

ST. CLARE'S, OXFORD

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 AUGUST, 2013**

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COMPANIES HOUSE

St Clare s, Oxford
Company number 1986868
Registered as a Charity 294085

ST. CLARE'S, OXFORD

FINANCIAL STATEMENTS

For the year ended 31 August, 2013

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REPORT OF THE GOVERNORS

The Governors present their report and the audited Financial Statements for the year ended 31 August 2013

Reference and Administrative Details of the Charity, its Trustees and Advisers

St Clare's, Oxford (St Clare's) is a Company limited by guarantee registered number 1986868 and registered as a charity number 294085. The address and registered office is 139 Banbury Road, Oxford OX2 7AL

Governors

The Governors of St Clare's who are also the Trustees of the Charity and the Directors of the Company, are members of the Company but, as there is no share capital, none have any interest in the Company as defined by the Companies Act 2006. The Governors who served during the year or were appointed or resigned subsequently are

<i>Governor</i>	<i>Appointed</i>	<i>Resigned/Retired</i>	<i>Last Reappointment</i>
Mr John Church	14 June, 2007		4 December 2012
Mrs Moira Darlington	13 June, 2013		
Mr Richard Dick - Chairman	22 March, 2001		4 December, 2012
Dr Yao-Su Hu	5 June, 2003		7 December 2011
Miss Irina Kirillova	1 July, 1994		4 December, 2012
Ms Ann Lewis	23 November 2000		4 December 2012
Mr Paul Mason	11 March, 2010		9 December, 2010
Mr James Offen	21 November 2002		7 December 2011
Mr Peter Oppenheimer	11 April, 1986		7 December, 2011
Dr Emanuela Tandello	7 December, 2011	7 March, 2013	
Mr Jens Tholstrup	22 March, 2006		7 December, 2011
Mr Laurence Whitehead	22 March, 2001		9 December 2010

Key Personnel

The key personnel who served during the year were

Principal	Mrs Paula Holloway, MSc, BSc, PGCE, Cert TEFL, Cert Applied Linguistics
Vice Principal	Mr Tom Walsh BA, Higher DipEd (Dublin)
Bursar and Company Secretary	Mr Nick Paladina MA (Oxon), FCA, FRSA

Advisers

<u>Principal</u>	Barclays Bank plc Oxford Corporate Banking Centre PO Box 858 Oxford OX2 0XP
<u>Bankers</u>	CAF Bank Ltd 25 Kings Hill Avenue, Kings Hill West Malling Kent ME19 4JQ Handelsbanken, Seacourt Tower 7 th Floor, West Way Botley Oxford, OX2 011
<u>Solicitors</u>	Lewis Silkin, King Charles House, Park End Street, Oxford, OX1 1JD White & Black, The Great Barn, Oxford Road, Old Chalford, OX7 5QR Plainlaw 11a West Way Oxford, OX2 0JB
<u>Auditor</u>	Crowe Clark Whitehill LLP Aquis House, 49-51 Blagrove Street, Reading Berkshire, RG1 1PL
<u>Surveyors</u>	Marriotts, 29 Beaumont Street, Oxford, OX1 2NP
<u>Insurance Brokers</u>	Honour Point Limited 88 Hagley Road, Edgbaston, Birmingham, B16 8LU

ST CLARE'S, OXFORD

REPORT OF THE GOVERNORS

Structure, Governance and Management

Structure

St Clare's was founded in 1953. It was formed into a trust on 8 March, 1962 and registered as a charity on 13 December, 1985. The company limited by guarantee was incorporated on 6 February, 1986.

Subsidiary company

St Clare's Services Limited was incorporated on 30 April, 2008. The subsidiary was formed to manage the property developments of St Clare's, and will Gift Aid any profit it makes to St Clare's (see note 4 to the Financial Statements). St Clare's owns 100% of the subsidiary's share capital, and these Financial Statements present the consolidated results of both entities.

Governance and Management

Under the Company's Articles of Association the number of Governors shall not be less than five nor more than twenty. New Governors are appointed at a full Governors' meeting and serve until the next Annual General Meeting when they are eligible for re-election. At each Annual General Meeting one-third of the Governors currently serving, or the nearest number to one-third retire, the Governors retiring being those who have been longest in office since their election or last re-appointment. A retiring Governor is eligible for re-appointment.

New Governors are asked to join St Clare's by general agreement of the serving Governors. St Clare's particularly wants to appoint people with experience in education, finance, property and general management. New Governors are given briefings on the operations of St Clare's and receive a selection of printed material to assist them in their understanding of the College's operations and its current position.

The Governors meet three times a year but may meet more frequently if required. The Board of Governors has one Committee: Finance, Personnel & General Purposes. The Committee meets four times a year. The Governors who served on the Committee during the year are:

Finance, Personnel & General Purposes - Mr John Church (Committee Chairman), Mr Richard Dick (ex officio), Mr Paul Mason, Mr James Offen, and Mr Peter Oppenheimer.

The Board also has an Academic Forum which meets three times a year (immediately prior to the full Governors meeting) to discuss educational matters presented by members of the senior management of St Clare's.

Decisions and powers

The Governors determine the general policy of St Clare's and approve the College's business plan, the five-year financial plans and the annual operating budget. The day-to-day management of St Clare's is delegated to the Principal and Bursar. The Governors receive regular papers giving details of St Clare's performance against its targets, which are monitored at Board and Committee meetings.

The Memorandum and Articles of Association permit moneys to be invested in such investments, securities or property as may be thought fit. Surplus cash is placed on deposit with deposit takers with a Standard and Poor rating of at least A- as authorised by the Finance, Personnel & General Purposes Committee.

ST. CLARE'S, OXFORD

REPORT OF THE GOVERNORS

Objectives and Activities

Objectives

The objects set out in the Company's Memorandum of Association are to

- advance international education and understanding
- acquire, establish, maintain and carry on schools, nursery schools, kindergartens, colleges and educational institutions

Activities

The principal activity of St Clare's is the operation of educational courses in Oxford. The main courses offered are for the International Baccalaureate Diploma, English as a Foreign Language, Liberal Arts at university level for visiting students, mainly from the United States, and short summer courses in English. In addition, courses are offered for teachers, and English language testing and consultancy work is undertaken.

Achievements and Performance

The Banbury Road Campus is the principal base for courses for pre-university students aged 16-19. The Bardwell Road Centre is the principal base for courses for students aged over 18. Aggregated bookings on all courses run during the year were as follows:

	2013 Student Wks No	2012 Student Wks No
Total weeks	16 607	16 345

Students on all courses came from 81 countries (2012: 81).

St Clare's Oxford has had another very successful year as it starts its preparations for its 60th anniversary. The College was founded in 1953 by Anne Dreydel and Pamela Morris who wished, amongst other things, to promote interaction between students from England and Europe after the Second World War. The College continues to support and give meaning to her ambitions by maintaining its mission of promoting international education and understanding. Currently over 57 nationalities are represented at St Clare's and 24 different languages are taught. In the year to August 2013 a total of 81 nationalities were represented.

Students prepare for the International Baccalaureate Diploma which is taken in May of each year. Results for May 2013 were the best results which the College has ever achieved. The percentage of students achieving 40 points or more (the equivalent of 4 x grades A* at A level) increased from 22% to 31%. The percentage of students achieving over 35 points (the equivalent of 3 x grade A* at A level) increased from 51% to 72%. The average point score increased from 35 to 36.67.

In the official government Performance Tables released in February each year, the College maintained its position as having the best Key Stage 5 (sixth form) results in Oxfordshire, using average point score per student. Out of 4,630 secondary state and independent schools in England, St Clare's was ranked 15th. The schools ranked above St Clare's are selective state and independent schools. No other sixth form college is ranked higher than St Clare's.

- A top-up inspection took place at the further education part of the College (focussed on Bardwell Road) resulting in confirmation of its rating as 'exceeding expectations' in all three criteria being measured.
- A full ISI inspection took place at the Banbury Road campus. Again this was highly successful and resulted in six out of seven categories being rated as excellent.

The College has continued to market its courses and to maintain high levels of enrolment across all courses. This has allowed St Clare's to continue to act on the recommendations made in the Condition Survey as well as refurbishing at least one residential house each year. During summer 2013, two major refurbishments took place.

ST CLARE'S, OXFORD

REPORT OF THE GOVERNORS

Achievements and Performance (Continued)

12 Lathbury Road and half the units in Logan House. The former provides accommodation for IB Diploma students whilst the latter offers self-catering accommodation for adult students who are studying English Language courses, students on semester programmes from the University of San Diego and University Foundation Course students.

As part of the emphasis on marketing, the College website was completely redeveloped providing an innovative platform which is also available in a mobile version.

A conspicuous achievement has been obtaining planning permission to build a new classroom block in the rear garden of 143 Banbury Road. Initially there was significant opposition from neighbours in Moreton Road. By involving residents in the decision-making phase, by listening to their concerns and acting on their suggestions, the College was able to resubmit the application. No objections were recorded from the Moreton Road Residents' Association and the Council approved the project in its entirety. The new building will include three large science laboratories, three large classrooms, ancillary offices, storage space and prep rooms as well as much-needed accommodation for maintenance activities. Construction has now started and is due for completion in August 2014.

The College has also used surpluses to increase the number of scholarships and bursaries offered to 31 in line with its long-term aspirations to help more young people have access to the College. All scholarships and bursaries are means tested.

As in the previous six years, all employees have been given a pay increase, this year, the general award was 2.5% which contrasts positively with that offered to teachers in the state sector. It also contrasts positively with awards for non-teaching staff in Oxford and the local area.

The regulatory environment in which the College operates, e.g. Child Protection inspection requirements and human resources (HR) issues remains as complex as ever, moreover, the implications of non-compliance are becoming more serious year by year. The reorganisation of the HR function which took place earlier this year, has greatly improved the support available to the College in this area. On a related matter, the College must remain compliant with the UKBA's changing demands. Loss of the UKBA licence would create severe reputational damage for St Clare's as well as a significant loss in revenue.

St Clare's remains a good place to work both because of the terms and conditions which it offers employees but also because of the positive educational ethos which the College provides. Staff turnover is low and, despite the expense of living in Oxford, excellent quality teachers and other staff have been recruited to replace those who leave us.

In short, the College has had an exceptional year.

Public Benefit

27 students (2012-27) on the International Baccalaureate received scholarships and bursaries amounting to £418,287 (2012-£470,047). Scholarships and bursaries were awarded on other courses for 5 places (2012-6) amounting to £21,339 (2012-£27,673). 100 students (2012-84) graduating this year obtained places to study at universities and no (2012-3) students went on to other courses in further education.

All awards of scholarships and bursaries are means tested. For the International Baccalaureate St Clare's invites applications for awards, and candidates attend a day at St Clare's during which they are tested for academic ability, all round suitability for the demands of the two year programme, and life in a college with students from a variety of national backgrounds. Parents or other representatives of the candidates are interviewed on their financial position. Awards are made on the basis of students' performances during the scholarship day, school reports and an assessment of the maximum amount which parents can afford to pay towards the fees.

All students on the International Baccalaureate are required to participate in the CAS Programme (Creativity, Activity & Service) and to complete a minimum of fifty hours of Service in the two year course. The

ST CLARE'S, OXFORD

REPORT OF THE GOVERNORS

Achievements and Performance (Continued)

programme is carried out under guidelines provided by the International Baccalaureate Organization (IBO). Students are able to choose Service activities within or outside St Clare's – recycling, the Student Council teaching languages to other students, voluntary work in a charity shop, exercise for children, visiting the elderly, conservation, working in a primary school library and crèche or teaching assistants for the North Oxford Association.

St Clare's provides accommodation for two language schools operating classes on Saturday mornings.

The Governors confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities and setting the grant making policy for the year.

Financial Review

St Clare's consolidated financial results for the year were as follows:

	2013 £000	2012 £000
Surplus for the year	553	404
Net cash inflow from operating activities	487	1,872
Plus: Returns on investment net costs of servicing finance	25	29
Less: Capital expenditure net of proceeds on disposals	(914)	(341)
Increase in overall cash balances	(402)	1,560
Cash at the beginning of the year	5,917	4,537
Cash at the end of the year	5,515	5,917
Bank loans outstanding at the end of the year	-	-
Net funds at the end of the year	5,515	5,917

As a registered charity, St Clare's is generally exempt from Corporation Tax on its income and gains under Part 11 of CTA 2010 and S256 TCGA 1992.

The charity's wholly owned trading subsidiary, St Clare's Services Limited, was set up as an efficient way to manage and control construction services on the charity's properties. Total profits of £110 were generated and gift aided to the St Clare's (2012 profit of £0).

Risks

The Governors have reviewed the major strategic, business and operational risks to which St Clare's is exposed and systems have been introduced for continual assessment of those risks. The risk register and procedures for regular monitoring have been established in order to minimise exposure to risk. Regular reports are made to the Governors. There is a Business Continuity Plan in the event of a major disaster affecting St Clare's students, staff or buildings.

The Governors have also reviewed the financial risks to which St Clare's is exposed. St Clare's uses various instruments to maintain its financial position and fund its operational needs, including fees receivable from students. Fees due from individual students and agents are relatively small by comparison with St Clare's aggregate annual turnover and the financial risk associated with them is assessed to be significantly less than the impact of changes driven by the market or of upheavals caused by epidemic, war and terrorism.

ST CLARE'S, OXFORD

REPORT OF THE GOVERNORS

Reserves

Note 11 to the Financial Statements sets out the restricted and unrestricted funds and the assets attributable thereto. These assets are sufficient to meet St Clare's obligations on a fund by fund basis.

The College's tangible assets are held for use by St Clare's. The reserves are chiefly invested in properties used for the purposes of teaching and providing residential accommodation for students, consequently and in keeping with other schools, the College has no free reserves (as defined by the Charity Commission). The College would seek to hold reserves equivalent to one term's operating costs subject to the prior demands to maintain the College's facilities to an appropriate standard.

St Clare's has made a surplus for the year which together with those funds accumulated in prior years will finance two major property projects that will take place in the next two to three years at a cost of over £4 million each, the first of which is outlined (in Property) below.

Other funds are held on deposit to cover seasonal variations in cash flow or a temporary fall in income. Cash holdings of an average of at least two months' operating costs are held for these purposes.

Property

There have been no changes to the St Clare's portfolio of properties during the year.

The College continued the planned maintenance work on its properties in accordance with the priorities identified in the condition survey undertaken in 2010. Construction work began on the new classroom, laboratories and maintenance workshop building at 139-143 Banbury Road. The new building will be ready for occupation in September 2014. It is hoped that the development of student accommodation at 121 Banbury Road will begin in June 2014 for completion by the start of the 2015/16 academic year.

Plans for the future

St Clare's business of providing courses will continue in much the same way as in previous years. The College will continue to seek out new markets in order to keep the flow of student enrolments for all of its courses as high as possible. Work will continue, as appropriate, to revise the content of certain courses so as to keep them in line with market expectations and developments in education. St Clare's will continue to promote the concept of Global Citizenship with its staff and students and within the wider community.

Transactions with Governors and other connected persons

Transactions with Governors or other connected persons during the year are set out in note 16 to the financial statements.

Provision of information to auditors

In so far as each of the Governors is aware:

- there is no relevant audit information of which the charitable company's auditor are unaware and
- the Governors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor are aware of that information.

Auditor

In accordance with Section 485 of the Companies Act 2006 a resolution proposing the re-appointment of Crowe Clark Whitehill LLP as auditors to the company will be put to the Annual General Meeting.

BY ORDER OF THE BOARD

Richard Dick
Chairman
10 December, 2013



ST. CLARE'S, OXFORD

STATEMENT OF GOVERNORS' RESPONSIBILITIES

The Governors (who are also directors of St Clare's Oxford for the purposes of company law and trustees for the purposes of charity law) are responsible for preparing the Report of the Governors and the financial statements in accordance with applicable law and regulations

Company law requires the Governors to prepare financial statements for each financial year. Under that law the Governors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Governors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period.

In preparing these financial statements, the Governors are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgments and accounting estimates that are reasonable and prudent,
- state whether applicable UK 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 charitable group will continue in business.

The Governors are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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 2006. They are also responsible for safeguarding the assets of the charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Governors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

ST. CLARE'S, OXFORD

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ST CLARE'S, OXFORD

We have audited the financial statements of St Clare's, Oxford for the year ended 31 August 2013 which comprise the Consolidated Statement of Financial Activities (incorporating the Income and Expenditure Account), the Group and Parent Charitable Company Balance Sheets, the Group 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)

This report is made solely to the charitable company'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 charitable company'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 charitable company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Governors and Auditors

As explained more fully in the Statement of Governors' Responsibilities, the Governors (who are also the directors of the charitable company for the purpose of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 151 of the Charities Act 2011 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

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 Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the directors, and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Report of the Governors to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 August 2013 and of the group's and the parent charitable company's 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 Companies Act 2006

Opinion on other matter prescribed by the Companies Act 2006

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

ST CLARE'S, OXFORD

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ST CLARE'S, OXFORD

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

- the parent charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us or
- the parent charitable company's financial statements are not in agreement with the accounting records or 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



Alastair Lyon

Senior Statutory Auditor

For and on behalf of

Crowe Clark Whitehill LLP

Statutory Auditor

Aquis House

49-51 Blagrove Street

Reading

Berkshire

RG1 1PL

16 December 2013

ST CLARE'S, OXFORD

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME & EXPENDITURE ACCOUNT) For the year ended 31 August, 2013

	Notes	Unrestricted Funds £000	Restricted Funds £000	Total 2013 £000	Total 2012 £000
INCOMING RESOURCES					
Income from Charitable Activities					
Fees receivable		13,358	-	13,358	12,745
Other income		732	-	732	247
Incoming Resources from Generating Funds					
Donations		-	-	-	-
Bank and other interest		26	-	26	29
Profit from sale of fixed assets		4	-	4	-
Total incoming resources		14,120	-	14,120	13,021
RESOURCES EXPENDED					
Direct charitable activities	1	13,540	-	13,540	12,601
Governance costs	1	18	-	18	16
Other resources expended	1 & 2	-	-	-	-
Total resources expended	1	13,558	-	13,558	12,617
Net income for the year and net movement in funds	11	562	-	562	404
Balances brought forward at 1 September, 2012	11	16,470	16	16,486	16,082
Balances carried forward at 31 August, 2013	11	17,032	16	17,048	16,486

All incoming resources and resources expended derive from continuing activities

Information up to and including net income and expenditure represents the information required by the Companies Act 2006. It excludes unrealised gains on investments in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities as revised in 2005

HISTORICAL COST SURPLUSES AND DEFICITS					
Reported surplus for the year		562	-	562	404
Difference between the historical cost depreciation charge and the depreciation charge based on revalued amounts		53	-	53	53
Historical cost surplus retained for the year		615	-	615	457

The accompanying accounting policies and notes form an integral part of these Financial Statements

ST CLARE'S, OXFORD
COMPANY REGISTRATION NUMBER 01986868

BALANCE SHEETS
As at 31 August, 2013

	Notes	Consolidated		Company	
		2013	2012	2013	2012
		£000	£000	£000	£000
FIXED ASSETS					
Investments	3	-	-	-	-
Intangible assets	4	-	21	-	21
Tangible assets	5	18,328	17 874	18 391	17 935
		18 328	17 895	18 391	17 956

CURRENT ASSETS AND LIABILITIES

Stocks	6	55	56	55	56
Debtors	7	1,171	747	1,171	759
Cash at bank and in hand		5 515	5 917	5 511	5 900
Total current assets		6 741	6 720	6 737	6 715
Creditors falling due within one year	8	7 703	7 807	7 700	7 803
Net current liabilities		(962)	(1 087)	(963)	(1 088)
Total assets less current liabilities		17 366	16,808	17 428	16 868
Creditors falling due after more than one year	9	(318)	(322)	(318)	(322)
Net assets		17,048	16 486	17 110	16 546

FINANCED BY.

Capital reserve	11 & 12	1,313	1 313	1 313	1,313
Revaluation reserve	11 & 12	5,199	5 253	5,199	5,253
General Fund	11 & 12	10 520	9 904	10 582	9 964
Unrestricted funds		17,032	16,470	17 094	16 530
Restricted funds	11 & 12	16	16	16	16
Total funds		17 048	16,486	17 110	16 546

The Financial Statements were approved by the Board of Governors on 10 December 2013

Richard Dick

Chairman



John Church

Governor



The accompanying accounting policies and notes form an integral part of these Financial Statements

ST. CLARE'S, OXFORD

CONSOLIDATED CASH FLOW STATEMENT

For the year ended 31 August 2013

	2013 £000	2012 £000	
CHANGES IN CASH BALANCES			
Net cash inflow from operating activities	502	1,879	
Returns on investments and servicing of finance			
Interest received	26	29	
Net cash inflow from returns on investments and servicing of finance	26	29	
Capital expenditure and financial investment			
Payments to acquire tangible fixed assets	(935)	(348)	
Sale of tangible fixed assets	5	-	
Net cash inflow before financing	(904)	(319)	
Decrease/(increase) in cash balances	(402)	1,560	
RECONCILIATIONS			
Net incoming resources to net cash flow from operations			
Net incoming resources	562	404	
Net interest	(26)	(29)	
Profit on disposal of fixed assets	(4)	-	
Operating surplus	532	375	
Depreciation and amortisation charge	501	508	
Decrease/(increase) in stocks	1	(1)	
(Increase)/decrease in debtors	(424)	(75)	
(Decrease)/Increase in creditors	(108)	1,072	
Net cash inflow from operating activities	502	1,879	
Net cash flow to movement in net funds			
Movement in net funds during the year	(402)	1,560	
Net funds as at 1 September, 2012	5,917	4,357	
Net funds as at 31 August, 2013	5,515	5,917	
Changes in net funds			
	Balance as at 01 09 12 £000	Movement for the year £000	Balance as at 31 08 13 £000
Cash in hand and at bank	5,917	(402)	5,515
Total net funds	5,917	(402)	5,515

The accompanying accounting policies and notes form an integral part of these Financial Statements

ST. CLARE'S, OXFORD

STATEMENT OF ACCOUNTING POLICIES

For the year ended 31 August, 2013

The principal accounting policies have been applied consistently in dealing with items which are considered material in relation to St Clare's Financial Statements and have remained unchanged from the previous year

Basis of Preparation

The Financial Statements have been prepared in accordance with applicable accounting standards and the Statement of Recommended Practice (SORP), Accounting and Reporting by Charities (revised February 2005). They are drawn up under the historical cost convention except that freehold properties are shown at their 1996 valuation or subsequent historic cost.

St Clare's has cash resources and has no requirement for external funding. The Governors have a reasonable expectation that St Clare's has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting in preparing the annual financial statements.

Basis of consolidation

The Financial Statements consolidate the results of the St Clare's and its wholly owned subsidiary St Clare's Services Limited on a line by line basis. No profit and loss account is presented for St Clare's Oxford as permitted by Section 408 of the Companies Act 2006.

Incoming Resources

Incoming resources comprise the amounts receivable for courses delivered by the balance sheet date and other supplies made during the financial year, donations received, and bank and other interest. Donations are deferred only when the donor has imposed restrictions on the expenditure of resources which amount to pre-conditions for use of the funds.

Expenditure

Direct charitable expenditure is allocated to expense headings either on a direct cost basis or apportioned according to time spent. Irrecoverable VAT is included with the item of expense to which it relates. Support costs incurred for the cost of generating funds, governance costs and other resources expended have not been allocated on the basis that they are small and would make little difference to the costs of those activities.

Investments

Investments in subsidiaries are included in the company's accounts at cost.

Fixed Assets

Tangible fixed assets are capitalised at cost where their acquisition value is greater than £500 and are stated at cost net of depreciation.

Freehold land and buildings held in 1996 were valued by FPD Savills Chartered Surveyors. Those properties are included at the value derived at that date. Additions to freehold land and buildings since that date are included at their original cost.

Assets under construction

Design fees, refurbishment and other professional and construction expenditure incurred on properties owned by St Clare's are classed as 'Assets under construction' until refurbishment work has been completed. On completion of work the value of those costs is transferred to Freehold Land and Buildings. No depreciation is charged on additions to 'Assets under construction'.

ST. CLARE'S, OXFORD

STATEMENT OF ACCOUNTING POLICIES

For the year ended 31 August 2013

Depreciation is calculated to write down the cost or revaluation of all tangible fixed assets, other than freehold land, by equal annual instalments over their expected useful lives. The depreciation rates applicable are

Leasehold property	Period of lease
Freehold buildings and extensions	2% - 3.3%
Other fixed assets	10% - 25%
Fixtures & fittings	10% - 25%

Goodwill

Purchased goodwill is capitalised and amortised on a straight line basis over its estimated useful economic life. Goodwill has been assessed and the rate of amortisation was increased from 5% per annum to 10% per annum with effect from 1 September, 2007. Goodwill was fully amortised during the year ending 31 August 2013.

Stocks

Stocks are stated at the lower of cost and net realisable value. Books purchased for the library are written off in the year of purchase.

Liabilities

Liabilities are recognised when there is a legal and constructive obligation committing St. Clare's to the expenditure.

Foreign Currencies

St. Clare's translates all fees invoiced in a foreign currency at a standard rate fixed for each term during the academic year. All differences between the standard rate and the actual rate ruling when fees are received are treated as exchange gains or losses in the year and are included in the General Fund. Foreign currency debtors and cash balances are translated at the rate prevailing at the end of the year.

Contributions to Pension Funds

Defined benefit scheme – St. Clare's participates in the Teachers' Pension Scheme (England and Wales) for its academic staff. This is a multi-employer defined benefits pension scheme and it is not possible to identify the assets and liabilities of the Scheme which are attributable to the College. Therefore it is being accounted for as a defined contribution scheme as permitted by Financial Reporting Standard 17 Retirement Benefits.

Defined contribution scheme – Pensions for other staff currently in employment are provided by means of a defined contribution scheme.

Both schemes are externally managed and employees' and employer's contributions are made to both of them. The annual cost of these contributions is charged to the General Fund.

Pensions paid to former employees out of St. Clare's own funds are charged to the General Fund. The number of former employees who are paid pensions is fixed and will not increase.

Education Scholarships

The value of scholarships awarded by St. Clare's to its students is included in both fees receivable and direct charitable expenditure.

Leased assets

All leases are treated as operating leases and the payments made under them are charged to the General Fund on a straight-line basis over the term of the lease.

ST. CLARE'S, OXFORD

STATEMENT OF ACCOUNTING POLICIES

For the year ended 31 August 2013

Funds

Funds are described in Note 11 to the Financial Statements

ST. CLARE'S, OXFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 August, 2013

1 GROUP RESOURCES EXPENDED

	Staff Costs £000	Other £000	Depreciation & amortisation £000	Total 2013 £000	Total 2012 £000
Direct charitable activities					
Teaching costs	3,671	2,328	19	6,018	5,268
Catering and other domestic costs	1,181	920	26	2,127	2,029
Premises	524	2,134	347	3,005	2,689
Support costs	1,162	640	109	1,911	2,174
Scholarships	-	479	-	479	441
	6,538	6,501	501	13,540	12,601
Governance costs					
Governors' expenses	-	1	-	1	1
Auditors' fees	-	17	-	17	15
	-	18	-	18	16
Other resources expended					
Interest	-	-	-	-	-
Total resources expended 2013	6,538	6,519	501	13,558	12,617
Totals 2012	6,217	5,903	508	12,617	

Support costs incurred for the cost of generating funds, governance costs and other resources expended have not been allocated on the basis that they are small and would make little difference to the costs of those activities

2012 comparative figures have been restated with £152k marketing costs being taken from teaching costs, £745k premises costs being extracted from catering and domestic costs and £92k of awards being put to teaching costs and removed from catering and domestic costs

Total resources expended include

	2013 £000	2012 £000
The net incoming resources are stated after		
Auditors' remuneration		
Audit services	15	12
Non audit services	2	3
Depreciation and amortisation		
Intangible fixed assets	21	71
Tangible fixed assets, owned	480	437
Hire of plant and machinery under operating leases	117	89
Other operating lease rentals	283	257

ST. CLARE'S, OXFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 August 2013

2 GROUP GOVERNORS AND EMPLOYEES

	2013 £000	2012 £000
Staff costs during the year were as follows		
Wages and salaries	5 410	5,188
Social Security costs	477	451
Other pension costs	502	469
	6 389	6,108
Other staff costs	149	109
	6,538	6 217
Governors' expenses for travel and accommodation	1	1
Governors are not remunerated for their services	No	No
The average number of employees during the year was	236	236
The number of employees whose emoluments exceeded £60,000 was		
£60,001 - £70,000	2	3
£70,001 - £80,000	2	1
£80,001 - £90,000	2	1
£100,000 - £110,000	0	1
£110,000 - £120,000	1	0

3 INVESTMENTS

	Group		Company	
	2013 £000	2012 £000	2013 £000	2012 £000
Investments in subsidiary undertakings	-	-	-	-

St Clare's Services Limited (incorporated in the United Kingdom) was set up to manage and control construction services on the College's property developments. The £1 ordinary share capital is held by St Clare's Oxford and its results are included in the consolidated Financial Statements.

Any profits St Clare's Services Limited generates will be gifted to St Clare's Oxford. This year profits were £110 last year (2012: £0).

ST. CLARE'S, OXFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 August, 2013

4 PURCHASED GOODWILL

Group and Company	Date of acquisition	Goodwill at original cost
Goodwill relates to the following acquisition		£000
Trade and certain assets of the Oxford Academy from Gladync Limited	27 03 99	646
Legal and accounting fees and Land Registry fees	27 03 99	62
Cost at 31 August, 2013		708
Cost at 31 August, 2012		708
Amortisation		
	2013	2012
	£000	£000
At 1 September 2012	687	616
Provided in the year	21	71
At 31 August 2013	708	687
Net book amount at 31 August, 2013	-	21

The rate of amortisation was increased from 5% per annum to 10% per annum with effect from 1 September, 2007

5 TANGIBLE FIXED ASSETS

Group	Freehold Land & Buildings £000	Leasehold Property £000	Fixtures & Fittings £000	Motor Vehicles £000	Assets Under Construction £000	Total Tangible Assets £000
Cost or Valuation						
At 1 September, 2012	20,196	278	1,731	4	318	22,527
Additions	82	-	223	-	630	935
Disposals	(1)	-	(752)	(4)	-	(757)
At 31 August, 2013	20,277	278	1,202	-	948	22,705
Depreciation						
At 1 September 2012	3,089	251	1,309	4	-	4,653
Provided in the year	308	5	167	-	-	480
Disposals	-	-	(752)	(4)	-	(756)
At 31 August, 2012	3,397	256	724	-	-	4,377
Net book amount						
At 31 August, 2013	16,880	22	478	-	948	18,328
At 31 August, 2012	17,107	27	422	-	318	17,874

ST. CLARE'S, OXFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 August 2013

5 TANGIBLE FIXED ASSETS CONTINUED

In 1996 FPD Savills Chartered Surveyors, valued freehold land & buildings held at that date on the basis of existing use assuming vacant possession. Had the valuation not been made freehold land & buildings would have been included on the historical cost basis at the following amounts

	2013 £000	2012 £000
Cost	15,291	14,731
Accumulated depreciation	(2,811)	(2,556)
Net book amount at 31 August 2013	12,480	12,175

Company	Freehold Land & Buildings £000	Leasehold Property £000	Fixtures & Fittings £000	Motor Vehicles £000	Assets Under Construction £000	Total Tangible Assets £000
Cost or Valuation						
At 1 September 2012	20,260	278	1,731	4	318	22,591
Additions	82	-	223	-	632	937
Disposals	(1)	-	(752)	(4)	-	(757)
At 31 August 2013	20,341	278	1,202	-	950	22,771
Depreciation						
At 1 September 2012	3,092	251	1,309	4	-	4,656
Provided in the year	308	5	167	-	-	480
Disposals	-	-	(752)	(4)	-	(756)
At 31 August 2013	3,400	256	724	-	-	4,380
Net book amount						
At 31 August, 2013	16,941	22	478	-	950	18,391
At 31 August, 2012	17,168	27	422	-	318	17,935

In 1996 FPD Savills Chartered Surveyors, valued freehold land & buildings held at that date on the basis of existing use assuming vacant possession. Had the valuation not been made freehold land & buildings would have been included on the historical cost basis at the following amounts

	2013 £000	2012 £000
Cost	15,355	14,795
Accumulated depreciation	(2,815)	(2,559)
Net book amount at 31 August 2013	12,540	12,236

ST. CLARE'S, OXFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 August, 2013

6 STOCKS

	Group		Company	
	2013	2012	2013	2012
	£000	£000	£000	£000
General consumables	55	56	55	56

7 DEBTORS

	Group		Company	
	2013	2012	2013	2012
	£000	£000	£000	£000
Trade debtors	780	434	780	434
Prepayments and accrued income	391	313	391	313
Amounts owed by Group undertakings	-	-	-	12
	1 171	747	1 171	759

8 CREDITORS FALLING DUE WITHIN ONE YEAR

	Group		Company	
	2013	2012	2013	2012
	£000	£000	£000	£000
Trade creditors	332	347	322	347
Social Security and other taxes	198	209	198	209
Other creditors	65	36	65	36
Amounts owed to Group undertakings	-	-	16	-
Payments on account	259	245	259	245
Accruals	643	759	634	755
Fees and deposits received in advance	6,206	6 211	6,206	6 211
	7,703	7,807	7,700	7,803

9 CREDITORS FALLING DUE AFTER MORE THAN ONE YEAR

	Group		Company	
	2013	2012	2013	2012
	£000	£000	£000	£000
Fees and deposits received in advance	318	322	318	322
	318	322	318	322

ST. CLARE'S, OXFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 August, 2013

10 PENSION COSTS

St Clare's operates both defined benefit and defined contribution pension schemes for academic and administrative staff respectively. During the year pension costs of £284,274 (2012: £277,606) and £205,953 (2012: £191,136) were incurred relating to the schemes respectively. At the year-end £37,602 (2012: £35,083) was accrued in respect of contributions due to the Teachers' Pension Scheme and £26,569 (2012: £964) for other schemes. The assets of these schemes are administered by Trustees in funds independent from the assets of the St Clare's.

St Clare's participates in the Teachers' Pension Scheme (England and Wales) ("the TPS"), for its teaching staff. This is a multi-employer defined benefits pension scheme and it is not possible or appropriate to consistently identify the liabilities of the TPS which are attributable to St Clare's. As required by FRS17 'Retirement Benefits', St Clare's accounts for this scheme as if it were a defined contribution scheme.

On 4 July 2012 the Chief Secretary to the Treasury confirmed that the Government would be taking forward legislation based on the reformed scheme design for the Teachers' Pension Scheme to be introduced in 2015 as set out in the Teachers' Pension Scheme – Proposed Final Agreement ("the TPS Agreement"). The TPS Agreement sets out the main parameters for both the provision of future pension benefits and the structuring of the future contributions to the TPS including the basis for increasing average employee contribution rates up to 2015.

On 31 January 2013, the Department for Education published the outcome of the consultation on further contributions increases that will apply to members of the TPS in the financial year 2013-14 as well as the removal of provisions governing scheme valuations and cap and share arrangements. A revised eight tier salary and employee contribution rate structure has been introduced from 1 April 2013 with employee rates varying between 6.4% and 11.2%. Employer contributions will continue for this period at the current rate 14.1%.

On 25 April 2013 the Public Service Pensions Act 2013 was enacted and provides the arrangements for managing the future TPS costs including a requirement for scheme regulations which must set an employer cost cap which will be required to be in accordance with Treasury directions.

In light of the new arrangements for setting contribution rates the Government has concluded that there is now no need to carry out the currently suspended TPS actuarial review or the cap and share processes.

Pension payments of £11,448 (2012: £11,350) were paid to former employees whose pension costs are borne by St Clare's and charged to the General Fund. Of these pensions, one is increased by three percent per annum and the others are increased at the discretion of the Governors.

ST. CLARE'S, OXFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 August, 2013

11 GROUP FUNDS					
	Balance at 01 09 12	Incoming Resources	Resources Expended	Transfer between funds	Balance at 31 08 13
	£000	£000	£000	£000	£000
Unrestricted funds					
Capital Reserve	1,313	-	-	-	1,313
Revaluation Reserve	5,253	-	-	(54)	5,199
General Fund	8,365	14,120	(13,558)	38	8,965
Repairs & Maintenance (Designated)	1,539	-	-	16	1,555
Total unrestricted funds	16,470	14,120	(13,558)	-	17,032
Restricted funds					
Building Fund	8	-	-	-	8
Scholarship Fund	8	-	-	-	8
	16	-	-	-	16
Total funds 2013	16,486	14,120	(13,558)	-	17,048
Total funds 2012	16,082	13,021	(12,617)	-	16,486

The transfer from the revaluation reserve to the General Fund represents the difference between depreciation calculated on historical cost and at valuation. The transfer to the Designated Fund for Repairs & Maintenance for the year amounts to notional interest of £16k.

The funds are

- Capital Reserve - the balance of the accumulated surplus on the Income & Expenditure Account of St Clare's as at 31 August, 1986 when the College's operations as a charitable trust were taken over by the Company. The balance on the Capital Reserve has not altered since that date.
- Revaluation Reserve - the balance of the unamortised surplus on the revaluation of St Clare's freehold properties.
- General Fund - the accumulated surplus on St Clare's operations since it took over the business of St Clare's on 1 September, 1986.
- Designated Fund for Repairs & Maintenance - to finance projects for repair and renovation of St Clare's properties to a target fund balance of £1.5m. This will be annually increased by notional interest.
- Scholarship Fund - funds donated for providing scholarships to students.
- Building Fund - funds donated to support development work on St Clare's building programme.

Analysis of net assets between funds

	Fixed Assets	Current Assets	Current Liabilities	Creditors over 1 year	Net Assets 2013	Net Assets 2012
	£000	£000	£000	£000	£000	£000
Unrestricted funds	18,328	6,725	(7,703)	(318)	17,032	16,470
Restricted funds	-	16	-	-	16	16
Total funds 2013	18,328	6,741	(7,703)	(318)	17,048	16,486
Total funds 2012	17,895	6,720	(7,807)	(322)	16,486	-

ST. CLARE'S, OXFORD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 August, 2013

12 COMPANY FUNDS

	Balance at 01 09 12	Incoming Resources	Resources Expended	Transfer between funds	Balance at 31 08 13
	£000	£000	£000	£000	£000
Unrestricted funds					
Capital Reserve	1,313	-	-	-	1 313
Revaluation Reserve	5,253	-	-	(54)	5 199
General Fund	8,425	14,120	(13 556)	38	9 027
Repairs & Maintenance (Designated)	1 539	-	-	16	1 555
Total unrestricted funds	16 530	14 120	(13 556)	-	17 094
Restricted funds					
Building Fund	8	-	-	-	8
Scholarship Fund	8	-	-	-	8
	16	-	-	-	16
Total funds 2013	16,546	14 120	(13,556)	-	17 110
Total funds 2012	16,146	13,021	(12,621)	-	16 546

13 CAPITAL COMMITMENTS

At 31 August 2013 capital commitments amounted to £2 220 909 (2012 there were no capital commitments)

14 LEASING COMMITMENTS

	2013 Land & Buildings £000	2013 Other £000	2012 Land & Buildings £000	2012 Other £000
In one year or less	-	1	-	48
Between one and five years	160	105	-	4
In five years or more	91	-	257	-
	251	106	257	52

15 CONTINGENT LIABILITIES AND ASSETS

At 31 August, 2013 there were no contingent liabilities or assets (2012 None)

16 RELATED PARTY TRANSACTIONS

St Clare's is exempt from the requirement of Financial Reporting Standard 8 Related Party Disclosures to disclose transactions with its wholly owned subsidiary St Clare's Services Limited

Expenses were reimbursed to 4 Governors during the year, amounting to £487 (2012 £447) in respect of travel and subsistence

There were no other related party transactions during the year