

ANNUAL REPORT for 1997-98

Chairman's Statement

With the retirements of my predecessor Brian Bowden and of Graham Searle during the past twelve months 1997-98 represents the end of an era. Brian was Chairman for ten years and will be remembered for the enthusiasm, commitment and wide business experience he brought to ISCO. At last year's annual general meeting he was unanimously elected a Vice-President and so he will continue to take an interest in our affairs.

Graham retired as National Director at the end of August, also after 10 years of dedicated service and outstanding leadership. He has made an enormous contribution to ISCO over a period of significant change and increasing competition. During this time new sources of income have been identified and developed and, by emphasis on training and qualifications, the professionalism of the organisation and the range and quality of its services have been greatly enhanced. After a difficult period in the early '90s our financial reserves have been built up to a level where we have the resources to make continuing improvements in the quality of our services.

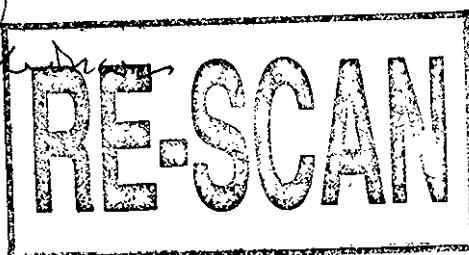
We are grateful to Brian and Graham and wish them well in retirement.

John Stuart joined us as National Director on 1st September from St. Columba's College, St. Albans where he was Headmaster for five years. Before that he had been Deputy Headmaster of Prior Park College and had taught at Marlborough where his responsibilities included Careers and Higher Education Guidance. We warmly welcome him and wish him success and happiness in his new role.

As a registered charity we aim to keep our charges as low as possible while accumulating sufficient reserves to enable us to invest for the future. Mainly because of the need to meet expenditure on updating our accounting and information systems we made an operating deficit of £11,888 in 1998. However, this was covered by a gain of £38,674 realised on the sale of part of our investment portfolio, a decision we took in the light of the recent bull market and in anticipation of a possible correction. In addition, there was an unrealised appreciation of £40,613 in the value of our remaining investments.

I conclude by thanking most sincerely all at ISCO for their loyalty and hard work during a challenging year. I also thank the Council and Finance Committee for their support and place on record my particular thanks to Leslie Pincott who has retired from the Finance Committee after fifteen years of good advice and conscientious attendance.

John Andrewes
John Andrewes



Report from the National Director

The text that follows comprises Graham Searle's final Annual Report, pertaining as it does to the academic year 1997-98. (Ed)

The national scene

During 1997-98 the Government continued to re-focus careers education and guidance on to those whom it deemed to be disadvantaged, disaffected or in specific need of help, while maintaining the principle of a universal entitlement to guidance. This was the major thrust of its green paper 'The Learning Age' and the establishment of the University for Industry. Considerable debate has followed regarding the definition of 'those in need of guidance' and 'universal entitlement'. It has been argued that many who are neither disadvantaged nor disaffected have an equal 'need' of guidance, including the very able.

This has implications for ISCO and for the independent sector. The current year is a transitional period and it is difficult to predict ahead, but it seems certain that there will be less, or at least no greater help for independent schools from Government sources. We have already seen a reduction in resources for Year 11 Action Plan Interviews in England.

The 1997 Dearing Review of Higher Education has now been considered, not least in relation to student finance, where the Government introduced a different framework to that which Dearing suggested. The issue of a post-qualifications system of application to higher education has recently re-surfaced, while the Government has taken decisions regarding the 16-19 curriculum in England and Wales whereby the new AS levels, along with Key Skills, will be introduced. In parallel with this the Scottish Higher system will be revised with the introduction of Advanced Highers.

ISCO's Work

Seminars have kept school staff in touch with the developments listed above and many more – in Edinburgh, Durham and Sheffield Universities Vice-Chancellors gave us their views of the changing scene. Successful Annual Conferences were held in England and Scotland and we provided training courses for school staff including UCAS reference writing and health & safety while on work experience. The Advanced Certificate in Careers Education and Guidance (ACCEG) proved popular and staff from 80 schools have now undertaken the courses. For the first time, the DfEE directly provided financial help towards the running of this course.

ISCO's core work has continued and it has been encouraging to see the growth in enrolments in the Careers and Higher Education Guidance Scheme (CHEGS). This year's total of 13,435 is the highest yet, as is the number of schools who now provide the Scheme

to parents on an all-in basis. One of the reasons for this increase is the support that we have given through group sessions, individual interviews and in-service training for school staff.

To complement the growing work of the London Office an office was opened in Edinburgh. The publications, computer and courses departments have all been busy and there has been a strong demand for publications, particularly with the new booklet on Awards in Higher Education and the updating of our Directory of Courses in Independent Colleges.

ISCO Staff

The growth in activity has placed enormous demands upon staff, both in the Regions and at Camberley and we are grateful to everyone for their loyalty and their efforts. During the course of the year there have been changes, most notably in Scotland where Anne Ritchie, who has done a wonderful job for the last five years, has taken up the Headship of St. Margaret's School, Aberdeen. We wish her every happiness and success, as we do her ISCO replacement, Joan Smith, who is already fully experienced and well known on the Scottish scene.

In the south west Sue Norman, based in Exeter, has taken on a number of schools, as has Liz Boddy who will combine her work with ISCO with that of continuing to run the careers department of Bryanston School.

Last, but by no means least, Brian Bowden retired last November as Chairman of ISCO. He has contributed enormously through his wise advice and by his chairing of the Finance Committee, Council Meetings and AGM. We thank him most warmly. In his place we welcome John Andrewes who is no stranger to ISCO having served on the ISCO Council for some fifteen years, during much of which time he was Treasurer.

I thank everyone for their support and friendship over the last ten years and I wish John Andrewes and my successor, John Stuart, every success in the future.

The Careers and Higher Education Guidance Scheme

Details of enrolments into the Careers and Higher Education Guidance Scheme (CHEGS) over the last four years are as follows:

	<i>Standard Enrolments</i>	<i>Younger Siblings</i>	<i>"All-in" Year 11/S4</i>	<i>"All-in" Year 12/S5</i>	<i>Children of Staff</i>	<i>Total</i>
1994/95	4191	1084	6065	555	333	12228
1995/96	4475	1089	6099	466	345	12474
1996/97	3766	916	7873	453	324	13332
1997/98	3301	840	8452	575	267	13435

This year has seen a further increase in the number of CHEGS enrolments. The group scheme for the GDST has been a continued success and enrolments at the London Office have again increased.

Testing Year 10/S3 in the latter part of the summer term is a popular alternative to testing Year 11/S4 in the autumn or spring term. Between May and the end of the summer term well over 1000 students were tested. The schools which changed to this method tested both Year 11/S4 and Year 10/S3 students this year and produced an extra 170 enrolments which boosted the total from 13265 to 13435 (1996/97: from 13067 to 13332).

Enrolments in the increasingly popular All-in Scheme now represent about 63% of the total with numbers rising from 7873 last year to 8452 this year. The continued growth is recognition by participating schools of the many benefits available through the scheme.

The success of CHEGS is due to the hard work and dedication of our Regional Directors who, with the help of their Assistant Regional Directors, provide students with a greater awareness of their Morrisby Profile Reports through Group Sessions and individual counselling.

Careers Experience Courses – 1997-1998

	1995/96	1996/97	1997/98
Applications for courses	4827	4640	4177
Students placed on courses	2994	3078	2918
Number of courses	151	149	161

We are most grateful to those companies and organisations which continue to provide suitable experiences for pupils despite the pressures on their businesses. Increased competition and the results of restructuring and delayering often mean that companies no longer have a member of staff with the time available to devise, run and/or co-ordinate a one-day programme. As staff move on to other posts it is sometimes difficult for a company to include the organisation of careers experience courses in the responsibilities of their successor – where there is a successor. Fortunately, a number of companies which recognise the importance of long term public relations to encourage graduate recruitment welcome short visits to their places of work by sixth formers attending a course or meeting in a subject of relevance to their business.

Last year we mentioned that an increasing number of courses are being arranged directly by ISCO staff. We have taken this further by hiring staff with relevant knowledge and experience to run courses on our behalf. We continue to be concerned to maintain and develop the quality of these courses. The written reports received from pupils help in this process.

New courses offered in 97/98 included Careers using Physical Sciences, Osteopathy, Logistics, Retail Management (the latter two being offered by Boots The Chemist). Revised courses were offered in Architecture and the World of Aviation. The fall in the number of applications by about 10% may be attributed in part to the revised charging policy.

We remain committed to increase the number of courses and their range as resources permit.

Courses and conferences for staff

ISCO National Conference, Fitzwilliam College, Cambridge

The 1998 conference topic was Careers Beyond the Year 2000 and looked at what kind of scientists and technologists Britain would need to produce in order to prosper in the next century. Speakers included academics and industrialists who reflected on developments in areas as varied as genetics, pharmaceuticals, oil, chemicals and electronics. A session on transport and the environment included an explanation of the little known (in schools) functions of logistics and supply chain management. We were also given an update on computing education and recruitment patterns. Visits were laid on to Glaxo Wellcome R & D Centre, Schlumberger, Johnson Matthey Precious Metals, Cambridge University Department of Engineering and the University's Careers Service. The always-popular higher education forum included a stimulating view of current issues by the Vice Chancellor of Birmingham University and a useful session on Cambridge admissions.

1997 ISCO Scottish Conference, Crieff Hydro

The theme of this year's conference was entrepreneurship and how to develop this in young people. Between them the various speakers considered how the relevant skills could be developed in schools; the essential qualities that make up a successful entrepreneur; the structure of modern businesses and the need for entrepreneurial skills in those working within them. We heard about specific initiatives aimed at undergraduates at Strathclyde University and from representatives of other organisations promoting education/business links. A particularly fascinating perspective was provided by a panel of young entrepreneurs and by George Bennett, corporate vice president of Motorola. As usual the conference provided plenty of food for thought and ideas for careers staff and heads to take back into their schools.

Seminars and other events

As is now the practice, a wide variety of seminars and day courses were held for careers and other staff throughout the country.

The publication of the Dearing Review of Higher Education encouraged us to hold additional meetings focussing on likely developments in higher education. These were held at Bristol, Sheffield and Durham Universities. We were pleased to listen to the reactions of the Vice Chancellors and their senior colleagues to the Dearing Committee's proposals and anticipated government responses. At the October meeting at Manchester University, concerned primarily with Social Sciences courses, there were valuable inputs from the pro Vice Chancellor relating to the Dearing H.E. review and from a senior member of the Northern Examinations and Assessment Board about post-16 qualifications and curriculum.

We thank Birkdale School, Sheffield, for hosting our one-day meeting on Careers Library Management run by Philip Gray (ISCO Publications Director). The December meeting at International Student House, London, was concerned with good practice in educating and supporting international students, an overview of student services provision in the HE sector and student finance. The May meeting in London looked at several aspects of Work Experience.

The March meeting at Magdalen College, Oxford provided an update on Oxford University's admissions policies and practices and was very well attended. Through this meeting and the session at the annual conference concerned with Cambridge University admissions, ISCO has provided member schools with the opportunity to be right up-to-date with Oxbridge practice. It has been our aim to hold several of these meetings at 'premier league' and 'first division' institutions.

British Steel hosted a splendid visit to its Llanwern works in May. The importance of IT in the control processes was very evident. Also significant was the amount of resource devoted to staff development and training at a time of continuing manpower reduction in the industry.

In addition to the nationally advertised programme many Regional Directors organised events for schools in their area. The North London and Eastern regions enjoyed five star hospitality at the Hyatt Regency Tower in Cadogan Square while they learned of the current requirements in the hospitality industry at a seminar organised by Springboard UK.

ISCO is most grateful to the many contributors to these meetings and the organisations which employ them for their support. We believe the meetings develop the advisers' knowledge and that they benefit from the professional interchange with their colleagues from other schools. We are always pleased to consider suggestions for meetings and visits.

Training courses

The annual training course for new careers advisers was held at the Royal Agricultural College at Cirencester. Forty teachers attended this three day course. The course covers all aspects of careers and higher education, including resources and computer programs, as well as interviewing skills plus a full day's training in the use of the Morrisby profile. A further day for Morrisby profile training was held in London in December and many in-house training courses were held by Regional Directors in schools in their own areas dealing with issues including interviewing, UCAS reference writing and developments in higher education. One-day national courses for careers advisers updating them in higher education matters and interviewing skills proved extremely popular.

Seventeen teachers from ISCO schools enrolled on the Advanced Certificate in Careers Education and Guidance. This accredited training course is running in partnership with Canterbury Christ Church College and is based on the Open College "Careers Work" Pack – an open learning pack supported by termly whole day workshops run by ISCO and Canterbury Christ Church. Participants who started the course in July 1997 should complete their portfolios in October 1998. The standard of work has been exceptionally high and may be used as the first step towards an M.Ed. in Careers Education and Guidance.

Computer activities

Sales of the Worth programs again showed a slight decrease, but the position of ISCOPE, the Windows version of the three programs, continued to strengthen. DISCOURSE is the single strongest program with sales on ECCTIS being particularly promising. We continue to be one of the very few suppliers of careers programs to Mac users and have continued to improve the programs in conjunction with Worth Software. We are currently looking at ways of keeping accurate and up to date information more efficiently. Annually information comes in from a wide range of professional bodies and employers and we are indebted to all those involved in the process of updating.

Competition from new careers programs on CD-ROM has taken its toll, but in return our role as a supplier of ODYSSEY, PUSH and CID has brought in a small income. We will continue to look to expand this service and market these programs at a discount to our members.

The growth of ECCTIS has continued, with more schools switching to a network version and subscribing to the additional services such as the Home Loan Pack etc. We have not run training days this year, but these too may be continued as part of the growing trend in computer training. As more and more use is made of the Internet this too may become an avenue for development and training.

Advisory work

Advisory interviews

The number of individual interviews carried out by Regional Directors and their Assistants have again shown an increase from 7285 to 7718. Of these over two and a half thousand were official DfEE Action Plans. It has been ISCO's policy to give schools direct help with interviewing where possible and this is reflected in these figures. Interviews may be those following the Morrisby Tests or those requested at a later date. They may take place in term time or the holidays or after the pupil has left school. The availability of help from ISCO staff in the holidays or after the pupil has left is particularly appreciated by parents. If practice university interviews given by Regional Directors are included the figure would be even higher.

In addition, post-Morrisby group sessions have been provided to explain the Morrisby reports to pupils prior to their individual interviews.

Regional Directors spend a great deal of time dealing with several thousand enquiries made by parents or pupils by telephone. This does not include those received by the Information Service at Camberley which are reported separately on page 15.

Personal development courses

A number of Regional Directors have run courses for pupils in individual schools which come under the heading of personal development. These have been greatly welcomed by both pupils and heads. They have included interview training workshops and prefect training and sessions dealing with topics such as leadership, group dynamics, time management, decision making, CV writing, study and presentation skills.

Parents' evenings and careers conventions

These can make heavy demands on Regional Directors' time, but they are extremely valuable in giving them the chance to meet parents and pupils and various school staff. School careers advisers appreciate the additional support when the evenings are concerned with crucial subject choices and Regional Directors are often asked to speak on options, higher education, etc.

ISCO continues to help run advice stands at national and regional careers events. This year ISCO staff helped man the careers advice stand at the Directions Schools Fair at Wembley, and were also involved in The Guardian Education and Jobs Fairs in Sheffield and Manchester. Pupils seen are from maintained schools and sixth form colleges, as well as from independent schools, some of which are non members. Contacts made on these occasions help to raise the organisation's profile and staff use the opportunity to sell publications and computer programs.

In addition, Regional Directors have displayed ISCO publications and computer programs at Careers Service Information Days throughout the country.

London Office

The office has had another busy year, with a steadily increasing number of adults coming for advice. We also saw more people already enrolled with ISCO. The summer was particularly active, with newly qualified graduates who wanted help with CVs and to discuss which directions to take. There have also been undergraduates who were not happy with their courses. Among the 17- and 18-year-olds, an increasing number living abroad with their parents, who want to study at British universities, have been coming to the office for assessment and advice.

This year the decision was taken to seek new premises. More staff from other branches of the Methodist Church are being moved into the Marylebone Road building. Conditions for working here have changed, and we have no security of tenure. We are moving to new premises in Regent's College, in Regent's Park, in early October. This is the former Bedford College, on the Inner Circle. This location will allow for more flexibility in working times, particularly for interviewing adults, who may not always be able to attend during office hours. Also, there are potential clients among the students attending the different courses. We are excited about this move, which will enable us to develop our work in new and interesting ways.

Edinburgh Office

The ISCO Edinburgh Office opened on September 2nd 1997 in premises rented from the Scottish Council of Independent Schools. The Office is open on Tuesday and Wednesday mornings and the past year has seen a steady demand for the service from students and their parents. Over 100 interviews have taken place in the office and telephone guidance has been a prominent feature of the service.

The service continues to receive a very favourable response from enrolled users and those accessing the service for the first time. Increased confidence levels, a greater awareness of skills and abilities, and the ability to decide on a plan for the future were all favourable client developments. Positive outcomes continue to be reported as a result of using the service. Clients have obtained places on postgraduate courses in law, teaching English as a foreign language, information technology and posts in administration and marketing.

Seventeen Morrisby tests have been administered to young people and 7 adults have undertaken the Morrisby Profile in the past year. Early indications are that the number of tests for adults and young people seems set to rise in the coming year as an increasing number of people hear by word-of-mouth of the benefits of testing.

The Edinburgh Office has also been involved in helping the Scottish Director and assistants with Morrisby interviewing and testing in schools. Over 140 Morrisby interviews have been conducted in schools.

The development of services in the Edinburgh Office has been aided considerably by the helpful and welcoming attitude of the SCIS Director, Mrs Judith Sichy, and her staff. This relationship seems set to be developed further in the future.

Course Vacancy Information Service

Once again, details of course vacancies in further and higher education through 'Clearing' were available on the Camberley Information Service computer downloaded daily through the Internet link with ECCTIS and UCAS. There were a total of 53 enquiries between the period 20th-31st August 1998 and although this number is down on last year, there was intense activity on the 20th and 21st. It has also been noted that the pattern of the enquiries has shifted quite considerably again this year. Far fewer calls were received from students seeking an alternative place – due, no doubt, to the proliferation of effective sources available. However, the number of calls and the time spent counselling and giving advice to students who needed to rethink radically their next steps increased markedly.

It is always very satisfying to be able to advise and help at this stressful time and gratifying to receive letters and telephone calls from a number of young people who have used the service.

Careers Information Service

The Careers Information Service, based at the Camberley Office, has continued to provide a service to enrolled students, parents and careers staff in member schools. It is estimated that over 2750 enquiries have been received during the past year by telephone, letter or fax. In dealing with these enquiries, using our comprehensive library resources, we have endeavoured to maintain our standards of being prompt, helpful and accurate.

In addition to giving factual information, the service is increasingly providing a telephone 'helpline' for students, as well as parents who wish to discuss the career advancement of their sons and daughters. In most cases we are able to provide the counselling and advice required but when it is apparent that a personal interview is needed, the student is offered the opportunity to visit either the Camberley, London or Edinburgh offices, or is referred to the appropriate Regional Director. These interviews are a growing element in the work of the Information Service, with 92 interviews undertaken at Camberley during the last year, including those conducted during 'Clearing' as part of our vacancy information service.

ISCO Publications

Revised publications

The three major revision projects this year were new editions of the *Sixthformer's Guide*, *SOCRATES-ERASMUS The UK Guide* and *Independent Colleges* (formerly published as the Directory of Independent Further Education). Systems of Internet data transfer were trialed during this work and are now fully implemented.

New publications

A new directory of bursaries and scholarships, *Awards*, was published in January. This is the fourth title in our 'A5 directory' series (the other titles are *The Sixthformer's Guide*, *Independent Colleges* and *Opportunities in the Gap Year*). Work has also started on a directory linked to the theme of revision courses.

This will form a fifth title in the directory series: publication is planned for early 1999. Publication of a revised edition of the *Guidelines* series of information sheets is well underway, with publication expected in late 1998.

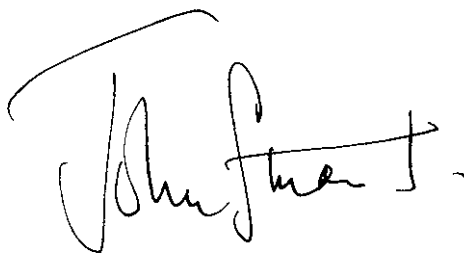
CareerScope continues to attract favourable mentions and, like most magazines, is read by a larger audience than those parents whose children are enrolled in CHEGS, especially friends and relatives of subscribers. The magazine's aim is to provide parents with useful information and practical advice on how to help boys and girls at various key stages in their career or higher education choice, hopefully striking a balance between features on large, popular career areas and those of interest to a minority of students.

Electronic publishing

Our first venture into electronic publishing is a fully interactive edition of the new directory, *Independent Colleges*. Produced on CD-ROM, and created in Adobe Acrobat software, this new product can be used on PC or Mac systems. Future editions of *Guidelines* and *InfoSheets* on CD-ROM are planned.

Promotional material

Numerous leaflets and posters were designed to promote existing titles, new publications, software releases and various ISCO services.

A handwritten signature in black ink, appearing to read 'John F. Smith', with a long horizontal line extending from the end of the name.

Independent Schools Careers Organisation

(A Company Limited by Guarantee) Company Number 373984

STATEMENT OF FINANCIAL ACTIVITIES

Incorporating an Income and Expenditure Account
for the year ended 31 August 1998

	Notes	Total and Unrestricted Funds			
		1998		1997	
		£	£	£	£
INCOMING RESOURCES					
School membership subscriptions		158,411		152,466	
Careers & HE Guidance Scheme fees	2	920,296		902,023	
London Careers Services		8,486		6,451	
Publications		76,728		58,478	
Computer Programs		45,687		44,923	
Courses		12,814		11,958	
Edinburgh Careers Services		425		—	
Computer Scheme Subscriptions		39,170		27,979	
Action Plans		70,346	1,332,363	51,420	1,255,698
Donations		955		1,075	
Income from investments		29,708		33,392	
Interest on deposits		30,612	61,275	17,143	51,610
Total Incoming Resources			1,393,638		1,307,308
RESOURCES EXPENDED					
Direct Charitable Expenditure					
Ability test charges		236,846		243,195	
Publications – CareerScope		22,023		8,954	
Others		25,335	284,204	23,880	276,029
Staff costs –					
Salaries		695,258		628,193	
Social security costs		52,614		48,104	
Pension costs	2 & 8	52,711	800,583	55,437	731,734
Support Costs –					
Travelling/Meetings		117,756		108,412	
Establishment and office		151,132		132,211	
Hire of equipment		7,378		6,276	
Depreciation		14,348		8,496	
Rent		18,230		18,990	
Development and Training		5,795	314,639	430	274,815
Other Expenditure –					
Auditors' remuneration			6,100		6,073
Total Resources Expended			1,405,526		1,288,651
Net (Resources Expended)/Incoming Resources			(11,888)		18,657
Gains/(Losses) on Investment Assets					
Realised			38,674		—
Unrealised			40,613		94,388
Net Movement in Funds			67,399		113,045

In the above two financial years, the company had no gains or losses other than the movement in funds and all of the results derive from continuing activities.

BALANCE SHEET at 31 August 1998

	Notes	1998		1997	
		£	£	£	£
Fixed assets					
Tangible assets.....	3		36,972		18,428
Investments.....	2 & 4		586,827		804,867
			<u>623,799</u>		<u>823,295</u>
 Current assets					
Debtors	5	186,304		182,888	
Cash at Bank and in Hand		382,504		127,908	
		<u>568,808</u>		<u>310,796</u>	
 Creditors (amounts due within one year)...	6	<u>(77,585)</u>		<u>(93,700)</u>	
Net current assets			<u>491,223</u>		<u>217,096</u>
Total assets less current liabilities			1,115,022		1,040,391
 Deferred fee income	2				
Due within one year.....		(146,352)		(142,551)	
Due after more than one year		<u>(140,465)</u>		<u>(137,034)</u>	
			<u>(286,817)</u>		<u>(279,585)</u>
 Net assets			<u><u>£828,205</u></u>		<u><u>£760,806</u></u>
 Funds					
Unrestricted funds					
Balance at 1 September 1997			760,806		647,761
Net movement for the financial year			<u>67,399</u>		<u>113,045</u>
			<u><u>£828,205</u></u>		<u><u>£760,806</u></u>

J. D. Andrewes

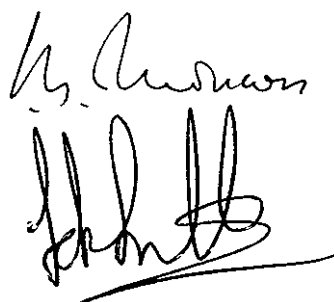
Chairman

J. E. K. Smith

Hon. Treasurer

Approved on

20th October 1998



NOTES TO THE ACCOUNTS for the year ended 31 August 1998

1 Status

The Independent Schools Careers Organisation is a company not having a share capital and limited by a guarantee not exceeding £1 per member. It is a registered charity (no. 313153) and is thus not liable to taxation on any surplus of income or surplus on disposal of investments. Tax relating to investment income and covenanted donations is recoverable.

The Organisation has a licence to dispense with the word 'limited' from its title.

2 Accounting policies

The following accounting policies have been consistently applied to those items which are considered material in relation to the company's accounts.

(a) Accounting convention

The accounts are prepared under the historical cost convention as modified by the revaluation of investments.

(b) Compliance with accounting standards

The financial statements have been prepared in accordance with applicable accounting standards and with Statement of Recommended Practice – 'Accounting by Charities' (SORP).

(c) Deferred fee income

Fees received under the Careers and Higher Education Guidance Scheme are taken credit for in the statement of financial activities over the period during which the services will be provided. The proportion of each year's fees applicable to services to be provided in future years is carried forward as deferred income.

(d) Investments

Investments are stated at market value at the balance sheet date. The surplus or deficit compared with cost or the previous value is taken to the statement of financial activities.

(e) Directors' emoluments

The company's Memorandum of Association provides that no remuneration or benefits shall be given to any member of the Council.

(f) Depreciation of fixed assets

Depreciation is calculated on cost at the following annual rates:

Office equipment	10%
Computer equipment	20%

(g) Payments under operating leases

Operating lease charges are written off to the statement of financial activities as they fall due.

(h) Pension scheme

Contributions payable under the scheme are charged to the statement of financial activities in the period in which they are made.

3 Tangible fixed assets

	Office equipment £	Computer equipment £	Total £
Cost			
At 1 September 1998.....	30,458	66,911	97,369
Additions.....	–	32,892	32,892
At 31 August 1998	<u>30,458</u>	<u>99,803</u>	<u>130,261</u>
Depreciation			
At 1 September 1997.....	22,290	56,651	78,941
Charge for year.....	1,982	12,366	14,348
At 31 August 1998	<u>24,272</u>	<u>69,017</u>	<u>93,289</u>
Net book value			
At 31 August 1998	<u>6,186</u>	<u>30,786</u>	<u>36,972</u>
At 31 August 1997	<u>8,168</u>	<u>10,260</u>	<u>18,428</u>

NOTES TO THE ACCOUNTS for the year ended 31 August 1998

4 Investments

	Common Investment Funds		Realised	
	Equities	Fixed Interest	sum held	Total
	£	Securities	on deposit	£
Market value at 1 September 1997	646,431	158,436	–	804,867
(Disposals)/Additions during the year at cost	(258,653)	–	297,327	38,674
Surplus on revaluation of investments	23,180	17,433	–	40,613
Market value as at 31 August 1998	410,958	175,869	297,327	884,154
Original cost as at 31 August 1998	176,370	164,977	–	341,347

The investments which are stated at a valuation of £586,827 (1997: £804,867) had an original cost of £341,347 (1997: £596,418). The amount of £297,327 is reserved for future investment and is part of the cash at bank shown on the balance sheet.

5 Debtors

	1998	1997
	£	£
Fees receivable	111,743	125,450
Other debtors	37,531	37,875
Pension prepayments	4,588	5,515
Prepayments and accrued income	32,442	14,048
	<u>£186,304</u>	<u>£182,888</u>

Other debtors include £18,670 which is due after more than one year in respect of car loans which are repayable over four years (1997: £20,697)

6 Creditors (amounts due within one year)

	1998	1997
	£	£
Trade creditors	32,141	44,133
Taxes and social security	18,218	32,591
Accruals	27,226	16,976
	<u>£77,585</u>	<u>£93,700</u>

7 Employees

The average number of employees was as follows:

	1998	1997
	Number	Number
Services to schools	22	21
Administration and office	13	13
One employee is paid in the banding £50,001-£55,000	35	34

8 Pension costs

There is a defined contribution pension scheme. The assets of the scheme are held separately in an independently administered fund. Pension costs represent contributions payable by the company to the fund and amounted to £52,711 (1997: £55,437).

9 Operating leases

There are commitments for operating leases during the coming year.

In respect of leases terminating:

	Land and buildings		Office Equipment	
	1998	1997	1998	1997
	£	£	£	£
Within 1 year	–	1,731	–	–
Within 2 to 5 years	–	–	7,150	–
After more than 5 years	16,470	16,470	–	–
	<u>16,470</u>	<u>18,201</u>	<u>7,150</u>	<u>–</u>