

**Financial Statements - 31 August 2012**

**CONTENTS**

	Page
General Information	1
Trustees' Report	2-6
Auditor's Report	7
Statement of Financial Activities	8
Balance Sheet	9
Cash Flow Statement	10
Notes to the Financial Statements	11-23

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COMPANIES HOUSE

# **GREAT WALSTEAD LIMITED**

## **General Information**

### **TRUSTEES:**

Mrs J Lee (Chair)  
R Bainbridge  
Mrs S E Crichton  
Mrs C Mitchell  
Mrs P Hoyle  
Mrs C J Ward  
Professor A J Nunn  
R G Plumb  
P M Wells  
S J Ulph  
J H Taylor  
B P Turner

### **CLERK TO THE GOVERNORS:**

Dr G E G Campling

### **SECRETARY:**

Mr I D Hacke

### **REGISTERED OFFICE:**

East Mascalls Lane  
Lindfield  
West Sussex  
RH16 2QL

### **REGISTERED AUDITORS:**

Mazars LLP  
37 Frederick Place  
Brighton  
BN1 4EA

### **BANKERS:**

Lloyds TSB Bank plc  
99/101 South Road  
Haywards Heath  
West Sussex  
RH16 4ND

### **REGISTERED NUMBER:**

00751662

### **CHARITY REGISTRATION NUMBER:**

307002

## **Trustees' Report**

The trustees present their report and the financial statements for the year ended 31 August 2012

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company and of the net incoming or outgoing resources of the charitable company for the year

In preparing those financial statements, the trustees are required to

- select suitable United Kingdom accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent.
- state whether applicable United Kingdom accounting standards have been followed subject to any material departures disclosed and explained in the financial statements and whether the financial statements have been prepared in accordance with the Charities Statement of Recommended Practice and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The trustees are responsible for

- maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, and
- safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Each trustee has taken all steps that they ought to have taken in order to make themselves aware of any information relevant to the audit, establish that auditors are aware of that information and that there is no information relevant to the audit of which the company's auditors are unaware

The charity's trustees have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to Public Benefit guidance published by the Charity Commission

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The school was founded in 1925, was incorporated as a company on 27 February 1963 and is governed by its Memorandum and Articles of Association. The Articles of Association were revised and adopted by special resolution on 24 September 2011. The company is a registered charity, no 307002

The company is limited by guarantee and has no share capital

## **Appointment and recruitment of trustees**

The Governing Board is restricted to fourteen members. Others can be co-opted to undertake specific jobs.

The Governing Board ensures that Trustees are appointed who can offer expertise and /or experience in specific areas. Experience in finance, law, education, pastoral care, marketing, management and buildings are considered essential and all these areas are covered at present. There are Governors' Groups that meet regularly with appropriate members of the school's senior leadership team. These Groups cover Curriculum and Standards, Finance, Fabric and Grounds, Pastoral Care and Staffing. There are, in addition, hybrid groups for Health & Safety and for Marketing, which combine policy, monitoring and operational responsibilities. In five areas individual governors take responsibility for monitoring progress, reporting annually or when necessary to the full Board. Each group has written terms of reference and minutes of meetings are circulated to all governors. The groups provide reports and recommendations to the full Board. All necessary decisions are ratified at full Board Meetings.

## **Induction and training of new trustees**

A new Trustee is given a Welcome Pack, which includes copies of all the papers in the Governance File – this includes all Policies relevant to the Governing Board, Strategic Development Plan, Risk Assessment Papers, School Health and Safety Policy, Safeguarding Policy, all job descriptions and terms of reference at an early stage. If he/she is not familiar with the school, the new Trustee will be given a tour of the school by the Head. All governors are willing to give new Trustees any help they need. New Trustees are encouraged to attend an AGBIS seminar for new Trustees as soon as one is identified.

## **OBJECTIVES**

The main object of the charitable company is the provision of educational facilities.

The main activities of the charitable company during the year continued to be providing educational facilities for children.

## **REVIEW OF DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS 2011-2012**

The school is one of the largest independent stand-alone prep schools in the area. The economic recession has affected both the school and many of our parents but overall numbers of pupils have increased since 2011/2012. There were 402 children on the school roll as at September 2012 compared to just over 385 at the start of September 2011. Two additional classes were added for the 2011-12 academic year. The Governors continue to keep a watch on costs with the Finance group meeting monthly.

Academically the school has again had a very successful year with nearly 50% of Year 8 gaining awards and scholarships to their senior schools for the fourth successive year. These included drama, music and sports as well as academic awards. Special enrichment days continued this year to challenge and stimulate interest in different areas of the curriculum.

Other highlights of the year illustrate the wide range of activities and achievements within the school. The school production of *Ebenezer* was a major achievement, which was very much enjoyed by large audiences. The continuing development and refurbishment of the Boarding allowed many pupils to experience boarding for the first time and to take part in a number of themed nights. We also refurbished a room under the Sports Hall, which is now used as a History teaching room. Q day, Woodlanders, and Mudlarks in this school year were again a well-kept secret and thoroughly enjoyed by all participants. These aspects of our outdoor curriculum start in the Nursery and Pre-Prep with our Forest School Programme.

Themed days were also a major feature of the school programme during the year. There were many of these including Egyptian, Anglo Saxon, and Roman days. A number of event days also raised considerable sums of money, which were donated to charities such as Save the Children. A Tennis Tournament alone raised over £800 for the charity. Most pupils had opportunities to participate in school trips, some trips being more local but others much further afield including the Year 7 trip to France. We also had a tour to South Africa for cricket and a UK sports tour to Hampshire. Other visits included those to Newhaven Fort, Hampton Court, Lewes Castle, the Natural History Museum, Fairthorne Manor, the Bluebell Railway, Preston Manor,

Wakehurst Place, the Brighton Sea Life Centre and the Weald and Downland museum. The school was very proud to celebrate the Queen's Diamond Jubilee during the summer and held a colourful 'street party' for all pupils and staff.

There were also considerable successes in sporting events and there were opportunities for pupils to participate in a wide variety of sports including swimming, lacrosse, netball, cricket, rounders, rugby, soccer and tennis. The school had representatives for England in the National Junior Fencing. A rugby tour was also successful. In less physical activities the Great Walstead Public Speaking team reached the regional finals, there were successes in Sussex chess competitions and four school pupils were part of the Sussex team, which won the English Championships. A considerable programme of After School Activities was very well supported as was both the school shop and the bookshop.

The school annual Sports Day was very well supported this year and the year finished with a successful Speech Day and Prize Giving day.

Work around the school has continued to maintain the fabric and estate. A considerable amount of redecoration and improvements to buildings and grounds took place during the summer months and enhanced health and safety measures are now in place.

## **PUBLIC BENEFIT**

Great Walstead School, which has operated in Sussex from the Walstead site for over three quarters of a century is proud of its traditions and constantly seeks to improve educational standards, and to maintain its corporate and charitable status.

The Charitable Objective of the School is to advance education by carrying on in Great Britain a school or schools at which infants, children and students may obtain education and instruction in academic, sporting, musical, cultural, scientific, technical, religious, vocational, social and commercial subject activities and crafts of every description, within the framework of the Christian religion according to the teaching of the Bible.

Great Walstead seeks to ensure that there are clear identifiable educational benefits to the public in Sussex and neighbouring counties resulting from its charitable operations. Whilst the School is seeking to improve its revenue stream to enhance this work further, it does aim to ensure that the opportunity to benefit from the School facilities is not unreasonably restricted by the ability to make payment. The School seeks to ensure that those that are not able to afford the costs of use of the School's facilities are provided with opportunity to do so.

The School does operate a bursary application procedure which is means tested. Previously this policy concentrated on supporting pupils already in the School. We are seeking pupils from all backgrounds and intend that access is not restricted to those who can afford our fees.

Great Walstead provides scholarships in education generally but also in areas such as sport, music and drama. In addition discounts on fees are provided in various circumstances such as for staff who could not afford the full fees and siblings of present pupils.

The school maintains Public Benefit data, which records all events and use of the School facilities having educational benefits for the public.

The school's facilities are hired out regularly to local groups, clubs and churches at favourable rates. Sports Hall users include soccer, cricket, hockey, netball and basketball groups. A number of local group holiday clubs for local children use school facilities. On both Saturdays and Sundays school playing fields and sports pitches are used by local sports clubs during the soccer season.

School facilities are used regularly by local churches for services in the Chapel and for family away days and weekends. Individuals have celebrated family events and weddings at the school and numerous children's parties have been held in the school sports hall, the dining room, the performing arts centre, the swimming pool and the surrounding woodlands. The woodlands are used to introduce local teachers to the joys of Forest Schools. The woodlands have also been used by the Sussex Police, the Sussex Dog Rescue Group, Cyclo Cross, South Downs Orienteering and local Scouts and Guides groups.

During the summer the school hosted three large-scale house parties for Christian societies bringing children from inner city areas to enjoy time in the countryside using the school facilities and grounds

The School has also supported local and national charities throughout the year including Tearfund, Link Romania, Save the Children, the Royal British Legion, MacMillans and Breakthrough Breast Cancer

Great Walstead School links with the community are strong and the school enjoys a high profile in the community

## **RISK MANAGEMENT**

A Risk Register is maintained by the school, Risk assessments are reviewed regularly by trustees and policies are maintained to mitigate the major risks to which the charitable company is exposed.

The principal risks and uncertainties facing the company are identified in nine areas aligned to the School's Strategic Development Plan, namely Corporate and Strategic, Christian Ethos, Finance, Environment, Curriculum Standards, Staffing, Pastoral, Marketing & Communication, and Management/Governance. In each of these areas, each perceived risk is evaluated according to severity of impact and likelihood of occurrence to produce a risk score. For scores above a certain level, control procedures and a monitoring process are put in place.

## **FINANCIAL REVIEW**

The Statement of Financial Activities on page 8 shows total net incoming resources of £112,073 (2011 – net outgoing resources of £110,062)

The total group funds balance at the year-end was £6,329,701 (2011 - £6,217,628)

Walstead Estates Limited, the 100% subsidiary of Great Walstead Limited was dormant throughout the year

Details of changes in fixed assets are given in note 11 to the financial statements

### **Reserves policy**

The policy of the trustees is for the school to establish a level of cash reserves, which will ensure that debts can be paid as they fall due and appropriate capital investment may be undertaken. They have satisfied themselves that sufficient reserves exist at the year end which when taken together with cash flow forecasts and banking facilities enable the school to meet these objectives for the next school year

### **Going concern**

The trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. They continue to adopt the going concern basis of accounting in preparing the annual financial statements

## **FUTURE PLANS**

The School's Strategic Development Plan is reviewed annually with plans and objectives set in the light of this. The School has put forward a Redevelopment Plan during the year to maintain the high standard of the school's premises

## TRUSTEES

The trustees set out below have held office during the whole of the period from 1 September 2011 to the date of this report, unless otherwise stated. The guarantees given by the trustees holding office on 31 August 2012 were as shown below.

Trustee's name	31 August 2012	1 September 2011
	£	£
Mrs J Lee (Chair)	1	1
R Bainbridge	1	1
Mrs S E Crichton	1	1
Mrs M E Ireland (resigned 26 November 2011)	-	1
Mrs C Mitchell	1	1
Mrs P Hoyle (appointed 28 September 2011)	1	-
Mrs C J Ward (appointed 5 October 2011)	1	-
Professor A J Nunn	1	1
R G Plumb	1	1
B P Turner	1	1
J Taylor	1	1
S Ulph	1	1
P M Wells	1	1

## AUDITORS

A resolution to re-appoint Mazars LLP as auditors will be proposed at the forthcoming annual general meeting.

Approved by the board on 24 November 2012 and signed on its behalf by



Mrs J Lee  
Trustee

# **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF GREAT WALSTEAD LIMITED**

We have audited the financial statements of Great Walstead Limited for the year ended 31 August 2012 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

## **Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees' Responsibilities set out on page 2, the trustees (who are also the directors of the charity for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors. This report is made solely to the charity's members as a body in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body for our audit work, for this report, or for the opinions we have formed.

## **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the APB's web-site at [www.frc.org.uk/apb/scope/private.cfm](http://www.frc.org.uk/apb/scope/private.cfm).

## **Opinion on the financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the charity's affairs as at 31 August 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

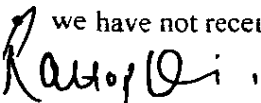
## **Opinion on the other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

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

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
  - the financial statements are not in agreement with the accounting records and returns, or
  - certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit.



Richard Hopkins (Senior Statutory Auditor)  
for and on behalf of Mazars LLP  
Chartered Accountants and Statutory Auditor  
37 Frederick Place, Brighton, BN1 4EA

5 December 2012



# GREAT WALSTEAD LIMITED

## Statement of Financial Activities (including Income and Expenditure Account) For the Year Ended 31 August 2012

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2012 £	Total funds 2011 £
<b>INCOME AND EXPENDITURE</b>					
<b>Incoming resources</b>					
Donations and similar incoming resources		5,712	828	6,540	12,234
<i>Activities for generating funds</i>					
Rental income		82,677	-	82,677	68,004
Clothing sales		35,201	-	35,201	50,377
Fees		3,453,553	-	3,453,553	3,059,932
Disbursements and other income	3	334,124	-	334,124	307,853
Investment income		-	-	-	318
<b>Total incoming resources</b>		<u>£3,911,267</u>	<u>£828</u>	<u>£3,912,095</u>	<u>£3,498,718</u>
<b>Resources expended</b>					
Cost of generating funds	4	95,265	-	95,265	126,508
Charitable activities	5	3,684,783	828	3,685,611	3,464,117
Governance costs	6	19,146	-	19,146	18,155
<b>Total resources expended</b>		<u>£3,799,194</u>	<u>£828</u>	<u>£3,800,022</u>	<u>£3,608,780</u>
<b>Net incoming/(outgoing) resources</b>		<u>112,073</u>	<u>-</u>	<u>112,073</u>	<u>(110,062)</u>
Transfers between funds		-	-	-	-
Gains on revaluation of fixed assets		-	-	-	-
<b>Net movement in funds</b>		<u>112,073</u>	<u>-</u>	<u>112,073</u>	<u>(110,062)</u>
Fund balances brought forward at 1 September 2011	17	<u>6,217,428</u>	<u>200</u>	<u>6,217,628</u>	<u>6,327,690</u>
<b>Fund balance carried forward at 31 August 2012</b>	17	<u>£6,329,501</u>	<u>£200</u>	<u>£6,329,701</u>	<u>£6,217,628</u>

The Statement of Financial Activities reflects the results of continuing activities for the year

There were no recognised gains or losses other than the net incoming resources for the year

**Balance Sheet at 31 August 2012**

	Notes	2012 £	2011 £
<b>FIXED ASSETS</b>			
Tangible assets	11	7,350,940	7,390,053
Investments - group undertakings	12	1	1
		<u>7,350,941</u>	<u>7,390,054</u>
<b>CURRENT ASSETS</b>			
Stocks		27,950	25,111
Debtors	13	128,373	157,639
Cash at bank and in hand		124,048	100,123
		<u>280,371</u>	<u>282,873</u>
<b>CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	14	<u>(888,655)</u>	<u>(1,067,477)</u>
<b>NET CURRENT LIABILITIES</b>		<u>(608,284)</u>	<u>(784,604)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		6,742,657	6,605,450
<b>CREDITORS - AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR</b>	15	(412,956)	(387,822)
<b>NET ASSETS</b>		<u><u>£6,329,701</u></u>	<u><u>£6,217,628</u></u>
<b>ACCUMULATED FUNDS</b>			
Unrestricted funds	17	2,717,821	2,605,748
Revaluation reserve	17	3,611,680	3,611,680
Restricted funds	17	200	200
<b>TOTAL FUNDS</b>	17	<u><u>£6,329,701</u></u>	<u><u>£6,217,628</u></u>

Approved by the trustees on 24 November 2012, and signed on their behalf by



Mrs J Lee  
Trustee

**GREAT WALSTEAD LIMITED**

**Cash Flow Statement  
For the Year Ended 31 August 2012**

	Notes	2012 £	2011 £
<b>NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES</b>	20	73,653	(235,932)
<b>RETURNS ON INVESTMENTS AND SERVICING OF FINANCE</b>			
Interest received		-	318
		-	318
<b>CAPITAL EXPENDITURE</b>			
Payments to acquire tangible fixed assets		(49,728)	(66,430)
<b>INCREASE/(DECREASE) IN CASH IN THE YEAR</b>		<u>£23,925</u>	<u>£(302,044)</u>
<b>RECONCILIATION OF NET CASHFLOW TO MOVEMENT IN NET FUNDS</b>			
Increase/(Decrease) in cash in the year		<u>23,925</u>	<u>(302,044)</u>
Movement in net funds in the year		23,925	(302,044)
<b>Net funds at 1 September 2011</b>		<u>100,123</u>	<u>402,167</u>
<b>Net funds at 31 August 2012</b>	21	<u>£124,048</u>	<u>£100,123</u>

**Notes to the Financial Statements  
For the Year Ended 31 August 2012**

**1 ACCOUNTING POLICIES**

The financial statements have been prepared on the going concern basis, in accordance with applicable accounting standards, and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities, issued in March 2005

**(a) Basis of preparation**

The financial statements are those of the company, Great Walstead Limited. Its subsidiary, Walstead Estates Limited, is dormant, and has not been included as it is not material to the results of Great Walstead Limited

**(b) Accounting convention**

The financial statements are prepared under the historical cost convention, as modified by the revaluation of certain fixed assets

**(c) Incoming resources**

Fees receivable represent the amounts invoiced in respect of the provision of educational and related services for children. Such services are exempt from value added tax. A provision is made for disbursements incurred in the last school term which are invoiced in the following term.

Appeal income is accounted for on a cash basis as a restricted fund

Cash donations are accounted for on a receipts basis

Tax related to covenanted donations is accounted for on a receivable basis

**(d) Resources expended**

Resources expended are accounted for on an accruals basis. These are allocated between categories of expenditure on an individual invoice basis

All charitable expenditure in furtherance of the charity's objectives relate to the provisions of educational services

Cost of raising funds includes costs directly attributable to raising income for the provision of the charity's objectives

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity

**Notes to the Financial Statements  
For the Year Ended 31 August 2012**

**1 ACCOUNTING POLICIES (continued)**

**(e) Tangible fixed assets and depreciation**

During the year ended 31 August 2010 the trustees elected to adopt a policy of revaluing freehold land and buildings. A valuation was carried out in accordance with FRS15. A full valuation is obtained from a qualified valuer for the property every five years, with an interim valuation three years after the previous full valuation, and in any year where it is likely that there has been a material change in value.

All building work which is considered to increase the economic value of the property is capitalised with the exception of maintenance work designed to restore the buildings to their previous condition.

Expenditure on equipment with a useful potential life of five years or more is capitalised.

No depreciation is provided on the freehold buildings on the grounds of immateriality as in the opinion of the trustees the residual value of the asset is not materially different from its carrying value. The company policy is to ensure that its freehold land and buildings are maintained to a consistently high standard.

No depreciation is required on freehold land.

Depreciation is calculated to write off the cost of the other fixed assets over their estimated useful economic lives. The rates used are shown in note 11.

**(f) Operating leases**

Rents payable under operating leases are charged on a straight line basis over the term of the lease.

**(g) Stocks**

Stocks are stated at the lower of cost and net realisable value. Cost is calculated using a first-in-first-out method and consists of material costs only.

**(h) Taxation**

As a charity, Great Walstead is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

**(i) Investments**

Investments held as fixed assets are stated at cost less provision for any permanent diminution in value.

**Notes to the Financial Statements  
For the Year Ended 31 August 2012****1 ACCOUNTING POLICIES (continued)****(j) Fund accounting**

Funds held by the charity are either unrestricted general funds or restricted funds. See Note 16.

Unrestricted general funds are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**2 SEGMENTAL INFORMATION**

The fees receivable, net incoming resources and accumulated funds are attributable to the principal activity, the provision of educational facilities for children.

The company operates in the UK and the whole of the fees receivable are from UK based activities.

**3 OTHER INCOME**

	<b>Total 2012 £</b>	<b>Total 2011 £</b>
Disbursements	250,297	233,417
Pupil insurance	11,863	9,327
Registration fees and forfeited deposits	12,100	8,875
Temporary boarding	13,345	14,507
Other income	46,518	41,727
	<u>£334,124</u>	<u>£307,853</u>

# GREAT WALSTEAD LIMITED

## Notes to the Financial Statements For the Year Ended 31 August 2012

### 4 COSTS OF GENERATING FUNDS

	2012 £	2011 £
Advertising	39,111	46,976
Clothing sales	32,964	45,788
Support costs	23,190	33,744
	<u>£95,265</u>	<u>£126,508</u>

### 5 CHARITABLE ACTIVITIES

	Unrestricted £	Restricted £	Total 2012 £	Total 2011 £
Teaching salaries	1,777,712	-	1,777,712	1,679,094
Pensions	194,170	-	194,170	170,467
Other staff costs	17,899	-	17,899	15,619
School books and stationery	48,947	-	48,947	29,678
Catering	154,195	648	154,843	150,281
Games/Sport	84,141	-	84,141	80,520
Other educational	43,115	180	43,295	20,035
Transport	30,080	-	30,080	26,442
Magazine	8,657	-	8,657	8,284
Pupil insurance	13,309	-	13,309	8,600
Staff training	13,088	-	13,088	14,540
Rates	43,597	-	43,597	39,639
Light and heat	121,662	-	121,662	117,661
Repairs and renewals	180,144	-	180,144	126,500
Insurance	27,229	-	27,229	26,632
Cleaning	23,488	-	23,488	19,024
Equipment hire	4,470	-	4,470	5,170
Bad debts	1,705	-	1,705	1,956
Support costs	897,175	-	897,175	923,975
	<u>£3,684,783</u>	<u>£828</u>	<u>£3,685,611</u>	<u>£3,464,117</u>

**Notes to the Financial Statements  
For the Year Ended 31 August 2012**

**6 GOVERNANCE COSTS**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Audit and accountancy	14,485	13,312
Support costs	4,661	4,843
	<u>£19,146</u>	<u>£18,155</u>

**7 ANALYSIS OF SUPPORT COSTS**

	<b>Charitable Activities</b>	<b>Costs of generating funds</b>	<b>Governance</b>	<b>Total 2012</b>	<b>Total 2011</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Administration salaries	234,767	6,068	1,220	242,055	271,851
Ancillary salaries	445,062	11,504	2,312	458,878	414,164
Pensions (administration and ancillary)	2,778	72	14	2,864	2,879
Office expenses	43,378	1,121	225	44,724	42,493
Legal	4,685	121	24	4,830	6,329
Sundry administration	70,788	1,830	368	72,985	124,514
Bank charges	9,552	247	50	9,849	2,819
Depreciation	86,166	2,227	448	88,841	97,513
	<u>£897,175</u>	<u>£23,190</u>	<u>£4,661</u>	<u>£925,026</u>	<u>£962,562</u>

Support costs have been allocated over costs of generating funds, charitable activities and governance according to their respective percentages of total costs



# GREAT WALSTEAD LIMITED

## Notes to the Financial Statements For the Year Ended 31 August 2012

### 8 NET OUTGOING RESOURCES

	2012 £	2011 £
Net outgoing resources for the year are stated after charging		
Provision for bad debts and debts written off	1,705	1,956
Depreciation of owned tangible fixed assets	88,841	97,513
Auditor's remuneration - audit	14,485	12,760
- other	1,200	744
Staff costs	2,693,557	2,554,073
Amounts payable under operating leases	44,499	36,289
	<u>          </u>	<u>          </u>

### 9 STAFF COSTS

	2012 £	2011 £
Staff costs		
Wages and salaries	2,305,337	2,202,339
Social security costs	173,308	162,769
Pension costs	197,034	173,346
Other staff costs	17,899	15,619
	<u>£2,693,577</u>	<u>£2,554,073</u>

The average number of employees (full-time equivalents), analysed by function, was

	2012	2011
Educational services	56	55
Support services	32	28
	—	—
	88	83
	=	=

The number of employees receiving emoluments in the following band were

	2012	2011
£60,000 to £70,000	1	1
	=	=

The employer's National Insurance and pension costs relating to higher paid employees were £6,539 and £8,856 respectively

# GREAT WALSTEAD LIMITED

## Notes to the Financial Statements For the Year Ended 31 August 2012

### 10 TRUSTEES

No remuneration was paid to any of the trustees during the year

Expenses reimbursed to one (2011 - one) trustee in relation to travel expenses amounted to £272 (2011 - £71)

### 11 TANGIBLE FIXED ASSETS

	Freehold land and buildings £	Plant, fixtures, fittings and equipment £	Transport and equipment £	Total £
<b>COST OR VALUATION</b>				
At 1 September 2011	7,000,000	1,687,329	6,236	8,693,565
Additions	-	49,728	-	49,728
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31 August 2012	<u>£7,000,000</u>	<u>£1,737,057</u>	<u>£6,236</u>	<u>£8,743,293</u>
<b>ACCUMULATED DEPRECIATION</b>				
At 1 September 2011	-	1,297,276	6,236	1,303,512
Charge for the year	-	88,841	-	88,841
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31 August 2012	<u>-</u>	<u>£1,386,117</u>	<u>£6,236</u>	<u>£1,392,353</u>
<b>NET BOOK VALUE</b>				
At 31 August 2012	<u>£7,000,000</u>	<u>£350,940</u>	<u>-</u>	<u>£7,350,940</u>
At 31 August 2011	<u>£7,000,000</u>	<u>£390,053</u>	<u>-</u>	<u>£7,390,053</u>

#### Depreciation rates

- Plant, fixtures, fittings and equipment - written down value at 20% per annum
- Motor vehicles - straight line at 20% per annum

The freehold property was professionally valued at £7,000,000 on 14 July 2010 by Smiths Gore Chartered Surveyors on an existing use basis. The trustees are satisfied that there has been no material change in value since that date of valuation.

The original cost of the freehold land and buildings valued in 1981 was £368,543.

The net book value at 31 August 2012 represents fixed assets used for charitable purposes.

# GREAT WALSTEAD LIMITED

## Notes to the Financial Statements For the Year Ended 31 August 2012

### 12 FIXED ASSET INVESTMENT – WALSTEAD ESTATES LIMITED

	2012 £	2010 £
Unlisted		
At cost		
300 ordinary £1 shares and 5,600 7% fixed cumulative preference shares of £1 each in Walstead Estates Limited	5,434	5,434
Less Aggregate amount written off	(5,433)	(5,433)
	<u>£ 1</u>	<u>£ 1</u>

A further 100 £1 ordinary shares are held by a nominee on behalf of the company

Walstead Estates Limited, an estate management company registered in England and Wales, is a wholly owned subsidiary

	Net assets	Profit for the year
Additional information on subsidiary company	Nil	Nil

Walstead Estates Limited is dormant, all assets and liabilities were transferred to Great Walstead Limited on 31 March 1997. Great Walstead Limited has carried on all of Walstead Estates Limited's business activities since 1 April 1997.

The results of Walstead Estates Limited are not consolidated, on the grounds of immateriality.

### 13 DEBTORS

	2012 £	2011 £
DUE WITHIN ONE YEAR		
Trade debtors	49,256	61,132
Prepayments and other debtors	79,117	96,507
	<u>£128,373</u>	<u>£157,639</u>

**Notes to the Financial Statements  
For the Year Ended 31 August 2012**

**14 CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2012 £	2011 £
Trade creditors	88,019	64,456
Other creditors	136,261	97,821
Pension costs	25,395	20,930
Taxation and social security	50,788	51,063
Accruals	48,322	24,402
Deferred income	539,870	808,805
	<u>£888,655</u>	<u>£1,067,477</u>

**15 CREDITORS - AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	2012 £	2011 £
Parents' deposits	116,150	99,200
Deferred income	296,806	288,622
	<u>£412,956</u>	<u>£387,822</u>

**16 DEFERRED INCOME**

The deferred income included in notes 14 and 15 above is broken down as follows

	£
Deferred income at 1 September 2011	1,097,427
Released in the year	(809,709)
Deferred in the year	548,958
	<u>£836,676</u>
Deferred income at 31 August 2012	

Deferred income represents fees received in advance

# GREAT WALSTEAD LIMITED

## Notes to the Financial Statements For the Year Ended 31 August 2012

### 17 RESERVES

	At 1 September 2011 £	Incoming £	Outgoing £	Transfers £	At 31 August 2012 £
<b>Unrestricted funds</b>					
General fund	2,605,748	3,911,267	(3,799,194)	-	2,717,821
Revaluation reserve	3,611,680	-	-	-	3,611,680
	<u>6,217,428</u>	<u>3,911,267</u>	<u>(3,799,194)</u>	<u>-</u>	<u>6,329,501</u>
<b>Restricted funds</b>					
Wilmot funds	200	-	-	-	200
FOGWA fund	-	828	(828)	-	-
	<u>200</u>	<u>828</u>	<u>(828)</u>	<u>-</u>	<u>200</u>
	<u>£6,217,628</u>	<u>£3,912,095</u>	<u>£(3,800,022)</u>	<u>-</u>	<u>£6,329,701</u>

The Wilmot Fund is a fund set up to provide academic prizes (there were no movements during the year)

The FOGWA Fund is donations received from the Friends of Great Walstead

### 18 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	Total funds £
Fixed assets	7,350,941	-	7,350,941
Current assets	280,171	200	280,371
Current liabilities	(888,655)	-	(888,655)
Creditors due after more than one year	(412,956)	-	(412,956)
	<u>£6,329,501</u>	<u>£200</u>	<u>£6,329,701</u>

### 19 CAPITAL COMMITMENTS

There are no capital commitments as at 31 August 2012

# GREAT WALSTEAD LIMITED

## Notes to the Financial Statements For the Year Ended 31 August 2012

### 20 RECONCILIATION OF OPERATING SURPLUS TO OPERATING CASH INFLOW/(OUTFLOW)

	2012 £	2011 £
Net Incoming resources	112,073	(110,062)
Depreciation	88,841	97,513
Interest received	-	(318)
(Increase)/Decrease in stock	(2,839)	13,997
Decrease/(Increase) in debtors	29,266	(62,558)
(Decrease) in creditors	(153,688)	(174,504)
	<u>£73,653</u>	<u>£(235,932)</u>

### 21 ANALYSIS OF CHANGES IN NET DEBT

	At 1 September 2011 £	Cash flows £	At 31 August 2012 £
Cash at bank and in hand	100,123	(23,925)	124,028
	<u>£100,123</u>	<u>£(23,925)</u>	<u>£124,028</u>

**Notes to the Financial Statements  
For the Year Ended 31 August 2012**

**22 PENSION COMMITMENTS**

**Teachers Pension Scheme (TPS)**

The TPS is an unfunded defined benefit scheme. Contributions on a 'pay-as-you-go' basis are credited to the exchequer under arrangements governed by the Superannuation Act 1972. Actuarial valuations are carried out on a notional set of investments.

The assumptions and other data that have the most significant effect on the determination of the contribution levels are as follows:

Latest actuarial valuation	31 March 2004
Actuarial method	Prospective benefits
Investment returns per annum	6.5%
Salary scale increases per annum	5.0%
Market value of assets at date of last valuation	£163,240m
Proportion of members' accrued benefits covered by the actuarial value of the assets	98%

Following the implementation of Teachers' Pensions (Employers' Supplementary Contributions) Regulations 2000 the government actuary carried out a further review on the level of employer's contributions. For the period from 1 September 2011 to 31 August 2012 the employer contribution was 14.1%. The employee rate was 6.4% for the period from 1 September 2011 to 31 March 2012. From 1 April 2012 the employee rate varied between 6.4% and 8.8% dependent on the full time equivalent salary of the employee.

**FRS 17**

Under the definitions set out in Financial Reporting Standard 17 (Retirement Benefits), the TPS is a multi-employer pension scheme. The School is unable to identify its share of the underlying (notional) assets and liabilities of the scheme. Accordingly, the School has taken advantage of the exemption in FRS17 and has accounted for its contributions to the scheme as if it were a defined contribution scheme.

The total pension cost for the institution was

	2012 £	2011 £
Contributions to TPS	194,170	170,467
Contributions to individual personal pensions	2,864	3,206
Total pension cost	<u>£197,034</u>	<u>£173,346</u>

**Notes to the Financial Statements  
For the Year Ended 31 August 2012****23 OTHER FINANCIAL COMMITMENTS**

At 31 August 2012 the company was committed to making the following payment under non-cancellable operating leases in the year to 31 August 2013

	<b>Motor £</b>	<b>Equipment £</b>	<b>2012 Total £</b>	<b>2011 Total £</b>
Operating leases which expire				
Within 1 year	-	-	-	-
Within 2 to 5 years	4,085	36,099	40,184	15,685
Within more than 5 years	-	-	-	-
	<u>£4,085</u>	<u>£36,099</u>	<u>£40,184</u>	<u>£15,685</u>



# GREAT WALSTEAD LIMITED

## Detailed Income and Expenditure Account For the Year Ended 31 August 2012

	Appendix	£	2012 £	£	2011 £
<b>FEES RECEIVABLE</b>					
Fees		3,453,553		3,059,932	
Disbursements		<u>250,297</u>		<u>233,417</u>	
			3,703,850		3,293,349
<b>CLOTHING SALES</b>			35,201		50,377
<b>OTHER INCOME</b>	A		<u>173,044</u>		<u>154,992</u>
			3,912,095		3,498,718
Cost of clothing sales		(32,964)		(45,788)	
Provisions and consumables	B	(331,225)		(280,511)	
Other external charges	C	(643,567)		(628,076)	
Staff costs	D	(2,693,577)		(2,554,073)	
Depreciation	E	<u>(88,841)</u>		<u>(97,513)</u>	
			<u>(3,790,174)</u>		<u>(3,605,961)</u>
<b>OPERATING SURPLUS/(DEFICIT)</b>			121,921		(107,243)
Finance charges and interest	F		<u>(9,848)</u>		<u>(2,819)</u>
<b>PROFIT/(LOSS) ON ORDINARY ACTIVITIES</b>			<u><u>£112,073</u></u>		<u><u>£(110,062)</u></u>

This page does not form part of the statutory financial statements, and is unaudited

# GREAT WALSTEAD LIMITED

## Appendices For the Year Ended 31 August 2012

	2012 £	2011 £
<b>A OTHER INCOME</b>		
Registration fees and forfeited deposits	12,100	8,875
Temporary boarding	13,345	14,507
Donations	6,540	12,234
Rental income	82,677	68,004
Bank interest received	-	318
Pupil insurances	11,863	9,327
Other	46,518	41,727
	<u>£173,044</u>	<u>£154,992</u>
<b>B PROVISIONS AND CONSUMABLES</b>		
School books and stationery	48,947	29,678
Catering provisions	154,843	150,281
Games and sports	84,141	80,520
Other educational expenses	43,295	20,032
	<u>£331,225</u>	<u>£280,511</u>

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# GREAT WALSTEAD LIMITED

## Appendices

For the Year Ended 31 August 2012

	£	2012 £	£	2011 £
<b>C OTHER EXTERNAL CHARGES</b>				
(a) Operating costs				
Transport	30,080		26,442	
Magazine	8,657		8,284	
		38,737		34,726
(b) Administrative expenses.				
Bad debts	1,705		1,956	
Telephone	5,416		6,476	
Printing, postage, stationery and advertising	78,420		82,994	
Audit and accountancy fees	15,685		62,315	
Legal and professional fees	48,588		48,377	
Sundry	24,406		30,225	
Insurance	13,309		8,600	
Staff training	13,088		14,540	
Governors' expenses	3,622		3,240	
		204,238		258,723
(c) Premises costs				
Rates	43,597		39,639	
Light, heat and power	121,662		117,662	
Repairs and renewals	180,146		126,500	
Insurance	27,229		26,632	
Cleaning	23,488		19,024	
Hire of equipment	4,470		5,170	
		400,592		334,627
		<u>£643,567</u>		<u>£628,076</u>

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**Appendices**

**For the Year Ended 31 August 2012**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>D STAFF COSTS</b>		
Salaries and wages	2,478,644	2,365,108
Pension scheme	197,034	173,346
Other staff costs	17,899	15,619
	<u>£2,693,577</u>	<u>£2,554,073</u>
 <b>ANALYSIS OF SALARIES AND WAGES</b>		
Teaching	1,971,881	1,849,561
Administration	244,919	274,730
Ancillary	458,878	414,163
Other staff costs	17,899	15,619
	<u>£2,693,577</u>	<u>£2,554,073</u>
 <b>E DEPRECIATION</b>		
Plant, fixtures, fittings and equipment	<u>£88,841</u>	<u>£97,513</u>
 <b>F FINANCE CHARGES AND INTEREST</b>		
Bank charges and interest	<u>£9,848</u>	<u>£2,819</u>

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