistently;
- (ii) make judgements and estimates that are reasonable and prudent;
- (iii) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- (iv) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in business.

The Members of the Council are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for the system of internal control and for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### REVIEW OF THE YEAR

There was an average of 19,636 pupils attending our schools in 2002/03. This showed a small increase compared with the previous year. We expect a small reduction in 2003/04.

The educational performance of our schools was excellent, as demonstrated by the public examination results. Our girls scored a 98.9% pass rate at grades A-C for GCSE and 89.5% at grades A-C at 'A' level. These results were much above the national average for maintained and independent schools as a whole, and also well ahead of the average performance of independent schools if looked at separately. Success in examinations is not, of course, the whole picture. Our schools offer a wide range of extra-curricular activities and our girls regularly attain high levels of sporting and artistic achievement. We believe our schools continue to provide a rounded education to help our girls to make their way in adult life and be good citizens. Most move on to higher education.

The Trust became the sole Trustee of the Friends of The Girls' Day School ("The Friends") with effect from 29 August 2003. "The Friends" which is a company limited by guarantee and a charity was previously governed by its Board of Management. Its objectives are to make grants to pupils of The Girls' Day School Trust who are in financial need and to award a number of specifically named awards and prizes. The Board of Management resigned in order to facilitate the efficient administration of the charity alongside funds already administered by the Trust.

The Consolidated Statement of Financial Activities shows net incoming resources of £7,841,000. In arriving at the net movement in funds which is a surplus of £8,761,000, account has been taken of net gains on investments of £920,000.

(formerly known as)

# THE GIRLS' DAY SCHOOL TRUST (1872)

### **COUNCIL REPORT (continued)**

# FOR THE YEAR ENDED 31 AUGUST 2003

Included within incoming resources are donations received of £652,000 which help enhance the Minerva fund the income from which is used to provide funds for bursaries, £57,000 in support of the Prizes and Scholarships funds, and £283,000 in support of the Howell's Endowment Fund.

### SUBSEQUENT EVENT

The Trustees of The Girls' Day School Trust (1872) have decided to simplify the administrative structure of the Trust by combining the activities of its two principal companies. To this end with effect from 1 September 2003 The Girls' Day School Trust transferred all of its assets, liabilities and business undertakings to its parent company The Girls' Day School Trust (1872). On the same date the parent company changed its name to The Girls' Day School Trust. The subsidiary company which was The Girls' Day School Trust changed its name with effect from the same date to The Girls' Day School Trust (1872).

# INVESTMENT POLICY AND PERFORMANCE

Investment performance has been better than in 2001/02, reflecting slightly improved stock market conditions. During the year the Trustees decided to place the management of the Trust's main investments in the hands of one investment manager with discretionary powers (Lazards) instead of the two employed previously. The SOFA reflects net gains of £920,000 (2002: loss £7,287,000).

#### RESERVES

The financial statements in note 11 show an analysis of reserves between Restricted and Unrestricted Funds.

Restricted and Endowed Funds total £27,828,000 of which £18,015,000 is confined to the granting of bursaries as described later in this report. The balance of £9,813,000 relates mainly to Howell's School, Llandaff, but also includes funds relating to Prizes and Scholarships, Local funds of schools and The Friends of The Girls' Day School Trust. The results for all of these activities have been consolidated within these financial statements.

Unrestricted reserves amount to £143,924,000 after having deducted a provision of £4,145,000 for a long term liability (see note 8) which will be payable by instalments and no part of which is due before 2005/06. Disregarding this in the current year the free reserves of the Trust amount to £1,014,000. These are in the form of investments and working capital and represent reserves that the Trust can call upon to meet unforeseen contingencies.

Council's policy as expressed in its strategic plan was to build free reserves by 2005/06 to an amount equal to half a term's fee income of the previous financial year. If this target were applied to 2002/03 it would require free reserves to stand at £18,070,000 a shortfall of £17 million. A large proportion of the shortfall relates to the diminution in the two previous years in the market value of the Trust's investment portfolio, combined with a high level of capital expenditure and investment in ICT. During the year Council reviewed and re-affirmed its target for free reserves but recognises that reaching it will take longer than originally expected. The attainment of the target will be closely linked to any future increase in the market value of investments combined with prudent financial management of the Trust.

#### FIXED ASSETS

Information relating to changes in fixed assets is given in Note 5 to the financial statements. All our schools have benefited over the years from our capital programme. In 2002/03 there were notable developments at

(formerly known as)

### THE GIRLS' DAY SCHOOL TRUST (1872)

# **COUNCIL REPORT (continued)**

#### FOR THE YEAR ENDED 31 AUGUST 2003

Notting Hill and Ealing, Brighton and Hove, Oxford, Belvedere School in Liverpool and South Hampstead High School. The capital building programme in 2003/04 will see substantial further capital investment at our schools to extend, modernise and improve their facilities.

In the opinion of the Council the current open market value of the Trust's interests in land and buildings substantially exceeds the historical cost as recorded in the Balance Sheet. Although the Trustees are satisfied that no diminution in value has occurred and that the lives of the buildings are capable of indefinite extension through proper maintenance, they nevertheless depreciate freehold properties, the details of which are set out in the Notes to the accounts on pages 13 to 15.

#### **BURSARIES**

The Trust provides bursaries to enable some girls with academic ability whose parents cannot afford the full fees to become pupils at our schools, 231 additional bursaries were awarded during the year, and since the scheme was first introduced in 1997 in excess of 1,600 have benefited with the total annual cost now in the region of £6.5 million. In assessing financial eligibility for bursaries the Trust employs a number of criteria that take account of the income and capital resources of the applicant. Individual eligibility is re-assessed annually.

### RELATED PARTY TRANSACTIONS

Save as disclosed in note 15 on page 23 there were no related party transactions.

#### **EMPLOYEE CONSULTATION**

The Trust provides staff with information relevant to the progress of the organisation through the Heads and the Chief Executive Officer. Staff Consultative Committees have been established at each school, with representation on the central Trust Staff Consultative Committee.

#### DISABLED EMPLOYEES

Full and fair consideration is given to applications for employment from registered disabled persons, with due regard to their aptitudes and abilities. Disabled employees are accorded equal opportunities for training, career development and promotion. Sympathetic consideration is given to the retention of a newly disabled employee, allowing if necessary for a period of rehabilitation and training.

#### AUDITORS

On 1 August 2003, Deloitte & Touche transferred their business to Deloitte & Touche LLP, a limited liability partnership incorporated under the Limited Liability Partnerships Act 2000. The Company's consent has been given to treating the appointment of Deloitte & Touche as extending to Deloitte & Touche LLP with effect from 1 August 2003. The Council will place before the Annual General Meeting a resolution to re-appoint Deloitte & Touche LLP as auditors for the ensuing year.

Approved by Council on

10 December 2003

And signed on its beha Member of Council

(formerly known as)

# THE GIRLS' DAY SCHOOL TRUST (1872)

# Independent Auditors' Report to the members of The Girls' Day School Trust (1872)

We have audited the financial statements for the year ended 31 August 2003 which comprise the Consolidated Statement of Financial Activities, the Balance Sheets, the Consolidated Cash Flow Statement and the related notes numbered 1 to 16. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' 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 Members of Council and Auditors

The responsibilities of the members of the Council (who are also directors of the Girls' Day School Trust) for preparing the annual report and the financial statements in accordance with United Kingdom law and accounting standards are set out in the Council Report. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Council Report is not consistent with the financial statements, if the 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 directors' remuneration and transactions with the company and the Group is not disclosed.

We read other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. This other information comprises only the Council Report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

# **Basis of Opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards 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 judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the circumstances of the company and of the group, consistently applied and adequately disclosed.

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

(formerly known as)

# THE GIRLS' DAY SCHOOL TRUST (1872)

# AUDITORS' REPORT (continued)

# Opinion

In our opinion the financial statements give a true and fair view of the state of the affairs of the company and of the group as at 31 August 2003 and of the group's surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Delough Touche LLP

Chartered Accountants and Registered Auditors

London 7 Jany 2004

# CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

LOK THE	YEAR E	NDED 31 AUG	OST 2003	
	Note	Restricted	Unrestricted	

	Note	Restricted	Unrestricted		Re-stated
		Funds	Funds	Total	Total
		2003	2003	2003	2002
INCOMING RESOURCES		£000	£000	£000	£000
Charitable activities		2000	2000	2000	2000
School fees	1	4,115	117,304	121,419	112,029
Other income	•	5,114	474	5,588	5,832
Other activities to generate funds		٠,11	7/7	2,300	5,052
Trading income		_	623	623	508
Investment income		783	617	1,400	1,501
Donations		993	-	993	1,358
Net gains on disposal of fixed assets		22	31	53	1,550
Gain on disposal of covenanted right		-	1,511	1,511	_
Transfer of Friends' net assets		1,064	-	1,064	_
Tidiloto, of Titologo flot abbotic		<del></del>	<del></del>		
Total incoming resources		12,091	120,560	132,651	121,228
RESOURCES EXPENDED					
Costs of generating funds					
Trading expenses		-	277	277	291
Financing costs	4	2	28	30	4
Miscellaneous		15	151	166	11
Fund-raising costs		358	-	358	161
		375	456	831	467
NT		_ <del></del> :	<del></del>		
Net incoming resources available					
for charitable application					
Charitable expenditure		0.052	70.204	06.427	01.030
Teaching		8,053	78,384	86,437	81,029
Administration		300	7,615	7,915	7,919
Premises		465	15,852	16,317	15,766
Catering		182	5,082	5,264	4,990
Bursaries & scholarships		963	6,998	7,961	6,723
Management administration		<u> </u>			80
Total charitable expenditure		9,969	114,010	123,979	116,507
Total resources expended	3	10,344	114,466	124,810	116,974
NET INCOMING RESOURCES		1,747	6,094	7,841	4,254
Net gains/(losses) on investments		716	204	920	(7,287)
NET MOVEMENT IN FUNDS	•	2,463	6,298	8,761	(3,033)
Fund balances at 1 September 2002		25,365	137,626	162,991	164,690
Prior year adjustment	11	-	•	-	1,334
FUND BALANCES AT 31 AUGUST 2003	11	27,828	143,924	171,752	162,991
	;		:	_======================================	

All amounts derive from continuing activities.

All gains or losses recognised in the year are included in the Statement of Financial Activities.

The movements on endowed funds are included in the Statement of Financial Activities within Restricted Funds but have not been separately shown.

# **AS AT 31 AUGUST 2003**

**BALANCE SHEETS** 

				Re-sta	ated
		2003		2	002
	Note	Group	Trust	Group	Trust
		£000	£000	£000	£000
FIXED ASSETS					
Land & buildings	5 (a)	149,868	147,055	143,970	141,374
Investments	5 (b)	41,270	37,989	39,267	36,905
		191,138	185,044	183,237	178,279
CURRENT ASSETS					
Debtors	6	2,843	1,892	3,682	2,347
Cash at bank		3,308	1,652	2,827	231
	•	6,151	3,544	6,509	2,578
CREDITORS: due within one year	7	(21,392)	(19,106)	(22,405)	(20,149)
NET CURRENT (LIABILITIES)	•	(15,241)	(15,562)	(15,896)	(17,571)
TOTAL ASSETS LESS CURRENT LIABILITIES	·	175,897	169,482	167,341	160,708
CREDITORS: due after one year	8	(4,145)	(4,145)		_
•	9	(4,143)	(4,140)	(4.250)	(4.250)
PROVISIONS for liabilities & charges	9		<u>-</u>	(4,350)	(4,350)
NET ASSETS		171,752	165,337	162,991	156,358
RESTRICTED FUNDS	11	25,843	20,088	23,458	17,328
UNRESTRICTED FUNDS	11	143,924	143,924	137,626	137,626
ENDOWED FUNDS	11	1,985	1,325	1,907	1,404
TOTAL FUNDS		171,752	165,337	162,991	156,358

The accompanying notes are an integral part of these financial statements.

Approved by Council and signed on its behalf by

E Elias

Chairman of Council

D. Angel

Member of Council

10 December 2003

# CONSOLIDATED CASH FLOW STATEMENT

# FOR THE YEAR ENDED 31 AUGUST 2003

			Re-stated
	Note	2003	2002
		£000	£000
CASH FLOW STATEMENT			
Net cash inflow from operating activities	13	10,048	8,473
Returns on investments		1,370	1,497
Capital expenditure and financial investments		(10,446)	(16,825)
Net cash inflow/(outflow) before management of	of		<del></del>
liquid resources and financing		972	(6,855)
Financing		-	2,212
Increase/(decrease) in cash in the year		972	(4,643)

The accompanying notes form an integral part of this cash flow statement

# RECONCILIATION OF NET CASH FLOW TO MOVEMENT IN NET (DEBT)/FUNDS (note 14)

	2003 £000	Re-stated 2002 £000
Increase/(decrease) in cash in the year	972	(4,643)
Cash flow from decrease in liquid funds	~	(971)
Movement in net debt in the period	972	(5,614)
Net (debt)/funds at beginning of year	(4,918)	696
Net debt at end of year	(3,946)	(4,918)

# RETURNS ON INVESTMENTS AND SERVICING OF FINANCE

		Re-stated
	2003	2002
	£000	€000
Interest received	238	307
Interest paid	(30)	(4)
Dividends received	1,162	1,194
Net cash inflow	1,370	1,497

# CONSOLIDATED CASH FLOW STATEMENT

# FOR THE YEAR ENDED 31 AUGUST 2003

		Re-stated
	2003	2002
	£000	£000
AL EXPENDITURE		
e of tangible fixed assets	(10,324)	(15,503)
s from sale of fixed assets	961	38
e of investments	(37,243)	(18,169)
gains on disposals	-	202
of investments	36,160	16,607
outflow	(10,446)	(16,825)
s from sale of fixed assets e of investments gains on disposals of investments	961 (37,243) - 36,160	(18

# THE GIRLS' DAY SCHOOL TRUST (formerly known as)

# THE GIRLS' DAY SCHOOL TRUST (1872)

#### NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 31 AUGUST 2003

#### 1. ACCOUNTING POLICIES

The principal accounting policies, all of which have been applied consistently throughout the year and in the preceding year are:

# (i) Basis of accounting

The accounts are prepared under the historical cost convention, except for the valuation of investments, which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in October 2000 and applicable accounting standards.

#### (ii) Basis of consolidation

The consolidated financial statements include the financial statements of the Trust and of its subsidiary undertakings made up to 31 August 2003.

In accordance with the exemption provided by section 230 of the Companies Act 1985, the Trust has not presented its own Statement of Financial Activities. The incoming resources of the Trust only show a deficit of £3,261,910 (2002: deficit of £8,038,995). Unless otherwise stated, the acquisition method of accounting has been adopted.

#### (iii) Fees and other income

Fees receivable and other incoming resources are accounted for in the period in which the service is provided. Fees that are received in advance of the academic year to which they relate are treated as a creditor and released to income in the period to which they subsequently relate.

### (iv) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs that relate to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities consistent with the use of resources.

# (v) Bursaries

The cost of Bursaries represents the cost in the year of the financial assistance awarded to those pupils whose parents have satisfied the eligibility criteria. The entitlement to a bursary is reviewed on an annual basis with the level awarded always being subject to a detailed means test.

# (vi) Tangible fixed assets

Land and buildings are shown at original historical cost.

Furniture, apparatus and equipment is shown at a nominal value of £1; additions during the year are charged to the Statement of Financial Activities.

Surpluses or deficits on the sale of fixed assets (land and buildings) are taken to the Statement of Financial Activities and then transferred to Unrestricted Reserves.

(formerly known as)

# THE GIRLS' DAY SCHOOL TRUST (1872)

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

#### FOR THE YEAR ENDED 31 AUGUST 2003

# 1. ACCOUNTING POLICIES (continued)

For the purposes of depreciation, freehold properties fall into the two categories shown hereunder and are depreciated on a straight line basis as indicated. The categories for each building have been assessed by the Trust's professional staff and advisers.

### Category 1

Buildings and facilities which are considered to have, with proper maintenance, a minimum useful life of 50 years.

# Category 2

Buildings, facilities and plant which are considered to have a useful life of less than 50 years. (e.g. swimming pools, artificial turf pitches, electrical plant and services).

The depreciation rates used are as follows:

### Freehold land:

not depreciated

# Freehold buildings:

Category 1 - straight line basis over 50 years

Category 2 - straight line basis over 1-49 years

#### Leaseholds:

Leasehold property is amortised over the shorter of the remaining periods of the leases or estimated useful life.

#### (vii) Pension costs

The amount charged to the profit and loss account in respect of pension costs is the contributions payable in the year. Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments in the balance sheet. Further details are provided in Note 12.

### (viii) Fixed asset - investments

Quoted investments are stated at market value at the Balance Sheet date. Because it is the charity's policy to keep valuations up to date no realised gain or loss arises when investments are sold. As a result the Statement of Financial Activities does not distinguish between the valuation adjustments relating to disposals and those relating to continued holdings.

Income on fixed interest stocks is included (together with the related tax credit) in the financial statements of the year in which it is receivable. Income from other investments, not accruing evenly over the period, is included (together with the related tax credit) in the year in which it is received.

#### (ix) Donations

All donations are invested except for those specifically donated for immediate distribution. Income arising from these investments is available to be distributed to pupils by way of grants. Surplus income is re-invested.

(formerly known as)

# THE GIRLS' DAY SCHOOL TRUST (1872)

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

### FOR THE YEAR ENDED 31 AUGUST 2003

# 1. ACCOUNTING POLICIES (continued)

### (x) Taxation

Administration expenditure includes value added tax, which is not recoverable.

Tax deducted from dividends is credited to the Consolidated Statement of Financial Activities and included under dividends on investments. Tax recoverable but not recovered is included in the Balance Sheet under debtors. Tax reclaimed on donations under covenants received by the Trust is taken on an accruals basis to the Consolidated Statement of Financial Activities.

The Trust and its subsidiary undertakings are all registered charities and, as such, are not liable for corporation tax on the surplus for the year.

# (xi) Reserves

In accordance with the Statement of Recommended Practice (Revised 2000) issued by the Charity Commissioners the reserves of the Trust have been allocated as Endowed, Restricted and Unrestricted. Endowed Funds are used by the Trust for specific purposes, mainly for the provision of Prizes and Scholarships. Restricted Reserves are used by the Trust for specific purposes, which in the main relate to the granting of bursaries and assistance to those in need of financial help. Unrestricted Reserves can be used at the discretion of the Trustees in the furtherance of the objectives of the Charity.

#### 2. TOTAL EXPENDITURE

In arriving at the total expenditure for the year the following amounts have been charged.

	2003 £000	2002 £000
(a). AUDIT FEES	58	55
(b). STAFF COSTS		
Wages and salaries	71,492	66,278
Social security costs	5,188	4,674
Pensions schemes' contributions	6,557	4,792
Other pension costs	33	40
	83,270	75,784

The average weekly number of employees on the payroll was 3,382 (2002: 3,278). This when expressed on a full-time equivalent basis was 2,523 (2002: 2,464).

Staff costs exclude Architects' and part of Surveyors', salaries and expenses, totalling £503,939 (2002: £480,828), which have been charged to Fixed Assets.

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

### **AS AT 31 AUGUST 2003**

# 2. TOTAL EXPENDITURE (continued)

The number of higher paid employees was:

	2003	2002	
	No.	No.	
£50,001 - £60,000	20	16	
£60,001 - £70,000	14	14	
£70,001 - £80,000	14	10	
£80,001 - £90,000	2	2	
£90,001 - £100,000	1	_	

Pension fund contributions amounting to £368,436 (2001: £242,380) were made for the above employees into defined contribution schemes.

# c). TRUSTEES' EXPENSES

The aggregate amount of expenses reimbursed to Members of Council amounted to £11,497 (2002: £12,123). This covered the costs associated with their travel and accommodation in attending meetings held throughout the year.

# d). INDEMNITY INSURANCE

In the year the charity incurred the cost of £14,490 (2002: £13,450) insuring the charity against any losses that might arise from the neglect or default of its trustees and or employees.

### 3. TOTAL RESOURCES EXPENDED

				Re-stated
	2003	2003	2003	2002
	Staff	Other	Total	Total
	£000£	£000	£000	£000
Teaching	70,931	15,506	86,437	81,029
Premises	3,886	12,431	16,317	15,766
Administration	6,062	1,853	7,915	7,919
Catering	2,199	3,065	5,264	4,990
Interest payable	-	30	30	4
Bursaries/scholarships	-	7,961	7,961	6,723
Commercial activities	-	277	277	291
Management and administration	16	69	85	80
Fundraising costs	176	182	358	161
Miscellaneous	-	166	166	11
	83,270	41,540	124,810	116,974

### 4. INTEREST PAYABLE

	2003 £000	2002 £000
On bank overdraft	30	4

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

# **AS AT 31 AUGUST 2003**

# 5. (a). FIXED ASSETS GROUP - Land and buildings

	Freehold Land & buildings £000	Leasehold Land & buildings £000	Total £000
Cost at 1 September 2002	150,887	2,351	153,238
Prior year re-allocation	(3)	3	-
Additions	10,324	-	10,324
Disposals	(961)	<u>-</u>	(961)
At 31 August 2003	160,247	2,354	162,601
Depreciation at 1 September 2002	9,112	156	9,268
On disposals	(59)	-	(59)
Charge for the year	3,504		3,524
At 31 August 2003	12,557	176	12,733
Net book values (historical cost)			
31 August 2003	147,690	2,178	149,868
31 August 2002	141,776	2,194	143,970

The only tangible fixed assets held by GDST are furniture and equipment at the written down value of £1.

The difference between the Group net book value total of £149,868,000 and the Trust net book value total of £147,055,000 is represented by assets in Howell's School, Llandaff of £2,813,000 (2002: £2,596,000).

Included within additions are assets which are in the course of construction and which amounted to £6.4m.

# 5. (b). INVESTMENTS

	20	2003		002
	Group £000	Trust £000	Group £000	Trust £000
Other investments	41,270	37,989	39,267	36,905

(formerly known as)

# THE GIRLS' DAY SCHOOL TRUST (1872)

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued) AS AT 31 AUGUST 2003

# 5. (b). (i) Investments in subsidiary undertakings

The Trust owns all of the issued share capital of GDST (Enterprises) Ltd. The Girls' Day School Trust (1872) formerly known as The Girls' Day School Trust and The Friends of The Girls' Day School Trust are both companies limited by guarantee. Both these companies are incorporated in Great Britain and are registered charities.

The investment in GDST (Enterprises) Limited represents all of the issued share capital with a consideration of £2 having been given; the carrying value of the investments in the other companies is £nil.

## 5. (b). (ii) GROUP other investments

6.

	Restricted Funds £000	Unrestricted Funds £000	2003 Total £000	2002 Total £000
Market value as at 1 September 2002	20,608	18,659	39,267	45,194
Additions	16,018	21,225	37,243	18,169
Disposal proceeds	(14,688)	(21,472)	(36,160)	(16,809)
Net investment gains	716	204	920	(7,287)
Market value at 31 August 2003	22,654	18,616	41,270	39,267
Historical cost at 31 August 2003	22,974	18,371	41,345	45,068
UK listed investments are represented b	y:			
Fixed interest securities	3,345	2,002	5,347	5,510
Equity shares	15,853	11,924	27,777	26,935
Investment trusts and unit trusts	1,532	-	1,532	4,021
Cash	1,924	4,690	6,614	2,801
Total	22,654	18,616	41,270	39,267

Investments are held in the Balance Sheet at market value in order to comply with the statement of Recommended Practice issued by the Charity Commission.

The difference between the Group total market value £41,270,000 and that of the Trust £37,989,000. being £3,281,000 (2002: £3,384,000) is represented by investments held by Howell's School, Llandaff and The Friends of The Girls' Day School Trust.

All investments are listed on a recognised UK stock market.

DEBTORS			Re-stat	ted	
	200	2003		2002	
	Group £000	Trust £000	Group £000	Trust £000	
Fees due	486	-	544	-	
Prepayment and accrued charges	149	72	400	67	
Other debtors	2,208	1,773	2,738	2,176	
Due from subsidiary companies		47	-	104	
	2,843	1,892	3,682	2,347	

Included within other debtors is an amount of £1.04 million (2002: £1.08 million) which is due in more than one year.

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

### **AS AT 31 AUGUST 2003**

# 7. CREDITORS due within one year

			Re-sta	ted
	200	03	20	02
	Group £000	Trust £000	Group £000	Trust £000
Bank overdraft - unsecured	7,254	6,491	7,745	2,208
Fees in advance	5,974	-	6,108	-
Other creditors and accruals	5,656	3,474	6,997	5,418
Other taxation and social security	2,508	747	1,555	-
Due to subsidiary companies	<del>-</del>	8,394	<u>-</u>	12,523
	21,392	19,106	22,405	20,149

# 8. **CREDITORS** due after one year

	2	2003		2002
	Group £000	Trust £000	Group £000	Trust £000
H M Customs & Excise	4,145	4,145		-

The Trust and its subsidiary GDST have been able to reclaim VAT on certain items of capital expenditure as a consequence of leases that existed between the two companies. These leases expired on 31 August 2003 and a proportion of the VAT reclaimed will become repayable over a period of up to 10 years from the above date. In last year's accounts (see note 9) a provision for the anticipated liability was made.

# 9. **PROVISIONS** for liabilities & charges

	Group	Group
	& Trust	& Trust
	2003	2002
	£000	£000
Balance as at 1 September 2003	4,350	-
Liability for VAT repayable on capital		
building projects	-	4,350
Transfer to creditors	(4,350)	-
VAT repayable on capital building projects	-	4,350
	<del> </del>	

# 10. CALLED UP SHARE CAPITAL

	2003		200	2
	Group £	Trust £	Group £	Trust £
Fully paid 100 shares of 5p each	5	5	5	5

In view of the fact that these accounts have been produced to the nearest £000's the above is not shown on the face of the Balance Sheet.

(formerly known as)

# THE GIRLS' DAY SCHOOL TRUST (1872) NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued) AS AT 31 AUGUST 2003

# 11. RESTRICTED AND UNRESTRICTED FUNDS

(a). Movement in Funds  Unrestricted funds:	At 31 August 2002 £000	Income £000	Expenditure £000	Investment gains/(losses) £000	At 31 August 2003 £000
GDST General reserve	137,626	120,560	(114,466)	204	143,924
Total unrestricted funds	137,626	120,560	(114,466)	204	143,924
Restricted Funds:					
Howell's School funds	4,798	4,252	(4,234)	(123)	4,693
GDST Minerva fund (for bursaries)	16,800	1,207	(800)	809	18,016
GDST Building fund	697	2	-	-	699
Friends' fund (for support to the schools)	-	1,153	(67)	(25)	1,061
GDST Schools' fund (for local activities)	1,334	5,054	(5,014)	-	1,374
Total restricted funds	23,629	11,668	(10,115)	661	25,843
The prior year adjustment reflects the inc	lusion of the sch	ools' fund for	local activities		
Endowed Funds:					
GDST Prizes & Scholarships fund	1,232	108	(58)	44	1,326
Howell's Prizes & Scholarships fund	136	11	(3)	(4)	140
Howell's Permanent Endowment fund	329	25	(3)	15	366
Howell's Other Endowment funds	38	279	(164)	-	153
Total Endowed fund	1,735	423	(228)	55	1,985
Total funds	162,990	132,651	(124,809)	920	171,752

# (b). Fund balances at 31 August 2003 are represented by:

	Endowed Funds £000	Restricted Funds £000	Unrestricted Funds £000	Total Funds £000
Tangible fixed assets	241	2,572	147,055	149,868
Investments	1,491	21,163	18,616	41,270
Current assets	51	193	2,599	2,843
Cash at bank	202	2,400	706	3,308
Current liabilities (due within one year)	-	(485)	(20,907)	(21,392)
Liabilities (due after more than one year)			(4,145)	(4,145)
Total Net Assets	1,985	25,843	143,924	171,752

The Trust Funds exclude the Funds of Howell's School and the Friends.

(formerly known as)

# THE GIRLS' DAY SCHOOL TRUST (1872)

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

#### **AS AT 31 AUGUST 2003**

#### 12. GUARANTEES AND OTHER FINANCIAL COMMITMENTS

		2003	2002
		£000	£000
i.	Capital Commitments:		
	Group and Trust		
	At the end of the financial year, capital commitments were:		
	Contracted for	7,545	3,427

ii. The company makes contributions to the Independent Schools' Pension Scheme, a defined benefit scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £1,221,955 (2002: £1,080,307). At 31 August 2003 contributions amounting to £178,771 (2002: £160,436) were payable to the fund and are included in creditors. The scheme is a multi-employer scheme and contributions are accounted for as if the scheme were a defined contribution scheme

Members of the teaching staff are eligible to join the Teachers' Superannuation scheme, a defined benefit scheme, which is administered by the Teachers' Pensions Agency. Employer's contributions for the financial year were £5,335,342 (2002: £3,711,556). The scheme is a multi-employer scheme and contributions are accounted for as if the scheme were a defined contribution scheme.

iii. The Trust entered into an assignment (dated 13 March 1997) of a property lease (dated 7.7.1978) in respect of 100 Rochester Row, at a rental of £456,000 each year. The lease expired on 24 June 2003, and has since been renewed.

# 13. RECONCILIATION OF NET INCOMING RESOURCES TO NET CASH FLOWS FROM OPERATING ACTIVITIES

	2003 £000	Re-stated 2002 £000
Net incoming resources (surplus)	7,841	4,254
Depreciation charge	3,465	3,182
Investment income	(1,400)	(1,501)
Interest payable	30	4
Change in debtors	839	(549)
Change in creditors	(5,077)	3,246
Endowments (Howell's School prize fund capital)	-	(163)
Change in provisions	4,350	` <u>-</u>
Net cash inflow from operating activities	10,048	8,473
		<del></del> -

(formerly known as)

# THE GIRLS' DAY SCHOOL TRUST (1872)

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

### **AS AT 31 AUGUST 2003**

#### 14. ANALYSIS OF CHANGES IN NET DEBT

	At 1.9.2002	Cash flows	At 31.8.2003
Cash	2,827	481	3,308
Overdraft	(7,745)	491	(7,254)
		-	
	(4,918)	972	(3,946)
			<del></del>

### 15. RELATED PARTY TRANSACTIONS

Part of the Trust's premises at 100 Rochester Row is let to A S Biss & Co. at full market rental (£44,428). Ms Adele Biss, who resigned on 31 August 2003 as a Member of the Trust's Council, is a director of A S Biss & Co.

### 16. TAXATION

The Girls' Day School Trust (formerly known as The Girls' Day School Trust (1872)) is exempt from taxation on its income and gains to the extent that its income and gains are applied for its charitable purposes. No corporation tax charge has arisen in the company's non-charitable subsidiary, GDST (Enterprises) Ltd, due to that company's policy of donating all taxable profits to The Girls' Day School Trust under Gift Aid each year.