

**OCHIL TOWER SCHOOL**  
**DIRECTORS REPORT AND ACCOUNTS**  
**For the year ended 31 January 2000**

OCHIL TOWER SCHOOL  
DIRECTORS REPORT  
For the year ended 31 January 2000

The directors have pleasure in submitting their report and the accounts covering the School's activities for the year ended 31 January 2000.

PRINCIPAL ACTIVITY

The principal activity of the company remains 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.

BOARD OF DIRECTORS / COUNCIL OF MANAGEMENT

Members of the Council of Management who served during the year were :-

Mr J M Surkamp, M.B.E.	Mr G Venters
Mrs Jean Surkamp	Mrs L Graham
Mrs Barbara Thom	Mrs J Gordon
Mr U Ruprecht	Mr J Reed
Mr J Holbek	Mrs A Cheney
Mr F R Shewan ( appointed 5 July 1999 )	

In accordance with Article 23 of the Articles of Association, Mr J M Surkamp, Mrs B Thom, Mrs A Cheney, and Mr F R Shewan retire from office by rotation. All are eligible and willing to stand and offer themselves for re-election.

The members of the Council of Management have no beneficial interest in the assets of the company.

DIRECTORS RESPONSIBILITIES

Company Law requires the directors to prepare financial statements for each financial year which give a true and fair view of the company's state of affairs at the end of the year and of its profit or loss for the year then ended.

In preparing those financial statements, the directors are required to select suitable accounting policies, and then apply them consistently, and make judgements and estimates that are reasonable and prudent. The directors must also 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 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

There will be put to the Annual General Meeting a resolution for the re-appointment of Helen Lowe & Company, C.A., as Auditors for the year to 31 January 2001.

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

BY ORDER OF THE BOARD

.....  
DIRECTOR

.....2000

OCHIL TOWER SCHOOL  
REPORT OF THE AUDITORS  
TO THE MEMBERS OF OCHIL TOWER SCHOOL

We have audited the financial statements on pages 4 to 6 which have been prepared under the historical cost convention, in accordance with Auditing Standards.

**RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS**

As described in the Report of the Directors the Company's directors 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 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 a 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 at 31 January 2000 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985, applicable to small companies.

.....  
**Helen Lowe & Company, C A**  
Registered Auditors

.....2000

17-21 East Mayfield  
Edinburgh EH9 1SE

[3]

OCHIL TOWER SCHOOL  
INCOME AND EXPENDITURE ACCOUNT  
For the year ended 31 January 2000

	Notes	2000 £	1999 £
Turnover	4	522,366	500,328
Operating Costs		538,388	519,305
Operating Surplus / ( Deficit )	5	(16,022)	(18,977)
Interest Received		2,288	3,612
		(13,734)	(15,365)
Retained Surplus Brought Forward		13,788	29,153
Retained Surplus at 31 January 2000		54	13,788

CONTINUING OPERATIONS

None of the Company's activities were acquired or discontinued during the above two financial years.

TOTAL RECOGNISED GAINS AND LOSSES

The company had no recognised gains or losses in the two financial years other than those stated above.

[4]  
 OCHIL TOWER SCHOOL  
 BALANCE SHEET  
 As at 31 January 2000

		1999 £
<b>FIXED ASSETS</b>		
Furniture and Equipment	20,384	24,037
Motor Vehicles	51,702	27,506
	6      72,086	51,543
<b>CURRENT ASSETS</b>		
Sundry Debtors	7      10,936	17,804
Bank	8      204,712	243,688
Loans	9      100,000	100,000
	315,648	361,492
<b>CREDITORS - Amounts falling due within one year</b>	10      97,284	126,798
<b>NET CURRENT ASSETS</b>	218,364	234,694
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	290,450	286,237
<b>CREDITORS - Amounts falling due after one year</b>		
Provision for Future Liabilities	11      120,564	134,298
<b>NET ASSETS</b>	169,886	151,939
<b>Represented by :</b>		
<b>CAPITAL AND RESERVES</b>		
Capital Reserve	2      72,086	51,543
General Reserve	2      97,746	86,608
Income and Expenditure Account	2      54	13,788
	169,886	151,939

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the Board on ..... ( Director )  
 .....2000 ..... ( Director )

OCHIL TOWER SCHOOL  
NOTES TO THE ACCOUNTS  
For the year ended 31 January 2000

## 1. ACCOUNTING POLICIES

**Accounting Convention** The Accounts have been prepared under the historical cost convention in accordance with accounting standards including recommendations contained in the Statement of Recommended Practice - Accounting by Charities.

**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.

**Depreciation** The policy is to provide for depreciation of fixed assets at rates estimated to write off the costs of those assets over their useful working lives. Depreciation rates currently in use are :

Furniture and Equipment	12.50%	( straight line )
Vehicles	25%	( reducing balance )
Office Equipment	25%	( straight line )

**Stocks** The only stock carried is the stock of provisions. This stock, which is in day to day use, is of negligible value.

## 2. SUMMARY STATEMENT OF FINANCIAL ACTIVITIES

	For the year ended 31 January 2000				Total Funds 199 £
	Income&Expend Account £	Capital Reserve £	General Reserve £	Total Funds 2000 £	
<i>Incoming Resources</i>					
Fees	519,577			519,577	496,065
Donations and Miscellaneous Income	2,789		8,261	11,050	25,591
Interest	2,288		5,133	7,421	10,021
Capital Account Transactions in Year		20,543		20,543	(4,559)
<b>Total Incoming Resources</b>	<b>524,654</b>	<b>20,543</b>	<b>13,394</b>	<b>558,591</b>	<b>627,118</b>
<i>Resources Expended</i>					
Per Income & Expenditure Account	518,498			518,498	500,825
Donations & Miscellaneous Expenditure		-	2,256	2,256	500
Payment to Old Age Fund	19,890			19,890	18,480
<b>Total Resources Expended</b>	<b>538,388</b>	<b>-</b>	<b>2,256</b>	<b>540,644</b>	<b>519,805</b>
<b>Net Incoming / ( Outgoing ) Resources</b>	<b>(13,734)</b>	<b>20,543</b>	<b>11,138</b>	<b>17,947</b>	<b>7,313</b>
Transfer between Funds	-		-	-	-
Balances Brought Forward at Start of Year	13,788	51,543	86,608	151,939	144,626
<b>Balances carried Forward at End of Year</b>	<b>54</b>	<b>72,086</b>	<b>97,746</b>	<b>169,886</b>	<b>151,939</b>

OCHIL TOWER SCHOOL  
NOTES TO THE ACCOUNTS ( Cont. )  
For the year ended 31 January 2000

## 3 STATUS OF THE COMPANY

Ochil Tower School is a company limited by guarantee and accordingly has no share capital. It is administered by a Council of Management, Council members having no entitlement to remuneration.

## 4 TURNOVER

Turnover represents fees and allowances receivable.

## 5 OPERATING SURPLUS / ( DEFICIT )

	<u>2000</u>	<u>1999</u>
	£	£
This is stated after charging :-		
Salaried Staff Costs	29,280	28,825
Co-worker Costs	100,043	81,290
Auditor's Remuneration	3,114	2,250

## 6 FIXED ASSET SUMMARY

	Furn & Equip £	Vehicles £	Total £
Cost at start of year	37,941	88,088	126,029
Additions in year		47,211	47,211
Disposals / Write offs in year	(2,978)	(27,941)	(30,919)
Cost at end of year	<u>34,963</u>	<u>107,358</u>	<u>142,321</u>
Depreciation at start of year	13,904	60,582	74,486
Charge for year	3,653	17,235	20,888
Charged on Disposals / Write offs	(2,978)	(22,161)	(25,139)
Depreciation at end of year	<u>14,579</u>	<u>55,656</u>	<u>70,235</u>
<b>NET BOOK VALUE</b>			
At end of year	20,384	51,702	72,086
At start of year	24,037	27,506	51,543

## 7 SUNDRY DEBTORS

	<u>2000</u>	<u>1999</u>
Sundry Debtors	2,037	17,804
Asset Replacement Provision	8,899	-
	<u>10,936</u>	<u>17,804</u>

## 8 BANK

Funds at Bank are held in respect of the following :-

	<u>2000</u>	<u>1999</u>
	£	£
Donations and Legacies	41,513	42,242
Co-Worker Old Age Fund	158,679	133,445
Fees	3,850	62,971
Simeria	670	5,030
	<u>204,712</u>	<u>243,688</u>

## 9 LOANS

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.

## 10 CREDITORS - Amounts falling due within one year

	<u>2000</u>	<u>1999</u>
Fees in Advance	49,514	99,383
Staff Benevolent Fund	40,039	-
Simeria	670	5,030
Sundry Creditors	7,061	9,768
Asset Replacement Provision	-	12,617
	<u>97,284</u>	<u>126,798</u>

## 11 CREDITORS - Amounts falling due after one year

	<u>2000</u>	<u>1999</u>
At beginning of year	134,298	108,176
Contributions Received	20,950	18,480
Interest Received	5,355	7,642
Less donations made/Amount Retained	(40,039)	-
	<u>120,564</u>	<u>134,298</u>

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

[7]  
 OCHIL TOWER SCHOOL  
 INCOME AND EXPENDITURE ACCOUNT  
 For the year ended 31 January 2000

INCOME	Per Pupil per week £	Year to 31/1/00 £	Per Pupil per week £	Year to 31/1/99 £
School Fees	465.99	519,577	428.75	496,065
Donations transferred from General Reserve	-	-	1.75	2,020
Other Income	2.50	2,789	1.94	2,243
Interest Received	2.05	2,288	3.12	3,612
	<u>470.54</u>	<u>524,654</u>	<u>435.56</u>	<u>508,940</u>
EXPENDITURE				
Salaried Staff	26.26	29,280	24.91	28,825
Co-workers Costs	89.72	100,043	70.26	81,290
Co-workers Training	5.84	6,516	3.63	4,204
Rent	82.96	92,500	77.79	90,000
Office and Telephone	21.88	24,396	23.57	27,268
Provisions	58.67	65,419	55.27	63,948
Education and Therapy	20.24	22,564	20.71	23,957
Cultural	1.74	1,938	2.50	2,897
Medical	8.25	9,196	5.81	6,724
Heat and Light	13.73	15,309	10.31	11,934
Household and Laundry	35.30	39,355	33.85	39,160
Repairs and Renewals	26.84	29,923	36.43	42,155
Audit and Accountancy Fee	3.40	3,795	1.94	2,250
Motor and Travel Expenses	33.69	37,563	32.40	37,483
Insurance and Local Taxes	8.82	9,832	8.32	9,626
Garden and Estate	2.70	3,005	2.53	2,931
Bank Interest and Charges	1.39	1,554	0.27	313
Payment to CCS Social Fund	12.83	14,310	11.98	13,860
Payment to Old Age Fund	17.84	19,890	15.97	18,480
Replacement of Assets	10.76	12,000	10.37	12,000
	<u>482.86</u>	<u>538,388</u>	<u>448.82</u>	<u>519,305</u>
Surplus / ( Deficit ) for year	<u>(12.32)</u>	<u>(13,734)</u>	<u>(13.26)</u>	<u>(15,365)</u>