

**BELMONT SCHOOL (FELDEMORE)
EDUCATIONAL TRUST LIMITED**

**GOVERNORS' REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 1999**

**Company No 00866751
Charity Registration No 312077**

**Jacob Cavenagh & Skeet
Chartered Accountants
6/8 Tudor Court
Brighton Road
Sutton, Surrey, SM2 5AE**



**BELMONT SCHOOL (FELDEMORE)
EDUCATIONAL TRUST LIMITED**

**GOVERNORS' REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 1999**

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BELMONT SCHOOL (FELDEMORE) EDUCATIONAL TRUST LIMITED

REPORT OF THE GOVERNORS

The Governors present their report together with the audited financial statements for the year ended 31st August 1999 in accordance with the Companies Act 1985, the Charities Act 1993 and the charity's governing document.

Constitution

Belmont School (Feldemore) Educational Trust Limited was formed in 1965 as a company limited by guarantee. Its constitution is defined by its Memorandum and Articles of Association. It is a registered charity, number 312077.

Governors

The Governors of the School are also the charity trustees. The Governors who served during the year were:

Mr R J K Salter (Chairman)
 Mrs B Baker (elected 25th February 1999)
 Mr D S Baker (retired 25th February 1999)
 Mr A H Beadles
 Mrs A Borrowdale
 Mr M A Cowdry (retired 19th November 1998)
 Mrs J Hardy (elected 19th November 1998)
 Mr N F Maltby
 Dr B Morgan (elected 13th May 1999)
 Mrs P Sutton
 Mr R Shanks

Professional advisers and key personnel

<u>The Headmaster</u>	Mr D St C Gainer	<u>Auditors</u>	Jacob Cavenagh & Skeet 6/8 Tudor Court Brighton Road Sutton Surrey SM2 5AE
<u>The Bursar and Trust Secretary</u>	Mr S W Clarke		
<u>Address</u>	Belmont School Feldemore Holmbury St Mary Dorking Surrey RH5 6LQ	<u>Bankers</u>	Barclays Bank plc 171-173 High Street Guildford Surrey GU1 3AN

The objective of the School

The objective as set out in the Memorandum of Association is the academic, physical, moral and religious education of boys and girls.

Organisation

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

Policy

In accordance with the Memorandum, Belmont School operates as a Preparatory and Pre-preparatory day and boarding school for boys and girls.

BELMONT SCHOOL (FELDEMORE) EDUCATIONAL TRUST LIMITED

REPORT OF THE GOVERNORS (continued)

Review of the year

The average numbers of pupils were:

Pre prep	55
Main School Day	100
Main School Boarders	18
Moon Hall Boarders	<u>14</u>
	<u>187</u>

Belmont School continues to provide quality education across a wide academic intake. It continues to develop both its academic policy and its provision for the pupils. Several improvements have taken place again this year including the introduction of a further development of the school's computer systems. Numbers continue to be buoyant and there are indications that intake in the future is sound.

A building development plan is in place and the Governors are currently addressing this in an effort to be sure of the best way ahead. The school is perceived in the local area as a prosperous and successful establishment.

Financial results

Net incoming resources were £145,458 (1998: incoming resources £137,629).

Connected charities

Moon Hall is a small, specialist purpose-built dyslexia school within Belmont's grounds. It is a limited company and has individual charitable status, with its own Principal and Governing Body. Moon Hall utilises Belmont's resources, for which Belmont School is remunerated and vice versa. Three of Belmont's Governors are also Governors of Moon Hall.

Investment powers

These are governed by the Memorandum and Articles of Association, which permit surplus funds to be invested in any investments, security or property as may be thought fit and as may be prescribed by law.

Auditors

A resolution to reappoint Jacob Cavenagh & Skeet as auditors will be put to the members at the Annual General Meeting.

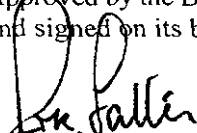
Small company

The above report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Year 2000 issues

The Governors have considered their exposure to the Year 2000 problem and do not anticipate any direct disruption to the School's activities.

Approved by the Board of Governors at its meeting on 11th November 1999
and signed on its behalf by:


R J K Salter
Chairman

BELMONT SCHOOL (FELDEMORE) EDUCATIONAL TRUST LIMITED**STATEMENT OF GOVERNORS' RESPONSIBILITIES**

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

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- 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 keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

REPORT OF THE AUDITORS
TO THE MEMBERS OF
BELMONT SCHOOL (FELDEMORE) EDUCATIONAL TRUST LIMITED

We have audited the financial statements on pages 5 to 11 which have been prepared under the accounting policies set out on page 7.

Respective responsibilities of governors and auditors

As described on page 3, the company's governors, who also act as trustees for the charitable activities of the company, 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 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 company's affairs as at 31st August 1999 and of its incoming resources and application of resources for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies.



Jacob Cavenagh & Skeet
Chartered Accountants
and Registered Auditors

6/8 Tudor Court
Brighton Road
Sutton
Surrey
SM2 5AE

11  16.7.99 1999

BELMONT SCHOOL (FELDEMORE) EDUCATIONAL TRUST LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST AUGUST 1999

Income and Expenditure Account		1999		1998	
		Unrestricted Funds	Restricted Funds	Total	Total
	Note	£	£	£	£
Incoming resources					
Fees receivable	2	1,100,373	-	1,100,373	1,052,017
Bank and other interest		34,980	-	34,980	31,573
Donations		2,224	7,057	9,281	12,238
Other income	3	26,554	-	26,554	28,167
Total incoming resources		<u>1,164,131</u>	<u>7,057</u>	<u>1,171,188</u>	<u>1,123,995</u>
Resources expended					
	6				
Direct charitable expenditure		1,007,425	7,057	1,014,482	976,675
Fundraising and publicity		3,201	-	3,201	5,050
Management and administration		8,047	-	8,047	4,641
Total resources expended		<u>1,018,673</u>	<u>7,057</u>	<u>1,025,730</u>	<u>986,366</u>
Net incoming resources for the year	4	<u>145,458</u>	<u>-</u>	<u>145,458</u>	<u>137,629</u>
Balance brought forward at 1st September 1998		<u>1,549,091</u>	<u>-</u>	<u>1,549,091</u>	<u>1,411,462</u>
Balance carried forward at 31st August 1999		<u>1,694,549</u>	<u>-</u>	<u>1,694,549</u>	<u>1,549,091</u>

The company has no other recognised gains or losses for the year.

There were no discontinued or acquired activities during the current or preceding year.

BELMONT SCHOOL (FELDEMORE) EDUCATIONAL TRUST LIMITED**BALANCE SHEET**

AT 31ST AUGUST 1999

	<i>Note</i>	<i>£</i>	<i>1999</i>	<i>£</i>	<i>1998</i>	<i>£</i>
Fixed assets						
Tangible assets	7		1,244,571		1,248,467	
Current assets						
Stocks	8	3,120		5,000		
Debtors	9	48,002		30,561		
Cash in hand and at bank		82		28,070		
Building society deposits		<u>586,002</u>		<u>445,002</u>		
		637,206		508,633		
Creditors: Amounts falling due within one year	10	<u>187,228</u>		<u>208,009</u>		
Net current assets			<u>449,978</u>		<u>300,624</u>	
Net assets			<u>1,694,549</u>		<u>1,549,091</u>	
Funds						
Unrestricted Funds	11		<u>1,694,549</u>		<u>1,549,091</u>	

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and were approved by the Council on 11th November 1999 and signed on their behalf by:

R J K Salter



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)

Governors

)

P Sutton



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BELMONT SCHOOL (FELDEMORE) EDUCATIONAL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 1999

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared in accordance with applicable Accounting Standards under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting by Charities".

Depreciation

Depreciation is calculated to write off the cost or valuation less estimated residual value of all tangible fixed assets other than freehold land by equal annual instalments or by reducing balance method over their expected useful lives. The following rates are used:

Leasehold property	–	2.5% straight line
Motor vehicles	–	25% reducing balance
Fixtures, fittings and equipment	–	15% reducing balance
Computer equipment	–	25% straight line

Where freehold property is maintained to such a standard that the estimated residual value is not less than their revalued amount at any given time, no depreciation is charged.

Stocks

Stocks of school bags, clothing and other items for resale are included at cost on a first in first out basis.

Fee income

Fee income represents fees for the school year ending 31st August, less bursaries and allowances.

Donations

Income from donations is recognised on a receipts basis.

Expenditure

Expenditure is allocated to expense headings either on a direct cost basis or apportioned according to time spent.

Teaching costs

Supplies of games equipment, books, stationery and sundry materials are written off when the expenditure is incurred.

Contributions to pension funds

The school makes pension contributions for teaching staff through the scheme operated by the Teachers Pension Agency; costs are charged to profits for the period in which they are incurred. Contributions are made to personal pension plans for other staff at the discretion of the Governors.

Taxation

The school is exempt from taxation for as long as it maintains its educational objectives and accordingly no provision is made for taxation, including deferred taxation on the revaluation of the freehold land and buildings.

Direct charitable expenditure

This comprises all expenditure directly related to the objects of the charity.

Fundraising and publicity

This comprises all expenditure relating to fundraising and publicity of the charity.

Management and administration

This comprises all expenditure on the management and administration of the charity, including the audit fee, bad debts and bank charges etc.

BELMONT SCHOOL (FELDEMORE) EDUCATIONAL TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 1999
(continued)

2 FEES RECEIVABLE

Fees are stated net of family discounts and staff discounts, which totalled £1,100,373 (1998: £1,052,017).

3 OTHER INCOME	1999	1998
	£	£
Registration fees	1,000	850
Hire of school facilities	8,621	10,758
Sundry income	<u>16,933</u>	<u>16,559</u>
	<u>26,554</u>	<u>28,167</u>

4 NET INCOMING RESOURCES	1999	1998
	£	£
This is stated after charging/(crediting):		
Direct charitable expenditure includes:		
(Profit) on sale of fixed assets	-	(150)
Depreciation	29,255	48,126
Auditors' remuneration	<u>2,937</u>	<u>2,691</u>

5 STAFF COSTS	1999	1998
	£	£
Wages and salaries	620,085	587,794
Social security costs	47,629	45,007
Pension contributions	27,984	26,679
Benefits in kind	<u>2,914</u>	<u>3,019</u>
	<u>698,612</u>	<u>662,499</u>

The number of employees with emoluments exceeding £40,000	1999	1998
fell within the following bands:	No	No
£40,000 - £50,000	<u>1</u>	<u>1</u>

The average number of employees during the year was:	1999	1998
	No	No
Teaching: Full time	19	18
Part time	6	6
Domestic	14	14
Administration	<u>8</u>	<u>7</u>
	<u>47</u>	<u>45</u>

The Governors received no remuneration or reimbursed expenses during the year.

BELMONT SCHOOL (FELDEMORE) EDUCATIONAL TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST AUGUST 1999 (continued)

6	RESOURCES EXPENDED	Staff costs £	Other costs £	Depreciation £	1999 Total £	1998 Total £
	Direct charitable expenditure					
	Teaching costs	465,929	40,439	5,824	512,192	506,072
	Welfare costs	47,610	78,703	6,635	132,948	138,927
	Premises costs	62,316	150,775	125	213,216	166,037
	Administration of the school	<u>119,167</u>	<u>20,288</u>	<u>16,671</u>	<u>156,126</u>	<u>167,116</u>
		695,022	290,205	29,255	1,014,482	978,152
	Fundraising and publicity	-	3,201	-	3,201	5,050
	Management and administration	<u>-</u>	<u>8,047</u>	<u>-</u>	<u>8,047</u>	<u>3,164</u>
		<u>695,022</u>	<u>301,453</u>	<u>29,255</u>	<u>1,025,730</u>	<u>986,366</u>

7 TANGIBLE FIXED ASSETS

	Freehold land and buildings £	Short leasehold land and buildings £	Motor vehicles £	Furniture and equipment £	Computer equipment £	Total £
Cost or valuation						
At 1st						
September 1998	1,095,790	5,000	51,100	236,599	62,909	1,451,398
Additions	-	-	<u>25,359</u>	-	-	<u>25,359</u>
At 31st August 1999	<u>1,095,790</u>	<u>5,000</u>	<u>76,459</u>	<u>236,599</u>	<u>62,909</u>	<u>1,476,757</u>
Depreciation						
At 1st						
September 1998	-	1,960	24,559	125,459	50,953	202,931
Charge for the year	-	<u>125</u>	<u>6,635</u>	<u>16,671</u>	<u>5,824</u>	<u>29,255</u>
At 31st August 1999	-	<u>2,085</u>	<u>31,194</u>	<u>142,130</u>	<u>56,777</u>	<u>232,186</u>
Net book value						
At 31st August 1999	<u>1,095,790</u>	<u>2,915</u>	<u>45,265</u>	<u>94,469</u>	<u>6,132</u>	<u>1,244,571</u>
At 31st August 1998	<u>1,095,790</u>	<u>3,040</u>	<u>26,541</u>	<u>111,140</u>	<u>11,956</u>	<u>1,248,467</u>

The freehold land and buildings were revalued on 3rd May 1990 by Stewart Gore, Chartered Surveyors, at an existing use value of £800,000. Fixtures and fittings include items valued by the Governors at £60,000 at 31st August 1993.

The historical cost of the freehold land and buildings is £418,937.

BELMONT SCHOOL (FELDEMORE) EDUCATIONAL TRUST LIMITED**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31ST AUGUST 1999**

(continued)

8 STOCK	1999	1998
	£	£
Goods for resale	<u>3,120</u>	<u>5,000</u>
9 DEBTORS	1999	1998
	£	£
Fees	3,823	727
Other debtors	34,725	17,028
Prepayments	<u>9,454</u>	<u>12,806</u>
	<u>48,002</u>	<u>30,561</u>
10 CREDITORS: Amounts falling due within one year	1999	1998
	£	£
Bank overdraft	10,853	-
Trade creditors	91,989	126,009
Other taxes and social security costs	14,885	14,998
Accruals	5,578	4,458
Other creditors	5,923	4,544
Loan from Moon Hall School	<u>58,000</u>	<u>58,000</u>
	<u>187,228</u>	<u>208,009</u>

The loan from Moon Hall is unsecured, interest-free and repayable on demand.

11 UNRESTRICTED FUNDS	Balance at	Incoming	Resources	Balance at
	1.9.98	resources	expended	31.8.99
	£	£	£	£
General Reserves	872,238	1,164,131	1,018,673	1,017,696
Revaluation Reserve	<u>676,853</u>	<u>-</u>	<u>-</u>	<u>676,853</u>
	<u>1,549,091</u>	<u>1,164,131</u>	<u>1,018,673</u>	<u>1,694,549</u>

12 FUNDS

The school funds are held to cover the fixed assets and provide working capital. Restricted funds were £Nil (1998: £Nil).

BELMONT SCHOOL (FELDEMORE) EDUCATIONAL TRUST LIMITED**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31ST AUGUST 1999**

(continued)

13 SHARE CAPITAL

The company has no share capital being a company limited by guarantee.

14 GOVERNORS' INDEMNITY INSURANCE

The company has purchased Governors' liability insurance providing cover of up to £1,000,000 in respect of claims arising from negligence, error or omission committed in good faith. The premium amounted to £250.

15 CONNECTED CHARITIES

Moon Hall is a small, specialist purpose-built dyslexia school within Belmont's grounds. It is a limited company and has individual charitable status, with its own Principal and Governing Body. Moon Hall utilises Belmont's resources, for which Belmont School is remunerated and vice versa. Three of Belmont's Governors are also Governors of Moon Hall.