

# BURY MANOR SCHOOL TRUST LIMITED (DORSET HOUSE SCHOOL)

England & Wales · Charity number 307035

## Details

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Other names	DORSET HOUSE SCHOOL
Status	Registered
Legal form	Charitable company
Company number	<a href="#">00803309</a>
Registered	1966-10-26
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Dorset House School The Manor Church Lane Bury Pulborough RH20 1PB
Phone	01798831456
Email	<a href="mailto:info@dorsethouseschool.com">info@dorsethouseschool.com</a>
Website	<a href="http://www.dorsethouseschool.com">www.dorsethouseschool.com</a>

## Activities

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**Objects:** TO ESTABLISH AND CARRY ON A PREPARATORY SCHOOL FOR BOYS AND FOR THAT PURPOSE TO PURCHASE PROPERTY AT BURY IN THE COUNTY OF SUSSEX OR ELSEWHERE ON SUCH TERMS AS THE GOVERNING BODY THINK FIT. TO OFFER SCHOLARSHIPS, EXHIBITIONS, PRIZES AND REWARDS. TO ACQUIRE AND CARRY ON IN THE UNITED KINGDOM ANY BOARDING OR DAY SCHOOL OR SCHOOLS FOR THE EDUCATION OF CHILDREN OF EITHER SEX OR BOTH SEXES.

**Activities:** The delivery of a broad and balanced education to pupils aged 4-13.

## Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- West Sussex

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£2,512,492	£2,482,105	£2,840,889	46
2023-08-31	£2,419,813	£2,373,771	£2,810,502	46
2022-08-31	£2,241,190	£2,167,426	£2,764,460	46
2021-08-31	£2,005,546	£1,959,712	£2,690,696	45
2020-08-31	£2,088,427	£1,979,263	£2,644,862	45

## Trustees

Name	Role	Appointed
Amanda Meyrick		2016-03-07
DOMINIC MOTT		2017-11-13
Hilary Dugdale		
Jane Louise Hamblett-Jahn		2021-11-15
Kevin Smith		2024-03-04
Michael Higham		2015-01-01
Nigel Parsons		2015-11-23
Oliver Marshall		2020-11-16
RICHARD DEVENISH AGUTTER FCA JP		
Thomas Clifton Athron		2021-11-15

**BURY MANOR SCHOOL TRUST LIMITED (DORSET HOUSE SCHOOL)**

England & Wales - Charity number 307035

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# Accounts

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Registered number: 00803309  
Charity number: 307035

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Directors' report and consolidated financial statements**

**For the year ended 31 August 2024**

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

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**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Reference and administrative details of the Company, its Directors and advisers**  
**For the year ended 31 August 2024**

**Directors**

R D Agutter FCA JP, Trustee<sup>1</sup>  
H R Dugdale MA (Cantab) PGCE, Trustee<sup>2</sup>  
M J Higham BA Cert. Ed, Chairman<sup>1,2</sup>  
A Meyrick, Trustee<sup>1</sup>  
N A Parsons, Trustee<sup>1</sup>  
D W Mott MA (Cantab), Trustee<sup>2</sup>  
A P Williamson BA (Hons) ACA, Trustee (resigned 4 March 2024)<sup>1</sup>  
A H Windle, Trustee (resigned 4 March 2024)<sup>2</sup>  
O Marshall, Trustee  
J L Hamblett-Jahn, Trustee<sup>2</sup>  
T C Athron, Trustee<sup>1</sup>  
K J Smith, Trustee (appointed 4 March 2024)

<sup>1</sup> Member of the Estates and Finance Committee

<sup>2</sup> Members of the Academic Committee

**Company registered number**

00803309

**Charity registered number**

307035

**Registered office**

9 Donnington Park, 85 Birdham Road, Chichester, West Sussex, PO20 7AJ

**Principal operating office**

Dorset House School, Bury, Pulborough, West Sussex, RH20 1PB

**Company secretary**

A C Owens MSc ACMA

**Independent auditor**

Kreston Reeves LLP, Statutory Auditor, 9 Donnington Park, 85 Birdham Road, Chichester, West Sussex, PO20 7AJ

**Bankers**

Natwest, 2nd floor Turnpike House, 123 High Street, Crawley, West Sussex, RH10 1DQ

**Solicitors**

Anderson Longmore & Higham, Wisteria House, Market Square, Petworth, West Sussex, GU28 0AJ

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report**  
**For the year ended 31 August 2024**

The Board of Directors present their annual report for the year ended 31 August 2024 under the Companies Act 2006 and the Charities Act 2011, together with the financial statements for the year, and confirm that the latter comply with the requirements of the Companies Act 2006, the company's Memorandum and Articles of Association and the Charities Statement of Recommended Practice (SORP) FRS102. The directors are also trustees of the company for the purposes of company law and its trustees (governors) for the purposes of charity law. The report makes references to both directors and trustees, although they are both the same roles held. These terms are used interchangeably within the report.

Bury Manor School Trust Limited (Dorset House School) is a charitable company founded in 1964, charity registration number 307035, company registration number 803309, with liability of its members limited to £1 each by guarantee. The registered office of the company is 9 Donnington Park, 85 Birdham Road, Chichester, West Sussex, PO20 7AJ.

A subsidiary company, Bury Manor Barn Limited, company registration number 13490783, was incorporated in July 2021 in order to operate the school's venue hire business. This company is 100% owned by the parent charity and has the same registered office. All net income is donated to the school in furtherance to our charitable objectives.

**Objectives and activities**

**a. Policies and objectives**

The object of the company, in accordance with its Memorandum and Articles of Association, is the education of children up to age 13.

In setting objectives and planning for activities, the Directors have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

**b. Strategies for achieving objectives**

Dorset House is a happy, friendly, caring school for girls and boys, aged between 4 and 13, based on Christian principles with a family-centred ethos. It is a structured but loving environment with a fine reputation for giving the individual the opportunity to experience and explore all areas of the curriculum. The school has a rigorous approach to academic achievement whilst maintaining its reputation for sporting, musical and artistic endeavour.

Dorset House aims to answer individual educational needs and to inspire pupils with a desire to learn. These aims are achieved through our stimulating, varied and balanced curriculum in which independent learning skills are developed and where children are given the confidence to achieve their potential. We have adopted the overarching principle of 'Be the Best You Can Be'.

We believe that the challenges offered by Dorset House enable our children to embrace the opportunities that lie ahead and will prepare them for a demanding future.

The key qualities of a Dorset House education are:

- inspired teaching by an enthusiastic staff.
- a 'can do' ethos that pervades the school community at all levels.
- a rich extra-curricular provision, giving opportunities for every child to find their niche, experience success and develop self-confidence.
- a pastoral care programme that ensures that every child's social and academic progress is supported.
- a valued partnership between home and school.

Whilst predominately a day school, we also offer flexi boarding to pupils in years 5 to 8.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report (continued)**  
**For the year ended 31 August 2024**

**Objectives and activities (continued)**

**c. Objectives for the year**

The board's main objective continued to be to educate all the school's pupils to at least the same high standard achieved by the school in previous years, so that they will be fully able to benefit from their chosen senior school for the completion of their education in due course. Our strategy for achieving this is to maintain a high teacher: pupil ratio and to tailor our services, as appropriate in each case, to suit the individual child.

**d. Main activities undertaken to further the Company's purposes for the public benefit**

Principal activity

Dorset House School's principal activity is the provision of a day and boarding school for boys and girls aged 4 to 13. The school roll stood at 133 at the end of the summer term 2024.

Public benefit

Governors take their role of providing public benefit very seriously and consider they have complied with their duty in section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Bursaries

We are able to support pupils through our Bursary Scheme. This scheme, which is available on a means-tested basis assessed by the Bursar against criteria agreed by the directors, provided support for 25 children in 2023-24 and reduced annual gross fee income by 6.5%. All applications for an award are considered by the Estates and Finance sub-committee. Awards are granted for a maximum period of 1 year and are subject to annual review.

The school and the community

Dorset House School is an integral part of the local community, employing several staff members from the village in both teaching and non-teaching posts, as well as hosting the annual Village Fête in the school grounds without charge. Dorset House regularly worships as a school in the adjacent parish church of Saint John the Evangelist.

The school provides a space for a local nursery to use at no charge. The school is licensed as a venue for civil ceremonies and regularly hosts weddings and receptions throughout school holidays. The school often supports PGCE student training placements and teachers with their NQT year.

Charity work

During the year to 31 August 2024 the school raised £6,273 for charity. This included £1,000 for Canine Partners and the RNLI as part of our Year 7 business enterprise project at Arundel Farmers' Market, and £935 for FEAST, an aid charity in Southern India. Smaller sums were spread across several charities including the Royal British Legion, Young Minds, Children in Need, Red Cross and Comic Relief.

The Parents' Association held a number of fundraising events including a Christmas party, a Festival 60 event to celebrate the school being on the current site for 60 years, and dads' camping.

**e. Volunteers**

From monies raised in previous years, the Parents' Association kindly donated £31,000 in August 2024 towards resurfacing of the all-weather pitch. Further fundraising for this work is ongoing. The Parents' Association also contributed towards our annual bonfire/fireworks night and provided funding for science equipment and a mud kitchen for the woods.

**Bury Manor School Trust Limited**  
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**Directors' report (continued)**  
**For the year ended 31 August 2024**

**Strategic report**

**Achievements and performance**

**a. Financial review**

The school achieved an unrestricted fund deficit of £565 in comparison to an unrestricted fund surplus of £54,779 in 2022-2023. The school also holds £31,877 of restricted funds (2023: £935).

In 2023-24, we have started with 123 pupils in Reception to Year 8. There are healthy numbers in the Pre-Prep and in Years 4 to 6. Despite the imposition of VAT on school fees in January 2025, there continues to be considerable interest from prospective parents.

The school has made significant investments and improvements to its facilities during recent years including construction of a new Pre-Prep assembly hall and school office and significant refurbishment of the medieval barn, kitchen/dining areas and the Pre-Prep classrooms.

Only limited capital expenditure was carried out in 2023-24 including refurbishment of the Art/DT room, installation of a fire suppression system in the kitchen, replacement of a number of fire doors, and carpeting of the corridors in boarding. The main server was also replaced along with 20 workstations in the IT suite.

The school continues to work to a business plan that provides for a growth in pupil numbers whilst maintaining the ethos and culture of the school.

**b. Review of activities**

Operational performance of the school

In 2024 all seventeen Year 8 pupils went to a senior school of their choice, 8 with scholarship awards – to Hurst College, Lancing College, and Seaford College. This was the third year in which most pupils did not sit Common Entrance examinations. In place of this, a bespoke Y7/8 curriculum was followed which allowed more flexibility and challenge and the inclusion of leadership and enterprise initiatives while maintaining the highest academic standards.

These results indicate that the board's primary objective of maintaining high academic standards is being met. The staff: pupil ratio remained high so that individual educational, extra-curricular and pastoral needs were met.

The school continues to work to a business plan that provides for a growth in pupil numbers whilst maintaining the ethos and culture of the school:

- To ensure the maintenance of high educational standards.
- Provision of a rich programme of extra-curricular activities and a happy, caring environment.
- Fulfilment of public benefit requirements.
- A modest financial surplus was achieved which has enabled re-investment in the school premises and facilities.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report (continued)**  
**For the year ended 31 August 2024**

**Strategic report (continued)**

**Achievements and performance (continued)**

**c. Fundraising activities and income generation**

Bury Manor School Trust Ltd recognises the vital contribution made by its supporters. We believe that giving to charity should be a positive experience, and to help ensure that this is the case we acknowledge the damaging impact an excessively aggressive approach to fundraising can have on vulnerable people, whether from unreasonably persistent approaches being made or undue pressure to give being applied, and great care is undertaken to ensure that such practices are not adopted by the Trust. To this end, all fundraising activity is carried out by our Parent Association - DHPA. This group raises money for the school through regular activities such as quiz night, bonfire night, and parent, pupil and community social events. All of these events are voluntary and advertised in a non-intrusive manner.

The school does not utilise the services of any external commercial fundraisers. At this point, given that the majority of the school's donations are from pupils' parents, the trustees do not consider it necessary to subscribe to the Fundraising Regulator.

The school welcomes feedback on its fundraising approach and seeks to make improvements wherever it can. Any complaints received in respect of our fundraising activities are taken very seriously and are acted upon immediately. We are pleased to report that during the year no complaints were received in respect of our fundraising activity.

**d. Investment policy and performance**

The school has no investments other than in its estate, the use of which is maximised for the benefit of the school. The letting of the school for marriages and wedding receptions and for summer activities continues to be both popular and profitable.

**e. Going concern**

After making appropriate enquiries, the trustees are confident that the School has sufficient resources to continue its activities for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**f. Reserves policy**

Total consolidated funds at 31 August 2024 were £2,840,889 (2023: £2,810,502). This is made up of restricted funds totalling £31,887 (2023: £935) and unrestricted funds totalling £2,809,002 (2023: £2,809,567). £3,028,808 (2023: £3,025,684) was invested in tangible fixed assets for use by the charity. The charity therefore had a deficit of free reserves at 31 August 2024 of £219,806 (2023: £216,117) mainly represented by a bank loan secured on the charity's freehold property. The bank loan has been substantially reduced in recent years.

The governors have determined that their first priority is the creation of an attractive educational and pastoral environment which is responsive to the needs of parents, children and teachers such that the school will maintain its strong reputation as a unique small preparatory north of the South Downs in West Sussex. It must have a strong marketing focus to grow pupil numbers. Surpluses will be devoted in the short term to reducing debt levels. Only when debt has been reduced, can reserves be built up.

**Bury Manor School Trust Limited**  
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**Directors' report (continued)**  
**For the year ended 31 August 2024**

**Structure, governance and management**

**a. Constitution**

The company is governed by its Memorandum and Articles of Association, last amended on 14 November 2000.

**b. Methods of appointment or election of Directors**

The directors, who are also required under the Articles to serve as members of the company, are elected at a full directors' meeting on the basis of nominations received from the Chairman or the Head based on eligibility, personal competence, relevant experience and availability. Three directors are drawn from senior teaching posts in secondary schools in Sussex (Hurst College, Brighton College and Lancing College). Directors serve for a term of seven years and are eligible for reelection.

**c. Organisational structure and decision-making policies**

The directors meet as a board at least three times a year to determine the general policy of the company and review its overall management and control for which they are legally responsible. The Estates and Finance subcommittee meets formally before each main meeting and undertakes a detailed review of the budgets, annual reports and accounts.

The day-to-day running of the school is delegated to the Head and the Bursar, supported by the Senior Management Team and other members of staff. An Academic subcommittee, comprising the Head and Governors with firsthand experience of education, gives advice on the school's curriculum and other academic matters. The Health & Safety subcommittee, comprising the Head, the Bursar, staff representatives and Governors with experience of Health & Safety management, meet termly and report to the full board. Other Governors are given specific responsibility for Boarding, Safeguarding (including the Single Central Register of Appointments), and the Pre-Prep.

**d. Policies adopted for the induction and training of Directors**

New directors are inducted into the workings of the school, and also of the company as a registered charity, including board policy and procedures, at a series of induction meetings with the Head and the Bursar. Directors also attend courses run by the Independent Association of Preparatory Schools (IAPS), the Association of Governing Bodies of Independent Schools (AGBIS) and the Independent Schools Bursars Association (ISBA).

**e. Pay policy for key management personnel**

Salaries for all staff including senior staff are benchmarked against other IAPS independent schools to allow us to remain an attractive employer in the sector.

Salaries are reviewed annually and generally an inflationary increase is applied. This is dependent on the financial success of the school and also increases being offered in similar schools. Specific salaries may be adjusted on the basis of annual performance appraisals.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report (continued)**  
**For the year ended 31 August 2024**

**Structure, governance and management (continued)**

**f. Related party relationships**

Dorset House School is an active member of the Independent Association of Preparatory Schools, the Independent Schools Bursars Association, and the Association of Governing Bodies of Independent Schools for the maintenance of preparatory schools' standards generally.

We co-operate with as many local charities as we can, to widen public access to the schooling we can provide, to optimise the use of our cultural and sporting facilities and to awaken in our pupils an awareness of the social context of the education they receive at the school.

Dorset House School also benefits from the generosity of a thriving Parents' Association whose continuing support we greatly appreciate and gladly acknowledge.

**g. Risk management**

The Board continues to keep the school's activities under review with regard to the major risks that may arise.

The principal risks and uncertainties facing the school are as follows:

External economic factors and the sustainability of fee increases

The School relies on parents' ability to pay fees as its main source of income. There is a risk that external economic factors reduce parents' ability to pay fees or result in parents withdrawing pupils due to fee levels.

Impact of government legislation

Changes in government legislation, for example the planned imposition of VAT on independent school fees from 1 January 2025, may impact the School's status and operation. The School must be able to adapt to such changes practically and efficiently.

Reputational risk and competition from nearby schools

The continuing success of the School is dependent on continuing to attract applicants by maintaining high academic standards, an extensive range of extra-curricular and sporting activities, and excellent facilities. The School operates in a competitive local market.

Risk Management

The Board and Senior Management Team continue to keep the School's activities under review, particularly with regard to any major risks that may arise from time to time. Internal and external factors that influence the school performance including Governance and Management, Competition, Compliance and Systems are reviewed regularly.

The school continues to work with its external Health & Safety advisors carrying out rolling reviews of procedures to ensure compliance with legislation and that major risks identified by this process have been mitigated to an acceptable level. The school Health & Safety Committee meet three times a year and reports to the full Governing Body.

**Plans for future periods**

Growing pupil numbers in the Pre-Prep and increasing boarding numbers remain a focus.

Areas for development are as follows:

- Continued development of the bespoke Y7/8 curriculum and leadership and enterprise initiatives.
- Refurbishment of the car park and drive.
- Further refurbishment of the boarding accommodation.
- To continue the improvement of ICT infrastructure and teaching within the school.

**Bury Manor School Trust Limited**  
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**Directors' report (continued)**  
**For the year ended 31 August 2024**

**Statement of Directors' responsibilities**

The Directors (who are also the trustees of the charitable Company for the purposes of charity law) are responsible for preparing the Directors' report including the Strategic report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year. Under company law, the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Group and the Company and of their incoming resources and application of resources, including their income and expenditure, for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Group will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Group and the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Group and the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Group and the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Disclosure of information to auditor**

So far as each director at the date of approval of this report is aware:

- there is no relevant audit information of which the charitable group's auditor is unaware, and
- that Director has taken all the steps that ought to have been taken as a Director in order to be aware of any relevant audit information and to establish that the charitable group's auditor is aware of that information.

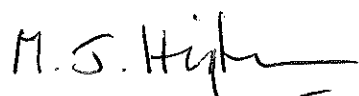
**Auditor**

The auditor, Kreston Reeves LLP, has indicated their willingness to continue in office. The designated Directors will propose a motion reappointing the auditor at a meeting of the Directors.

**Small companies special provisions**

The report of the directors has been prepared in accordance with the special provisions of section 415A of the Companies Act 2006 relating to small companies.

Approved by order of the members of the board of Directors and signed on their behalf by:



**M J Higham**  
Chairman

Date: 3-3-2025

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Independent auditor's report to the Members of Bury Manor School Trust Limited**

**Opinion**

We have audited the financial statements of Bury Manor School Trust Limited (the 'parent charitable company') and its subsidiaries (the 'group') for the Year ended 31 August 2024 which comprise the Consolidated statement of financial activities, the Consolidated balance sheet, the Company balance sheet, the Consolidated statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including 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 Group's and of the parent charitable company's affairs as at 31 August 2024 and of the Group's incoming resources and application of resources, including its income and expenditure for the Year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**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 Group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council'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**

In auditing the financial statements, we have concluded that the Directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Group's or the parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Directors with respect to going concern are described in the relevant sections of this report.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

**Other information**

The other information comprises the information included in the Annual report other than the financial statements and our Auditor's report thereon. The Directors are responsible for the other information contained within the Annual report. 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. 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 course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Directors' report including the Strategic report for the financial Year for which the financial statements are prepared is consistent with the financial statements.
- the Directors' report and the Strategic report have been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' report including the Strategic report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- the parent charitable company has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Directors' report.

**Responsibilities of Directors**

As explained more fully in the Directors' responsibilities statement, the Directors (who are also the directors of the charitable company for the purposes of company law) 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 Directors 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 Directors are responsible for assessing the Group's and the parent charitable company'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 Directors either intend to liquidate the Group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

**Bury Manor School Trust Limited**  
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**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

**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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

*Capability of the audit in detecting irregularities, including fraud*

Based on our understanding of the charity and in charity and in the sector as a whole, and through discussion with the Trustees and other management (as required by auditing standards), we identified that the principal risks of non-compliance with laws and regulations related to child protection and safeguarding, health and safety, anti-bribery and employment law. We considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities SORP (FRS 102) Second Edition (released October 2019), the Companies Act 2006 and other relevant charity legislation. We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit. We evaluated Trustees' and management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to posting inappropriate journal entries to increase revenue or reduce expenditure and management bias in accounting estimates and judgemental areas of the financial statements. Audit procedures performed by the engagement team included:

- Discussions with management and assessment of known or suspected instances of non-compliance with laws and regulations (including health and safety) and fraud, and review of the reports made by management; and
- Assessment of identified fraud risk factors; and
- Challenging assumptions and judgements made by management in its significant accounting estimates; and
- Checking and reperforming the reconciliation of key control accounts; and
- Performing analytical procedures to identify any unusual or unexpected relationships, including related party transactions, that may indicate risks of material misstatement due to fraud; and
- Confirmation of related parties with management, and review of transactions throughout the period to identify any previously undisclosed transactions with related parties outside the normal course of business; and
- Reading minutes of meetings of those charged with governance, and reviewing correspondence with relevant tax and regulatory authorities; and
- Review of significant and unusual transactions using data analytics and evaluation of the underlying financial rationale supporting the transactions; and
- Identifying and testing journal entries, in particular any manual entries made at the year end for financial statement preparation; and
- Physical inspection of tangible assets susceptible to fraud or irregularity; and
- Existence testing of trade debtor balances by agreeing post year-end receipts and
- Challenging assumptions and judgements made by management in its significant accounting estimates

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Directors.
- Conclude on the appropriateness of the Directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in my Auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of my Auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the Group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees 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 charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

*Kreston Reeves LLP*

**Lucy Hammond BSc FCA (Senior statutory auditor)**

for and on behalf of  
**Kreston Reeves LLP**

Chartered Accountants

Chichester

5 March 2025

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Consolidated Statement of financial activities (incorporating income and expenditure account)**  
For the year ended 31 August 2024

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
<b>Income from:</b>					
Donations and legacies	4	46,983	35,335	82,318	32,416
Charitable activities	5	2,261,619	-	2,261,619	2,215,428
Other trading activities	6	136,545	-	136,545	142,192
Other income	7	32,010	-	32,010	29,777
<b>Total income</b>		<b>2,477,157</b>	<b>35,335</b>	<b>2,512,492</b>	<b>2,419,813</b>
<b>Expenditure on:</b>					
Raising funds		66,902	-	66,902	67,771
Charitable activities	8	2,410,300	4,383	2,414,683	2,306,000
<b>Total expenditure</b>		<b>2,477,202</b>	<b>4,383</b>	<b>2,481,585</b>	<b>2,373,771</b>
<b>Net (expenditure)/income before taxation</b>		<b>(45)</b>	<b>30,952</b>	<b>30,907</b>	<b>46,042</b>
Taxation	13	(520)	-	(520)	-
<b>Net movement in funds</b>		<b>(565)</b>	<b>30,952</b>	<b>30,387</b>	<b>46,042</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	20	2,809,567	935	2,810,502	2,764,460
Net movement in funds		(565)	30,952	30,387	46,042
<b>Total funds carried forward</b>		<b>2,809,002</b>	<b>31,887</b>	<b>2,840,889</b>	<b>2,810,502</b>

The Consolidated statement of financial activities includes all gains and losses recognised in the Year.

The notes on pages 20 to 37 form part of these financial statements.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**  
**Registered number: 00803309**

**Consolidated balance sheet**  
**As at 31 August 2024**

	Note	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	14	3,028,808	3,025,684
		<u>3,028,808</u>	<u>3,025,684</u>
<b>Current assets</b>			
Stocks	16	1,500	1,500
Debtors	17	514,888	713,896
Cash at bank and in hand		933,831	345,513
		<u>1,450,219</u>	<u>1,060,909</u>
Creditors: amounts falling due within one year	18	(1,047,793)	(984,474)
<b>Net current assets</b>		<u>402,426</u>	<u>76,435</u>
<b>Total assets less current liabilities</b>		<u>3,431,234</u>	<u>3,102,119</u>
Creditors: amounts falling due after more than one year	19	(590,345)	(291,617)
<b>Total net assets</b>		<u><u>2,840,889</u></u>	<u><u>2,810,502</u></u>
<b>Charity funds</b>			
Restricted funds	20	31,887	935
Unrestricted funds	20	2,809,002	2,809,567
<b>Total funds</b>		<u><u>2,840,889</u></u>	<u><u>2,810,502</u></u>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**  
**Registered number: 00803309**

**Consolidated balance sheet (continued)**  
**As at 31 August 2024**

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

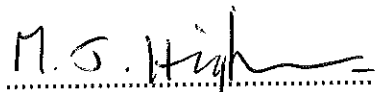
The members have not required the entity to obtain an audit for the Year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 151 of the Charities Act 2011.

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Directors and signed on their behalf by:



M J Higham BA Cert. Ed

Chairman

Date:

3-3-2025.

The notes on pages 20 to 37 form part of these financial statements.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**  
Registered number: 00803309

**Company balance sheet**  
**As at 31 August 2024**

	Note	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	14	3,028,808	3,025,684
Investments	15	100	100
		<u>3,028,908</u>	<u>3,025,784</u>
<b>Current assets</b>			
Stocks	16	1,500	1,500
Debtors	17	514,788	713,896
Cash at bank and in hand		854,039	334,944
		<u>1,370,327</u>	<u>1,050,340</u>
Creditors: amounts falling due within one year	18	(1,026,233)	(979,343)
		<u>344,094</u>	<u>70,997</u>
<b>Net current assets</b>			
		<u>3,373,002</u>	<u>3,096,781</u>
<b>Total assets less current liabilities</b>			
Creditors: amounts falling due after more than one year	19	(590,345)	(291,617)
		<u>2,782,657</u>	<u>2,805,164</u>
<b>Total net assets</b>			
<b>Charity funds</b>			
Restricted funds	20	31,887	935
Unrestricted funds	20	2,750,770	2,804,229
		<u>2,782,657</u>	<u>2,805,164</u>
<b>Total funds</b>			

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**  
**Registered number: 00803309**

**Company balance sheet (continued)**  
**As at 31 August 2024**

The Company's net movement in funds for the Year was £(22,507) (2023 - £43,373).

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

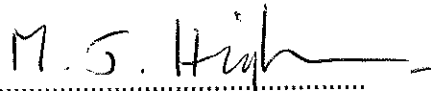
The members have not required the entity to obtain an audit for the Year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 151 of the Charities Act 2011.

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Directors and signed on their behalf by:



.....  
M J Higham BA Cert. Ed

Chairman

Date:

3-3-2025.

The notes on pages 20 to 37 form part of these financial statements.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Consolidated statement of cash flows**  
**For the year ended 31 August 2024**

	Note	2024 £	2023 £
<b>Cash flows from operating activities</b>			
Net cash used in operating activities	22	670,456	97,396
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(59,706)	(91,557)
<b>Net cash used in investing activities</b>		<b>(59,706)</b>	<b>(91,557)</b>
<b>Cash flows from financing activities</b>			
Repayments of borrowing		(22,432)	(22,432)
<b>Net cash used in financing activities</b>		<b>(22,432)</b>	<b>(22,432)</b>
<b>Change in cash and cash equivalents in the Year</b>		<b>588,318</b>	<b>(16,593)</b>
Cash and cash equivalents at the beginning of the Year		345,513	362,106
<b>Cash and cash equivalents at the end of the Year</b>	23	<b>933,831</b>	<b>345,513</b>

The notes on pages 20 to 37 form part of these financial statements

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2024**

**1. General information**

Bury Manor School Trust Limited is a Public Benefit Entity, a company limited by guarantee, registered in England and Wales (Company Number: 00803309), and a registered charity (Charity Number: 307035). The registered office is 9 Donnington Park, 85 Birdham Road, Chichester, West Sussex, PO20 7AJ. The principal office is Dorset House School, Bury, Pulborough, West Sussex, RH20 1PB.

All funds are used in furtherance of its education objectives. The School's activities are not subject to income or corporation tax under the provisions of S478 of the Corporation Tax Act 2010 as the school is a registered charity.

The charitable company's Memorandum and Articles of Association are the primary governing documents of the school and Governors are appointed in accordance with these.

The financial statements have been presented in sterling and rounded to the nearest £1.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Bury Manor School Trust Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated statement of financial activities (SOFA) and Consolidated balance sheet consolidate the financial statements of the Group and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Group has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of financial activities in these financial statements.

**2.2 Going concern**

The Directors assess whether the use of going concern is appropriate and whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the School to continue as a going concern. Having reviewed the funding facilities available to the School together with the expected ongoing demand for places and the its future projected cash flows, the Directors are confident that the school has sufficient resources to continue its activities for the foreseeable future. The Directors have considered the level of funds held and the expected level of income and expenditure for a period of twelve months from finalisation of these financial statements together with the support provided by the bank and have concluded that it is appropriate to continue to adopt the going concern basis in preparing the financial statements as outlined in the Statement of Directors' responsibilities.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2024**

**2. Accounting policies (continued)**

**2.3 Income**

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The school provides educational services to fee-paying students ranging from reception to year 8. Fees receivable are stated after deducting allowances, bursaries and other remissions granted by the school. Fees received in advance of education being provided in future years are held as liabilities until either taken into income in the term when used or else refunded.

Donations receivable for the general purposes of the charitable company are credited to unrestricted funds. Donations for purposes restricted by the wishes of the donor are taken to restricted funds.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and the receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Support costs which are not attributable to a single activity are apportioned between those activities on a basis that is consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Group's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Taxation**

The Company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2024**

**2. Accounting policies (continued)**

**2.6 Tangible fixed assets and depreciation**

The schools' freehold land and buildings were professionally revalued by Messrs Guy Leonard and Company at 31 August 1995 at £980,000. This valuation has been adopted as the historical cost. Subsequent building work and improvements costing more than £2,500 are capitalised and carried in the balance sheet at historical cost.

All other tangible fixed assets costing more than £1,000 are capitalised and carried in the balance sheet at historical cost. Depreciation is calculated on all assets, other than freehold land, to write down the cost less estimated residual value by reducing balance method over their expected useful lives.

Donated assets are capitalised at a reasonable estimate of their value to the charity.

Impairment reviews are carried out where there is some indication that the recoverable amount of a functional asset is below its net book value.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following bases:

Freehold property	0% per annum
Fixtures and fittings and motor vehicles including:	
Fixtures and fittings	10% per annum
Computer equipment	25% per annum
Motor vehicles	25% per annum
Sports property	5% per annum

**2.7 Investments**

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Consolidated statement of financial activities.

Investments in subsidiaries are valued at cost less provision for impairment.

**2.8 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

**2.9 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2024**

**2. Accounting policies (continued)**

**2.10 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.11 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated statement of financial activities as a finance cost.

**2.12 Financial instruments**

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.13 Operating leases**

Rentals paid under operating leases are charged to the Consolidated statement of financial activities on a straight line basis over the lease term.

**2.14 Pensions**

The Group operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Group to the fund in respect of the Year.

**2.15 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Directors in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2024**

**3. Critical accounting estimates and areas of judgment**

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

**Tangible fixed assets** - The school's tangible fixed assets are stated at their cost less provision for depreciation and impairment. The school's accounting policy sets out the approach to calculating depreciation for immaterial assets acquired. For material assets such as land and buildings the school determines at acquisition the reliable estimates for the useful life of the asset and its residual value. These estimates are based upon factors such as the expected use of the acquired asset and market conditions. At subsequent reporting dates the directors consider whether there are any factors that indicate that there would be a need to reconsider the estimates used.

Critical areas of judgment:

**Lease commitments** - The school has entered into lease commitments in respect of plant and equipment. The classification of these leases as operating leases requires the trustees to consider whether the terms and conditions of each lease are such that the school has acquired the risks and rewards associated with the ownership of the underlying assets.

**4. Income from donations and legacies**

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Donations	380	35,335	35,715	13,741
Other income	46,603	-	46,603	18,675
	<u>46,983</u>	<u>35,335</u>	<u>82,318</u>	<u>32,416</u>
<i>Total 2023</i>	<u>19,030</u>	<u>13,386</u>	<u>32,416</u>	

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2024**

**5. Income from charitable activities**

	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Fees	2,118,763	<b>2,118,763</b>	2,072,276
Extras	142,856	<b>142,856</b>	143,152
<b>Total 2024</b>	<u><u>2,261,619</u></u>	<u><u><b>2,261,619</b></u></u>	<u><u>2,215,428</u></u>
<i>Total 2023</i>	<u><u>2,215,428</u></u>	<u><u>2,215,428</u></u>	

**6. Income from other trading activities**

**Income from non charitable trading activities**

	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Sales	136,545	<b>136,545</b>	142,192
<i>Total 2023</i>	<u><u>142,192</u></u>	<u><u>142,192</u></u>	

Total trading income of £133,876 (2023: £139,523) has been generated through events hire in Bury Manor Barn Ltd.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2024**

**7. Other income**

	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Holiday lettings	14,957	<b>14,957</b>	13,047
Other lettings	13,698	<b>13,698</b>	13,390
Miscellaneous Income	3,355	<b>3,355</b>	3,340
	<u>32,010</u>	<u><b>32,010</b></u>	<u>29,777</u>
<i>Total 2023</i>	<u>29,777</u>	<u><b>29,777</b></u>	

**8. Expenditure on charitable activities**

	<b>Unrestricted funds 2024 £</b>	<b>Restricted funds 2024 £</b>	<b>Total 2024 £</b>	<i>Total 2023 £</i>
Charitable activities	<u>2,410,300</u>	<u>4,383</u>	<u><b>2,414,683</b></u>	<u>2,306,000</u>
<i>Total 2023</i>	<u>2,291,250</u>	<u>14,750</u>	<u><b>2,306,000</b></u>	

**9. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2024 £</b>	<b>Support costs 2024 £</b>	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Provision of education	<u>2,388,291</u>	<u>26,392</u>	<u><b>2,414,683</b></u>	<u>2,306,000</u>
<i>Total 2023</i>	<u>2,283,836</u>	<u>22,164</u>	<u><b>2,306,000</b></u>	

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2024**

**9. Analysis of expenditure by activities (continued)**

**Analysis of direct costs**

	<b>Total funds 2024 £</b>	<b>Total funds 2023 £</b>
Staff costs	1,639,268	1,518,028
Inspection fees	3,706	1,808
Recruitment and training	5,146	5,996
Food costs	96,603	93,069
Laundry and cleaning	22,262	24,072
Field and garden expenses	14,422	23,682
Rates and water	27,446	25,619
Insurance	37,687	29,861
Swimming pool maintenance	2,044	1,909
Light and heat	57,788	82,394
Repairs and renewals	4,806	37,431
Curriculum expenses	47,125	48,189
Repairs to property	33,719	35,226
Motor and travel expenses	56,053	36,228
Subscriptions and donations	13,876	14,173
Cost of activities and extras	101,538	100,767
Telephone and postage	5,335	6,154
Printing, stationery and advertising	41,429	39,922
Bank charges	3,001	2,723
Miscellaneous expenses	12,982	10,940
Bad debts	5,088	-
Computer maintenance costs	59,164	53,533
Depreciation	56,582	55,268
Bank interest payable	22,954	20,126
Venue hire	18,267	16,718
<b>Total 2024</b>	<b>2,388,291</b>	<b>2,283,836</b>

During the year ended 31 August 2024, Bury Manor School Trust Limited had £4,383 of restricted expenditure direct costs. In the year ended 31 August 2023 restricted expenditure direct costs was £14,750.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2024**

**9. Analysis of expenditure by activities (continued)**

**Analysis of support costs**

	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Legal and professional	8,853	7,570
Audit and accountancy	17,539	14,594
	<u>26,392</u>	<u>22,164</u>

During the year ended 31 August 2024, all support cost expenditure was unrestricted. For the year ended 31 August 2023 all support expenditure was unrestricted.

**10. Auditor's remuneration**

The auditor's remuneration amounts to an auditor fee of £11,500 (2023 - £11,000), and other services of £5,816 (2023 - £5,780).

**11. Staff costs**

	<b>Group 2024 £</b>	<i>Group 2023 £</i>	<b>Company 2024 £</b>	<i>Company 2023 £</i>
Wages and salaries	1,410,682	1,281,056	1,362,895	1,232,767
Social security costs	106,985	94,365	106,985	94,365
Pension costs	169,388	190,896	169,388	190,896
	<u>1,687,055</u>	<u>1,566,317</u>	<u>1,639,268</u>	<u>1,518,028</u>

The average number of persons employed by the Company during the Year was as follows:

	<b>Group 2024 No.</b>	<i>Group 2023 No.</i>	<b>Company 2024 No.</b>	<i>Company 2023 No.</i>
Teaching staff	28	28	28	28
Others	18	18	18	18
	<u>46</u>	<u>46</u>	<u>46</u>	<u>46</u>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2024**

**11. Staff costs (continued)**

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	<b>Group 2024 No.</b>	<b>Group 2023 No.</b>
In the band £60,001 - £70,000	2	2
In the band £80,001 - £90,000	-	1
In the band £90,001 - £100,000	1	-

The school considers its key management personnel comprise of the Headteacher, Deputy Headteacher, Head of Pre-Prep, temporary Head of Pre-Prep, Bursar, Registrar and Housemaster. The total amount of employee benefits (including employer national insurance and pension contributions) received by key management personnel for the services to the Trust were: £451,655 (2023: £446,571).

**12. Directors' remuneration and expenses**

During the year, no Directors received any remuneration or other benefits (2023 - £NIL).

During the Year ended 31 August 2024, expenses totalling £NIL were reimbursed or paid directly to the Directors (2023 - £29 to 1 Director). Expenses incurred relate to travel costs for a school trip.

**13. Taxation**

	<b>2024 £</b>	<b>2023 £</b>
<b>Corporation tax</b>		
Current tax on net income for the Year	520	-
<b>Taxation on net income</b>	<u>520</u>	<u>-</u>

The tax assessed for the Year is the same as (2023 - the same as) the standard rate of corporation tax in the UK of 25% (2023 - 19%). The differences are explained below:

	<b>2024 £</b>	<b>2023 £</b>
Net (expenditure)/income before tax	<u>30,907</u>	<u>46,042</u>
Net (expenditure)/income multiplied by the standard rate of corporation tax in the UK of 25% (2023 - 19%).	7,727	8,748
<b>Effects of:</b>		
Taxable profits adjustment	(7,727)	(8,748)
Historic corporation taxation charge in subsidiary	520	-
<b>Total tax charge for the Year</b>	<u>520</u>	<u>-</u>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2024**

**14. Tangible fixed assets**

**Group and Company**

	Freehold property £	Fixtures and fittings £	Total £
<b>Cost or valuation</b>			
At 1 September 2023	2,926,955	964,556	3,891,511
Additions	-	59,706	59,706
At 31 August 2024	<u>2,926,955</u>	<u>1,024,262</u>	<u>3,951,217</u>
<b>Depreciation</b>			
At 1 September 2023	288,210	577,617	865,827
Charge for the Year	10,141	46,441	56,582
At 31 August 2024	<u>298,351</u>	<u>624,058</u>	<u>922,409</u>
<b>Net book value</b>			
At 31 August 2024	<u><u>2,628,604</u></u>	<u><u>400,204</u></u>	<u><u>3,028,808</u></u>
At 31 August 2023	<u><u>2,638,745</u></u>	<u><u>386,939</u></u>	<u><u>3,025,684</u></u>

Based on indicative valuation the Trustees believe the open market value of freehold land and buildings is substantially in excess of the carrying value. The insured value of the buildings is £17,390,000 exclusive of VAT as professionally valued in October 2022.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2024**

**15. Fixed asset investments**

<b>Company</b>	<b>Investments in subsidiary companies £</b>
<b>Cost or valuation</b>	
At 1 September 2023	100
At 31 August 2024	<u>100</u>
<b>Net book value</b>	
At 31 August 2024	<u>100</u>
At 31 August 2023	<u>100</u>

**Principal subsidiaries**

The following was a subsidiary undertaking of the Company:

<b>Name</b>	<b>Company number</b>	<b>Registered office or principal place of business</b>	<b>Principal activity</b>
Bury Manor Barn Ltd	13490783	9 Donnington Park, 85 Birdham Road, Chichester, West Sussex, PO20 7AJ	Event hire

<b>Class of shares</b>	<b>Holding</b>
Ordinary	100%

The financial results of the subsidiary for the year were:

<b>Name</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Profit/(Loss) / Surplus/ (Deficit) for the year £</b>
Bury Manor Barn Ltd	139,214	83,651	55,563

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Notes to the financial statements**  
**For the year ended 31 August 2024**

**16. Stocks**

	<b>Group</b> <b>2024</b> £	<i>Group</i> <i>2023</i> £	<b>Company</b> <b>2024</b> £	<i>Company</i> <i>2023</i> £
Finished goods and goods for resale	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>

**17. Debtors**

	<b>Group</b> <b>2024</b> £	<i>Group</i> <i>2023</i> £	<b>Company</b> <b>2024</b> £	<i>Company</i> <i>2023</i> £
Trade debtors	495,621	691,657	495,621	691,657
Other debtors	146	38	46	38
Prepayments and accrued income	19,121	22,201	19,121	22,201
	<u>514,888</u>	<u>713,896</u>	<u>514,788</u>	<u>713,896</u>

**18. Creditors: Amounts falling due within one year**

	<b>Group</b> <b>2024</b> £	<i>Group</i> <i>2023</i> £	<b>Company</b> <b>2024</b> £	<i>Company</i> <i>2023</i> £
Bank loans	22,433	22,433	22,433	22,433
Trade creditors	33,505	44,732	17,745	30,029
Amounts owed to group undertakings	-	-	-	11,772
Other taxation and social security	20,095	26,171	20,095	26,171
Other creditors	87,625	86,625	83,625	86,125
Accruals and deferred income	884,135	804,513	882,335	802,813
	<u>1,047,793</u>	<u>984,474</u>	<u>1,026,233</u>	<u>979,343</u>
	<b>Group</b> <b>2024</b> £	<i>Group</i> <i>2023</i> £	<b>Company</b> <b>2024</b> £	<i>Company</i> <i>2023</i> £
Deferred income at 1 September 2023	718,086	730,444	718,086	730,444
Resources deferred during the year	1,169,613	718,086	1,169,613	718,086
Amounts released from previous periods	(718,086)	(730,444)	(718,086)	(730,444)
<b>Deferred income at 31 August 2024</b>	<u>1,169,613</u>	<u>718,086</u>	<u>1,169,613</u>	<u>718,086</u>

Deferred income at the year end represents fees paid in advance. This includes amounts falling due within one year and amounts due after more than one year.

**Bury Manor School Trust Limited**  
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**Notes to the financial statements**  
For the year ended 31 August 2024

**19. Creditors: Amounts falling due after more than one year**

	<b>Group 2024</b>	<i>Group 2023</i>	<b>Company 2024</b>	<i>Company 2023</i>
	£	£	£	£
Bank loans	269,185	291,617	269,185	291,617
Accruals and deferred income	321,160	-	321,160	-
	<u>590,345</u>	<u>291,617</u>	<u>590,345</u>	<u>291,617</u>

The Trust has a bank loan with £336,482 repayable in termly instalments of £7,477, exclusive of interest, which is payable at 2.45% over National Westminster Bank Plc base rate. The loan is payable by three instalments per annum for 15 years.

The bank loan is secured by a first legal charge on all the Trust's freehold property at Bury Manor, Bury, Pulborough, and a fixed and floating charge on all the Trust's other assets, both present and future. The loan represents 10% of the net book value of the freehold property at 31 August 2024 (2023: 11%).

**20. Statement of funds**

**Statement of funds - current year**

	<b>Balance at 1 September 2023</b>	<b>Income</b>	<b>Expenditure</b>	<b>Balance at 31 August 2024</b>
	£	£	£	£
<b>Unrestricted funds</b>				
Unrestricted accumulated fund	2,097,646	2,477,157	(2,477,722)	2,097,081
Revaluation reserve	711,921	-	-	711,921
	<u>2,809,567</u>	<u>2,477,157</u>	<u>(2,477,722)</u>	<u>2,809,002</u>
<b>Restricted funds</b>				
PA donations	-	35,335	(3,448)	31,887
FEAST donations	935	-	(935)	-
	<u>935</u>	<u>35,335</u>	<u>(4,383)</u>	<u>31,887</u>
<b>Total of funds</b>	<u>2,810,502</u>	<u>2,512,492</u>	<u>(2,482,105)</u>	<u>2,840,889</u>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2024**

**20. Statement of funds (continued)**

PA Donations

These donations are made from the Parents Association to go towards improvements to the school and the annual firework display.

FEAST Donations

FEAST is a charity that the school raises money for throughout the year. The money is used to provide education to children in India to open the doorway to a better future.

**Statement of funds - prior year**

	<i>Balance at 1 September 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 August 2023 £</i>
<b>Unrestricted funds</b>					
Unrestricted accumulated fund	2,042,867	2,406,427	(2,359,021)	7,373	2,097,646
Revaluation reserve	711,921	-	-	-	711,921
	<u>2,754,788</u>	<u>2,406,427</u>	<u>(2,359,021)</u>	<u>7,373</u>	<u>2,809,567</u>
<b>Restricted funds</b>					
PA donations	7,634	13,386	(13,710)	(7,310)	-
FEAST donations	2,038	-	(1,040)	(63)	935
	<u>9,672</u>	<u>13,386</u>	<u>(14,750)</u>	<u>(7,373)</u>	<u>935</u>
<b>Total of funds</b>	<u><u>2,764,460</u></u>	<u><u>2,419,813</u></u>	<u><u>(2,373,771)</u></u>	<u><u>-</u></u>	<u><u>2,810,502</u></u>

**21. Analysis of net assets between funds**

**Analysis of net assets between funds - current period**

	<b>Unrestricted funds 2024 £</b>	<b>Restricted funds 2024 £</b>	<b>Total funds 2024 £</b>
Tangible fixed assets	3,028,808	-	3,028,808
Current assets	1,418,332	31,887	1,450,219
Creditors due within one year	(1,047,793)	-	(1,047,793)
Creditors due in more than one year	(590,345)	-	(590,345)
<b>Total</b>	<u><u>2,809,002</u></u>	<u><u>31,887</u></u>	<u><u>2,840,889</u></u>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2024**

**21. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior period**

	<i>Unrestricted funds 2023 £</i>	<i>Restricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Tangible fixed assets	3,025,684	-	3,025,684
Current assets	1,059,974	935	1,060,909
Creditors due within one year	(984,474)	-	(984,474)
Creditors due in more than one year	(291,617)	-	(291,617)
<b>Total</b>	<u><u>2,809,567</u></u>	<u><u>935</u></u>	<u><u>2,810,502</u></u>

**22. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>Group 2024 £</b>	<i>Group 2023 £</i>
Net income for the period (as per Statement of Financial Activities)	<u>30,387</u>	<u>46,042</u>
<b>Adjustments for:</b>		
Depreciation charges	56,582	55,268
Decrease/(increase) in debtors	199,008	(77,401)
Increase in creditors	384,479	73,487
<b>Net cash provided by operating activities</b>	<u><u>670,456</u></u>	<u><u>97,396</u></u>

**23. Analysis of cash and cash equivalents**

	<b>Group 2024 £</b>	<i>Group 2023 £</i>
Cash in hand	<u>933,831</u>	<u>345,513</u>
<b>Total cash and cash equivalents</b>	<u><u>933,831</u></u>	<u><u>345,513</u></u>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2024**

**24. Analysis of changes in net debt**

	At 1 September 2023	Cash flows	At 31 August 2024
	£	£	£
Cash at bank and in hand	345,513	588,318	933,831
Debt due within 1 year	(22,433)	-	(22,433)
Debt due after 1 year	(291,617)	22,432	(269,185)
	<u>31,463</u>	<u>610,750</u>	<u>642,213</u>

**25. Pension commitments**

The Trust operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Trust in an independently administered fund. The pension cost charge represents contributions payable by the Trust to the fund. During the year the total pension cost was £169,388 (2023: £190,896) At the balance sheet date £Nil (2023 - £Nil) was payable to the fund and is included in creditors.

**26. Operating lease commitments**

At 31 August 2024 the Group and the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	Group 2024 £	Group 2023 £	Company 2024 £	Company 2023 £
<b>Other:</b>				
Not later than 1 year	63,092	34,128	63,092	34,128
Later than 1 year and not later than 5 years	109,337	67,639	109,337	67,639
	<u>172,429</u>	<u>101,767</u>	<u>172,429</u>	<u>101,767</u>

The following lease payments and changes in lease payments have been recognised in the Statement of financial activities:

	Group 2024 £	Group 2023 £	Company 2024 £	Company 2023 £
Operating lease rentals	71,659	50,725	71,659	50,725

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Notes to the financial statements**  
**For the year ended 31 August 2024**

**27. Constitution**

The Trust is limited by guarantee and has no share capital. Every member of the Trust undertakes to contribute to the assets of the Trust in the event of it being wound up while he is a member or within one year after he ceases to be a member, such amount as may be required not exceeding £1.

**28. Related party transactions**

As is customary with the position at the school, the Bursar and Housemaster receive bursaries in respect of their children attending the school. Bursaries are received and approved annually by the trustees.

Skern Lodge Limited - for which A P Williamson is a director

During the year, 18 pupils went on a leadership trip to Skern Lodge and paid £5,753 (2023: total cost £7,369). There were no amounts outstanding at 31 August 2024 (2023:Nil). This transaction was carried out under normal business terms.

**BURY MANOR SCHOOL TRUST LIMITED (DORSET HOUSE SCHOOL)**

England & Wales - Charity number 307035

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# Accounts

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Registered number: 00803309  
Charity number: 307035

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Directors' report and consolidated financial statements**

**For the year ended 31 August 2023**

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

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**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Reference and administrative details of the Company, its Directors and advisers**  
**For the year ended 31 August 2023**

**Directors**

R D Agutter FCA JP, Trustee<sup>1</sup>  
H R Dugdale MA (Cantab) PGCE, Trustee<sup>2</sup>  
M J Higham BA Cert. Ed, Chairman<sup>1,2</sup>  
A Meyrick, Trustee<sup>1</sup>  
N A Parsons, Trustee<sup>1</sup>  
D W Mott MA (Cantab), Trustee<sup>2</sup>  
A P Williamson BA (Hons) ACA, Trustee<sup>1</sup>  
A H Windle, Trustee<sup>2</sup>  
O Marshall, Trustee  
J L Hamblett-Jahn, Trustee<sup>2</sup>  
T C Athron, Trustee<sup>1</sup>

<sup>1</sup> Member of the Estates and Finance Committee

<sup>2</sup> Members of the Academic Committee

**Company registered number**

00803309

**Charity registered number**

307035

**Registered office**

9 Donnington Park, 85 Birdham Road, Chichester, West Sussex, PO20 7AJ

**Principal operating office**

Dorset House School, Bury, Pulborough, West Sussex, RH20 1PB

**Company secretary**

A C Owens MSc ACMA

**Independent auditor**

Kreston Reeves LLP, Statutory Auditor, 9 Donnington Park, 85 Birdham Road, Chichester, West Sussex, PO20 7AJ

**Bankers**

Natwest, 2nd floor Turnpike House, 123 High Street, Crawley, West Sussex, RH10 1DQ

**Solicitors**

Anderson Longmore & Higham, Wisteria House, Market Square, Petworth, West Sussex, GU28 0AJ

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report**  
**For the year ended 31 August 2023**

The Board of Directors present their annual report for the year ended 31 August 2023 under the Companies Act 2006 and the Charities Act 2011, together with the financial statements for the year, and confirm that the latter comply with the requirements of the Companies Act 2006, the company's Memorandum and Articles of Association and the Charities Statement of Recommended Practice (SORP) FRS102. The directors are also trustees of the company for the purposes of company law and its trustees (governors) for the purposes of charity law. The report makes references to both directors and trustees, although they are both the same roles held. These terms are used interchangeably within the report.

Bury Manor School Trust Limited (Dorset House School) is a charitable company founded in 1964, charity registration number 307035, company registration number 803309, with liability of its members limited to £1 each by guarantee. The registered office of the company is 9 Donnington Park, 85 Birdham Road, Chichester, West Sussex, PO20 7AJ.

A subsidiary company, Bury Manor Barn Limited, company registration number 13490783, was incorporated in July 2021 in order to operate the school's venue hire business. This company is 100% owned by the parent charity and has the same registered office. All net income is donated to the school in furtherance to our charitable objectives.

## **Objectives and activities**

### **a. Policies and objectives**

The object of the company, in accordance with its Memorandum and Articles of Association, is the education of children up to age 13.

In setting objectives and planning for activities, the Directors have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

### **b. Strategies for achieving objectives**

Dorset House is a happy, friendly, caring school for girls and boys, aged between 4 and 13, based on Christian principles with a family-centred ethos. It is a structured but loving environment with a fine reputation for giving the individual the opportunity to experience and explore all areas of the curriculum. The school has a rigorous approach to academic achievement whilst maintaining its reputation for sporting, musical and artistic endeavour.

Dorset House aims to answer individual educational needs and to inspire pupils with a desire to learn. These aims are achieved through our stimulating, varied and balanced curriculum in which independent learning skills are developed and where children are given the confidence to achieve their potential. We have adopted the overarching principle of 'Be the Best You Can Be'.

We believe that the challenges offered by Dorset House enable our children to embrace the opportunities that lie ahead and will prepare them for a demanding future.

The key qualities of a Dorset House education are:

- inspired teaching by an enthusiastic staff.
- a 'can do' ethos that pervades the school community at all levels.
- a rich extra-curricular provision, giving opportunities for every child to find their niche, experience success and develop self-confidence.
- a pastoral care programme that ensures that every child's social and academic progress is supported.
- a valued partnership between home and school.

Whilst predominately a day school, we also offer flexi boarding to pupils in years 5 to 8.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Directors' report (continued)**  
**For the year ended 31 August 2023**

**Objectives and activities (continued)**

**c. Objectives for the year**

The board's main objective continued to be to educate all the school's pupils to at least the same high standard achieved by the school in previous years, so that they will be fully able to benefit from their chosen senior school for the completion of their education in due course. Our strategy for achieving this is to maintain a high teacher: pupil ratio and to tailor our services, as appropriate in each case, to suit the individual child.

**d. Main activities undertaken to further the Company's purposes for the public benefit**

Principal activity

Dorset House School's principal activity is the provision of a day and boarding school for boys and girls aged 4 to 13. The school roll stood at 136 at the end of the summer term 2023.

Public benefit

Governors take their role of providing public benefit very seriously and consider they have complied with their duty in section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Bursaries

We are able to support pupils through our Bursary Scheme. This scheme, which is available on a means-tested basis assessed by the Bursar against criteria agreed by the directors, provided support for 25 children in 2022-23 and reduced annual gross fee income by 6.2%. All applications for an award are considered by the Estates and Finance sub-committee. Awards are granted for a maximum period of 1 year and are subject to annual review.

The school and the community

Dorset House School is an integral part of the local community, employing several staff members from the village in both teaching and non-teaching posts, as well as hosting the annual Village Fête in the school grounds without charge. Dorset House regularly worships as a school in the adjacent parish church of Saint John the Evangelist.

The school provides a space for a local nursery to use at no charge. The school is licensed as a venue for civil ceremonies and regularly hosts weddings and receptions throughout school holidays. The school often supports PGCE student training placements and teachers with their NQT year.

Charity work

During the year to 31 August 2023 the school raised £5,085 for charity. This included £1,050 for Great Ormond Street Hospital as part of our Year 7 business enterprise project at Arundel Farmers' Market, and £1,040 for FEAST, an aid charity in Southern India. Smaller sums were spread across several charities including Turning Tides, Children in Need, NSPCC, Red Cross, Comic Relief, National Autistic Society and the Snowdrop Trust.

The Parents' Association held a number of fundraising events including a winter party, quiz night, and dads' camping.

**e. Volunteers**

From monies raised in previous years, the Parents' Association kindly donated £7,062 in November 2022 towards the installation of a large Tipi in the woods. This is being used for outdoor learning, forest school and leadership activities. The Parents' Association also donated some science equipment. They are currently raising money to refurbish the all-weather pitch.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Directors' report (continued)**  
**For the year ended 31 August 2023**

**Strategic report**

**Achievements and performance**

**a. Financial review**

The school achieved an unrestricted fund surplus of £54,779 in comparison to an unrestricted fund surplus of £78,787 in 2021-2022. The school also holds £935 of restricted funds (2022: £9,672).

Pupil numbers remain healthy with a small reduction compared to the previous year. In 2023-24, we have started with 134 pupils in Reception to Year 8, with most years being full or close to full.

The school has made significant investments and improvements to its facilities during recent years including construction of a new Pre-Prep assembly hall and school office and significant refurbishment of the medieval barn, kitchen/dining areas and the Pre-Prep classrooms.

Only limited capital expenditure was carried out in 2022-23 including refurbishment of the girls' changing in the Prep building, refurbishment of the barn and Manor toilets, as well as the replacement of all lights with LED bulbs. Two boilers and a number of windows were also replaced.

The school continues to work to a business plan that provides for a growth in pupil numbers whilst maintaining the ethos and culture of the school.

**b. Review of activities**

Operational performance of the school

In 2023 all fifteen Year 8 pupils went to a senior school of their choice, 8 with scholarship awards – to Bryanston School, Seaford College, Worth School, Lancing College and Gordonstoun School. This was the second year in which most pupils did not sit Common Entrance examinations. In place of this, a bespoke Y7/8 curriculum was followed which allowed more flexibility and challenge and the inclusion of leadership and enterprise initiatives while maintaining the highest academic standards.

These results indicate that the board's primary objective of maintaining high academic standards is being met. The staff: pupil ratio remained high so that individual educational, extra-curricular and pastoral needs were met.

The school continues to work to a business plan that provides for a growth in pupil numbers whilst maintaining the ethos and culture of the school:

- To ensure that Maintenance of high educational standards.
- Provision of a rich programme of extra-curricular activities and a happy, caring environment.
- Fulfilment of public benefit requirements.
- A modest financial surplus was achieved which has enabled re-investment in the school premises and facilities.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Directors' report (continued)**  
**For the year ended 31 August 2023**

**Strategic report (continued)**

**Achievements and performance (continued)**

**c. Fundraising activities and income generation**

Bury Manor School Trust Ltd recognises the vital contribution made by its supporters. We believe that giving to charity should be a positive experience, and to help ensure that this is the case we acknowledge the damaging impact an excessively aggressive approach to fundraising can have on vulnerable people, whether from unreasonably persistent approaches being made or undue pressure to give being applied, and great care is undertaken to ensure that such practices are not adopted by the Trust. To this end, all fundraising activity is carried out by our Parent Association - DHPA. This group raises money for the school through regular activities such as quiz night, bonfire night, and parent, pupil and community social events. All of these events are voluntary and advertised in a non-intrusive manner.

The school does not utilise the services of any external commercial fundraisers. At this point, given that the majority of the school's donations are from pupils' parents, the trustees do not consider it necessary to subscribe to the Fundraising Regulator.

The school welcomes feedback on its fundraising approach and seeks to make improvements wherever it can. Any complaints received in respect of our fundraising activities are taken very seriously and are acted upon immediately. We are pleased to report that during the year no complaints were received in respect of our fundraising activity.

**d. Investment policy and performance**

The school has no investments other than in its estate, the use of which is maximised for the benefit of the school. The letting of the school for marriages and wedding receptions and for summer activities continues to be both popular and profitable.

**e. Going concern**

After making appropriate enquiries, the trustees are confident that the School has sufficient resources to continue its activities for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**f. Reserves policy**

Total consolidated funds at 31 August 2023 were £2,810,502 (2022: £2,764,460). This is made up of restricted funds totalling £935 (2022: £9,672) and unrestricted funds totalling £2,809,567 (2022: £2,574,788). £3,025,684 (2022: £2,989,395) was invested in tangible fixed assets for use by the charity. The charity therefore had a deficit of free reserves at 31 August 2023 of £215,182 (2022: £224,935) mainly represented by a bank loan secured on the charity's freehold property. The bank loan has been substantially reduced in recent years.

The governors have determined that their first priority is the creation of an attractive educational and pastoral environment which is responsive to the needs of parents, children and teachers such that the school will maintain its strong reputation as a unique small preparatory north of the South Downs in West Sussex. It must have a strong marketing focus to grow pupil numbers. Surpluses will be devoted in the short term to reducing debt levels. Only when debt has been reduced, can reserves be built up.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report (continued)**  
**For the year ended 31 August 2023**

**Structure, governance and management**

**a. Constitution**

The company is governed by its Memorandum and Articles of Association, last amended on 14 November 2000.

**b. Methods of appointment or election of Directors**

The directors, who are also required under the Articles to serve as members of the company, are elected at a full directors' meeting on the basis of nominations received from the Chairman or the Head based on eligibility, personal competence, relevant experience and availability. Three directors are drawn from senior teaching posts in secondary schools in Sussex (Hurstpierpoint, Brighton College and Lancing College). Directors serve for a term of seven years and are eligible for re-election.

**c. Organisational structure and decision-making policies**

The directors meet as a board at least three times a year to determine the general policy of the company and review its overall management and control for which they are legally responsible. The Estates and Finance sub-committee meets formally before each main meeting and undertakes a detailed review of the budgets, annual reports and accounts.

The day-to-day running of the school is delegated to the Head and the Bursar, supported by the Senior Management Team and other members of staff. An Academic sub-committee, comprising the Head and Governors with first-hand experience of education, gives advice on the school's curriculum and other academic matters. The Health & Safety sub-committee, comprising the Head, the Bursar, staff representatives and Governors with experience of Health & Safety management, meet termly and report to the full board. Other Governors are given specific responsibility for Boarding, Safeguarding (including the Single Central Register of Appointments), and the Pre-Prep.

**d. Policies adopted for the induction and training of Directors**

New directors are inducted into the workings of the school, and also of the company as a registered charity, including board policy and procedures, at a series of induction meetings with the Head and the Bursar. Directors also attend courses run by the Independent Association of Preparatory Schools (IAPS), the Association of Governing Bodies of Independent Schools (AGBIS) and the Independent Schools Bursars Association (ISBA).

**e. Pay policy for key management personnel**

Salaries for all staff including senior staff are benchmarked against other IAPS independent schools to allow us to remain an attractive employer in the sector.

Salaries are reviewed annually and generally an inflationary increase is applied. This is dependent on the financial success of the school and also increases being offered in similar schools. Specific salaries may be adjusted on the basis of annual performance appraisals.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Directors' report (continued)**  
**For the year ended 31 August 2023**

**Structure, governance and management (continued)**

**f. Related party relationships**

Dorset House School is an active member of the Independent Association of Preparatory Schools, the Independent Schools Bursars Association, and the Association of Governing Bodies of Independent Schools for the maintenance of preparatory schools' standards generally.

We co-operate with as many local charities as we can, to widen public access to the schooling we can provide, to optimise the use of our cultural and sporting facilities and to awaken in our pupils an awareness of the social context of the education they receive at the school.

Dorset House School also benefits from the generosity of a thriving Parents' Association whose continuing support we greatly appreciate and gladly acknowledge.

**g. Risk management**

The Board continues to keep the school's activities under review with regard to the major risks that may arise.

The principal risks and uncertainties facing the school are as follows:

External economic factors and the sustainability of fee increases

The School relies on parents' ability to pay fees as its main source of income. There is a risk that external economic factors reduce parents' ability to pay fees or result in parents withdrawing pupils due to fee levels.

Impact of government legislation

Changes in government legislation, for example charity law and guidance, may impact on the School's status and operation. The School must be able to adapt to such changes practically and efficiently.

Reputational risk and competition from nearby schools

The continuing success of the School is dependent on continuing to attract applicants by maintaining high academic standards, an extensive range of extra-curricular and sporting activities, and excellent facilities. The School operates in a competitive local market.

Risk Management

The Board and Senior Management Team continue to keep the School's activities under review, particularly with regard to any major risks that may arise from time to time. Internal and external factors that influence the school performance including Governance and Management, Competition, Compliance and Systems are reviewed regularly.

The school continues to work with its external Health & Safety advisors carrying out rolling reviews of procedures to ensure compliance with legislation and that major risks identified by this process have been mitigated to an acceptable level. The school Health & Safety Committee meet three times a year and reports to the full Governing Body.

**Plans for future periods**

Growing pupil numbers in the Pre-Prep and increasing boarding numbers remain a focus.

Areas for development are as follows:

- Continued development of the bespoke Y7/8 curriculum and leadership and enterprise initiatives.
- Refurbishment of the car park and improvements to the Art/DT room, learning development room and the boarding accommodation.
- To continue the improvement of ICT infrastructure and teaching within the school.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Directors' report (continued)**  
**For the year ended 31 August 2023**

**Statement of Directors' responsibilities**

The Directors (who are also the trustees of the charitable Company for the purposes of charity law) are responsible for preparing the Directors' report including the Strategic report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year. Under company law, the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Group and the Company and of their incoming resources and application of resources, including their income and expenditure, for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Group will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Group and the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Group and the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Group and the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Disclosure of information to auditor**

So far as each director at the date of approval of this report is aware:

- there is no relevant audit information of which the charitable group's auditor is unaware, and
- that Director has taken all the steps that ought to have been taken as a Director in order to be aware of any relevant audit information and to establish that the charitable group's auditor is aware of that information.

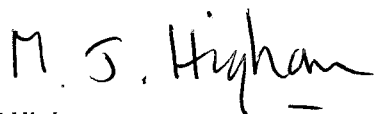
**Auditor**

The auditor, Kreston Reeves LLP, has indicated their willingness to continue in office. The designated Directors will propose a motion reappointing the auditor at a meeting of the Directors.

**Small companies special provisions**

The report of the directors has been prepared in accordance with the special provisions of section 415A of the Companies Act 2006 relating to small companies.

Approved by order of the members of the board of Directors and signed on their behalf by:



**M J Higham**  
Chairman

Date: 4-3-2024

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Independent auditor's report to the Members of Bury Manor School Trust Limited**

**Opinion**

We have audited the financial statements of Bury Manor School Trust Limited (the 'parent charitable company') and its subsidiaries (the 'group') for the Year ended 31 August 2023 which comprise the Consolidated statement of financial activities, the Consolidated balance sheet, the Company balance sheet, the Consolidated statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including 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 Group's and of the parent charitable company's affairs as at 31 August 2023 and of the Group's incoming resources and application of resources, including its income and expenditure for the Year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

**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 Group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council'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**

In auditing the financial statements, we have concluded that the Directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Group's or the parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Directors with respect to going concern are described in the relevant sections of this report.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

**Other information**

The other information comprises the information included in the Annual report other than the financial statements and our Auditor's report thereon. The Directors are responsible for the other information contained within the Annual report. 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. 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 course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Directors' report including the Strategic report for the financial Year for which the financial statements are prepared is consistent with the financial statements.
- the Directors' report and the Strategic report have been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' report including the Strategic report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- the parent charitable company has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Directors' report.

**Responsibilities of Directors**

As explained more fully in the Directors' responsibilities statement, the Directors (who are also the directors of the charitable company for the purposes of company law) 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 Directors 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 Directors are responsible for assessing the Group's and the parent charitable company'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 Directors either intend to liquidate the Group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

**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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

*Capability of the audit in detecting irregularities, including fraud*

Based on our understanding of the charity and in charity and in the sector as a whole, and through discussion with the Trustees and other management (as required by auditing standards), we identified that the principal risks of non-compliance with laws and regulations related to child protection and safeguarding, health and safety, anti-bribery and employment law. We considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities SORP (FRS 102) Second Edition (released October 2019), the Companies Act 2006 and other relevant charity legislation. We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit. We evaluated Trustees' and management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to posting inappropriate journal entries to increase revenue or reduce expenditure and management bias in accounting estimates and judgemental areas of the financial statements. Audit procedures performed by the engagement team included:

- Discussions with management and assessment of known or suspected instances of non-compliance with laws and regulations (including health and safety) and fraud, and review of the reports made by management; and
- Assessment of identified fraud risk factors; and
- Challenging assumptions and judgements made by management in its significant accounting estimates; and
- Checking and reperforming the reconciliation of key control accounts; and
- Performing analytical procedures to identify any unusual or unexpected relationships, including related party transactions, that may indicate risks of material misstatement due to fraud; and
- Confirmation of related parties with management, and review of transactions throughout the period to identify any previously undisclosed transactions with related parties outside the normal course of business; and
- Reading minutes of meetings of those charged with governance, reviewing internal audit reports and reviewing correspondence with relevant tax and regulatory authorities; and
- Review of significant and unusual transactions using data analytics and evaluation of the underlying financial rationale supporting the transactions; and
- Identifying and testing journal entries, in particular any manual entries made at the year end for financial statement preparation; and
- Physical inspection of tangible assets susceptible to fraud or irregularity; and
- Existence testing of trade debtor balances by agreeing post year-end receipts and
- Challenging assumptions and judgements made by management in its significant accounting estimates; and

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Directors.
- Conclude on the appropriateness of the Directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in my Auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of my Auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the Group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members 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 charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



**Lucy Hammond BSc FCA (Senior statutory auditor)**

for and on behalf of  
**Kreston Reeves LLP**

Chartered Accountants

Chichester

19 March 2024

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Consolidated Statement of financial activities (incorporating income and expenditure account)**  
**For the year ended 31 August 2023**

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
<b>Income from:</b>					
Donations and legacies	4	19,030	13,386	32,416	5,242
Charitable activities	5	2,215,428	-	2,215,428	2,034,371
Other trading activities	6	142,192	-	142,192	161,788
Other income	7	29,777	-	29,777	39,789
<b>Total income</b>		<b>2,406,427</b>	<b>13,386</b>	<b>2,419,813</b>	<b>2,241,190</b>
<b>Expenditure on:</b>					
Raising funds		67,771	-	67,771	66,364
Charitable activities	8	2,291,250	14,750	2,306,000	2,101,062
<b>Total expenditure</b>		<b>2,359,021</b>	<b>14,750</b>	<b>2,373,771</b>	<b>2,167,426</b>
<b>Net income/(expenditure)</b>		<b>47,406</b>	<b>(1,364)</b>	<b>46,042</b>	<b>73,764</b>
Transfers between funds	19	7,373	(7,373)	-	-
<b>Net movement in funds</b>		<b>54,779</b>	<b>(8,737)</b>	<b>46,042</b>	<b>73,764</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		2,754,788	9,672	2,764,460	2,690,696
Net movement in funds		54,779	(8,737)	46,042	73,764
<b>Total funds carried forward</b>		<b>2,809,567</b>	<b>935</b>	<b>2,810,502</b>	<b>2,764,460</b>

The Consolidated statement of financial activities includes all gains and losses recognised in the Year.

The notes on pages 19 to 37 form part of these financial statements.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**  
**Registered number: 00803309**

**Consolidated balance sheet**  
**As at 31 August 2023**

	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	13	3,025,684	2,989,395
<b>Current assets</b>			
Stocks	15	1,500	1,500
Debtors	16	713,896	636,495
Cash at bank and in hand		345,513	362,106
		<u>1,060,909</u>	<u>1,000,101</u>
Creditors: amounts falling due within one year	17	<u>(984,474)</u>	<u>(910,987)</u>
<b>Net current assets</b>		<b>76,435</b>	<b>89,114</b>
<b>Total assets less current liabilities</b>		<b>3,102,119</b>	<b>3,078,509</b>
Creditors: amounts falling due after more than one year	18	<u>(291,617)</u>	<u>(314,049)</u>
<b>Total net assets</b>		<b><u>2,810,502</u></b>	<b><u>2,764,460</u></b>
<b>Charity funds</b>			
Restricted funds	19	935	9,672
Unrestricted funds	19	2,809,567	2,754,788
<b>Total funds</b>		<b><u>2,810,502</u></b>	<b><u>2,764,460</u></b>

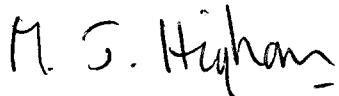
**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**  
**Registered number: 00803309**

**Consolidated balance sheet (continued)**  
**As at 31 August 2023**

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Directors and signed on their behalf by:



**M J Higham BA Cert. Ed**  
Chairman

Date: 4-3-2024

The notes on pages 19 to 37 form part of these financial statements.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)  
Registered number: 00803309

**Company balance sheet**  
As at 31 August 2023

	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	13	3,025,684	2,989,395
Investments	14	100	100
		<u>3,025,784</u>	<u>2,989,495</u>
<b>Current assets</b>			
Stocks	15	1,500	1,500
Debtors	16	713,896	636,495
Cash at bank and in hand		334,944	353,791
		<u>1,050,340</u>	<u>991,786</u>
Creditors: amounts falling due within one year	17	(979,343)	(905,441)
		<u>70,997</u>	<u>86,345</u>
<b>Net current assets</b>		<u>70,997</u>	<u>86,345</u>
<b>Total assets less current liabilities</b>			
Creditors: amounts falling due after more than one year	18	(291,617)	(314,049)
		<u>2,805,164</u>	<u>2,761,791</u>
<b>Net assets excluding pension asset</b>		<u>2,805,164</u>	<u>2,761,791</u>
<b>Total net assets</b>		<u><u>2,805,164</u></u>	<u><u>2,761,791</u></u>
<b>Charity funds</b>			
Restricted funds	19	935	9,672
Unrestricted funds	19	2,804,229	2,752,119
		<u>2,805,164</u>	<u>2,761,791</u>
<b>Total funds</b>		<u><u>2,805,164</u></u>	<u><u>2,761,791</u></u>

The Company's net movement in funds for the Year was £43,373 (2022 - £71,095).

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Directors and signed on their behalf by:

M J Higham BA Cert. Ed  
Chairman  
Date: 4-3-2024

*M. J. Higham*

The notes on pages 19 to 37 form part of these financial statements.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Consolidated statement of cash flows**  
For the year ended 31 August 2023

	Note	2023 £	2022 £
<b>Cash flows from operating activities</b>			
Net cash used in operating activities	21	97,396	227,995
<b>Cash flows from investing activities</b>			
Dividends, interests and rents from investments		-	(9,011)
Purchase of tangible fixed assets		(91,557)	(64,494)
<b>Net cash used in investing activities</b>		<b>(91,557)</b>	<b>(73,505)</b>
<b>Cash flows from financing activities</b>			
Repayments of borrowing		(22,432)	(14,915)
<b>Net cash used in financing activities</b>		<b>(22,432)</b>	<b>(14,915)</b>
<b>Change in cash and cash equivalents in the Year</b>		<b>(16,593)</b>	<b>139,575</b>
Cash and cash equivalents at the beginning of the Year		362,106	222,531
<b>Cash and cash equivalents at the end of the Year</b>	22	<b>345,513</b>	<b>362,106</b>

The notes on pages 19 to 37 form part of these financial statements

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2023**

**1. General information**

Bury Manor School Trust Limited is a Public Benefit Entity, a company limited by guarantee, registered in England and Wales (Company Number: 00803309), and a registered charity (Charity Number: 307035). The registered office is 9 Donnington Park, 85 Birdham Road, Chichester, West Sussex, PO20 7AJ. The principal office is Dorset House School, Bury, Pulborough, West Sussex, RH20 1PB.

All funds are used in furtherance of its education objectives. The School's activities are not subject to income or corporation tax under the provisions of S478 of the Corporation Tax Act 2010 as the school is a registered charity.

The charitable company's Memorandum and Articles of Association are the primary governing documents of the school and Governors are appointed in accordance with these.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Bury Manor School Trust Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated statement of financial activities (SOFA) and Consolidated balance sheet consolidate the financial statements of the Group and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Group has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of financial activities in these financial statements.

**2.2 Going concern**

The Directors assess whether the use of going concern is appropriate and whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the School to continue as a going concern. Having reviewed the funding facilities available to the School together with the expected ongoing demand for places and the its future projected cash flows, the Directors are confident that the school has sufficient resources to continue its activities for the foreseeable future. The Directors have considered the level of funds held and the expected level of income and expenditure for a period of twelve months from finalisation of these financial statements together with the support provided by the bank and have concluded that it is appropriate to continue to adopt the going concern basis in preparing the financial statements as outlined in the Statement of Directors' responsibilities.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2023**

**2. Accounting policies (continued)**

**2.3 Income**

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The school provides educational services to fee-paying students ranging from reception to year 8. Fees receivable are stated after deducting allowances, bursaries and other remissions granted by the school. Fees received in advance of education being provided in future years are held as liabilities until either taken into income in the term when used or else refunded.

Donations receivable for the general purposes of the charitable company are credited to unrestricted funds. Donations for purposes restricted by the wishes of the donor are taken to restricted funds.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and the receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Support costs which are not attributable to a single activity are apportioned between those activities on a basis that is consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Group's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2023**

**2. Accounting policies (continued)**

**2.5 Tangible fixed assets and depreciation**

The schools' freehold land and buildings were professionally revalued by Messrs Guy Leonard and Company at 31 August 1995 at £980,000. This valuation has been adopted as the historical cost. Subsequent building work and improvements costing more than £2,500 are capitalised and carried in the balance sheet at historical cost.

All other tangible fixed assets costing more than £1,000 are capitalised and carried in the balance sheet at historical cost. Depreciation is calculated on all assets, other than freehold land, to write down the cost less estimated residual value by reducing balance method over their expected useful lives.

Donated assets are capitalised at a reasonable estimate of their value to the charity.

Impairment reviews are carried out where there is some indication that the recoverable amount of a functional asset is below its net book value.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following bases:

Freehold property	over 75 years
Fixtures and fittings and motor vehicles including:	
Fixtures and fittings	10% per annum
Computer equipment	25% per annum
Motor vehicles	25% per annum
Sports property	5% per annum

**2.6 Investments**

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Consolidated statement of financial activities.

Investments in subsidiaries are valued at cost less provision for impairment.

**2.7 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

**2.8 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2023**

**2. Accounting policies (continued)**

**2.9 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.10 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated statement of financial activities as a finance cost.

**2.11 Financial instruments**

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.12 Operating leases**

Rentals paid under operating leases are charged to the Consolidated statement of financial activities on a straight line basis over the lease term.

**2.13 Pensions**

The Group operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Group to the fund in respect of the Year.

**2.14 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Directors in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2023**

**3. Critical accounting estimates and areas of judgment**

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Tangible fixed assets - The school's tangible fixed assets are stated at their cost less provision for depreciation and impairment. The school's accounting policy sets out the approach to calculating depreciation for immaterial assets acquired. For material assets such as land and buildings the school determines at acquisition the reliable estimates for the useful life of the asset and its residual value. These estimates are based upon factors such as the expected use of the acquired asset and market conditions. At subsequent reporting dates the directors consider whether there are any factors that indicate that there would be a need to reconsider the estimates used.

Critical areas of judgment:

Lease commitments - The school has entered into lease commitments in respect of plant and equipment. The classification of these leases as operating leases requires the trustees to consider whether the terms and conditions of each lease are such that the school has acquired the risks and rewards associated with the ownership of the underlying assets.

**4. Income from donations and legacies**

	<b>Unrestricted funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Donations	355	13,386	<b>13,741</b>	<i>4,000</i>
Other income	18,675	-	<b>18,675</b>	<i>1,242</i>
	<u>19,030</u>	<u>13,386</u>	<u><b>32,416</b></u>	<u><i>5,242</i></u>
<i>Total 2022</i>	<u>3,569</u>	<u>1,673</u>	<u>5,242</u>	

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Notes to the financial statements**  
For the year ended 31 August 2023

**5. Income from charitable activities**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Fees	2,072,276	<b>2,072,276</b>	1,888,102
Extras	143,152	<b>143,152</b>	146,269
<b>Total 2023</b>	<u>2,215,428</u>	<u><b>2,215,428</b></u>	<u>2,034,371</u>
<i>Total 2022</i>	<u>2,034,371</u>	<u>2,034,371</u>	

**6. Income from other trading activities**

**Income from non charitable trading activities**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Sales	142,192	<b>142,192</b>	161,788
<i>Total 2022</i>	<u>161,788</u>	<u>161,788</u>	

Total trading income of £139,523 (2022: £161,788) has been generated through events hire in Bury Manor Barn Ltd.

**7. Trading income**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Holiday lettings	13,047	<b>13,047</b>	16,561
Other lettings	13,390	<b>13,390</b>	18,279
Miscellaneous Income	3,340	<b>3,340</b>	4,949
	<u>29,777</u>	<u><b>29,777</b></u>	<u>39,789</u>
<i>Total 2022</i>	<u>39,789</u>	<u>39,789</u>	

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2023**

**7. Trading income (continued)**

**8. Expenditure on charitable activities**

	<b>Unrestricted funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total 2023 £</b>	<i>Total 2022 £</i>
Charitable activities	2,291,250	14,750	<b>2,306,000</b>	2,101,062
<i>Total 2022</i>	<u>2,097,366</u>	<u>3,696</u>	<u>2,101,062</u>	

**9. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2023 £</b>	<b>Support costs 2023 £</b>	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Charitable activities	2,283,836	22,164	<b>2,306,000</b>	2,101,062
<i>Total 2022</i>	<u>2,085,827</u>	<u>15,235</u>	<u>2,101,062</u>	

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2023**

**9. Analysis of expenditure by activities (continued)**

**Analysis of direct costs**

	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Staff costs	<b>1,518,028</b>	1,413,036
Inspection fees	<b>1,808</b>	1,992
Recruitment and training	<b>5,996</b>	6,464
Food costs	<b>93,069</b>	86,704
Laundry and cleaning	<b>24,072</b>	22,531
Field and garden expenses	<b>23,682</b>	33,986
Rates and water	<b>25,619</b>	18,645
Insurance	<b>29,861</b>	26,452
Swimming pool maintenance	<b>1,909</b>	2,196
Light and heat	<b>82,394</b>	57,765
Repairs and renewals	<b>37,431</b>	7,133
Curriculum expenses	<b>48,189</b>	38,542
Repairs to property	<b>35,226</b>	28,510
Motor and travel expenses	<b>36,228</b>	27,895
Subscriptions and donations	<b>14,173</b>	12,242
Cost of activities and extras	<b>100,767</b>	96,963
Telephone and postage	<b>6,154</b>	6,677
Printing, stationery and advertising	<b>39,922</b>	41,391
Bank charges	<b>2,723</b>	8,337
Miscellaneous expenses	<b>10,940</b>	9,141
Bad debts	<b>-</b>	306
Computer maintenance costs	<b>53,533</b>	66,268
Depreciation	<b>55,268</b>	55,777
Bank interest payable	<b>20,126</b>	9,011
Venue hire	<b>16,718</b>	7,863
<b>Total 2023</b>	<b><u>2,283,836</u></b>	<u>2,085,827</u>

**Bury Manor School Trust Limited**  
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**Notes to the financial statements**  
**For the year ended 31 August 2023**

**9. Analysis of expenditure by activities (continued)**

**Analysis of support costs**

	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Legal and professional	<b>7,570</b>	1,255
Audit and accountancy	<b>14,594</b>	13,980
	<b><u>22,164</u></b>	<u>15,235</u>

During the year ended 31 August 2023, Bury Manor School Trust Limited incurred £22,164 (2022: £15,235) of Governance costs. This is made up of audit and accountancy fees totalling £14,594 (2022: £13,980) and legal and professional fees totalling £7,570 (2022: £1,255).

**10. Auditor's remuneration**

The auditor's remuneration amounts to an auditor fee of £11,000 (2022 - £9,949), and other services of £5,780 (2022 - £4,031).

**11. Staff costs**

	<b>Group 2023 £</b>	<i>Group 2022 £</i>	<b>Company 2023 £</b>	<i>Company 2022 £</i>
Wages and salaries	<b>1,281,056</b>	1,229,856	<b>1,232,767</b>	1,176,579
Social security costs	<b>94,365</b>	96,595	<b>94,365</b>	96,595
Pension costs	<b>190,896</b>	139,862	<b>190,896</b>	139,862
	<b><u>1,566,317</u></b>	<u>1,466,313</u>	<b><u>1,518,028</u></b>	<u>1,413,036</u>

The average number of persons employed by the Company during the Year was as follows:

	<b>Group 2023 No.</b>	<i>Group 2022 No.</i>
Teaching staff	<b>28</b>	27
Others	<b>18</b>	19
	<b><u>46</u></b>	<u>46</u>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2023**

**11. Staff costs (continued)**

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	<b>Group 2023 No.</b>	<i>Group 2022 No.</i>
In the band £60,001 - £70,000	<b>2</b>	<i>1</i>
In the band £80,001 - £90,000	<b>1</b>	<i>1</i>

The school considers its key management personnel comprise of the Headteacher, Deputy Headteacher, Head of Pre-Prep, temporary Head of Pre-Prep, Bursar, Registrar and Housemaster. The total amount of employee benefits (including employer national insurance and pension contributions) received by key management personnel for the services to the trust were: £446,571 (2022: £395,436).

**12. Directors' remuneration and expenses**

During the year, no Directors received any remuneration or other benefits (2022 - £NIL).

During the Year ended 31 August 2023, expenses totalling £29 were reimbursed or paid directly to 1 Director (2022 - £NIL to Director). Expenses incurred relate to travel costs for a school trip.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2023**

**13. Tangible fixed assets**

**Group and Company**

	Freehold property £	Fixtures and fittings £	Total £
<b>Cost or valuation</b>			
At 1 September 2022	2,915,497	884,457	3,799,954
Additions	11,458	80,099	91,557
	<u>2,926,955</u>	<u>964,556</u>	<u>3,891,511</u>
At 31 August 2023			
<b>Depreciation</b>			
At 1 September 2022	277,535	533,024	810,559
Charge for the Year	10,675	44,593	55,268
	<u>288,210</u>	<u>577,617</u>	<u>865,827</u>
At 31 August 2023			
<b>Net book value</b>			
At 31 August 2023	<u>2,638,745</u>	<u>386,939</u>	<u>3,025,684</u>
At 31 August 2022	<u>2,637,962</u>	<u>351,433</u>	<u>2,989,395</u>

Based on indicative valuation the Trustees believe the open market value of freehold land and buildings is substantially in excess of the carrying value. The insured value of the buildings is £17,390,000 exclusive of VAT as professionally valued in October 2022.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2023**

**13. Tangible fixed assets**

**Group and Company**

	Freehold property £	Fixtures and fittings £	Total £
<b>Cost or valuation</b>			
At 1 September 2022	2,915,497	884,457	3,799,954
Additions	11,458	80,099	91,557
	<u>2,926,955</u>	<u>964,556</u>	<u>3,891,511</u>
At 31 August 2023			
<b>Depreciation</b>			
At 1 September 2022	277,535	533,024	810,559
Charge for the Year	10,675	44,593	55,268
	<u>288,210</u>	<u>577,617</u>	<u>865,827</u>
At 31 August 2023			
<b>Net book value</b>			
At 31 August 2023	<u><u>2,638,745</u></u>	<u><u>386,939</u></u>	<u><u>3,025,684</u></u>
At 31 August 2022	<u><u>2,637,962</u></u>	<u><u>351,433</u></u>	<u><u>2,989,395</u></u>

Based on indicative valuation the Trustees believe the open market value of freehold land and buildings is substantially in excess of the carrying value. The insured value of the buildings is £17,390,000 exclusive of VAT as professionally valued in October 2022.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2023**

**14. Fixed asset investments**

<b>Company</b>	<b>Investments in subsidiary companies £</b>
<b>Cost or valuation</b>	
At 1 September 2022	100
	<hr/>
At 31 August 2023	100
	<hr/> <hr/>
<b>Net book value</b>	
At 31 August 2023	100
	<hr/>
At 31 August 2022	100
	<hr/> <hr/>

**Principal subsidiaries**

The following was a subsidiary undertaking of the Company:

<b>Name</b>	<b>Company number</b>	<b>Registered office or principal place of business</b>	<b>Principal activity</b>
Bury Manor Barn Ltd	13490783	9 Donnington Park, 85 Birdham Road, Chichester, West Sussex, PO20 7AJ	Event hire

<b>Class of shares</b>	<b>Holding</b>
Ordinary	100%

The financial results of the subsidiary for the year were:

<b>Name</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Profit/(Loss) / Surplus/ (Deficit) for the year £</b>
Bury Manor Barn Ltd	136,854	83,626	53,228

**Bury Manor School Trust Limited**  
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**Notes to the financial statements**  
**For the year ended 31 August 2023**

**15. Stocks**

	<b>Group</b> <b>2023</b> £	<i>Group</i> <i>2022</i> £	<b>Company</b> <b>2023</b> £	<i>Company</i> <i>2022</i> £
Finished goods and goods for resale	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>

**16. Debtors**

	<b>Group</b> <b>2023</b> £	<i>Group</i> <i>2022</i> £	<b>Company</b> <b>2023</b> £	<i>Company</i> <i>2022</i> £
Trade debtors	691,657	629,916	691,657	629,916
Other debtors	38	37	38	37
Prepayments and accrued income	22,201	6,542	22,201	6,542
	<u>713,896</u>	<u>636,495</u>	<u>713,896</u>	<u>636,495</u>

**17. Creditors: Amounts falling due within one year**

	<b>Group</b> <b>2023</b> £	<i>Group</i> <i>2022</i> £	<b>Company</b> <b>2023</b> £	<i>Company</i> <i>2022</i> £
Bank loans	22,433	22,433	22,433	22,433
Trade creditors	44,732	25,260	30,029	21,414
Amounts owed to group undertakings	-	-	11,772	-
Other taxation and social security	26,171	25,330	26,171	25,330
Other creditors	86,625	84,000	86,125	84,000
Accruals and deferred income	804,513	753,964	802,813	752,264
	<u>984,474</u>	<u>910,987</u>	<u>979,343</u>	<u>905,441</u>
	<b>Group</b> <b>2023</b> £	<i>Group</i> <i>2022</i> £	<b>Company</b> <b>2023</b> £	<i>Company</i> <i>2022</i> £
Deferred income at 1 September 2022	730,444	635,528	730,444	635,528
Resources deferred during the year	718,086	730,444	718,086	730,444
Amounts released from previous periods	(730,444)	(635,528)	(730,444)	(635,528)
<b>Deferred income at 31 August 2021</b>	<u>718,086</u>	<u>730,444</u>	<u>718,086</u>	<u>730,444</u>

Deferred income at the year end represents fees paid in advance.

**Bury Manor School Trust Limited**  
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**Notes to the financial statements**  
**For the year ended 31 August 2023**

**18. Creditors: Amounts falling due after more than one year**

	<b>Group</b>	<i>Group</i>	<b>Company</b>	<i>Company</i>
	<b>2023</b>	<i>2022</i>	<b>2023</b>	<i>2022</i>
	<b>£</b>	<i>£</i>	<b>£</b>	<i>£</i>
Bank loans	<b>291,617</b>	<i>314,049</i>	<b>291,617</b>	<i>314,049</i>

The trust has a bank loan with £336,482 repayable in termly instalments of £7,477, exclusive of interest, which is payable at 2.45% over National Westminster Bank Plc base rate. The loan is payable by three instalments a year for 15 years.

The bank loan is secured by a first legal charge on all the Trust's freehold property at Bury Manor, Bury, Pulborough, and a fixed and floating charge on all the Trust's other assets, both present and future. The loan represents 11% of the net book value of the freehold property at 31 August 2023 (2022: 13%).

**Bury Manor School Trust Limited**  
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**Notes to the financial statements**  
For the year ended 31 August 2023

**19. Statement of funds**

**Statement of funds - current Year**

	Balance at 1 September 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 August 2023 £
<b>Unrestricted funds</b>					
Unrestricted accumulated fund	2,042,867	2,406,427	(2,359,021)	7,373	2,097,646
Revaluation reserve	711,921	-	-	-	711,921
	<u>2,754,788</u>	<u>2,406,427</u>	<u>(2,359,021)</u>	<u>7,373</u>	<u>2,809,567</u>
<b>Restricted funds</b>					
PA donations	7,634	13,386	(13,710)	(7,310)	-
FEAST donations	2,038	-	(1,040)	(63)	935
	<u>9,672</u>	<u>13,386</u>	<u>(14,750)</u>	<u>(7,373)</u>	<u>935</u>
<b>Total of funds</b>	<u><u>2,764,460</u></u>	<u><u>2,419,813</u></u>	<u><u>(2,373,771)</u></u>	<u><u>-</u></u>	<u><u>2,810,502</u></u>

PA Donations

These donations are made from the Parents Association to go towards improvements to the school and the annual firework display.

FEAST Donations

FEAST is a charity that the school raises money for throughout the year. The money is used to provide education to children in India to open the doorway to a better future.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Notes to the financial statements**  
For the year ended 31 August 2023

**19. Statement of funds (continued)**

**Statement of funds - prior Year**

	<i>Balance at 1 September 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 August 2022 £</i>
<b>Unrestricted funds</b>				
Unrestricted accumulated fund	1,967,080	2,239,517	(2,163,730)	2,042,867
Revaluation reserve	711,921	-	-	711,921
	<u>2,679,001</u>	<u>2,239,517</u>	<u>(2,163,730)</u>	<u>2,754,788</u>
<b>Restricted funds</b>				
PA donations	8,617	1,673	(2,656)	7,634
FEAST donations	3,078	-	(1,040)	2,038
	<u>11,695</u>	<u>1,673</u>	<u>(3,696)</u>	<u>9,672</u>
<b>Total of funds</b>	<u><u>2,690,696</u></u>	<u><u>2,241,190</u></u>	<u><u>(2,167,426)</u></u>	<u><u>2,764,460</u></u>

**20. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	<b>Unrestricted funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Tangible fixed assets	3,025,684	-	3,025,684
Current assets	1,059,974	935	1,060,909
Creditors due within one year	(984,474)	-	(984,474)
Creditors due in more than one year	(291,617)	-	(291,617)
<b>Total</b>	<u><u>2,809,567</u></u>	<u><u>935</u></u>	<u><u>2,810,502</u></u>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2023**

**20. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	<i>Unrestricted funds 2022 £</i>	<i>Restricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Tangible fixed assets	2,989,395	-	2,989,395
Current assets	990,429	9,672	1,000,101
Creditors due within one year	(910,987)	-	(910,987)
Creditors due in more than one year	(314,049)	-	(314,049)
<b>Total</b>	<u><u>2,754,788</u></u>	<u><u>9,672</u></u>	<u><u>2,764,460</u></u>

**21. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>Group 2023 £</b>	<i>Group 2022 £</i>
Net income for the year (as per Statement of Financial Activities)	<b>46,042</b>	73,764
<b>Adjustments for:</b>		
Depreciation charges	<b>55,268</b>	55,777
Dividends, interests and rents from investments	-	9,011
Increase in debtors	<b>(77,401)</b>	(9,660)
Increase in creditors	<b>73,487</b>	99,103
<b>Net cash provided by operating activities</b>	<u><u><b>97,396</b></u></u>	<u><u>227,995</u></u>

**22. Analysis of cash and cash equivalents**

	<b>Group 2023 £</b>	<i>Group 2022 £</i>
Cash in hand	<b>345,513</b>	362,106
<b>Total cash and cash equivalents</b>	<u><u><b>345,513</b></u></u>	<u><u>362,106</u></u>

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Notes to the financial statements**  
For the year ended 31 August 2023

**23. Analysis of changes in net debt**

	At 1 September 2022	Cash flows £	At 31 August 2023 £
Cash at bank and in hand	362,106	(16,593)	345,513
Debt due within 1 year	(22,433)	-	(22,433)
Debt due after 1 year	(314,049)	22,432	(291,617)
	<u>25,624</u>	<u>5,839</u>	<u>31,463</u>

**24. Pension commitments**

The Trust operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Trust in an independently administered fund. The pension cost charge represents contributions payable by the Trust to the fund. At the balance sheet date £Nil (2021 - £Nil) was payable to the fund and is included in creditors.

**25. Operating lease commitments**

At 31 August 2023 the Group and the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	Group 2023 £	Group 2022 £	Company 2023 £	Company 2022 £
<b>Other:</b>				
Not later than 1 year	34,128	36,889	34,128	36,889
Later than 1 year and not later than 5 years	67,639	31,850	67,639	31,850
	<u>101,767</u>	<u>68,739</u>	<u>101,767</u>	<u>68,739</u>

The following lease payments and changes in lease payments have been recognised in the Statement of financial activities:

	Group 2023 £	Group 2022 £	Company 2023 £	Company 2022 £
Operating lease rentals	<u>50,725</u>	<u>51,944</u>	<u>50,725</u>	<u>51,944</u>

**26. Constitution**

The Trust is limited by guarantee and has no share capital. Every member of the Trust undertakes to contribute to the assets of the Trust in the event of it being wound up while he is a member or within one year after he ceases to be a member, such amount as may be required not exceeding £1.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2023**

**27. Related party transactions**

As is customary with the position at the school, the Bursar and Housemaster receive bursaries in respect of their children attending the school. Bursaries are received and approved annually by the trustees.

Skern Lodge Limited - for which A P Williamson is a director

During the year, 18 pupils went on a leadership trip to Skern Lodge and paid £7,369 (2022: total cost £7,528). There were no amounts outstanding at 31 August 2023 (2022:Nil). This transaction was carried out under normal business terms.

**BURY MANOR SCHOOL TRUST LIMITED (DORSET HOUSE SCHOOL)**

England & Wales - Charity number 307035

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# Accounts

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**Registered number: 00803309**  
**Charity number: 307035**

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report and consolidated financial statements**

**For the year ended 31 August 2022**

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

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**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Reference and administrative details of the Company, its Directors and advisers**  
**For the year ended 31 August 2022**

**Directors**

R D Agutter FCA JP, Trustee<sup>1</sup>  
H R Dugdale MA (Cantab) PGCE, Trustee<sup>2</sup>  
M J Higham BA Cert. Ed, Chairman<sup>1,2</sup>  
A Meyrick, Trustee<sup>1</sup>  
N A Parsons, Trustee<sup>1</sup>  
B A Figgis MA (Cantab) M.Ed PGCE, Trustee (resigned 13 June 2022)<sup>2</sup>  
D W Mott MA (Cantab), Trustee<sup>2</sup>  
A P Williamson BA (Hons) ACA, Trustee<sup>1</sup>  
A H Windle, Trustee<sup>2</sup>  
O Marshall, Trustee  
J L Hamblett-Jahn (appointed 15 November 2021)<sup>2</sup>  
T C Athron, Trustee (appointed 15 November 2021)<sup>1</sup>

<sup>1</sup> Member of the Estates and Finance Committee

<sup>2</sup> Members of the Academic Committee

<sup>3</sup> Members of Health and Safety Committee

<sup>4</sup> Members of the Boarding Committee

**Company registered number**

00803309

**Charity registered number**

307035

**Registered office**

9 Donnington Park, 85 Birdham Road, Chichester, West Sussex, PO20 7AJ

**Principal operating office**

Dorset House School, Bury, Pulborough, West Sussex, RH20 1PB

**Company secretary**

A C Owens MSc ACMA

**Independent auditor**

Kreston Reeves LLP, Statutory Auditor, 9 Donnington Park, 85 Birdham Road, Chichester, West Sussex, PO20 7AJ

**Bankers**

Natwest, 2nd floor Turnpike House, 123 High Street, Crawley, West Sussex, RH10 1DQ

**Solicitors**

Anderson Longmore & Higham, Wisteria House, Market Square, Petworth, West Sussex, GU28 0AJ

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report**  
**For the year ended 31 August 2022**

The Board of Directors present their annual report for the year ended 31 August 2022 under the Companies Act 2006 and the Charities Act 2011, together with the financial statements for the year, and confirm that the latter comply with the requirements of the Companies Act 2006, the company's Memorandum and Articles of Association and the Charities Statement of Recommended Practice (SORP) FRS102.

Bury Manor School Trust Limited (Dorset House School) is a charitable company founded in 1964, charity registration number 307035, company registration number 803309, with liability of its members limited to £1 each by guarantee. The registered office of the company is 9 Donnington Park, 85 Birdham Road, Chichester, West Sussex, PO20 7AJ.

A subsidiary company, Bury Manor Barn Limited, company registration number 13490783, was incorporated in July 2021 in order to operate the school's venue hire business. This company is 100% owned by the parent charity and has the same registered office. All net income is donated to the school in furtherance to our charitable objectives.

**Objectives and activities**

**a. Policies and objectives**

The object of the company, in accordance with its Memorandum and Articles of Association, is the education of children up to age 13.

In setting objectives and planning for activities, the Directors have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

**b. Strategies for achieving objectives**

Dorset House is a happy, friendly, caring school for girls and boys, aged between 4 and 13, based on Christian principles with a family-centred ethos. It is a structured but loving environment with a fine reputation for giving the individual the opportunity to experience and explore all areas of the curriculum. The school has a rigorous approach to academic achievement whilst maintaining its reputation for sporting, musical and artistic endeavour.

Dorset House aims to answer individual educational needs and to inspire pupils with a desire to learn. These aims are achieved through our stimulating, varied and balanced curriculum in which independent learning skills are developed and where children are given the confidence to achieve their potential. We have adopted the overarching principle of 'Be the Best You Can Be'.

We believe that the challenges offered by Dorset House enable our children to embrace the opportunities that lie ahead and will prepare them for a demanding future.

The key qualities of a Dorset House education are:

- inspired teaching by an enthusiastic staff.
- a 'can do' ethos that pervades the school community at all levels.
- a rich extra-curricular provision, giving opportunities for every child to find their niche, experience success and develop self-confidence.
- a pastoral care programme that ensures that every child's social and academic progress is supported.
- a valued partnership between home and school.

Whilst predominately a day school, we also offer flexi boarding to pupils in years 5 to 8.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Directors' report (continued)**  
**For the year ended 31 August 2022**

**Objectives and activities (continued)**

**c. Objectives for the year**

The board's main objective continued to be to educate all the school's pupils to at least the same high standard achieved by the school in previous years, so that they will be fully able to benefit from their chosen senior school for the completion of their education in due course. Our strategy for achieving this is to maintain a high teacher: pupil ratio and to tailor our services, as appropriate in each case, to suit the individual child.

**d. Main activities undertaken to further the Company's purposes for the public benefit**

Principal activity

Dorset House School's principal activity is the provision of a day and boarding school for boys and girls aged 4 to 13. The school roll stood at 137 at the end of the summer term 2022.

Public benefit

Governors take their role of providing public benefit very seriously and consider they have complied with their duty in section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Bursaries

We are able to support pupils through our Bursary Scheme. This scheme, which is available on a means-tested basis assessed by the Bursar against criteria agreed by the directors, provided support for 32 children in 2021-22 and reduced annual gross fee income by 8.1%. All applications for an award are considered by the Estates and Finance sub-committee. Awards are granted for a maximum period of 1 year and are subject to annual review.

The school and the community

Dorset House School is an integral part of the local community, employing several staff members from the village in both teaching and non-teaching posts, as well as hosting the annual Village Fête in the school grounds without charge. Dorset House regularly worships as a school in the adjacent parish church of Saint John the Evangelist.

The school provides a space for a local nursery to use at no charge. The school is licensed as a venue for civil ceremonies and regularly hosts weddings and receptions throughout school holidays. The school often supports PGCE student training placements and teachers with their NQT year.

Charity work

During the year to 31 August 2022 the school raised £5,337 for charity. This included £1,270 for the Red Cross in Ukraine and £1,040 for FEAST, an aid charity in Southern India. Smaller sums were spread across several charities including Cancer Research, Comic Relief, NSPCC, Children in Need, Operation Smile, Royal British Legion and MIND.

Parents' Association fund-raising events were still reduced compared to previous years as a result of the ongoing impacts of the covid-19 pandemic.

**e. Volunteers**

From monies raised in previous years, the Parents' Association kindly donated £7,062 in November 2022 towards the installation of a large tipi tent in the woods. This will be used for outdoor learning, forest school and leadership activities. £400 was also spent from a previous parental donation on tree planting around the estate.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Directors' report (continued)**  
**For the year ended 31 August 2022**

**Strategic report**

**Achievements and performance**

**a. Financial review**

The school achieved an unrestricted fund surplus of £75,787 in comparison to an unrestricted fund surplus of £46,583 in 20/21. The school also holds £9,672 of restricted funds (2021: £11,695).

Pupil numbers remain healthy and marginally higher than the previous year. In 2022-23, we have started with 139 pupils in Reception to Year 8, with years 3 to 7 being full or close to full.

The school has made significant investments and improvements to its facilities during recent years including construction of a new Pre-Prep assembly hall and school office and significant refurbishment of the medieval barn, kitchen/dining areas and the Pre-Prep classrooms.

Only limited capital expenditure was carried out in 2021-22 including roof replacement to parts of the Pre-Prep building and Manor, refurbishment of staff accommodation, and replacement of estates and laundry equipment.

Further IT improvements were made and included refurbishment of the IT suite. Surface Go laptops were introduced from September 2021 for all Year 7 and 8 pupils; these have proved a great success.

The school continues to work to a business plan that provides for a growth in pupil numbers whilst maintaining the ethos and culture of the school.

**b. Review of activities**

Operational performance of the school

In 2022 all eighteen Year 8 pupils went to a senior school of their choice, 4 with scholarship awards – to Hurstpierpoint College, Lancing College, Bryanston School and Seaford College. This was the first year in which most pupils did not sit Common Entrance examinations. In place of this, a bespoke Y7/8 curriculum was followed which allowed more flexibility and challenge and the inclusion of leadership and enterprise initiatives while maintaining the highest academic standards.

These results indicate that the board's primary objective of maintaining high academic standards is being met. The staff: pupil ratio remained high so that individual educational, extra-curricular and pastoral needs were met.

The board feels that the following key performance indicators for the school have been met for the year to 31 August 2022:

- To ensure that Maintenance of high educational standards.
- Provision of a rich programme of extra-curricular activities and a happy, caring environment.
- Fulfilment of public benefit requirements.
- A modest financial surplus was achieved which has enabled re-investment in the school premises and facilities.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Directors' report (continued)**  
**For the year ended 31 August 2022**

**Strategic report (continued)**

**Achievements and performance (continued)**

**c. Fundraising activities and income generation**

Bury Manor School Trust Ltd recognises the vital contribution made by its supporters. We believe that giving to charity should be a positive experience, and to help ensure that this is the case we acknowledge the damaging impact an excessively aggressive approach to fundraising can have on vulnerable people, whether from unreasonably persistent approaches being made or undue pressure to give being applied, and great care is undertaken to ensure that such practices are not adopted by the Trust. To this end, all fundraising activity is carried out by our Parent Association - DHPA. This group raises money for the school through regular activities such as quiz night, bonfire night, and parent, pupil and community social events. All of these events are voluntary and advertised in a non-intrusive manner.

The school does not utilise the services of any external commercial fundraisers. At this point, given that the majority of the school's donations are from pupils' parents, the trustees do not consider it necessary to subscribe to the Fundraising Regulator.

The school welcomes feedback on its fundraising approach and seeks to make improvements wherever it can. Any complaints received in respect of our fundraising activities are taken very seriously and are acted upon immediately. We are pleased to report that during the year no complaints were received in respect of our fundraising activity.

**d. Investment policy and performance**

The school has no investments other than in its estate, the use of which is maximised for the benefit of the school. Under normal circumstances, the letting of the school for marriages and wedding receptions and for summer activities continues to be both popular and profitable.

**e. Going concern**

After making appropriate enquiries, the trustees are confident that the School has sufficient resources to continue its activities for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies

**f. Reserves policy**

Total funds at 31 August 2022 were £2,764,460. This is made up of restricted funds totalling £9,672 and unrestricted funds totalling £2,754,788. £2,989,395 was invested in tangible fixed assets for use by the charity. The charity therefore had a deficit of free reserves at 31 August 2022 of £224,935 mainly represented by a bank loan secured on the charity's freehold property. The bank loan has been substantially reduced in recent years.

The governors have determined that their first priority is the creation of an attractive educational and pastoral environment which is responsive to the needs of parents, children and teachers such that the school will maintain its strong reputation as a unique small preparatory north of the South Downs in West Sussex. It must have a strong marketing focus to grow pupil numbers. Surpluses will be devoted in the short term to reducing debt levels. Only when debt has been reduced, can reserves be built up.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report (continued)**  
**For the year ended 31 August 2022**

**Structure, governance and management**

**a. Constitution**

The company is governed by its Memorandum and Articles of Association, last amended on 14 November 2000.

**b. Methods of appointment or election of Directors**

The directors, who are also required under the Articles to serve as members of the company, are elected at a full directors' meeting on the basis of nominations received from the Chairman or the Head based on eligibility, personal competence, relevant experience and availability. Three directors are drawn from senior teaching posts in secondary schools in Sussex (Hurstpierpoint, Brighton College and Lancing College). Directors serve for a term of seven years and are eligible for re-election.

**c. Organisational structure and decision-making policies**

The directors meet as a board at least three times a year to determine the general policy of the company and review its overall management and control for which they are legally responsible. The Estates and Finance sub-committee meets formally before each main meeting and undertakes a detailed review of the budgets, annual reports and accounts.

The day-to-day running of the school is delegated to the Head and the Bursar, supported by the Senior Management Team and other members of staff. An Academic sub-committee, comprising the Head and Governors with first-hand experience of education, gives advice on the school's curriculum and other academic matters. The Health & Safety sub-committee, comprising the Head, the Bursar, staff representatives and Governors with experience of Health & Safety management, meet termly and report to the full board. Other Governors are given specific responsibility for Boarding, Safeguarding (including the Single Central Register of Appointments), and the Pre-Prep.

**d. Policies adopted for the induction and training of Directors**

New directors are inducted into the workings of the school, and also of the company as a registered charity, including board policy and procedures, at a series of induction meetings with the Head and the Bursar. Directors also attend courses run by the Independent Association of Preparatory Schools (IAPS), the Association of Governing Bodies of Independent Schools (AGBIS) and the Independent Schools Bursars Association (ISBA).

**e. Pay policy for key management personnel**

Salaries for all staff including senior staff are benchmarked against other IAPS independent schools to allow us to remain an attractive employer in the sector.

Salaries are reviewed annually and generally an inflationary increase is applied. This is dependent on the financial success of the school and also increases being offered in similar schools. Specific salaries may be adjusted on the basis of annual performance appraisals.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report (continued)**  
**For the year ended 31 August 2022**

**Structure, governance and management (continued)**

**f. Related party relationships**

Dorset House School is an active member of the Independent Association of Preparatory Schools, the Independent Schools Bursars Association, and the Association of Governing Bodies of Independent Schools for the maintenance of preparatory schools' standards generally.

We co-operate with as many local charities as we can, to widen public access to the schooling we can provide, to optimise the use of our cultural and sporting facilities and to awaken in our pupils an awareness of the social context of the education they receive at the school.

Dorset House School also benefits from the generosity of a thriving Parents' Association whose continuing support we greatly appreciate and gladly acknowledge.

**g. Risk management**

The Board continues to keep the school's activities under review with regard to the major risks that may arise.

The principal risks and uncertainties facing the school are as follows:

External economic factors and the sustainability of fee increases

The School relies on parents' ability to pay fees as its main source of income. There is a risk that external economic factors reduce parents' ability to pay fees or result in parents withdrawing pupils due to fee levels.

Impact of government legislation

Changes in government legislation, for example charity law and guidance, may impact on the School's status and operation. The School must be able to adapt to such changes practically and efficiently.

Reputational risk and competition from nearby schools

The continuing success of the School is dependent on continuing to attract applicants by maintaining high academic standards, an extensive range of extra-curricular and sporting activities, and excellent facilities. The School operates in a competitive local market.

Risk Management

The Board and Senior Management Team continue to keep the School's activities under review, particularly with regard to any major risks that may arise from time to time. Internal and external factors that influence the school performance including Governance and Management, Competition, Compliance and Systems are reviewed regularly.

The school continues to work with its external Health & Safety advisors carrying out rolling reviews of procedures to ensure compliance with legislation and that major risks identified by this process have been mitigated to an acceptable level. The school Health & Safety Committee meet three times a year and reports to the full Governing Body.

**Plans for future periods**

Growing pupil numbers in the Pre-Prep and increasing boarding numbers remain a focus.

Areas for development are as follows:

- Refurbishment of the car park and improvements to the Art/DT room, learning development room and the boarding accommodation.
- To continue the improvement of ICT infrastructure and teaching within the school.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report (continued)**  
**For the year ended 31 August 2022**

**Statement of Directors' responsibilities**

The Directors (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Directors' report including the Strategic report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year. Under company law, the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Group and the Company and of their incoming resources and application of resources, including their income and expenditure, for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Group will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Group and the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Group and the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Group and the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Disclosure of information to auditor**

So far as each director at the date of approval of this report is aware:

- there is no relevant audit information of which the charitable group's auditor is unaware, and
- that Director has taken all the steps that ought to have been taken as a Director in order to be aware of any relevant audit information and to establish that the charitable group's auditor is aware of that information.

**Auditor**

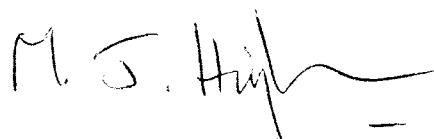
The auditor, Kreston Reeves LLP, has indicated his willingness to continue in office. The designated Directors will propose a motion reappointing the auditor at a meeting of the Directors.

**Small companies special provisions**

The report of the directors has been prepared in accordance with the special provisions of section 415A of the Companies Act 2006 relating to small companies.

Approved by order of the members of the board of Directors and signed on their behalf by:

**M J Higham**  
Chairman



Date: 6-3-2022

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Independent auditor's report to the Members of Bury Manor School Trust Limited**

**Opinion**

We have audited the financial statements of Bury Manor School Trust Limited (the 'parent charitable company') and its subsidiaries (the 'group') for the Year ended 31 August 2022 which comprise the Consolidated statement of financial activities, the Consolidated balance sheet, the Company balance sheet, the Consolidated statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including 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 Group's and of the parent charitable company's affairs as at 31 August 2022 and of the Group's incoming resources and application of resources, including its income and expenditure for the Year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**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 Group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council'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**

In auditing the financial statements, we have concluded that the Directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Group's or the parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Directors with respect to going concern are described in the relevant sections of this report.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

**Other information**

The other information comprises the information included in the Annual report other than the financial statements and our Auditor's report thereon. The Directors are responsible for the other information contained within the Annual report. 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. 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 course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Directors' report is inconsistent in any material respect with the financial statements; or
- the parent charitable company has not kept sufficient accounting records; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of Directors**

As explained more fully in the Directors' responsibilities statement, the Directors (who are also the directors of the charitable company for the purposes of company law) 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 Directors 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 Directors are responsible for assessing the Group's and the parent charitable company'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 Directors either intend to liquidate the Group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 152 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

*Capability of the audit in detecting irregularities, including fraud*

Based on our understanding of the charity and the sector as a whole, and through discussion with the Trustees and other management (as required by auditing standards), we identified that the principal risks of non-compliance with laws and regulations related to child protection and safeguarding, health and safety, anti-bribery and employment law. We considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities SORP (FRS 102) Second Edition (released October 2019), the Companies Act 2006 and other relevant charity legislation. We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit. We evaluated Trustees' and management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks related to posting inappropriate journal entries to increase revenue or reduce expenditure and management bias in accounting estimates and judgemental areas of the financial statements. Audit procedures performed by the engagement team included:

- Discussions with management and assessment of known or suspected instances of non-compliance with laws and regulations (including health and safety) and fraud, and review of the reports made by management and internal audit; and
- Assessment of identified fraud risk factors; and  
Review of cash to confirm no evidence of personal benefit; and
- Challenging assumptions and judgements made by management in its significant accounting estimates; and
- Checking and reperforming the reconciliation of key control accounts; and
- Performing analytical procedures to identify any unusual or unexpected relationships, including related party transactions, that may indicate risks of material misstatement due to fraud; and
- Confirmation of related parties with management, and review of transactions throughout the period to identify any previously undisclosed transactions with related parties outside the normal course of business; and
- Reading minutes of meetings of those charged with governance, reviewing internal audit reports and reviewing correspondence with relevant tax and regulatory authorities; and
- Review of significant and unusual transactions and evaluation of the underlying financial rationale supporting the transactions; and
- Identifying and testing journal entries, in particular any manual entries made at the year end for financial statement preparation ;and
- Physical inspection of tangible assets susceptible to fraud or irregularity; and
- Existence testing of trade debtor balances by agreeing post year-end receipts.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Directors.
- Conclude on the appropriateness of the Directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in my Auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of my Auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the Group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

**Use of our report**

This report is made solely to the charitable Company's directors, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable Company's directors 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 charitable Company's and its directors, as a body, for our audit work, for this report, or for the opinions we have formed.



**Kreston Reeves LLP**  
Statutory Auditor  
Chartered Accountants  
Chichester  
PO20 7AJ

Date: **14/03/2023**

Kreston Reeves LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Consolidated Statement of financial activities (incorporating income and expenditure account)**  
**For the year ended 31 August 2022**

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>Income from:</b>					
Donations and legacies	4	3,569	1,673	5,242	55,072
Charitable activities	5	2,034,371	-	2,034,371	1,854,980
Other trading activities	6	161,788	-	161,788	-
Other income	7	39,789	-	39,789	95,494
<b>Total income</b>		<b>2,239,517</b>	<b>1,673</b>	<b>2,241,190</b>	<b>2,005,546</b>
<b>Expenditure on:</b>					
Raising funds		66,364	-	66,364	-
Charitable activities	8	2,097,366	3,696	2,101,062	1,959,712
<b>Total expenditure</b>		<b>2,163,730</b>	<b>3,696</b>	<b>2,167,426</b>	<b>1,959,712</b>
<b>Net movement in funds</b>		<b>75,787</b>	<b>(2,023)</b>	<b>73,764</b>	<b>45,834</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		2,679,001	11,695	2,690,696	2,644,862
Net movement in funds		75,787	(2,023)	73,764	45,834
<b>Total funds carried forward</b>		<b>2,754,788</b>	<b>9,672</b>	<b>2,764,460</b>	<b>2,690,696</b>

The Consolidated statement of financial activities includes all gains and losses recognised in the Year.

The notes on pages 20 to 37 form part of these financial statements.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**  
**Registered number: 00803309**

**Consolidated balance sheet**  
**As at 31 August 2022**

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	13	2,989,395	2,980,675
<b>Current assets</b>			
Stocks	15	1,500	1,500
Debtors	16	636,495	626,835
Cash at bank and in hand		362,106	222,531
		<u>1,000,101</u>	<u>850,866</u>
Creditors: amounts falling due within one year	17	(910,987)	(811,215)
<b>Net current assets</b>		<u>89,114</u>	<u>39,651</u>
<b>Total assets less current liabilities</b>		<u>3,078,509</u>	<u>3,020,326</u>
Creditors: amounts falling due after more than one year	18	(314,049)	(329,630)
<b>Total net assets</b>		<u><u>2,764,460</u></u>	<u><u>2,690,696</u></u>
<b>Charity funds</b>			
Restricted funds	19	9,672	11,695
Unrestricted funds	19	2,754,788	2,679,001
<b>Total funds</b>		<u><u>2,764,460</u></u>	<u><u>2,690,696</u></u>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**  
**Registered number: 00803309**

**Consolidated balance sheet (continued)**  
**As at 31 August 2022**

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the Year in question in accordance with section 476 of the Companies Act 2006.

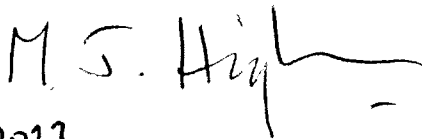
However, an audit is required in accordance with section 152 of the Charities Act 2011.

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Directors and signed on their behalf by:

**M J Higham**  
Chairman



Date: 06/03/2023

The notes on pages 20 to 37 form part of these financial statements.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**  
**Registered number: 00803309**

**Company balance sheet**  
**As at 31 August 2022**

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	13	2,989,395	2,980,675
Investments	14	100	-
		<u>2,989,495</u>	<u>2,980,675</u>
<b>Current assets</b>			
Stocks	15	1,500	1,500
Debtors	16	636,495	626,835
Cash at bank and in hand		353,791	222,531
		<u>991,786</u>	<u>850,866</u>
Creditors: amounts falling due within one year	17	(905,441)	(811,215)
<b>Net current assets</b>		<u>86,345</u>	<u>39,651</u>
<b>Total assets less current liabilities</b>		<u>3,075,840</u>	<u>3,020,326</u>
Creditors: amounts falling due after more than one year	18	(314,049)	(329,630)
<b>Net assets excluding pension asset</b>		<u>2,761,791</u>	<u>2,690,696</u>
<b>Total net assets</b>		<u><u>2,761,791</u></u>	<u><u>2,690,696</u></u>
<b>Charity funds</b>			
Restricted funds	19	9,672	11,695
Unrestricted funds	19	2,752,119	2,679,001
<b>Total funds</b>		<u><u>2,761,791</u></u>	<u><u>2,690,696</u></u>

The Company's net movement in funds for the Year was £71,095 (2021 - £45,834).

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the Year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 152 of the Charities Act 2011.

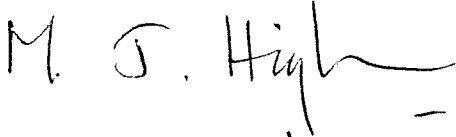
The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)  
Registered number: 00803309

**Company balance sheet (continued)**  
**As at 31 August 2022**

The financial statements were approved and authorised for issue by the Directors on and signed on their behalf by:



**M J Higham**  
Chairman

06/03/2023

The notes on pages 20 to 37 form part of these financial statements.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Consolidated statement of cash flows**  
**For the year ended 31 August 2022**

	<b>Note</b>	<b>2022</b> £	<b>2021</b> £
<b>Cash flows from operating activities</b>			
Net cash used in operating activities	21	<b>227,995</b>	<b>(5,939)</b>
<b>Cash flows from investing activities</b>			
Dividends, interests and rents from investments		<b>(9,011)</b>	<b>(6,664)</b>
Purchase of tangible fixed assets		<b>(64,494)</b>	<b>(5,476)</b>
<b>Net cash used in investing activities</b>		<b>(73,505)</b>	<b>(12,140)</b>
<b>Cash flows from financing activities</b>			
Repayments of borrowing		<b>(14,915)</b>	<b>(14,815)</b>
<b>Net cash used in financing activities</b>		<b>(14,915)</b>	<b>(14,815)</b>
<b>Change in cash and cash equivalents in the Year</b>		<b>139,575</b>	<b>(32,894)</b>
Cash and cash equivalents at the beginning of the Year		<b>222,531</b>	<b>255,425</b>
<b>Cash and cash equivalents at the end of the Year</b>	22	<b>362,106</b>	<b>222,531</b>

The notes on pages 20 to 37 form part of these financial statements

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2022**

**1. General information**

Bury Manor School Trust Limited is a Public Benefit Entity, a company limited by guarantee, registered in England and Wales (Company Number: 00803309), and a registered charity (Charity Number: 307035). The registered office is 9 Donnington Park, 85 Birdham Road, Chichester, West Sussex, PO20 7AJ. The principal office is Dorset House School, Bury, Pulborough, West Sussex, RH20 1PB.

All funds are used in furtherance of its education objectives. The School's activities are not subject to income or corporation tax under the provisions of S478 of the Corporation Tax Act 2010 as the school is a registered charity.

The charitable company's Memorandum and Articles of Association are the primary governing documents of the school and Governors are appointed in accordance with these.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Bury Manor School Trust Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated statement of financial activities (SOFA) and Consolidated balance sheet consolidate the financial statements of the Group and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Group has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of financial activities in these financial statements.

**2.2 Going concern**

The Directors assess whether the use of going concern is appropriate and whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the School to continue as a going concern. Having reviewed the funding facilities available to the School together with the expected ongoing demand for places and the its future projected cash flows, the Directors are confident that the school has sufficient resources to continue its activities for the foreseeable future. The Directors have considered the level of funds held and the expected level of income and expenditure for a period of twelve months from finalisation of these financial statements together with the support provided by the bank and have concluded that it is appropriate to continue to adopt the going concern basis in preparing the financial statements as outlined in the Statement of Directors' responsibilities.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2022**

**2. Accounting policies (continued)**

**2.3 Income**

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The school provides educational services to fee-paying students ranging from reception to year 8. Fees receivable are stated after deducting allowances, bursaries and other remissions granted by the school. Fees received in advance of education being provided in future years are held as liabilities until either taken into income in the term when used or else refunded.

Donations receivable for the general purposes of the charitable company are credited to unrestricted funds. Donations for purposes restricted by the wishes of the donor are taken to restricted funds.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and the receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Support costs which are not attributable to a single activity are apportioned between those activities on a basis that is consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Group's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Government grants**

Government grants relating to tangible fixed assets are treated as deferred income and released to the Consolidated statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Consolidated statement of financial activities as the related expenditure is incurred.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2022**

**2. Accounting policies (continued)**

**2.6 Tangible fixed assets and depreciation**

The schools' freehold land and buildings were professionally revalued by Messrs Guy Leonard and Company at 31 August 1995 at £980,000. This valuation has been adopted as the historical cost. Subsequent building work and improvements costing more than £2,500 are capitalised and carried in the balance sheet at historical cost. The most recent valuation for insurance purposes done in October 2022 valued the buildings at £17,390,000 excluding VAT.

All other tangible fixed assets costing more than £1,000 are capitalised and carried in the balance sheet at historical cost. Depreciation is calculated on all assets, other than freehold land, to write down the cost less estimated residual value by reducing balance method over their expected useful lives.

Donated assets are capitalised at a reasonable estimate of their value to the charity.

Impairment reviews are carried out where there is some indication that the recoverable amount of a functional asset is below its net book value.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following bases:

Freehold property	over 75 years
Fixtures and fittings and motor vehicles including:	10% per annum
Fixtures and fittings	25% per annum
Computer equipment	25% per annum
Motor vehicles	5% per annum
Sports property	

**2.7 Investments**

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Consolidated statement of financial activities.

Investments in subsidiaries are valued at cost less provision for impairment.

**2.8 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

**Notes to the financial statements**  
**For the year ended 31 August 2022**

**2. Accounting policies (continued)**

**2.9 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.10 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.11 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated statement of financial activities as a finance cost.

**2.12 Financial instruments**

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.13 Operating leases**

Rentals paid under operating leases are charged to the Consolidated statement of financial activities on a straight line basis over the lease term.

**2.14 Pensions**

The Group operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Group to the fund in respect of the Year.

**2.15 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Directors in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2022**

**3. Critical accounting estimates and areas of judgment**

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

**Tangible fixed assets** - The school's tangible fixed assets are stated at their cost less provision for depreciation and impairment. The school's accounting policy sets out the approach to calculating depreciation for immaterial assets acquired. For material assets such as land and buildings the school determines at acquisition the reliable estimates for the useful life of the asset and its residual value. These estimates are based upon factors such as the expected use of the acquired asset and market conditions. At subsequent reporting dates the directors consider whether there are any factors that indicate that there would be a need to reconsider the estimates used.

Critical areas of judgment:

**Lease commitments** - The school has entered into lease commitments in respect of plant and equipment. The classification of these leases as operating leases requires the trustees to consider whether the terms and conditions of each lease are such that the school has acquired the risks and rewards associated with the ownership of the underlying assets.

**4. Income from donations and legacies**

	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
Donations	2,327	1,673	<b>4,000</b>	7,351
Other income	1,242	-	<b>1,242</b>	47,721
	<u>3,569</u>	<u>1,673</u>	<u><b>5,242</b></u>	<u>55,072</u>
<i>Total 2021</i>	<u>50,253</u>	<u>4,819</u>	<u>55,072</u>	

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2022**

**5. Income from charitable activities**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Fees	1,888,102	<b>1,888,102</b>	1,798,057
Extras	146,269	<b>146,269</b>	56,923
<b>Total 2022</b>	<u>2,034,371</u>	<u><b>2,034,371</b></u>	<u>1,854,980</u>
<i>Total 2021</i>	<u>1,854,980</u>	<u>1,854,980</u>	

**6. Income from other trading activities**

**Income from non charitable trading activities**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Trading income	161,788	<b>161,788</b>	-

Total trading income of £161,788 has been generated through events hire in Bury Manor Barn Ltd.

**7. Trading income**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Holiday lettings	16,561	<b>16,561</b>	28,772
Other lettings	18,279	<b>18,279</b>	62,400
Miscellaneous Income	4,949	<b>4,949</b>	4,322
	<u>39,789</u>	<u><b>39,789</b></u>	<u>95,494</u>
<i>Total 2021</i>	<u>95,494</u>	<u>95,494</u>	

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Notes to the financial statements**  
For the year ended 31 August 2022

**8. Expenditure on charitable activities**

	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total 2022 £</b>	<i>Total 2021 £</i>
Charitable activities	2,097,366	3,696	<b>2,101,062</b>	1,959,712
<i>Total 2021</i>	<u>1,954,144</u>	<u>5,568</u>	<u>1,959,712</u>	

**9. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2022 £</b>	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
Charitable activities	2,101,062	<b>2,101,062</b>	1,959,712
<i>Total 2021</i>	<u>1,959,712</u>	<u>1,959,712</u>	

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2022**

**9. Analysis of expenditure by activities (continued)**

**Analysis of direct costs**

	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Staff costs	1,413,036	1,387,669
Inspection fees	1,992	1,578
Recruitment and training	6,464	8,857
Food costs	86,704	58,971
Laundry and cleaning	22,531	26,144
Field and garden expenses	33,986	22,618
Rates and water	18,645	16,749
Insurance	26,452	26,457
Swimming pool maintenance	2,196	1,805
Light and heat	57,765	36,121
Repairs and renewals	7,133	14,657
Curriculum expenses	38,542	36,415
Repairs to property	28,510	27,875
Motor and travel expenses	27,895	22,011
Subscriptions and donations	12,242	11,523
Cost of activities and extras	96,963	26,140
Telephone and postage	6,677	6,446
Printing, stationery and advertising	41,391	36,261
Bank charges	8,337	2,587
Legal and professional fees	1,255	839
Miscellaneous expenses	9,141	23,981
Bad debts	306	-
Computer maintenance costs	66,268	33,066
Depreciation	55,777	60,736
Audit and accountancy	13,980	14,574
Bank interest payable	9,011	6,664
Venue hire	7,863	48,968
<b>Total 2022</b>	<b>2,101,062</b>	<b>1,959,712</b>

During the year ended 31 August 2022, Bury Manor School Trust Limited incurred £15,235 (2021: £15,413) of Governance costs. This is made up of audit and accountancy fees totalling £13,980 (2021: £14,574) and legal and professional fees totalling £1,255 (2021: £839).

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Notes to the financial statements**  
**For the year ended 31 August 2022**

**10. Auditor's remuneration**

The auditor's remuneration amounts to an auditor fee of £9,949 (2021 - £9,475), and other services of £4,031 (2021 - £5,099).

**11. Staff costs**

	<b>Group 2022</b>	<i>Group 2021</i>	<b>Company 2022</b>	<i>Company 2021</i>
	£	£	£	£
Wages and salaries	1,215,215	1,156,630	1,176,579	1,156,630
Social security costs	96,595	88,956	96,595	88,956
Pension costs	139,862	142,083	139,862	142,083
	<u>1,451,672</u>	<u>1,387,669</u>	<u>1,413,036</u>	<u>1,387,669</u>

The average number of persons employed by the Company during the Year was as follows:

	<b>Group 2022</b>	<i>Group 2021</i>
	No.	No.
Teaching staff	27	27
Others	19	19
	<u>46</u>	<u>46</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	<b>Group 2022</b>	<i>Group 2021</i>
	No.	No.
In the band £60,001 - £70,000	1	1
In the band £80,001 - £90,000	1	1

The school considers its key management personnel comprise of the Head teacher, Deputy Head teacher, Head of pre-prep, Bursar, Registrar and Director of music. The total amount of employee benefits (including employer national insurance and pension contributions) received by key management personnel for the services to the trust were: £356,525 (2021: £359,148).

**12. Directors' remuneration and expenses**

During the year, no Directors received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 August 2022, no Director expenses have been incurred (2021 - £NIL).

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Notes to the financial statements**  
**For the year ended 31 August 2022**

**13. Tangible fixed assets**

**Group and Company**

	Freehold property £	Fixtures and fittings £	Total £
<b>Cost or valuation</b>			
At 1 September 2021	2,888,992	846,466	3,735,458
Additions	26,505	37,991	64,496
	<u>2,915,497</u>	<u>884,457</u>	<u>3,799,954</u>
<b>Depreciation</b>			
At 1 September 2021	266,298	488,485	754,783
Charge for the Year	11,237	44,539	55,776
	<u>277,535</u>	<u>533,024</u>	<u>810,559</u>
<b>Net book value</b>			
At 31 August 2022	<u>2,637,962</u>	<u>351,433</u>	<u>2,989,395</u>
<i>At 31 August 2021</i>	<u>2,622,694</u>	<u>357,981</u>	<u>2,980,675</u>

Based on indicative valuation the Trustees believe the open market value of freehold land and buildings is substantially in excess of the carrying value. The insured value of the building is £17,390,000 exclusive of VAT as professionally valued in October 2022.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2022**

**14. Fixed asset investments**

<b>Company</b>	<b>Investments in subsidiary companies £</b>
<b>Cost or valuation</b>	
Additions	100
	<hr/>
At 31 August 2022	100
	<hr/> <hr/>
<b>Net book value</b>	
At 31 August 2022	100
	<hr/> <hr/>

**Principal subsidiaries**

The following was a subsidiary undertaking of the Company:

<b>Name</b>	<b>Company number</b>	<b>Registered office or principal place of business</b>	<b>Principal activity</b>
Bury Manor Barn Ltd	13490783	9 Donnington Park, 85 Birdham Road, Chichester, West Sussex, PO20 7AJ	Event hire

<b>Class of shares</b>	<b>Holding</b>
Ordinary	100%

The financial results of the subsidiary for the year were:

<b>Name</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Profit/(Loss) / Surplus/ (Deficit) for the year £</b>	<b>Net assets £</b>
Bury Manor Barn Ltd	161,788	(69,119)	92,669	2,769

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2022**

**15. Stocks**

	<b>Group 2022 £</b>	<i>Group 2021 £</i>	<b>Company 2022 £</b>	<i>Company 2021 £</i>
Finished goods and goods for resale	<b>1,500</b>	<i>1,500</i>	<b>1,500</b>	<i>1,500</i>

**16. Debtors**

	<b>Group 2022 £</b>	<i>Group 2021 £</i>	<b>Company 2022 £</b>	<i>Company 2021 £</i>
Trade debtors	<b>629,916</b>	<i>613,119</i>	<b>629,916</b>	<i>613,119</i>
Other debtors	<b>37</b>	<i>37</i>	<b>37</b>	<i>37</i>
Prepayments and accrued income	<b>6,542</b>	<i>13,679</i>	<b>6,542</b>	<i>13,679</i>
	<b>636,495</b>	<i>626,835</i>	<b>636,495</b>	<i>626,835</i>

**17. Creditors: Amounts falling due within one year**

	<b>Group 2022 £</b>	<i>Group 2021 £</i>	<b>Company 2022 £</b>	<i>Company 2021 £</i>
Bank loans	<b>22,433</b>	<i>22,222</i>	<b>22,433</b>	<i>22,222</i>
Trade creditors	<b>25,260</b>	<i>30,278</i>	<b>21,414</b>	<i>30,278</i>
Other taxation and social security	<b>25,330</b>	<i>23,425</i>	<b>25,330</b>	<i>23,425</i>
Other creditors	<b>84,000</b>	<i>74,000</i>	<b>84,000</b>	<i>74,000</i>
Accruals and deferred income	<b>753,964</b>	<i>661,290</i>	<b>752,264</b>	<i>661,290</i>
	<b>910,987</b>	<i>811,215</i>	<b>905,441</b>	<i>811,215</i>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2022**

	<b>Group 2022 £</b>	<i>Group 2021 £</i>
Deferred income at 1 September 2021	<b>635,528</b>	630,932
Resources deferred during the year	<b>730,444</b>	635,528
Amounts released from previous periods	<b>(635,528)</b>	(630,932)
<b>Deferred income at 31 August 2021</b>	<b>730,444</b>	635,528

Deferred income at the year end represents fees paid in advance.

**18. Creditors: Amounts falling due after more than one year**

	<b>Group 2022 £</b>	<i>Group 2021 £</i>	<b>Company 2022 £</b>	<i>Company 2021 £</i>
Bank loans	<b>314,049</b>	329,630	<b>314,049</b>	329,630

The trust has a bank loan with £336,482 repayable in termly instalments of £7,477, exclusive of interest, which is payable at 2.45% over National Westminster Bank Plc base rate. The loan is payable by three instalments a year for 15 years.

The bank loan is secured by a first legal charge on all the Trust's freehold property at Bury Manor, Bury, Pulborough, and a fixed and floating charge on all the Trust's other assets, both present and future. The loan represents 13% of the net book value of the freehold property at 31 August 2022 (2021: 13%).

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2022**

**19. Statement of funds**

**Statement of funds - current Year**

	Balance at 1 September 2021 £	Income £	Expenditure £	Balance at 31 August 2022 £
<b>Unrestricted funds</b>				
Unrestricted accumulated fund	1,967,080	2,239,517	(2,163,730)	2,042,867
Revaluation reserve	711,921	-	-	711,921
	<u>2,679,001</u>	<u>2,239,517</u>	<u>(2,163,730)</u>	<u>2,754,788</u>
<b>Restricted funds</b>				
PA donations	8,617	1,673	(2,656)	7,634
FEAST donations	3,078	-	(1,040)	2,038
	<u>11,695</u>	<u>1,673</u>	<u>(3,696)</u>	<u>9,672</u>
<b>Total of funds</b>	<u><u>2,690,696</u></u>	<u><u>2,241,190</u></u>	<u><u>(2,167,426)</u></u>	<u><u>2,764,460</u></u>

PA Donations

These donations are made from the Parents Association to go towards improvements to the school and the annual firework display.

FEAST Donations

FEAST is a charity that the school raises money for throughout the year. The money is used to provide education to children in India to open the doorway to a better future.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2022**

**19. Statement of funds (continued)**

**Statement of funds - prior Year**

	<i>Balance at 1 September 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 August 2021 £</i>
<b>Unrestricted funds</b>				
Unrestricted accumulated fund	1,920,497	2,000,727	(1,954,144)	1,967,080
Revaluation reserve	711,921	-	-	711,921
	<u>2,632,418</u>	<u>2,000,727</u>	<u>(1,954,144)</u>	<u>2,679,001</u>
<b>Restricted funds</b>				
PA donations	8,419	3,869	(3,608)	8,680
FEAST donations	4,025	950	(1,960)	3,015
	<u>12,444</u>	<u>4,819</u>	<u>(5,568)</u>	<u>11,695</u>
<b>Total of funds</b>	<u><u>2,644,862</u></u>	<u><u>2,005,546</u></u>	<u><u>(1,959,712)</u></u>	<u><u>2,690,696</u></u>

**20. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total funds 2022 £</b>
Tangible fixed assets	2,989,395	-	2,989,395
Current assets	990,429	9,672	1,000,101
Creditors due within one year	(910,987)	-	(910,987)
Creditors due in more than one year	(314,049)	-	(314,049)
<b>Total</b>	<u><u>2,754,788</u></u>	<u><u>9,672</u></u>	<u><u>2,764,460</u></u>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2022**

**20. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	<i>Unrestricted funds 2021 £</i>	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	2,980,675	-	2,980,675
Current assets	839,171	11,695	850,866
Creditors due within one year	(811,215)	-	(811,215)
Creditors due in more than one year	(329,630)	-	(329,630)
<b>Total</b>	<u><u>2,679,001</u></u>	<u><u>11,695</u></u>	<u><u>2,690,696</u></u>

**21. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>Group 2022 £</b>	<b>Group 2021 £</b>
Net income for the year (as per Statement of Financial Activities)	<u>73,764</u>	<u>45,834</u>
<b>Adjustments for:</b>		
Depreciation charges	55,777	60,736
Dividends, interests and rents from investments	9,011	6,664
Increase in debtors	(9,660)	(76,871)
Increase/(decrease) in creditors	99,103	(42,302)
<b>Net cash provided by/(used in) operating activities</b>	<u><u>227,995</u></u>	<u><u>(5,939)</u></u>

**22. Analysis of cash and cash equivalents**

	<b>Group 2022 £</b>	<b>Group 2021 £</b>
Cash in hand	<u>362,106</u>	<u>222,531</u>
<b>Total cash and cash equivalents</b>	<u><u>362,106</u></u>	<u><u>222,531</u></u>

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Notes to the financial statements**  
**For the year ended 31 August 2022**

**23. Analysis of changes in net debt**

	At 1 September 2021	Cash flows £	At 31 August 2022 £
Cash at bank and in hand	222,531	139,575	362,106
Debt due within 1 year	(22,222)	(211)	(22,433)
Debt due after 1 year	(329,630)	15,581	(314,049)
	<u>(129,321)</u>	<u>154,945</u>	<u>25,624</u>

**24. Pension commitments**

The Trust operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Trust in an independently administered fund. The pension cost charge represents contributions payable by the Trust to the fund. At the balance sheet date £Nil (2021 - £Nil) was payable to the fund and is included in creditors.

**25. Operating lease commitments**

At 31 August 2022 the Group and the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	Group 2022 £	Group 2021 £	Company 2022 £	Company 2021 £
Not later than 1 year	36,889	-	36,889	46,112
Later than 1 year and not later than 5 years	31,850	-	31,850	52,218
	<u>68,739</u>	<u>-</u>	<u>68,739</u>	<u>98,330</u>

The following lease payments and changes in lease payments have been recognised in the Statement of financial activities:

	Group 2022 £	Group 2021 £	Company 2022 £	Company 2021 £
Operating lease rentals	51,944	-	51,944	29,718

**26. Constitution**

The Trust is limited by guarantee and has no share capital. Every member of the Trust undertakes to contribute to the assets of the Trust in the event of it being wound up while he is a member or within one year after he ceases to be a member, such amount as may be required not exceeding £1.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2022**

**27. Related party transactions**

As is customary with the position at the school, the Head and the Bursar and House master receive bursaries in respect of their children attending the school. Bursaries are received and approved annually by the trustees.

Skern Lodge Limited - for which A P Williamson is a director

During the year, 18 pupils went on a leadership trip to Skern Lodge and paid £7,528 (2021: total cost £5,048). There were no amounts outstanding at 31 August 2022 (2021:Nil). This transaction was carried out under normal business terms.

**BURY MANOR SCHOOL TRUST LIMITED (DORSET HOUSE SCHOOL)**

England & Wales - Charity number 307035

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# Accounts

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Registered number: 00803309  
Charity number: 307035

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Directors' report and financial statements**

**For the year ended 31 August 2021**

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

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**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Reference and administrative details of the company, its Directors and advisers**  
**For the year ended 31 August 2021**

**Directors**

R D Agutter FCA JP, Trustee<sup>1</sup>  
J R T Barclay DL, Trustee (resigned 14 June 2021)<sup>3</sup>  
H R Dugdale MA (Cantab) PGCE, Trustee<sup>2</sup>  
M J Higham BA Cert. Ed, Chairman<sup>1,2</sup>  
A Meyrick, Trustee<sup>1</sup>  
N A Parsons, Trustee<sup>1</sup>  
H C Davies MA (Oxon) MBA, Trustee (resigned 8 February 2021)<sup>1</sup>  
B A Figgis MA (Cantab) M.Ed PGCE, Trustee<sup>2</sup>  
D W Mott MA (Cantab), Trustee<sup>2</sup>  
A P Williamson BA (Hons) ACA, Trustee<sup>1</sup>  
B S R Savage, Trustee (resigned 15 March 2021)<sup>4</sup>  
A H Windle, Trustee  
O Marshall, Trustee (appointed 16 November 2020)  
J L Hamblett-Jahn (appointed 15 November 2021)<sup>4</sup>

<sup>1</sup> Member of the Estates and Finance Committee

<sup>2</sup> Members of the Academic Committee

<sup>3</sup> Members of Health and Safety Committee

<sup>4</sup> Members of the Boarding Committee

**Company registered number**

00803309

**Charity registered number**

307035

**Registered office**

A2 Yeoman Gate, Yeoman Way, Worthing, West Sussex, BN13 3QZ

**Principal operating office**

Dorset House School, Bury, Pulborough, West Sussex, RH20 1PB

**Company secretary**

A C Owens MSc ACMA

**Independent auditor**

Kreston Reeves LLP, Statutory Auditor, 9 Donnington Park, 85 Birdham Road, Chichester, West Sussex, PO20 7AJ

**Bankers**

Natwest, 2nd floor Turnpike House, 123 High Street, Crawley, West Sussex, RH10 1DQ

**Solicitors**

Anderson Longmore & Higham, Wisteria House, Market Square, Petworth, West Sussex, GU28 0AJ

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report**  
**For the year ended 31 August 2021**

The Board of Directors present their annual report for the year ended 31 August 2021 under the Companies Act 2006 and the Charities Act 2011, together with the financial statements for the year, and confirm that the latter comply with the requirements of the Companies Act 2006, the company's Memorandum and Articles of Association and the Charities Statement of Recommended Practice (SORP) FRS102.

Bury Manor School Trust Limited (Dorset House School) is a charitable company founded in 1964, charity registration number 307035, company registration number 803309, with liability of its members limited to £1 each by guarantee. The registered office of the company is A2 Yeoman Gate, Yeoman Way, Worthing, West Sussex, BN13 3QZ.

**Objectives and activities**

**a. Policies and objectives**

The object of the company, in accordance with its Memorandum and Articles of Association, is the education of children up to age 13.

In setting objectives and planning for activities, the Directors have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

**b. Strategies for achieving objectives**

Dorset House is a happy, friendly, caring school for girls and boys, aged between 4 and 13, based on Christian principles with a family-centred ethos. It is a structured but loving environment with a fine reputation for giving the individual the opportunity to experience and explore all areas of the curriculum. The school has a rigorous approach to academic achievement whilst maintaining its reputation for sporting, musical and artistic endeavour.

Dorset House aims to answer individual educational needs and to inspire pupils with a desire to learn. These aims are achieved through our stimulating, varied and balanced curriculum in which independent learning skills are developed and where children are given the confidence to achieve their potential. We have adopted the overarching principle of 'Be the Best You Can Be'.

We believe that the challenges offered by Dorset House enable our children to embrace the opportunities that lie ahead and will prepare them for a demanding future.

The key qualities of a Dorset House education are:

- inspired teaching by an enthusiastic staff.
- a 'can do' ethos that pervades the school community at all levels.
- a rich extra-curricular provision, giving opportunities for every child to find their niche, experience success and develop self-confidence.
- a pastoral care programme that ensures that every child's social and academic progress is supported.
- a valued partnership between home and school.

Whilst predominately a day school, we also offer flexi boarding to pupils in years 5 to 8.

**c. Objectives for the year**

The board's main objective continued to be to educate all the school's pupils to at least the same high standard achieved by the school in previous years, so that they will be fully able to benefit from their chosen senior school for the completion of their education in due course. Our strategy for achieving this is to maintain a high teacher: pupil ratio and to tailor our services, as appropriate in each case, to suit the individual child.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report (continued)**  
**For the year ended 31 August 2021**

**Objectives and activities (continued)**

**d. Main activities undertaken to further the company's purposes for the public benefit**

Principal activity

Dorset House School's principal activity is the provision of a day and boarding school for boys and girls aged 4 to 13. The school roll stood at 146 at the end of the summer term 2021.

Public benefit

Governors take their role of providing public benefit very seriously and consider they have complied with their duty in section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Bursaries

We are able to support pupils through our Bursary Scheme. This scheme, which is available on a means-tested basis assessed by the Bursar against criteria agreed by the directors, provided support for 36 children in 2020-21 and reduced annual gross fee income by 10.1%. All applications for an award are considered by the Estates and Finance sub-committee. Awards are granted for a maximum period of 1 year and are subject to annual review.

The school and the community

Dorset House School is an integral part of the local community, employing several staff members from the village in both teaching and non-teaching posts, as well as hosting the annual Village Fête in the school grounds without charge. Dorset House regularly worships as a school in the adjacent parish church of Saint John the Evangelist.

The school provides a space for a local nursery to use at no charge. The school is licensed as a venue for civil ceremonies and regularly hosts weddings and receptions throughout school holidays. The school often supports PGCE student training placements and teachers with their NQT year.

Charity work

During the year to 31 August 2021 the school raised £2,822 for charity. This included £1,960 for FEAST, an aid charity in Southern India. Smaller sums were spread across several charities including BBC Children in Need, Chestnut Tree House and Comic Relief.

Charity fundraising activities and Parents' Association fund-raising events were considerably reduced compared to previous years as a result of the covid-19 pandemic.

**e. Volunteers**

In the previous year, the Parents' Association kindly donated £3,000 towards planting of our new 'zen' garden constructed next to the Prep building; the area is in regular use by children at breaktimes. Parents also donated £1,204 towards tree planting around the estate.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Directors' report (continued)**  
For the year ended 31 August 2021

**Strategic report**

**Achievements and performance**

**a. Financial review**

The school achieved an unrestricted fund surplus of £46,583 in comparison to an unrestricted fund surplus of £106,852 in 2019-2020. The school also holds £11,695 of restricted funds (2020: £12,444).

Pupil numbers remain healthy although down on the previous year. In 2021-22, we have started with 135 pupils in Reception to Year 8, with years 4, 5 and 8 being close to full.

The school has made significant investments and improvements to its facilities during recent years including construction of a new Pre-Prep assembly hall and school office and significant refurbishment of the medieval barn, kitchen/dining areas and the Pre-Prep classrooms.

Due to the covid-19 pandemic, only limited capital expenditure was carried out in 2020-21. Further IT improvements were made. The school invested in Surface Go laptops for all Year 7 and 8 pupils; these are being used across a range of subjects and have proved a great success.

The school continues to work to a business plan that provides for a growth in pupil numbers whilst maintaining the ethos and culture of the school.

**b. Review of activities**

Operational performance of the school

In 2021 all twenty-one Year 8 pupils went to a senior school of their choice. Common Entrance Results were excellent with 3 scholarship awards – to Hurstpierpoint College, Roedean School and Seaford College.

These academic results indicate that the board's primary objective of maintaining high academic standards is being met. The staff: pupil ratio remained high so that individual educational, extra-curricular and pastoral needs were met.

The board feels that the following key performance indicators for the school have been met for the year to 31 August 2021:

- Maintenance of high educational standards.
- Provision of a rich programme of extra-curricular activities and a happy, caring environment.
- Fulfilment of public benefit requirements.
- A modest financial surplus was achieved which has enabled re-investment in the school premises and facilities.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report (continued)**  
**For the year ended 31 August 2021**

**Strategic report (continued)**

**Achievements and performance (continued)**

**c. Fundraising activities and income generation**

Bury Manor School Trust Ltd recognises the vital contribution made by its supporters. We believe that giving to charity should be a positive experience, and to help ensure that this is the case we acknowledge the damaging impact an excessively aggressive approach to fundraising can have on vulnerable people, whether from unreasonably persistent approaches being made or undue pressure to give being applied, and great care is undertaken to ensure that such practices are not adopted by the Trust. To this end, all fundraising activity is carried out by our Parent Association - DHPA. This group raises money for the school through regular activities such as quiz night, bonfire night, and parent, pupil and community social events. All of these events are voluntary and advertised in a non-intrusive manner.

The school does not utilise the services of any external commercial fundraisers. At this point, given that the majority of the school's donations are from pupils' parents, the trustees do not consider it necessary to subscribe to the Fundraising Regulator.

The school welcomes feedback on its fundraising approach and seeks to make improvements wherever it can. Any complaints received in respect of our fundraising activities are taken very seriously and are acted upon immediately. We are pleased to report that during the year no complaints were received in respect of our fundraising activity.

**d. Investment policy and performance**

The school has no investments other than in its estate, the use of which is maximised for the benefit of the school. Under normal circumstances, the letting of the school for marriages and wedding receptions and for summer activities continues to be both popular and profitable.

**a. Going concern**

Due to the covid 19 pandemic a rent holiday period was taken on the bank loan. This meant that the negotiation period for the balloon payment was extended and pushed into the summer of 2022. In May 2022, a replacement loan was taken out for £337,000 repayable over 15 years.

After making appropriate enquiries, the trustees are confident that the School has sufficient resources to continue its activities for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report (continued)**  
**For the year ended 31 August 2021**

**b. Coronavirus**

The School was able to operate relatively normally during the Autumn term of 2020 although there was reduced boarding and extra-curricular activities.

At the start of January 2021, the UK government re-introduced measures in a response to the Coronavirus pandemic which required the School premises to close temporarily. As a result, the School again introduced a virtual schooling provision for all its pupils to access and its Spring term fees were discounted accordingly. Home schooling was set up comprising a mix of live lessons on Microsoft Teams and exercises on other software packages to replicate the normal academic timetable as far as possible.

Following further government announcements, there was a return to school from the 8th March 2021 for the remaining 3 weeks of the Spring term. The School operated close to normal during the Summer term.

During the closure, the School utilised the support packages available from the Government including the Coronavirus Job Retention Scheme. As a result of the closure, there was some savings in other costs, e.g. food and utilities. Together with the Government support, this meant that the loss of income from the discounted fees was largely offset for the Spring term.

Parents have remained very supportive. Throughout the pandemic, detailed risk assessments have been kept updated and government guidance has been closely followed. This has minimised the impacts as far as possible.

The Governors have worked closely with the Senior Management Team to re-forecast the budget and are satisfied that income and costs levels will be able to be appropriately managed, accordingly they continue to adopt the going concern basis in preparing the financial statements.

**c. Reserves policy**

Total funds at 31 August 2021 were £2,690,696. This is made up of restricted funds totalling £11,695 and unrestricted funds totalling £2,679,001. £2,980,675 was invested in tangible fixed assets for use by the charity. The charity therefore had a deficit of free reserves at 31 August 2021 of £289,979 mainly represented by a bank loan secured on the charity's freehold property. The bank loan has been substantially reduced in recent years.

The governors have determined that their first priority is the creation of an attractive educational and pastoral environment which is responsive to the needs of parents, children and teachers such that the school will maintain its strong reputation as a unique small preparatory north of the South Downs in West Sussex. It must have a strong marketing focus to grow pupil numbers. Surpluses will be devoted in the short term to reducing debt levels. Only when debt has been reduced, can reserves be built up.

**Structure, governance and management**

**a. Constitution**

The company is governed by its Memorandum and Articles of Association, last amended on 14 November 2000.

**b. Methods of appointment or election of Directors**

The directors, who are also required under the Articles to serve as members of the company, are elected at a full directors' meeting on the basis of nominations received from the Chairman or the Head based on eligibility, personal competence, relevant experience and availability. Four directors are drawn from senior teaching posts in secondary schools in Sussex (Ardingly College, Hurstpierpoint, Brighton College and Lancing College). Directors serve for a term of seven years and are eligible for re-election.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report (continued)**  
**For the year ended 31 August 2021**

**Structure, governance and management (continued)**

**c. Organisational structure and decision-making policies**

The directors meet as a board at least three times a year to determine the general policy of the company and review its overall management and control for which they are legally responsible. The Estates and Finance sub-committee meets formally before each main meeting and undertakes a detailed review of the budgets, annual reports and accounts.

The day-to-day running of the school is delegated to the Head and the Bursar, supported by the Senior Management Team and other members of staff. An Academic sub-committee, comprising the Head and Governors with first-hand experience of education, gives advice on the school's curriculum and other academic matters. The Health & Safety sub-committee, comprising the Head, the Bursar, staff representatives and Governors with experience of Health & Safety management, meet termly and report to the full board. Other Governors are given specific responsibility for Boarding, Safeguarding (including the Single Central Register of Appointments), and the Pre-Prep.

**d. Policies adopted for the Induction and training of Directors**

New directors are inducted into the workings of the school, and also of the company as a registered charity, including board policy and procedures, at a series of induction meetings with the Head and the Bursar. Directors also attend courses run by the Independent Association of Preparatory Schools (IAPS), the Association of Governing Bodies of Independent Schools (AGBIS) and the Independent Schools Bursars Association (ISBA).

**e. Pay policy for key management personnel**

Salaries for all staff including senior staff are benchmarked against other IAPS independent schools to allow us to remain an attractive employer in the sector.

Salaries are reviewed annually and generally an inflationary increase is applied. This is dependent on the financial success of the school and also increases being offered in similar schools. Specific salaries may be adjusted on the basis of annual performance appraisals.

**f. Related party relationships**

Dorset House School is an active member of the Independent Association of Preparatory Schools, the Independent Schools Bursars Association, and the Association of Governing Bodies of Independent Schools for the maintenance of preparatory schools' standards generally.

We co-operate with as many local charities as we can, to widen public access to the schooling we can provide, to optimise the use of our cultural and sporting facilities and to awaken in our pupils an awareness of the social context of the education they receive at the school.

Dorset House School also benefits from the generosity of a thriving Parents' Association whose continuing support we greatly appreciate and gladly acknowledge.

**Structure, governance and management (continued)**

**g. Risk management**

The Board continues to keep the school's activities under review with regard to the major risks that may arise.

The principal risks and uncertainties facing the school are as follows:

External economic factors and the sustainability of fee increases

The School relies on parents' ability to pay fees as its main source of income. There is a risk that external economic factors reduce parents' ability to pay fees or result in parents withdrawing pupils due to fee levels.

Impact of government legislation

Changes in government legislation, for example charity law and guidance, may impact on the School's status and operation. The School must be able to adapt to such changes practically and efficiently.

Reputational risk and competition from nearby schools

The continuing success of the School is dependent on continuing to attract applicants by maintaining high academic standards, an extensive range of extra-curricular and sporting activities, and excellent facilities. The School operates in a competitive local market.

Risk Management

The Board and Senior Management Team continue to keep the School's activities under review, particularly with regard to any major risks that may arise from time to time. Internal and external factors that influence the school performance including Governance and Management, Competition, Compliance and Systems are reviewed regularly.

The school continues to work with its external Health & Safety advisors carrying out rolling reviews of procedures to ensure compliance with legislation and that major risks identified by this process have been mitigated to an acceptable level. The school Health & Safety Committee meet three times a year and reports to the full Governing Body.

**Plans for future periods**

Growing pupil numbers in the Pre-Prep and increasing boarding numbers remain a focus.

Areas for development are as follows:

- Refurbishment of the car park and improvements to the Art/DT room, learning development room and the boarding accommodation.
- To continue the improvement of ICT infrastructure and teaching within the school.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Directors' report (continued)**  
**For the year ended 31 August 2021**

**Statement of Directors' responsibilities**

The Directors (who are also the directors of the company for the purposes of company law) are responsible for preparing the Directors' report including the Strategic report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial Year. Under company law, the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

**Disclosure of information to auditor**

So far as each director at the date of approval of this report is aware:

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

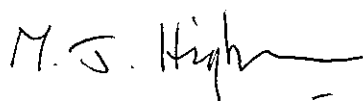
**Auditor**

The auditor, Kreston Reeves LLP, has indicated his willingness to continue in office. The designated Directors will propose a motion reappointing the auditor at a meeting of the Directors.

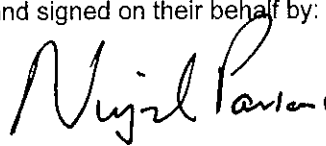
**Small companies special provisions**

The report of the directors has been prepared in accordance with the special provisions of section 415A of the Companies Act 2006 relating to small companies.

Approved by order of the members of the board of Directors and signed on their behalf by:



**M J Higham**  
Chairman



**N A Parsons**  
Director

Date: 26/05/2022

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Independent auditor's report to the Members of Bury Manor School Trust Limited**

**Opinion**

We have audited the financial statements of Bury Manor School Trust Limited (the 'charitable company') for the Year ended 31 August 2021 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including 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 charitable company's affairs as at 31 August 2021 and of its incoming resources and application of resources, including its income and expenditure for the Year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**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 charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council'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**

In auditing the financial statements, we have concluded that the Directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Directors with respect to going concern are described in the relevant sections of this report.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

**Other information**

The other information comprises the information included in the Annual report other than the financial statements and our Auditor's report thereon. The Directors are responsible for the other information contained within the Annual report. 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. 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 course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Directors' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of Directors**

As explained more fully in the Directors' responsibilities statement, the Directors (who are also the directors of the charitable company for the purposes of company law) 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 Directors 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 Directors are responsible for assessing the charitable company'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 Directors either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

*Capability of the audit in detecting irregularities, including fraud*

Based on our understanding of the charity and the sector as a whole, and through discussion with the Trustees and other management (as required by auditing standards), we identified that the principal risks of non-compliance with laws and regulations related to child protection and safeguarding, health and safety, anti-bribery and employment law. We considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities SORP (FRS 102) Second Edition (released October 2019), the Companies Act 2006 and other relevant charity legislation. We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit. We evaluated Trustees' and management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks related to posting inappropriate journal entries to increase revenue or reduce expenditure and management bias in accounting estimates and judgemental areas of the financial statements. Audit procedures performed by the engagement team included:

- Discussions with management and assessment of known or suspected instances of non-compliance with laws and regulations (including health and safety) and fraud, and review of the reports made by management and internal audit; and
- Assessment of identified fraud risk factors; and
- Review of cash and credit card expenditure to confirm no evidence of personal benefit; and
- Challenging assumptions and judgements made by management in its significant accounting estimates; and
- Checking and reperforming the reconciliation of key control accounts; and
- Performing analytical procedures to identify any unusual or unexpected relationships, including related party transactions, that may indicate risks of material misstatement due to fraud; and
- Confirmation of related parties with management, and review of transactions throughout the period to identify any previously undisclosed transactions with related parties outside the normal course of business; and
- Reading minutes of meetings of those charged with governance, reviewing internal audit reports and reviewing correspondence with relevant tax and regulatory authorities; and
- Review of significant and unusual transactions and evaluation of the underlying financial rationale supporting the transactions;
- Identifying and testing journal entries, in particular any manual entries made at the year end for financial statement preparation;
- Physical inspection of tangible assets susceptible to fraud or irregularity; and
- Existence testing of trade debtor balances by agreeing post year end receipts.

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Directors.
- Conclude on the appropriateness of the Directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in my Auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of my Auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

**Use of our report**

This report is made solely to the charitable company's directors, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's directors 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 charitable company's and its directors, as a body, for our audit work, for this report, or for the opinions we have formed.



**Kreston Reeves LLP**  
Statutory Auditor  
Chartered Accountants  
Chichester

Date: 27/05/2022

Kreston Reeves LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Statement of financial activities (incorporating income and expenditure account)**  
For the year ended 31 August 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Income from:</b>					
Donations and legacies	4	50,253	4,819	55,072	131,181
Charitable activities	5	1,854,980	-	1,854,980	1,900,474
Trading income	6	95,494	-	95,494	56,772
<b>Total income</b>		<b>2,000,727</b>	<b>4,819</b>	<b>2,005,546</b>	<b>2,088,427</b>
<b>Expenditure on:</b>					
Charitable activities	7	1,954,144	5,568	1,959,712	1,979,263
<b>Total expenditure</b>		<b>1,954,144</b>	<b>5,568</b>	<b>1,959,712</b>	<b>1,979,263</b>
<b>Net movement in funds</b>		<b>46,583</b>	<b>(749)</b>	<b>45,834</b>	<b>109,164</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	17	2,632,418	12,444	2,644,862	2,535,698
Net movement in funds	17	46,583	(749)	45,834	109,164
<b>Total funds carried forward</b>		<b>2,679,001</b>	<b>11,695</b>	<b>2,690,696</b>	<b>2,644,862</b>

The Statement of financial activities includes all gains and losses recognised in the Year.

The notes on pages 19 to 34 form part of these financial statements.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**  
**Registered number: 00803309**

**Balance sheet**  
**As at 31 August 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	12	2,980,675	3,035,935
<b>Current assets</b>			
Stocks	13	1,500	1,500
Debtors	14	626,835	549,964
Cash at bank and in hand		222,531	255,425
		<u>850,866</u>	<u>806,889</u>
Creditors: amounts falling due within one year	15	(811,215)	(856,295)
<b>Net current assets / liabilities</b>		<u>39,651</u>	<u>(49,406)</u>
<b>Total assets less current liabilities</b>		<u>3,020,326</u>	<u>2,986,529</u>
Creditors: amounts falling due after more than one year	16	(329,630)	(341,667)
<b>Total net assets</b>		<u><u>2,690,696</u></u>	<u><u>2,644,862</u></u>
<b>Charity funds</b>			
Restricted funds	17	11,695	12,444
Unrestricted funds	17	2,679,001	2,632,418
<b>Total funds</b>		<u><u>2,690,696</u></u>	<u><u>2,644,862</u></u>

**Bury Manor School Trust Limited**  
(A company limited by guarantee)  
Registered number: 00803309

**Balance sheet (continued)**  
**As at 31 August 2021**

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the Year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 145 of the Charities Act 2011.

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Directors and signed on their behalf by:



**M J Higham**  
Chairman



**N A Parsons**  
Director

Date: 26/05/2022

The notes on pages 19 to 34 form part of these financial statements.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Statement of cash flows**  
**For the year ended 31 August 2021**

	Note	2021 £	2020 £
<b>Cash flows from operating activities</b>			
Net cash used in operating activities	19	(5,939)	193,471
<b>Cash flows from investing activities</b>			
Dividends, interests and rents from investments		(6,664)	(9,075)
Purchase of tangible fixed assets		(5,476)	(176,536)
<b>Net cash used in investing activities</b>		<b>(12,140)</b>	<b>(185,611)</b>
<b>Cash flows from financing activities</b>			
Repayments of borrowing		(14,815)	(16,666)
<b>Net cash used in financing activities</b>		<b>(14,815)</b>	<b>(16,666)</b>
<b>Change in cash and cash equivalents In the Year</b>		<b>(32,894)</b>	<b>(8,806)</b>
Cash and cash equivalents at the beginning of the Year		255,425	264,231
<b>Cash and cash equivalents at the end of the Year</b>	20	<b>222,531</b>	255,425

The notes on pages 19 to 34 form part of these financial statements

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2021**

**1. General information**

Bury Manor School Trust Limited is a Public Benefit Entity, a company limited by guarantee, registered in England and Wales (Company Number: 00803309), and a registered charity (Charity Number: 307035). The registered office is A2 Yeoman Gate, Yeoman Way, Worthing, West Sussex, BN13 3QZ. The principal office is Dorset House School, Bury, Pulborough, West Sussex, RH20 1PB.

All funds are used in furtherance of its education objectives. The School's activities are not subject to income or corporation tax under the provisions of S478 of the Corporation Tax Act 2010 as the school is a registered charity.

The charitable company's Memorandum and Articles of Association are the primary governing documents of the school and Governors are appointed in accordance with these.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Bury Manor School Trust Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**2.2 Going concern**

The Directors assess whether the use of going concern is appropriate and whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the School to continue as a going concern. Having reviewed the funding facilities available to the School together with the expected ongoing demand for places and the its future projected cash flows, the Directors are confident that the school has sufficient resources to continue its activities for the foreseeable future. The Directors have considered the level of funds held and the expected level of income and expenditure for a period of twelve months from finalisation of these financial statements together with the support provided by the bank. These considerations take into account the impact of Covid-19 including the effects of the period of forced school closure and have concluded that it is appropriate to continue to adopt the going concern basis in preparing the financial statements as outlined in the Statement of Directors' responsibilities.

**2. Accounting policies (continued)**

**2.3 Income**

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The school provides educational services to fee-paying students ranging from reception to year 8. Fees receivable are stated after deducting allowances, bursaries and other remissions granted by the school. Fees received in advance of education being provided in future years are held as liabilities until either taken into income in the term when used or else refunded.

Donations receivable for the general purposes of the charitable company are credited to unrestricted funds. Donations for purposes restricted by the wishes of the donor are taken to restricted funds.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and the receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Support costs which are not attributable to a single activity are apportioned between those activities on a basis that is consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Government grants**

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

Notes to the financial statements  
For the year ended 31 August 2021

2. Accounting policies (continued)

2.6 Tangible fixed assets and depreciation

The schools' freehold land and buildings were professionally revalued by Messrs Guy Leonard and Company at 31 August 1995 at £980,000. This valuation has been adopted as the historical cost. Subsequent building work and improvements costing more than £2,500 are capitalised and carried in the balance sheet at historical cost.

All other tangible fixed assets costing more than £1,000 are capitalised and carried in the balance sheet at historical cost. Depreciation is calculated on all assets, other than freehold land, to write down the cost less estimated residual value by reducing balance method over their expected useful lives.

Donated assets are capitalised at a reasonable estimate of their value to the charity.

Impairment reviews are carried out where there is some indication that the recoverable amount of a functional asset is below its net book value.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following bases:

Freehold property	over 75 years
Fixtures and fittings and motor vehicles including:	10% per annum
Fixtures and fittings	25% per annum
Computer equipment	25% per annum
Motor vehicles	5% per annum
Sports property	

2.7 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Notes to the financial statements**  
**For the year ended 31 August 2021**

**2. Accounting policies (continued)**

**2.10 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

**2.11 Financial instruments**

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.12 Operating leases**

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

**2.13 Pensions**

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the Year.

**2.14 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Directors in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2021**

**3. Critical accounting estimates and areas of judgment**

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

**Tangible fixed assets** - The school's tangible fixed assets are stated at their cost less provision for depreciation and impairment. The school's accounting policy sets out the approach to calculating depreciation for immaterial assets acquired. For material assets such as land and buildings the school determines at acquisition the reliable estimates for the useful life of the asset and its residual value. These estimates are based upon factors such as the expected use of the acquired asset and market conditions. At subsequent reporting dates the directors consider whether there are any factors that indicate that there would be a need to reconsider the estimates used.

Critical areas of judgment:

**Lease commitments** - The school has entered into lease commitments in respect of plant and equipment. The classification of these leases as operating leases requires the trustees to consider whether the terms and conditions of each lease are such that the school has acquired the risks and rewards associated with the ownership of the underlying assets.

**4. Income from donations and legacies**

	<b>Unrestricted funds 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Total funds 2021 £</b>	<i>Total funds 2020 £</i>
Donations	2,532	4,819	<b>7,351</b>	12,313
CJRS grant	47,721	-	<b>47,721</b>	118,868
	<u>50,253</u>	<u>4,819</u>	<u><b>55,072</b></u>	<u>131,181</u>
<i>Total 2020</i>	<u>123,219</u>	<u>7,962</u>	<u>131,181</u>	

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Notes to the financial statements**  
For the year ended 31 August 2021

**5. Income from charitable activities**

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Fees	1,798,057	<b>1,798,057</b>	1,827,113
Extras	56,923	<b>56,923</b>	73,361
<b>Total 2021</b>	<u>1,854,980</u>	<u><b>1,854,980</b></u>	<u>1,900,474</u>
<i>Total 2020</i>	<u>1,900,474</u>	<u>1,900,474</u>	

**6. Trading income**

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Holiday lettings	28,772	<b>28,772</b>	16,392
Other lettings	62,400	<b>62,400</b>	36,720
Miscellaneous Income	4,322	<b>4,322</b>	3,660
	<u>95,494</u>	<u><b>95,494</b></u>	<u>56,772</u>
<i>Total 2020</i>	<u>56,772</u>	<u>56,772</u>	

**7. Expenditure on charitable activities**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Charitable activities	<u>1,954,144</u>	<u>5,568</u>	<u><b>1,959,712</b></u>	<u>1,979,263</u>
<i>Total 2020</i>	<u>1,973,613</u>	<u>5,650</u>	<u>1,979,263</u>	

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2021**

**8. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2021 £</b>	<b>Total funds 2021 £</b>	<i>Total funds 2020 £</i>
Charitable activities	1,959,712	<b>1,959,712</b>	1,979,263
<i>Total 2020</i>	1,979,263	<b>1,979,263</b>	

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2021**

**8. Analysis of expenditure by activities (continued)**

**Analysis of direct costs**

	<b>Total funds 2021 £</b>	<i>Total funds 2020 £</i>
Staff costs	1,387,669	1,385,181
Inspection fees	1,578	3,805
Recruitment and training	8,857	13,031
Food costs	58,971	55,818
Laundry and cleaning	26,144	15,434
Field and garden expenses	22,618	25,778
Rates and water	16,749	25,186
Insurance	26,457	26,984
Swimming pool maintenance	1,805	401
Light and heat	36,121	43,459
Repairs and renewals	14,657	14,772
Curriculum expenses	36,415	36,304
Repairs to property	27,875	56,750
Motor and travel expenses	22,011	21,465
Subscriptions and donations	11,523	11,785
Cost of activities and extras	26,140	42,714
Telephone and postage	6,446	6,743
Printing, stationery and advertising	36,261	39,327
Bank charges	2,587	2,670
Legal and professional fees	839	11,034
Miscellaneous expenses	23,981	8,931
Bad debts	-	766
Computer maintenance costs	33,066	28,985
Depreciation	60,736	65,787
Audit and accountancy	14,574	15,945
Bank interest payable	6,664	9,075
Venue hire	48,968	11,133
<b>Total 2021</b>	<b>1,959,712</b>	<b>1,979,263</b>

During the year ended 31 August 2021, Bury Manor School Trust Limited incurred £15,413 (2020: £26,979) of Governance costs. This is made up of audit and accountancy fees totalling £14,574 (2020: £15,945) and legal and professional fees totalling £839 (2020: £11,034).

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2021**

**9. Auditor's remuneration**

The auditor's remuneration amounts to an auditor fee of £9,475 (2020 - £9,200), and other services of £5,099 (2020 - £6,073).

**10. Staff costs**

	2021 £	2020 £
Wages and salaries	1,156,630	1,108,943
Social security costs	88,956	101,256
Pension costs	142,083	174,982
	<u>1,387,669</u>	<u>1,385,181</u>

The average number of persons employed by the company during the Year was as follows:

	2021 No.	2020 No.
Teaching staff	27	27
Others	19	18
	<u>46</u>	<u>45</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2021 No.	2020 No.
In the band £60,001 - £70,000	2	1
In the band £80,001 - £90,000	-	1
In the band £90,001 - £100,000	1	-

The school considers its key management personnel comprise of the Head teacher, Deputy Head teacher, Head of pre-prep, Bursar, Registrar and Director of music. The total amount of employee benefits (including employer national insurance and pension contributions) received by key management personnel for the services to the trust were: £419,819 (2020: £408,664).

**11. Directors' remuneration and expenses**

During the year, no Directors received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 August 2021, no Director expenses have been incurred (2020 - £NIL).

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2021**

**12. Tangible fixed assets**

	Freehold property £	Fixtures, fittings and motor vehicles £	Total £
<b>Cost or valuation</b>			
At 1 September 2020	2,888,991	840,990	3,729,981
Additions	-	5,476	5,476
At 31 August 2021	<u>2,888,991</u>	<u>846,466</u>	<u>3,735,457</u>
<b>Depreciation</b>			
At 1 September 2020	254,469	439,577	694,046
Charge for the Year	11,828	48,908	60,736
At 31 August 2021	<u>266,297</u>	<u>488,485</u>	<u>754,782</u>
<b>Net book value</b>			
At 31 August 2021	<u>2,622,694</u>	<u>357,981</u>	<u>2,980,675</u>
At 31 August 2020	<u>2,634,522</u>	<u>401,413</u>	<u>3,035,935</u>

**13. Stocks**

	2021 £	2020 £
Finished goods and goods for resale	1,500	1,500

**14. Debtors**

	2021 £	2020 £
Trade debtors	613,119	518,931
Other debtors	37	622
Prepayments and accrued income	13,679	30,411
	<u>626,835</u>	<u>549,964</u>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2021**

**15. Creditors: Amounts falling due within one year**

	2021 £	2020 £
Bank loans	22,222	25,000
Trade creditors	30,278	57,497
Other taxation and social security	23,425	46,158
Other creditors	74,000	70,250
Accruals and deferred income	661,290	657,390
	<u>811,215</u>	<u>856,295</u>
	2021 £	2020 £
Deferred income at 1 September 2020	630,932	693,324
Resources deferred during the year	635,528	630,932
Amounts released from previous periods	(630,932)	(693,324)
<b>Deferred income at 31 August 2021</b>	<u>635,528</u>	<u>630,932</u>

Deferred income at the year end represents fees paid in advance.

**16. Creditors: Amounts falling due after more than one year**

	2021 £	2020 £
Bank loans	<u>329,630</u>	<u>341,667</u>

The trust has a bank loan with £500,000 repayable in termly instalments of £8,333, exclusive of interest, which was payable at 1.78% over National Westminster Bank Plc base rate. The final balloon payment of £375,000 was due for repayment on 29 November 2021. In 2020 the trust took a 6 month holiday period extending the final repayment date until 29 May 2022. This was replaced by a new loan in late May 2022 for £337,000, repayable over 15 years in termly instalments of £7,489, exclusive of interest, payable at 2.45% over the bank base rate.

The bank loan is secured by a first legal charge on all the Trust's freehold property at Bury Manor, Bury, Pulborough, and a fixed and floating charge on all the Trust's other assets, both present and future. The loan represents 13% of the net book value of the freehold property at 31 August 2021 (2020: 14%).

The trust made an additional repayment of £50,000 in 2017. The aggregate amount of secured liabilities as at 31 August 2021 is £351,852 (2020: £366,667).

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2021**

**17. Statement of funds**

**Statement of funds - current Year**

	Balance at 1 September 2020 £	Income £	Expenditure £	Balance at 31 August 2021 £
<b>Unrestricted funds</b>				
Unrestricted accumulated fund	1,920,497	2,000,727	(1,954,144)	1,967,080
Revaluation reserve	711,921	-	-	711,921
	<u>2,632,418</u>	<u>2,000,727</u>	<u>(1,954,144)</u>	<u>2,679,001</u>
<b>Restricted funds</b>				
PA donations	8,419	3,869	(3,608)	8,680
FEAST donations	4,025	950	(1,960)	3,015
	<u>12,444</u>	<u>4,819</u>	<u>(5,568)</u>	<u>11,695</u>
<b>Total of funds</b>	<u><u>2,644,862</u></u>	<u><u>2,005,546</u></u>	<u><u>(1,959,712)</u></u>	<u><u>2,690,696</u></u>

PA Donations

These donations are made from the Parents Association to go towards the firework display, floating river dock and other improvements to the school.

FEAST Donations

FEAST is a charity that the school raises money for throughout the year. The money is used to provide education to children in India to open the doorway to a better future.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2021**

**17. Statement of funds (continued)**

**Statement of funds - prior Year**

	<i>Balance at 1 September 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 August 2020 £</i>
<b>Unrestricted funds</b>				
Unrestricted accumulated fund	1,813,645	2,080,465	(1,973,613)	1,920,497
Revaluation reserve	711,921	-	-	711,921
	<u>2,525,566</u>	<u>2,080,465</u>	<u>(1,973,613)</u>	<u>2,632,418</u>
<b>Restricted funds</b>				
PA donations	4,745	6,022	(2,348)	8,419
FEAST donations	5,387	1,940	(3,302)	4,025
	<u>10,132</u>	<u>7,962</u>	<u>(5,650)</u>	<u>12,444</u>
<b>Total of funds</b>	<u><u>2,535,698</u></u>	<u><u>2,088,427</u></u>	<u><u>(1,979,263)</u></u>	<u><u>2,644,862</u></u>

**18. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	<b>Unrestricted funds 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Tangible fixed assets	2,980,675	-	2,980,675
Current assets	839,171	11,695	850,866
Creditors due within one year	(1,140,845)	-	(1,140,845)
<b>Total</b>	<u><u>2,679,001</u></u>	<u><u>11,695</u></u>	<u><u>2,690,696</u></u>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2021**

**18. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	<i>Unrestricted funds 2020 £</i>	<i>Restricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Tangible fixed assets	3,035,935	-	3,035,935
Current assets	794,445	12,444	806,889
Creditors due within one year	(856,295)	-	(856,295)
Creditors due in more than one year	(341,667)	-	(341,667)
<b>Total</b>	<u><u>2,632,418</u></u>	<u><u>12,444</u></u>	<u><u>2,644,862</u></u>

**19. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2021 £</b>	<b>2020 £</b>
Net income for the year (as per Statement of Financial Activities)	<b>45,834</b>	109,164
<b>Adjustments for:</b>		
Depreciation charges	<b>60,736</b>	65,790
Dividends, interests and rents from investments	<b>6,664</b>	9,075
Decrease/(increase) in debtors	<b>(76,871)</b>	20,624
Decrease in creditors	<b>(42,302)</b>	(11,182)
<b>Net cash provided by/(used in) operating activities</b>	<u><u><b>(5,939)</b></u></u>	<u><u>193,471</u></u>

**20. Analysis of cash and cash equivalents**

	<b>2021 £</b>	<b>2020 £</b>
Cash in hand	<b>222,531</b>	255,425
<b>Total cash and cash equivalents</b>	<u><u><b>222,531</b></u></u>	<u><u>255,425</u></u>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2021**

**21. Analysis of changes in net debt**

	At 1 September 2020	Cash flows £	Other non- cash changes £	At 31 August 2021 £
Cash at bank and in hand	255,425	(32,894)	-	222,531
Debt due within 1 year	(25,000)	-	2,778	(22,222)
Debt due after 1 year	(341,667)	14,815	(2,778)	(329,630)
	<u>(111,242)</u>	<u>(18,079)</u>	<u>-</u>	<u>(129,321)</u>

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Notes to the financial statements**  
**For the year ended 31 August 2021**

**22. Pension commitments**

The Trust operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Trust in an independently administered fund. The pension cost charge represents contributions payable by the Trust to the fund. At the balance sheet date £Nil (2020 - £22,596) was payable to the fund and is included in creditors.

**23. Operating lease commitments**

At 31 August 2021 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Not later than 1 year	46,112	26,608
Later than 1 year and not later than 5 years	52,218	12,949
	<u>98,330</u>	<u>39,557</u>

The following lease payments and changes in lease payments have been recognised in the Statement of financial activities:

	2021 £	2020 £
Operating lease rentals	29,718	26,065

**24. Constitution**

The trust is limited by guarantee and has no share capital. Every member of the Trust undertakes to contribute to the assets of the Trust in the event of it being wound up while he is a member or within one year after he ceases to be a member, such amount as may be required not exceeding £1.

**25. Related party transactions**

As is customary with the position at the school, the Head and the Bursar receive bursaries in respect of their children attending the school. Bursaries are received and approved annually by the trustees.

Skern Lodge Limited - for which A P Williamson is a director

During the year, 19 pupils went on a leadership trip to Skern Lodge and paid £5,048 (2020: total cost £1,320). There were no amounts outstanding at 31 August 2021 (2020:Nil). This transaction was carried out under normal business terms.

**BURY MANOR SCHOOL TRUST LIMITED (DORSET HOUSE SCHOOL)**

England & Wales - Charity number 307035

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# Accounts

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Registered number: 00803309  
Charlty number: 307035

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Directors' report and financial statements**

**For the year ended 31 August 2020**

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

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**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Reference and administrative details of the company, its Directors and advisers**  
**For the year ended 31 August 2020**

**Directors**

W R J Hockin OBE FIoD FRAeS, Chairman (resigned 8 June 2020)<sup>1</sup>  
R D Agutter FCA JP, Trustee<sup>1</sup>  
J R T Barclay DL, Trustee<sup>3</sup>  
H R Dugdale MA (Cantab) PGCE, Trustee<sup>2</sup>  
M J Higham BA Cert. Ed, Chairman<sup>1,2</sup>  
A Meyrick, Trustee<sup>1</sup>  
N A Parsons, Trustee<sup>1</sup>  
H C Davies MA (Oxon) MBA, Trustee<sup>1</sup>  
B A Figgis MA (Cantab) M.Ed PGCE, Trustee<sup>2</sup>  
D W Mott MA (Cantab), Trustee<sup>2</sup>  
A P Williamson BA (Hons) ACA, Trustee<sup>1</sup>  
B S R Savage, Trustee (appointed 11 November 2019)<sup>4</sup>  
A H Windle, Trustee (appointed 11 November 2019)  
O Marshall, Trustee (appointed 16 November 2020)

<sup>1</sup> Member of the Estates and Finance Committee

<sup>2</sup> Members of the Academic Committee

<sup>3</sup> Members of Health and Safety Committee

<sup>4</sup> Members of the Boarding Committee

**Company registered number**

00803309

**Charity registered number**

307035

**Registered office**

A2 Yeoman Gate, Yeoman Way, Worthing, West Sussex, BN13 3QZ

**Principal operating office**

Dorset House School, Bury, Pulborough, West Sussex, RH20 1PB

**Company secretary**

A C Owens MSc ACMA

**Independent auditor**

Kreston Reeves LLP, Statutory Auditor, 9 Donnington Park, 85 Birdham Road, Chichester, West Sussex, PO20 7AJ

**Bankers**

Natwest, 2nd floor Turnpike House, 123 High Street, Crawley, West Sussex, RH10 1DQ

**Solicitors**

Anderson Longmore & Higham, Wisteria House, Market Square, Petworth, West Sussex, GU28 0AJ

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Directors' report**  
**For the year ended 31 August 2020**

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The Board of Directors present their annual report for the year ended 31 August 2020 under the Companies Act 2006 and the Charities Act 2011, together with the financial statements for the year, and confirm that the latter comply with the requirements of the Companies Act 2006, the company's Memorandum and Articles of Association and the Charities Statement of Recommended Practice (SORP) FRS102.

Bury Manor School Trust Limited (Dorset House School) is a charitable company founded in 1964, charity registration number 307035, company registration number 803309, with liability of its members limited to £1 each by guarantee. The registered office of the company is A2 Yeoman Gate, Yeoman Way, Worthing, West Sussex, BN13 3QZ.

## **Objectives and activities**

### **a. Policies and objectives**

The object of the company, in accordance with its Memorandum and Articles of Association, is the education of children up to age 13.

In setting objectives and planning for activities, the Directors have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

### **b. Strategies for achieving objectives**

Dorset House is a happy, friendly, caring school for girls and boys, aged between 4 and 13, based on Christian principles with a family-centred ethos. It is a structured but loving environment with a fine reputation for giving the individual the opportunity to experience and explore all areas of the curriculum. The school has a rigorous approach to academic achievement whilst maintaining its reputation for sporting, musical and artistic endeavour.

Dorset House aims to answer individual educational needs and to inspire pupils with a desire to learn. These aims are achieved through our stimulating, varied and balanced curriculum in which independent learning skills are developed and where children are given the confidence to achieve their potential. We have adopted the overarching principle of 'Be the Best You Can Be'.

We believe that the challenges offered by Dorset House enable our children to embrace the opportunities that lie ahead and will prepare them for a demanding future.

The key qualities of a Dorset House education are:

- inspired teaching by an enthusiastic staff.
- a 'can do' ethos that pervades the school community at all levels.
- a rich extra-curricular provision, giving opportunities for every child to find their niche, experience success and develop self-confidence.
- a pastoral care programme that ensures that every child's social and academic progress is supported.
- a valued partnership between home and school.

Whilst predominately a day school, we also offer flexi boarding to pupils in years 5 to 8.

### **c. Objectives for the year**

The board's main objective continued to be to educate all the school's pupils to at least the same high standard achieved by the school in previous years, so that they will be fully able to benefit from their chosen senior school for the completion of their education in due course. Our strategy for achieving this is to maintain a high teacher: pupil ratio and to tailor our services, as appropriate in each case, to suit the individual child.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report (continued)**  
**For the year ended 31 August 2020**

**Objectives and activities (continued)**

**d. Main activities undertaken to further the company's purposes for the public benefit**

Principal activity

Dorset House School's principal activity is the provision of a day and boarding school for boys and girls aged 4 to 13. The school roll stood at 151 at the end of the summer term 2020.

Public benefit

Governors take their role of providing public benefit very seriously and consider they have complied with their duty in section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Bursaries

We are able to support pupils through our Bursary Scheme. This scheme, which is available on a means-tested basis assessed by the Bursar against criteria agreed by the directors, provided support for 28 children in 2019-20 and reduced annual gross fee income by 8.5%. All applications for an award are considered by the Estates and Finance sub-committee. Awards are granted for a maximum period of 1 year and are subject to annual review.

The school and the community

Dorset House School is an integral part of the local community, employing several staff members from the village in both teaching and non-teaching posts, as well as hosting the annual Village Fête in the school grounds without charge. Dorset House regularly worships as a school in the adjacent parish church of Saint John the Evangelist.

The school hosts a local holiday sports and activities club and many of the school's facilities are used. The school provides a space for a local nursery to use at no charge. The school is licensed as a venue for civil ceremonies and regularly hosts weddings and receptions throughout school holidays. The school supported a PGCE student training placement and a teacher with their NQT year.

Charity work

During the year to 31 August 2020 the school raised £6,280 for charity. This included £3,302 for FEAST, an aid charity in Southern India. Smaller sums were spread across several charities including the British Red Cross, Royal British Legion, BBC Children in Need, the Children's Society, Turning Tides, NSPCC, Australian Wildlife Rescue, Flood Relief and Comic Relief.

Other charity fundraising activities and Parents' Association fund-raising events were curtailed from early 2020 as a result of the covid-19 pandemic.

**e. Volunteers**

The Parents' Association kindly donated £3,000 towards planting of our new 'zen' garden constructed next to the Prep building; the area is in regular use by children at break times.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Directors' report (continued)**  
**For the year ended 31 August 2020**

**Strategic report**

**Achievements and performance**

**a. Financial review**

The school achieved an unrestricted fund surplus of £106,852 in comparison to an unrestricted fund surplus of £77,218 in 2018-2019. The school also achieved a restricted fund surplus of £2,312 (2019: £10,132).

Pupil numbers remain buoyant. In 2020-21, we have started with 146 pupils in Reception to Year 8, with years 3, 4, 7 and 8 being full, or close to full.

The school made the following investments and improvements to its facilities during the year:

- The new Pre-Prep assembly hall and school office was completed at the start of the year, in filling the courtyard of the existing building. The hall is used for Pre-Prep assemblies and activities and the new office is a welcoming visitor reception area at the front of the school and facing the main car park.
- The large side entrance to the barn was replaced with oak framed glazing to provide views across the front gardens and river. Over the last couple of years, the medieval barn has been transformed sensitively into a stunning space for school assemblies, performances and activities.
- Upgrades to the IT infrastructure including replacement of the school-wide WiFi system. Further improvements are planned for the next couple of years.
- Installation of an attractive, large canopy over the dining room terrace in order to enable year-round outside dining.

The school continues to work to a business plan that provides for a growth in pupil numbers whilst maintaining the ethos and culture of the school.

**b. Review of activities**

Operational performance of the school

In 2020 all twenty-one Year 8 pupils went to a senior school of their choice. Common Entrance Results were excellent with 9 scholarship awards – to Brighton College (2 awards), Bryanston School, Hurstpierpoint College, Bedales, Worth College, Shrewsbury School, Seaford College, and Lancing College.

These academic results indicate that the board's primary objective of maintaining high academic standards is being met. The staff: pupil ratio remained high so that individual educational, extra-curricular and pastoral needs were met.

The board feels that the following key performance indicators for the school have been met for the year to 31 August 2020:

- Maintenance of high educational standards.
- Provision of a rich programme of extra-curricular activities and a happy, caring environment.
- Pupil numbers – increased from 148 at the end of the previous year to 151 by the start of the summer term 2020.
- Fulfilment of public benefit requirements.
- A modest financial surplus was achieved which has enabled re-investment in the school premises and facilities.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report (continued)**  
**For the year ended 31 August 2020**

**Strategic report (continued)**

**Achievements and performance (continued)**

**c. Fundraising activities and income generation**

Bury Manor School Trust Ltd recognises the vital contribution made by its supporters. We believe that giving to charity should be a positive experience, and to help ensure that this is the case we acknowledge the damaging impact an excessively aggressive approach to fundraising can have on vulnerable people, whether from unreasonably persistent approaches being made or undue pressure to give being applied, and great care is undertaken to ensure that such practices are not adopted by the Trust. To this end, all fundraising activity is carried out by our Parent Association - DHPA. This group raises money for the school through regular activities such as quiz night, bonfire night, and parent, pupil and community social events. All of these events are voluntary and advertised in a non-intrusive manner.

The school does not utilise the services of any external commercial fundraiser's. At this point, given that the majority of the school's donations are from pupils' parents, the trustees do not consider it necessary to subscribe to the Fundraising Regulator.

The school welcomes feedback on its fundraising approach and seeks to make improvements wherever it can. Any complaints received in respect of our fundraising activities are taken very seriously and are acted upon immediately. We are pleased to report that during the year no complaints were received in respect of our fundraising activity.

**d. Investment policy and performance**

The school has no investments other than in its estate, the use of which is maximised for the benefit of the school. Under normal circumstances, the letting of the school for marriages and wedding receptions and for summer activities continues to be both popular and profitable.

**e. Going concern**

After making appropriate enquiries and the consideration of potential future impact of Covid 19, the trustees are confident that the School has sufficient resources to continue its activities for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report (continued)**  
**For the year ended 31 August 2020**

**f. Coronavirus**

At the end of March 2020, the UK government introduced social distancing measures in a response to the Coronavirus pandemic which required the School premises to close temporarily. As a result, the School introduced a virtual schooling provision for all its pupils to access and its summer term fees were discounted accordingly. Home schooling was set up for the summer term comprising a mix of live lessons on Microsoft Teams and exercises on other software packages to replicate the normal academic timetable as far as possible.

Following further government announcements, there was a partial return to school from the 1st June 2020 until the end of the summer term.

Where possible the School utilised the appropriate support packages available from the Government including the Coronavirus Job Retention Scheme. While the school was closed, there was some savings in other costs, e.g. food and utilities. Together with the Government support, this meant that the loss of income from the discounted fees was largely offset for the summer term.

Following detailed risk assessments, some minor amendments to the school day, and an enhanced cleaning regime being put in place, there was a full return to school at the start of September. With the exception of one pupil group of 30 children isolating for one week of term and the week of half term, there was no significant disruption to the Autumn term.

A further UK government announcement required schools to close again at the start of January 2021. The School quickly re-introduced the virtual schooling provision and discounted the spring term fees accordingly. A number of staff were again furloughed and claims submitted under the government support scheme. Together with savings in other costs, this meant that the loss in income from the discounted fees were largely offset for the term.

Following a further government announcement and detailed risk assessments, the school re-opened fully on the 8th March 2021. Parents have remained very supportive. The Governors have worked closely with the Senior Management Team to re-forecast the budget and are satisfied that income and costs levels will be able to be appropriately managed, accordingly they continue to adopt the going concern basis in preparing the financial statements.

**g. Reserves policy**

Total funds at 31 August 2020 were £2,644,862. This is made up of restricted funds totalling £12,444 and unrestricted funds totalling £2,632,418. £3,035,935 of unrestricted funds were invested in tangible fixed assets for use by the charity. The charity therefore had a deficit of free reserves at 31 August 2020 of £403,517 mainly represented by a bank loan secured on the charity's freehold property. The bank loan has been substantially reduced in recent years.

The governors have determined that their first priority is the creation of an attractive educational and pastoral environment which is responsive to the needs of parents, children and teachers such that the school will maintain its strong reputation as a unique small preparatory north of the South Downs in West Sussex. It must have a strong marketing focus to grow pupil numbers. Surpluses will be devoted in the short term to reducing debt levels. Only when debt has been reduced, can reserves be built up. In the longer term, it is the aim of the charity that free reserves will be built up to a level equivalent of at least 3 months' expenditure.

**Structure, governance and management**

**a. Constitution**

The company is governed by its Memorandum and Articles of Association, last amended on 14 November 2000.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report (continued)**  
**For the year ended 31 August 2020**

**Structure, governance and management (continued)**

**b. Methods of appointment or election of Directors**

The directors, who are also required under the Articles to serve as members of the company, are elected at a full directors' meeting on the basis of nominations received from the Chairman or the Head based on eligibility, personal competence, relevant experience and availability. Four directors are drawn from senior teaching posts in secondary schools in Sussex (Ardingly College, Hurstpierpoint, Brighton College and Lancing College). Directors serve for a term of seven years and are eligible for re-election.

**c. Organisational structure and decision-making policies**

The directors meet as a board at least three times a year to determine the general policy of the company and review its overall management and control for which they are legally responsible. The Estates and Finance sub-committee meets formally before each main meeting and undertakes a detailed review of the budgets, annual reports and accounts.

The day-to-day running of the school is delegated to the Head and the Bursar, supported by the Senior Management Team and other members of staff. An Academic sub-committee, comprising the Head and Governors with first-hand experience of education, gives advice on the school's curriculum and other academic matters. The Health & Safety sub-committee, comprising the Head, the Bursar, staff representatives and Governors with experience of Health & Safety management, meet termly and report to the full board. Other Governors are given specific responsibility for Boarding, Safeguarding (including the Single Central Register of Appointments), and the Pre-Prep.

**d. Policies adopted for the induction and training of Directors**

New directors are inducted into the workings of the school, and also of the company as a registered charity, including board policy and procedures, at a series of induction meetings with the Head and the Bursar. Directors also attend courses run by the Independent Association of Preparatory Schools (IAPS), the Association of Governing Bodies of Independent Schools (AGBIS) and the Independent Schools Bursars Association (ISBA).

**e. Pay policy for key management personnel**

Salaries for all staff including senior staff are benchmarked against other IAPS independent schools to allow us to remain an attractive employer in the sector.

Salaries are reviewed annually and generally an inflationary increase is applied. This is dependent on the financial success of the school and also increases being offered in similar schools. Specific salaries may be adjusted on the basis of annual performance appraisals.

**f. Related party relationships**

Dorset House School is an active member of the Independent Association of Preparatory Schools, the Independent Schools Bursars Association, and the Association of Governing Bodies of Independent Schools for the maintenance of preparatory schools' standards generally.

We co-operate with as many local charities as we can, to widen public access to the schooling we can provide, to optimise the use of our cultural and sporting facilities and to awaken in our pupils an awareness of the social context of the education they receive at the school.

Dorset House School also benefits from the generosity of a thriving Parents' Association whose continuing support we greatly appreciate and gladly acknowledge.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Directors' report (continued)**  
**For the year ended 31 August 2020**

**Structure, governance and management (continued)**

**g. Risk management**

The Board continues to keep the school's activities under review with regard to the major risks that may arise including those as a result of Covid 19.

The principal risks and uncertainties facing the school are as follows:

External economic factors and the sustainability of fee increases

The School relies on parents' ability to pay fees as its main source of income. There is a risk that external economic factors reduce parents' ability to pay fees or result in parents withdrawing pupils due to fee levels.

Impact of government legislation

Changes in government legislation, for example charity law and guidance, may impact on the School's status and operation. The School must be able to adapt to such changes practically and efficiently.

Reputational risk and competition from nearby schools

The continuing success of the School is dependent on continuing to attract applicants by maintaining high academic standards, an extensive range of extra-curricular and sporting activities, and excellent facilities. The School operates in a competitive local market.

Risk Management

The Board and Senior Management Team continue to keep the School's activities under review, particularly with regard to any major risks that may arise from time to time. Internal and external factors that influence the school performance including Governance and Management, Competition, Compliance and Systems are reviewed regularly.

The school continues to work with its external Health & Safety advisors carrying out rolling reviews of procedures to ensure compliance with legislation and that major risks identified by this process have been mitigated to an acceptable level. The school Health & Safety Committee meet three times a year and reports to the full Governing Body.

**Plans for future periods**

Growing pupil numbers in the Pre-Prep and maintaining boarding numbers remain a focus.

Areas for development are as follows:

- Refurbishment of the car park and improvements to the Art/DT room, learning development room and the toilets in boarding.
- To continue the improvement of ICT infrastructure and teaching within the school.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Directors' report (continued)**  
**For the year ended 31 August 2020**

**Statement of Directors' responsibilities**

The Directors (who are also the directors of the company for the purposes of company law) are responsible for preparing the Directors' report including the Strategic report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial Year. Under company law, the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

**Disclosure of information to auditor**

So far as each director at the date of approval of this report is aware:

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

**Auditor**

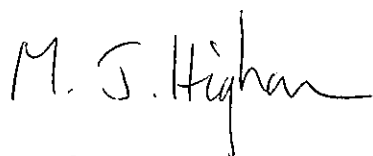
The auditor, Kreston Reeves LLP, has indicated his willingness to continue in office. The designated Directors will propose a motion reappointing the auditor at a meeting of the Directors.

**Small companies special provisions**

The report of the directors has been prepared in accordance with the special provisions of section 415A of the Companies Act 2006 relating to small companies.

Approved by order of the members of the board of Directors and signed on their behalf by:

**M J Higham**  
Chairman



Date: 17-3-2021

**N A Parsons**  
Director



22/3/21

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Independent auditor's report to the Members of Bury Manor School Trust Limited**

**Opinion**

We have audited the financial statements of Bury Manor School Trust Limited (the 'charitable company') for the Year ended 31 August 2020 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including 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 charitable company's affairs as at 31 August 2020 and of its incoming resources and application of resources, including its income and expenditure for the Year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**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 charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council'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 Directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company'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.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

**Other information**

The Directors 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 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 required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Directors' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of Directors**

As explained more fully in the Directors' responsibilities statement, the Directors (who are also the directors of the charitable company for the purposes of company law) 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 Directors 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 Directors are responsible for assessing the charitable company'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 Directors either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Directors.
- Conclude on the appropriateness of the Directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in my Auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of my Auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Independent auditor's report to the Members of Bury Manor School Trust Limited (continued)**

**Use of our report**

This report is made solely to the charitable company's directors, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's directors 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 charitable company's and its directors, as a body, for our audit work, for this report, or for the opinions we have formed.



**Kreston Reeves LLP**  
Statutory Auditor  
Chartered Accountants  
Chichester

Date: 29 March 2021

Kreston Reeves LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Statement of financial activities (incorporating income and expenditure account)**  
**For the year ended 31 August 2020**

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
<b>Income from:</b>					
Donations and legacies	4	123,219	7,962	131,181	18,023
Charitable activities	5	1,900,474	-	1,900,474	2,020,801
Trading income	6	56,772	-	56,772	76,912
<b>Total income</b>		<b>2,080,465</b>	<b>7,962</b>	<b>2,088,427</b>	<b>2,115,736</b>
<b>Expenditure on:</b>					
Charitable activities	7	1,973,613	5,650	1,979,263	2,031,060
<b>Total expenditure</b>		<b>1,973,613</b>	<b>5,650</b>	<b>1,979,263</b>	<b>2,031,060</b>
<b>Net movement in funds</b>		<b>106,852</b>	<b>2,312</b>	<b>109,164</b>	<b>84,676</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	17	2,525,566	10,132	2,535,698	2,451,022
Net movement in funds	17	106,852	2,312	109,164	84,676
<b>Total funds carried forward</b>		<b>2,632,418</b>	<b>12,444</b>	<b>2,644,862</b>	<b>2,535,698</b>

The Statement of financial activities includes all gains and losses recognised in the Year.

The notes on pages 18 to 34 form part of these financial statements.

Bury Manor School Trust Limited  
(A company limited by guarantee)  
Registered number: 00803309

Balance sheet  
As at 31 August 2020

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	12	3,035,935	2,925,189
<b>Current assets</b>			
Stocks	13	1,500	1,500
Debtors	14	549,964	570,588
Cash at bank and in hand		255,425	264,231
		<u>806,889</u>	<u>836,319</u>
Creditors: amounts falling due within one year	15	(856,295)	(867,477)
<b>Net current liabilities</b>		<u>(49,406)</u>	<u>(31,158)</u>
<b>Total assets less current liabilities</b>		<u>2,986,529</u>	<u>2,894,031</u>
Creditors: amounts falling due after more than one year	16	(341,667)	(358,333)
<b>Total net assets</b>		<u>2,644,862</u>	<u>2,535,698</u>
<b>Charity funds</b>			
Restricted funds	17	12,444	10,132
Unrestricted funds	17	2,632,418	2,525,566
<b>Total funds</b>		<u>2,644,862</u>	<u>2,535,698</u>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**  
**Registered number: 00803309**

**Balance sheet (continued)**  
**As at 31 August 2020**

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the Year in question in accordance with section 476 of the Companies Act 2006.


However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Directors and signed on their behalf by:

**M J Higham**  
Chairman



Date:

17-3-2021

**N A Parsons**  
Director



22/3/21

The notes on pages 18 to 34 form part of these financial statements.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Statement of cash flows**  
**For the year ended 31 August 2020**

	Note	2020 £	2019 £
<b>Cash flows from operating activities</b>			
Net cash used in operating activities	19	193,471	71,757
<b>Cash flows from investing activities</b>			
Dividends, interests and rents from investments		(9,075)	(10,263)
Purchase of tangible fixed assets		(176,536)	(119,782)
<b>Net cash used in investing activities</b>		<b>(185,611)</b>	<b>(130,045)</b>
<b>Cash flows from financing activities</b>			
Repayments of borrowing		(16,666)	(25,000)
<b>Net cash used in financing activities</b>		<b>(16,666)</b>	<b>(25,000)</b>
<b>Change in cash and cash equivalents in the Year</b>		<b>(8,806)</b>	<b>(83,288)</b>
Cash and cash equivalents at the beginning of the Year		264,231	347,519
<b>Cash and cash equivalents at the end of the Year</b>	20	<b>255,425</b>	<b>264,231</b>

The notes on pages 18 to 34 form part of these financial statements

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2020**

**1. General information**

Bury Manor School Trust Limited is a Public Benefit Entity, a company limited by guarantee, registered in England and Wales (Company Number: 00803309), and a registered charity (Charity Number: 307035). The registered office is A2 Yeoman Gate, Yeoman Way, Worthing, West Sussex, BN13 3QZ. The principal office is Dorset House School, Bury, Pulborough, West Sussex, RH20 1PB.

All funds are used in furtherance of its education objectives. The School's activities are not subject to income or corporation tax under the provisions of S478 of the Corporation Tax Act 2010 as the school is a registered charity.

The charitable company's Memorandum and Articles of Association are the primary governing documents of the school and Governors are appointed in accordance with these.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Bury Manor School Trust Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**2.2 Going concern**

The Directors assess whether the use of going concern is appropriate and whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the School to continue as a going concern. Having reviewed the funding facilities available to the School together with the expected ongoing demand for places and the its future projected cash flows, the Directors are confident that the school has sufficient resources to continue its activities for the foreseeable future. The Directors have considered the level of funds held and the expected level of income and expenditure for a period of twelve months from finalisation of these financial statements together with the support provided by the bank. These considerations take into account the impact of Covid-19 including the effects of the period of forced school closure and have concluded that it is appropriate to continue to adopt the going concern basis in preparing the financial statements as outlined in the Statement of Directors' responsibilities.

**Notes to the financial statements**  
**For the year ended 31 August 2020**

**2. Accounting policies (continued)**

**2.3 Income**

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The school provides educational services to fee-paying students ranging from reception to year 8. Fees receivable are stated after deducting allowances, bursaries and other remissions granted by the school. Fees received in advance of education being provided in future years are held as liabilities until either taken into income in the term when used or else refunded.

Donations receivable for the general purposes of the charitable company are credited to unrestricted funds. Donations for purposes restricted by the wishes of the donor are taken to restricted funds.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and the receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Support costs which are not attributable to a single activity are apportioned between those activities on a basis that is consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Government grants**

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

**Notes to the financial statements**  
**For the year ended 31 August 2020**

**2. Accounting policies (continued)**

**2.6 Tangible fixed assets and depreciation**

The schools' freehold land and buildings were professionally revalued by Messrs Guy Leonard and Company at 31 August 1995 at £980,000. This valuation has been adopted as the historical cost. Subsequent building work and improvements costing more than £2,500 are capitalised and carried in the balance sheet at historical cost.

All other tangible fixed assets costing more than £1,000 are capitalised and carried in the balance sheet at historical cost. Depreciation is calculated on all assets, other than freehold land, to write down the cost less estimated residual value by reducing balance method over their expected useful lives.

Donated assets are capitalised at a reasonable estimate of their value to the charity.

Impairment reviews are carried out where there is some indication that the recoverable amount of a functional asset is below its net book value.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following bases:

Freehold property	over 75 years
Fixtures and fittings including:	
Fixtures and fittings	10% per annum
Computer equipment	25% per annum
Motor vehicles	25% per annum
Sports property	5% per annum

**2.7 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

**2.8 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.9 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Notes to the financial statements**  
**For the year ended 31 August 2020**

**2. Accounting policies (continued)**

**2.10 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

**2.11 Financial instruments**

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.12 Operating leases**

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

**2.13 Pensions**

The charity contributes to the Teachers' Pension Scheme at rates set by the scheme actuary and advised to the board by the scheme administrator. The scheme is a multi-employer defined benefit pension scheme and it is not possible to identify the assets and liabilities of the scheme which are attributable to the charity. In accordance with current accounting standards, the scheme is therefore accounted for as a defined contribution scheme. The charity also contributes to a defined contribution scheme for non-teaching staff.

**2.14 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Directors in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**Notes to the financial statements**  
For the year ended 31 August 2020

**3. Critical accounting estimates and areas of judgment**

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

**Tangible fixed assets** - The school's tangible fixed assets are stated at their cost less provision for depreciation and impairment. The school's accounting policy sets out the approach to calculating depreciation for immaterial assets acquired. For material assets such as land and buildings the school determines at acquisition the reliable estimates for the useful life of the asset and its residual value. These estimates are based upon factors such as the expected use of the acquired asset and market conditions. At subsequent reporting dates the directors consider whether there are any factors that indicate that there would be a need to reconsider the estimates used.

Critical areas of judgment:

**Lease commitments** - The school has entered into lease commitments in respect of plant and equipment. The classification of these leases as operating leases requires the trustees to consider whether the terms and conditions of each lease are such that the school has acquired the risks and rewards associated with the ownership of the underlying assets.

**Multi-employer defined benefit pension scheme** - In the judgment of the directors, the school does not have sufficient information on the plan assets and liabilities to be able to reliably account for its share of the defined benefit obligation and plan assets. Therefore the scheme is accounted for as a defined contribution scheme, see note 23 for further details.

**4. Income from donations and legacies**

	<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>	<i>Total funds 2019 £</i>
Donations	4,351	7,962	<b>12,313</b>	18,023
CJRS grant	118,868	-	<b>118,868</b>	-
	<u>123,219</u>	<u>7,962</u>	<u><b>131,181</b></u>	<u>18,023</u>
<i>Total 2019</i>	<u>-</u>	<u>18,023</u>	<u>18,023</u>	

In the year to 31 August 2019, £18,023 of donations were restricted.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2020**

**5. Income from charitable activities**

	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>	<i>Total funds 2019 £</i>
Fees	1,827,113	1,827,113	1,887,768
Extras	73,361	73,361	133,033
<b>Total 2020</b>	<u>1,900,474</u>	<u>1,900,474</u>	<u>2,020,801</u>
<i>Total 2019</i>	<u>2,020,801</u>	<u>2,020,801</u>	

In the year to 31 August 2019, all income from charitable activities were unrestricted.

**6. Trading income**

	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>	<i>Total funds 2019 £</i>
Holiday lettings	16,392	16,392	15,673
Other lettings	36,720	36,720	55,388
Miscellaneous Income	3,660	3,660	5,851
	<u>56,772</u>	<u>56,772</u>	<u>76,912</u>
<i>Total 2019</i>	<u>76,912</u>	<u>76,912</u>	

In the year to 31 August 2019, all other incoming resources were unrestricted.

Bury Manor School Trust Limited  
(A company limited by guarantee)

Notes to the financial statements  
For the year ended 31 August 2020

7. Expenditure on charitable activities

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Charitable activities	1,973,613	5,650	1,979,263	2,031,060
<i>Total 2019</i>	2,020,520	10,540	2,031,060	

8. Analysis of expenditure by activities

	Activities undertaken directly 2020 £	Total funds 2020 £	Total funds 2019 £
Charitable activities	1,979,263	1,979,263	2,031,060
<i>Total 2019</i>	2,031,060	2,031,060	

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2020**

**8. Analysis of expenditure by activities (continued)**

**Analysis of direct costs**

	<b>Total funds 2020 £</b>	<i>Total funds 2019 £</i>
Staff costs	1,385,181	1,351,226
Inspection fees	3,805	3,304
Recruitment and training	13,031	13,283
Food costs	55,818	79,153
Laundry and cleaning	15,434	15,936
Field and garden expenses	25,778	26,465
Rates and water	25,186	31,983
Insurance	26,984	27,384
Swimming pool maintenance	401	4,166
Light and heat	43,459	36,398
Repairs and renewals	14,772	16,949
Curriculum expenses	36,304	42,573
Repairs to property	56,750	40,588
Motor and travel expenses	21,465	29,856
Subscriptions and donations	11,785	18,736
Cost of activities and extras	42,714	94,756
Telephone and postage	6,743	7,197
Printing, stationery and advertising	39,327	39,355
Bank charges	2,670	2,515
Legal and professional fees	11,034	7,902
Miscellaneous expenses	8,931	7,221
Bad debts	766	(4,943)
Computer maintenance costs	28,985	26,874
Depreciation	65,787	80,039
Audit and accountancy	15,945	15,073
Bank interest payable	9,075	10,263
Venue hire	11,133	6,808
<b>Total 2020</b>	<b>1,979,263</b>	<b>2,031,060</b>

During the year ended 31 August 2020, Bury Manor School Trust Limited incurred £26,979 (2019: £22,975) of Governance costs. This is made up of audit and accountancy fees totalling £15,945 (2019: £15,073) and legal and professional fees totalling £11,034 (2019: £7,902)

**Bury Manor School Trust Limited**  
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**Notes to the financial statements**  
**For the year ended 31 August 2020**

**9. Auditor's remuneration**

The auditor's remuneration amounts to an auditor fee of £9,200 (2019 - £9,000), and other services of £6,745 (2019 - £6,073).

**10. Staff costs**

	2020 £	2019 £
Wages and salaries	1,108,943	1,125,559
Social security costs	101,256	100,932
Pension costs	174,982	124,735
	<u>1,385,181</u>	<u>1,351,226</u>

The average number of persons employed by the company during the Year was as follows:

	2020 No.	2019 No.
Teaching staff	26	27
Others	19	18
	<u>45</u>	<u>45</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2020 No.	2019 No.
In the band £60,001 - £70,000	1	1
In the band £80,001 - £90,000	1	1

The school considers its key management personnel comprise of the Head teacher, Deputy Head teacher, Head of pre-prep, Bursar, Registrar and Director of music. The total amount of employee benefits (including employer national insurance and pension contributions) received by key management personnel for the services to the trust were 2019: £408,664 (2019: £393,337).

**11. Directors' remuneration and expenses**

During the Year, no Directors received any remuneration or other benefits (2019 - £NIL).

During the Year ended 31 August 2020, no Director expenses have been incurred (2019 - £Nil).

**Bury Manor School Trust Limited**  
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**Notes to the financial statements**  
**For the year ended 31 August 2020**

**12. Tangible fixed assets**

	Freehold property £	Fixtures, fittings and motor vehicles £	Total £
<b>Cost or valuation</b>			
At 1 September 2019	2,742,888	810,557	3,553,445
Additions	146,103	30,433	176,536
At 31 August 2020	<u>2,888,991</u>	<u>840,990</u>	<u>3,729,981</u>
<b>Depreciation</b>			
At 1 September 2019	242,018	386,238	628,256
Charge for the Year	12,451	53,339	65,790
At 31 August 2020	<u>254,469</u>	<u>439,577</u>	<u>694,046</u>
<b>Net book value</b>			
At 31 August 2020	<u>2,634,522</u>	<u>401,413</u>	<u>3,035,935</u>
At 31 August 2019	<u>2,500,870</u>	<u>424,319</u>	<u>2,925,189</u>

**13. Stocks**

	2020 £	2019 £
Finished goods and goods for resale	<u>1,500</u>	<u>1,500</u>

**14. Debtors**

	2020 £	2019 £
Trade debtors	518,931	552,186
Other debtors	622	-
Prepayments and accrued income	30,411	18,402
	<u>549,964</u>	<u>570,588</u>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2020**

**15. Creditors: Amounts falling due within one year**

	2020 £	2019 £
Bank loans	25,000	25,000
Trade creditors	57,497	14,222
Other taxation and social security	46,158	40,158
Other creditors	70,250	65,824
Accruals and deferred income	657,390	722,273
	<u>856,295</u>	<u>867,477</u>
	2020 £	2019 £
Deferred income at 1 September 2019	693,324	631,923
Resources deferred during the year	630,932	693,324
Amounts released from previous periods	(693,324)	(631,923)
<b>Deferred income at 31 August 2019</b>	<u>630,932</u>	<u>693,324</u>

Deferred income at the year end represents fees paid in advance.

**16. Creditors: Amounts falling due after more than one year**

	2020 £	2019 £
Bank loans	<u>341,667</u>	<u>358,333</u>

The trust had a bank loan with £500,000 repayable in termly instalments of £8,333, exclusive of interest, which was payable at 1.78% over National Westminster Bank Plc base rate. The final balloon payment of £375,000 was due for repayment on 29 November 2021.

The bank loan was secured by a first legal charge on all the Trust's freehold property at Bury Manor, Bury, Pulborough, and a fixed and floating charge on all the Trust's other assets, both present and future. The loans represent 14% of the net book value of the freehold property at 31 August 2020 (2019: 15%)

The trust made an additional repayment of £50,000 in 2017. The trust also took a 6 month capital repayment holiday during the year therefore the aggregate amount of secured liabilities as at 31 August 2020 is £366,667 (2019: £383,000)

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Notes to the financial statements**  
For the year ended 31 August 2020

**17. Statement of funds**

**Statement of funds - current Year**

	<b>Balance at 1 September 2019 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Balance at 31 August 2020 £</b>
<b>Unrestricted funds</b>				
Unrestricted accumulated fund	1,813,645	2,080,465	(1,973,613)	1,920,497
Revaluation reserve	711,921	-	-	711,921
	<u>2,525,566</u>	<u>2,080,465</u>	<u>(1,973,613)</u>	<u>2,632,418</u>
<b>Restricted funds</b>				
PA donations	4,745	6,022	(2,348)	8,419
FEAST donations	5,387	1,940	(3,302)	4,025
	<u>10,132</u>	<u>7,962</u>	<u>(5,650)</u>	<u>12,444</u>
<b>Total of funds</b>	<u><u>2,535,698</u></u>	<u><u>2,088,427</u></u>	<u><u>(1,979,263)</u></u>	<u><u>2,644,862</u></u>

PA Donations

These donations are made from the Parents Association to go towards the firework display, floating river dock and other improvements to the school.

FEAST Donations

FEAST is a charity that the school raises money for throughout the year. The money is used to provide education to children in India to open the doorway to a better future.

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2020**

**17. Statement of funds (continued)**

**Statement of funds - prior Year**

	<i>Balance at 1 September 2018 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 August 2019 £</i>
<b>Unrestricted funds</b>					
Unrestricted accumulated fund	1,736,427	2,097,713	(2,020,520)	25	1,813,645
Revaluation reserve	711,921	-	-	-	711,921
	<u>2,448,348</u>	<u>2,097,713</u>	<u>(2,020,520)</u>	<u>25</u>	<u>2,525,566</u>
<b>Restricted funds</b>					
PA donations	704	13,378	(9,337)	-	4,745
FEAST donations	1,970	4,645	(1,203)	(25)	5,387
	<u>2,674</u>	<u>18,023</u>	<u>(10,540)</u>	<u>(25)</u>	<u>10,132</u>
<b>Total of funds</b>	<u><u>2,451,022</u></u>	<u><u>2,115,736</u></u>	<u><u>(2,031,060)</u></u>	<u><u>-</u></u>	<u><u>2,535,698</u></u>

**18. Analysis of net assets between funds**

**Analysis of net assets between funds - current period**

	<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Tangible fixed assets	3,035,935	-	3,035,935
Current assets	794,445	12,444	806,889
Creditors due within one year	(856,295)	-	(856,295)
Creditors due in more than one year	(341,667)	-	(341,667)
<b>Total</b>	<u><u>2,632,418</u></u>	<u><u>12,444</u></u>	<u><u>2,644,862</u></u>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2020**

**18. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior period**

	<i>Unrestricted funds 2019 £</i>	<i>Restricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Tangible fixed assets	2,925,189	-	2,925,189
Current assets	826,187	10,132	836,319
Creditors due within one year	(867,477)	-	(867,477)
Creditors due in more than one year	(358,333)	-	(358,333)
<b>Total</b>	<u><u>2,525,566</u></u>	<u><u>10,132</u></u>	<u><u>2,535,698</u></u>

**19. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2020 £</b>	<b>2019 £</b>
Net income for the period (as per Statement of Financial Activities)	<u><b>109,164</b></u>	<u>84,676</u>
<b>Adjustments for:</b>		
Depreciation charges	<b>65,790</b>	80,039
Dividends, interests and rents from investments	<b>9,075</b>	10,263
Decrease/(increase) in debtors	<b>20,624</b>	(75,648)
Decrease in creditors	<b>(11,182)</b>	(27,573)
<b>Net cash provided by operating activities</b>	<u><u><b>193,471</b></u></u>	<u><u>71,757</u></u>

**20. Analysis of cash and cash equivalents**

	<b>2020 £</b>	<b>2019 £</b>
Cash in hand	<u><b>255,425</b></u>	<u>264,231</u>
<b>Total cash and cash equivalents</b>	<u><u><b>255,425</b></u></u>	<u><u>264,231</u></u>

**Bury Manor School Trust Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 August 2020**

**21. Analysis of changes in net debt**

	At 1 September 2019 £	Cash flows £	Other non- cash changes £	At 31 August 2020 £
Cash at bank and in hand	264,231	(8,806)	-	255,425
Debt due within 1 year	(25,000)	16,666	(16,666)	(25,000)
Debt due after 1 year	(358,333)	-	16,666	(341,667)
	<u>(119,102)</u>	<u>7,860</u>	<u>-</u>	<u>(111,242)</u>

**22. Capital commitments**

	2020 £	2019 £
<b>Contracted for but not provided in these financial statements</b>		
Acquisition of tangible fixed assets	-	125,000
	<u>-</u>	<u>125,000</u>

**Notes to the financial statements**  
**For the year ended 31 August 2020**

**23. Pension commitments**

Until 31st August 2020, the School participated in the Teachers' Pension Scheme (England and Wales) (TPS) for its teaching staff. The pension charge for the year includes contributions payable to the TPS of £164,000 (2019: £115,000) and at the year-end £nil (2019 - £nil) was accrued in respect of contributions to this scheme.

The TPS is an unfunded multi-employer defined benefits pension scheme governed by The Teachers' Pensions Regulations 2010 (as amended). Members contribute on a "pay as you go" basis with contributions from members and the employer being credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by the Government.

The employer contribution rate is set by the Secretary of State following scheme valuations undertaken by the Government Actuary's Department. The most recent actuarial valuation of the TPS was prepared as at 31st March 2016 and the Valuation Report, which was published in March 2019, confirmed that the employer contribution rate for the TPS would increase from 16.4% to 23.6% from 1st September 2019. Employers are also required to pay a scheme administration levy of 0.08% giving a total employer contribution rate of 23.68%.

The 31st March 2016 Valuation Report was prepared in accordance with the benefits set out in the scheme regulations and under the approach specified in the Directions, as they applied at 5th March 2019. However, the assumptions were considered and set by the Department for Education prior to the ruling in the McCloud/Sargeant case. This case has required the courts to consider cases regarding the implementation of the 2015 reforms to Public Service Pensions including the Teachers' Pensions.

On 27th June 2019 the Supreme Court denied the Government permission to appeal the Court of Appeal's judgement that transitional provisions introduced to the reformed pension schemes in 2015 gave rise to unlawful age discrimination. The Government is respecting the Court's decision and has said it will engage fully with the Employment Tribunal as well as employer and member representatives to agree how the discriminations will be remedied.

As at 31st August 2020, the School withdrew from the TPS (England and Wales) and joined the Aviva Pension Trust for Independent Schools (APTIS), a defined contribution pension scheme.

The School also runs a separate defined contribution personal pension scheme for those members of staff who were not entitled to join the TPS and have not subsequently been transferred to the APTIS. The cost for the year represents the School's contributions to the scheme of £10,622 (2019: £9,841) and there were no contributions due at the year end.

Contributions in respect of the company's defined contribution pension scheme are charged to the income and expenditure account for the year in which they are payable to the scheme. Differences between contributions payable and contributions actually paid in the year are shown as either accruals or prepayments at the year end.

**Bury Manor School Trust Limited**  
(A company limited by guarantee)

**Notes to the financial statements**  
**For the year ended 31 August 2020**

**24. Operating lease commitments**

At 31 August 2020 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2020 £	2019 £
Not later than 1 year	26,608	26,863
Later than 1 year and not later than 5 years	12,949	30,950
	<u>39,557</u>	<u>57,813</u>

The following lease payments have been recognised as an expense in the Statement of financial activities:

	2020 £	2019 £
Operating lease rentals	<u>26,065</u>	<u>30,185</u>

**25. Constitution**

The trust is limited by guarantee and has no share capital. Every member of the Trust undertakes to contribute to the assets of the Trust in the event of it being wound up while he is a member or within one year after he ceases to be a member, such amount as may be required not exceeding £1.

**26. Related party transactions**

As is customary with the position at the school, the Head and the Bursar receive bursaries in respect of their children attending the school. Bursaries are received and approved annually by the trustees.

Friends of Arundel Castle Cricket Club Limited - for which J R T Barclay is a director

During the year, Friends of Arundel Castle Cricket Club provided indoor net hire at the total cost of £Nil (2019: £720). There were no amounts outstanding as at 31 August 2020 (2019: £Nil).

Also in the prior the year, Friends of Arundel Castle Cricket Club hired the Manor, Dorset House School, for 5 days at a total cost of £4,050. There was £4,050 outstanding as at 31 August 2019. There was no such transaction in the current year. These transactions were carried out under normal business terms.

Skern Lodge Limited - for which A P Williamson is a director

During the year, 21 pupils were due to take a trip to Skern Lodge and paid a deposit of £1,320 (2019: total cost £4,356). There were no amounts outstanding at 31 August 2020 (2019: Nil). This transaction was carried out under normal business terms.