

Company Registration No. 866338

Charity No. 307531

**Financial statements for
the year ended 31 March 2002**

**St Andrew's School
(Bedford) Limited**



Directors and advisors

Directors

Dr G M Yerbury
Mr A A W Chestney
Mrs F N M Hulbert
Mr T Hutchinson
Mr H E Johnstone
Mrs H M Marks
Mr V E Oates
Mrs S L Panter
Mr K J Sanders

Principal officers

Mrs J E Marsland -	Headmistress
Ms J F Lisle -	Company Secretary

Registered address

78 Kimbolton Road
Bedford
MK40 2PA

Bankers

Barclays Bank plc
111 High Street
Bedford

Auditors

Mazars Neville Russell
Chartered Accountants
Sovereign Court
Witan Gate
Central Milton Keynes
MK9 2HP

St Andrew's School (Bedford) Limited

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St Andrew's School (Bedford) Limited

Report of the Governors

The governors (directors and trustees of the charitable activities of the company) have pleasure in presenting their report together with financial statements for the year ended 31 March 2002.

Statement of Governors' responsibilities

Company law requires the governors 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 profit or loss of the company for that period. In preparing those financial statements, the governors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- comply with applicable accounting standards, and the Charities Statement of Recommended Practice, 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 company will continue to stay 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 safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Review of the business and results

The principal activity of the company continued to be the operation of an independent school for girls.

On 12 March 1998 the company acquired a wholly owned subsidiary. The subsidiary had no significant accounting transactions during the year ended 31 March 2002, and consolidated financial statements have not been prepared having taken advantage of s248 of the Companies Act 1985 relating to small groups.

The governors consider that both the level of activity and the year-end financial position were satisfactory and look forward to a further surplus being achieved in the current year.

The surplus for the year of £39,938 (2001: £19,122) has been added to reserves.

Reserves

Note 16 to the financial statements shows the reserves of the charity at the year end. The governors consider that the school has an appropriate level of free reserves.

At the year end the free reserves amounted to £158,000, after deducting amounts in fixed assets, and the Bursary and Scholarship fund amounting to £20,000. It is the intention of the governors to increase free reserves to cover expenditure and future projects.

St Andrew's School (Bedford) Limited

Report of the Governors (continued)

Objectives

The objects for which the company is established are to promote and provide for the advancement of education and in connection therewith to acquire, establish, provide, conduct, carry on and develop in the United Kingdom any school in which children may receive a high standard of education.

Policies

The school is a member of the Girls' Schools Association and a member of the Independent Schools Council. As a member of these bodies, the school has in place various policies which govern inter alia, the content and teaching of the curriculum, the pastoral care and the discipline of the pupils and health and safety at work. All such policies are kept under regular review.

Organisation

The governors, who are also members of the company, have overall responsibility for the school. The day to day running of the school is in the hands of the Headmistress and her management team.

Risk management

The governors examine the major risks that the school faces each financial year when preparing and updating the charity's strategic plan. The charity has developed systems to monitor and control risks to mitigate the potential impact on the school in the future.

Legal and administrative details

St Andrew's School (Bedford) Limited is a company limited by guarantee (Company no: 866338) and registered with the Charity Commission (Charity no : 307531) and is governed by the provisions contained within the Memorandum and Articles of Association.

The principal address is:

78 Kimbolton Road
Bedford
MK40 2PA

St Andrew's School (Bedford) Limited

Report of the Governors (continued)

Governors

The governors in office at the end of the year are listed below. All served on the Board throughout the year, except as shown below:

Dr G M Yerbury (Chairman)	
Mr A A W Chestney	
Mrs F N M Hulbert	(appointed 17.10.2001)
Mr T Hutchinson	
Mr H E Johnstone (Deputy Chairman)	
Mrs H M Marks	
Mr V E Oates	(appointed 20.06.2001)
Mrs S L Panter	
Mr K J Sanders	

Mr R S Repper resigned on 20 June 2001 and Mr J D Herod resigned on 11 September 2001.

Mrs H M Marks, Mrs S L Panter and Mr K J Sanders retire by rotation and, being eligible, offer themselves for re-election.

Fixed assets

The governors are of the opinion that in aggregate the market value of the land and buildings exceeds the book value but, in view of the uncertain state of the property market, are not in a position to assess the amount of the excess. The movements in tangible fixed assets for the year are shown in note 11 to the financial statements.

Indemnity insurance

The company has purchased professional indemnity insurance for governors, employees and pupils to indemnify them against liabilities arising as a result of negligence.

Auditors

Mazars Neville Russell have signified their willingness to continue in office and a resolution to reappoint them as auditors will be proposed at the forthcoming annual general meeting.

Approved by the Board on 19th June 2002
and signed on its behalf by

J F Lisle

J F Lisle
Secretary

**INDEPENDENT AUDITORS' REPORT TO
THE GOVERNORS OF ST ANDREW'S SCHOOL (BEDFORD) LIMITED****MAZARS NEVILLE RUSSELL**
Chartered Accountants

We have audited the financial statements on pages 6 to 17. These financial statements have been prepared under the historical cost convention and the accounting policies set out on pages 9 to 10.

Respective responsibilities of governors and auditors

The responsibilities of the governors (who are also the directors of St Andrew's School (Bedford) Limited) for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards 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 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 Governors' 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 governors' remuneration and transactions with the charitable company 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.

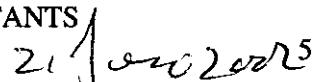
Basis of audit opinion

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 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.

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 March 2002 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

**MAZARS NEVILLE RUSSELL**
CHARTERED ACCOUNTANTS
and Registered Auditors

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St Andrew's School (Bedford) Limited

Statement of financial activities For the year ended 31 March 2002

	Notes	Total Funds 2002 £	Total Funds 2001 £
Incoming resources			
School fees	2	1,711,348	1,477,698
Other operating income	3	8,840	10,150
Investment income	4	11,769	13,350
Total incoming resources		<u>1,731,957</u>	<u>1,501,198</u>
Charitable expenditure			
<i>Costs of activities in furtherance of the charity's objects:</i>			
Education services	7	1,518,274	1,323,266
Management and administration	8	172,261	157,622
Interest payable	5	1,484	1,188
Total resources expended		<u>1,692,019</u>	<u>1,482,076</u>
Net movement in funds	6, 16	39,938	19,122
Fund balances brought forward at 1 April 2001		<u>584,491</u>	<u>565,369</u>
Fund balances carried forward at 31 March 2002		<u><u>624,429</u></u>	<u><u>584,491</u></u>

Total funds shown above represent unrestricted funds.

St Andrew's School (Bedford) Limited

Summary income and expenditure account For the year ended 31 March 2002

	Notes	2002 £	2001 £
Gross income	2, 3, 4	1,731,957	1,501,198
Total expenditure	6	1,692,019	1,482,076
Surplus for the year	16	<u>39,938</u>	<u>19,122</u>

A detailed analysis of the expenditure is provided in the Statement of Financial Activities and notes 5, 7 and 8.

The company's income and expenses all relate to continuing operations.

The company has no recognised gains or losses other than the surplus for the year.

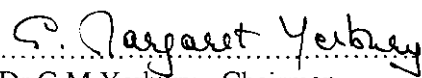
The surplus for the year has been calculated on the historical cost basis.

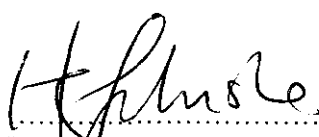
St Andrew's School (Bedford) Limited

Balance sheet as at 31 March 2002

	Notes	2002	2001
		£	£
Fixed assets			
Tangible assets	11	445,977	474,768
Investments	12	1	1
		<u>445,978</u>	<u>474,769</u>
Current assets			
Debtors	13	32,565	17,183
Prepayments and accrued income		22,955	21,900
Cash at bank and in hand		225,703	177,252
		<u>281,223</u>	<u>216,335</u>
Creditors : amounts falling due within one year	14	<u>99,886</u>	<u>100,842</u>
Net current assets		<u>181,337</u>	<u>115,493</u>
Total assets less current liabilities		<u>627,315</u>	<u>590,262</u>
Creditors : amounts falling due after more than one year	15	<u>2,886</u>	<u>5,771</u>
		<u>624,429</u>	<u>584,491</u>
Unrestricted funds			
Income and expenditure account	16	604,429	564,491
Bursary and scholarship fund	16	20,000	20,000
		<u>624,429</u>	<u>584,491</u>

These financial statements were approved by the Board on 19th June 2002 .
and signed on its behalf by


Dr G M Yerbury - Chairman


H E Johnstone - Deputy Chairman

St Andrew's School (Bedford) Limited

Notes to the financial statements For the year ended 31 March 2002

1. Accounting policies

The financial statements are prepared in accordance with applicable accounting standards.

a) Basis of preparation

- (i) These financial statements are prepared on an accruals basis and include income and expenditure as they are earned or accrued, rather than as cash received or paid.
- (ii) The recommendations of the Statement of Recommended Practice (Accounting by Charities) 2000 have been followed in the preparation of these financial statements.
- (iii) The governors have reviewed detailed cash flow projections to 31 March 2003 and believe that the company has sufficient cash resources to cover the company's working capital and capital expenditure requirements to 31 March 2003. As a result of this, the governors are satisfied that it is appropriate to prepare the accounts on a going concern basis.

b) Accounting convention

The financial statements are prepared under the historical cost convention.

c) Group accounts

The financial statements present information about the company as an individual undertaking and not about its group. In the opinion of the governors the company and its subsidiary qualifies as a small group. The company has therefore taken advantage of the exemption under Section 248 of the Companies Act 1985 not to prepare group accounts.

d) Income

Income comprises the invoiced value of tuition fees.

e) Expenditure

Expenditure is recognised on an accruals basis when there is a legal or constructive obligation. All costs have been directly attributed to one of the functional categories of expenditure in the Statement of Financial Activities.

f) Fund accounting

The charity's general funds consist of funds which the charity may use for its purpose at its discretion.

g) Fixed assets

All assets costing more than £500 are capitalised, at their historic cost, and then depreciated over their expected useful economic life.

St Andrew's School (Bedford) Limited

Notes to the financial statements For the year ended 31 March 2002

1. Accounting policies (continued)

h) Depreciation

Depreciation is calculated to write off the cost less estimated residual value of fixed assets on a straight line basis over their expected useful lives. Freehold land is not depreciated.

The periods generally applicable are:

Freehold buildings	50 years
Furniture, fixtures and fittings	4-10 years
Equipment and motor vehicles	3-4 years
Leased assets	Over the term of the lease

i) Debtors

Known bad debts are written off and specific provision is made for any considered to be doubtful.

j) Leases

Finance leases

Tangible fixed assets acquired under finance leases and the capital element of rental obligations are included in the balance sheet. The interest element of lease payments is charged to the profit and loss account on a straight line basis over the term of the lease.

Operating leases

Costs in respect of operating leases are charged on a straight line basis over the term of the lease.

k) Cash flow statements

No cash flow statement has been prepared as the company qualifies as a small company under the terms of section 247 of the Companies Act 1985.

l) Pension scheme arrangements

Contributions payable to the pension schemes in which the company participates are charged to the profit and loss account in the period to which they relate.

St Andrew's School (Bedford) Limited

Notes to the financial statements For the year ended 31 March 2002

2. Turnover and surplus for the financial year

The turnover and surplus for the financial year are attributable to the main activity; the operation of an independent school.

3. Other operating income

	2002 £	2001 £
Enrolment fees	3,745	3,905
Disbursements (net)	4,870	6,244
Other	225	1
	<u>8,840</u>	<u>10,150</u>

4. Investment income

	2002 £	2001 £
Bank interest	<u>11,769</u>	<u>13,350</u>

5. Interest payable

	2002 £	2001 £
Bank overdraft	136	63
Finance leases	1,348	1,125
	<u>1,484</u>	<u>1,188</u>

6. Trading expenses

Net movements in funds is stated after charging:

	2002 £	2001 £
Depreciation of owned tangible fixed assets	41,718	39,330
Depreciation of assets held under finance leases	4,565	5,762
Operating leases	67,950	39,291
Auditors' remuneration	<u>2,400</u>	<u>2,235</u>

St Andrew's School (Bedford) Limited

Notes to the financial statements For the year ended 31 March 2002

7. Education services

	2002 £	2001 £
Salaries	1,131,270	964,519
Depreciation	46,283	45,092
Capitation, sports and other educational activities	81,051	68,794
Equipment costs	11,893	11,400
Rates	10,438	9,011
Rent	67,950	39,291
Repairs	85,025	94,503
Insurance	12,983	11,331
Heat and light	15,297	12,278
Cleaning	43,563	40,705
Gardening	8,750	6,718
Sundry	3,771	19,624
	<u>1,518,274</u>	<u>1,323,266</u>

8. Management and administration

	2002 £	2001 £
Salaries	114,877	100,178
Postage and telephone	11,609	8,696
Office costs	2,287	2,100
Stationery	5,864	3,420
Subscriptions	4,017	2,404
Bank charges	2,040	2,030
Other sundry costs	14,515	15,066
Advertising	5,504	8,101
Professional fees	3,649	6,133
Bad debts	899	2,494
Aborted development costs	7,000	7,000
	<u>172,261</u>	<u>157,622</u>

St Andrew's School (Bedford) Limited

Notes to the financial statements For the year ended 31 March 2002

9. Staff costs

	2002 £	2001 £
Wages and salaries	1,112,086	948,777
Social security costs	74,664	64,866
Other pension costs	59,397	51,054
	<u>1,246,147</u>	<u>1,064,697</u>

No employee received remuneration of more than £50,000.

The average number of employees during the year was:

	2002 No.	2001 No.
Teaching	73	65
Other	11	12
	<u>84</u>	<u>77</u>

10. Governors

No emoluments or reimbursements have been made to the governors during the year.

During the year the governors continued to be covered by an insurance policy to indemnify them against the consequences of any neglect or default on their part. The cost of the policy is not able to be calculated as it is part of an overall policy that indemnifies governors, senior staff and teachers.

St Andrew's School (Bedford) Limited

Notes to the financial statements For the year ended 31 March 2002

11. Tangible fixed assets

	Freehold land and buildings £	Furniture, fixtures, equipment and motor vehicles £	Total £
Cost			
At 1 April 2001	677,738	143,052	820,790
Additions	-	17,492	17,492
Disposals	-	(714)	(714)
At 31 March 2002	<u>677,738</u>	<u>159,830</u>	<u>837,568</u>
Accumulated depreciation			
At 1 April 2001	266,069	79,953	346,022
Charge for the year	12,735	33,548	46,283
Disposals	-	(714)	(714)
At 31 March 2002	<u>278,804</u>	<u>112,787</u>	<u>391,591</u>
Net book value			
At 31 March 2002	<u>398,934</u>	<u>47,043</u>	<u>445,977</u>
At 31 March 2001	<u>411,669</u>	<u>63,099</u>	<u>474,768</u>

Included in furniture, fixtures and equipment at 31 March 2002 are assets held under finance leases with a net book value of £5,848 (2001: £11,053). Depreciation for the year was £4,565 (2001: £5,762).

All fixed assets are held for charitable purposes, that of the provision of education.

The bank has a land charge on 64 Kimbolton Road, Bedford, one of the school's freehold properties.

12. Investments

The company holds 100% of the ordinary share capital of its subsidiary, St Andrew's School (Bedford) Leisure Facilities Limited, incorporated in England and Wales. Consolidated accounts have not been prepared. The governors consider the transactions, assets and liabilities are not significant.

St Andrew's School (Bedford) Limited

Notes to the financial statements For the year ended 31 March 2002

13. Debtors

	2002 £	2001 £
Trade debtors – fees receivable	31,218	15,032
Other debtors	1,119	1,923
Amount owed by group company	228	228
	<u>32,565</u>	<u>17,183</u>

14. Creditors: amounts falling due within one year

	2002 £	2001 £
Social security and other taxes	21,104	22,753
Other creditors	75,179	73,128
Finance lease obligations	3,603	4,961
	<u>99,886</u>	<u>100,842</u>

15. Creditors: amounts falling due after more than one year

	2002 £	2001 £
Obligations under finance leases		
Amounts payable within two to five years	<u>2,886</u>	<u>5,771</u>

The net finance lease obligations to which the company is committed are:

	2002 £	2001 £
Repayable within one year	3,603	4,961
Repayable within two to five years	<u>2,886</u>	<u>5,771</u>
	6,489	10,732
Included within current liabilities	<u>(3,603)</u>	<u>(4,961)</u>
	<u>2,886</u>	<u>5,771</u>

St Andrew's School (Bedford) Limited

Notes to the financial statements For the year ended 31 March 2002

16. Reserves

	Income and expenditure account £	Bursary and scholarship fund £	Total funds £
At 1 April 2001	564,491	20,000	584,491
Incoming resources for year	39,938	-	39,938
At 31 March 2002	604,429	20,000	624,429

The bursary and scholarship fund is a designated fund which has been set aside out of unrestricted funds by the governors and is intended to be used in the future for bursaries and scholarships.

17. Company status

St Andrew's School (Bedford) Limited is a company not having a share capital and is limited by guarantee. The company is a charity registered with the Charity Commission, charity number 307531.

18. Taxation

The company is an approved charity and therefore exempt from corporation tax.

19. Contingent liabilities

There were no contingent liabilities at 31 March 2002 or 31 March 2001.

20. Pension commitments

Defined benefit scheme

The company contributes to a defined benefit pension scheme, the Teachers' Superannuation Scheme which is independently administered by the Teachers' Pension Agency.

The pension scheme is a multi-employer defined benefit scheme and therefore the company is unable to identify its share of the underlying assets and liabilities.

During the year, contributions payable by the company amounted to £57,576 (2001 : £49,134). At 31 March 2002 contributions amounting to £10,801 (2001 : £8,864) were payable to the fund and are included in creditors.

Defined contribution schemes

The company contributes to 3 defined contribution pension schemes.

During the year, contributions payable by the company amounted to £1,821 (2001 : £1,920). At 31 March 2002 contributions amounting to £322 (2001 : £207) were payable to the funds and are included in creditors.

St Andrew's School (Bedford) Limited

Notes to the financial statements For the year ended 31 March 2002

21. Capital commitments

There were no capital commitments at 31 March 2002 or 31 March 2001.

22. Lease commitments

At 31 March 2002 the charity was committed to making the following annual payments under non-cancellable operating leases.

Operating leases which expire:

	2002	Land and buildings	2001
	£		£
Within 1 year	-		-
Within 2 - 5 years	-		-
After 5 years	67,600		67,600
	<u>67,600</u>		<u>67,600</u>