

MANOR LODGE SCHOOL
A Company Limited by Guarantee
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST AUGUST 2001



J DANIELS
Chartered Accountants & Registered Auditors

1 Chase Side Crescent, Enfield, Middlesex, EN2 0JA
Telephone: 020 8364 5126
Facsimile: 020 8366 4109
J.A. Daniels F.C.A.

& CO

MANOR LODGE SCHOOL

A Company Limited by Guarantee

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2001

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A Company Limited by Guarantee

DIRECTORS REPORT

FOR THE YEAR ENDED 31ST AUGUST 2001

STATUS AND ADMINISTRATION

Manor Lodge School was incorporated on 22 June 1993 and commenced activities on 19 November 1993. The Company changed its name from Forestpost Limited to Manor Lodge School Limited on 4 May 1995 and arranged pursuant to Section 30(5)(c) of the Companies Act 1985 to have the word "Limited" omitted from the Company name. The School registered as a Charity with the Charity Commissioners on 25 August 1995, number 1048874. Its registered company number is 2829156.

DIRECTORS

The Directors of the Company who are also the Charity Trustees and the Governors of the School and who served during the year were:

J Liddle (Chairman) #	Prof. R Bennett (Vice Chairman) * (resigned 31.8.01)
Mrs J Jenkins # (resigned 31.8.01)	Mrs J Evans *
A Phipps #	Dom. S Darlington *
S Evers *	

* *Members of the Education Subcommittee*

Members of the Finance and General Purposes Subcommittee

The Governors are appointed by the Board of Governors for a term of three years. They can be re-elected.

Appointed by the main Governing Body:

J Liddle	A Phipps
S Evers	Dom. S Darlington

Appointed by parents:

Prof. R Bennett	Mrs J Jenkins
Mrs J Evans	

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 the affairs of the Company and of the surplus or deficit of the Company for that year. 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.

A Company Limited by Guarantee

DIRECTORS REPORT - continued

FOR THE YEAR ENDED 31ST AUGUST 2001

OFFICERS

The Head	Mrs J M Smart
Deputy Head	Mr G Dunn
The Bursar and Company Secretary and Clerk to the Governors	G P Simms
Address	Manor Lodge School Rectory Lane Ridge Hill Shenley Radlett, Herts, WD7 9BG

ADVISORS

Bankers	Allied Irish Bank 629/635 Holloway Road London N19 5SU
Solicitors	Ottaway's The Mansion 1 St Peters Street St Albans Herts AL1 3DJ
Auditors	J Daniels & Co. 1 Chase Side Crescent Enfield Middlesex, EN2 0JA
Insurance Brokers	Heath Crawford & Foster Limited 23-27 Church Road Stanmore Middlesex, HA7 4AR

OBJECTS

The objects are set out in the Memorandum and are to advance education in particular by establishing and carrying on in Great Britain (and any other countries) schools at or by means of which students may obtain education and instruction in all subjects whatsoever that may be included in a commercial, technical, scientific, classical or academic education, or may be conducive to knowledge of or skill in any trade, pursuant or calling.

ORGANISATION

The Directors determine the general policy of the School. The day-to-day management of the School is delegated to the Head and the Bursar.

POLICY

The School is a day school and provides education to both sexes from the ages of 4 - 11 years.

A Company Limited by Guarantee

DIRECTORS REPORT - continued

FOR THE YEAR ENDED 31ST AUGUST 2001

REVIEW

The academic year 2000-2001 was our tenth. From the small beginnings in 1991 with 33 children the school now has a total roll of 360. The highlight of the year was our success in gaining planning permission in August. The far block of the Infant Wing, which contains four classrooms, is to be demolished and replaced with eight new classrooms and a designated science room. The Infant courtyard playground is to be moved to the other side of the new building and the old area will become the new gym. This will be considerably larger than the present gym in the old house, which was formerly the drawing room. It will now be possible to refurbish this room to its former glory and turn it into a dance and drama studio.

The childrens' charity this year was the Romanian Orphanage which we supported in 1999 by sending our duffle coats. They were pleased to receive the childrens' cheque which will be used for buying basic medical supplies which are so badly needed. The children again walked for Wildlife and raised the most money in the country. We were delighted to receive representatives from Namibia to tell us how the money will be spent.

The academic standard achieved by the children is now very high. A small number leave at the end of Year 2 having successfully won places at local independent schools where they will be settled until they are 18. Year 6 children continue to build on the successes of previous years and are now in the fortunate position of having to choose from a number of places offered to them. This year they also won several academic and music scholarships.

The children continue to achieve high standards in sport and music. We are pleased to be able to add drama and dance as permanent subjects to our curriculum. Already the public performances in drama, music and choral work have been enhanced by these additions.

FINANCIAL RESULTS

The School's operating surplus of £431,990 for the year was higher than projected. The increase in fee income reflects the increase in the number of pupils attending the School. The School funds now reflect a continuing improvement of retained income to date. The accumulation of retained income is integral to our plans to further enhance the school. Our Development Plans involve significant future capital expenditure. The full results are shown in the accounts.

RESOURCES

Note 15 to the accounts sets out an analysis of the assets attributable to the various funds.

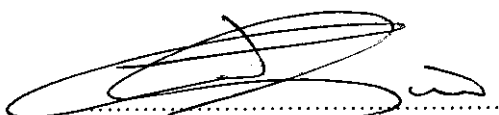
AUDITORS

In accordance with Section 384 of the Companies Act 1985 a resolution proposing the re-appointment of Messrs J Daniels & Co. as Auditors to the Company will be put to the Annual General Meeting.

REGISTERED OFFICE

Rectory Lane
Ridge Hill
Shenley
Radlett
Herts, WD7 9BG

Approved by the Board of Directors on 26th February 2002 and signed on its behalf by


.....
G P Simms Esq, Secretary

TO THE MEMBERS OF MANOR LODGE SCHOOL

FOR YEAR ENDED 31ST AUGUST 2001

We have audited the Financial Statements on Pages 5 to 11, which have been prepared under the historical cost convention and the accounting policies set out on Page 7.

Respective Responsibilities of Directors and Auditors

As described on page 1, the 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

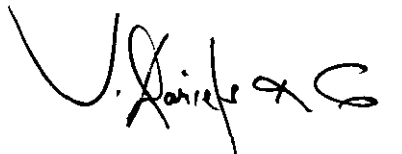
We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the Financial Statements. It also includes an assessment of the significant estimates and judgements made by the Directors in the preparation of the Financial Statements, and of whether the Accounting Policies are appropriate to the charitable 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 mis-statement, 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 charitable Company's affairs as at 31st August 2001 and of its incoming resources and application of resources including its income and expenditure in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

J. Daniels & Co.
1 Chase Side Crescent
Enfield
Middx
EN2 0JA



Date : 1st March 2002

Registered Auditors

*A Company Limited by Guarantee***STATEMENT OF FINANCIAL ACTIVITIES****FOR THE YEAR ENDED AUGUST 2001**

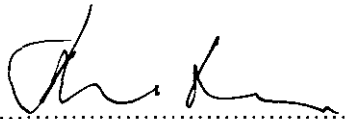
	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2001</u> £	<u>2000</u> £
INCOMING RESOURCES					
Fees Receivable		1,678,421	-	1,678,421	1,523,892
Registrations	2	10,160	-	10,160	9,560
Miscellaneous Income		210,242	-	210,242	194,798
Bank Interest		23,234	-	23,234	51,568
Donations	1(e),8	-	1,000	1,000	550
		-----	-----	-----	-----
Total Incoming Resources		1,922,057	1,000	1,923,057	1,780,368
		-----	-----	-----	-----
RESOURCES EXPENDED					
Direct Charitable Expenditure					
Teaching Costs		991,608	-	991,608	981,671
Housekeeping		162,260	-	162,260	147,236
Premises		119,252	-	119,252	163,010
Administration of the School		168,268	-	168,268	170,348
Restricted Funds - Depreciation		-	5,324	5,324	4,724
		-----	-----	-----	-----
		1,441,388	5,324	1,446,712	1,466,989
Other Expenditure					
Finance and Other Costs		14,577	-	14,577	106,733
Management and Administration of the Charity		29,778	-	29,778	30,268
		-----	-----	-----	-----
Total Resources Expended	3,4	1,485,743	5,324	1,491,067	1,603,990
		-----	-----	-----	-----
NET INCOMING RESOURCES					
Balances brought forward		436,314	(4,324)	431,990	176,378
		916,946	17,360	934,306	757,928
		-----	-----	-----	-----
BALANCES CARRIED FORWARD		<u>1,353,260</u>	<u>13,036</u>	<u>1,366,296</u>	<u>934,306</u>

The attached notes form part of these Accounts.

*A Company Limited by Guarantee***BALANCE SHEET****AS AT 31ST AUGUST 2001**

	<u>Notes</u>	<u>£</u>	<u>2001</u>	<u>£</u>	<u>2000</u>	<u>£</u>
TANGIBLE FIXED ASSETS	7		961,602		956,066	
CURRENT ASSETS						
Debtors	10	26,134		23,565		
Investments	9	646,260		202,591		
Cash at Bank and in hand		71,468		521		
		-----		-----		
		743,862		226,677		
CURRENT LIABILITIES						
Creditors : Amounts due within one year	11	136,168		63,937		
		-----		-----		
NET CURRENT ASSETS			607,694		162,740	
TOTAL ASSETS LESS CURRENT LIABILITIES			-----		-----	
			1,569,296		1,118,806	
CREDITORS : Amounts due after more than one year	11		203,000		184,500	
			-----		-----	
TOTAL NET ASSETS			1,366,296		934,306	
RESTRICTED FUNDS	8(a)		13,036		17,360	
UNRESTRICTED FUNDS						
Retained Income	8(b)		1,353,260		916,946	
			-----		-----	
TOTAL FUNDS	13		1,366,296		934,306	
			=====		=====	

Approved by the Board on 26th February 2002 and signed on its behalf by:


.....
J Liddle, Chairman

The attached notes form part of these Accounts.

*A Company Limited by Guarantee***NOTES TO THE ACCOUNTS****FOR THE YEAR ENDED 31ST AUGUST 2001****1. ACCOUNTING POLICIES****a. Basis of Preparation**

The accounts are prepared under the historical cost convention and in accordance with applicable standards and the Statement of Recommended Practice for Accounting by Charities.

b. Tangible Fixed Assets

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost over its expected useful life, as follows:

Freehold buildings	2% straight line
Furniture and equipment	20% straight line

c. Cash Flow Statement

The company has taken advantage of the exemption in financial reporting standard No.1 from producing a cash flow statement on the grounds that it is a small company.

d. Pension Schemes

The school contributes to the Teachers' Superannuation Scheme at rates set by the scheme actuary. The school also contributes to personal pension schemes for non-teaching staff.

e. Donations

Donations subject to specific wishes of the donors are treated as restricted funds. Donations received for the general purpose of the school are treated as unrestricted funds.

2. OTHER INCOME

	<u>2001</u>	<u>2000</u>
	£	£
Registration Fees	<u>10,160</u>	<u>9,560</u>

3. EXPENDITURE

	<u>2001</u>	<u>2000</u>
	£	£
Other expenditure includes:		
Auditors Remuneration	3,600	3,466
Directors Insurance	1,226	1,395
Life Assurance	4,739	4,756
	<u> </u>	<u> </u>

A Company Limited by Guarantee

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31ST AUGUST 2001

4. ANALYSIS OF RESOURCES EXPENDED

	<u>Staff Costs</u> £	<u>Other</u> £	<u>Depreciation</u> £	<u>Total</u> £
Direct Charitable Expenditure:				
Teaching Costs	888,074	103,534	-	991,608
Housekeeping	18,953	143,307	-	162,260
Premises	35,624	64,049	19,579	119,252
Administration of the School	91,360	39,572	37,336	168,268
Restricted Funds	-	-	5,324	5,324
	<hr/>	<hr/>	<hr/>	<hr/>
	1,034,011	350,462	62,239	1,446,712
Other Expenditure:				
Finance and Other Costs	-	14,577	-	14,577
Management and Administration of the Charity	29,778	-	-	29,778
	<hr/>	<hr/>	<hr/>	<hr/>
	1,063,789	365,039	62,239	1,491,067
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

5. STAFF COSTS

	<u>2001</u> £	<u>2000</u> £
Social Security Costs	73,189	73,958
Wages and Salaries	922,651	926,264
Pension Costs	58,802	57,109
Other Staff Costs	9,147	12,294
	<hr/>	<hr/>
	1,063,789	1,069,625
	<hr/> <hr/>	<hr/> <hr/>

The average number of employees during the year was made up as follows:

	<u>2001</u> <u>No.</u>	<u>2000</u> <u>No.</u>
Teaching and Administration	<u>44</u>	<u>42</u>

6. INTEREST PAYABLE AND SIMILAR CHARGES

	<u>2001</u> £	<u>2000</u> £
On Bank Overdraft and Loans	-	<u>89,640</u>

*A Company Limited by Guarantee***NOTES TO THE ACCOUNTS - continued****FOR THE YEAR ENDED 31ST AUGUST 2001**

7.	TANGIBLE FIXED ASSETS	<u>Equipment, Fixtures and Fittings</u> £	<u>Freehold Property</u> £	<u>Total</u> £	
	Cost or Valuation				
	As at 1st August 2000	285,447	953,381	1,238,828	
	Additions	38,052	29,723	67,775	
	At 31st August 2001	323,499	983,104	1,306,603	
	Depreciation				
	As at 1st August 2000	171,116	111,646	282,762	
	Charge for Year	42,577	19,662	62,239	
	At 31st August 2001	213,693	131,308	345,001	
	Net Book Value				
	At 31st August 2001	<u>109,806</u>	<u>851,796</u>	<u>961,602</u>	
	At 1st August 2000	<u>114,331</u>	<u>841,735</u>	<u>956,066</u>	
8.	FUNDS				
	a) Restricted Funds	<u>Balance at</u> <u>1-9-00</u> £	<u>Incoming</u> <u>Resources</u> £	<u>Depreciation</u> £	<u>Balance at</u> <u>31-8-01</u> £
	Friends of Manor Lodge School:				
	Football Pitch	3,629	-	83	3,546
	Staging	804	-	455	349
	Library Equipment	1,942	-	1,096	846
	Playground Equipment	1,225	-	691	534
	Infant Play Equipment	611	-	347	264
	Yamaha Piano	843	-	438	405
	Computer	512	-	266	246
	Computer	298	-	143	155
	Printer	77	-	32	45
	Shed	285	-	112	173
	Digital Camera	270	-	59	211
	Sewing Machine	361	-	134	227
	Playground Benches	1,491	-	413	1,078
	Playmats	1,089	-	247	842
	Keyboards	483	-	107	376
	Playground Benches	2,141	-	467	1,674
	Book Making Stapler	1,072	-	234	838
	FOML Closing Balance	227	-	-	227
	P Kirkland Donation	-	1,000	-	1,000
		<u>17,360</u>	<u>1,000</u>	<u>5,324</u>	<u>13,036</u>

"Restricted Funds" are subject to specific trusts which arise from a donor's wishes or from the terms of an appeal.

*A Company Limited by Guarantee*NOTES TO THE ACCOUNTS - continuedFOR THE YEAR ENDED 31ST AUGUST 2001**8. FUNDS Continued**

b) Unrestricted Funds

The unrestricted funds are retained as necessary to cover working capital.

9. INVESTMENTS

	<u>2001</u>	<u>2000</u>
	£	£
Bank - Deposit Account	486,260	42,591
Bank - Treasury Deposit	160,000	160,000
	<hr/>	<hr/>
	646,260	202,591
	<hr/> <hr/>	<hr/> <hr/>

10. DEBTORS

	<u>2001</u>	<u>2000</u>
	£	£
Amounts falling due within one year:		
Fees Receivable	274	216
Prepayments	22,860	11,613
Other Debtors	3,000	11,736
	<hr/>	<hr/>
	26,134	23,565
	<hr/> <hr/>	<hr/> <hr/>

11. CREDITORS

	<u>2001</u>	<u>2000</u>
	£	£
Amounts falling due within one year:		
Social Security payable and other Taxation	22,278	21,439
Other Creditors and Accruals	41,905	36,982
Bank Overdraft	-	5,516
Fees Paid in Advance	71,985	-
	<hr/>	<hr/>
	136,168	63,937
	<hr/> <hr/>	<hr/> <hr/>

*A Company Limited by Guarantee***NOTES TO THE ACCOUNTS - continued****FOR THE YEAR ENDED 31ST AUGUST 2001****11. CREDITORS - continued**

	<u>2001</u>	<u>2000</u>
	£	£
Amounts falling due after one year:		
Deposits Held	203,000	184,500
	<u> </u>	<u> </u>

12. CHARITABLE STATUS

On 25th August 1995 the Company was registered as a Charity.

13. ALLOCATION OF THE CHARITY NET ASSETS

The net assets are held for the various funds as follows:

	<u>Fixed</u>	<u>Net Current</u>	<u>Long Term</u>	<u>Total</u>
	<u>Assets</u>	<u>Assets</u>	<u>Liabilities</u>	<u>£</u>
	£	£	£	£
Restricted Funds	11,809	1,227	-	13,036
General Funds:				
Retained Income	949,793	606,467	(203,000)	1,353,260
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	961,602	607,694	(203,000)	1,366,296
	<u> </u>	<u> </u>	<u> </u>	<u> </u>