Registered Company Number 507270

Registered Charity Number 306983

ANNUAL REPORT AND ACCOUNTS

FOR THE PERIOD 1ST APRIL 1996 TO 31ST AUGUST 1997

A13 *A869T7EB* 47 COMPANIES HOUSE 27/06/98

COMPANY/CHARITY INFORMATION

President: Dame Josephine Barnes

Vice-Presidents: Sir Alec Cairncross

Professor L McA Reid Dr J H Sondheimer

Lady Warnock

Board of Management members: Mrs J B E Wells Chairman

(Directors and Trustees) Mrs E Elias

Deputy Chairman and Council's Representative

Mrs J M Marriott
Honorary Secretary
Miss L J Titcomb
Honorary Treasurer
Miss R K Musgrave

Headmistress' Representative

Mrs D Millar (Central Newcastle/Gateshead)

Assistant Secretary: Mr P F V Waters

Company Secretary: Mrs J M Marriott

Registered office: 100 Rochester Row

LONDON SW1P 1JP

Registered company number: 507270 (England and Wales)

Registered charity number: 306983

Reporting Accountants: Thurston Watts & Company

39-41 North Road LONDON N7 9DP

Investment Managers: Credit Suisse (UK) Limited

Five Cabot Square London E14 4QR

ANNUAL REPORT AND ACCOUNTS FOR THE PERIOD 1ST APRIL 1996 TO 31ST AUGUST 1997

CONTENTS

· ·	-	Pages	<u> </u>	
Report of the Board of Management (Directors and Trustees)	1	to	3	
Report of the accountants		4		
Statement of Financial Activities	5	and	6	
Balance sheet		7		
Notes to the accounts	8	to 1	L2	

REPORT OF THE BOARD OF MANAGEMENT (DIRECTORS AND TRUSTEES)

The members of the Board, who are for Companies Act purposes directors of the company and trustees of the charity, are pleased to present their report together with the accounts of the company for the period 1st April 1996 to 31st August 1997.

AIMS, OBJECTS AND PRINCIPAL ACTIVITY

The Friends was established, following an inaugural meeting on 31st March 1951 and was incorporated on 24th April 1952; registered company number 507270. The Friends was registered with the Charity Commissioners on 11th August 1966; registered charity number 306983.

The objects and principal activity of the company in the period under review continues to be the support of the work of the Girls' Public Day School Trust (1872) and the Girls' Public Day School Trust (the Trust), both unincorporated bodies and registered charities, which maintain and administer a number of private (fee paying) schools (Trust Schools). Following a reorganisation of the company in November 1995, the work of the company now comprises the management of what has now officially been renamed The Friends' Centenary Fund, and giving various educational awards and prizes. The main supporters' organisation of the Trust is now the Minerva Network.

The awards and prizes given include the following:-

- The provision of financial assistance as needed to girls who are attending one of the schools maintained by the Trust, so as to enable these pupils to continue their studies. The awards are used to pay the tuition fees of the pupils concerned and, in exceptional circumstances where the Board feels appropriate, a contribution towards their day-to-day living expenses.
- Awards or grants of money to the Trust Schools for the provision and maintenance of equipment and libraries.
- 3. Annual travel scholarships, known as the Dr Lucy Campion and the Aline Cholmondeley travel awards, to girls attending one of the Trust Schools. Details of the two scholarships are outlined in notes 12 and 13.
- Annual prizes or awards to pupils in recognition of their achievements.

ORGANISATION

The Board meet about two or three times a year to manage the affairs of the company. In addition one member of the Board sits on the Trust Travel Awards Committee, a committee set up to consider and make the various awards within the domain of the Trust. This Committee meets once a year.

Continued.../

REPORT OF THE BOARD OF MANAGEMENT (DIRECTORS AND TRUSTEES) Continued

A REVIEW OF THE YEAR AND FUTURE ACTIVITIES

GRANTS, PRIZES AND AWARDS

Friends' book prizes to the value of £30 were presented for award at each school.

Friends' scholarships and other prizes were awarded as follows:-

Aline Cholmondeley Travel Scholarship (£300) Mary Reeve (Bath) Aline Cholmondeley Travel Scholarship (£150) Holly Traynor (Liverpool)

Lucy Campion Travel Scholarships (£200 each) Alexandra Davidson

The Friends' Biology Prize (£30) (first award) Lucy Jackson (Ipswich) The Friends' Mathematics Prize (£30 each)

The Friends' Physics Prize (£30)

Henriette Dent Awards (£40 each)

(Brighton & Hove) &

Zoe Godfrey (Oxford)

Rhona Muir (Notting Hill

& Ealing) &

Arisa Shimizu (South Hampstead) (joint winners) Caroline Gay (Ipswich), Katharine Hodby (Oxford) & Antonia Jansz (South

Hampstead) (joint winners)

Adrienne Carpenter

(Blackheath),

Nicola Gamble (Nottingham) & Charlotte Morgan (Shrewsbury)

THE FRIENDS' CENTENARY FUND

During the period to 31st August 1997 awards of £22,413 in total were

During the coming year the Board will give further consideration to the distribution of income.

INVESTMENT POWERS

Under the Memorandum and Articles of Association, the board members are authorised to make and hold investments. The board members appointed Credit Suisse as investment advisers during the period, to exercise discretionary management of the investment portfolio according to the investment policies laid down by the board members.

BOARD OF MANAGEMENT (DIRECTORS AND TRUSTEES)

The members of the Board of Management currently in office is set out on the company/charity information page. Mrs J R R MacGregor resigned as a Director at the Annual General meeting on 19th November 1996 and Mrs E Elias was appointed as a director on that date.

REPORT OF THE BOARD OF MANAGEMENT (DIRECTORS AND TRUSTEES) Continued

DIRECTORS' (TRUSTEES') RESPONSIBILITIES

The Board of Management (Directors and Trustees) are required by law to prepare Accounts for each financial period which give a true and fair view of the state of affairs of the company for that period. In preparing those Accounts, the Board of Management are required to:-

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent; and
- c) prepare the accounts on a going concern basis unless it is inappropriate to presume that the company will continue in operation.

The Board of Management are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the Accounts 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 NAME OF THE COMPANY

Following the decision in July 1997 of the Council of the Trust to change its name to The Girl's Day School Trust with official effect from March 1998, arrangements are being considered for the company to change its name to "The Friends of the Girl's Day School Trust" accordingly.

REPORTING ACCOUNTANTS

The Reporting Accountants, Messrs Thurston Watts & Company, will be proposed for re-appointment.

Signed on behalf of the Board

Miss L J Titcomb Hon Treasurer

Approved by the Board on: 20th November 1997

ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF

THE FRIENDS OF THE GIRLS' PUBLIC DAY SCHOOL TRUST

We report on the accounts for the period from 1st April 1996 to 31st August 1997 set out on pages 5 to 12.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND REPORTING ACCOUNTANTS

As described on page 3, the company's directors are responsible for the preparation of accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

BASIS OF OPINION

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

OPINION

In our opinion:-

- a) The accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- b) having regard only to, and on the basis of, the information contained in those accounting records:
 - the accounts have been drawn up in a manner consistent with the accounting requirement's specified in section 249C(6) of the Act;
 and
 - ii) the company satisfied the conditions for exemption from an audit of the accounts for the period specified in section 249A(4) of the Act and did not, at any time within that period, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

39-41 North Road LONDON N7 9DP THURSTON WATTS & COMPANY Reporting Accountants Chartered Accountants

20 November 1997

STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD FROM 1ST APRIL 1996 TO 31ST AUGUST 1997

	Notes	Restricted L	1997 Total Unrestricted (17 months)	1997 Total 7 months)	1996 Total Restated (12 months)
INCOMING RESOURCES Donations Legacies Investment income Interest receivable on cash deposits Other income	2 ო 4 ო დ	1,000 1,000 6,537 22,339	8,703 25,073 25,297 14,249 3,847	9,703 26,073 31,834 36,588 3,847	4,953 241,989 19,279 22,841 3,548
TOTAL INCOMING RESOURCES		530,876	691.773	£108,045	£292,610
RESOURCES EXPENDED					
<u>Direct Charitable expenditure</u> Awards made	7	22,413	2,250	24,663	15,766
Other expenditure Management & administration	∞	0	3,135	3,135	2,028
TOTAL RESOURCES EXPENDED		£22,413	585,385	862,723	17.794
NET INCOME FOR THE PERIOD		8,463	71,784	80,247	274,816
	STATEMENT OF OTHER RECOGNISED GAINS	HER RECOGN	ISED GAINS		
	Permanent Notes Endowment	Restricted	<u>Unrestricted</u>	1997 Total (17 months)	1996 Total Restated (12 months)
NET INCOME FOR THE PERIOD		8,463	71,784	80,247	274,816
Net gains (losses) on investments Realised Unrealised	0	, 407 2,282	-246 40,060	161 42,173	1,134 108,912
NET MOVEMENT IN FUNDS	<u>£169</u> Page 5	£11.152	£111,598	£122,581	£384,862

THE FRIENDS OF THE GIRLS' PUBLIC DAY SCHOOL TRUST

STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD FROM 1ST APRIL 1996 TO 31ST AUGUST 1997 (Continued)

1996 Total Restated (12 months)		554,178	0	554,178	384,862	£939.040		384,862 108,912	£275,950
1997 Total 17 months) <u>£</u>		830,128	108,912	939,040	122,581	£1,061,621		122,581 42,173	£80,408
1997 Total <u>Unrestricted (17 months)</u>		395,202	80,870	476,072	111,598	£587,670		111,598 40,060	£71,538
Restricted L		429,926	26,989	456,915	11,152	£468,067		11,152 2,282	£8,870
Permanent Notes Endowment £	•	5,000	1,053	6,053	-169	£5.884		-169	03
	FUNDS AT 1ST APRIL 1996	As previously reported	held at 31st March 1996	As restated	NET MOVEMENT IN FUNDS	FUNDS AT 31ST AUGUST 1997	HISTORICAL COST MOVEMENT IN FUNDS	Reported net income for the period Unrealised gains on investments	HISTORICAL COST MOVEMENT IN FUNDS FOR THE PERIOD

Movements on funds and all recognised gains and losses are shown above.

All the charity's operations are classed as continuing.

* The annexed notes 1 to 16 form an integral part of these accounts.

BALANCE SHEET AT 31ST AUGUST 1997

1	Notes	199	7	19	96
		£	<u>£</u>	£	£
FIXED ASSETS Investments	10		678,519		337,393
CURRENT ASSETS Debtors Cash at bank and in he	11 and	20,908 381,939		17,161 605,786	
		402,847		622,947	
CURRENT LIABILITIES Creditors: Amounts fa	lling 12	19,745		21,300	
NET CURRENT ASSETS		 	383,102		601,647
NET ASSETS			,061,621		£939,040
CAPITAL FUNDS Permanent Endowment	13		5,884		6,053
INCOME FUNDS RESTRICTED FUNDS	13		468,067		456,915
UNRESTRICTED FUNDS General Funds Designated Funds	14		394,066 193,604		316,098 159,974
TOTAL FUNDS	15		,061,621		£939,040

For the period ended 31st August 1997 the company was entitled to exemption from audit under section 249A(2) Companies Act 1985, and no notice has been deposited under section 249B(2). The members of the board, who are for Companies Act purposes directors of the company, acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 221 of the Act and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the year and of its surplus or deficit for the financial year in accordance with the requirements of section 226 and which otherwise comply with the requirements of the Companies Act 1985, so far as applicable to the company.

Signed on behalf of the Board of Management

Miss L J Titcomb (Hon Treasurer)

Approved by the Board of Management on: 20th November 1997

* The annexed notes 1 to 16 form an integral part of these accounts.

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31ST AUGUST 1997

1. ACCOUNTING POLICIES

- Basis of preparation of the accounts
 The accounts have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and include the results of the charity's operations which are described in the report of the board of management, all of which are continuing operations. The accounts have been prepared in compliance with Statement of Recommended Practice on Charity Accounts. The company has taken advantage of the exemption in Financial Reporting Standard Number 1 from the requirement to produce a cash flow statement.
- b) Voluntary income Voluntary income, legacies, bequests and donations are accounted for in full as received by the charity. No permanent endowments have been received in the period. Permanent endowments received are dealt with through the Statement of Financial Activities. All donations, bequests and legacies received, which are not restricted, are designated by the Board for the Centenary Fund.
- Management and administration expenses

 Management and administration expenses of the charity relate to costs of running the charity such as meeting costs and accountancy fees, and includes any includes any costs which can not be specifically identified to another expenditure classification.
- d) Investments
 Investments held as fixed assets are stated at market value.
 The realised and unrealised gains and losses arising on disposals of these investments are included in the Statement of Financial Activities. Investment income, together with associated tax credits, is included in the Statement of Financial Activities on an accruals basis, using the date of payment in the case of dividends and interest on government stocks.
- e) Permanent endowments
 Permanent endowments are funds which have been given to the charity where the trustees must retain the fund intact as capital and use the funds to generate income. The trustees have no discretion to convert the capital into spendable income.
- Restricted funds
 Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of overheads and support costs (where appropriate).
- g) Designated funds
 Designated funds are unrestricted funds earmarked by the
 Board of Management for particular purposes.
- h) <u>Unrestricted funds</u>
 <u>Unrestricted funds are donations and other incoming resources</u>
 received or generated for the charitable purposes.
- i) Value Added Tax
 Value added tax is not recoverable by the company and as such is included in the relevant costs in the Statement of Financial Activities.

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31ST AUGUST 1997 (Continued)

2.	DONATIONS	1997 <u>£</u>	1996 <u>£</u>
	Restricted: (To be spent at specific schools) Designated: Centenary Fund (per note 1b)	1,000 8,703	4,953
		£9,703	£4,953
3.	LEGACIES	1997 <u>£</u>	1996 <u>£</u>
	Restricted: (To be spent at specific schools) Designated: Centenary Fund (per note 1b)	1,000 25,073	241,989
		£26,073 =====	£241,989
4.	INVESTMENT INCOME	1997 <u>£</u>	<u>1996</u> <u>£</u>
	UK Government Stocks Unit Trusts Equities Equities (FIDs)	12,299 11,914 6,910 711	11,630 7,297 352
		£31,834	£19,279
5.	INTEREST RECEIVED	1997 <u>£</u>	1996 <u>£</u>
	Interest on accounts held with National Westminster Bank with Credit Suisse Inland Revenue supplement	25,309 11,279 348	22,841
		£36,588	£22,841
6.	OTHER INCOME	1997 <u>£</u>	1996 <u>£</u>
	Income tax reclaimed on legacies, gift aid and deeds of covenant Inland Revenue supplement	765 348 -	2,550 - 16
	Publication sales Sundry income	2,734	982
		£3,847 =====	£3,548

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31ST AUGUST 1997 (Continued)

7:	AWARDS	<u>1997</u> <u>£</u>	1996 <u>£</u>
	Restricted - Centenary Fund Unrestricted - Dr Lucy Campion Fund - Aline Cholmondley Fund - Other	22,413 400 450 1,400 £24,663	13,406 450 450 1,460 £15,766

All of the above grants were made to individuals.

8. MANAGEMENT AND ADMINISTRATION EXPENSES	1997 <u>£</u>	1996 <u>£</u>
Reporting Accountants' fees Accountancy fees Board of Management expenses AGM costs Bank charges and interest	763 763 180 217 706	500 500 125 488 180
Printing, postages, stationery and other costs	506 £3,135	235 £2,028

BOARD OF MANAGEMENT (DIRECTORS AND TRUSTEES) REMUNERATION AND EXPENSES The members of the Board of Management receive no remuneration for their services. Two members of the Board were reimbursed for travel expenses, telephone and other costs totalling £180 in the year.

10. INVESTMENTS	<u>1997</u> <u>£</u>	1996 <u>£</u>
At 1st April 1996 At cost as previously reported Unrealised gain At market value as restated Additions at cost Disposals at market value (1st April 1996) Unrealised gain for the period At 31st August 1997 at market value	228,481 108,912 337,393 311,479 (12,526) 42,173 £678,519	108,912
Comprising:- UK Government Stocks Equities Unit trusts - M & G Charifund - Other Cash awaiting investment	163,636 316,924 150,682 47,194 83 £678,519	124,904 85,985 126,504 - £337,393

The historical cost of the investments at 31st August 1997 is £528,155 (1996 £228,481).

Investments held at 1st April 1996 have been revalued at market value in order to comply with Statement of Recommended practice on Charity Accounts (SORP) and the 1996 figures have been restated accordingly for this prior year adjustment. The holding of 16,884 M & G Charifund units is the only investment which is in excess of 5% (by value) of the portfolio.

Continued.../

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31ST AUGUST 1997 (Continued)

11.	DEBTORS	1997 <u>£</u>	1996 £
	Bank interest Investment income Tax reclaimable Awards in advance Other debtors and prepayments	9,640 172 11,096 - - £20,908	1,265 10,200 5,696 - £17,161
12.	CREDITORS: Amounts falling due within one year	1997 <u>£</u>	1996 <u>£</u>
	Grants, awards and prizes Minerva Network Girls Public Day School Trust Other creditors and accruals	750 14,221 350 4,424 £19,745	4,005 14,221 1,337 1,737 £21,300

13. RESTRICTED AND ENDOWMENT FUNDS

ESTRICIED AND ENDOWMENT TOMBS	RESTRICTED FUNDS	PERMANENT ENDOWMENT FUNDS Aline
	Centenary	Cholmondeley
	fund	fund
	£ 429,926	<u>£</u> 5,000
As previously reported	429,926	5,000
Prior year adjustment in respect of		
unrealised gains on investments (see note 9)	26,989	1,053
As restated	456,915	6,053
Net movement in funds for the period	11,152	(169)
Balance at 31st August 1997	£468,067	£5,884
Data and a second control of the con	======	=====

The Centenary Fund

The fund was set up in 1972 and was funded by a national appeal, to mark the centenary of the Trust augmented by a transfer of assets from the main fund (unrestricted funds).

The fund provides financial assistance as needed to girls who are attending one of the schools maintained by the Trust so as to enable these pupils to continue their studies. The awards are used to pay the tuition fees of the pupils concerned and, in exceptional circumstances, a contribution towards their day-to-day living expenses. Incoming resources totalling £2,000, as shown in notes 2 and 3, were restricted to a specific school.

Continued.../

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31ST AUGUST 1997 (Continued)

13. RESTRICTED AND ENDOWMENT FUNDS Continued

The Aline Cholmondeley Fund
In April 1988, The Friends received a donation of £5,000 from
Lady Aline Cholmondeley to set up the Aline Cholmondeley Travel
Scholarship Fund. The purpose of the Fund is to provide an annual
travel scholarship to be awarded to Trust pupils intending to
proceed to further education. Preference will be given to girls
intending to travel to listen to or perform music.

DESIGNATED FUNDS		Lucy	
	Centenary	Campion	
	fund	fund	<u>Total</u>
	<u>£</u>	<u>£</u>	£
Balance brought forward As previously reported Prior year adjustment in respect of	154,751	5,000	159,751
unrealised gains on investments (see note 9)	-	223	223
As restated Net movement in funds for the period	154,751 33,776	5,223 (146)	159,974 33,630
Balance at 31st August 1997	£188,527	£5,077	£193,604

The Centenary Fund

14.

The Centenary Fund was set up in 1972 as explained in Note 13. The Board of Management have adopted a policy of augmenting the Centenary Fund with any donations and legacies received which are unrestricted. The figure of £159,751 represents such donations and legacies received in the year ended 31st March 1996. It has not been practical to identify such designated income received in earlier years nor, in the opinion of the Board of Management, is it appropriate to do so.

Dr Lucy Campion Fund

In May 1986, the Board of Management of The Friends allocated £5,000 from the legacy of Dr B L Campion to set up the Dr Lucy Campion Fund. The purpose of the fund is to provide annual travel scholarships for Trust pupils who intend to pursue medical or paramedical studies.

15. ANALYSIS OF ASSETS BETWEEN FUNDS

	Unre- stricted £	Desig- nated £	Re- stricted £	Permanen Endowmen £	
Investments Net current a	346,888 ssets 47,178 £394,066	5,077 188,527 £193,604	320,670 147,397 £468,067	5,884 - £5,884	678,519 383,102 £1,061,621

16. COMPANY STATUS

The company is limited by guarantee and does not have a share capital. Each member has undertaken, in the event of the company being wound up, while she/he is a member or within twelve months of her/his ceasing to be a member, to contribute an amount not exceeding £0.53.