

Company Number: 03341934  
Registered Charity Number: 1079646

**THE ABBEY SCHOOL TEWKESBURY**  
**(Limited by Guarantee)**

**FINANCIAL STATEMENTS**

**31 August 2004**



<b>THE ABBEY SCHOOL TEWKESBURY</b>
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# **THE ABBEY SCHOOL TEWKESBURY**

## **REPORT OF THE GOVERNORS**

The Governors' present their report and the financial statements for the year ended 31 August 2004.

### **1 CONSTITUTION AND PRINCIPAL AIMS AND OBJECTIVES**

The Abbey School Tewkesbury is a charity within the meaning of the Charities Act 1993 and has been entered on the Central Register of Charities (No. 1079646). It was incorporated under the Companies Act 1985 (No. 03341934) as a company limited by guarantee and not having a share capital. It is governed by its Memorandum and Articles of Association.

The principal activity of the charity during the year was the provision of a well rounded education to boys and girls up to the age of 13 and, based on Church of England principles, to provide such pupils with spiritual, moral, mental and physical training. The school also makes the services of pupils available for religious services and other functions as choristers for Tewkesbury Abbey, and trains and instructs pupils for such purposes.

### **2 ADMINISTRATIVE INFORMATION**

The School's registered office and address for correspondence purposes is The Abbey School, Church Street, Tewkesbury, Glos. GL20 5PD.

The School's bankers are Lloyds Bank Plc, High Street, Cheltenham, Glos.

The School's solicitors are Whatley Weston & Fox, 15 & 16 The Tything, Worcester, WR1 1EW.

The School's auditors are Hazlewoods, Windsor House, Barnett Way, Barnwood, Gloucester GL4 3RT

### **3 ORGANISATIONAL STRUCTURE**

The Trust is managed by the Board of Governors who meet once a term. The day to day running of the Trust's activities is undertaken by the Headmaster.

### **4 GOVERNORS**

The Governors, who are also the directors for the purposes of company law, as at 31 August 2004 were as follows:

S R Chorley NChairman  
R A Barlow  
Mrs S Costello-Byrne  
Dr A N Crowther  
M C Dee  
T D R Hickson  
A Hutton  
Dr R Massey MBE  
F R S Rundall  
A J Swait  
P Vaughan  
Revd. Canon P Williams  
Mrs F C Yorke  
N B Horner NClerk to the Governors

# **THE ABBEY SCHOOL TEWKESBURY**

## **REPORT OF THE GOVERNORS (Continued)**

### **5 INVESTMENT POWERS**

Under the Memorandum and Articles of Association, the Trust can invest in such investments, securities or property as may be thought fit, subject to any conditions imposed by law.

### **6 RESERVES POLICY AND RISK MANAGEMENT**

The Governors are satisfied that they have sufficient resources available to meet liabilities and any unscheduled future costs.

The Governors have assessed the major risks to which the Charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

### **7 REVIEW OF ACTIVITIES AND FUTURE DEVELOPMENTS**

The year started with a healthy number of pupils and the prospects were good. However, with the sudden resignation of the Headmaster, Mr Gareth Jones, in December 2003, the School was plunged into some turmoil and uncertainty, a significant number of pupils leaving and many planning to do so during the year. In the latter part of the Michaelmas Term 2003, a number of Governors resigned and new members of the Board were appointed; the Founder took over as Chairman for this transitional period.

The Founder appointed a new and experienced Headmaster, Neil Gardner, to take over the running of the School from January 2004. With fifteen years of prep school headship behind him and having a reputation for refocusing and energizing schools, the new year started with a great deal of optimism.

During the Lent and Trinity Terms 2004, much work was done in preparation for the following academic year. It was known that numbers would drop quite dramatically and in fact, the predicted roll of 69 proved to be a completely accurate prediction. Reserves were called upon to supplement the budget during the Trinity Term and arrangements were made with both the Choral Scholarship Fund and individual benefactors to continue the support for the 2004/05 budget year.

From the early part of 2004 plans were made to purchase the adjoining former Tewkesbury Magistrates' Court building. An offer was submitted and accepted and a completion date set for December 2004. In collaboration with the Gloucester Academy of Music who will base themselves at The Abbey School and rent its accommodation for evening, weekend and holiday courses, The Abbey School is creating a centre of excellence in music and the performing arts. It has very strong support from Tewkesbury Borough Council and it is likely that in addition to the provision for its own pupils, there will be significant opportunities for The Abbey School to develop courses and programmes for the community at large. Various grants have been applied for.

The future for the School is very promising.

# THE ABBEY SCHOOL TEWKESBURY

## REPORT OF THE GOVERNORS (Continued)

### 8 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 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.

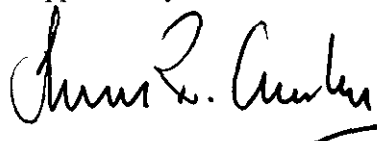
The governors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### 9 AUDITORS

Hazlewoods having been appointed during the period have expressed their willingness to continue in office.

**The Governors' report has been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies.**

Approved by the Board of Governors on *2nd February* 200*5*



S R Chorley  
Chairman

**INDEPENDENT AUDITORS' REPORT TO THE GOVERNORS OF  
THE ABBEY SCHOOL TEWKESBURY**

We have audited the financial statements of The Abbey School Tewkesbury for the year ended 31 August 2004 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the Financial Reporting Standards for Smaller Entities (effective June 2002) under the historical cost convention and the accounting policies set out therein.

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

**Respective responsibilities of directors and auditors**

As described in the Statement of Governors' Responsibilities the governors (who are also the directors of The Abbey School Tewkesbury for the purposes of company law) 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 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 with the company is not disclosed.

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

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

**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 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 as at 31 August 2004 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

  
Hazel Woods

Registered auditors

Gloucester

2 February 2005

# THE ABBEY SCHOOL TEWKESBURY

## STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 August 2004

INCOME AND EXPENDITURE		Unrestricted Funds	Restricted Funds	Total 2004	Total 2003
	Note				
<b>Incoming resources</b>					
Donations and legacies		123,858	37,800	161,658	25,000
Activities in furtherance of the charity's activities	2	478,683	-	478,683	552,593
Investment income		787	-	787	1,188
		<hr/>	<hr/>	<hr/>	<hr/>
		603,328	37,800	641,128	578,781
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Resources expended</b>					
<i>Direct charitable expenditure:</i>					
Teaching & education costs		517,178	37,800	554,978	447,991
Catering & household costs		17,223	-	17,223	26,058
Premises costs		58,346	-	58,346	61,862
Management & administration		62,178	-	62,178	35,482
Interest		194	-	194	50
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total resources expended</b>	3	655,119	37,800	692,919	571,443
		<hr/>	<hr/>	<hr/>	<hr/>
Net incoming resources before transfers		(51,791)	-	(51,791)	7,338
Transfer between funds		-	-	-	-
Net movement in funds for the year		(51,791)	-	(51,791)	7,338
		<hr/>	<hr/>	<hr/>	<hr/>
Fund balances brought forward at 1 September 2003		173,073	-	173,073	165,735
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Fund balances carried forward at 31 August 2004</b>		£121,282	-	£121,282	£173,073
		<hr/>	<hr/>	<hr/>	<hr/>

# THE ABBEY SCHOOL TEWKESBURY

## BALANCE SHEET

31 August 2004

	Note	2004	2003
<b>FIXED ASSETS</b>			
Tangible assets	4	199,352	189,804
<b>CURRENT ASSETS</b>			
Stocks		2,600	2,600
Debtors	5	-	400
Cash at bank and in hand		27,518	8,131
		30,118	11,131
<b>CREDITORS</b>			
due within one year	6	(108,188)	(27,862)
<b>NET CURRENT LIABILITIES</b>		(78,070)	(16,731)
<b>TOTAL ASSETS</b>			
<b>LESS CURRENT LIABILITIES</b>		£121,282	£173,073
<b>FUNDS:</b>			
Unrestricted Funds	7	£121,282	£173,073

These financial statements are prepared in accordance with Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standards for Smaller Entities (effective June 2002).

Approved by the board on 2nd February 2005

*S R Chorley*

S R Chorley - Chairman



# THE ABBEY SCHOOL TEWKESBURY

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 August 2004

### 1 ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of freehold property, adopting the following principal accounting policies, all of which are in accordance with Accounting by Charities - Statement of Recommended Practice (SORP) and applicable Accounting Standards.

#### Fees and similar income

Fees consist of charges for the school year, less scholarships and bursaries granted by the school. Fees receivable are accounted for in the period in which the service is provided.

#### Donations

Donations subject to specific wishes of the donors are included in restricted funds. Any donations received for the general purposes of the School are included in unrestricted funds.

#### Resources Expended

All expenditure is accounted for under the accruals concept.

#### Tangible Fixed Assets

Tangible fixed assets other than freehold property are stated in the balance sheet at cost less depreciation, or at estimated value at the date of donation less depreciation in respect of donated assets.

The company has taken advantage of the transitional provisions of the Financial Reporting Standard for Smaller Entities (effective June 2002) by including a brought forward valuation in respect of freehold land and buildings that has not been updated.

Depreciation is calculated to write off the cost or valuation of the assets over the estimated useful lives at the following rates per annum:-

Freehold property	Nil
Furniture, fixtures, fittings )	
and equipment )	10% of written down value
Motor vehicle	25% of written down value

No value has been attributed in these accounts to the short lease on the properties at 19, 21 and 22 Church Street, Tewkesbury.

#### Stocks

Stocks are valued at the lower of cost and net realisable value.

# THE ABBEY SCHOOL TEWKESBURY

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 August 2004

### 1 ACCOUNTING POLICIES (Continued)

#### Pension Costs

The teaching staff are members of a defined benefit pension scheme, which requires contributions to be made to a separately administered fund operated by the Department of Education. Contributions to this fund are charged to Income and Expenditure account.

The company also operates a defined contribution pension scheme. Contributions are charged to Income and Expenditure account as they become payable in accordance with the rules of the scheme.

#### Funds

General unrestricted funds comprise accumulated surpluses and deficits on general. They are available for use at the discretion of the trustees in furtherance of the company's objectives.

Restricted funds are funds subject to specific conditions imposed by the donor(s).

#### Reserves

The Trust's reserves policy is reviewed annually by the Board of Governors.

### 2 ACTIVITIES IN FURTHERANCE OF THE CHARITY'S ACTIVITIES

	2004	2003
Tuition fees	464,063	545,195
Boarding fees	16,174	21,429
Music and other activities	42,185	26,129
Other fundraising income	935	4,819
Less: Bursaries and allowances awarded	(44,674)	(44,979)
	<hr/>	<hr/>
Total	£478,683	£552,593
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# THE ABBEY SCHOOL TEWKESBURY

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 August 2004

### 3 ANALYSIS OF TOTAL RESOURCES EXPENDED

	Staff Costs	Other	Interest	Deprec- iation	2004 Total	2003 Total
Teaching & education	454,584	62,594	-	-	517,178	447,991
Catering & household	-	17,223	-	-	17,223	26,058
Premises costs	-	58,346	-	-	58,346	61,862
Management & admin	-	60,176	-	2,002	62,178	35,482
Interest	-	-	194	-	194	50
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	£454,584	£198,339	£194	£2,002	£655,119	£571,443
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Staff costs	2004 £	2003 £
Gross pay	437,632	396,174
Social Security costs	30,996	30,712
Pension costs (teaching staff)	22,582	16,101
Pension costs (non-teaching staff)	1,174	1,000
	<hr/>	<hr/>
	£492,384	£443,987
	<hr/>	<hr/>

#### Staff numbers

The average number of full time equivalent employees during the year was made up as follows:

	No.	No.
Teaching staff	15	14
Administration	2	2
Domestic and maintenance staff	4	3
	<hr/>	<hr/>
	21	19
	<hr/>	<hr/>

No employee received emoluments in excess of £50,000.

No Governor received remuneration, or was reimbursed for expenses, during the year.

# THE ABBEY SCHOOL TEWKESBURY

## NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2004

### 4 TANGIBLE ASSETS

	Freehold property	Furniture, fixtures, fittings & equipment	Motor vehicle	Total
<b>Cost or valuation</b>				
At 1 September 2003	180,000	19,200	2,100	201,300
Additions	11,550	-	-	11,550
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 August 2004	191,550	19,200	2,100	212,850
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>				
At 1 September 2003	-	10,238	1,258	11,496
Charge for year	-	1,792	210	2,002
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 August 2004	-	12,030	1,468	13,498
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net book value</b>				
At 31 August 2004	£191,550	£7,170	£632	£199,352
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 August 2003	£180,000	£8,962	£842	£189,804
	<hr/>	<hr/>	<hr/>	<hr/>

The net book value at 31 August 2004 represents tangible fixed assets used for:-

Direct charitable purposes	£191,550	£7,170	£632	£199,352
Administrative purposes	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	£191,550	£7,170	£632	£199,352
	<hr/>	<hr/>	<hr/>	<hr/>

# THE ABBEY SCHOOL TEWKESBURY

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 August 2004

	2004	2003
<b>5 DEBTORS</b>		
Fees	£ -	£400
	<hr/>	<hr/>
<b>6 CREDITORS Ndue within one year</b>		
Trade creditors	11,729	-
Fees received on account	92,959	14,996
Other creditors and accruals	3,500	12,866
	<hr/>	<hr/>
	£108,188	£27,862
	<hr/>	<hr/>
<b>7 FUNDS</b>		
<b>Unrestricted funds:</b>		
Balance at beginning of year	173,073	165,735
(Deficit) surplus for the year	(51,791)	7,338
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Balance at end of year	£121,282	£173,073
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## 8 COMPANY CONSTITUTION

The company was incorporated under the Companies Act 1985 as a company limited by guarantee and not having a share capital. Every member of the company undertakes to contribute such amount as may be required (not exceeding one pound) to the assets of the company in the event of its being wound up while he is a member or within one year after he ceases to be a member.

## 9 TAXATION

The company, having charitable status, is not liable to corporation tax.

## 10 CAPITAL COMMITMENTS

The company had no capital commitments as at 31 August 2004: