

Report of the Directors and  
Financial Statements for the Year Ended 31 January 2003  
for  
Ochil Tower School

Ochil Tower School

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for the Year Ended 31 January 2003

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Ochil Tower School

Company Information  
for the Year Ended 31 January 2003

**DIRECTORS:**

J M Surkamp, M.B.E  
Mrs J Surkamp  
Mrs B Thom  
U Ruprecht  
J Holbek  
F R Shewan  
Mrs L Graham  
J Reed  
Mrs A Cheney  
Mrs J McDonald  
Mrs J Stewart  
C Finlay  
W Frew

**REGISTERED OFFICE:**

140 High St  
Auchterarder  
Perthshire  
PH3 1AD

**REGISTERED NUMBER:**

SC051098 (Scotland)

**AUDITORS:**

Helen Lowe & Co  
Chartered Accountants & Registered Auditors  
17 - 21 East Mayfield  
Edinburgh  
EH9 1SE

Ochil Tower School

Report of the Directors  
for the Year Ended 31 January 2003

The directors present their report with the financial statements of the company for the year ended 31 January 2003.

**PRINCIPAL ACTIVITY**

The principal activity of the company in the year under review was that of the provision of a residential co-educational school for children up to 18 years of age, who find it difficult to adapt themselves to the routine and educational demands of ordinary school life.

**STATUS OF THE COMPANY**

The company is limited by guarantee and has no share capital. The liability of each member is limited to £5. The company has been granted charitable status.

**DIRECTORS**

The directors during the year under review were:

J M Surkamp, M.B.E  
Mrs J Surkamp  
Mrs B Thom  
U Ruprecht  
J Holbek  
F R Shewan  
Mrs L Graham  
J Reed  
Mrs A Cheney  
Mrs J McDonald  
Mrs J Stewart  
C Finlay  
W Frew

**STATEMENT OF DIRECTORS' RESPONSIBILITIES**

Company law requires the directors 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 surplus or deficit of the company for that period. In preparing those financial statements, the directors 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 directors 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 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**

The auditors, Helen Lowe & Co, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

**ON BEHALF OF THE BOARD**

  
- DIRECTOR

Dated: 16 June 2003

Ochil Tower School

Report of the Independent Auditors to the Members of  
Ochil Tower School

We have audited the financial statements of Ochil Tower School for the year ended 31 January 2003 on pages four to eight. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of directors and auditors**

As described on page two the company's directors are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

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 Report of the Directors is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Report of the Directors 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 company's affairs as at 31 January 2003 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*Helen Lowe, C. A.*

Helen Lowe & Co  
Chartered Accountants & Registered Auditors  
17 - 21 East Mayfield  
Edinburgh  
EH9 1SE

Dated: *16 June 2003*

Ochil Tower School

Income and Expenditure Account  
for the Year Ended 31 January 2003

		<u>31.1.03</u>	<u>31.1.02</u>
	Notes	£	£
<b>TURNOVER</b>		791,501	710,709
Administrative expenses		<u>782,894</u>	<u>702,194</u>
<b>OPERATING SURPLUS</b>	3	8,607	8,515
Interest receivable and similar income		<u>587</u>	<u>3,099</u>
		9,194	11,614
Interest payable and similar charges		<u>-</u>	<u>36</u>
<b>SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		9,194	11,578
Tax on surplus on ordinary activities	4	<u>-</u>	<u>-</u>
<b>SURPLUS FOR THE FINANCIAL YEAR AFTER TAXATION</b>		<u>9,194</u>	<u>11,578</u>
<b>RETAINED SURPLUS FOR THE YEAR</b>		<u>£9,194</u>	<u>£11,578</u>

The notes form part of these financial statements

Ochil Tower School

Balance Sheet  
31 January 2003

		31.1.03		31.1.02	
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	5		65,508		78,014
<b>CURRENT ASSETS</b>					
Debtors	6	153,908		108,165	
Prepayments and accrued income		5,940		-	
Cash at bank	7	<u>151,335</u>		<u>175,383</u>	
		311,183		283,548	
<b>CREDITORS</b>					
Amounts falling due within one year	8	<u>60,484</u>		<u>52,088</u>	
<b>NET CURRENT ASSETS</b>			<u>250,699</u>		<u>231,460</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			316,207		309,474
<b>CREDITORS</b>					
Amounts falling due after more than one year	9		<u>134,976</u>		<u>131,068</u>
			<u>£181,231</u>		<u>£178,406</u>
<b>RESERVES</b>					
Capital reserve	2		26,476		37,509
General reserve	2		108,171		113,224
Pupil attainment reserve	2		9,717		-
Income and expenditure account	2		<u>36,867</u>		<u>27,673</u>
			<u>£181,231</u>		<u>£178,406</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

**ON BEHALF OF THE BOARD:**

  
.....  
U Ruprecht - DIRECTOR

  
.....  
Mrs L Graham - DIRECTOR

Approved by the Board on 16-06-03

The notes form part of these financial statements

Notes to the Financial Statements  
for the Year Ended 31 January 2003

1. ACCOUNTING POLICIES

**Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) and accounting standards including recommendations contained in the Statement of Recommended Practice – Accounting by Charities.

**Turnover**

Turnover represents fees and allowances receivable.

**Tangible Fixed Assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - at varying rates on cost  
Motor vehicles - 25% on reducing balance

**Replacement of Assets**

By arrangement with COSLA, the policy of the Company is to charge to revenue the cost of replacing assets less the proceeds of assets replaced. Where the cost of replacing assets has been charged an adjustment is made by debiting the asset account and crediting Capital Reserve Account, so that the Balance Sheet gives a fair reflection of the Company's assets.

**Stocks**

The only stock carried is the stock of provisions which is in day to use and is of negligible value.

2. SUMMARY STATEMENT OF FINANCIAL ACTIVITIES

	For the year ended 31 January 2003					
	Income and expenditure account £	Capital reserve £	General reserve £	Pupil attainment reserve £	Total funds 2003 £	Total fund 2002 £
<b>Incoming resources</b>						
Fees	788,832	-	-	-	788,832	642,42
Donations and miscellaneous income	-	-	5,900	37,427	43,327	69,98
Interest	587	-	3,910	-	4,497	6,44
Capital account transactions in year	-	(11,034)	-	-	(11,034)	(16,34)
<b>Total incoming resources</b>	<b>789,419</b>	<b>(11,034)</b>	<b>9,810</b>	<b>37,427</b>	<b>825,622</b>	<b>702,50</b>
<b>Resources expended</b>						
Per income and expenditure account	782,894	-	-	-	782,894	702,23
Donations and miscellaneous expenditure	-	-	12,194	27,710	39,904	
<b>Total resources expended</b>	<b>782,894</b>	<b>-</b>	<b>12,194</b>	<b>27,710</b>	<b>822,798</b>	<b>702,23</b>
<b>Net incoming/(outgoing) resources</b>	<b>6,525</b>	<b>(11,034)</b>	<b>(2,384)</b>	<b>9,717</b>	<b>2,824</b>	<b>27</b>
<b>Transfer between funds</b>	<b>2,669</b>	<b>-</b>	<b>(2,669)</b>	<b>-</b>	<b>-</b>	
<b>Balances brought forward at start of year</b>	<b>27,673</b>	<b>37,510</b>	<b>113,224</b>	<b>-</b>	<b>178,407</b>	<b>178,12</b>
<b>Balances carried forward at end of year</b>	<b><u>36,867</u></b>	<b><u>26,476</u></b>	<b><u>108,171</u></b>	<b><u>9,717</u></b>	<b><u>181,231</u></b>	<b><u>178,40</u></b>

Ochil Tower School

Notes to the Financial Statements  
for the Year Ended 31 January 2003

3. **OPERATING SURPLUS**

The operating surplus is stated after charging:

	31.1.03	31.1.02
	£	£
Salaried staff costs	<u>96,814</u>	<u>64,871</u>
Co-worker costs	<u>118,259</u>	<u>112,800</u>
Auditor's remuneration	<u>3,470</u>	<u>3,397</u>

4. **TAXATION**

Ochil Tower School, a company limited by guarantee, has been granted charitable status; as a result there is no liability to tax.

5. **TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Motor vehicles £	Totals £
<b>COST:</b>			
At 1 February 2002	75,755	110,883	186,638
Additions	-	13,858	13,858
Disposals	<u>-</u>	<u>(15,180)</u>	<u>(15,180)</u>
At 31 January 2003	<u>75,755</u>	<u>109,561</u>	<u>185,316</u>
<b>DEPRECIATION:</b>			
At 1 February 2002	29,137	79,487	108,624
Charge for year	12,908	13,456	26,364
Eliminated on disposal	<u>-</u>	<u>(15,180)</u>	<u>(15,180)</u>
At 31 January 2003	<u>42,045</u>	<u>77,763</u>	<u>119,808</u>
<b>NET BOOK VALUE:</b>			
At 31 January 2003	<u>33,710</u>	<u>31,798</u>	<u>65,508</u>
At 31 January 2002	<u>46,618</u>	<u>31,396</u>	<u>78,014</u>

Ochil Tower School

Notes to the Financial Statements  
for the Year Ended 31 January 2003

6. **DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.1.03	31.1.02
	£	£
Trade debtors	52,365	-
Loans	100,000	100,000
Other debtors	<u>1,543</u>	<u>8,165</u>
	<u>153,908</u>	<u>108,165</u>

Loans totalling £100,000 have been made to Camphill Central Scotland Trust Ltd which owns the property from which Ochil Tower School operates. The loans are repayable at three months notice.

7. **BANK**

	31.1.03	31.1.02
	£	£
Donations and legacies	12,009	19,924
Co-Worker old age fund	134,976	131,013
Fees	<u>(8,220)</u>	<u>24,446</u>
	<u>138,765</u>	<u>175,383</u>

8. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.1.03	31.1.02
	£	£
Bank overdraft	12,570	-
Asset replacement provision	30,738	22,101
Other creditors	<u>17,176</u>	<u>29,987</u>
	<u>60,484</u>	<u>52,088</u>

9. **CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	31.1.03	31.1.02
	£	£
Old age fund: balance at 1 February 2002	131,068	126,330
Contributions received	1,082	530
Interest received	<u>2,826</u>	<u>4,208</u>
	<u>134,976</u>	<u>131,068</u>

This provision has been made to cover the possible future costs of caring for long serving co-workers in their retirement.

Ochil Tower School

Income and Expenditure Account  
For the year ended 31 January 2003

	Per Pupil per week	Year to 31/01/2003	Per Pupil per week	Year to 31/01/2002
	£	£	£	£
<b>Income</b>				
School Fees	627.56	715,415	514.76	642,426
Other Income	64.40	73,418	53.04	66,200
Interest Received	0.51	587	2.48	3,099
Donations Transferred from General Reserve ( Note 2 )	2.34	2,668	1.67	2,083
	<u>694.81</u>	<u>792,088</u>	<u>571.95</u>	<u>713,808</u>
<b>Expenditure</b>				
Salaried Staff	84.92	96,814	51.98	64,871
Co-workers Costs	103.74	118,259	90.38	112,800
Co-workers Training	15.33	17,474	3.56	4,437
Rent	92.11	105,000	80.93	101,000
Office and Telephone	24.70	28,159	17.93	22,373
Camphill Scotland Subscription	9.31	10,619	3.55	4,431
Provisions	62.80	71,588	54.93	68,548
Education and Therapy	40.83	46,545	30.74	38,358
Cultural	1.12	1,274	0.98	1,221
Medical	9.26	10,557	8.40	10,485
Heat and Light	18.28	20,836	14.58	18,202
Household and Laundry	33.82	38,553	28.72	35,847
Repairs and Renewals	48.69	55,505	43.88	54,758
Audit and Accountancy Fee	3.04	3,470	2.72	3,397
Motor and Travel Expenses	38.86	44,301	33.88	42,281
Insurance and Local Taxes	21.31	24,288	12.44	15,526
Garden and Estate	3.83	4,361	3.50	4,365
Bank Interest and Charges	0.26	291	0.42	530
Payment to CCS Social Fund	60.53	69,000	66.35	82,800
Replacement of Assets	14.04	16,000	12.82	16,000
	<u>686.78</u>	<u>782,894</u>	<u>562.69</u>	<u>702,230</u>
<b>NET SURPLUS</b>	<u>8.03</u>	<u>9,194</u>	<u>9.26</u>	<u>11,578</u>

This page does not form part of the statutory financial reports