

Bradford Girls' Grammar School
(A company limited by guarantee)

Annual Report and Financial Statements

Year ended 31 August 2014

Charity Registration Number - 1137298
Company Registration Number - 7281806



Bradford Girls' Grammar School

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Year ended 31 August 2014

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Bradford Girls' Grammar School

Reference and Administrative Details

Year ended 31 August 2014

Governors:

Mr N J Shaw (Chairman)
Mrs S Mitchell – resigned 5 November 2014
Miss L-D Morris
Mrs S M Sedgwick
Mrs R Hicks

Principal and Registered Office:

Bradford Girls' Grammar School
Squire Lane
Bradford
BD9 6RB

Company Registration Number:

7281806 (England and Wales)

Charity Registration Number:

1137298

Bankers:

Barclays Bank plc
10 Market Street
Bradford
BD1 1NR

Bradford Girls' Grammar School

Governors' Report

Year ended 31 August 2014

The governors present their annual report and unaudited financial statements for the year ended 31 August 2014. The annual report serves the purposes of both a governors' report and a directors' report under company law.

Structure, Governance and Management

Constitution

The charity is a company limited by guarantee and a registered charity, and is governed by a memorandum and articles of association dated 8 June 2010.

Details of the governors who served during the year are included on page 1.

Members' Liability

Each member of the charitable company undertakes to contribute to the assets of the charitable company in the event of it being wound up while they are a member, or within one year after they cease to be a member, such amount as may be required, not exceeding £10, for the debts and liabilities contracted before they ceased to be a member.

Governors' Indemnities

In accordance with normal commercial practice the charity has purchased insurance to protect governors and officers from claims arising from negligent acts, errors or omissions occurring whilst on charity business. The insurance provides cover up to £5,000,000 on any one claim and the cost for the year ended 31 August 2014 was £265 (2013 - £889). The cost of this insurance is included in the total cost of insurance.

Governor Recruitment and Training

The governing body requires breadth and depth of experience to carry out its duties effectively and efficiently. New governors are given the appropriate level of training to carry out their responsibilities, which include being given the Charity Commission Scheme, Articles of Government and List of dates for Full Governor and committee meetings. Governors' appointments last for 5 years. They also receive the Association of Governing Bodies booklet (AGBIS) and attend the AGBIS seminar for new governors.

Organisational Structure

The governors hold at least three meetings every financial year. The governors determine the general policy of the charity.

Risk Management

The governors have examined the major risks that the charity faces each financial year when preparing and updating the strategic plan. The charity has developed systems to monitor and control these risks to mitigate any impact that they may have on the charity in the future.

Connected Organisations including Related Party Relationships

The charity is related to Bradford Girls' Grammar School Trust, a registered company and an exempt charity, which has five governors in common.

Objectives and Activities

Objectives, Strategies and Activities

The charity's key objective is to support Bradford Girls' Grammar School Trust in such a manner as the governors think fit.

Public Benefit

In setting our objectives and planning our future activities, the governors have given careful consideration to the Charity Commission's general guidance on public benefit.

Bradford Girls' Grammar School

Governors' Report (continued)

Year ended 31 August 2014

Financial Review

Review of the year

The governors took the decision to apply for 'Free School' status from September 2013, which was approved by the Secretary of State on 13 July 2012 with the Funding Agreement being signed on 27 August 2013. As such, the current entity ceased to operate as from 1 September 2013 with the 'Free School' operating through a new entity. The current entity collects debts, several of which are on long term payment plans, which were incurred in previous years when operating as an independent school.

During the year, incoming resources totalled £10,200 made up entirely of voluntary donations. Outgoing resources totalled £19,431, which mainly consisted of bad debts written off and debt collection fees, giving a deficit for the year of £9,231. The unrestricted fund surplus carried forward at the year end was £258,340. There were no restricted funds.

Going Concern

After making appropriate enquiries, the board of governors has a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Statement of Accounting Policies.

Investment Policy

The charity's funds are held in a low risk bank current account.

Principal Risks and Uncertainties

The governors have examined the major risks that the charity faces each financial year when preparing and updating the strategic plan. The charity has developed systems to monitor and control these risks to mitigate any impact that they may have on the charity in the future.

Plans for Future Periods

The charity will continue to support Bradford Girls' Grammar School Trust in such a manner as the governors think fit.

Approved by order of the board of governors on 11 December 2014 and signed on its behalf by:



N J Shaw
Chair of Governors

Bradford Girls' Grammar School

Statement of Governors' Responsibilities

Year ended 31 August 2014

The governors (who act as trustees of Bradford Girls' Grammar School and are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Governors' Report and the financial statements in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the governors to prepare financial statements for each financial year. 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 of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the governors are required to:

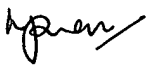
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable 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 hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The governors are responsible for ensuring that in its conduct and operation the charitable company applies financial and other controls, which conform with the requirements both of propriety and of good financial management.

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

Approved by order of the members of the board of governors on 11 December 2014 and signed on its behalf by:



N J Shaw
Chair of Governors

Bradford Girls' Grammar School

Statement of Financial Activities (incorporating the income and expenditure account)

Year ended 31 August 2014

	Notes	Unrestricted Funds £	Total 2014 £	Total 2013 £
INCOMING RESOURCES				
Incoming resources from generated funds:				
Voluntary income	2	10,200	10,200	4,673,447
Activities for generating funds	3	-	-	103,032
Income from charitable activities:				
Fees receivable	4	-	-	6,055,195
School meals		-	-	219,994
Total incoming resources		10,200	10,200	11,051,668
RESOURCES EXPENDED				
Charitable activities				
Schools and grantmaking		19,166	19,166	4,938,611
Gift of land and buildings to free school		-	-	5,400,369
Governance costs	5	265	265	17,593
Total resources expended	6	19,431	19,431	10,356,573
Net (outgoing) incoming resources		(9,231)	(9,231)	695,095
Net movement in funds		(9,231)	(9,231)	695,095
Fund balances				
Brought forward		267,571	267,571	(427,524)
Fund balances Carried forward	11	258,340	258,340	267,571

The charitable company has no recognised gains or losses other than the net movement in funds for the year.

Balance Sheet
31 August 2014

	Notes	2014 £	2013 £
Current assets			
Debtors	8	156,292	296,902
Cash at bank and in hand		115,700	60,423
		<u>271,992</u>	<u>357,325</u>
Current liabilities			
Creditors (amounts falling due within one year)	9	(13,652)	(89,754)
Net current assets		<u>258,340</u>	<u>267,571</u>
Net assets		<u>258,340</u>	<u>267,571</u>
Reserves			
Unrestricted funds	10	258,340	267,571
Total funds		<u>258,340</u>	<u>267,571</u>

For the year ended 31 August 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies and its members have not required the company to have an audit of its financial statements for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

The financial statements on pages 5 to 13 were approved by the Board of Governors and authorised for issue on 11 December 2014 and are signed on its behalf by:



N J Shaw
Chair of Governors

Bradford Girls' Grammar School

Cash Flow Statement

Year ended 31 August 2014

	Notes	2014 £	2013 £
Net cash inflow from operating activities	12	55,277	4,941,975
Returns on investments and servicing of finance	13	-	(210,540)
Capital expenditure and financial investment	14	-	400,000
Net cash inflow	15	<u>55,277</u>	<u>5,131,435</u>
Reconciliation of net cash flow to movement in net funds			
Net funds at 1 September 2013		60,423	(5,071,012)
Net funds at 31 August 2014		<u>115,700</u>	<u>60,423</u>

Bradford Girls' Grammar School

Notes to the Financial Statements

Year ended 31 August 2014

1. Accounting policies

Basis of Preparation

The financial statements have been prepared under the historical cost convention in accordance with applicable United Kingdom Accounting Standards, the Charity Commission 'Statement of Recommended Practice: Accounting and Reporting by Charities' ('SORP 2005') and the Companies Act 2006. A summary of the principal accounting policies, which have been applied consistently, except where noted, is set out below. The trustees consider that the results of its subsidiary undertaking, Bradford Girls' Grammar School, are not material to the group. As a consequence they have considered paragraph 383(C) of the SORP and have not prepared consolidated financial statements. Details of the subsidiary are shown in note 18 to the financial statements.

Going Concern

The governors assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the company to continue as a going concern. The governors make this assessment in respect of a period of one year from the date of approval of the financial statements.

Donations

Donations received for the general purposes of the charity are credited to "other unrestricted funds" to distinguish them from direct charity income. Donations subject to specific wishes of the donors are carried to relevant restricted funds. Donations required to be retained as capital in accordance with the donor's wishes are accounted for as endowments – permanent or expendable according to the nature of the restriction.

Resources expended

Expenditure is accounted for on an accruals basis, and is classified into the following categories. (Where applicable the irrecoverable element of VAT is included with the item of expense to which it relates). Charitable activities: school running costs are sub divided into teaching, welfare, premises and support costs. Grants, awards and prizes represent all financial assistance given by unrestricted and restricted funds in the form of bursaries and scholarships. Governance costs comprise audit and the costs of complying with any statutory requirements.

Funds

All the funds are unrestricted which the charity is free to use in accordance with its charitable objectives.

Taxation

As a charity, Bradford Girls' Grammar School is exempt from tax on income falling within Part II of the Corporation Act 2010 and on gains falling within S.256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives. No tax charges have arisen in the charity.

Bradford Girls' Grammar School

Notes to the Financial Statements (continued)

Year ended 31 August 2014

2. Voluntary income

	2014 £	2013 £
Donations	10,200	-
Bank loans and overdraft repaid by the EFA	-	4,673,447
	<u>10,200</u>	<u>4,673,447</u>

3. Activities from generating funds

	2014 £	2013 £
Registration fees	-	4,320
Insurance fees	-	12,371
Sports Hall	-	47,852
Miscellaneous	-	38,489
	<u>-</u>	<u>103,032</u>

4. Fees

	2014 £	2013 £
Fees receivable consist of:		
Gross fees	-	6,107,267
Less: Staff discounts	-	(49,536)
Less: Bursaries	-	(415,101)
Less: Scholarships	-	(2,536)
	<u>-</u>	<u>5,640,094</u>
Add : Bursaries paid for by the charity	-	415,101
	<u>-</u>	<u>6,055,195</u>

The BGGGS Trust contributed £nil (2013 - £230) towards pupils' fees.

5. Governance costs

	2014 £	2013 £
Auditor's remuneration:		
For audit	-	15,636
For other services	-	1,068
Governors' liability insurance	265	889
	<u>265</u>	<u>17,593</u>

Bradford Girls' Grammar School

Notes to the Financial Statements (continued)

Year ended 31 August 2014

6. Information regarding employees

	2014 £	2013 £
Staff costs		
Wages and salaries	-	2,690,175
Social security costs	-	194,322
Pension costs	-	263,936
	<u>-</u>	<u>3,148,433</u>

The number of employees whose annual emoluments exceeded £60,000 was:

	2014 Number	2013 Number
£90,001 - £100,000	-	1
£120,001 - £130,000	-	1
	<u>-</u>	<u>1</u>

Pension contributions made on behalf of the above employees during the year amounted to £nil (2013 - £17,340).

Number of employees

The average number of employees during the year was:

	2014 Number	2013 Number
Teaching – full time	-	38
Teaching – part time	-	19
Administration and clerical – full time	-	5
Administration and clerical – part time	-	5
Caretakers and maintenance – full time	-	7
Others – full time	-	20
Others – part time	-	27
Catering – full time	-	3
Catering – part time	-	7
Cleaning – part time	-	16
	<u>-</u>	<u>147</u>

Subject to the information contained in note 16 in respect of related party transactions, neither the governors nor persons connected with them received any remuneration, other benefits or reimbursement of expenses from the charity or any connected organisation.

Bradford Girls' Grammar School

Notes to the Financial Statements (continued)

Year ended 31 August 2014

7. Analysis of total resources expended

	Staff costs £	Other £	Depreciation £	Total £
Charitable activities:				
Support costs	-	19,166	-	19,166
	-	19,166	-	19,166
Governance costs	-	265	-	265
Total resources expended	-	19,431	-	19,431

Items of expenditure which involve more than one cost category have been apportioned on a reasonable, justifiable and consistent basis for the cost category concerned.

8. Debtors

	2014 £	2013 £
Fees receivable	42,883	88,773
Other debtors	109,878	135,347
Prepayments and accrued income	3,531	72,782
	<u>156,292</u>	<u>296,902</u>

9. Creditors: amounts falling due within one year

	2014 £	2013 £
Other creditors	12,997	32,378
Accruals	655	57,376
	<u>13,652</u>	<u>89,754</u>

10. Analysis of net assets between funds

	Unrestricted funds £	Total £
Current assets	271,992	271,992
Current liabilities	(13,652)	(13,652)
	<u>258,340</u>	<u>258,340</u>

Bradford Girls' Grammar School

Notes to the Financial Statements (continued)

Year ended 31 August 2014

11. Unrestricted funds

	Balance at 1 September 2013 £	Incoming resources £	Resources expended £	Balance at 31 August 2014 £
General reserve	267,571	10,200	(19,431)	258,340
	<u>267,571</u>	<u>10,200</u>	<u>(19,431)</u>	<u>258,340</u>

The general reserve fund is retained to provide working capital.

12. Reconciliation of net income to net cash inflow from operating activities

	2014 £	2013 £
Net (outgoing) / incoming resources	(9,231)	695,095
Profit on sale of assets held for resale	-	(326,072)
Land and buildings gifted to free school	-	5,400,369
Bank overdraft interest payable	-	11,182
Bank loan interest payable	-	174,061
Decrease / (increase) in debtors	140,610	(146,445)
(Decrease) in creditors	(76,102)	(866,215)
Net cash inflow from operating activities	<u>55,277</u>	<u>4,941,975</u>

13. Returns on investments and servicing of finance

	2014 £	2013 £
Bank overdraft interest paid	-	(19,525)
Bank loan interest paid	-	(191,015)
Net cash outflow from returns on investments and servicing of finance	<u>-</u>	<u>(210,540)</u>

14. Capital expenditure and financial investment

	2014 £	2013 £
Receipts from sale of tangible fixed assets	-	400,000
Net cash inflow from capital expenditure and financial investment	<u>-</u>	<u>400,000</u>

Bradford Girls' Grammar School

Notes to the Financial Statements (continued)

Year ended 31 August 2014

15. Analysis of changes in net funds

	At 1 September 2013 £	Cash flows £	At 31 August 2014 £
Cash at bank and in hand	60,423	55,277	115,700
	<u>60,423</u>	<u>55,277</u>	<u>115,700</u>

16. Related party transactions

The following related party transactions took place in the period of account:

Bradford Girls' Grammar School Trust – a company in which Mr N J Shaw, Mrs S Mitchell, Miss L-D Morris, Mrs S M Sedgwick and Mrs R Hicks are governors. Certain receipts and payments have been made on behalf of Bradford Girls' Grammar School Trust, but no trading transactions took place in the period of account. There was a balance of £32,378 (2013: £45,313) owing from Bradford Girls' Grammar School Trust to the charity at 31 August 2014 which was paid after the year end.

Bradford Girls' Grammar School – an unincorporated 'sister' charity which operates under common control. Other creditors include £12,786 (2013 - £14,005) owing to Bradford Girls' Grammar School.

Governor Mr N J Shaw is a partner of the firm, Last Cawthra Feather. The charity paid professional fees of £2,581 (2013 - £8,354) to Last Cawthra Feather during the year.

17. Company limited by guarantee

Bradford Girls' Grammar School is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such an amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

18. Fixed assets investments

Bradford Girls' Grammar School has a sister charity, Bradford Girls' Grammar School (Charity number: 528674) which operates under common control. The results of the subsidiary are not considered material to the group.