# WORTH SCHOOL ANNUAL REPORT AND FINANCIAL STATEMENTS PERIOD ENDED 31 AUGUST 2003



18/05/04

### WORTH SCHOOL TRUSTEES AND ADVISERS PERIOD ENDED 31 AUGUST 2003

TRUSTEES AND DIRECTORS:

The Right Reverend P C Jamison MA, President

Mr K G Smyth, LLB, Chairman

Mrs A Andreotti Mr A Boys

Mr MHT Gairdner BA FCA (Acts as Chair of the Governors Finance & Resources Committee)

Mr MR Haan FCA Sr M M Horton CRSS The Reverend R L Jolly BA

Mrs R Lewis BSc (Acts as Chair of the Education Committee)

The Very Reverend C A Murray BSc PhD MA

The Reverend J K Taggart MA

COMPANY SECRETARY & REGISTERED OFFICE:

The Very Reverend C A Murray

Worth School Turners Hill Nr Crawley

West Sussex RH10 4SD

**AUDITORS:** 

Horwath Clark Whitehill

10 Palace Avenue

Maidstone

Kent ME15 6NF

**BANKERS:** 

Bank of Scotland

15 Queen Square Brighton BN1 3FD

SOLICITORS:

Veale Wasbrough Orchard Court Orchard Lane Bristol BS1 5DS

DMH

40 High Street Crawley West Sussex RH10 1BW

### WORTH SCHOOL TRUSTEES' REPORT PERIOD ENDED 31 AUGUST 2003

The Trustees, who also served as company directors during the period, present their report and financial statements for the period from incorporation on 3<sup>rd</sup> July 2002 to 31 August 2003. The Trustees confirm that the financial statements comply with current statutory requirements, with those of the governing documents and the requirements of the Statement of Recommended practice "Accounting and Reporting by Charities" 2000.

### **BACKGROUND AND STATUS**

Worth School is a company limited by guarantee and a registered charity. It commenced trading on 1<sup>st</sup> September 2002 when it had transferred to it the School related activities, assets, liabilities & commitments from Worth Abbey (company no. 4475556, charity no. 1093913) by way of a donation. The activities, assets, liabilities and commitments had themselves been transferred from Worth Abbey (charity no 233572) on 31<sup>st</sup> August 2002.

The Trustees of the charity are the School's Board of Governors, details of whom are set out on page 1 which constitutes part of this report. The President of the Board of Governors is the Abbot of Worth Abbey. The Board operates with two sub-committees, the Governors' Education Committee and the Governors Finance & Resources Committee.

The School uses buildings and playing fields, which are owned by Worth Abbey, on which the School has a lease.

### **OBJECTS**

Worth School's objects are as follows:

- The advancement of the Roman Catholic religion
- The advancement of education in accordance with the Benedictine tradition:
- To support the work of Worth Abbey (company no. 4475556).

### **POLICY**

In order to further the objects of the charity, the Trustees run a Roman Catholic school known as Worth School, following the ethos and traditions of the Rule of St Benedict. The School was also able to provide both financial and other resources to support the work of Worth Abbey and its charitable activities during the year.

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

Following the election of the former Headmaster, Fr Christopher Jamison, to the position of Abbot to the monastic community of Worth Abbey in July 2002, the Senior Deputy Headmaster, Mr Peter Armstrong, became the Acting Head and in November 2002 was appointed to the permanent position of Headmaster.

As well as achieving excellent academic results, the School community placed great emphasis on pupils' development outside the classroom through sport, drama, music and community service. Some of the projects undertaken by the boys during the period have included shopping and gardening for the elderly, voluntary work in charity shops and environmental projects recycling paper and aluminium. Sixth form boys were also involved in work with children from the local primary school who use the School's ICT and sports facilities one afternoon each week. The School places great importance on its role in a partnership arrangement with 4 local state schools known as the 'WHISP' consortium. It also made its sports facilities available for use by local clubs.

A central part of the School is the Chaplaincy. Its work involves four members of the monastic community of Worth Abbey who work closely with the lay members of the School community and the pupils to ensure that the Benedictine ethos is at the forefront of life in the School.

### WORTH SCHOOL TRUSTEES' REPORT (CONTINUED) PERIOD ENDED 31 AUGUST 2003

The Governors and the School Management Team are currently in the process of reviewing the School's policies on the provision of scholarships and bursaries. Worth School already provides financial assistance to both academically able and musically talented pupils to enable them to enjoy the benefits of attending the School as well as providing hardship bursaries to existing pupils whose families fall into financial difficulties. Worth School is committed to continuing to provide such assistance and is looking for possible ways to expand it within the financial constraints of being a School without endowment funds.

Worth Abbey's second School Development Plan went into its third year. The plan combines an understanding and development of the Benedictine ethos within the School with some very exciting physical developments. During the academic year, the School benefited from the Abbey's completion of the Upper Sixth House last year and its availability for educational and other purposes throughout the academic year, the refurbishment and use of the upgraded Science Block and has, since the year end, moved back into a completely refurbished boarding house with integral Housemasters accommodation which was being worked upon throughout the year.

Other projects remaining in the Plan include a second refurbished boarding house, additional classroom and staff facilities and a new swimming pool.

The School roll in September 2002 was 439 and at the start of the Autumn Term 2003 was 444.

### **FINANCIAL RESULTS**

The financial results of Worth School were in line with the Trustees' expectations for the period ended 31<sup>st</sup> August 2003. The surplus generated after all outgoings including rent paid under the terms of the lease with Worth Abbey amounted to £378,661. In accordance with the charity's objectives and having regard to the position as outlined under Reserves below, this amount was donated to Worth Abbey, and the Trustees were very pleased to provide such level of support.

### **RESERVES**

The Trustees and Management Team of Worth School have produced, with the support and agreement of Worth Abbey, a development plan for the School under which certain physical and other developmental needs have been identified. Under this plan Worth Abbey as the owner of the freehold of the physical assets, has agreed to both finance and either develop or refurbish specified assets, and then provide them for use by the School under a leasehold arrangement.

At the balance sheet date Worth Abbey had incurred substantial borrowings in order to carry out the agreed development work and as a consequence the Trustees of Worth School have agreed to donate to Worth Abbey surpluses arising within Worth School subject to the need to retain any reserves. Worth Abbey has in turn undertaken to provide appropriate financial resources to the School to enable it to meet its own agreed capital and working capital needs.

In view of Worth Abbey's undertaking and in light of the School's budget and cash flow forecasts the Trustees are satisfied that no reserves need to be retained by Worth School at the present time.

### CORPORATE GOVERNANCE AND RISK MANAGEMENT

Worth School and its Board of Trustees are committed to high standards of corporate governance.

The Board meets at least four times a year and more frequently where needs require. The Board has a schedule of matters reserved for its decision and the results of such deliberations are communicated through the School Management Team, or by the Chairman of the Board on their behalf, to all relevant parties.

### WORTH SCHOOL TRUSTEES' REPORT (CONTINUED) PERIOD ENDED 31 AUGUST 2003

The Board supports its membership by identifying opportunities for briefings and training in all relevant areas and encourages Trustees to take advantage of these.

The Board is responsible for the company's system of internal control and for reviewing its effectiveness. There is an ongoing process for identifying, evaluating and managing the significant risks faced by Worth School and this has been in place for the year under review. Strategic, financial, commercial, charitable, operational, social, environmental and ethical risks fall with the scope of these processes. In addition, since the period end the Trustees commissioned an independent review of their risk management process. These processes are designed to manage rather than eliminate the risk of failure to achieve objectives and can only provide reasonable, not absolute, assurance against material misstatements or loss.

By Order of the Trustees

### WORTH SCHOOL STATEMENT OF TRUSTEES' RESPONSIBILITIES PERIOD ENDED 31 AUGUST 2003

Company law requires the trustees as directors to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those financial statements, the trustees:

- · 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 accounts; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with current legislation. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF WORTH SCHOOL

We have audited the financial statements of Worth School for the period ended 31 August 2003 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes as set out on pages 7 to 18. These financial statements have been prepared under the historical cost convention and the accounting policies set out on pages 10 and 11.

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

### Respective Responsibilities of Trustees and Auditors

As described on page 5, the directors who also act as the trustees for the charitable activities of Worth School, are responsible for the preparation of the financial statements. It is our responsibility 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 Directors' and Trustees' report is not consistent with the financial statements, if the charitable 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 charitable company is not disclosed.

We read other information contained in the Directors' and Trustees' report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

### **Basis of 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 trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable 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.

### **Unqualified Opinion**

In our opinion, the financial statements give a true and fair view of the state of affairs of the charity at 31 August 2003 and of its incoming resources and application of resources, including its income and expenditure, for the period then ended and have been properly prepared in accordance with the Companies Act 1985.

HORWATH CLARK WHITEHILL

Howatt Clack Welmel

Chartered Accountants and Registered Auditors

Maidstone

12 Jacober 2003

### WORTH SCHOOL STATEMENT OF FINANCIAL ACTIVITIES PERIOD ENDED 31 AUGUST 2003

		Unrestricted funds
	Notes	2003 £
INCOMING RESOURCES Charitable Activities School fees receivable	2	6,401,436
Other activities to generate funds Interest receivable Services provided to other group companies Other		11,583 36,069 7,391
TOTAL INCOMING RESOURCES		6,456,479
RESOURCES EXPENDED Cost of generating funds Other costs		3,249
Charitable expenditure: Employment costs Establishment Supplies and services Other charitable expenditure Management and administration of charity	3 3 3 3 3	3,258,280 1,288,508 1,517,194 379,272 9,976
TOTAL RESOURCES EXPENDED		6,456,479
NET MOVEMENT IN FUNDS		-
Net balances transferred at 1 September 2002	11	
AT 31 AUGUST 2003		er

The notes on pages 10 to 18 form part of these financial statements.

### WORTH SCHOOL BALANCE SHEET 31 AUGUST 2003

		2003 £
FIXED ASSETS Tangible fixed assets	4	212,687
CURRENT ASSETS Stock Debtors Cash at bank and in hand	5 6	108,496 696,151 259,638 1,064,285
CREDITORS: amounts falling due within one year  NET CURRENT ASSETS	7	(927,755) 136,530
TOTAL ASSETS LESS CURRENT LIABILITIES		349,217
CREDITORS: amounts falling due after more than one year	8	(349,217)
TOTAL NET ASSETS		
FUNDS		
Unrestricted funds	10	
TOTAL FUNDS		in the second se

The financial statements were approved by the trustees on

~ th\_

The notes on pages 10 to 18 form part of these financial statements.

### WORTH SCHOOL CASH FLOW STATEMENT PERIOD ENDED 31 AUGUST 2003

	Notes	2003 £
RECONCILIATION OF OPERATING PROFIT TO NET CASH INFLOW FROM OPERATING ACTIVITIES Changes in resources before transfers and revaluation		
Depreciation (Increase) in stock Decrease in debtors (Decrease) in creditors	4	116,158 (23,553) 261,168 (33,815)
NET CASH INFLOW FROM OPERATING ACTIVITIES	-	319,958
CASH FLOW STATEM	ENT	
Net cash inflow from operating activities		319,958
Capital expenditure	11a	(97,811)
		222,147
Financing	11b	31,736
Increase in cash in the year	12	253,883
RECONCILIATION OF NET CASH FLOW TO MOVEMENT IN NET DEBT		
Increase in cash in the period Cash inflow from increase in net debt	11b	253,883 (31,736)
Changes in net funds resulting from cash flows		222,147
Movement in net funds in the year	12	222,147
Net funds transferred at 1 September 2002	12	(213,710)
NET FUNDS AT 31 AUGUST 2003	12	8,437

The notes on pages 10 to 18 form part of these financial statements.

### 1. ACCOUNTING POLICIES

### a) Basis of Preparation

The financial statements have been prepared under the historical cost convention, and in accordance with the Charities (Accounts and Reports) Regulations 2000, the Statement of Recommended Practice "Accounting and Reporting by Charities" and applicable accounting standards.

### b) Fund Accounting

General funds are available for use at the discretion of the Trustees in furtherance of the general objectives of Worth School.

All income and expenditure is shown in the Statement of Financial Activities.

### c) Income Recognition

Fees receivable and charges for services and use of premises are accounted for in the period in which the service is provided. Fees receivable are stated after deducting scholarships, bursaries and other allowances. Interest income is accounted for on a receivable basis.

### d) Grants

Grants receivable are recognised when there is reasonable assurance of their receipt and where appropriate in the year to which they relate.

### e) Gifts in Kind

The values attributed to gifts in kind are either the amounts actually realised or an estimate of their value. They are recognised as incoming resources when received.

### f) Resources Expended

The cost headings comprise areas of expenditure relating to the charity's objectives. In the majority of instances, the costs are directly attributable to those activities. In certain cases, however, other expenditure is allocated on the basis of use.

### 1. ACCOUNTING POLICIES (CONTINUED)

### g) Capitalisation and Depreciation

Items costing less than £1,000 are written off as an expense as acquired.

Depreciation is provided on all tangible fixed assets, other at rates calculated to write off the original cost on a straight line basis over their expected useful economic life as follows:

Motor vehicles

over 4 years

Computer equipment

over 4 years

Plant and machinery

between 3 and 10 years

### h) Stock

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

### i) Foreign Currencies

Transactions in foreign currencies are recorded at the rate of exchange at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange prevailing at the balance sheet date. Any gain or loss arising from a change in exchange rates subsequent to the date of the transaction is included as a gain or loss on investment assets in the statement of financial activities.

### j) Pensions

The pension costs charged in the financial statements represent the contributions payable by the charity during the year.

### k) Operating Leases

The rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term.

2.	SCHOOL FEES RECEIVABLE	
		2003
		£
	Fee income for the year	6,445,772
	Release of parents' deposits	183,850
	Extras	145,511
	Entrance fees	10,842
		6,785,975
		0,, 00,0.0
	LESS:	
	Allowances and remissions:	005 540
	Scholarships granted Bursaries	285,516 99,023
	Duisailes	99,023
		384,539
		6,401,436
3.	RESOURCES EXPENDED	
<b>J</b> .	REGOURCES EXPERIED	2003
	Employment costs include:	£
	Wages and salaries	2,810,607
	Social security costs	213,500
	Pension contributions	234,173
		3,258,280
	Establishment costs include:	
	Depreciation	116,158
	Maintenance	453,722
	Utilities	194,156
	Rent	400,000
	Supplies and services costs include:	
		_
	Catering	214,400
	Curriculum	266,959
	Other charitable expenditure includes:	
	Donation	378,661
	Dollation	370,001

RESOURCES EXPENDED (CONTINUED)	2003
Management and administration includes:	£
Auditors' remuneration: For audit	9,976
The average number of employees in the year was:	2003 Number
Teaching & teaching support Welfare Premises	58 33 20
Management, administration & fundraising	6
	117
The number of employees whose emoluments exceeded £50,00	0 were: 2003 Number
£70,001 - £80,000	1

3.

The above was a member of a defined contribution pension scheme. Total pension contributions payable for this employee amounted to £6,901 in the year.

4.	TANGIBLE FIXED ASSETS				
		Motor Vehicles £	Plant and Machinery £	Computer Equipment	Total £
	Cost Transferred at 1 September 2002 Additions	64,608 -	346,599 8,209	270,642 89,602	681,8 <b>4</b> 9 97,811
	At 31 August 2003	64,608	354,808	360,244	779,660
	Depreciation Transferred at 1 September 2002 Charge for the year	30,339 12,464	197,903 34,290	222,573 69,404	<b>4</b> 50,815 116,158
	At 31 August 2003	42,803	232,193	291,977	566,973
	Net book value At 31 August 2003	21,805	122,615	68,267	212,687
	Transferred at 1 September 2002	34,269	148,696	48,069	231,034
5.	STOCK	·			2003 £
	General stores				108,496
	The replacement cost as at 31 <sup>st</sup> Augabove.	gust 2003 is n	ot materially di	ifferent from the	values shown
6.	DEBTORS				
					<b>2003</b> £
	School fees and extras less bad debt provision Amounts owed by group companies Other debtors Prepayments				154,498 459,941 42,652 39,060

696,151

7.	CREDITORS: amounts falling due within one year	2003
		£
	Parents' deposits on account of fees (note 12)	148,275
	School fees and extras in advance	427,329
	Trade creditors	80,466
	Amounts owed to group undertakings	15,487
	Other taxes and social security costs	73,573
	Clubs and societies	24,155
	Other creditors	113,094
	Accruals and deferred income	45,376
		927,755
		· · ·
8.	CREDITORS: amounts falling due after more than one year	
		2003
		£
	Parents' deposits on account of fees	98,016
	Acceptance deposits	<u>251,201</u>
		349,217
	When a pupil is accepted into the school a deposit is due and pay the pupil leaves the school.	able and is refundable when
9.	PARENTS' DEPOSITS ON ACCOUNT OF FEES	
		2003
		£
	On account of fees	246,291
	Less: amount to be released within one year	(148,275)
	On account of fees falling due after more than one year	98,016

10.	Septem	At 1 ber 2002 £	Incoming resources £	Resources Expended £	2003	
	School Fund	-	6,456,479	(6,456,479)		
11.	ANALYSIS OF CASH FLOWS					
	The Cash Flows comprise the liabilities transferred to the Sch August 2003.					
	A summary of the assets and liab	oilities	transferred is	s shown belo	w:	
					Fransferred at September 2002	
	Net book value of tangible fixed a Stocks Debtors Cash Creditors Acceptance deposits	assets	5		231,034 84,943 957,319 5,755 (1,059,586) (219,465)	
	Total Net Assets			-	•	
	Included in the above is an amou	ınt of	indebtedness	with Worth A	Abbey arising or	the transfer.
a)	Capital Expenditure				2003 £	
	Payments to acquire tangible fixe	ed ass	sets		97,811	
	Net cash outflow				97,811	
b)	Financing				2003 £	
	Parents' acceptance deposits				31,736	
	Net cash inflow				31,736	

### 12. ANALYSIS OF CHANGES IN NET (DEBT)/FUNDS

	Transferred at 1 September 2002	Cashflow	At 31 August 2003
	£	£	£
Cash in hand and at bank	5,755	253,883	259,638
Debt due after one year Parents' acceptance deposits	(219,465)	(31,736)	(251,201)
Net funds	(213,710)	222,147	8,437

### 13. OPERATING LEASE COMMITMENTS

Commitments under operating leases to make payments in the following year are analysed below by the expiry date of the leases concerned.

	Operating leases		
	Land & Buildings 2003	Other 2003	
	£	£	
Within 1 year	-	14,364	
Between 2 and 5 years	400,000	25,137	

### 14. RELATED PARTY TRANSACTIONS

Neither the Trustees nor persons connected with them received any remuneration from the Abbey. Trustee Indemnity Insurance is included automatically in the School's insurance policy at no extra cost and covers those members of the Board serving as Trustees. There were no other transactions with Trustees during the year.

Exemption from disclosing transactions with other group companies has been claimed as all subsidiaries are wholly owned and included within the financial statements of Worth Abbey, and which are publicly available.

### 15. PENSION COMMITMENTS

The School participates in a multi employer defined benefits pension scheme, the Teachers' Pension Scheme (England and Wales) ("the Scheme"), for its teaching staff. As a result, it is not possible or appropriate to identify the assets and liabilities of the Scheme which are attributable to the school. The last Report by the Government Actuary (GA) covered the period 1 April 1996 to 31 March 2001. The valuation statement as at 31 March 2001 made in March 2003 revealed that the total liabilities of the Scheme (the estimated cost of past and future service benefits of existing members) amounted to £142,880 million. accordance with the Teachers' Pension (Amendment) Regulations 2002, the actuarial review assumed that the value of the scheme assets equalled the value of the scheme liabilities at 31 March 2001. The scheme assets at 31 March 2001 consisted of future contributions in respect of existing members valued at £40.870 million and a balance of £102.010 million in the Teachers' Pension Account being a notional investment. The actuarial review assumed that the real rate of return on the notional investment is 3.5% in excess of price increases and 2% in excess of general earnings increases, therefore assuming a rate of real earnings growth of 1.5%. The assumed long-term gross rate of return is 7%. Following this report the standard contribution rate has been raised from 14.35% to 19.5% from 1 April 2003. 6% is to be paid by the teachers and the remaining 13.5% borne by the school.

The School's contributions represent a minor proportion of the payments into the scheme. The amount contributed by the School to the fund in the year to 31<sup>st</sup> August 2003 was £183,629.

The charity also makes defined contributions to a group personal pension scheme for its non-teaching staff. Contributions to this scheme in the year amounted to £98,250.