



OCHIL TOWER SCHOOL  
DIRECTORS REPORT AND ACCOUNTS  
For the year ended 31 January 2001

**OCHIL TOWER SCHOOL  
DIRECTORS REPORT  
For the year ended 31 January 2001**

The directors have pleasure in submitting their report and the accounts covering the School's activities for the year ended 31 January 2001.

**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.  
Mrs Jean Surkamp  
Mrs Barbara Thom  
Mr U Ruprecht  
Mr J Holbek  
Mr F R Shewan

Mr G Venters ( Resigned 4/9/00 )  
Mrs L Graham  
Mr J Reed  
Mrs A Cheney  
Mrs J McDonald ( appointed 27/11/00 )

In accordance with Article 23 of the Articles of Association, Mrs J Surkamp, Mr J Holbek, and Mrs J McDonald 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 2002.

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

..... 4<sup>th</sup> SEPTEMBER .....2001

**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 2001 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 & Co C.A.*  
.....

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

**17-21 East Mayfield  
Edinburgh EH9 1SE**

*4th September*  
.....2001

**OCHIL TOWER SCHOOL  
INCOME AND EXPENDITURE ACCOUNT  
For the year ended 31 January 2001**

	Notes	2000 £	1999 £
<b>Turnover</b>	4	623,431	522,366
<b>Operating Costs</b>		612,808	538,388
<b>Operating Surplus / ( Deficit )</b>	5	10,623	(16,022)
<b>Interest Received</b>		5,418	2,288
		16,041	(13,734)
<b>Retained Surplus Brought Forward</b>		54	13,788
<b>Retained Surplus at 31 January 2001</b>		16,095	54

**CONTINUING OPERATIONS**

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

**TOTAL RECOGNISED GAINS AND LOSSES**

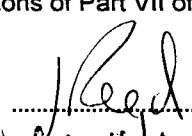
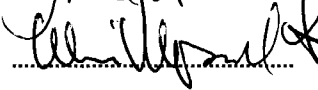
The company had no recognised gains or losses in the two financial years other than those stated above.

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**OCHIL TOWER SCHOOL**  
**BALANCE SHEET**  
**As at 31 January 2001**

		2001 £	2000 £
<b>FIXED ASSETS</b>			
Furniture and Equipment		52,494	20,384
Motor Vehicles		41,860	51,702
	6	94,354	72,086
<b>CURRENT ASSETS</b>			
Sundry Debtors	7	59,083	10,936
Bank	8	136,883	204,712
Loans	9	100,000	100,000
		295,966	315,648
<b>CREDITORS - Amounts falling due within one year</b>	10	85,863	97,284
<b>NET CURRENT ASSETS</b>		210,103	218,364
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		304,457	290,450
<b>CREDITORS - Amounts falling due after one year</b>			
Provision for Future Liabilities	11	126,330	120,564
<b>NET ASSETS</b>		178,127	169,886
<b>Represented by :</b>			
<b>CAPITAL AND RESERVES</b>			
Capital Reserve	2	53,849	72,086
General Reserve	2	108,183	97,746
Income and Expenditure Account	2	16,095	54
		178,127	169,886

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

4 Sept.
2001
(J. REED)  (Director)  
.....
(U RUPRECHT)  (Director)

**OCHIL TOWER SCHOOL**  
**NOTES TO THE ACCOUNTS**  
**For the year ended 31 January 2001**

**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 which is in day to day use and is of negligible value.

**2. SUMMARY STATEMENT OF FINANCIAL ACTIVITIES**

	For the year ended 31 January 2001				
	Income&Expend Account £	Capital Reserve £	General Reserve £	Total Funds 2001 £	Total Funds 2000 £
<b><i>Incoming Resources</i></b>					
Fees	603,649			603,649	519,577
Donations and Miscellaneous Income	19,782		4,203	23,985	11,050
Interest	5,418		6,234	11,652	7,421
Capital Account Transactions in Year		(18,237)		(18,237)	20,543
<b><i>Total Incoming Resources</i></b>	<b>628,849</b>	<b>(18,237)</b>	<b>10,437</b>	<b>621,049</b>	<b>558,591</b>
<b><i>Resources Expended</i></b>					
Per Income & Expenditure Account	612,808			612,808	518,498
Donations & Miscellaneous Expenditure		-		-	2,256
Payment to Old Age Fund	-			-	19,890
<b><i>Total Resources Expended</i></b>	<b>612,808</b>	<b>-</b>	<b>-</b>	<b>612,808</b>	<b>540,644</b>
<b><i>Net Incoming / ( Outgoing ) Resources</i></b>	<b>16,041</b>	<b>(18,237)</b>	<b>10,437</b>	<b>8,241</b>	<b>17,947</b>
<b>Transfer between Funds</b>				-	-
<b>Balances Brought Forward at Start of Year</b>	54	72,086	97,746	169,886	151,939
<b>Balances carried Forward at End of Year</b>	<b>16,095</b>	<b>53,849</b>	<b>108,183</b>	<b>178,127</b>	<b>169,888</b>

**OCHIL TOWER SCHOOL**  
**NOTES TO THE ACCOUNTS ( Cont. )**  
**For the year ended 31 January 2001**

**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.

**TURNOVER**

Turnover represents fees and allowances receivable.

**OPERATING SURPLUS / ( DEFICIT )**

	<u>2001</u>	<u>2000</u>
	£	£
This is stated after charging :-		
Salaried Staff Costs	40,541	29,280
Co-worker Costs	101,710	100,043
Auditor's Remuneration	3,269	3,795

**FIXED ASSET SUMMARY**

	Furn & Equip £	Vehicles £	Total £
Cost at start of year	34,963	107,358	142,321
Additions in year	40,505	3,525	44,030
Disposals / Write offs in year	(2,589)		(2,589)
Cost at end of year	<u>72,879</u>	<u>110,883</u>	<u>183,762</u>
Depreciation at start of year	14,579	55,656	70,235
Charge for year	8,395	13,367	21,762
Charged on Disposals / Write offs	(2,589)		(2,589)
Depreciation at end of year	<u>20,385</u>	<u>69,023</u>	<u>89,408</u>

**NET BOOK VALUE**

At end of year	52,494	41,860	94,354
At start of year	20,384	51,702	72,086

**SUNDRY DEBTORS**

	<u>2001</u>	<u>2000</u>
Sundry Debtors	59,083	2,037
Asset Replacement Provision	-	8,899
	<u>59,083</u>	<u>10,936</u>

**BANK**

	<u>2001</u>	<u>2000</u>
	£	£
Funds at Bank are held in respect of the following :-		
Donations and Legacies	13,888	41,513
Co-Worker Old Age Fund	125,480	158,679
Fees	(3,241)	3,850
Simeria	756	670
	<u>136,883</u>	<u>204,712</u>

**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.

**CREDITORS - Amounts falling due within one year**

	<u>2001</u>	<u>2000</u>
Fees in Advance	60,421	49,514
Staff Benevolent Fund	1,492	40,039
Simeria	756	670
Sundry Creditors	17,093	7,061
Asset Replacement Provision	6,101	-
	<u>85,863</u>	<u>97,284</u>

**CREDITORS - Amounts falling due after one year**

	<u>2001</u>	<u>2000</u>
At beginning of year	120,564	134,298
Contributions Received	1,590	20,950
Interest Received	4,176	5,355
Less donations made/Amount Retained		(40,039)
	<u>126,330</u>	<u>120,564</u>

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

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**OCHIL TOWER SCHOOL**  
**INCOME AND EXPENDITURE ACCOUNT**  
**For the year ended 31 January 2001**

<b>INCOME</b>	Per Pupil per week £	Year to 31/01/01 £	Per Pupil per week £	Year to 31/01/00 £
School Fees	514.62	603,649	465.99	519,577
Other Income	16.86	19,782	2.50	2,789
Interest Received	4.62	5,418	2.05	2,288
	<u>536.10</u>	<u>628,849</u>	<u>470.54</u>	<u>524,654</u>
 <b>EXPENDITURE</b>				
Salaried Staff	34.56	40,541	26.26	29,280
Co-workers Costs	86.71	101,710	89.72	100,043
Co-workers Training	10.56	12,383	5.84	6,516
Rent	81.84	96,000	82.96	92,500
Office and Telephone	23.61	27,698	21.88	24,396
Provisions	55.67	65,296	58.67	65,419
Education and Therapy	19.29	22,633	20.24	22,564
Cultural	2.59	3,040	1.74	1,938
Medical	11.13	13,051	8.25	9,196
Heat and Light	13.02	15,278	13.73	15,309
Household and Laundry	28.80	33,784	35.30	39,355
Repairs and Renewals	32.91	38,603	26.84	29,923
Audit and Accountancy Fee	2.79	3,269	3.40	3,795
Motor and Travel Expenses	33.78	39,625	33.69	37,563
Insurance and Local Taxes	9.71	11,384	8.82	9,832
Garden and Estate	8.03	9,421	2.70	3,005
Bank Interest and Charges	3.49	4,092	1.39	1,554
Payment to CCS Social Fund	51.15	60,000	12.83	14,310
Payment to Old Age Fund	-	-	17.84	19,890
Replacement of Assets	12.79	15,000	10.76	12,000
	<u>522.43</u>	<u>612,808</u>	<u>482.86</u>	<u>538,388</u>
<b>Surplus / ( Deficit ) for year</b>	<u>13.67</u>	<u>16,041</u>	<u>(12.32)</u>	<u>(13,734)</u>