

Report of the Directors and  
Financial Statements for the Year Ended 31 January 2004  
for  
Ochil Tower School

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for the Year Ended 31 January 2004

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Ochil Tower School

Company Information  
for the Year Ended 31 January 2004

**DIRECTORS:**

J M Surkamp, M.B.E  
Mrs J Surkamp  
Mrs B Thom  
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

Report of the Directors  
for the Year Ended 31 January 2004

The directors present their report with the financial statements of the company for the year ended 31 January 2004.

**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.

**DIRECTORS**

The directors during the year under review were:

- J M Surkamp, M.B.E
- Mrs. J Surkamp
- Mrs. B Thom
- U Ruprecht - resigned 16.6.03
- J Holbek - resigned 26.8.03
- F R Shewan
- Mrs: L Graham
- J Reed
- Mrs. A Cheney
- Mrs. J McDonald
- Mrs. J Stewart
- C Finlay
- W Frew

In accordance with Article 23 of the Articles of Association, Mrs. J Surkamp, Mr. J Reed and Mrs. J McDonald retire from office by rotation. All are eligible and willing to stand and offer themselves for re-election.

**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.

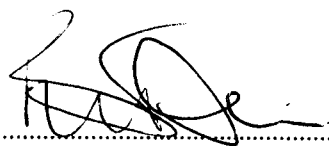
The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**AUDITORS**

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:**



.....  
W Frew - Director

Date: 24-5-2004

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 2004 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 2004 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*Helen Lowe & Co., C.A.*

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

Date: 24 - 5 - 2004

Ochil Tower School

Income and Expenditure Account  
for the Year Ended 31 January 2004

	Notes	31.1.04 £	31.1.03 £
<b>TURNOVER</b>		847,755	791,501
Administrative expenses		<u>852,776</u>	<u>782,893</u>
<b>OPERATING SURPLUS / (DEFICIT)</b>	3	(5,021)	8,608
Interest receivable and similar income		<u>1,942</u>	<u>587</u>
<b>SURPLUS / (DEFICIT) ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		(3,079)	9,195
Tax on surplus on ordinary activities	4	<u>-</u>	<u>-</u>
<b>SURPLUS / (DEFICIT) FOR THE FINANCIAL YEAR AFTER TAXATION</b>		<u>(3,079)</u>	<u>9,195</u>
<b>RETAINED SURPLUS / (DEFICIT) FOR THE YEAR</b>		<u>(3,079)</u>	<u>9,195</u>

The notes form part of these financial statements

Ochil Tower School


Balance Sheet  
31 January 2004

	Notes	31.1.04 £	£	31.1.03 £	£
<b>FIXED ASSETS</b>					
Tangible assets	5		82,224		65,508
<b>CURRENT ASSETS</b>					
Debtors and prepayments	6	98,326		59,848	
Loans		100,000		100,000	
Bank		<u>195,626</u>		<u>151,335</u>	
		393,952		311,183	
<b>CREDITORS</b>					
Amounts falling due within one year	7	<u>119,224</u>		<u>29,746</u>	
<b>NET CURRENT ASSETS</b>			<u>274,728</u>		<u>281,437</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>356,952</u>		<u>346,945</u>
<b>CAPITAL AND RESERVES</b>					
Capital reserve	2		43,165		26,449
General reserve	2		113,927		108,171
Pupil attainment reserve	2		-		9,717
Staff benevolent fund	2		137,196		134,976
Asset replacement reserve	2		28,874		30,764
Income and expenditure account	2		<u>33,790</u>		<u>36,869</u>
			<u>356,952</u>		<u>346,945</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:**

  
.....  
Mrs L. Graham - Director

  
.....  
W Frew - Director

Approved by the Board on ..... 24-05-2004 .....

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).

**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-day use and is of negligible value.

2. SUMMARY STATEMENT OF FINANCIAL ACTIVITIES

	For the year ended 31 January 2004							
	Capital reserve	General reserve	Pupil attainment reserve	Staff benevolent fund	Asset replacement reserve	Income & expenditure account	Total funds 2004	Total funds 2003
	£	£	£	£	£	£	£	£
<b>Incoming resources</b>								
Fees	-	-	-	-	-	757,530	757,530	715,4
Donations	-	9,319	-	530	-	-	9,849	6,9
Miscellaneous Income	-	-	-	-	-	83,267	83,267	110,8
Interest	-	3,395	-	1,690	-	1,942	7,027	7,3
<b>Total incoming resources</b>	-	12,714	-	2,220	-	842,739	857,673	840,5
<b>Resources expended</b>								
Per I & E account	-	-	-	-	-	(836,776)	(836,776)	(782,85
Miscellaneous expenditure	-	-	(9,717)	-	-	-	(9,717)	(39,90
Vehicles purchased	-	-	-	-	(17,890)	-	(17,890)	
<b>Total resources expended</b>	-	-	(9,717)	-	(17,890)	(836,776)	(864,383)	(822,79
<b>Net incoming/(outgoing) resources</b>	-	12,714	(9,717)	2,220	(17,890)	5,963	(6,710)	17,7
<b>Transfer between funds</b>	-	(6,958)	-	-	16,000	(9,042)	-	
<b>Other adjustments</b>								
Assets capitalised	42,393	-	-	-	-	-	42,393	4,9
Depreciation charged	(25,677)	-	-	-	-	-	(25,677)	(7,36
<b>Balances brought forward at start of year</b>	26,449	108,171	9,717	134,976	30,764	36,869	346,945	331,5
<b>Balances carried forward at end of year</b>	<u>43,165</u>	<u>113,927</u>	-	<u>137,196</u>	<u>28,874</u>	<u>33,790</u>	<u>356,952</u>	<u>346,9</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 January 2004

3. **OPERATING SURPLUS**

The operating profit is stated after charging:

	31.1.04	31.1.03
	£	£
Salaried staff costs	<u>129,273</u>	<u>96,814</u>
Co-worker costs	<u>102,717</u>	<u>118,259</u>
Auditor's remuneration	<u>3,800</u>	<u>3,470</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 2003	75,755	109,561	185,316
Additions	<u>24,503</u>	<u>17,890</u>	<u>42,393</u>
At 31 January 2004	<u>100,258</u>	<u>127,451</u>	<u>227,709</u>
<b>DEPRECIATION</b>			
At 1 February 2003	42,045	77,763	119,808
Charge for year	<u>11,913</u>	<u>13,764</u>	<u>25,677</u>
At 31 January 2004	<u>53,958</u>	<u>91,527</u>	<u>145,485</u>
<b>NET BOOK VALUE</b>			
At 31 January 2004	<u>46,300</u>	<u>35,924</u>	<u>82,224</u>
At 31 January 2003	<u>33,710</u>	<u>31,798</u>	<u>65,508</u>

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

	31.1.04	31.1.03
	£	£
Trade debtors	72,526	46,425
Prepayments	2,500	5,940
Loans	100,000	100,000
Other debtors	<u>23,300</u>	<u>1,543</u>
	<u>198,326</u>	<u>153,908</u>

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

Notes to the Financial Statements - continued  
for the Year Ended 31 January 2004

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

	31.1.04	31.1.03
	£	£
Bank loans and overdrafts	-	12,570
Trade creditors	9,828	-
Other creditors	<u>109,396</u>	<u>17,176</u>
	<u>119,224</u>	<u>29,746</u>

Ochil Tower School

Income and Expenditure Account

For the year ended 31 January 2004

	Per Pupil per week	Year to 31/01/2004	Per Pupil per week	Year to 31/01/2003
	£	£	£	£
<b>Income</b>				
School Fees	641.97	757,530	627.56	715,415
Other Income	70.57	83,267	64.40	73,418
Interest Received	1.65	1,942	0.51	587
Donations Transferred from General Reserve ( Note 2 )	5.90	6,958	2.34	2,668
	<u>720.09</u>	<u>849,697</u>	<u>694.81</u>	<u>792,088</u>
<b>Expenditure</b>				
Salaried Staff	109.55	129,273	84.92	96,814
Co-workers Costs	87.05	102,717	103.74	118,259
Co-workers Training	13.99	16,514	15.33	17,474
Rent	89.83	106,000	92.11	105,000
Office and Telephone	22.80	26,907	24.70	28,159
Camphill Scotland Subscription	10.63	12,540	9.31	10,619
Provisions	62.51	73,759	62.80	71,588
Education and Therapy	38.05	44,900	40.83	46,545
Play Equipment	5.90	6,958	-	-
Cultural	0.33	390	1.12	1,274
Medical	7.05	8,322	9.26	10,557
Heat and Light	17.02	20,088	18.28	20,836
Household and Laundry	33.94	40,055	33.82	38,553
Repairs and Renewals	53.47	63,098	48.69	55,505
Audit and Accountancy Fee	3.42	4,033	3.04	3,470
Motor and Travel Expenses	36.86	43,491	38.86	44,301
Insurance and Local Taxes	23.50	27,725	21.31	24,288
Garden and Estate	3.71	4,380	3.83	4,361
Bank Interest and Charges	0.53	626	0.26	291
Co-worker retirement provision	88.98	105,000	60.53	69,000
Replacement of Assets	13.56	16,000	14.04	16,000
	<u>722.68</u>	<u>852,776</u>	<u>686.78</u>	<u>782,894</u>
<b>NET SURPLUS / (DEFICIT)</b>	<u>(2.59)</u>	<u>(3,079)</u>	<u>8.03</u>	<u>9,194</u>

This page does not form part of the statutory financial statements