FRANCIS HOLLAND (CHURCH OF ENGLAND) SCHOOLS TRUST LTD (Company Number 257981) (Registered Charity Number 312745)

ANNUAL REPORT

YEAR ENDED 31 AUGUST 1998



FRANCIS HOLLAND (CHURCH OF ENGLAND) SCHOOLS TRUST LTD ANNUAL REPORT YEAR ENDED 31 AUGUST 1998

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FRANCIS HOLLAND (CHURCH OF ENGLAND) SCHOOLS TRUST LTD REGISTERED OFFICE AND ADVISORS

Registered Office:

Francis Holland (Church of England) Schools Trust Ltd

35 Bourne Street

London SW1W 8JA

Bankers:

National Westminster Bank PLC

34 Sloane Square

London SWIW 8AZ

Solicitors:

Baldwin & Co

26 Bedford Row

London WC1R 4HZ

Investment Advisors:

Fleming Private Asset Management Limited

20 Finsbury Street

London EC2Y 9AQ

Auditors:

Pannell Kerr Forster

New Garden House 78 Hatton Garden

London EC1N 8JA

FRANCIS HOLLAND (CHURCH OF ENGLAND) SCHOOLS TRUST LTD COUNCIL REPORT

The SIXTY EIGHTH REPORT of the COUNCIL for the year ended 31 August 1998 to be presented at the Sixty Eighth Annual General Meeting to be held at Clarence Gate on 23 March 1999.

PRINCIPAL ACTIVITIES

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The principal activities of the company are to provide for the education of girls, including religious instruction in accordance with the principles of the Church of England.

The policies that have been adopted to further these objects are disclosed on pages 10 and 11 of the audited financial statements.

MEMBERS OF THE COUNCIL

The following members of the Council served during the period covered by this Report, ie 1 September 1997 to 31 August 1998:-

Miss M M N McLauchlan

Chairman of the Council

Representing Quondam

Mr H M Neal

Vice-Chairman

Mr D Angel Prof J Caldwell

Representing the London Diocesan fund

Dr C Carpenter

Representing the University of Cambridge

Mr M Clarfelt

Representing the University of Cambridge

Miss A Duke Professor J C Foreman

Lady France

Representing Friends of Francis Holland

Mr R E Gourgey Mrs A Grainger

VIIS A CITAINGO

Mrs V V R Harris

Mrs S J Hicklin

Mr C J P Iliff

Mr I A N McIntosh

Miss S Mahaffy

Mrs B A R Mathews

Ms A Millet

The Hon Mrs F F B Morgan

Mr A C E Sandberg

Lady Staughton

Mr D B Walton

Dr S C Watkinson

Mrs G Young

Representing the University of Oxford

The following Members of the Council retire and offer themselves for re-election:-

Miss McLauchlan, Mr Angel, Mr Clarfelt, Ms Millett, Mr Sandberg, Dr Young.

Other Members may offer themselves for re-election.

The following Members of the Council indicated their intention to retire during the year:-

Miss A Duke, Mr R Mahaffy, Mrs S J Hicklin, Mr D B Walton

The following Members have joined the Council during the year:-

Prof Caldwell, Dr Carpenter and Miss Mahaffy

Mr G P Thomas acted as secretary to the Council throughout the year.

FRANCIS HOLLAND (CHURCH OF ENGLAND) SCHOOLS TRUST LTD COUNCIL REPORT

FINANCIAL RESULTS

There was an annual surplus of £660,425 (1997: £1,136,603).

The closing balance on the general fund of £5,579,141 shows an increase of £669,892

NUMBER OF PUPILS

The average number of pupils during the year was 381 at Clarence Gate and 379 at Graham Terrace, as compared with 381 and 368 respectively in the previous year.

OTHER DEVELOPMENTS

During the post balance sheet period, the development of the Graham Terrace property continued.

AUDITORS

A resolution to reappoint Pannell Kerr Forster as auditors, and to authorise the Finance Committee to agree their remuneration, will be proposed at the Annual General Meeting.

BY ORDER OF THE COUNCIL

G P Thomas Secretary

35 Bourne Street London SW1W 8JA

2 Lec 1998

FRANCIS HOLLAND (CHURCH OF ENGLAND) SCHOOLS TRUST LIMITED STATEMENT OF MEMBERS OF THE COUNCILS' RESPONSIBILITIES YEAR ENDED 31 AUGUST 1998

Company law requires the Members of the Council 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 on income and expenditure account for that period. In preparing those financial statements, the Members of the Council are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards and statements of recommended practice;
- prepare the financial statements on a going concern basis, unless it is inappropriate to presume that the Trust will continue its operations.

The Members of the Council are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and 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.

The members of the Council confirm their acceptance of these responsibilities.



AUDITORS' REPORT TO THE MEMBERS OF FRANCIS HOLLAND (CHURCH OF ENGLAND) SCHOOLS TRUST LIMITED

We have audited the financial statements on pages 6 to 16 which have been prepared under the accounting policies set out on page 10 and 11.

Respective responsibilities of the Members of the Council and auditors

As described on page 4 the Members of the Council (who are trustees for the charitable activities of The Francis Holland (Church of England) Schools Trust and are the directors of Francis Holland (Church of England) Schools Trust Ltd for the purposes of company law) are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards. 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 Members of the council in the preparation of the accounts, 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.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 August 1998 and of its incoming resources and application of resources, including the surplus of income over expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

PANNELL KERR FORSTER

Chartered Accountants

Registered Auditors

London

12 February 1999

FRANCIS HOLLAND (CHURCH OF ENGLAND) SCHOOLS TRUST LTD YEAR ENDED 31 AUGUST 1998 STATEMENT OF FINANCIAL ACTIVITIES

		Unrest <u>General</u>	ricted Funds <u>Designated</u>	Restricted Funds	<u>1998</u>	<u> 1997</u>
	Notes	£	£	£	£	£
INCOMING RESOURCES						
Fees receivable		4,865,149	-	-	4,865,149	4,530,500
Investment income and interest		106,538	10,113	-	116,651	124,851
Donations		-	10,000	212,788	222,788	537,113
		4,971,687	20,113	212,788	5,204,588	5,192,464
RESOURCES EXPENDED						
Direct Charitable Expenditure						
Teachers' salaries		2,811,848	-	-	2,811,848	2,672,066
Visiting Teachers salaries		184,706	-	-	184,706	162,777
Prize expenditure		1,371	268	•	1,639	1,581
Buildings		316,936	-	-	316,936	335,284
Other educational expenditure		296,313	-	-	296,313	203,456
Scholarships & remissions		-	117,117	•	117,117	96,972
Fundraising for Clarence Gate		•	-	-	-	19,998
Fundraising for Graham Terrace		16,740	-	-	16,740	43,549
Domestic		382,482		-	382,482	354,386
		4,010,396	117,385	**	4,127,781	3,890,069
Other Expenditure						
Administrative		242,653		-	242,653	266,669
Bursar's office expenses		175,477	-	-	175,477	188,989
Total resources expended	13	4,428,526	117,385	_	4,545,911	4,345,727
Net incoming resources before						
transfers Transfers between funds:		543,161	(97,272)	212,788	658,677	846,737
In respect of bursaries		(87,653)	87,653	_	_	
In respect of capital expenditure		212,788	07,020	(212,788)	-	-
NET INCOMING RESOURCES		668,296	(9,619)		658,677	846,737
		000,270	(2,012)	_	050,077	040,737
Gains/(losses) on investment assets:		(10.020)	(1.005)		(00.045)	160.000
Realised		(19,038)	(1,807)	•	(20,845)	
Unrealised		20,634	1,959		22,593	129,057
Net movement in funds		669,892	(9,467)	-	660,425	1,136,603
Funds brought forward at 1 September 1997	10	4,909,249	834,904	-	5,744,153	4,607,550
FUNDS CARRIED FORWARD AT 31 AUGUST 1998		5,579,141	825,437	- -	6,404,578	5,744,153

FRANCIS HOLLAND (CHURCH OF ENGLAND) SCHOOLS TRUST LTD YEAR ENDED 31 AUGUST 1998 INCOME AND EXPENDITURE ACCOUNT

	Note	1998 £	1997 £
Gross fees School expenditure	13	4,865,149 (4,410,415)	4,530,500 (4,183,627)
Schools revenue surplus		454,734	346,873
Less: scholarships awarded		(86,786)	(67,082)
Less: remissions awarded		(30,331)	(29,890)
Less: prize expenditure		(1,639)	(1,581)
EDUCATIONAL SURPLUS		335,978	248,320
OTHER INCOME			
Gains/(losses) on sale of investments		(20,845)	160,809
Investment income and interest	14	116,651	124,851
Donations		222,788	537,113
Less: fundraising costs		(16,740)	(63,547)
		301,854	759,226
SURPLUS FOR THE YEAR	,	637,832	1,007,546

The trust has made no acquisitions nor discontinued any operations within the meaning of Financial Reporting Standard 3 during 1998 or 1997. Turnover and operating surplus are derived entirely from continued operations.

The trust has recognised unrealised gains of £22,593 (1997 - £129,057) as included in the Statement of Financial Activities (page 6) which have not been included above.

The surplus on a historical cost basis was not materially different from the surplus reported above.

FRANCIS HOLLAND (CHURCH OF ENGLAND) SCHOOLS TRUST LTD YEAR ENDED 31 AUGUST 1998

BALANCE SHEET

			1998		<u>1997</u>
	Note	£	£	£	£
FIXED ASSETS Tangible fixed assets Listed investments	2 3		6,402,348 262,097		4,396,071 327,852
			6,664,445		4,723,923
CURRENT ASSETS Debtors Cash at bank and in hand	4	276,443 674,877		206,264 1,871,381	
		951,320		2,077,645	
CURRENT LIABILITIES Creditors: amount falling due within one year	5	(870,678)		(773,391)	
NET CURRENT ASSETS			80,642		1,304,254
CREDITORS: amount falling due after more than one year	5		(340,509)		(284,024)
			6,404,578		5,744,153
RESERVES					
(including revaluation reserves of £9 Unrestricted General Funds Unrestricted Designated Funds Restricted Funds	93,311 (1997 : 7 8 9	£111,452)	5,579,141 825,437 		4,909,249 834,904 -
			6,404,578		5,774,153

Miss M M N McLauchlan

I A N McIntosh

Members of Council

3/12/___1998

FRANCIS HOLLAND (CHURCH OF ENGLAND) SCHOOLS TRUST LTD YEAR ENDED 31 AUGUST 1998 CASH FLOW STATEMENT

		<u>Note</u>	ŧ	<u>1998</u>	£	£	<u>1997</u>	£
Net c	ash inflow from educational ities	A		48	8,878		297,	643
Dona	tions received			22	2,788		537,	113
servi	rns on investments and cing of finance estment income and interest			11	6,651		124,	851
Payr Payr	tal expenditure and financial in ments to acquire fixed asset invented to acquire other tangible a eipts from sale of fixed asset invented in the same and the same and the same are sale of fixed asset in the same are sale of fixed asset in the sale of fixed asset	estments fixed assets	(77,9 (2,092,4 145,5	25)		(109,646) (1,283,971) 1,626,880		
	ash inflow/(outflow) from al expenditure and financial i	nvestment		(2,02	24,821)		233,	263
	ease/(decrease) in and cash equivalents	В		(1,19	06,504)		1,192,	870
NOT	ES TO CASH FLOW STATE Reconciliation of educationa inflow from educational ope	al surplus to ne	et cash					
	Educational surplus Fundraising costs Depreciation Decrease in debtors Increase in creditors			(1 8 (7	35,978 16,740) 36,148 70,179) 53,671		77, 5,	,320 ,547) ,477 ,430 ,963
	Net cash flow from education	al activity		48	88,878		297,	,643
B)	Analysis of movement in net	t funds					-	 -
			1998 £	Change £	1997 £	<u>Change</u> £		9 <u>6</u> £
	Cash at bank and in hand	_	674,877	(1,196,504)	1,871,381	1,192,870	678,5	511

1 ACCOUNTING POLICIES

(a) Basis of accounting

The financial statements are prepared under the historical cost convention as modified by the valuation of fixed asset investments at market value and in accordance with applicable accounting standards and the principles contained in the Statement of Recommended Practice "Accounting by Charities", issued by the Charity Commissioners for England and Wales.

(b) Income and expenditure account format

The standard format for the income and expenditure account as required by the Companies Act 1985 Schedule 4 Part 1 has been adapted to provide more appropriate information which reflects the activities of the trust.

(c) Depreciation

Freehold property

The freehold buildings are maintained by a programme of repairs and refurbishment such that the residual value is at least equal to its book value. Having regard to this it is the opinion of the Council members that depreciation of the property as required by the Companies Act 1985 and Statements of Standard Accounting Practice is not required.

Depreciation on other assets is charged on the following bases:

Leasehold property - Amortised over period of lease.

Fixtures, furniture and equipment - Equal annual instalments to write the cost off over 8 years.

Computer and office equipment - Equal annual instalments to write the cost off over 5 years.

(d) Investments and investment income:-

In September 1990 all the prize fund investments and the general charitable fund investments and cash were amalgamated with the Francis Holland Schools Trust investments and cash held by Flemings so that the total assets held by and income from these investments is split as follows:-

Francis Holland (Church of England) Schools Trust	91.33%
Francis Holland General Charitable Fund	8.44%
Francis Holland Prize Fund	0.23%

100.00%

Interest on fixed interest investments franked investment income is accounted for on a receipts basis and is apportioned between the Funds as above.

Investments are included at market value.

(e) Donations

Donations are accounted for when received.

(f) Operating leases

Instalments under operating lease agreements are charged to the income and expenditure account in the year in which they are incurred.

(g) Restricted funds

Restricted funds are described in the accounts as certain legacies and donations and the funds to be utilised in the development of the school properties.

(h) Gross fees

These comprise school fees received in respect of pupils attending both schools and are accounted for on the accruals basis.

(i) School expenditure

This comprises general educational expenditure incurred and is accounted for on the accruals basis.

(j) Pension costs

The trust contributes to the TSS pension scheme in respect of teaching staff. Such contributions are charged to the income and expenditure account.

2 TANGIBLE FIXED ASSETS

	Land and		Fixtures		
			Assets under	furniture	
	Freehold	<u>leasehold</u>			<u>Total</u>
	£	£	£	£	£
Cost At 1 September 1997 Additions	2,611,401	285,073 26,576	1,403,327 1,916,261	678,309 149,588	4,978,110 2,092,425
Transfer	2,960,118	-	(2,960,118)	-	-
					7.070.525
At 31 August 1998	5,571,519	311,649	359,470	827,897	7,070,535
Depreciation At 1 September 1997 Provided this year	24,379	97,111 6,001	-	460,549 80,147	582,039 86,148
	24,379	103,112	_	540,696	668,187
At 31 August 1998		103,112			
Net book value					< 100 G 10
At 31 August 1998	5,547,140	208,537	359,470	287,201	6,402,348
At 31 August 1997	2,587,022	187,962	1,403,327	217,760	4,396,071

3	LISTED INVESTMENTS				£
	Market value at 1 September 1997 Additions at cost Disposals at market value at 1 September 1997 Current year unrealised gain				327,852 77,983 (166,332) 22,594
	Market value at 31 August 1998				262,097
	Cost of investments at 31 August 1998				168,786
	All investments are listed on a recognised invest	ment exchange.			
4	DEBTORS			1000	1007
				1998 £	1997 £
	Due within one year:			122,289	158,017
	School bills Other debtors			148,535	16,361
	Prepayments and accrued income			5,619	31,886
				276,443	206,264
5	CREDITORS				
	Amounts falling due within one years				
	Amounts falling due within one year: School fees paid in advance			323,426	417,781
	Taxation and social security			68,716	57,057
	Other creditors			478,536	298,553
					
				870,678	773,391
	A	M.			
	Amounts falling due after more than one year. Fee deposits retained			340,509	284,024
	200 40,000				
6	ANALYSIS OF NET ASSETS BETWEEN F	UNDS			
	The net assets are held for the various funds as t				
		Un <u>General</u>	restricted <u>Designated</u>	Restricted	<u>Total</u>
		£	£	£	£
	Tangible fixed assets	6,402,348	-	-	6,402,348
	Investments	131,048	131,049	•	262,097
	Net current assets	(613,746)	694,388	+	80,642
	Creditors falling due after more than one year	(340,509)	-	-	(340,509)
		5,579,141	825,437	-	6,404,578

7 UNRESTRICTED GENERAL FUNDS

				Transfers and	
	Balance at 1 Sept 1997 £	Incoming resources	Resources expended £	investment gains/(losses) £	Balance at 31 Aug 1998 £
General Fund Legacies and donations fund	4,875,931 33,318	4,971,688	(4,428,527)	126,731	5,545,823 33,318
Closing balance	4,909,249	4,971,688	(4,428,527)	126,731	5,579,141

The legacies and donations fund comprises monies donated for general purposes in the special development of the schools.

8 UNRESTRICTED DESIGNATED FUND MOVEMENTS

	Balance at 1 Sept. 1997 £	Transfers and Investment gains/(losses) £	Balance at 31 Aug.1998 £
Contingency Fund	500,000	-	500,000
Bursaries Fund	130,585	(19,464)	111,121
Prize and other special funds	8,443	4	8,447
- Capital	8,443	4	8,447
- Income	-	-	-]
General Charitable Fund	195,876	9,993	205,869
	834,904	(9,467)	825,437

The contingency fund provides funds as a general contingency.

The bursaries fund provides funds for awards for bursaries and remissions.

The Prize and other special funds provides funds for specific prizes and awards.

The closing balance of the Prize and other special funds is represented entirely by short term deposits.

The General Charitable Fund provides funds for scholarships.

9 RESTRICTED FUNDS

Development funds - Graham Terrace	Balance at 1 Sept 1997 £	Incoming Resources £ 212,788	Resources Expended £ 212,788	Balance at 31 Aug 1998 £
		-		
	-	212,788	212,788	-
,				

The development funds provide funds for building developments in the schools and are transferred out of restricted funds on the completion of the respective developments.

Resources expended are improvements to premises funded from the development fund and are treated as transfers in the statement of Financial Activities.

10	OVERALL FUNDS RECONCILIATION	1998 £	1997 £
	Balance at 1 September 1997	5,744,153	4,607,550
	Net movement in funds for the year	660,425	1,136,603
	Balance at 31 August 1998	6,404,578	5,744,153

11	STAFF COSTS AND NUMBERS EMPLOYED	1998 £	1997 £
	Salaries Social security Pension contributions	2,565,512 224,015 154,854	2,438,520 206,505 156,556
	Visiting teachers fees	2,944,381 184,706	2,801,581 162,777
		3,129,087	2,964,358
	Equivalent full-time staff:	Number	Number
	Teaching Administrative	77.80 11.50	74.50 11.90
		89.30	86.40
	Number of employees whose emoluments exceeded £40,000 in the current year.	3	2
12	PENSIONS		
	The teaching staff and trust contribute to the TSS Pension Scheme.		
13	SCHOOLS EXPENDITURE	1998 £	1997 £
	This includes the following: Depreciation (see note 2) Auditors' remuneration	86,148 7,500	66,758 6,050
14	INVESTMENT INCOME		
	From listed investments Other interest	26,028 90,623	62,234 62,616
	Amount per Statement of Financial Activities	116,651	124,850
	Less: Fund Managers charges	(7,362)	(11,717)
		109,289	113,133
		======	

15	CAPITAL COMMITMENTS	1998 £	1997 £
	Contracted - not provided Authorised - not contracted	694,000 -	1,925,109
16	OPERATING LEASE COMMITMENTS	1998 £	1997 £
	The School Trust had operating lease commitments to pay during the next year in respect of land and buildings:-		
	Expiring in more than five years	17,190	17,190

17 LIMITED LIABILITY

The School Trust is a company limited by guarantee. Liability is limited to £1 due from each council member on the dissolution of the company.

18 REMUNERATION AND EXPENSES TO TRUSTEES

There has been no remuneration of the members of the Council.

The travelling expenses for members of the Council amounted to £1,991 (1997 - £1,830).