Report and Financial Statements

Year Ended

31 July 2007

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BDO Stoy Hayward Chartered Accountants

Annual report and financial statements for the year ended 31 July 2007

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#### Company information

#### Governors

Mr J R Davidson (Chairman)
Mr P G Turner (resigned 13 February 2007)
Mrs M S Shale
Mr F M Broadbent (Vice-chairman)
Ms S M C Alexander (resigned 13 February 2007)
Mrs M M Burns
Mrs E M Buchanan
Mr P I Ewings
Mr J W Wates (appointed 7 August 2006)

#### Secretary and registered office

Mr D D A Leslie, 22 - 24 Pont Street, London, SW1X 0AA

#### Company number

958054

#### **Charity No**

312737

#### **Auditors**

BDO Stoy Hayward LLP, Emerald House, East Street, Epsom, Surrey, KT17 1HS

#### Solicitors

Ross & Craig, 12A Upper Berkeley Street, London, W1H 7QE

Report of the governors for the year ended 31 July 2007

The Governors submit their annual report and audited financial statements for the year ended 31 July 2007

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice, Accounting and Reporting by Charities ("The SORP") published in March 2005. There are no directors' interests requiring disclosure under paragraph2, schedule 7 to the Companies Act 1985.

#### PRINCIPAL ACTIVITY

The company, which is limited by guarantee, is a registered charity and the proprietor of More House School, a girls' independent day school. The company is governed by its memorandum and Articles of Association, which were updated in January 2007. The Governors of the School constitute Directors of the Company for the purposes of the Companies Act 1985 and also constitute the trustees of the charity.

The company's policy continues to be to educate pupils to the highest standard and, to this end, is run by a Headmaster, together with a Bursar, 34 teaching staff and 4 administrative and technical staff

#### **ORGANISATION**

The Governors meet on a regular basis to decide ways of furthering the aims of the company, control finances, assess risks facing the company and appoint appropriate staff. The Memorandum and Articles of Association stipulate that there shall be no fewer than 6, nor more than 12 Governors. Governors are appointed at the Annual General Meeting for an initial period of 3 years, and may subsequently be re-appointed, although no Governor may serve more than 15 years consecutively. Suitable individuals may be co-opted onto the Board of Governors at any time during the year.

#### **INVESTMENTS**

All investments held by the company during the year have been acquired in accordance with the powers invested in the Governors by the company's Memorandum and Articles of Association

#### **RESULTS FOR THE YEAR**

The General Fund deficit for the year, before transfers, was £213,699 and there was an increase of £3,439 in the balances of the restricted funds. During the year, the Governors decided to merge the Designated Fund and the General Fund and, accordingly, the General Fund shows an overall increase of £367,734 to stand at £960,430. This is expected to be adequate to meet the known obligations of the charity. The balance on Restricted Funds at the year end was £20,896.

The School is let out, on an occasional basis, to local music societies at a nominal fee. In addition, choirs from the School have performed in local hospitals and churches, and the annual concert took place in Cadogan Hall Bursaries, Scholarships and other fee reductions increased to £180,283, representing 9 07% of gross tuition fees. Following the demise of the Assisted Places Scheme, the Governors decided to make available at least 2 free places each year to girls of outstanding ability whose parents would not be able to afford the School fees. The first such places were made available in September 2005.

Investment in the school continues with data projectors having been installed in the majority of classrooms. Further refurbishment of the School washrooms has also taken place and improvements in the Sixth Form areas were made.

Report of the governors for the year ended 31 July 2007 (Continued)

#### **FUTURE DEVELOPMENTS**

The Governors are confident that the School will maintain its high academic standards and reputation Substantial investment in additional facilities is planned for the immediate future. At the end of the financial year, work commenced on the creation of a high quality dance and drama studio, which is expected to be available in September 2007. Additionally, refurbishment work will be started in the Library/Study Centre and further developments will take place in the Sixth Form areas. The programme of investment in information technology continues in order to keep pace with current educational standards. The Governors will keep the level of facilities under review and will ensure that pupils are provided with up-to-date teaching and learning equipment.

#### **RISK ASSESSMENT**

The Governors have assessed the risks to which the charity is exposed, including operational and financial risks in the opinion of the Governors, the charity has established resources and review systems which, under normal conditions, should allow the risks to be managed to an acceptable level in its day-to-day operations

#### **RESERVES POLICY**

Further to the risk assessment, the Governors will endeavour to maintain sufficient reserves to minimise the impact of fluctuations in pupil numbers and major developments and repair works. The Governors have agreed that at least one term's income should be kept as a general reserve and the figure at the year end is in excess of this.

In 2004, a Bursary Fund was established to provide assistance with tuition fees for suitable pupils. This is funded by donations, principally from parents of former pupils. During the year, the fund was used to assist one pupil. It is the intention of the Governors to seek further donations to this fund in order to build up the capital sum, although further use will be made in deserving cases. This is in addition to the scholarships awarded.

#### STATEMENT OF GOVERNORS' RESPONSIBILITIES

Company law requires the Governors to prepare financial statements for each financial period 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

- i) select suitable accounting policies and then apply them consistently
- make judgments and estimates that are reasonable and prudent
- prepare the financial statements on a 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 taking reasonable steps for the prevention and detection of fraud and other irregularities.

Report of the governors for the year ended 31 July 2007 (Continued)

#### **AUDITORS**

Gdvernor

In accordance with Section 384(1) of the Companies Act 1985, a resolution proposing the re-appointment of BDO Stoy Hayward LLP as the company's auditors will be put to the forthcoming Annual General Meeting

All of the current Governors have taken all the steps that they ought to have taken to make themselves aware of any information needed by the company's auditors for the purpose of their audit and to establish that the auditors are aware of that information. The Governors are not aware of any relevant audit information of which the auditors are unaware.

ON BEHALF OF THE BOARD

#### Report of the independent auditors

#### Report of the auditors to the Governors of More House Trust Limited

We have audited the financial statements of More House Trust Limited for the year ended 31 July 2007 which comprise the Statement of Financial activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein

#### Respective responsibilities of Governors and auditors

The governors' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Governors' Responsibilities

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland)

We report to you our opinion as to whether the financial statements give a true and fair view and have been properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Governors' Report is not consistent with those 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 other transactions is not disclosed

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

Our report has been prepared pursuant to the requirements of the Companies Act 1985 and for no other purpose. No person is entitled to rely on this report unless such a person is a person entitled to rely upon this report by virtue of and for the purpose of the Companies Act 1985 or has been expressly authorised to do so by our prior written consent. Save as above, we do not accept responsibility for this report to any other person or for any other purpose and we hereby expressly disclaim any and all such liability.

#### Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 judgments 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.

#### Report of the independent auditors (continued)

#### Opinion

#### In our opinion

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the company's affairs as at 31 July 2007 and of its result for the year then ended, and
- the financial statements have been properly prepared in accordance with the Companies Act 1985, and
- the information given in the Governors' Report is consistent with the financial statements

BDO STOY HAYWARD LLP

Chartered Accountants and Registered Auditors

1) Mul 2004

Epsom, Surrey

Date

Statement of financial activities for the year ended 31 July 2007

		General funds £	Restricted fund £	Designated fund £	Total funds for the year ended 31 July 2007 £	Total funds for the year ended 31 July 2006 £
Income and expenditure						
tncoming resources						
Income from charitable activities Tuition fess less bursaries and scholarships Other income Deposits forfeited	3 5	1,807,667 163,724 12,149	- - -	- - -	1,807,667 163,724 12,149	1,992,054 182,654 12,752
Income from activities for generating fu Investment income Donations received	inas 4	67,977 2,809	968 9,256	-	68,945 12,065	62,091 2,718
Total incoming resources		2,054,326	10,224		2,064,550	2,252,269
Resources expended						
Charitable activities Tuition costs School operating costs	6 7	1,516,079 742,279	6,785	-	1,522,864 742,279	1,504,097 700,737
Governance costs	8	9,637	•	-	9,637	8,000
Total resources expended		2,267,995	6,785	-	2,274,780	2,212,834
Net (outgoing)/incoming resources for the year		(213,669)	3,439	-	(210,230)	39,435
Transfers between funds		581,403 ————		(581,403) ————		
Net movement in funds		367,734	3,439	(581,403)	(210,230)	39,435
Fund balances brought forward At 1 August		592,696	17,457	581,403	1,191,556	1,152,121
Fund balances carried forward at 31 July		960,430	20,896	-	981,326	1,191,556

The notes on pages 9 to 14 form part of these financial statements

Balance sheet at 31 July 2007

	Note	2007 £	2006 £
Fixed assets Tangıble assets	10	160,470	113,163
		160,470	113,163
Current assets Stocks	11	13,566	36,706
Debtors Cash at bank and in hand	12	637,244 1,272,108	656,973 1,430,963
Jasii at balik and in Hand			
Current liabilities		1,922,918	2,124,642
Creditors: amounts falling due within one year	13	(838,224)	(785,498)
Net current assets		1,084,694	1,339,144
otal assets less current liabilities		1,245,164	1,452,307
Creditors: amounts falling due ifter more than one year	13	(263,838)	(260,752)
		981,326	1,191,555
inanced by:			
Seneral fund – accumulated surplus Restricted funds	14	960,430 20,896	592,696 17,456
Designated funds	15	-	581,403
		981,326	1,191,555

Approved by the Board of Governors and authorised for issue on 5 fulling 2008 and signed on its behalf by

R Davidson

M S Shale Governor

The notes on pages 9 to 14 form part of these financial statements

# Notes forming part of the financial statements for the year ended 31 July 2007

#### 1 Status of company

The School is a company limited by guarantee and is a registered charity. Each member's liability is limited, upon winding up, to an amount not exceeding one pound.

The Governors of the School constitute directors of the company for the purposes of Companies Act 1985

#### 2 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention. The financial statements are in accordance with applicable accounting standards and the revised. Statement of Recommended Practice, Accounting and Reporting by Chanties (The SORP) published in March 2005.

Cash flow statement

The company has taken advantage of the exemption conferred by Financial Reporting Standard 1 Cash Flow Statements' not to prepare a cash flow statement on the grounds that it is a 'small' company under the Companies Act 1985

Accounting for income

School fees and related income are treated as income for the year to which they relate. Fees receivable are stated after deducting scholarships and other remissions granted by the School from its unrestricted funds.

Cash donations, gifts and other income are recognised in the accounts as soon as it is prudent and practicable to do so

Expenditure

All revenue expenditure is charged in the accounting year to which it relates. Charitable donations are accounted for when the payment is made

Tangible fixed assets and depreciation

Tangible fixed assets are capitalised at cost and are depreciated at the following rates calculated to write off the cost of each asset evenly over its expected useful life

Leasehold improvements 10% per annum Fixtures, fittings and equipment 20% per annum Computer equipment 33% per annum

Notes forming part of the financial statements for the year ended 31 July 2007 (Continued)

#### 2 Accounting policies (continued)

Stock

Stock is stated at the lower of cost and net realisable value

Pensions

Contributions made to defined contribution pension scheme are charged to the statement of financial activities in the year in which they become payable

#### 3 Tuition fees receivable

Tuition fees receivable represent the invoiced value of tuition services provided net of bursaries, scholarships and assisted places plus registration fees as follows

	scholarships and assisted places plus registration fees as follows	2007 £	2006 £
	Gross tuition fees receivable Less Bursaries, scholarships and assisted places costs	1,987,950 (180,283)	2,138,876 (146,822)
		1,807,667	1,992,054
4	Investment income	2007	2006
	Interest receivable – designated fund Interest receivable – general funds	£ - 68,945	£ 25,422 36,669
		68,945	62,091
5	Other Income	2007 £	2006 £
	Sale of meals Sale of uniforms Sundry income	128,375 7,443 27,906	135,000 17,385 30,269
		163,724	182,654

Notes forming part of the financial statements for the year ended 31 July 2007 (Continued)

6	Tuition costs	2007	2006
		£	£
	Teaching salaries, including national insurance and superannuation	1,350,994	1,344,433
	Speech day and prize giving	4,630	5,116
	Academic departmental expenses	114,294	109,302
	Subscriptions and publications	9,223	7,837
	Educational visits	4,663	9,090
	Staff courses, meetings and travelling	6,725	10,697
	Bad debts	23,295	13,917
	PA Insurance	2,255	2,509
		1,516,079	1,502,901
7	School operating costs		
	,	2007	2006
		£	£
	Administrative salaries, including national insurance and pension costs	237,262	209,458
	Staff advertising and other staff costs	9,181	10,725
	Photocopying, postage, stationery and telephone	20,375	27,411
	Advertising and marketing	10,978	24,576
	Legal and professional	22,490	16,158
	Catering and cleaning	162,052	155,384
	Maintenance and repairs	37,388	40,692
	Light and heat	17,915	20,306
	Rent and rates	123,240	113,471
	Insurance	30,930	31,936
	Depreciation of furniture and equipment Sundries	34,609	21,422
	Cost of sales of uniforms	6,423	13,460
		8,301	15,738
	Loss on disposal of fixed assets Provision for unsaleable uniforms	3,024	-
	Provision for unsaleable uniforms	18,111	
		742,279	700,737
}	Governance costs		
		2007 £	2006 £
	Audit fees	9,637	8,000

Notes forming part of the financial statements for the year ended 31 July 2007 (Continued)

) Em	ployees		
		2007	2006
		£	£
	ff costs comprise		
	anes	1,319,197	1,303,461
	cial security costs	111,254	107,859
Oth	ner pension costs	157,806	142,571
		1,588,257	1,553,891
		<del></del>	
Nur	mber of employees		
The	e number of employees whose emoluments exceeded £50,000 in the year / p	period was	
		2007	2006
050			
	,001 - £60,000	<del>-</del>	1
£60	,001 - £70,000	2	2

One (2006 two) of these employees is accruing benefits under a defined benefits scheme. Contributions are made to a defined contribution pension scheme on behalf of the remaining employee.

Expenses of £170 (2006 £nil) were reimbursed to one trustee during the year. No trustee received any emoluments during the current or prior year.

The average number of employees during the year was as follows

Teaching	35	35
Administrative	5	5

#### Pensions and life assurance

9

The School participates in a multi employer defined benefits scheme, the Teacher's 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

Until 31 December 2006, the standard contribution rate was 19 5%, of which 6% was paid by the teachers and the remaining 13 5% borne by the School From 1 January 2007, the Scheme was reformed and the standard contribution rate was increased to 20 5%, of which 6 4% was paid by the teachers and 14 1% borne by the School

The increase of 0.6% in the employer contribution rate was to take account of the outcome of the 2004 valuation of the Scheme. The increase in the member contribution rate reflects a 0.2% increase to pay for the package of reforms set out in a Department for Education and Skills consultation plus a further 0.2% as the member share of the total increase (0.8%) arising from the valuation

The School contributes to the personal pension schemes of certain members of the non-teaching staff. The rate of contribution was 13 5% until 31 December 2006 and 14 1% from 1 January 2007.

Notes forming part of the financial statements for the year ended 31 July 2007 (Continued)

10	Tangible fixed assets	Leasehold land and buildings £	Furniture and equipment £	Total £
	Cost At 1 August 2006	175,771	176,797	352,568
	Additions Disposals	39,088 (3,779)	45,851 (7,680)	84,939 (11,459)
	At 31 July 2007	211,080	214,968	426,048
	Depreciation At 1 August 2006	100,670	138,735	239,405
	Provided for the year Disposals	10,604 (755)	24,004 (7,680)	34,608 (8,435)
	At 31 July 2007	110,519	155,059	265,578
	Net book value At 31 July 2007	100,561	59,909	160,470
	At 31 July 2006	75,101	38,062	113,163
11	Stocks		2007 £	2006 £
	Stock of school uniforms (less provision for unsaleable stock) Stock of stationery for use in 2007/8		10,901 2,665	34,211 2,495
			13,566	36,706
12	Debtors		2007 £	2006 £
	Amounts falling due within one year Tuition fees receivable (less provision for bad debts) Prepayments and accrued income Other debtors		617,877 19,070 297	646,778 8,137 2,058
			637,244	656,973

Notes forming part of the financial statements for the year ended 31 July 2007 (Continued)

	Creditors		2007 £	2006 £
	Amounts falling due within one year Other creditors including deposits held in respect of pupil Accruals and deferred income	s	127,774 710,450	97,406 688,092
			838,224	785,498
	Included in accruals and deferred income is an amour fees invoiced in advance for the academic year 2007/0		£634,167) in re	espect of tuitio
	Amounts falling due after more than one year Deposits held in respect of pupils		263,838	260,752
14	Restricted funds	Bursary Fund £	Germing Prize fund £	Total 31 July 200 £
	Balance at 1 August 2006 Donations received Interest receivable Application of funds	14,019 9,256 803 (6,535)	3,438 - 165 (250)	17,456 9,256 968 (6,785)
	Balance at 31 July 2007	17,543	3,353	20,896
	Designated fund – leasehold property reserve			
5				
15	A reserve was created in order that funds, which are expiry of the lease of the school premises. The le relocated			
15	expiry of the lease of the school premises. The le	ase will either be r	enewed or the	school will be
15	expiry of the lease of the school premises. The le relocated	ase will either be r	enewed or the	school will be
15	expiry of the lease of the school premises. The te relocated  During the year, the Governors decided to merge the D	ase will either be r	enewed or the the General Fu 2007	school will be and 2006
5	expiry of the lease of the school premises. The te relocated  During the year, the Governors decided to merge the D  The movements during the period were	ase will either be r	enewed or the the General Fu 2007 £	school will be and 2006 £

Notes forming part of the financial statements for the year ended 31 July 2007 (Continued)

#### 16 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total 2007 £	Total 2006 £
Tangible fixed assets Current assets	160,470	20.806	160,470	113,163
Current liabilities	1,902,022 (838,224)	20,896	1,922,918 (838,224)	2,124,642 (785,798)
Long term liabilities	(263,838)	-	(263,838)	(260,752)
		<del></del>	<del></del>	
	960,430	20,896	981,326	1,191,555
	·			

#### 17 Related parties transactions

During the year, a gross sum of £2,766 was paid to the headmistress' two sons who carried out some part time work for the school, at normal commercial rates

During the year, the sum of £170 was paid to the Chairman in reimbursement of expenses

The pages which follow do not form part of the statutory financial statements of the company

	Schedules	2007 £	2006 £
Income			
Net fees receivable		1,819,816	2,004,806
Sale of meals		128,375	135,000
Donations received		12,065	2,718
Sundry		27,906	30,269
Sale of uniforms		7,443	17,385
		1,995,605	2,190,178
Expenditure		<del></del>	<del></del>
Tuition costs	1	1,492,784	1,488,984
Administrative expenses	2	309,923	296,328
Establishment expenses	3	247,106	227,827
Catering and cleaning		162,052	155,384
Bad debts		23,295	13,917
Miscellaneous expenses		13,206	14,656
Cost of sales of uniform	4	8,301	15,738
Provision for unsaleable uniforms		18,111	-
		2,274,780	2,212,834
(Deficit)/surplus		(279,172)	(22,656)
Investment income		68,945	62,091
Retained (deficit)/surplus for the year		(210,227)	39,435

1	Tuition costs	2007	2006
		£	£
	Teaching salaries, including national insurance		
	and superannuation	1,350,994	1,344,433
	Speech day and prize giving	4,630	5,116
	Academic expenses	114,294	109,302
	Subscriptions and publications	9,223	7,837
	Educational visits	4,663	9,090
	Staff courses, meetings and travelling	6,725	10,697
	PA insurance	2,255	2,509
		1,492,784	1,488,984
2	Administrative expenses		
	·	2007	2006
		£	£
	Administrative salaries, including national insurance		
	and pension costs	237,262	209,458
	Staff advertising and other staff costs	9,181	10,725
	Photocopying, postage, stationery and telephone	20,375	27,411
	Audit and accountancy	9,637	8,000
	Advertising and marketing	10,978	24,576
	Legal and professional	22,490	16,158
		<del></del>	

3	Establishment expenses		
	,	2007	2006
		£	£
	Maintenance and repairs	37,388	40,692
	Light, heat, water and cleaning materials	17,915	20,306
	Rent and rates	123,240	113,471
	Insurance	30,930	31,936
	Depreciation	34,608	21,422
	Loss on disposal of fixed assets	3,024	•
		247,105	227,827
4	Cost of sales of uniforms	2007	2006
		£	£
	Opening stock	34,211	28,603
	Purchases	1,388	20,976
	Royalty payments	1,714	371
		37,313	49,949
	Less Closing stock	(29,012)	(34,211)
		8,301	15,738

	2007	2007	2006	200
Tuition costs	£	%	£	(
Teaching salaries including national insurance	ce			
and superannuation	7,547	74	6,656	6
Other	922	9	716	
Administration expenses				
Administrative salaries	1,204	12	1,037	1
Other	406	4	430	
Establishment expenses				
Rent and rates	689	7	562	
Maintenance and repairs	227	2	201	
Other	483	5	365	
Catering and cleaning	905	9	769	
Miscellaneous expenses (including bad d				
and uniform purchases)	352 ————	3	213	
	12,735	125	10,949	11
Less	<del></del>			
Sale of meals	717	7	668	
Sale of uniforms	42	1	86	
nvestment income and donations etc	608	5	471	_
	1,367	13	1,225	1
Cost per pupil	11,368	112	9,724	9
Deficit)/Surplus for the year	(1,174)	(12)	195	
otal fee for year including deposits forfeited				
ifter deduction for bursaries, scholarships and other fee reductions	10,194	100	0.010	10
and the reductions	10,134		9,919	10
verage number of pupils in year	179		202	
•				