

Report of the Trustees and  
Financial Statements For The Year Ended 31st March 2009  
for  
Ripon Grammar School General Fund

F E Metcalfe & Co  
Chartered Certified Accountants  
and Registered Auditors  
40A Market Place  
Ripon  
North Yorkshire  
HG4 1BZ

Ripon Grammar School General Fund

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For The Year Ended 31st March 2009

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## Ripon Grammar School General Fund

### Report of the Trustees For The Year Ended 31st March 2009

The trustees present their report with the financial statements of the charity for the year ended 31st March 2009. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

512105

##### **Principal address**

Clotherholme Road  
Ripon  
North Yorkshire  
HG4 2DG

##### **Trustees**

M L Pearman  
Miss M J Murray  
N McGrann  
Mrs C Wise  
K Auger

##### **Auditors**

F E Metcalfe & Co  
Chartered Certified Accountants  
and Registered Auditors  
40A Market Place  
Ripon  
North Yorkshire  
HG4 1BZ

##### **Bankers**

Lloyds TSB  
8-11 Cambridge Crescent  
Harrogate  
North Yorkshire  
HG1 1PQ

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

##### **Organisational structure**

The Headmaster, the two Deputy Headteachers and the two Assistant Headteachers are the trustees of the Fund and have the responsibility for the approval of all disbursements. Mrs S Forder, the School Bursar, acts as Clerk to the Trustees.

##### **Risk management**

Issue of financial management and associated risks such as entitlement to expenditure, investment strategy and value for money have been considered by the trustees. We believe that appropriate checks and balances are in place in the form of systems which include regular auditing, external audit and monitoring, restricted entitlement to expenditure, and reporting to the governors' Finance Committee.

We have satisfied ourselves that no Health and Safety risks apply in any of our direct undertakings; we are also satisfied that the school's own policies of risk assessment and Health and Safety are applied appropriately to activities supported by the Fund.

## Ripon Grammar School General Fund

### Report of the Trustees For The Year Ended 31st March 2009

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The object of the Fund is: To advance the education of the pupils in the school by providing or assisting the provision of educational, recreational and other charitable facilities in augmentation of such facilities financed by the Local Education Authority. The activities of Ripon Grammar School General Fund are carried out for the public benefit.

The public benefit requirement was discussed by the Trustees in relation to Ripon Grammar School General Fund . In looking at the overall aim and the objectives of the Charity, the Trustees had regard to the Charity Commission's public benefit guidance.

##### **Review of Activities**

The major aspects of school life which have received significant support from the School Fund over the past year have again been school dramatic and musical productions, games and assistance with the costs of school visits. The school is also very grateful to the Foundation Governors for their financial support of school transport for sports fixtures whilst recognising that the level of support now needed exceeds what the foundation is able to provide. This is due to an increase in the number of competitive fixtures.

Support for our drama and music activities at grass root level and the underwriting of public productions (such as "Pygmalion", "Wizard of Oz" and "Fame") remains a prime use of the Fund. Any surplus generated by productions is always ploughed back into the Fund, although some is used to improve the stock of lighting equipment and other drama resources.

The number of pupils involved in school games continues to be high. We have maintained an impressive range of sports matches for a state school of our size and with the appointment of a Director of Sport and an overall Head of Games and PE, it was expected that this range would increase, which it has. This naturally has funding implications

The school subsidises many school trips and further financial support is given to particular projects and to a large number of individual pupils. Every pupil in the school therefore benefits to some degree from this support, which helps the school run such a varied and rewarding programme. The cost of cover is being introduced to the cost of trips where appropriate. The advent of "rarely cover in September 2009" may have financial implications for further trips but it is hoped that this will be minimised through staff consultation.

We have continued the policy of ploughing back into Sixth Form facilities and activities any profits generated by the Common Room vending machine.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Contributions to the Fund**

Parental contributions to the Fund have been welcomed, which will help maintain support for school trips. We are grateful to the parents' association who have given £5,000 to support the school's activities such as greenpower, girls' hockey kits, furniture for the sixth form common room and benches for the students. The parents' association has also agreed to fund the leasing for the school minibus for three years at a cost of £4,700 per annum. This will reduce the financial burden on the foundation for sports fixtures.

The restricted funds include £504,349 towards the sports hall which is a superb amount to fund the project. Further payments will ensure that this fund will continue to build for a further four years to exceed £1,000,000. We are grateful to all who have contributed to this project which will make a real difference to the educational opportunity at Ripon Grammar School.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

The current reserves included a restricted fund which is being used to fund the sports hall projects. This has continued to build as a result of direct debit payments. To ensure full payment by September 2009, the Local Authority has agreed to loan an amount to the school of £200,000 to assist with the cash flow for the sports hall project.

The remaining reserves include Endowment Funds used to purchase prizes for Speech Day or Lower School Prizegiving and an Unrestricted sum which we plan to put to the same range of uses in the future as hitherto.

Ripon Grammar School General Fund

Report of the Trustees  
For The Year Ended 31st March 2009

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Charity law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**ON BEHALF OF THE BOARD :**

.....  
N McGrann - Trustee

Date: .....

Report of the Independent Auditors to the Trustees of  
Ripon Grammar School General Fund

We have audited the financial statements of Ripon Grammar School General Fund for the year ended 31st March 2009 on pages six to eleven. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

This report is made solely to the charity's trustees, as a body, in accordance with Section 43 of the Charities Act 1993 and regulations made under Section 44 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

The trustees' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out on page three.

We have been appointed as auditors under Section 43 of the Charities Act 1993 with regulations made under Section 44 of that Act. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

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 Charities Act 1993. We also report to you whether in our opinion the information given in the Report of the Trustees is consistent with the financial statements.

In addition, we report to you if, in our opinion, the charity 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 trustees' remuneration and other transactions is not disclosed.

We read the Report of the Trustees 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 International Standards on Auditing (UK and Ireland) 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 trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charity's affairs as at 31st March 2009 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- the financial statements have been properly prepared in accordance with the Charities Act 1993; and
- the information given in the Report of the Trustees is consistent with the financial statements.

F E Metcalfe & Co  
Chartered Certified Accountants  
and Registered Auditors  
40A Market Place  
Ripon  
North Yorkshire  
HG4 1BZ

Date: .....

Ripon Grammar School General Fund

Statement of Financial Activities  
For The Year Ended 31st March 2009

	Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	31.3.09 Total funds £	31.3.08 Total funds £
<b>INCOMING RESOURCES</b>						
<b>Incoming resources from generated funds</b>						
Voluntary income	2	238,948	447,670	-	686,618	282,097
Activities for generating funds	3	32,167	-	-	32,167	31,057
Investment income	4	458	15,442	203	16,103	1,757
<b>Total incoming resources</b>		<u>271,573</u>	<u>463,112</u>	<u>203</u>	<u>734,888</u>	<u>314,911</u>
 <b>RESOURCES EXPENDED</b>						
<b>Costs of generating funds</b>						
Costs of generating voluntary income	5	268,302	685	-	268,987	184,884
Fundraising trading: cost of goods sold and other costs	6	33,474	507	-	33,981	30,573
<b>Other resources expended</b>		<u>9,998</u>	<u>25,000</u>	<u>-</u>	<u>34,998</u>	<u>17,928</u>
<b>Total resources expended</b>		<u>311,774</u>	<u>26,192</u>	<u>-</u>	<u>337,966</u>	<u>233,385</u>
 <b>NET</b>						
<b>INCOMING/(OUTGOING)</b>						
<b>RESOURCES before transfers</b>		(40,201)	436,920	203	396,922	81,526
<b>Gross transfers between funds</b>	11	<u>241</u>	<u>-</u>	<u>(241)</u>	<u>-</u>	<u>-</u>
<b>Net incoming/(outgoing) resources</b>		(39,960)	436,920	(38)	396,922	81,526
 <b>RECONCILIATION OF FUNDS</b>						
<b>Total funds brought forward</b>		<u>56,394</u>	<u>70,406</u>	<u>4,431</u>	<u>131,231</u>	<u>49,705</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>16,434</u></u>	<u><u>507,326</u></u>	<u><u>4,393</u></u>	<u><u>528,153</u></u>	<u><u>131,231</u></u>

The notes form part of these financial statements

Ripon Grammar School General Fund

Balance Sheet  
At 31st March 2009

		Unrestricted funds £	Restricted funds £	Endowment funds £	31.3.09 Total funds £	31.3.08 Total funds £
Notes						
<b>CURRENT ASSETS</b>						
Debtors	8	1,620	28,052	-	29,672	-
Cash at bank and in hand		34,382	479,274	4,393	518,049	131,231
		<u>36,002</u>	<u>507,326</u>	<u>4,393</u>	<u>547,721</u>	<u>131,231</u>
<b>CREDITORS</b>						
Amounts falling due within one year	9	(19,568)	-	-	(19,568)	-
		<u>16,434</u>	<u>507,326</u>	<u>4,393</u>	<u>528,153</u>	<u>131,231</u>
<b>NET CURRENT ASSETS</b>						
		<u>16,434</u>	<u>507,326</u>	<u>4,393</u>	<u>528,153</u>	<u>131,231</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>						
		<u>16,434</u>	<u>507,326</u>	<u>4,393</u>	<u>528,153</u>	<u>131,231</u>
<b>NET ASSETS</b>						
		<u><u>16,434</u></u>	<u><u>507,326</u></u>	<u><u>4,393</u></u>	<u><u>528,153</u></u>	<u><u>131,231</u></u>
<b>FUNDS</b>						
	11				16,434	56,394
Unrestricted funds					507,326	70,406
Restricted funds					4,393	4,431
Endowment funds					<u>528,153</u>	<u>131,231</u>
<b>TOTAL FUNDS</b>						
					<u><u>528,153</u></u>	<u><u>131,231</u></u>

The financial statements were approved by the Board of Trustees on ..... and were signed on its behalf by:

.....  
M L Pearman -Trustee

Ripon Grammar School General Fund

Notes to the Financial Statements  
For The Year Ended 31st March 2009

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2007), the Charities Act 1993 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Exemption from preparing a cash flow statement**

Exemption has been taken from preparing a cash flow statement on the grounds that the charity qualifies as a small charity.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

The income received from The Endowment Fund is restricted to the purchase of prizes for speech and and Lower School Prizegiving.

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. VOLUNTARY INCOME**

	31.3.09	31.3.08
	£	£
Donations	462,433	91,490
Books and awards	2,864	2,440
Day trips	17,761	14,874
Drama productions	4,527	3,968
Library events	460	1,059
Printing and publications	243	213
Residential trips	184,507	160,408
Sports events	8,601	7,645
Musical events	3,436	-
Duke of Edinburgh	1,786	-
	<hr/>	<hr/>
	<u>686,618</u>	<u>282,097</u>

Ripon Grammar School General Fund

Notes to the Financial Statements - continued  
For The Year Ended 31st March 2009

**3. ACTIVITIES FOR GENERATING FUNDS**

	31.3.09	31.3.08
	£	£
Vending income	12,371	10,918
School photographs	615	2,021
Fundraising for charities	10,386	10,854
Uniform and clothing	2,367	393
Miscellaneous income	6,428	6,871
	<u>32,167</u>	<u>31,057</u>

**4. INVESTMENT INCOME**

	31.3.09	31.3.08
	£	£
Bank interest received	16,103	1,757
	<u>16,103</u>	<u>1,757</u>

**5. COSTS OF GENERATING VOLUNTARY INCOME**

	31.3.09	31.3.08
	£	£
Books and awards	3,642	3,231
Day trips	21,127	16,198
Drama productions	3,763	2,799
Library events	460	1,059
Printing and publications	1,554	1,116
Residential trips	215,649	149,757
Sports events	15,576	10,724
Musical events	4,512	-
Duke of Edinburgh	2,019	-
Greenpower purchases	685	-
	<u>268,987</u>	<u>184,884</u>

**6. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS**

	31.3.09	31.3.08
	£	£
Charitable donations	10,386	10,854
Fundraising for sports hall	507	-
Vending	10,984	9,942
Uniform and clothing	1,971	441
Miscellaneous expenses	10,133	9,336
	<u>33,981</u>	<u>30,573</u>

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2009 nor for the year ended 31st March 2008.

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31st March 2009 nor for the year ended 31st March 2008.

Ripon Grammar School General Fund

Notes to the Financial Statements - continued  
For The Year Ended 31st March 2009

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

	31.3.09	31.3.08
	£	£
Other debtors	29,672	-
	<u>29,672</u>	<u>-</u>

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

	31.3.09	31.3.08
	£	£
Other creditors	19,568	-
	<u>19,568</u>	<u>-</u>

**10. OPERATING LEASE COMMITMENTS**

The following operating lease payments are committed to be paid within one year:

	31.3.09	31.3.08
	£	£
Expiring: Between one and five years	4,721	-
	<u>4,721</u>	<u>-</u>

**11. MOVEMENT IN FUNDS**

	At 1.4.08 £	Net movement in funds £	Transfers between funds £	At 31.3.09 £
<b>Unrestricted funds</b>				
General fund	56,394	(40,201)	241	16,434
<b>Restricted funds</b>				
Sports Hall	69,906	435,605	-	505,511
Pond Fund	500	-	-	500
Greenpower	-	1,315	-	1,315
	<u>70,406</u>	<u>436,920</u>	<u>-</u>	<u>507,326</u>
<b>Endowment funds</b>				
Endowment Fund	4,431	203	(241)	4,393
	<u>4,431</u>	<u>203</u>	<u>(241)</u>	<u>4,393</u>
<b>TOTAL FUNDS</b>	<u>131,231</u>	<u>396,922</u>	<u>-</u>	<u>528,153</u>

Ripon Grammar School General Fund

Notes to the Financial Statements - continued  
For The Year Ended 31st March 2009

**11. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	271,573	(311,774)	(40,201)
<b>Restricted funds</b>			
Sports Hall	461,112	(25,507)	435,605
Greenpower	2,000	(685)	1,315
	<u>463,112</u>	<u>(26,192)</u>	<u>436,920</u>
<b>Endowment funds</b>			
Endowment Fund	203	-	203
<b>TOTAL FUNDS</b>	<u><u>734,888</u></u>	<u><u>(337,966)</u></u>	<u><u>396,922</u></u>

Ripon Grammar School General Fund

Detailed Statement of Financial Activities  
For The Year Ended 31st March 2009

	31.3.09	31.3.08
	£	£
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	462,433	91,490
Books and awards	2,864	2,440
Day trips	17,761	14,874
Drama productions	4,527	3,968
Library events	460	1,059
Printing and publications	243	213
Residential trips	184,507	160,408
Sports events	8,601	7,645
Musical events	3,436	-
Duke of Edinburgh	1,786	-
	686,618	282,097
<b>Activities for generating funds</b>		
Vending income	12,371	10,918
School photographs	615	2,021
Fundraising for charities	10,386	10,854
Uniform and clothing	2,367	393
Miscellaneous income	6,428	6,871
	32,167	31,057
<b>Investment income</b>		
Bank interest received	16,103	1,757
	734,888	314,911
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Books and awards	3,642	3,231
Day trips	21,127	16,198
Drama productions	3,763	2,799
Library events	460	1,059
Printing and publications	1,554	1,116
Residential trips	215,649	149,757
Sports events	15,576	10,724
Musical events	4,512	-
Duke of Edinburgh	2,019	-
Greenpower purchases	685	-
	268,987	184,884
<b>Fundraising trading: cost of goods sold and other costs</b>		
Charitable donations	10,386	10,854
Fundraising for sports hall	507	-
Carried forward	10,893	10,854

This page does not form part of the statutory financial statements

Ripon Grammar School General Fund

Detailed Statement of Financial Activities  
For The Year Ended 31st March 2009

	31.3.09	31.3.08
	£	£
<b>Fundraising trading: cost of goods sold and other costs</b>		
Brought forward	10,893	10,854
Vending	10,984	9,942
Uniform and clothing	1,971	441
Miscellaneous expenses	10,133	9,336
	<hr/>	<hr/>
	33,981	30,573
<b>Other resources expended</b>		
Miscellaneous purchases	792	17,928
Auditors remuneration	500	-
Equipment purchased and transferred to school	8,706	-
Sports hall development	25,000	-
	<hr/>	<hr/>
	34,998	17,928
<b>Total resources expended</b>	337,966	233,385
<b>Net income</b>	<hr/> <hr/>	<hr/> <hr/>
	396,922	81,526