# (A Charitable Company Limited by Guarantee)

(COMPANY NUMBER: 1425355)

# (REGISTERED CHARITY NUMBER: 278301)

# REPORT OF THE GOVERNORS AND FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31ST AUGUST 2003

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#### REPORT OF THE GOVERNORS

#### FOR THE YEAR ENDED 31ST AUGUST 2003

#### STATUS AND ADMINISTRATION

St. Edmund's School Trust Limited ("the School") is incorporated as a company limited by guarantee, number 1425355 and is a registered charity, number 278301.

#### **OBJECTS AND POLICY**

The objects for which the School is established are to promote and provide for the advancement of education and in connection therewith to conduct and carry on, acquire and develop in the United Kingdom any boarding or day school or schools for the education of children of either sex or both sexes. The School's policy is for preparatory school boys and girls to attain the highest academic levels whilst allowing them to benefit from the School's extra curricular programme and to develop their interests and prepare them for the senior school of their choice.

#### **GOVERNORS**

The governors who are the directors of the company and also the charity trustees, who served during the year were:

Mrs J A Alliss

Dr A J Bennett

D Cannon

P R Dunkley (appointed 1st January 2003)

B E Farley

D J H Gandy

H Lang (resigned 7th July 2003)

T N I Maier

The Lord Strathalmond

A P Sutcliffe

P L Wilcocks

#### OFFICERS AND ADVISORS

Headmaster:

A J Walliker

Company Secretary:

B E Farley

Bursar:

B F Birch

Auditors:

Knox Cropper 24 Petworth Road

Haslemere

Surrey GU27 2HR

Bankers:

Lloyds TSB Bank plc

12 High Street Haslemere

Surrey GU27 2JG

Solicitors:

Potter Owtram & Peck

42 West Street

Haslemere

Surrey GU27 2AN

#### **REPORT OF THE GOVERNORS**

# FOR THE YEAR ENDED 31ST AUGUST 2003 (Continued)

# **ORGANISATION**

The governors who are appointed under the terms of the Articles of Association determine the general policy of the School. The responsibility for academic standards and the day to day operation of the School is delegated to the Headmaster whilst the Bursar is responsible for financial and administration matters.

#### REVIEW OF ACTIVITIES AND FINANCIAL RESULTS

The School has continued to operate as a preparatory and pre-preparatory school and had 211 pupils. The net incoming resources for the year amounted to £55,906 (2002: £58,948). Additions to the fixed assets during the year amounted to £215,399 for a freehold property, school equipment, computers and refurbishment of buildings.

#### RESERVES POLICY

At 31st August 2003 the total funds of the School were £638,276 of which £65,880 relates to restricted funds and £61,476 has been designated by the governors for repairs and maintenance of the school buildings. Of the remaining reserves £1,505,644 is represented by fixed assets. The School therefore has a deficit on free reserves of £994,724 which primarily represents funds expended on fixed assets through loans or working capital.

The governors consider that the School is able to operate with a negative free reserve and wish to continue expanding the facilities of the School through increasing surpluses.

The reserves policy of the School is reviewed annually by the governors.

## FREEHOLD PROPERTIES

In the opinion of the governors the value of the freehold land and permanent buildings is substantially more than the book value but no useful purpose would be served by undertaking a revaluation.

#### STATEMENT OF 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 affairs of the School and of the net incoming or outgoing resources of the School for that year. 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;
- 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 School 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 School and to enable them to ensure that the financial statements comply with the Companies Act 1985 and the Charities Act 1993. They are also responsible for safeguarding the assets of the School and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **REPORT OF THE GOVERNORS**

# FOR THE YEAR ENDED 31ST AUGUST 2003 (Continued)

# RISK MANAGEMENT

A sub-committee comprising two governors and the Headmaster identifies and monitors risks for the smooth running of the School and its finances. It has reviewed the effectiveness of internal controls and has taken measures to establish iterative procedures to mitigate these risks.

Annually a summary of the major risks to which the School is exposed is reviewed by the governors to confirm that systems are in place to mitigate its exposure.

#### **AUDITORS**

A resolution proposing the re-appointment of Knox Cropper as auditors to the School will be put to the annual general meeting.

ON BEHALF OF THE BOARD

MRS J A ALLISS GOVERNOR

Date: 1 March 2004

Registered Office: St. Edmund's School Hindhead Surrey GU26 6BH

#### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF**

#### ST. EDMUND'S SCHOOL TRUST LIMITED

We have audited the financial statements of St. Edmund's School Trust Limited ("the School") for the year ended 31st August 2003 which comprise the Statement of Financial Activities, the Balance Sheet, and related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the School's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the School's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the School and the School's members as a body, for our audit work, for this report, or for the opinions we have formed.

## Respective responsibilities of governors and auditors

As described in the Report of the Governors the governors are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Governors is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding governors', who are the directors, remuneration and transactions with the School is not disclosed.

We read the Report of the Governors and consider the implications for our report if we become aware of any apparent misstatements within it.

We are not required to consider whether the statement in the Report of the Governors concerning the major risks to which the School is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the School's risk management or control procedures.

#### Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the governors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the School'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 affairs of the School as at 31st August 2003 and of its 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.

24 Petworth Road Haslemere, Surrey

1' Mar 2004

Chartered Accountants and Registered Auditors

# ST. EDMUND'S SCHOOL TRUST LIMITED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST AUGUST 2003

		Unrestricted	2003 Restricted		2002
	<u>Notes</u>	Funds £	Funds £	Total £	Total £
INCOMING RESOURCES					
Donations and legacies		8,766	-	8,766	9,219
Swimming pool appeal income		-	5,013	5,013	6,503
Activities in furtherance of the charity's objects:					
Fees for care and education of children	2	1,576,138	-	1,576,138	1,533,788
Activities for generating funds	3	52,327	-	52,327	58,889
Investment income – interest receivable		1,429	16	1,445	921
TOTAL INCOMING RESOURCES		1,638,660	5,029	1,643,689	1,609,320
RESOURCES EXPENDED					
Costs of generating funds	4	38,528	-	38,528	42,692
Charitable expenditure		•		•	,
Costs of activities in furtherance of					
the charity's objects:	<b>5</b> (-)	1 049 673		1.040.673	1 020 201
Teaching and care of children Running costs and maintenance of school	5(a)	1,048,673	- 5,478	1,048,673	1,020,381
Management and administration	5(b) 6	368,295 126,809	3,476	373,773 126,809	379,319 107,980
wanagement and administration	O		-	120,809	107,980
TOTAL RESOURCES EXPENDED		1,582,305	5,478	1,587,783	1,550,372
NET INCOMING RESOURCES FOR					<del></del>
THE YEAR		56,355	(449)	55,906	58,948
Total funds at 1st September 2002		516,041	66,329	582,370	523,422
TOTAL FUNDS AT 31ST AUGUST 2003		£ 572,396	£ 65,880	£ 638,276	£ 582,370
			<del></del>		

# **BALANCE SHEET AT 31ST AUGUST 2003**

		200	03	200	02
	<u>Notes</u>	£	£	£	£
FIXED ASSETS Tangible assets	8		1,568,140		1,396,353
CURRENT ASSETS Debtors Cash at bank and in hand Swimming pool appeal bank account	9	440,031 8,314 3,384		477,143 6,490 561	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	10	451,729 768,940		484,194 858,735	
NET CURRENT LIABILITIES			(317,211)		(374,541)
TOTAL ASSETS LESS CURRENT LIABILITIES			1,250,929		1,021,812
CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR	11		(612,653)		(439,442)
NET ASSETS			£ 638,276		£ 582,370
Represented by:					
UNRESTRICTED FUNDS - General - Designated	13 13		510,920 61,476		455,411 60,630
			572,396		516,041
RESTRICTED FUNDS	13		65,880		66,329
			£ 638,276		£ 582,370
			.5 . /	1 -	

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#### NOTES FORMING PART OF THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 31ST AUGUST 2003

#### ACCOUNTING POLICIES

The financial statements have been prepared in accordance with applicable accounting statements and the Statement of Recommended Practice "Accounting and Reporting by Charities" issued by UK accountancy bodies. The particular policies adopted are described below:

#### a) Accounting Convention

The financial statements have been prepared under the historical cost convention. All income relates to the School's continuing activities.

#### b) Turnover

Turnover comprises fees less scholarships and bursaries and other income receivable from the School's continuing operations.

#### c) Depreciation

Depreciation is provided on permanent buildings acquired before the year ended 31st August 2000 at one half percent per annum, and for subsequent properties at two percent per annum. This is after allowing for the estimated cost of land in the original transfer value (not subject to depreciation) of £60,000.

Depreciation is provided on other fixed assets to write off their cost over estimated useful lives at the following rates:

Freehold buildings of non-permanent construction

Swimming pool -  $3^{1}/_{3}\%$  p.a. on cost Other - 6% p.a. on cost

Furniture, fittings and equipment

Computers - 33<sup>1</sup>/<sub>3</sub>% p.a. on cost Other - 10% p.a. on cost

Motor vehicles - 25% p.a. on written down value

#### d) Gifts

Miscellaneous gifts received for financing specific items of capital expenditure or given to the headmaster for use, at his discretion, for school purposes are brought into incoming resources.

#### e) Leases

Operating lease payments are charged in the statement of financial activities as they fall due. Assets held under finance leases are capitalised in the balance sheet and depreciated over their estimated useful lives.

#### f) Pension Costs

The School maintains the defined benefit scheme of the Department for Education and Skills for teachers.

#### g) Designated Funds

Designated funds represent monies set aside at the discretion of the governors towards specific projects to be undertaken in the future.

# NOTES FORMING PART OF THE FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31ST AUGUST 2003 (Continued)

# 1. ACCOUNTING POLICIES (continued)

#### h) Restricted Funds

Restricted funds represent monies received by the School in respect of the upgrading of the swimming pool.

# i) Cash Flow Statement

The governors have taken advantage of the exemptions available under FRS1 (Revised) not to prepare a cash flow statement.

2. ACTIVITES IN FUTURE CHARITY'S	URTHERANCE OF OBJECTS	2003 £	2002 £
Tuition and boarding Less: Scholarships Extras and disburse Registration fees	and bursaries	1,581,661 (88,114) 81,151 1,440	1,548,905 (103,079) 86,162 1,800
		£1,576,138	£1,533,788
3. ACTIVITIES FOR	R GENERATING FUNDS		
Golf club income		4,269	22,035
Rents and lettings		21,613	21,590
Sundry income		26,445	15,264
		£ 52,327	£ 58,889
4. COSTS OF GENE	ERATING FUNDS		
Bank loan interest		29,067	31,677
Bank overdraft int		2,293	2,609
Bank charges		3,628	3,411
Hire purchase fina	nce charges	1,077	1,207
Golf day costs		2,463	3,788
		£ 38,528	£ 42,692

# NOTES FORMING PART OF THE FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31ST AUGUST 2003 (Continued)

5.	COSTS OF ACTIVITIES IN FURTHERANCE OF CHARITABLE OBJECTIVES	2003 £	2002 £
(a)	TEACHING AND CARE OF CHILDREN		
(4)	Teaching and care staff	829,586	787,467
	Books and teaching materials	36,929	40,344
	Food and board	144,001	142,934
	Sports, musical and cultural activities	11,426	10,893
	Disbursements and extras costs	26,731	38,743
		£1,048,673	£1,020,381
(b)	RUNNING COSTS AND MAINTENANCE OF SCHOOL		
	Premises maintenance staff	103,821	95,164
	Rent, rates and insurance	46,579	41,053
	Fuel and light	42,925	43,430
	Cleaning	12,223	14,909
	Maintenance and repairs	81,224	103,044
	Recruitment and marketing	31,102	28,840
	Motor expenses	12,287	10,111
	Depreciation (restricted £5,478)	43,612	42,768
		£ 373,773	£ 379,319
		·	
6.	MANAGEMENT AND ADMINISTRATION		
	Staff costs	105,753	96,053
	Bad debts	-	95
	Auditors' remuneration:		
	for audit services	9,106	8,636
	for other services	235	-
	Legal expenses	2,021	3,114
	Inspection charges	9,560	-
	Sundry expenses	134	82
		£ 126,809	£ 107,980
7.	STAFF COSTS		
	Wages and salaries	904,910	864,431
	Social Security costs	69,499	62,782
	Pension contributions	64,751	51,471
		£ 1,039,160	£ 978,684
		· ·	

# NOTES FORMING PART OF THE FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31ST AUGUST 2003 (Continued)

7.	STAFF COSTS (continued)	2003 Number	2002 Number
	The average monthly number of employees in the year was:		
	Teaching Other	28 14	31 15
		42	46

No employee received remuneration of more than £50,000.

## 8. TANGIBLE FIXED ASSETS

Freehold land and permanent buildings £	Freehold buildings of non permanent construction £	Furniture fittings and equipment £	Computer equipment £	Motor vehicles £	Total £
1,147,658 201,196	328,646 1,901	111,076 5,841	36,108 4,961	74,574 1,500	1,698,062 215,399
1,348,854	330,547	116,917	41,069	76,074	1,913,461
69,787	87,230	63,795	27,139	53,758	301,709
7,736	9,779	11,646	8,872	5,579	43,612
77,523	97,009	75,441	36,011	59,337	345,321
		<del>nr.</del>			<del></del>
£1,271,331	£ 233,538	£ 41,476	£ 5,058	£ 16,737	£1,568,140
£1,077,871	£ 241,416	£ 47,281	£ 8,969	£ 20,816	£1,396,353
	land and permanent buildings £  1,147,658 201,196  1,348,854  69,787 7,736  77,523  £1,271,331	Freehold land and permanent buildings £  1,147,658	Freehold land and permanent buildings         buildings of permanent construction         Furniture fittings and equipment           1,147,658         328,646         111,076           201,196         1,901         5,841           1,348,854         330,547         116,917           69,787         87,230         63,795           7,736         9,779         11,646           77,523         97,009         75,441           £1,271,331         £ 233,538         £ 41,476	Freehold land and permanent buildings         buildings of permanent construction £         Furniture fittings and equipment £         Computer equipment £           1,147,658         328,646         111,076         36,108           201,196         1,901         5,841         4,961           1,348,854         330,547         116,917         41,069           69,787         87,230         63,795         27,139           7,736         9,779         11,646         8,872           77,523         97,009         75,441         36,011           £1,271,331         £ 233,538         £ 41,476         £ 5,058	Freehold land and permanent buildings         buildings of formal permanent buildings         Furniture fittings and equipment equipment         Computer equipment equipment         Motor vehicles £           1,147,658         328,646         111,076         36,108         74,574           201,196         1,901         5,841         4,961         1,500           1,348,854         330,547         116,917         41,069         76,074           69,787         87,230         63,795         27,139         53,758           7,736         9,779         11,646         8,872         5,579           77,523         97,009         75,441         36,011         59,337           £1,271,331         £233,538         £41,476         £5,058         £16,737

Included in motor vehicles are vehicles of £25,178 (2002: £25,178) acquired under hire purchase contracts with a net book value of £7,967 (2002: £10,621). The depreciation charge for the year was £2,654 (2002: £3,541).

## NOTES FORMING PART OF THE FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31ST AUGUST 2003 (Continued)

9.	DEBTORS	2003 £	2002 £
	Fees debtors	395,134	447,955
	Other debtors and prepayments	44,897	29,188
		£ 440,031	£ 477,143
10.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	Fees charged in advance	469,934	512,758
	Bank overdraft	120,950	161,242
	Bank loans (current instalments)	15,828	44,798
	Payroll taxes and social security costs	22,142	790
	Other creditors and accruals	133,981	133,042
	Hire purchase creditor	6,105	6,105
		***	<del></del>
		£ 768,940	£ 858,735
		<u> </u>	

## Bank loans and overdraft facilities:

All monies advanced by the bank are secured on the School's freehold land and buildings. The bank loans are repayable over 20 years from 30th June 2003 and 31st August 2003; repayments include capital and interest at base rate plus 1.75%.

# 11. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

Bank loans	575,276	394,060
Other creditors	35,850	37,750
Hire purchase creditor	1,527	7,632
	£ 612,653	£ 439,442

The bank loans include £512,736 which is repayable after more than five years.

# NOTES FORMING PART OF THE FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31ST AUGUST 2003 (Continued)

12.	FINANCE LEASES	2003 £	2002 £
	Obligations under finance leases are payable: Within one year Between one and two years Between two and five years	6,105 1,527	6,105 6,105 1,527
		7,632	13,737
	Less: Finance charges allocated to future periods	-	(1,104)
		£ 7,632	£ 12,633

Obligations under finance leases are secured on the assets to which they relate (note 8).

32,370
55,906
-
38,276
58,140
7,211)
2,653)
<del></del>
38,276
58

The General Fund represents the unrestricted funds which the Governors are free to use in accordance with the charitable objects.

The Property Maintenance Reserve represents the designated funds set aside for future repairs and maintenance of school buildings.

The Swimming Pool Appeal Fund represents monies received by the School in respect of the upgrading of the swimming pool.

#### NOTES FORMING PART OF THE FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31ST AUGUST 2003 (Continued)

14.	COMMITMENTS UNDER OPERATING LEASES	2003 £	2002 £
	Equipment - in the next year - in the second to fifth years	988 -	- 988
		<del></del>	
		£ 988	£ 988

#### 15. VALUATION OF THE TEACHERS' PENSION SCHEME (TPS)

Not less than every five years, the Government Actuary (GA), using normal actuarial principles, conducts an actuarial review of the TPS. The aim of the review is to specify the level of future contributions. The actuarial review as at 31st March 2001 made the following assumptions. The balance in the Account as at 31st March 2001 shall be such that, in the current review, the value of the scheme assets equals the value of the scheme liabilities. The scheme assets consist of the notional investments and the future contributions in respect of existing members. Thus, the balance in the Account as at 31st March 2001 will be determined as the difference between the value of the scheme liabilities and the value of future contributions.

Contributions are assessed in two parts. First, a normal contribution is determined. This is the contribution, expressed as a percentage of the salary of a teacher newly entering service, which would defray the cost of benefits payable in respect of that service. Currently, teachers pay 6% of salary whilst their employers pay the balance of the normal contribution. Secondly, a supplementary contribution is payable by employers if, as a result of the actuarial investigation, it is found that the accumulated liabilities of the Account for benefits to past and present teachers are not fully covered by normal contributions to be paid in future and by the fund built up from past contributions. Because the liabilities were put into balance for the 2001 valuation there is no supplementary contribution. From 1st April 2003, employers pay 13.5% of salary.

The last valuation of the TPS was for the period 1st April 1996 to 31st March 2001. The GA's report of March 2003 revealed that the total liabilities of the Scheme (pensions currently in payment and the estimated cost of future benefits) amounted to £142,880 millions. The value of the assets (estimated future contributions together with the proceeds from the notional investments held at the valuation date) was £142,880 millions. The assumed real rate of return is 3.5% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 1.5%. The assumed gross rate of return is 7%.

The pension cost charge for the year payable by the School in respect of teaching staff was £57,459 (2002: £43,139).

#### GOVERNORS

Fees of £1,196 (including VAT) for the purchase of a freehold property were paid to Potter Owtram & Peck, a firm of solicitors of which Mr B E Farley is a partner. The governors received no remuneration or reimbursement of expenses during the year.