



OCHIL TOWER SCHOOL
DIRECTORS REPORT AND ACCOUNTS
For the year ended 31 January 2002

OCHIL TOWER SCHOOL
DIRECTORS REPORT
For the year ended 31 January 2002

The directors have pleasure in submitting their report and the accounts covering the School's activities for the year ended 31 January 2002.

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 F R Shewan
Mrs Jean Surkamp	Mrs L Graham
Mrs Barbara Thom	Mr J Reed
Mr U Ruprecht	Mrs A Cheney
Mr J Holbek	Mrs J McDonald

In accordance with Article 23 of the Articles of Association, Mr U Ruprecht, Mrs L Graham, and Mr J Reed 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 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 2003.

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

.....2002

**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 2002 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

.....2002

17-21 East Mayfield
Edinburgh EH9 1SE

**OCHIL TOWER SCHOOL
INCOME AND EXPENDITURE ACCOUNT
For the year ended 31 January 2002**

	Notes	2002 £	2001 £
Turnover	4	708,626	623,431
Operating Costs		702,230	612,808
Operating Surplus / (Deficit)	5	6,396	10,623
Donations Transferred from General Reserve	2	2,083	-
Interest Received		3,099	5,418
		11,578	16,041
Retained Surplus Brought Forward		16,095	54
Retained Surplus at 31 January 2002		27,673	16,095

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 2002

		2002 £	2001 £
FIXED ASSETS			
Furniture and Equipment		46,618	52,494
Motor Vehicles		31,396	41,860
	6	78,014	94,354
CURRENT ASSETS			
Sundry Debtors	7	8,165	59,083
Bank	8	175,383	136,883
Loans	9	100,000	100,000
		283,548	295,966
CREDITORS - Amounts falling due within one year		52,088	85,863
NET CURRENT ASSETS		231,460	210,103
TOTAL ASSETS LESS CURRENT LIABILITIES		309,474	304,457
CREDITORS - Amounts falling due after one year			
Provision for Future Liabilities	11	131,068	126,330
NET ASSETS		178,406	178,127
Represented by :			
CAPITAL AND RESERVES			
Capital Reserve	2	37,509	53,849
General Reserve	2	113,224	108,183
Income and Expenditure Account	2	27,673	16,095
		178,406	178,127

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

.....2002

U REPRECHT (Director)

L GRAHAM (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				Total Funds 2000 £
	Income&Expend Account £	Capital Reserve £	General Reserve £	Total Funds 2001 £	
<i>Incoming Resources</i>					
Fees	642,426			642,426	603,649
Donations and Miscellaneous Income	66,200		3,782	69,982	23,985
Interest	3,099		3,342	6,441	11,652
Capital Account Transactions in Year		(16,340)		(16,340)	(18,237)
<i>Total Incoming Resources</i>	711,725	(16,340)	7,124	702,509	621,049
<i>Resources Expended</i>					
Per Income & Expenditure Account	702,230			702,230	612,808
Donations & Miscellaneous Expenditure		-	-	-	-
<i>Total Resources Expended</i>	702,230	-	-	702,230	612,808
<i>Net Incoming / (Outgoing) Resources</i>	9,495	(16,340)	7,124	279	8,241
Transfer between Funds	2,083		(2,083)	-	-
Balances Brought Forward at Start of Year	16,095	53,849	108,183	178,127	169,886
Balances carried Forward at End of Year	27,673	37,509	113,224	178,406	178,127

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

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)

This is stated after charging :-

	<u>2002</u>	<u>2001</u>
	£	£
Salaried Staff Costs	64,871	40,541
Co-worker Costs	112,800	101,710
Auditor's Remuneration	3,397	3,269

6 FIXED ASSET SUMMARY

	Furn & Equip	Vehicles	Total
	£	£	£
Cost at start of year	72,879	110,883	183,762
Additions in year	2,876		2,876
Disposals / Write offs in year			-
Cost at end of year	75,755	110,883	186,638
Depreciation at start of year	20,385	69,023	89,408
Charge for year	8,752	10,464	19,216
Charged on Disposals / Write offs			-
Depreciation at end of year	29,137	79,487	108,624

NET BOOK VALUE

At end of year	46,618	31,396	78,014
At start of year	52,494	41,860	94,354

7 SUNDRY DEBTORS

	<u>2002</u>	<u>2001</u>
Sundry Debtors	8,165	59,083

8 BANK

	<u>2002</u>	<u>2001</u>
	£	£
Funds at Bank are held in respect of the following :-		
Donations and Legacies	19,924	13,888
Co-Worker Old Age Fund	131,013	125,480
Fees	24,446	(3,241)
Simeria	-	756
	175,383	136,883

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>2002</u>	<u>2001</u>
Fees in Advance	-	60,421
Staff Benevolent Fund	1,587	1,492
Simeria	-	756
Sundry Creditors	28,400	17,093
Asset Replacement Provision	22,101	6,101
	52,088	85,863

11 CREDITORS - Amounts falling due after one year

	<u>2002</u>	<u>2001</u>
Old Age Fund : Balance at 1/2/01	126,330	120,564
Contributions Received	530	1,590
Interest Received	4,208	4,176
	131,068	126,330

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 2002

INCOME	Per Pupil per week £	Year to 31/01/02 £	Per Pupil per week £	Year to 31/01/01 £
School Fees	514.76	642,426	514.62	603,649
Other Income	53.04	66,200	16.86	19,782
Interest Received	2.48	3,099	4.62	5,418
Donations Transferred from General Reserve (Note 2)	1.67	2,083	-	-
	<u>571.95</u>	<u>713,808</u>	<u>536.10</u>	<u>628,849</u>
 EXPENDITURE				
Salaried Staff	51.98	64,871	34.56	40,541
Co-workers Costs	90.38	112,800	86.71	101,710
Co-workers Training	3.56	4,437	10.56	12,383
Rent	80.93	101,000	81.84	96,000
Office and Telephone	17.93	22,373	20.62	24,184
Camphill Scotland Subscription	3.55	4,431	3.00	3,514
Provisions	54.93	68,548	55.67	65,296
Education and Therapy	30.74	38,358	19.29	22,633
Cultural	0.98	1,221	2.59	3,040
Medical	8.40	10,485	11.13	13,051
Heat and Light	14.58	18,202	13.02	15,278
Household and Laundry	28.72	35,847	28.80	33,784
Repairs and Renewals	43.88	54,758	32.91	38,603
Audit and Accountancy Fee	2.72	3,397	2.79	3,269
Motor and Travel Expenses	33.88	42,281	33.78	39,625
Insurance and Local Taxes	12.44	15,526	9.71	11,384
Garden and Estate	3.50	4,365	8.03	9,421
Bank Interest and Charges	0.42	530	3.49	4,092
Payment to CCS Social Fund	66.35	82,800	51.15	60,000
Replacement of Assets	12.82	16,000	12.79	15,000
	<u>562.69</u>	<u>702,230</u>	<u>522.44</u>	<u>612,808</u>
 Surplus for year	 <u>9.26</u>	 <u>11,578</u>	 <u>13.66</u>	 <u>16,041</u>