ANNUAL REPORT AND FINANCIAL STATEMENTS

31 AUGUST 2018

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2018

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ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2018

INFORMATION

MEMBERS OF THE BOARD OF GOVERNORS

Mrs Kathryn Richards Advocate Caroline Chan Mr Peter Miller Ms Cathy Perkins Dr Mary Short Deputy Heidi Soulsby Mrs Catharine Walter

ADDRESS

The Ladies' College Les Gravees St Peter Port Guernsey GY1 1RW

INDEPENDENT AUDITOR

BDO Limited P O Box 180 Place du Pre Rue du Pre St Peter Port Guernsey GY1 3LL

REPORT OF THE BOARD OF GOVERNORS

FOR THE YEAR ENDED 31 AUGUST 2018

The Board of Governors submit their report and the audited financial statements of The Ladies' College, Guernsey (the "College") for the year ended 31 August 2018.

BOARD OF GOVERNORS' RESPONSIBILITIES STATEMENT

The Board of Governors is responsible for preparing financial statements for each financial year which give a true and fair view of the state of affairs of the College and of the surplus or deficit of the College for that period and are in accordance with applicable laws. In preparing those financial statements the Board of Governors is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the College will continue in operations.

The Board of Governors is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the College and which enable them to ensure that the financial statements have been properly prepared in accordance with applicable law. It is also responsible for safeguarding the assets of the College and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

DISCLOSURE OF INFORMATION TO AUDITOR

Each of the persons who are on the Board of Governors at the time that this report is approved has confirmed that:

- so far as each Governor is aware, there is no relevant audit information of which the College's auditor is unaware; and
- each Governor has taken all of the steps that ought to have been taken as a Governor in order to be aware of any audit information and to establish that the College's auditor is aware of that information.

PRINCIPAL ACTIVITY

The Ladies' College, founded in 1872, is a girls' day school located in St Peter Port in Guernsey. The College includes the Senior School and Sixth Form which are reported on in these financial statements. The Ladies' College, Melrose and the Pre-Preparatory Department are reported in separate financial statements as The Ladies' College - Melrose.

The principal activity of the College is the provision of education.

RESULTS

The results of the College for the year are set out in detail on page 7.

REPORT OF THE BOARD OF GOVERNORS

FOR THE YEAR ENDED 31 AUGUST 2018

BOARD O	F GOVERNORS
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The Board	of Governors	of the	College who	served	during the	vear were:-
THE BUALU	i di Governois	ou the	COHERE WITO	sei veu	uuillig tile	veai weie

Mrs Kathryn Richards

Mr John Marren (retired 31st May 2018)

Advocate Caroline Chan

Ms Cathy Perkins Dr Mary Short Deputy Heidi Soulsby Mrs Catharine Walter

Mr Peter Miller (appointed 1st June 2018)

INDEPENDENT AUDITOR

BDO Limited have expressed their willingness to continue in office.

APPROVED BY THE BOARD OF GOVERNORS

This report was approved by the Board of Governors and signed on its behalf by:

K M N Richards	P Miller
Chairman	Governor

Date...... 7 December 2018

INDEPENDENT AUDITOR'S REPORT TO THE BOARD OF GOVERNORS OF THE LADIES' COLLEGE, GUERNSEY

Opinion

We have audited the financial statements of The Ladies' College, Guernsey (the "College") for the year ended 31 August 2018 which comprise the Statement of Income and Retained Funds, the Balance Sheet, Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and Financial Reporting Standard 102, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the College's affairs as at 31 August 2018 and of its surplus for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the College in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the Financial Reporting Council's (FRC's) Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Board of Governors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Board of Governors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the College's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The Board of Governors are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are

INDEPENDENT AUDITOR'S REPORT TO THE BOARD OF GOVERNORS OF THE LADIES' COLLEGE, GUERNSEY

Responsibilities of the Board of Governors

As explained more fully in the Board of Governors' Responsibilities Statement, the Board of Governors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view and for such internal control as the Board of Governors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Board of Governors are responsible for assessing the College's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board of Governors either intend to liquidate the College or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located at the FRC's website at: https://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the College's Board of Governors, as a body, in accordance with our letter of engagement dated 4 October 2018. Our audit work has been undertaken so that we might state to the College's Board of Governors those matters we are required to state to them in an auditor's 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 College and the College's Board of Governors as a body, for our audit work, for this report, or for the opinions we have formed.

BDO Limited Chartered Accountants Place du Pré Rue du Pré St Peter Port Guernsey

Date: 7 December 2018

STATEMENT OF INCOME AND RETAINED FUNDS

FOR THE YEAR ENDED 31 AUGUST 2018

	Note	2018 £	2017 £
INCOME	2(a)	r	r
States grant	2(u)	222,837	329,547
Fees receivable		4,158,614	3,834,569
Student registration fees		11,315	6,400
Miscellaneous income		25,859	30,252
		4,418,625	4,200,768
EXPENDITURE			
School expenditure	2(b)	(4,065,143)	(3,848,726)
OPERATING SURPLUS		353,482	352,042
Fundraising and other donations received	2(c)	88,412	212,264
Bank interest received		2,510	119
Interest payable	2(1)	(55,820)	(47,014)
SURPLUS FOR THE YEAR		388,584	517,411
Retained funds at 1 September		3,654,504	3,137,093
RETAINED FUNDS AT 31 AUGUST		4,043,088	3,654,504

All amounts relate to continuing activities derived wholly in Guernsey.

The notes on pages 10 to 17 form an integral part of these financial statements.

BALANCE SHEET

AS AT 31 AUGUST 2018

	Note		2018 £		2017 £
FIXED ASSETS					
Tangible assets	4		6,705,037		6,679,793
CURRENT ASSETS					
Fee debtors		13,235		10,246	
Other debtors and prepayments	5	53,007		56,799	
Cash at bank and in hand	6	1,153,764		1,084,119	
		1,220,006		1,151,164	
CREDITORS – AMOUNTS FALLING					
DUE WITHIN ONE YEAR	7	(1,019,346)		(934,632)	
NET CURRENT ASSETS			200,660		216,532
TOTAL ASSETS LESS				•	
CURRENT LIABILITIES			6,905,697		6,896,325
CREDITORS: AMOUNTS FALLING					
DUE AFTER ONE YEAR	8		(2,862,609)		(3,241,821)
NET ASSETS			4,043,088	•	3,654,504
CAPITAL AND RESERVES					
RETAINED FUNDS			4,043,088		3,654,504
				•	

APPROVED BY THE BOARD OF GOVERNORS AND AUTHORISED FOR ISSUE ON THEIR BEHALF BY:

K M N Richards
Chairman
Date: 7 December 2018

The notes on pages 10 to 17 form an integral part of these financial statements.

STATEMENT OF CASH FLOWS

AS AT 31 AUGUST 2018

	Note	2018 £	2018 £	2017 £	2017 £
Cash flows from anarating activities		_	_	_	_
Cash flows from operating activities		200 504		F17 411	
Surplus for the financial year		388,584		517,411	
Adjustments for:	_				
Depreciation	4	213,137		180,907	
Interest receivable		(2,510)		(119)	
Interest payable		55,820		47,014	
Decrease/(increase) in operating debtors		803		(2,532)	
Increase in operating creditors		89,712		140,978	
Cash from operations			745,546		883,659
Interest received		2,510		119	
mterest received		2,510		119	
Net cash generated from operations			748,056		883,778
Cash flows from investing activities					
Tangible assets purchased		(238,381)		(1,025,200)	
Net cash used in investing activities			(238,381)		(1,025,200)
Cash flows from financing activities					
Loan advances		-		1,774,670	
Repayment of bank loan		(127,472)		(120,000)	
Interest paid on bank loan		(52,528)		(10,291)	
Decrease in account					
with Melrose		(250,000)		(1,000,000)	
Capital element of repayment of finance le	ase	(10,030)		(7,678)	
Net cash (outflow)/inflow from financing	activities		(440,030)		636,701
Net increase in					
cash and cash equivalents			69,646		495,279
Cash and cash equivalents at					
the beginning of the year	6		1,084,119		588,840
Cash and cash equivalents					
at the end of the year	6		1,153,765		1,084,119

The notes on pages 10 to 17 form an integral part of these financial statements.

FOR THE YEAR ENDED 31 AUGUST 2018

1. GENERAL INFORMATION

The College is established under The Ladies' College (Guernsey) Law, 1962 as amended. The registered address is set out on the information page and the principal activity of the College is the provision of education.

2. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared on the going concern basis, under the historical cost convention and in accordance with Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland ("FRS 102").

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying accounting policies (see note 3).

The following principal accounting policies have been consistently applied:

(a) INCOME RECOGNITION

Fee income is recognised as receivable on the first day of each term for which pupils are enrolled since it is non-refundable. Fee income received in advance of the term is deferred and released on the first day of the applicable term.

The States' Block Grant relating to the General (Non Special Place Holder) Grant is recognised termly on receipt. The General Grant is being reduced over a 7 year period with effect from 1 September 2012, in accordance with a States Resolution on 28 September 2011.

Student registration fees and miscellaneous income are recognised on receipt. All other operating income is recognised on an accruals basis.

(b) SCHOOL EXPENDITURE RECOGNITION

School supplies and equipment including books and teaching materials are recognised in relation to the academic year in which they are to be used as designated by the school budget agreed by the Governors. All other expenses are recognised in the period to which they relate.

(c) FUNDRAISING AND OTHER DONATIONS RECEIVED

'Gift for learning' donations receivable for the phase three development of the College premises are recognised on a cash receipts basis. All other donations are recognised when entitlement to the funds is certain.

(d) TAXATION

FOR THE YEAR ENDED 31 AUGUST 2018

2. ACCOUNTING POLICIES (continued)

(e) TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are stated at historical cost, net of depreciation and any provision for impairment. Assets with a cost of £1,000 or more are capitalised as tangible assets and this level is periodically reviewed by the Board, together with a review of the need for any impairment reviews. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

At each reporting date management assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined which is the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised in the Statement of Income and Retained Funds where the carrying amount exceeds the recoverable amount.

Freehold land is not depreciated. Depreciation is charged on leasehold assets over the expected lease term of 50 years (see notes 3, 10 and 11). Depreciation on other tangible fixed assets is calculated to write down their cost to their estimated residual values over the period of their estimated useful economic lives, at the following annual rates: -

Leasehold improvements - 10% straight line
Fixtures, fittings, and equipment - 10% straight line
Computer equipment - 33½% straight line

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised within 'School expenditure' in the Statement of Income and Retained Funds.

(f) FINANCIAL INSTRUMENTS

The College only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities. All financial instruments entered into by the College are measured at amortised cost.

Financial assets that are measured at amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Statement of Income and Retained Funds.

Short term creditors are measured at the transaction price.

Financial assets and liabilities are offset and the net amount reported in the Balance Sheet when there is an enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

(g) CASH AT BANK AND IN HAND

FOR THE YEAR ENDED 31 AUGUST 2018

2. ACCOUNTING POLICIES (continued)

(h) FINANCIAL LIABILITIES

Financial liabilities are classified according to the substance of the financial instrument's contractual obligations, rather than the financial instrument's legal form. Obligations for loans and borrowings are recognised when the College becomes party to the related contracts and are initially measured at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. A liability is derecognised when the contract that gives rise to it is settled, sold, cancelled or expires.

(i) PENSION COSTS

The College operates a defined benefit multi-employer pension scheme and superannuation contributions are charged to the Statement of Income and Retained Funds to spread the cost of the pensions over the employees' working lives.

(j) RETAINED FUNDS

Retained funds represent cumulative surpluses and deficits net of any adjustments.

(k) PRIZE FUNDS AND BEQUESTS

Prize funds and other charitable bequests are not included in these financial statements as they do not constitute part of the day-to-day activities of the College.

(I) BORROWING COSTS

Finance costs directly attributable to leasehold property are added to the cost of the leasehold property. Capitalisation of these finance costs ceased once the asset was substantially complete. Subsequently finance costs are charged to the Statement of Income & Retained Surplus over the term of the debt using the effective interest mewthod so that the amount is at a constant rate on the carrying amount.

3. SIGNIFICANT JUDGEMENTS IN APPLYING ACCOUNTING POLICIES AND KEY SOURCES OF ESTIMATION UNCERTAINTY

The Board of Governors have made the following significant judgements in the preparation of these financial statements:

Tangible fixed assets (note 4)

Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual useful lives of the assets and residual values are reviewed annually and may vary on a number of factors. The leasehold property is depreciated over 50 years since, in the judgement of the Board of Governors, the requirements will be met to allow the Board to exercise the option to extend the current lease from 25 years to 50 years (see also notes 10 and 11). The Board have therefore also recognised the financial commitment of the lease over that period (see note 11).

Balance with The Ladies' College, Melrose (note 8)

FOR THE YEAR ENDED 31 AUGUST 2018

4. TANGIBLE ASSETS

	Freehold <u>land</u> £	Leasehold property £	Leasehold improvements £	Fixtures fittings, and <u>equipment</u> £	Computer <u>equipment</u> £	<u>Total</u> £
COST At 1 September 2017 Additions	1 -	6,336,490 4,020	- 57,851	483,985 67,974	53,140 108,536	6,873,616 238,381
At 31 August 2018	1	6,340,510	57,851	551,959	161,676	7,111,997
DEPRECIATION At 1 September 2017 Charge for the year		126,719 126,808	482	44,969 55,676	22,135 30,171	193,823 213,137
At 31 August 2018	-	253,527	482	100,645	52,306	406,960
NET BOOK VALUE At 31 August 2018	1	6,086,983	57,369	451,314	109,370	6,705,037
At 31 August 2017	1	6,209,771	-	439,016	31,005	6,679,793

In 2015 the College entered into an agreement with the Treasury and Resources department of the States of Guernsey for a lease of the land and buildings used by the College. The lease runs through to 31 December 2039 with an option to extend to 31 December 2065.

Included within the leasehold property are capitalised interest and finance costs amounting to £33,000 (2017:

5. OTHER DEBTORS AND PREPAYMENTS

	2018	2017
	£	£
Prepayments	44,644	43,411
Other debtors	8,363	13,388
	53,007	56 <i>,</i> 799
	<u></u>	
	_ _	

FOR THE YEAR ENDED 31 AUGUST 2018

6. CASH AT BANK AND IN HAND

	2018 £	2017 £
Cash in hand Operating cash	304 975,758	166 914,615
Gift for learning	976,062 177,702	914,781 169,338
	1,153,764	1,084,119

The Gift for learning funds relate to donations received for the phase three development of the College premises.

7. CREDITORS – AMOUNTS FALLING DUE WITHIN ONE YEAR

DUE WITHIN ONE YEAR		
	2018	2017
	£	£
School and administrative expenses	466,814	363,720
Fees for autumn term received in advance	308,624	246,541
Amount payable on building contract	60,319	135,784
Bank loan (see note 8)	180,000	180,000
Net capital obligations under finance leases	3,589	8,587
	1,019,346	934,632
8. CREDITORS – AMOUNTS FALLING DUE AFTER ONE YEAR		
DOE AFTER ONE TEAR	2018	2017
	£	£
Bank loan	2,611,647	2,737,323
Balance with The Ladies' College, Melrose	250,000	500,000
Net capital obligations under finance leases	962	4,498
	2,862,609	3,241,821

FOR THE YEAR ENDED 31 AUGUST 2018

8. CREDITORS – AMOUNTS FALLING DUE AFTER ONE YEAR (continued)

The maturity of the bank loan is as follows:

	2018	2017
	£	£
Repayable in instalments:		
Within 1 year	180,000	180,000
Later than 1 year and not later than 5 years	720,000	720,000
Over 5 years	1,891,647	2,017,323
	2,791,647	2,917,323

The bank loan with the Royal Bank of Scotland International Limited (trading as NatWest) (the "Bank") was obtained to assist with the construction of Phase 3. The loan facility, to an amount of £4 million, was agreed in two parts – the initial, flexible and interest only element known as the Revolving Credit Facility ("RCF"), which was available until practical completion of Phase 3 and the "Term Out" option which enabled the Board of Governors to invoke the "Term Out" option which converted the "RCF" (inclusive of accrued interest) to a capital and interest repayment loan over a period of up to 20 years. Interest is repayable at 1.75% above the Bank of England Base Rate during the RCF and 1.45% above the Bank of England Base Rate during the Term Out option. The Term Out option was invoked during the year to August 2017 for a total amount of £3 million. The States of Guernsey has undertaken to assume The Ladies' College's obligations to the Bank under the loan agreement should there be an event of default under that loan agreement.

9. PENSION COSTS

A majority of the employees of the College are members of the States of Guernsey Superannuation Scheme ("the Scheme"). This is a defined benefit pension scheme, funded by contributions from both employer and employee, at rates which are determined on the basis of actuarial advice and which are calculated to spread the expected cost of benefits to employees over the period of those employees' expected working lives.

The Scheme is a multi-employer scheme and the level of contributions made to the scheme by each employer will be affected by actuarial risks relating to the employees of other employers. It is not possible for the underlying pension assets and liabilities within the Scheme relating to the employees of the College to be determined on a reasonable and consistent basis, as required by FRS 102. In addition, the Board of Governors considers that the additional costs which would be incurred were it possible to do so, in providing such information considerably outweigh any benefit to the proposed users of these financial statements.

The last actuarial valuation of the Scheme was conducted at 31 December 2016. At that date the actuarial value of the assets relating to the "Combined pool" within the overall Scheme, to which the College's staff belong, represented 93.5% of the actuarial valuation of the liabilities relating to that group. The rate of employer's contribution remained at 14.1% in respect of all staff after the valuation.

FOR THE YEAR ENDED 31 AUGUST 2018

9. PENSION COSTS (continued)

The total amount of superannuation contributions payable by the College to the Scheme for the year ended 31 August 2018 was £369,373 (2017: £343,274). At 31 August 2018 the amount of outstanding contributions not paid over to the Scheme was £98,897 (2017: £84,662).

Further details relating to the funding of the superannuation scheme are provided in the Superannuation Fund section of the accounts of the States of Guernsey.

10. CAPITAL COMMITMENT

In 2015 the College entered into an agreement with the Treasury and Resources department of the States of Guernsey for a lease of the land and buildings used by the College. Under the terms of the lease the College is required to invest an aggregate of not less than £10,000,000 on the property at Ladies College by 31 December 2035. The amount is subject to increase in line with the Guernsey retail price index and does not include finance costs. As at 31 August 2018 a total amount of £6,749,959 has been invested (2017: £6,672,944).

11. FINANCIAL COMMITMENT

The College has entered into a lease over the land and buildings occupied by the College. The

The total future minimum rentals payable under the lease until 2065 are as follows:

	2018	2017
	£	£
Within 1 year	254	254
Later than 1 year and not later than 5 years	1,016	1,016
Over 5 years	10,668	10,922
	11,938	12,192
	<u> </u>	

12. CONTROLLING PARTY

Throughout the year the College was under the control of the Board of Governors acting in concert. In the opinion of the Board of Governors there is no controlling party as defined by FRS 102 as no party has the ability to direct the financial and operating policies of the College with a view to gaining economic benefit from their direction.

FOR THE YEAR ENDED 31 AUGUST 2018

13. RELATED PARTY TRANSACTIONS

Key management personnel includes all Governors and a number of senior managers across the College who together have authority and responsibility for planning, directing and controlling the activities of the College. The Governors are unpaid. The total compensation paid to key management personnel for services provided to the College was £460,495 (2017: £428,698).

During the year the College received £1,690 (2017: £2,804) in the form of donations from members of the Board of Governors and their close family members. These amounts have been