

REGISTERED IN ENGLAND COMPANY No 910421
CHARITY REGISTRATION No.310490

**OLD BUCKENHAM HALL
(BRETtenham) EDUCATIONAL TRUST
LIMITED
(A Charitable Company
limited by guarantee)**

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2011



OLD BUCKENHAM HALL (BRETtenham) EDUCATIONAL TRUST LIMITED
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2011

Contents	Page
Report of the Council of Management	1 - 7
Independent Auditors' report	8 - 9
Statement of financial activities	10
Balance sheet	11
Cashflow statement	12
Notes to the financial statements	13 - 21

OLD BUCKENHAM HALL (BRETtenham) EDUCATIONAL TRUST LIMITED

REPORT OF THE COUNCIL OF MANAGEMENT

The Council presents its annual report and audited financial statements for the year ended 31 August 2011 under the Companies Act 2006, the Company's Memorandum & Articles of Association and the Charities SORP 2005

Reference and administrative information

The list of professional advisers on page 1 forms a part of this report

Status

The Trust is incorporated as a company, is limited by guarantee and does not have a share capital. It is registered with the Charity Commissioners as a Charitable Institution. The liability of each member is limited to £1.

The Trust operates under the working name Old Buckenham Hall.

Charity number 310490
Company number 910421

Members of Council

Members of the Council who served during the year and to the date of this report were

M St J Shallow (Chairman)
S J Buckmaster (Deputy Chairman)
M W Nicholls (Resigned 24 June 2011)
M D Angela
Mrs J C Bennett
J K Buckle
C M P Bush
Mrs M R L Dowie
C D Ross-Stewart
D J E Sewell
Mrs R J Walker
M Spinney (Appointed 24 June 2011)

All the Members of the Council are also Members of the Trust and directors of the company and are liable to contribute a sum not exceeding £1 each if required, in the event of the Trust being wound up. Members are appointed by election by the Council.

The Trust's memorandum of association does not permit the payment of a dividend.

Address and registered office

Old Buckenham Hall School
Brettenham Park
Ipswich
Suffolk
IP7 7PH

Key Executives

Headmaster Mr J Brett

OLD BUCKENHAM HALL (BRETtenham) EDUCATIONAL TRUST LIMITED

REPORT OF THE COUNCIL OF MANAGEMENT

Structure, governance and management

Governing document

The Company is governed by its Memorandum and Articles of Association

Governing body

The Council Members are elected on the basis of nominations received from various sources, with a view to ensuring as wide a mix as possible of relevant expertise. Members usually serve for a term of nine years and are eligible to stand for re-election.

All Council Members give of their time freely and no remuneration or expenses were paid in the year. No Council Member or person connected with a Council Member received any benefit from either means tested bursaries or scholarships awarded to our pupils.

Trustee training

New Members are inducted into the workings of the School, and also of the Company as a registered Charity, including Board Policy and Procedures. Training courses are attended as required.

Organisational management

The Members meet as a Board at least three times a year to determine the general policy for the Company and review its overall management and control, for which they are legally responsible, supported by the Finance Committee, which meets before each meeting of the full Governing Board and on other occasions, specifically to review budgets and accounts, and to make recommendations to the Council. The day-to-day running of the School is delegated to the Head, supported by other members of the Senior Management Team. New committees have been appointed with designated Members of the Board and staff to review and set policies for Governance and Education.

Risk management

The Council continues to review the School's activities and consider the major opportunities available to the School and the risks to which it is exposed in each of the principal areas of the School's operations. They have identified certain areas to be of particular importance:

- Health and Safety
- Fire
- Security
- Safeguarding children

Through the risk management processes established for the School, the Council is satisfied that the major risks identified have been adequately mitigated where necessary. All staff are subject to the appropriate police and employment checks. School staff continue to receive regular training on child protection issues where appropriate. Individual School governors have been appointed with responsibility for safeguarding children, Health and Safety and Estates (including Security).

OLD BUCKENHAM HALL (BRETtenham) EDUCATIONAL TRUST LIMITED

REPORT OF THE COUNCIL OF MANAGEMENT

Objects, aims, objectives and principal activities

The Object of the Trust, in accordance with its Memorandum of Association, is the education of children up to age 13

Strategic Aims

The School's strategic aim is to provide a first class all round education to boys and girls aged between 3 and 13 years. Through its creative curriculum OBH seeks to develop qualities for life, such as independent thinking, tolerance, discernment and self-respect. The School's ethos is firmly rooted in Christian family values of service and kindness to others. OBH has an ambitious development programme which aims to see the School become a centre of learning and a beacon of excellence in the East Anglian region.

The School is a charitable trust which seeks to benefit the public through the pursuit of its stated aims. Our fees are set at a level to ensure the financial viability of the School and at a level that is consistent with our aim of providing a first class education. Our School welcomes pupils from all backgrounds. An individual's economic status, gender, ethnicity, race, religion or disability do not form part of our assessment process.

We are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff or pupils who are or become disabled.

In setting our objectives and planning our activities our Governors have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

Key aims and objectives

- To provide a safe, happy & nurturing environment for children
- To promote the idea of health and well-being as being fundamental to children's development
- To ensure that all our teaching and learning processes and outcomes support the needs of all our pupils
- To provide the highest possible quality of pastoral care for all pupils at OBH by ensuring that all pupils feel valued, supported and listened to
- To provide an academic framework within which scholarship and creativity can happily and successfully coexist
- To provide a broad range of learning experiences and opportunities both in and out of the classroom
- To promote and encourage strong Christian family values of respect, tolerance, good manners and service
- To develop and maintain strong links with the local community
- To promote strong and positive relationships between pupils and teachers based on mutual trust and respect
- To build a reputation as a sector leading boarding school with an approach to prep school boarding that caters for the needs of modern families as well as those with a more traditional view of boarding
- To provide an academic, sporting, creative and cultural framework within which pupils can become the best versions of themselves that they can possibly be
- To promote a culture of striving for excellence in all that we do
- To fully prepare children for the next stage in their education and to ensure that we help match each child to the most appropriate senior school

OLD BUCKENHAM HALL (BRETtenham) EDUCATIONAL TRUST LIMITED

REPORT OF THE COUNCIL OF MANAGEMENT

Ethos

Old Buckenham Hall is a happy, vibrant community made up of children and staff who either come to school on a daily basis or who live on site as boarders. The Headmaster and Mrs Brett, together with their family of 2 boys, live in the School and promote a happy family atmosphere. They are supported by a strong team of teachers and support staff many of whom also live on the School campus giving the School a friendly 'village' feel.

Much emphasis is placed on making sure that all visitors to the School receive a very warm welcome, whether they are parents, friends, governors, prospective parents or visitors.

The Governing Body are very 'hands on' at OBH and support the work of the School and the headmaster in many different ways both formally and informally. The School's Pastoral, Education, Bursary and F&GP Committees are an important part of this process.

The School works hard at maintaining excellent and effective channels of communication with all parents in the school. This is done through a weekly electronic newsletter, regular parents meetings, coffee mornings and drinks evenings for groups of parents, the 'Friends of OBH' committee (made up of a representative from each year group in the school), an effective Form Tutor system as well as a general 'open door' policy for parents.

Principal activity

The Charity continues to operate a Preparatory and Pre-Preparatory boarding and day School for both boys and girls.

Bursaries and other fee concessions

It is important to us that access to the education we offer is not restricted to those who can afford our fees.

Our bursary policy contributes to a widening of access to the education we offer and the facilities we enjoy.

The Council of Management view our bursary awards as important in helping to ensure children from families who would otherwise not be able to afford the fees can access the education we offer. Our bursary awards are available to all who meet our general entry requirements and are made solely on the basis of parental means or to relieve hardship where a pupil's education and future prospects would otherwise be at risk. In funding our awards we have to be mindful that we must ensure a balance between fee-paying parents, many of whom make considerable personal sacrifices to fund their child's education, and those benefiting from the awards.

The bursary awards range from 10% to 100% remission of fees. They provided assistance to 20 of our pupils. These pupils would either not have been able to come to the School or continue their education without the bursaries.

Information about fee assistance through bursaries and scholarships is provided to all applying to the School. Further details of our bursary policy are available on our website.

Details of bursary awards are set out in Note 2 to the accounts.

To underline the value we place on continuity for families, we offer discounts where parents have more than two children at the School. We also offer discounts to children of parents who are in the military – these bursaries are particularly important in the case of pupils who are boarders with a need to create stability for them.

We have an established links with the Royal National Children's Foundation (previously JET) as a means of identifying bursaries for children who would benefit from boarding in a stable environment. The School prides itself on a "home from home" atmosphere for boarders. As a result of this we have awarded a 100% for a child who would benefit from boarding in a stable environment.

OLD BUCKENHAM HALL (BRETtenham) EDUCATIONAL TRUST LIMITED

REPORT OF THE COUNCIL OF MANAGEMENT

Review of achievements and performance in the year

Old Buckenham Hall provides an outstanding all-round education, balancing academic, creative, physical and spiritual development, just as its aims set out to do! So began the Independent Schools' Inspectorate report on the School's January 2009 inspection. Indeed, it was an excellent year for the School's leaving cohort, all of whom gained places to the senior school of their choice and a total of ten scholarships were won. Amongst the scholarship winners all disciplines were represented – academic, art, design technology, music and sport – a testimony to the strong all round educational provision at the School. Similarly, a high proportion of pupils took Associated Board Exams in music during the year and also won certificates for Speech and Drama and the UK Primary Maths challenge.

The School's sporting tradition remained very strong during the year with all children representing the School in a school team. In hockey the Girls' 1st VII qualified for the Regional Finals and the Boys Under 11 and 1st VII teams qualified for the National Finals.

Pupils have been involved in a number of fund raising events during the year. As well as the annual charity events such as cycling for the Suffolk Churches Historic Trust, swimming for the British Heart Foundation, supporting the Royal British Legion and organising the Christmas Fair. Each House was given responsibility for organising a fund raising day in aid of a charity. In this way, funds were raised for The Adam Rogers Trust, Save the Children (Japan Earthquake), Walking With The Wounded. The School community of pupils and parents continues to support the local church through regular acts of worship.

The School continues to share good links with the local community. Some school facilities are offered for use by members of the local community – these include the squash courts, swimming pool and the village cricket pitch. The annual village/School Bonfire Party is always popular and half the proceeds raised go to the Village Fund. The annual village "Party in the Park", held at the School after the end of the summer term is also very popular and proceeds from this event are divided between the churches of Thorpe Morieux and Brettenham.

Fundraising performance

The Trust continued to raise funds for the education of pupils. Additionally, funds were raised through the Jubilee Appeal, from lettings and from hire of sports facilities.

Financial review

Results for the year

The result for the year was an operating deficit of £198,000 (2010 surplus of 23,000), this before restructuring expenditure of £109,000 (2010 396,000) and depreciation of £136,000 (2010 130,000).

The result was in line with Council's forecast. Following the costs of restructuring the School's staffing and the recent growth in the pupil roll, the charity is forecast to operate within the terms of its bank borrowing and to move back into surplus in the next financial and academic year. The School's borrowing facility conditions and the appropriateness of the going concern basis are further disclosed in note 1a) to the accounts.

A major capital investment project was completed in September 2010 using internal funds and funds from our Golden Jubilee Appeal to significantly improve our Science, Technology and Music facilities. Also during the year costs were incurred in the installation of new IT equipment for enhancing teaching facilities and in implementing a schools specific management information system.

Reserves policy

The Council has a long-standing policy to use any revenue surpluses and bank borrowings as appropriate to improve the facilities and the overall educational service provided. The School has no free reserves as all revenue surpluses have been reinvested to enhance the School's facilities. The Council has ongoing plans for further improvements to the resources available to the School.

OLD BUCKENHAM HALL (BRETtenham) EDUCATIONAL TRUST LIMITED

REPORT OF THE COUNCIL OF MANAGEMENT

Charitable status

As a charity the parents of our pupils have the assurance that all the income of the School must be applied for educational purposes. We enjoy tax exemption on our educational activities and we are also entitled to an 80% reduction on our business rates on the property we occupy for our charitable purposes. The financial benefits we receive from these tax exemptions are all applied for educational purposes and indirectly help us to maintain our bursary policies.

Investment policy

The company's investment powers are governed by its Memorandum of Association, which permits investments in securities or property without any restrictions.

Future Plans

Our specific objectives for 2011/12 have been formulated by the Council of Management in conjunction with John Brett and his Senior Management Team and are

- Strengthen and develop the teaching and learning throughout the School by creating centres of excellence in areas of Modern & Classical Foreign Languages, Performing Arts, Science, Art Design and Technology
- Build on existing O B H strengths of outstanding boarding provision for 8 to 13 year old children
- Explore and develop new markets both local and further afield, concentrating on the three key areas of Nursery & Pre-Prep (3 – 7 year olds), Middle School (7 – 11 year olds) and Senior School (11 – 13 year olds)
- Cut expenditure by re-structuring school departments and putting in place a pay structure that accurately reflects the current needs of the school
- Limit major expenditure to necessary projects which will clearly add value to the school business
- Develop other income streams using our extensive school site and facilities
- Establish and develop strong links with the local community in our part of Suffolk through educational, sporting, cultural and recreational activities

OLD BUCKENHAM HALL (BRETENHAM) EDUCATIONAL TRUST LIMITED

REPORT OF THE COUNCIL OF MANAGEMENT

Statement of Trustees' responsibilities

The Members of Council (who are also directors of Old Buckenham Hall (Brettenham) Educational Trust Limited for the purposes of company law) are responsible for preparing the report of the Council of Management and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

Company law requires the Members of Council to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The Members of Council are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

In so far as the Members of Council are aware

- there is no relevant audit information of which the charitable company's auditor is unaware, and the Members of Council have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

Auditors

The auditors, Larking Gowen, are deemed to be reappointed under section 487(2) of the Companies Act 2006

On behalf of the Council



Mr M St J Shallow (Chairman)



Mr S J Buckmaster (Deputy Chairman)

Date: 01/12/2011...

OLD BUCKENHAM HALL (BRETENHAM) EDUCATIONAL TRUST LIMITED
STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 AUGUST 2011

	Notes	Unrestricted funds			2010 £
		General fund 2011 £	Designated Jubilee fund 2011 £	Total 2011 £	
Incoming resources					
Income from charitable activity					
Fees receivable	1d/2	2,382,640	-	2,382,640	2,768,233
Registration fees		3,350	-	3,350	1,180
Other ancillary trading income		16,869	-	16,869	18,992
Voluntary Income					
Gifts & donations		-	13,522	13,522	28,293
Activities for generating funds					
Rents and lettings		20,547	-	20,547	27,617
Investment income		48	-	48	1,018
Total incoming resources		2,423,454	13,522	2,436,976	2,845,333
Resources expended					
Charitable activity					
School operating costs					
Teaching		1,567,781	-	1,567,781	1,850,158
Household		549,566	-	549,566	568,431
Property		503,597	-	503,597	490,791
Support and administration		169,899	-	169,899	355,800
Financing costs		52,193	-	52,193	23,048
		2,843,036	-	2,843,036	3,288,228
Governance costs		36,918	-	36,918	59,669
Total resources expended	6	2,879,954	-	2,879,954	3,347,897
Net expenditure for the year		(456,500)	13,522	(442,978)	(502,564)
Transfers	11	114,937	(114,937)	-	-
Net movement in funds		(341,563)	(101,415)	(442,978)	(502,564)
Fund balances brought forward at 1 September 2010	11	2,586,908	101,415	2,688,323	3,190,887
Fund balances carried forward at 31 August 2011	11	2,245,345	-	2,245,345	2,688,323

The statement of financial activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF OLD BUCKENHAM HALL (BRETENHAM) EDUCATIONAL TRUST LIMITED

We have audited the financial statements of Old Buckenham Hall (Brettenham) Educational Trust Limited for the year ended 31 August 2011 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 6), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the trustees' report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2011, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice,
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Council of Management for the financial year for which the financial statements are prepared is consistent with the financial statements.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF OLD BUCKENHAM HALL (BRETTEHAM) EDUCATIONAL TRUST LIMITED

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit

Mark Balfour FCA (Senior Statutory Auditor)
For and on behalf of Larking Gowen Chartered Accountants, Statutory Auditors
King Street House
15 Upper King Street
Norwich
NR3 1RB

Date: 13th February 2012

		2011	2010
	Notes	£	£
Fixed assets			
Tangible assets	7	3,873,350	3,863,797
Current assets			
Stocks	8	16,996	10,708
Debtors	9	176,229	197,210
Cash at bank and in hand		2,755	90,909
		<u>195,980</u>	<u>298,827</u>
Creditors amounts falling due within one year	10a	<u>(997,504)</u>	<u>(613,561)</u>
Net current (liabilities)/assets		<u>(801,524)</u>	<u>(314,734)</u>
Total assets less current liabilities		<u>3,071,826</u>	<u>3,549,063</u>
Creditors: amounts falling due after more than one year	10b	<u>(826,481)</u>	<u>(860,740)</u>
Net assets		<u>2,245,345</u>	<u>2,688,323</u>
Funds			
Unrestricted funds	11		
General Fund		2,245,345	2,586,908
Jubilee Fund		-	101,415
Total charity funds		<u>2,245,345</u>	<u>2,688,323</u>

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Company Registration No. 910421

OLD BUCKENHAM HALL (BRETTENHAM) EDUCATIONAL TRUST LIMITED
CASHFLOW STATEMENT
FOR THE YEAR ENDED 31 AUGUST 2011

Cashflow statement	Notes	2011		2010	
		£	£	£	£
Net cash outflow from operating activities	14a		(336,894)		(420,180)
Returns on investments and servicing of finance	14c		(52,145)		(22,030)
Capital expenditure	14d		(146,024)		(266,030)
Cash outflow before management of liquid resources and financing			(535,063)		(708,240)
Increase in debt	14b		446,909		5,440
Decrease in cash in the year			(88,154)		(702,800)
Reconciliation of net cash flow to movement in net debt					
Decrease in cash in the year	14b	(88,154)		(702,800)	
Cash outflow from movement in debt	14b	(446,909)		(5,440)	
Change in net debt for the year			(535,063)		(708,240)
Net debt at 31 August 2010	14		(584,219)		124,021
Net debt at 31 August 2011			(1,119,282)		(584,219)

OLD BUCKENHAM HALL (BRETENHAM) EDUCATIONAL TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2011

1. Accounting policies

The significant accounting policies used in the preparation of these financial statements are

a. Basis of accounting

The annual report and financial statements for the year ended 31 August 2011 have been prepared in accordance with the Companies Act 2006, the Accounting and Reporting by Charities Statement of Recommended Practice (revised 2005) ('SORP 2005'), and with applicable accounting standards

The company prepares its annual financial statements under the historical cost convention

The bank continues to provide the requested borrowing facility for the period to August 2012. This support is dependent on the School fulfilling the conditions of the facility. The Council of Management is confident that the conditions of the facility will be met and the School is well placed to manage its business risk. The going concern basis of accounting has therefore continued to be adopted.

b. Stocks

Stock is valued at the lower of cost and market value

c. Tangible fixed assets

Motor vehicles, machinery and computer equipment have been depreciated using a method which is calculated to write down each asset to its estimated residual value over the period of its revenue earning life.

The annual rates of depreciation used are

Motor vehicles and machinery	25% reducing balance
Computer equipment	25% straight line

School buildings and facilities of a specific nature, having a shorter life than other School buildings, are depreciated at the rate of 4% straight line.

General School buildings are depreciated at the rate of 2% on a straight line basis, down to their estimated residual values.

Items at cost of less than £1,000 are not capitalised, except for computer equipment costing more than £300.

Furniture, fixtures and School equipment are depreciated on a straight line basis over two to five years.

Land is not depreciated.

d. Fee income

This represents School board and tuition fees invoiced for the period. Fee income is stated after deducting bursaries and sibling discounts.

e. Other ancillary trading income and Income from generated funds

Income from other ancillary trading and Income from generated funds, including capital grants, is included in incoming resources when these are receivable.

OLD BUCKENHAM HALL (BRETtenham) EDUCATIONAL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 AUGUST 2011

f. Leasing

All leases are operating leases and the annual rentals are charged to the income and expenditure account over the lease term

g. Unrestricted funds

All funds are unrestricted funds, which are expendable at the discretion of the Members of Council in furtherance of the objects of the Charity

h. Pension scheme

The Teachers Pension Scheme is a contributory scheme administered by Teachers' Pensions on behalf of the Department for Children, Schools and Families (DCSF). It is a defined benefit 'final salary' scheme. The Department of Education and Skills determines the level of employees' and employers' contributions currently at 6.4% and 14.1% respectively. The contribution rates are regularly reviewed by the Government Actuary. The School is not responsible for or entitled to receive benefit for any deficit or surplus on the scheme. Old Buckenham Hall (Brettenham) Educational Trust Limited has taken advantage of the special provisions of FRS17 to account for this scheme as if it were a defined contribution scheme.

The School also operates a defined contribution group personal pension and a stakeholder scheme under which contributions by employees and by the School are held in funds separated from the company's finances.

Contributions payable to the above schemes are charged to the income and expenditure account.

i. Resources expended

Resources expended are accounted for on an accruals basis. Office and other costs not directly attributable to particular functional activity categories are apportioned over the relevant cost categories on the basis of estimates of the amount attributable to that activity in the year or pro rata to the direct costs of each activity.

The Charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

Governance costs comprise the costs of running the Charity, including external audit, preparation of annual accounts (but not management accounts) and the costs of legal advice to the Council of Management.

j. Advance fees scheme

The School offers parents the opportunity to pay for tuition fees in advance in accordance with a written contract. This is treated as deferred income until the pupil joins the School, whereupon the fees for each School term are charged against the remaining balance and taken to income.

2 School fees

	2011 £	2010 £
The School's fee income comprised		
Gross fees	2,643,143	2,969,841
Less Bursaries and other allowances	(260,503)	(201,608)
	2,382,640	2,768,233

OLD BUCKENHAM HALL (BRETENHAM) EDUCATIONAL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 AUGUST 2011

2. School fees (continued)

Bursaries are awarded, dependent upon individual financial circumstances. The amounts are decided at the trustees' discretion.

Sibling discounts are available for a family's third and subsequent children who attend the School. A percentage, based on the number of children at the School, will be deducted from the annual fees.

3. Expenditure	2011 £	2010 £
Charitable activities includes		
Depreciation of tangible owned assets	136,466	130,016
Loss on sale of fixed assets	-	849
Staff costs (see note 4)	1,976,634	2,332,808
Governance costs includes		
Auditors' remuneration	9,500	9,500

4. Staff costs	2011 No	2010 No.
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The average weekly number of employees during the year was

Teaching staff	37	38
Other staff	48	52
	<u>85</u>	<u>90</u>

The number of employees, whose annual emoluments exceeded £60,000 were

£70,000 - £80,000	<u>1</u>	<u>1</u>
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Contributions were made to the Pension Scheme, which is a defined benefit scheme for one higher paid employee) with contributions amounting to £10,575 (2010 £12,005)

Costs during the year:	£	£
Wages and salaries (including staff expenses)	1,713,460	1,670,008
Social security costs	118,530	123,999
Other pension costs	144,644	142,775
Other non-recurring staff costs	-	396,026
	<u>1,976,634</u>	<u>2,332,808</u>

5. Interest payable and similar charges	2011 £	2010 £
Bank loans and overdrafts	<u>52,193</u>	<u>23,048</u>

OLD BUCKENHAM HALL (BRETENHAM) EDUCATIONAL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 AUGUST 2011

6. Analysis of total resources expended

	Staff costs £	Other costs £	Depreciation £	Total £
Charitable activity				
School operating costs				
Teaching	1,338,735	208,042	21,004	1,567,781
Household	370,271	171,975	7,320	549,566
Property	136,347	271,752	95,498	503,597
Support costs and administration	131,281	25,974	12,644	169,899
Financing costs	-	52,193	-	52,193
Governance costs	-	36,918	-	36,918
Total for Charity	1,976,634	766,854	136,466	2,879,954

7. Tangible fixed assets

	Freehold property £	Motors and machinery £	Fixtures, fittings and equipment £	Computer equipment £	Total £
Cost					
At 1st September 2010	4,077,909	132,475	576,469	155,416	4,942,269
Additions	122,459	-	14,420	9,145	146,024
Disposals	-	-	(18,039)	(9,990)	(28,029)
At 31st August 2011	4,200,368	132,475	572,850	154,571	5,060,264
Depreciation					
At 1st September 2010	464,657	113,058	387,435	113,322	1,078,472
Charge for the year	71,487	4,849	39,218	20,912	136,466
Disposals	-	-	(18,038)	(9,986)	(28,024)
At 31st August 2011	536,144	117,907	408,615	124,248	1,186,914
Net book value					
At 31st August 2011	3,664,224	14,568	164,235	30,323	3,873,350
At 31st August 2010	3,613,252	19,417	189,034	42,094	3,863,797

OLD BUCKENHAM HALL (BRETENHAM) EDUCATIONAL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 AUGUST 2011

8. Stocks	2011	2010
	£	£
Stocks comprise		
Food and housekeeping supplies	1,926	904
School books and stationery	1,297	1,852
Heating oil	10,737	7,452
Goods for resale	-	500
Materials	3,036	-
	16,996	10,708
9. Debtors	2011	2010
	£	£
Amounts falling due within one year		
Fees outstanding	91,198	113,780
Other debtors	14,014	3,024
Prepayments and accrued income	71,017	80,406
	176,229	197,210
10. Creditors	2011	2010
	£	£
a Amounts falling due within one year		
Bank loans and overdraft	436,288	-
Trade creditors	111,759	102,803
Accruals and deferred income	71,453	48,823
Taxation and social security payable	37,755	39,802
Fees in advance	333,149	285,053
Deposits	7,100	12,250
Other liabilities	-	124,830
	997,504	613,561
b Amounts falling due after more than one year		
Bank loan	685,749	675,128
Deposits	37,300	34,100
Fees in advance	103,432	151,512
	826,481	860,740

Bank loans and overdrafts are secured by debenture and legal charges over the company's land and property

Bank loans are to be repaid by instalments falling due between October 2012 and June 2020
Interest is chargeable on £234,768 of these loans at a fixed rate of 5.85% and £450,981 at a variable rate of 2.05% over bank base rate

OLD BUCKENHAM HALL (BRETENHAM) EDUCATIONAL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 AUGUST 2011

10. Creditors (continued)

		2011 £	2010 £	
c.	Analysis of loans			
	Wholly repayable within five years	329,013	299,401	
		329,013	299,401	
	Included in current liabilities	-	-	
		329,013	299,401	
	Instalments not due within five years	356,736	375,727	
d.	Fees in advance analysis			
		Due Within One Year £	Due After One Year £	Total £
	Balance as at 1 September 2010	285,053	151,512	436,565
	Correction of Discounts allowed 09/10	33,112	-	33,112
	New contracts	57,363	19,485	76,848
	Early payments for Autumn 2011 term	206,310	-	206,310
	Discounts allowed	23,913	-	23,913
	Amount used in payment of fees	(340,167)	-	(340,167)
	Transfer of fees	67,565	(67,565)	-
	Balance as at 31 August 2011	333,149	103,432	436,581

OLD BUCKENHAM HALL (BRETENHAM) EDUCATIONAL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 AUGUST 2011

11. Unrestricted reserves	Designated Jubilee Fund £	General Fund £	Total £
Balance as at 1 September 2010	101,415	2,586,908	2,688,323
Net movement in funds	13,522	(456,500)	(442,978)
Construction of Science and Music Block	(114,937)	114,937	-
Balance at 31 August 2011	-	2,245,345	2,245,345

The Jubilee Fund represents the net funds raised by the Jubilee Appeal towards science and music

During the year, £114,937 was spent from the Jubilee Fund for a new Science and Music block. This has been included within Freehold Property and Fixtures and Fittings additions in note 7 and transferred to the General Fund

Depreciation has been charged on a straight line basis at a rate of 4% and 20%, and has been expensed against the General Fund

12 Capital commitments

The following amounts were contracted for as at 31 August 2011

	2011 £	2010 £
Science and Music block build	-	83,564

13. Commitments under operating leases

	2011 £	2010 £
Land & buildings		
Operating leases which expire within one year	-	7,200
Other		
Operating leases which expire in 2 to 5 years	3,376	-

14. a. Reconciliation of surplus of income to net cash inflow from operating activities

	2011 £	2010 £
Net movement in funds for the year	(442,978)	(502,564)
Investment income	(48)	(1,018)
Interest payable	52,193	23,048
Depreciation	136,466	130,016
Loss on sale of fixed assets	-	849
(Increase)/decrease in stocks	(6,288)	2,284
(Increase)/decrease in debtors	20,981	(18,941)
Increase/(decrease) in creditors	(97,220)	(53,854)
	(336,894)	(420,180)

OLD BUCKENHAM HALL (BRETtenham) EDUCATIONAL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 AUGUST 2011

14 continued

b. Analysis of cash resources

	2010 £	Cashflow £	2011 £
Cash at bank and in hand	90,909	(88,154)	2,755
Debt due within 1 year	-	(436,288)	(436,288)
Debt due after 1 year	(675,128)	(10,621)	(685,749)
	(675,128)	(446,909)	(1,122,037)
Total	(584,219)	(535,063)	(1,119,282)

c. Returns on investments and servicing of finance

	2011 £	2010 £
Dividends and interest received	48	1,018
Interest paid	(52,193)	(23,048)
	(52,145)	(22,030)

d. Capital expenditure

	2011 £	2010 £
Payments to acquire tangible fixed assets	(146,024)	(266,030)

e. Financing

	2011 £	2010 £
Cash element	(535,063)	(708,240)

OLD BUCKENHAM HALL (BRETtenham) EDUCATIONAL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 AUGUST 2011

15. Pension commitments

The School operates three pension schemes as disclosed in accounting policy note 1h

The assets of the schemes are held separately from those of the School in independent administered funds

The pension cost charge represents contributions payable by the School to the funds and amounted to £144,644 (2010 £142,775)

There were no outstanding contributions payable to the funds at the year end

16 Related party transactions

Three directors of Old Buckenham Hall (Brettenham) Educational Trust Limited have children that attend the school. School fees are charged to these directors at the normal rates

The governors received no remuneration or other benefits for the year, and no reimbursement of expenses during the year

OLD BUCKENHAM HALL (BRETENHAM) EDUCATIONAL TRUST LIMITED
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2011

	2011		2010	
	£	£	£	£
INCOME				
Total fees received	2,382,640		2,768,233	
Sundry receipts	54,336		77,100	
		2,436,976		2,845,333
LESS: EXPENSES				
SCHOOL				
Employment teaching - main School	1,020,227		1,229,863	
Employment teaching - pre-prep	151,466		138,797	
Employment teaching - nursery	38,754		40,404	
Employment pensions	128,288		124,241	
Teaching materials	74,977		61,880	
Print, stationery and copier	17,201		21,048	
Promotion and marketing	39,441		108,557	
Prizes and gifts	1,214		1,356	
Training courses	5,933		15,967	
Games and entertainment	7,883		8,514	
Computer maintenance	32,719		26,850	
Subscriptions, doctors fees, etc	22,511		15,419	
Miscellaneous (sundry, play etc)	6,163		12,299	
		1,546,777		1,805,195
HOUSEHOLD				
Employment matrons	127,970		128,072	
Employment kitchen	50,892		56,316	
Employment domestic	185,906		185,264	
Employment pensions	5,503		5,163	
Provisions	124,128		133,683	
Laundry, cleaning and other	40,942		40,891	
Repairs and renewals	6,905		8,973	
		542,246		558,362
ADMINISTRATION				
Employment office	127,049		265,498	
Employment pensions	4,232		7,020	
Telephone and postage	16,312		21,534	
Audit and other professional fees	34,817		53,900	
Miscellaneous	11,763		27,517	
Provision for bad debts	-		40,000	
		194,173		415,469
PROPERTY				
Employment groundsman	69,132		91,159	
Employment maintenance	60,594		54,657	
Employment pensions	6,621		6,351	
Rent, rates and insurance	80,448		76,327	
Light and heat	97,125		97,049	
Property repairs	64,754		55,382	
Motor, tractor and travel	14,131		14,417	
Grounds	15,294		19,616	
Fixed assets – loss on disposal	-		849	
		408,099		415,807

OLD BUCKENHAM HALL (BRETTEHAM) EDUCATIONAL TRUST LIMITED
INCOME AND EXPENDITURE ACCOUNT (Continued)
FOR THE YEAR ENDED 31 AUGUST 2011

	2011		2010	
	£	£	£	£
Depreciation		136,466		130,016
Bank charges and interest		52,193		23,048
Total expenses		2,879,954		3,347,897
Deficit		(442,978)		(502,564)