Registered No: 2987264

Bradfield College Enterprises Limited Annual Report For the year ended 31 August 2004



# **Bradfield College Enterprises Limited**

# Annual Report for the year ended 31 August 2004

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# Directors' Report For the year ended 31 August 2004

The directors present their annual report and the audited financial statements of the company for the year ended 31 August 2004.

### Principal activities

The principal activities of the company are the resale of equipment, clothing, food and beverages and the management of lettings and the sixth form club at Bradfield College.

#### Review of business and future developments

The results for the year are set out on page 4. Both the level of business and the year-end financial position were satisfactory, and the directors expect that the present level of activity will be sustained for the foreseeable future.

In the year the company proposed a payment under gift aid to Bradfield College of £70,000 (2003: £112,000).

#### Dividends

The directors do not recommend the payment of a dividend (2003: £nil).

#### Directors and their interests

The directors who held office during the year were as follows:

A J Kerevan (chairman)
J M Tyrrell (resigned 31.08.04)
P G McCracken (appointed 15.10.04)

The directors had no beneficial interest in the share capital of the company at any time during the year.

#### Statement of directors' responsibilities

Company law requires the directors to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. The directors are required to prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors confirm that suitable accounting policies have been used and applied consistently. They also confirm that reasonable and prudent judgements and estimates have been made in preparing the financial statements for the year ended 31 August 2004 and that applicable accounting standards have been followed.

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

### Auditors

The auditors, PricewaterhouseCoopers LLP, have indicated their willingness to continue in office, and a resolution concerning their reappointment will be proposed at the next Annual General Meeting.

By order of the board

N J Marten

Secretary

# Independent auditors' report to the members of Bradfield College Enterprises Limited

We have audited the financial statements which comprise the profit and loss account, the balance sheet and the related notes.

## Respective responsibilities of directors and auditors

The director's responsibilities for preparing the annual report and the financial statements in accordance with applicable United Kingdom and law accounting standards are set out in the statement of directors' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards issued by the Auditing Practices Boards. This report, including the opinion, has been prepared for, and only for, the company's members as a body in accordance with Section 235 of the Companies Act 1985 and for no other purpose. We do not, in giving this opinion, accept or assume responsibility for any other purpose or to any other person to whom this report is shown or into whose hands it may come save where expressly agreed by our prior consent in writing.

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 United Kingdom Companies Act 1985. We also report to you if, in our opinion, the directors' report is not consistent with the financial statements, if the company 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 directors' remuneration and transactions is not disclosed.

## 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 directors 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 at 31 August 2004 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

PricewaterhouseCoopers LLP

Chartered Accountants and Registered Auditors

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Reading

16 June 2005

# Profit and loss account for the year ended 31 August 2004

	Notes	2004 £	2003 £
Turnover	1	719,532	734,947
Cost of sales	1	(536,171)	(524,589)
Gross profit		183,361	210,358
Administrative expenses		(114,429)	(95,200)
Operating profit	2	68,932	115,158
Interest receivable		2,882	1,296
Payment to Bradfield College under gift aid		(70,000)	(112,000)
Profit on ordinary activities before taxation		1,814	4,454
Taxation	5	-	-
Profit for the financial year	11	1,814	4,454

The company's results are derived from continuing activities.

The company has no recognised gains or losses other than the loss above and therefore no separate statement of total recognised gains and losses has been presented.

There are no material differences between the profit on ordinary activities before taxation and the profit for the financial year stated above, and their historical cost equivalents.

# Balance sheet at 31 August 2004

	Notes	2004 £	2003 £
Fixed assets	Notes	al⊌	
	6	20.207	7.940
Tangible assets	6	39,386	7,840
Current assets			
Stocks	7	69,952	54,192
Debtors	8	183,816	47,148
Cash at bank and in hand		218,926	136,952
		472,694	238,292
Creditors: amounts falling due within one year	9	(473,433)	(241,299)
Net current (liabilities)		(739)	(3,007)
Net assets		38,647	4,833
Capital and reserves			
Called up share capital	10	70,322	70,002
Share premium account	11	31,680	-
Profit and loss account	11	(63,355)	(65,169)
Total shareholders' funds	12	38,647	4,833
Shareholders' funds attributable to:			<del>"</del>
Equity shareholders – ordinary shares		6,647	4,833
Non-equity shareholders - preference shares		32,000	-
		38,647	4,833

The financial statements on pages 4 to 10 were approved by the Board of Directors on 16 and signed on its behalf by:

Ay Kerevan Director

# Notes to the financial statements for the year ended 31 August 2004

## 1 Principal accounting policies

These financial statements have been prepared on a going concern basis, under the historical cost convention and in accordance with the Companies Act 1985 and applicable accounting standards. A summary of the more important accounting policies, which have been applied consistently, is set out below.

#### Cash flow

The company has taken advantage of the small company exemption granted by Financial Reporting Standard 1 (revised 1996) and has not published a cash flow statement.

#### Financial Reporting Standard 8 - Related Party Disclosures

The company's results are included within the group accounts of The Warden and Council of Saint Andrew's College, Bradfield. As a wholly owned subsidiary of the College, the company has taken advantage of the exemption provided by Financial Reporting Standard 8 and has not disclosed details of transactions with other group companies.

#### Turnover

Turnover, which excludes value added tax, represents the invoiced value of goods and services supplied. Turnover consists entirely of sales made in the United Kingdom. Turnover is recognised when the goods or services have been provided and the company has the right to consideration. Where conditions have not been met, revenue is deferred until such time that they have been met.

#### **Deferred taxation**

Deferred tax has been recognised as a liability or asset if transactions have occurred at the balance sheet date that give rise to an obligation to pay more tax in future, or a right to pay less tax in future. An asset is not recognised to the extent that the right to transfer economic benefit is uncertain. Deferred tax assets and liabilities have not been discounted.

#### Tangible fixed assets

The cost of tangible fixed assets is their purchase cost, together with any other incidental expenses of acquisition.

Depreciation is calculated so as to write off the cost of tangible fixed assets, less estimated residual values, on a straight line basis over the expected useful economic lives of the assets concerned. The principal annual rates for this purpose are:

Computer equipment Fixtures/equipment

33%

10% & 20%

#### Stocks

Stocks are stated at the lower of cost and net realisable value. Where necessary, provision is made for obsolete, slow moving and defective stocks.

#### Pension schemes

Retirement benefits to the employees of the company are provided by:

- (a) the Pensions Trust Growth Plan (PTGP), a defined contribution money purchase scheme; and
- (b) defined contributions made to individual employees' money purchase schemes.

Contributions to these schemes are charged to the income and expenditure account when payable. Details of the PTGP are included within the group accounts of The Warden and Council of Saint Andrew's College, Bradfield.

## 2 Operating profit

	2004	2003
	£	£
The operating profit is stated after charging:		
Depreciation	11,428	3,826
Auditors' remuneration - audit services	6,275	5,775
<ul><li>non-audit services</li></ul>	500	1,875

## 3 Directors' emoluments

The directors received no emoluments during the year for their services as directors to the company (2003: £nil).

# 4 Employee information

The average monthly full time equivalent number of persons employed by the company during the year was:

By activity	2004	2003
	Number	Number
Selling and distribution	2	2
Lettings management	9	9
	2004	2003
	£	£
Staff costs (for the above people)		
Salaries	179,297	182,258
Social security costs	6,192	7,674
Other pension costs	2,082	-
	187,571	189,932

The staff costs include £69,320 included in administration costs (2003: £71,929) and £118,251 included within cost of sales (2003: £118,003).

## 5 Taxation

No charge for taxation arises in view of the company's arrangements to pass all of its taxable profits to Bradfield College under gift aid.

The tax assessed for the period is different from the standard rate of corporation tax in the UK (30%). The differences are explained below:

	2004	2003
	£	£
Profit on ordinary activities before taxation	1,814	4,454
Corporation tax on profit on ordinary activities at 30%	544	1,336
Effects of:		
Capital allowances in excess of depreciation	(544)	(1,336)
Current tax charge for the year	-	-

The company has an unrecognised deferred tax asset of £5,519 (2003: £6,063) relating to excess depreciation over capital allowances. The asset will not be realised in the foreseeable future and accordingly is not recognised in these accounts.

# 6 Tangible fixed assets

	Fixtures/		
	Other	Computer	
	equipment	Equipment	Total
Cost	£	£	£
At 1 September 2003	58,545	12,809	71,354
Additions	39,450	3,524	42,974
At 31 August 2004	97,995	16,333	114,328
Depreciation			
At 1 September 2003	54,704	8,810	63,514
Charge for the year	5,534	5,894	11,428
At 31 August 2004	60,238	14,704	74,942
Net book amount			
At 31 August 2004	37,757	1,629	39,386
At 31 August 2003	3,841	3,999	7,840

## 7 Stocks

	2004	2003
	£	£
Goods for resale	69,952	54,192

## 8 Debtors

	2004	<b>2004</b> 2003	
	£	£	
Amount falling due within one year			
Trade debtors	119,778	29,411	
Less provision for bad debts	(1,734)	-	
Amounts due from group companies	22,018	-	
Prepayments and other debtors	36,155	1,741	
Other taxation and social security	7,599	15,996	
	183,816	47,148	

Amounts due from group companies are unsecured, interest free, and repayable on demand.

# 9 Creditors: amounts falling due within one year

	2004	2003
	£	£
Trade creditors	98,280	186,951
Amounts owed to parent undertaking	262,404	20,047
Amounts owed to group companies	6,416	24,625
Accruals and deferred income	101,982	9,676
Other creditors	4,351	-
	473,433	241,299

Amounts owed to group companies and parent undertaking are unsecured, interest free, and repayable on demand.

# 10 Called up share capital

	2004 £		2003
			£
Authorised			
100,000 ordinary shares of £1 each	100,000	100,000	
Allotted, called up and fully paid			
70,002 ordinary shares of £1 each	70,002	70,002	
32,000 (2003:0) redeemable preference shares of 1p each (issued at a premium of 99p each)	320	-	
	70,322	70,002	

On 20 April 2004, the company issued 32,000 preference shares of £0.01 each at a premium of £0.99 each to Bradfield College.

The preference shares have no rights to dividends and no fixed redemption date.

### 11 Reserves

	Share premium	Profit and
	Account loss	loss account
	£	£
At 1 September 2003	-	(65,169)
32,000 preference shares issued at a premium of £0.99 per share	31,680	-
Profit for the financial year	-	1,814
At 31 August 2004	31,680	(63,355)

## 12 Reconciliation of movements in shareholders' funds

	2004 £	2003 £
Profit for the financial year	1,814	4,454
Proceeds of issue of preference shares	32,000	-
Net movement in shareholders' funds	33,814	4,454
Opening shareholders' funds	4,833	379
Closing shareholders' funds	38,647	4,833

## 13 Contingent liabilities

As at 31 August 2004 there were no contingent liabilities (2003: £nil).

# 14 Parent organisation and ultimate controlling party

The directors regard The Warden and Council of St Andrew's College, Bradfield ("Bradfield College"), a registered charity incorporated by Royal Charter, as the company's parent organisation and ultimate controlling party. According to the register kept by the company, Bradfield College has a 100% interest in the share capital of Bradfield College Enterprises Limited as at 31 August 2004. A copy of the parent organisation's financial statements can be obtained by writing to The Bursar, Bradfield College, Bradfield, Reading, Berkshire, RG7 6AU.