## TWYFORD SCHOOL TRUST LIMITED (A COMPANY LIMITED BY GUARANTEE)

#### FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 1998

**COMPANY NO: 558147** 



#### INDEX TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 31 JULY 1998

#### Page No

1	Company Information
2 - 4	Governors' Report
5	Auditors' Report
6	Statement of Financial Activities
7	Income and Expenditure Account
7	Statement of Total Recognised Gains and Losses
8	Balance Sheet
9	Cashflow Statement
10 - 18	Notes to the Financial Statements

### TWYFORD SCHOOL TRUST LIMITED

(a company limited by guarantee)

#### **COMPANY INFORMATION**

#### **GOVERNORS**

R N Stober (Chairman)

P W Brazier

D Christie

T Devlin

C R J Eglington

S F Eliot

Dr H Harvey

Mrs J B Howman

C E Monaghan

#### **SECRETARY**

P F Fawkes

#### **AUDITORS**

Brooking Knowles & Lawrence

Staple House

Staple Gardens

Winchester

S023 9EJ

#### **BANKERS**

Barclays Bank Plc

Winchester Business Centre

50 Jewry Street

Winchester

S023 8RG

#### **SOLICITORS**

**Dutton Gregory** 

23 St Peter's Street

Winchester

S023 8BT

#### **REGISTERED OFFICE**

Twyford School

Winchester

S021 1NW

#### **COMPANY REGISTERED NUMBER**

558147

#### **CHARITY REGISTERED NUMBER**

307425

#### TWYFORD SCHOOL TRUST LIMITED

(a company limited by guarantee)

#### **GOVERNORS' REPORT**

The Governors present their report and audited accounts for the year ended 31 July 1998 in compliance with current statutory requirements and the School's Memorandum and Articles of Association.

#### **GOVERNORS' RESPONSIBILITIES**

Company law requires the Governors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the company and of the surplus or deficit for that financial year. In so doing the Governors are required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Governors are responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985.

They are responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### CONSTITUTION AND ORGANISATION

Twyford School Trust Limited is a company registered under the Companies Act 1995 and limited by guarantee, with company number 558147.

The company is registered with the Charities Commission, number 307425.

The Governors determine the general policy of the Trust. The day-to-day management of the school is delegated to the Headmaster and Bursar.

#### **RESULTS**

The surplus for the year amounted to £241,666. The surplus is arrived at as shown in the income and expenditure account.

#### REVIEW OF THE BUSINESS

The company's principal objective is the operation of Twyford School, though the company's objects allow it to run any other school. In accordance with these objectives, Twyford School is a preparatory school for boys and girls from 8 to 13 years old with both boarding and day pupils. Also the school provides pre-preparatory schooling, for day boys and girls from 3 to 7 years old. This is in a different building from the preparatory school but within the same grounds. As well as providing education to a high academic standard the school excels at sporting activities and is well known for its achievements in art, technology and music.

All available places at the main and pre-preparatory school have been used throughout the year which was reflected in a satisfactory financial result.

Income for the New Development Fund shown within the Reserve Account in the Balance Sheet ceased and the relevant bank account was closed. The commercial term bank loan taken up in 1993 in connection with the acquisition of a nearby property for use as a staff house, has been paid off during the year.

#### FIXED ASSETS

In the opinion of the Governors the market value of the school's freehold property is considerably in excess of book value based on current use of the properties. No independent professional valuation has been carried out. The school has a continuing programme of upgrade and improvement to facilities; during the year it spent £61,326 on property and £85,060 on other assets.

#### **INVESTMENT POWERS**

The Trust's investment powers are governed by the Memorandum of Association. These permit funds not immediately required to be invested upon such securities and investments and in such a manner as may from time to time be determined.

#### **DEVELOPMENTS**

The policy of the Governing Body is to maintain and enhance the facilities of the School. In this connection the Governing Body commissioned a full building survey of the old buildings. This showed that there were no problems requiring immediate attention: this survey will, however, act as a checklist for future action.

During the year extensive remodelling and refurbishment of the interior of the old buildings has taken place: in particular, the provision of, and furnishing of, a Boarders' Drawing Room has been a popular innovation. Facilities for boarders have been further enhanced by the complete refurbishing of the dormitories to a modern standard.

Some preliminary works were undertaken towards the end of the year to provide for extra pupil numbers in September 1998.

#### **GOVERNORS**

The Governors of Twyford School Trust Limited are also trustees of the Charity, directors and members of the company.

The Governors in office at the end of the year, and who have served during the year under review, were as follows:

R N Stober (Chairman)

P W Brazier

D Christie

T Devlin

C R J Eglington

S F Eliot

Dr H Harvey

Mrs J B Howman

C E Monaghan

Under Articles 45 and 46 all members of the Governing Body retire at the Annual General Meeting, though retaining office until the close of the meeting, but are eligible for re-appointment.

#### **MEMBERS LIABILITY**

Twyford School Trust Limited is a company limited by guarantee and has no share capital. In the event of a winding up, each member of the company has undertaken to contribute up to £1 toward any deficit.

#### **AUDITORS**

The Auditors, Messrs Brooking Knowles & Lawrence, have indicated that they are willing to be reappointed at the forthcoming Annual General Meeting and a resolution to this effect will be put to the members at the Annual General Meeting.

BY ORDER OF THE GOVERNING BODY

P F Fawkes

Secretary

## AUDITORS' REPORT TO THE MEMBERS OF TWYFORD SCHOOL TRUST LIMITED (a company limited by guarantee)

#### ON THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 31 JULY 1998

We have audited the financial statements on pages 6 to 18 which have been prepared under the historical cost convention and the accounting policies set out on pages 10 to 11.

#### Respective responsibilities of governors and auditors

As described on page 2, the governors (who are also the directors of Twyford School Trust Limited for the purposes of company law) are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

#### Basis of opinion

We conducted our audit in accordance with 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 governors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, 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.

#### Opinion

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 July 1998, and of incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Staple House Staple Gardens Winchester Hampshire S023 9EJ BROOKING KNOWLES & LAWRENCE CHARTERED ACCOUNTANTS REGISTERED AUDITOR

20 November

Brooking Kowles Janvene

1998

# STATEMENT OF FINANCIAL ACTIVITIES For the year ended 31 July 1998

		Unrestricted Funds 1998	Restricted Funds 1998	Total Funds 1998	Total Funds 1997
	Notes	£	£	£	£
INCOME AND					(As
EXPENDITURE					restated)
Incoming Resources					
Net fees	2	1,876,907	-	1,876,907	1,591,378
Donations		-	10,307	10,307	-
Other income	7	48,533	-	48,533	37,569
Total Incoming Resources		1,925,440	10,307	1,935,747	1,628,947
				-	
RESOURCES EXPENDED					
Direct charitable expenditure		1,438,215	-	1,438,215	1,285,569
Other expenditure:		, ,		•	,
Management and administration	4	225,223	-	225,223	201,372
•		1,663,438	-	1,663,438	1,486,941
Interest payable		20,336	_	20,336	20,370
Total resources expended		1,683,774	<del>-</del>	1,683,774	1,507,311
*					
Net incoming resources		241,666	10,307	251,973	121,636
		<b> ,</b>	,-	,	<b>,</b>
Fund balance brought forward at					
1 August 1997		1,480,946	379,242	1,860,188	1,738,552
<b>5</b> 21 1 1					
Carried forward at 31 July 1998	13	1,722,612	389,549	2,112,161	1,860,188
	~~	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			

# INCOME AND EXPENDITURE ACCOUNT for the year ended 31 July 1998

	Notes	1998 £	1997 £
TURNOVER	2	1,876,907	1,591,378
Administrative expenses		1,663,438	1,486,941
NET OPERATING INCOME	3	213,469	104,437
Other income	7	47,561	37,476
OPERATING PROFIT	•	261,030	141,913
Interest receivable and similar income		972	93
Interest payable	8	20,336	20,370
RETAINED SURPLUS ON ORDINARY ACTIVITIES FOR THE YEAR		241,666	121,636

The income and expenditure account has been prepared on the basis that all operations are continuing operations.

#### STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES

	1998 £	1997 £
Surplus for the financial year	241,666	121,636
Donations credited directly to reserve account	10,307	<del></del>
TOTAL RECOGNISED GAINS AND LOSSES RELATING TO THE YEAR	251,973	121,636

#### **BALANCE SHEET** at 31 July 1998

FIXED ASSETS	Notes	1998 £	1997 £ (As restated)
Tangible assets	9	2,537,556	2,430,266
CURRENT ASSETS			
Stocks Debtors Cash at bank and in hand	10 11	24,930 68,042 474 93,446	23,976 48,423 816 73,215
CREDITORS: amounts falling due within one year	12	(459,543)	(565,005)
NET CURRENT LIABILITIES		(366,097)	(491,790)
TOTAL ASSETS LESS CURRENT LIABILITIES		2,171,459	1,938,476
CREDITORS: amounts falling due after more than one year	12	(59,298)	(78,288)
TOTAL ASSETS LESS LIABILITIES		2,112,161	1,860,188
CAPITAL AND RESERVES			
Accumulated funds	13	2,112,161	1,860,188

The financial statements on pages 6 to 18 were approved by the Board of Governors on 20 November 1998 and signed on its behalf by:

RNSTOBER
) Members of the

CEMONAGHAN
)

(CEMONAGHAN
)

# CASHFLOW STATEMENT for the year ended 31 July 1998

		199	8	199	7
	Notes	£	£	£	£
Net cash inflow from operating activities	15		323,142		125,793
Net cash inflow/(outflow) from returns on investments and servicing of finance		972		93	
Interest received Interest paid		(20,336)	(19,364)	(20,370)	(20,277)
Net cash inflow/(outflow) from capital expenditure Proceeds from sale of tangible fixed assets Payments to acquire tangible fixed assets		500 (134,426)	(133,926)	(312,950)	(312,950)
Net cash inflow/(outflow) before financing			169,852		(207,434)
Net cash inflow/(outflow) from financing Loan repayments Hire purchase and finance lease repayments		(32,890)	(37,633)	(1,862)	(8,388)
Increase/(Decrease) in cash	16		132,219	=	(215,822)

#### NOTES TO THE ACCOUNTS

#### **ACCOUNTING POLICIES** 1.

#### **Basis of accounting**

The accounts have been prepared in accordance with applicable Accounting Standards and on the basis of Historical Costs and incorporate the results of the principal activity which is described in the Governors' Report and which is continuing.

These accounts comply with the Statement of Recommended Practice (SORP) - Accounting by Charities and the Companies Act 1985.

Depreciation

Freehold property is not depreciated as the maintenance cost charged to the income and expenditure account includes an element of partial reinstatement which, in the opinion of the Governors, makes good any depreciation required under Statement of Standard Accounting Practice No 12.

The cost of other fixed assets is written off as follows:

- equal yearly instalments over 5 years Garden machinery Equipment, motor vehicles, fixtures, fittings and furniture - equal yearly instalments over 4 years

#### Stocks

Stocks are valued at the lower of cost and net realisable value. The cost of books and teaching material is expended in the year of purchase as the realisable value once purchased is considered to be immaterial.

#### **Payroll**

Salaries for August are charged in the current year, as the cost relates to the academic year just ended.

#### Pension benefits

The company operates defined contribution pension schemes funded with independent insurers, over the employees' periods of service through the company maintaining voluntary contributory pension schemes for all full time staff, both teaching and non teaching. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the schemes.

#### NOTES TO THE ACCOUNTS

#### **Taxation Status**

The School is an exempt charity and is therefore not liable to Corporation Tax or Capital Gains Tax in respect of its charitable activities.

#### Leasing

Assets held under finance leases are capitalised in the Balance Sheet and depreciated over their useful lives. The interest element of rental obligations is charged to the income and expenditure account over the period of the lease on a straight line basis.

Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

#### **TURNOVER** 2.

Turnover comprises unrestricted funds of gross termly fees receivable less allowances made.

#### RESOURCES EXPENDED/NET OPERATING INCOME 3.

Net operating income is stated after charging/(crediting):

	Unrestricted Funds 1998	Restricted Funds 1998	Total 1998	Tota1 1997
	£	£	£	£
CL CC	1,082,269	**	1,082,269	1,059,775
Staff costs	305,298	-	305,298	196,900
Pupil related expenditure	179,069	-	179,069	148,987
School running costs Other administrations costs	52,906	-	52,906	49,899
Depreciation of fixed assets	39,096	-	39,096	26,480
Profit on disposal of fixed assets	(500)	-	(500)	-
Auditor's remuneration	5,300	_	5,300	4,900
Auditor's temuneration	1,663,438	-	1,663,438	1,486,941
			£	

#### NOTES TO THE ACCOUNTS

5.

### 4. MANAGEMENT AND ADMINISTRATION EXPENSES

	1998	1997
	£	£
Administration staff salaries	146,286	112,480
Staff accommodation	15,912	30,141
	4,819	3,952
Training  Requisitment costs	, -	3,010
Recruitment costs	10,311	10,785
Postage and stationery	19,280	11,957
General expenses	4,120	4,120
School magazine	, -	345
Maintenance of office equipment	8,622	8,164
Advertising and promotional	10,573	11,518
Legal and professional charges	5,300	4,900
Audit		<del></del>
	225,223	201,372
STAFF COSTS (ALL OCCUPATIONS)	1998	1997
	£	£
www. t. laulan	928,967	902,316
Wages and salaries	76,374	73,624
Social security costs	56,197	49,742
Other pension costs		
	1,061,538	1,025,682

No remuneration was received by any of the Governors during the year and no expenses reimbursed.

The number of staff employed where remuneration exceeded a rate of £40,000 p.a. was none (1997:one).

#### TWYFORD SCHOOL TRUST LIMITED

(a company limited by guarantee)

#### NOTES TO THE ACCOUNTS

#### 6. EMPLOYEES

The average number of staff employed by the school during the year was as follows:

	1998	1997
Teaching	32	24
Administrative	8	6
Grounds and maintenance	3	3
Kitchen and domestic	3	11
Childcare	4	4
	50	48

During the year additional teachers were recruited as pupil numbers increased. Kitchen staff previously employed by the Trust transferred to a private company providing catering services.

#### 7. OTHER INCOME

Unrestricted Funds 1998	Total 1998	Total 1997
£	£	£
22,734	22,734	11,536
7,160	7,160	3,480
3,563	3,563	3,691
2,590	2,590	2,235
11,514	11,514	16,534
47,561	47,561	37,476
972	972	93
48,533	48,533	37,569
	Funds 1998 £ 22,734 7,160 3,563 2,590 11,514 47,561 972	Funds 1998  £ £ 22,734 7,160 3,563 2,590 11,514 47,561 972 972

#### 8. INTEREST PAYABLE

	Unrestricted Funds 1998	Total 1998	Total 1997
	£	£	£
On bank loans, overdrafts, and other loans On HP and finance leases	19,284 1,052	19,284 1,052	20,134 236
Off Hr and finance leases	1,032	1,032	
	20,336	20,336	20,370

# NOTES TO THE ACCOUNTS

# 9. TANGIBLE FIXED ASSETS

Garden machinery Total £	6,496 2,708,539 - 146,386 - (20,921) 6,496 2,834,004	5,369 278,273 256 39,096. - (20,921) 5,625 296,448	871 2,537,556 1,127 2,430,266
Motor vehicles m	64,161 17,640 (20,921) 60,880	44,963 9,713 (20,921) 33,755	27,125
re es is Equipment £	ł II	5 163,456 1 17,936 - 181,392	6 38,405 0 26,198
Freehold Furniture property & fixtures and to property fittings	2,371,433 76,79 61,326 37,27 - 2,432,759 114,07	- 64,485 11,191 - 75,676	2,432,759 38,396 2,371,433 12,310
Fr. proj kmpre to p	7, 2,	At 1 August 1997 Charge for year Disposals At 31 July 1998 Net book value:	
	Cost: At 1 August 199 Additions Disposals At 31 July 1998	At 1 August 1997 Charge for year Disposals At 31 July 1998 Net book value:	At 31 July 1998 At 31 July 1997

Details of fixed assets held under finance leases and hire purchase contracts, which are included in motor vehicles in the table above, are as follows:

1998 1997  £ £  Net book value  Depreciation charge for the year  7,095 1,507
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With the exception of sundry office equipment all tangible fixed assets are used for direct charitable purposes.

#### NOTES TO THE ACCOUNTS

**STOCKS** 

10.

10.	Clothing Household items		1998 £ 24,930	1997 £ 23,56 41	
			24,930	23,97	<u></u>
11.	DEBTORS		1998	1997	,
	Fees and other disbursements		£ 60,234 7,808	£ 41,18 7,23	
	Prepayments and accrued income		68,042	48,42	_ <del>_</del>
12.	CREDITORS	Due w	<del></del> ithin	Due afte	r more
		one year		than one year	
		1998	1997	1998	1997
		£	£	£	£
	Bank overdraft	290,457	423,018	-	-
	Bank loans		2,550	-	30,340
	Other creditors	59,534	46,192	-	-
	Social security	23,708	18,265	-	-
	Accruals	74,274	67,397	-	-
	Returnable deposits	4,500	4,500	47,590	39,470
	Hire purchase liabilities	7,070	3,083	11,708	8,478
	<b>1</b>	459,543	565,005	59,298	78,288

#### NOTES TO THE ACCOUNTS

### 12. CREDITORS (continued)

Secured Liabilities	1998 £	1997 £
Included in creditors are the following secured liabilities:		
Bank loans and overdrafts	290,457	455,908
Hire purchase liabilities	18,778	11,561
Amounts falling due after more than one year	1998 £	1997 £
Repayable by instalments Bank loan		
In the second to fifth year After five years		10,196 20,144
	<u>.</u>	30,340
Hire purchase liabilities	0.465	2.761
within one year	8,465	3,761
in the second to fifth year	14,030	10,369
	22,495	14,130
Finance charges allocated to future periods	(3,717)	(2,569)
	18,778	11,561
Included in amounts due within one year	(7,070)	(3,083)
	11,708	8,478

The bank loan was secured on the company's freehold property and was repayable by monthly instalments with interest charged at 2.75% over Barclays Bank Plc base rate. The loan was fully repaid at 31 July 1998 and at 31 July 1997 the balance outstanding was £32,890.

#### NOTES TO THE ACCOUNTS

#### 13. ACCUMULATED FUNDS

	Restricted Funds Reserve account	Unrestricted Funds Income & expenditure account 1998 £	Total 1998 £	Total Funds 1997 £
At 1 August 1997 as	I.	T.	z.	x.
previously reported Prior year adjustment	379,242	1,538,786 (57,840)	1,918,028 (57,840)	1,796,392 (57,840)
Balance at 1 August 1997 as restated	379,242	1,480,946	1,860,188	1,738,552
Surplus for the year	10,307	241,666	251,973	121,636
At 31 July 1998	389,549	1,722,612	2,112,161	1,860,188

The reserve account represents the income from appeals and donations to finance fixed asset acquisitions. The investments in fixed assets relating to those funds have been included under the relevant asset headings in the balance sheet and bank balances which are regarded as unrestricted included within cash at bank and in hand in the balance sheet and amount to £443 (1996:£734)

The prior year adjustment related to depreciation charge on furniture, fixtures and fittings which is over four years of age and had not previously been depreciated.

#### 14. FINANCIAL COMMITMENTS

	1998	1997
	£	£
Authorised future capital expenditure amounted to		
Not contracted	50,000	54,000
Contracted	10,000	17,000

#### NOTES TO THE ACCOUNTS

## 15. RECONCILIATION OF NET OPERATING INCOME TO NET CASH INFLOW FROM OPERATING ACTIVITIES

	1998	1997
	£	£
Net operating income	213,469	104,437
Other income	47,561	37,476
Donations	10,307	_
Depreciation of tangible fixed assets	39,096	26,480
Profit on disposal of fixed assets	(500)	-
(Increase)/decrease in stocks	(954)	(2,189)
(Increase)/decrease in debtors	(19,619)	11,444
Increase/(decrease) in creditors	33,782	(51,855)
Net cash inflow from operating activities	323,142	125,793

#### 16. ANALYSIS OF NET DEBT

	1 Aug 97 £	Cashflow £	31 July 98 £
Cash:			
Cash at bank and in hand	816	(342)	474
Debt:			
Bank overdraft	(423,018)	132,561	(290,457)
	(422,202)	132,219	(289,983)
Bank loan	(32,890)	32,890	-
Net debt	(455,092)	165,109	(289,983)

## 17. RECONCILIATION OF NET CASH FLOW MOVEMENT TO NET DEBT

	1998	1997
	£	£
Increase/(decrease) in cash in the year	132,219	(215,822)
Cash outflow from decrease in debt	32,890	1,862
	165,109	(213,960)
Opening net debt	(455,092)	(241,132)
Closing net debt	(289,983)	(455,092)