HABERDASHERS' ASKE'S HATCHAM COLLEGE TRUST (A Company Limited by Guarantee) (Registered Number 2535091)

ANNUAL REPORT

YEAR ENDED 31 AUGUST 1994

PANNELL KERR FORSTER Chartered Accountants



HABERDASHERS' ASKE'S HATCHAM COLLEGE TRUST (Registered Number 2535091) ANNUAL REPORT YEAR ENDED 31 AUGUST 1994

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HABERDASHERS' ASKE'S HATCHAM COLLEGE TRUST (A Company Limited by Guarantee) COMPANY INFORMATION

The governors are the directors of the company

GOVERNORS

G Allen

G M Powell

(Chairman)

N A C Branson

(Vice Chairman)

R C Dinkeldein

S R Dunmore

Miss D L Griffin

Mrs C Hawkins

Dr J N D Heap

(appointed 28 February 1994)

Mrs S L Jenks

M R Liddiard

Mrs J A Murphy

Miss S J Needham

K F Palmer S V Persad

J E G Prevett

Mrs D I Walcott

Mrs B J Ward

Mrs S Wiltshire, OBE

SECRETARY

A G Burns

REGISTERED OFFICE

Haberdashers' Hall Staining Lane London EC2V 7DD

SOLICITORS

Freshfields 65 Fleet Street London EC4Y 1HS

AUDITORS

Pannell Kerr Forster Chartered Accountants New Garden House 78 Hatton Garden London ECIN 8JA

BANKERS

Barclays Bank PLC New Cross Gate Branch 197 New Cross Road London SE14 5DQ

CHARITY NUMBER

1001489

HABERDASHERS' ASKE'S HATCHAM COLLEGE TRUST (A Company Limited by Guarantee) GOVERNORS' REPORT

The governors, who are the directors of the Trust, submit their fourth report, together with the accounts for the year ended 31 August 1994 and the balance sheet as at 31 August 1994.

PRINCIPAL ACTIVITY

The Trust was formed on 28 August 1990 and is a registered charity. Its principal activity is to advance for the public benefit education in the United Kingdom by establishing, maintaining, carrying on and developing a City Technology College known as the Haberdashers' Aske's Hatcham College.

REVIEW OF ACTIVITIES

The academic year described in this report was one of great activity, some really encouraging achievement and much planning for the future.

Aims and objectives

The year saw the publication of a new prospectus. The College's commitment is to "promoting excellence" for all who work within it through key objectives:

- Single sex education to age 16 and a co-educational sixth form
- Equal opportunities
- Promotion of consideration and courtesy
- Enrichment
- The use of Information technology
- Links with industry

We seek to raise standards in all areas of College life and provide students with the skills required in a rapidly changing world.

Curriculum

The College is proud of its curriculum developments and the variety of courses now offered at Key Stage 3 and Key Stage 4 as well as for students over the age of 16. The Governors plan to respond to the rationalisation of the National Curriculum with more choice at Key Stage 4 and a firm commitment for all students to follow a course in Technology to GCSE.

The College offers a vocational course at Key Stage 4 which leads to a Foundation GNVQ qualification and now offers four GNVQ courses at Post 16 - Business and Finance Intermediate and Advanced, Manufacturing Intermediate and Science Intermediate.

The Governors remain committed to maintaining a very high quality of "A" Level courses and have seen some very encouraging examination results.

Pastoral Care and External Relations

The College has continued to work with small classes and a very well staffed pastoral system to provide care and guidance for students. The Personal, Social and Health Education lessons are continuously reviewed. This part of the College's duty is regarded as very important.

Once again application for places in the College far exceeded the availability of places. The Governors have reviewed admission procedures to ensure that they are as fair as possible but it is disheartening that so many applicants have to be disappointed.

Finance and Resources

The academic year covered by this report was the first in which the College took advantage of the buildings completed during 1993; there was some solid work in trying to make inroads into the backlog of maintenance arrears which were inherited. Costs rose in line with the increased resources but were contained within budget.

HABERDASHERS' ASKE'S HATCHAM COLLEGE TRUST (A Company Limited by Guarantee) GOVERNORS' REPORT

Management Structure

During the year the Governors gave considerable thought to the structure of the Senior Management of the College and as a result of these deliberations some important changes have been introduced. These changes were fully supported by the Director of the College, Roy Baldock. They coincided with the fulfilment of his contract with the College and he has therefore decided to retire slightly early. He has left with the Governors' very best wishes and thanks for an extremely competent and able job done during the College's early life. Another important senior personnel change was the retirement of Graeme Walker at the end of the Summer Term. He had been Headmaster and Principal of the Boys' School for twelve years and throughout the time made a massive contribution to the education and welfare of the boys under his care.

Development Plan 1994/95

During the year the Governors reviewed the College's Development Plan and updated it. There are six management and eight curriculum targets set of which perhaps the most important are:

- Raising the numbers of Post 16 students
- · Optimising I.T. as a tool for learning
- Raising academic standards
- Re-emphasis on staff training
- Improving facilities, particularly for sport

There is much to be done in the fields of curriculum development as well as in the implementation of a new streamlined management structure. All that has been achieved could not possibly have been done without a great deal of dedicated hard work by all members of staff, non-academic as well as academic, parents, and other friends of the College. The Governors have much to be grateful for.

ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 1994

The income and expenditure account sets out the total funding receivable during the period for transitional and recurrent expenditure.

The balance sheet as at 31 August 1994 shows as a tangible asset the amount of capital expenditure on the leasehold premises funded by capital grants from the Department for Education.

AUDITORS

A resolution to reappoint Pannell Kerr Forster, Chartered Accountants, as auditors will be proposed at the Annual General Meeting.

BY ORDER OF THE BOARD

A G Burns Clerk and Secretary

22nd february 1995

HABERDASHERS' ASKE'S HATCHAM COLLEGE TRUST STATEMENT OF GOVERNORS' RESPONSIBILITIES YEAR ENDED 31 AUGUST 1994

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 at the end of the financial period and of the income and expenditure 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;
- prepare the financial statements on the 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 safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



AUDITORS' REPORT TO THE MEMBERS OF HABERDASHERS' ASKE'S HATCHAM COLLEGE TRUST

We have audited the financial statements on pages 6 to 14 which have been prepared under the accounting policies set out on page 9.

Respective responsibilities of governors and auditors

As described on page 4 the company's governors 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 governors 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 affairs of the company as at 31 August 1994 and of its excess 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

-eller For L.

HABERDASHERS' ASKE'S HATCHAM COLLEGE TRUST INCOME AND EXPENDITURE ACCOUNT YEAR ENDED 31 AUGUST 1994

	Notes	<u>1994</u> £	1993 £
INCOME			
Annual per capita grant Earmarked annual grant Special facility grant	2	4,699,381 82,230 68,132	4,598,742 84,530
Transitional grant Sponsorship income	3	21,513 212,667	209,379 233,840
Other income Amortisation	4 12	80,739 687,591	23,360 500,848
		5,852,253	5,650,699
EXPENDITURE	5		
Annual per capita grant related expenditure Earmarked annual grant		4,570,779	4,505,097
related expenditure Special facility grant expenditure Transitional grant related		82,230 81,932	84,530
expenditure Sponsorship expenditure Other expenditure		78,770 221,637 35,569	76,122 226,591 207
Depreciation	7	687,591	500,848
		5,758,508	5,393,395
EXCESS OF INCOME OVER EXPEN	DITURE	93,745	257,304
Net transfer to funds: Government capital grant	12	(36,200)	(1,173)
General purpose funds (Grant income) : Government grant related surplus	13	(42,349)	(226,902)
: Capital fund interest Non grant income funds	14	(3,630) (11,566)	(29,229)
SURPLUS FOR THE YEAR			•
			=

All amounts relate to continuing operations.

The company has no recognised gains or losses other than the excess of income over expenditure for the year.

HABERDASHERS' ASKE'S HATCHAM COLLEGE TRUST **BALANCE SHEET** 31 AUGUST 1994

FIXED ASSETS	<u>Notes</u>	1994 £	1993 £
Tangible assets	7	7,996,734	7,467,755
CURRENT ASSETS	_		
Debtors Prepayments Cash in office, at bank	8 9	123,836 8,175	327,170 10,623
and deposits		561,907	559,190
		693,918	896,983
CREDITORS - amounts falling outling one year	lue		
Creditors Accruals	10 11	158,794 13,496	375,181 -
		172,290	375,181
NET CURRENT ASSETS		521,628	521,802
•		8,518,362	7,989,557
CAPITAL FUND	12	8,025,708	7,532,727
OTHER FUNDS General purpose funds Non grant income funds	13 14	293,522 199,132	269,264 187,566
		492,654	456,830
		8,518,362	7,989,557

The accounts were approved by the Governors on 27h February 1995 and are signed on their behalf by:-

G M POWELL

Chairman

Sheile J. Needhe

S J NEEDHAM

Governor

HABERDASHERS' ASKE'S HATCHAM COLLEGE TRUST CASHFLOW STATEMENT YEAR ENDED 31 AUGUST 1994

		1994		1993
OPERATING ACTIVITIES	£	£	£	£
Receipts				
Recurrent grants received from DFE: Annual per capita grant Earmarked annual grant Special facility grant Other income and receipts	4,723,503 82,230 68,132 18,721	4,892,586	4,506,314 84,530 17,764	4,608,608
Payments				
Staff costs Maintenance of premises Other occupancy costs Educational supplies and services Other supplies and services Special facility expense Other operating expenses	3,479,400 190,089 275,216 286,274 319,090 81,345 106,858		3,313,918 370,795 291,375 227,341 297,332 86,540	
		4,738,272		4,587,301
NET CASHFLOW FROM OPERATING ACTIV	ITIES	154,314		21,307
TRANSITIONAL ACTIVITIES				
Transitional grant Transitional payments	33,027 (78,770)		197,865 (76,122)	
NET CASHFLOW FROM TRANSITIONAL ACT	rivities	(45,743)		121,743
CAPITAL ACTIVITIES				
Capital grants from DFE Support from sponsors Specially sponsored expenditure Purchase of fixed assets	1,331,374 200,000 (192,269) (1,444,959)		3,130,279 352,330 (192,751) (3,096,259)	
NET CASHFLOW FROM CAPITAL ACTIVITIE	ES	(105,854)		193,599
NET INCREASE		2,717		336,649
Cash brought forward at the beginning of the year		559,190		222,541
CASH AT THE CLOSE OF THE YEAR		561,907		559,190
	- 8 -			. 1271.0533

1 ACCOUNTING POLICIES

The principal accounting policies applied in the preparation of the accounts of the company are described below.

(a) Format of Accounts

The standard formats for the accounts as required by the Companies Act 1985 Schedule 4 Part 1 have been adapted to provide more appropriate information which reflects the activities of the company. As permitted under FRS1 the standard headings for the cashflow statement have not been used in order to give a fairer presentation of the activities of the company.

(b) Accounting convention

The financial statements are prepared under the historical cost convention, and in accordance with applicable accounting standards.

(c) Income

Income is the total amount of income receivable on behalf of the College for the accounting period.

(d) Expenditure

Expenditure is charged to the income and expenditure account on an accruals basis.

(e) Depreciation

Tangible fixed assets are written off over their estimated useful lives on a straight line basis at the following rates:

Leasehold land and buildings	2%
Fixtures and fittings	20%
Office and college equipment	20%

(f) Taxation

Under S505 ICTA 1988 the College is not liable to taxation. The cost of Value Added Tax incurred by the College has been included in the income and expenditure account.

(g) Capital expenditure

Funds received towards capital expenditure by way of grants from the Government (and by private donations) are added to the capital fund account. A transfer is made to the income and expenditure account in respect of amortisation over the estimated useful lives of the fixed assets purchased.

(h) Pension costs

The pension charge represents payments made to an independently administered scheme and is charged to the income and expenditure account in the period to which they relate.

2	ANNUAL PER CAPITA GRANT (APG)	1994 £	1993 £
	Maximum APG permitted	4,699,381	4,598,742

3	SPONSORSHIP	1994 £	1993 £
	Sponsorship income including Haberdashers' Aske's Charity and Research Machines plc	212,667	233,840
4	OTHER INCOME		
	Interest received Donations Sundry income	20,142 200 60,397	21,154 1,611 595
		80,739	23,360
5	GENERAL EXPENDITURE		
	Included in expenditure within the income and expenditure account are:		
	Furniture, fittings and equipment which have been written off Operating lease rentals Auditors' remuneration Depreciation	69,666 4,514 6,000 687,591	33,121 4,148 6,000 500,848
6	STAFF COSTS		
	Staff costs comprise:		
	Salaries and other related costs Social security costs Other pension costs	2,808,315 255,613 338,509	2,765,669 247,937 300,768
		3,402,437	3,314,374
	None of the Governors received any emoluments for their services during the year	ar (1993 : £NIL).	
		<u>Number</u>	<u>Number</u>
	Average number of persons employed by the college during the year:		
	Management Administration Teachers	4 45 102	4 45 100
	Total employees	151	149
		. =	

7	TANGIBLE ASSETS	Long leasehold land and buildings £	Fixtures and <u>fittings</u> £	Office and college equipment	<u>Total</u> £
	Cost Acquired since incorporation	-	~	2	3 €
	At 1 September 1993 Acquired during year	6,354,626 314,280	1,403,806 559,275	464,970 343,015	8,223,402 1,216,570
	At 31 August 1994	6,668,906	1,963,081	807,985	9,439,972
	A soumulated dopposition				
	Accumulated depreciation At 1 September 1993	210,450	400,429	144,768	755,647
	Charge for the year	133,378	392,616	161,597	687,591
	At 31 August 1994	343,828	793,045	306,365	1,443,238
	Net book values				
	At 31 August 1994	6,325,078	1,170,036	501,620	7,996,734
	At 31 August 1993	6,144,176	1,003,377	320,202	7,467,755
	Depreciation rates	2%	20%	20%	
	Source of funding for assets acquired				
	DFE Capital grants	3,192,197	1,955,878	752,977	5,901,052
	Recurrent funding	31,709	7,203	55,008	93,920
	Private sector	3,445,000		-	3,445,000
		6,668,906	1,963,081	807,985	9,439,972
	Decemblication of township courts to assistant				
	Reconciliation of tangible assets to capital Fixed assets at 31 August 1994	luna			7,996,734
	Unspent capital fund				28,974
	Capital fund at 31 August 1994 (see note 12)				8,025,708
8	DEBTORS			1994	1993
			•	1994 £	1993 £
	Transitional grant			-	11,514
	Recurrent grant			-	57,782
	Capital grant Sundry debtors			28,403 95 433	237,126
	Sundry deotors			95,433	20,748
				123,836	327,170
					

9	PREPAYMENTS				<u>19</u>	9 <u>94</u> £	1993 £
	Sundry prepayments				8	,175 —	10,623
10	CREDITORS						
	Trade creditors PAYE and NIC Recurrent grant in advance Sundry creditors					,657 - - ,137	235,838 76,963 33,660 28,720
					158		375,181
11	ACCRUALS						
	Sundry accruals				13	,496 ——	-
12	CAPITAL FUND	Government Capital Grant £	Haberdashers' Aske's Charity	Recurrent <u>Fund</u> £	Special <u>fund</u> £	Capital works <u>Fund</u>	Total £
	Income	T.	#-	x	æ	£	£
	Balance at 1 September 1993 Income during year Transfer to building fund Transfer from building fund Transfer to capital works fund Transfer from/(to) income and expenditure account	4,778,401 1,122,651 - -	3,445,000 - - - -	51,173 (1,173) 22,894 (28,974) 50,000	13,800 - - - - - (13,800)	28,974	8,288,374 1,122,651 (1,173) 22,894 - 36,200
	and expenditure account	5,901,052	3,445,000	93,920	-	28,974	
	Amortisation			·	 .		
	Balance at 1 September 1993 Charge for the year						(755,647) (687,591)
	Balance at 31 August 1994						8,025,708

13	GENERAL PURPOSE FUNDS (GRANT IN	NCOME) Building fund £	Additional major works <u>fund</u> £	Capital <u>bid fund</u> £	<u>Total</u> £
	Balance at 1 September 1993 Transfer from capital fund Transfer to Capital fund	136,007 1,173 (22,894)	76,000 -	57 ,2 57	269,264 1,173 (22,894)
	Interest on capital fund Transfer from income	3,630	-	<u>-</u>	3,630
	and expenditure account	99,606	-	(57,257)	42,349
	Balance at 31 August 1994	217,522	76,000	-	293,522
14	NON GRANT INCOME FUNDS		Sponsorship fund £	Other income fund	Total
	Balance at 1 September 1993 Transfers (to)/from income and expenditure account		152,400 (8,970)	35,166 20,536	187,566 11,566
	•				
	Balance at 31 August 1994		143,430	55,702	199,132
15	CAPITAL COMMITMENTS			1994 £'000	1993 £'000
	Capital expenditure contracted but not provided in the financial statements			119	1,176
	Capital expenditure authorised by the college but not yet contracted for			-	388

16 LEASE COMMITMENTS

Operating leases

The company had operating lease commitments to pay during the next year in respect of equipment leases:

	1994 £	1993 £
Expiring between two and five years	4,514	4,514
=		

17 CONTINGENT LIABILITIES

There were no contingent liabilities at 31 August 1994.

The college inherited arrears of repairs and maintenance which it is estimated will cost in the region of £2m to effect.

18 PENSION CONTRIBUTIONS

The Teaching Staff are members of the DFE Teachers' Pensions Agency Superannuation Scheme, which is a defined benefit scheme. The College has arranged a superannuation scheme for those non-teaching staff who wish to avail themselves of the facility. The scheme is a money purchase scheme. There are also a small number of non-teaching staff previously employed by the LEA Schools who are members of the LPFA pension scheme. The assets of all three schemes are held separately from those of the College in funds administered by third parties.

The pension costs charge represents the contribution payable by the College to the schemes, and amounted to £338,509 (1993: £300,768). At 31 August 1994 contributions amounting to £1,828 were prepaid to the schemes (1993: £627 were payable to the schemes).