

Registered

**Alpha Preparatory School Limited**  
**(A Company Limited by Guarantee)**



**Report and Accounts**  
**for the Year Ended 31st July 2008**

**Company Number : 455482**  
**Charity Number : 312640**



**Alpha Preparatory School Limited  
(A Company Limited by Guarantee)  
Accounts For The Year Ended  
31st July 2008**

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**Alpha Preparatory School Limited  
(A Company Limited By Guarantee)  
Governors and Staff**

**Governors**

A Bloom	(2005)	I M Nunn FCA	(2005)
C Backhouse	(2005)	Mrs T Paolini	(2007)
P Dennis	(2006)	Mrs S Patel	(2005)
I Gillman-Smith	(2007)	P J Wylie	
P Simion	(2004)		
Mrs J Lee-Scott			

<b>Chairman</b>	A Bloom
<b>Hon Treasurer</b>	I M Nunn FCA
<b>Hon Secretary</b>	I M Nunn FCA
<b>Headmaster</b>	P J Wylie BA (Hons) Cert Ed

**Professional Staff and Management**

**Alpha School**

Deputy Head – I Silvester B Ed (Hons)

G Bartlett Middx F A County Coach  
Mrs C Bradshaw B Ed (Hons)  
Miss A Buckby BA (Hons) CPQS NNEB  
Mrs J Cross

Mrs P Gavacan BA (Hons) PGCE  
Miss S Girvan  
Mrs M Herron Cert Ed OCR Dip SpLD  
Mrs P Kilby

Mr C Luce B Mus – Piano  
Mrs P Pugh Cert Ed  
Mrs S Scott Cert Ed  
Mrs D Tipton BA (Hons), GTP  
Mrs J Titone Cert Ed  
Mrs T Trower SRN  
Mrs E Vickery Cert Ed

Mrs H Worsfold B Sc (Hons) Dip Ed  
Miss K MacKay – Violin (Peripatetic)  
Miss H Billing – Piano (Peripatetic)  
Mrs B O'Brien – Headmaster's Secretary  
Mrs M Wylie – Admin Assistant  
Mr R Marini – Maintenance Manager  
Mrs P Leathers

**Alphabets Nursery**

Head of Nursery - Mrs P M Elson D P P  
Mrs V Bishop N N B B  
Mrs M Lodhia C A C H E Pre-school Practice  
Mrs E Pannell N N E B  
Mrs L Richardson N V Q  
Mrs S Shell City & Guild Cert of Child Care  
Mrs J Fischer – Admin Assistant

**Alpha Preparatory School Limited  
(A Company Limited By Guarantee)  
Report of the Governors Cont'd**

The Board of Governors has pleasure in submitting its report together with the accounts for the year ended 31 July 2008

**Status and Administration**

Alpha Preparatory School Limited is a registered charity under the Charities Act 1960 number 312640 and is also a company limited by guarantee, registered company number 455482

**Directors**

The directors of the company, who are also the charity trustees, and the governors of the school, and who served during the year were

A Bloom (Chairman)	I M Nunn
C Backhouse	P J Wylie
P Dennis	Mrs T Paolini
I Gillman-Smith	Mrs S Patel
Mrs J Lee-Scott	
P Simion	

Mrs L Leadbeater resigned as a Director and Company Secretary on 5 December 2007 Mr I Nunn was appointed secretary on 5 December 2007

In accordance with the Articles of Association each Governor is a Member of the Company which is limited by guarantee to the extent of £1 per member

In accordance with the Articles of Association, Mr A Bloom, Mr C Backhouse, Mr P Simion, Mr I Nunn and Mrs S Patel are due to retire and offer themselves for re-election

Mrs J Lee-Scott is seeking election for the first time

Nominations for election must be received by the Honorary Secretary at least seven days before the date of the Annual General Meeting, together with the written consent of the persons proposed Any nominee must be a member of the company

**Professional Advisors and Key Personnel**

Headmaster	P J Wylie, BA (Hons) Cert Ed	Solicitors	Richard Pearlman LLP 27 Phipp Street London EC2A 4NP
Principal address and registered office	21 Hindes Road Harrow Middlesex HA1 1SH	Auditors	Fish Partnership LLP The Mill House Boundary Road Loudwater High Wycombe Bucks HP10 9QN
Bankers	Barclays Bank plc 355 Station Road Harrow Middlesex HA1 2AN		

**Alpha Preparatory School Limited  
(A Company Limited By Guarantee)  
Report of the Governors Cont'd**

**Object**

The object of the company, as set out in the Memorandum of Association, is the provision of a co-educational preparatory school

**Organisation**

The Governors determine the general policy of the school. The day to day management of the school is delegated to the Headmaster

Governors are recruited based on the needs of the school and the skills base required. New Governors are mentored through after joining to ensure they have adequate training to do the job required

**Results**

The Governors recommend that the excess of income over expenditure be disposed of as shown in the accounts

In the Governors' opinion, the state of the Company's affairs as at 31 July 2008 was satisfactory

**Review Of The School's Year**

It is always a pleasure to be able to look back and reflect on another successful year. Once again, we found ourselves included in the Sunday Times' list of the country's top schools and no other preparatory school in the area finished above us. We also found ourselves among the top 10% of schools in a survey carried out by the independent schools' website, and our new website was voted in 15<sup>th</sup> place in the whole of the United Kingdom. As if these achievements weren't enough, OFSTED judged our nursery to be 'outstanding' in every aspect following an 'on the spot' inspection in July. Such a level of success is only possible thanks to the dedication and hard work of the staff, pupils and governors of the school and the nursery, and I congratulate everyone on their efforts.

One reason for our continued success is the stability and quality of our teaching staff. This was highlighted at Speech Day, when we said goodbye to two long-serving members of staff -

Mrs Worsfold joined Alpha in 1976 and her son Michael was a pupil at the school. She was our Head of Science for most of that time, but it is her contribution behind the scenes which was just as important. Mrs Worsfold was a founder member of the school's Health and Safety Committee and also acted as Staff Development Officer. In addition, she took the annual Year 6 trip to the Isle of Wight and she organised our sponsorship of a child in a developing country through Plan U.K.

Mrs Herron joined us in 1987 as our Year 2 teacher. She developed an interest in special needs and the school provided her with the opportunity to undertake a two-year course which eventually led to her becoming SENCO (special educational needs coordinator) at Alpha. Over the years she has helped countless children to achieve their potential, and for this she deserves our thanks and admiration.

Mrs Worsfold will be replaced by Mr Christopher Trinidad, and I know that you will make him feel very welcome as our new Head of Science. The Headmaster was keen to have as our SENCO someone who knows the children well, and so Mrs Titone will extend her professional training to allow her to undertake this important role.

I feel, as I am sure you do, that the staff are the key to everything at Alpha, but we are always trying to improve our facilities as well. To this end, I am indebted to our Parents Association, who have supported us consistently over the years. A good example of this support was the contribution which the P.A. made towards our new minibus, and by the time you read this report I hope that we will also have purchased a new 7-seat school car. By using these two vehicles in tandem, we can take out any class in the school and so extend the curriculum through educational visits to places of interest.

So, we shall soon have two new vehicles standing at the front of the building. Look behind our front door and you will see a building which is attractively decorated and well-maintained. Our numbers on roll are full, our waiting lists are over-subscribed, Alpha is very highly regarded in the area, our reputation is high. I think it's fair to say that, even in these uncertain times, we can look to the future with confidence.

**Alpha Preparatory School Limited  
(A Company Limited By Guarantee)  
Report of the Governors Cont'd**

**Risk Management**

The Governors acknowledge their responsibility for monitoring the risks that face the school. This is done by a process of ongoing review and discussion at the regular Board meetings during the year.

The major risk is considered to be a change in Government policy towards independent schools and their status both as private sector education and as a registered charity.

The school is a member of a number of umbrella organisations that monitor and advise on such issues. At the moment no change is foreseen.

**Reserves Policy**

The Governors review the school's need for reserves on an annual basis when the fee budgets are prepared.

Sufficient reserves are required to provide funding for the school's activities and its premises. They also need to be sufficient to cope with the possibility of difficult years in times of recession. There is no immediate need foreseen to substantially build up or reduce existing reserves although as stated that position is reviewed annually.

**Plans for the Future**

The Governors intend that the main objectives of Alpha will remain unchanged save for continuing to adopt a flexible approach to coping with the challenges of the changing world of education.

**Governors' Statement**

Company law required the Governors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that year. In preparing those accounts the Governors are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts,
- prepare the accounts on the going concern basis unless it is inappropriate to presume the company will continue in business.

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

**Auditors**

Fish Partnership LLP were re-appointed as our auditors at the AGM 2007.

**Small Companies Exemption**

The Governors have prepared their report in accordance with the special provisions of Part V11 of the Companies Act 1985 relating to small companies.

**On Behalf Of The Board**

A Bloom  
Chairman



7 November 2008

**Independent Auditors' Report To The Governors Of  
Alpha Preparatory School Limited  
(A Company Limited by Guarantee)**

We have audited the financial statements of Alpha Preparatory School Limited for the year ended 31 July 2008 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's Governors, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the Governors those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the Governors as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of Governors and auditors**

The Governors', who are also trustees and directors of Alpha Preparatory School Limited for the purposes of company law, responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Governors' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Governors' Report is not consistent with the financial statements.

In addition, we report to you if, in our opinion, the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Governors' remuneration and other transactions is not disclosed.

We read the Governors' Report, and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Governors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

**Independent Auditors' Report To The Members Of  
Alpha Preparatory School Limited Cont'd  
(A Company Limited by Guarantee)**

**Opinion**

In our opinion

- the financial statements give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities of the charitable company's state of affairs as at 31st July 2008 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended
- the financial statements have been properly prepared in accordance with the Companies Act 1985 and
- the information given in the Governors' Report is consistent with the financial statements

  
The Fish Partnership LLP  
Chartered Accountants

Registered Auditors

The Mill House  
Boundary Road  
High Wycombe  
Buckinghamshire HP10 9QN

7 November 2008



**Alpha Preparatory School Limited  
(A Company Limited by Guarantee)  
Statement Of Financial Activities And  
Income And Expenditure Account  
For the Year Ended 31st July 2008**

		Unrestricted Funds	
		2008	2007
		Total	Total
		£	£
Notes			
<b>Incoming Resources</b>			
<b>Incoming resources from generated funds</b>			
Voluntary Income	2		
Fees receivable		1,328,006	1,221,313
Donations		9,524	5,404
Fund raising		-	4,180
Investment Income			
Bank and other interest		12,875	9,431
<b>Total Incoming Resources</b>		<b>1,350,405</b>	<b>1,240,328</b>
<b>Resources Expended</b>			
	3-6		
Charitable expenditure			
Teaching costs		857,717	815,355
Welfare		103,908	97,470
Premises		84,974	107,505
Management and administration of the school		172,106	154,640
Grants, awards and prizes		2,997	2,740
Donations		-	4,233
Governance Costs		38,438	33,295
<b>Total Resources Expended</b>		<b>1,260,140</b>	<b>1,215,238</b>
<b>Net Incoming/Outgoing Resources</b>		<b>90,265</b>	<b>25,090</b>
<b>Balance brought forward at 1st August 2007</b>		<b>322,409</b>	<b>299,723</b>
Transfer to Bursary Fund		(224)	(2,404)
<b>Balance carried forward at 31st July 2008</b>	12	<b>£ 412,450</b>	<b>£ 322,409</b>

Gross incoming resources and net outgoing resources are derived from continuing operations

The company has no recognised gains or losses for the years other than the net outgoing resources for the financial years

The notes on pages 11 to 14 form part of these accounts

**Alpha Preparatory School Limited**  
**(A Company Limited by Guarantee)**  
**Balance Sheet**  
**As At 31st July 2008**

	Note	2008 £	2007 £
<b>Fixed Assets</b>			
Tangible assets	7	245,042	233,452
Investments	8	41	41
		<u>245,083</u>	<u>233,493</u>
<b>Current Assets</b>			
Debtors	9	14,031	18,299
Cash at bank and in hand		386,975	291,836
		<u>401,006</u>	<u>310,135</u>
<b>Creditors: Amounts falling due within one year</b>	10	163,344	146,648
<b>Net Current Assets</b>		<u>237,662</u>	<u>163,487</u>
<b>Total Assets Less Current Liabilities</b>		<u>482,745</u>	<u>396,980</u>
<b>Creditors Amounts falling due after more than one year</b>	11	58,000	62,500
<b>Net Assets</b>		<u>£ 424,745</u>	<u>£ 334,480</u>
<b>Capital And Reserves</b>			
General reserve	12	412,450	322,409
Bursary fund	12	12,295	12,071
		<u>£ 424,745</u>	<u>£ 334,480</u>

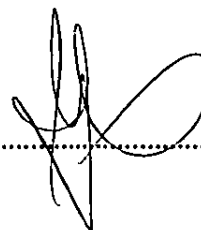
The accounts have been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies

These accounts were approved by the Board of Governors on 7 November 2008 and signed on its behalf by

A Bloom  
Governor



I M Nunn  
Governor



The notes on pages 11 to 14 form part of these accounts

**Alpha Preparatory School Limited**  
**(A Company Limited by Guarantee)**  
**Notes To The Accounts**  
**For the Year Ended 31st July 2008**

**1. Accounting Policies**

The following policies have been adopted

**(a) Accounting Convention**

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice, Accounting and Reporting by Charities (issued in March 2005)

**(b) Fund accounting**

Unrestricted funds are available for the use at the discretion of the Governors in furtherance of the general objectives of the charity

**(c) Income**

School fees are included in the accounts for the period in which they relate to

Investment income is included when receivable

**(d) Resources Expended**

Liabilities are recognised as resources are expended as soon as there is a legal or constructive obligation committing the charity to the expenditure

Charitable expenditure comprises of costs incurred by the charity in the delivery of services for its beneficiaries

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity

**(e) Depreciation**

Depreciation is provided on tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset evenly over its expected useful life as follows

Freehold property and improvements	2% straight line
Fixtures and fittings	100% straight line
Sports equipment	100% straight line
Computer equipment	15% reducing balance
Leasehold premises	Over the period of the lease
Motor vehicles	25% reducing balance

Whilst governors do not consider that the freehold property is a depreciating asset, they have nevertheless decided to write it down at 2% per annum to fall in line with accepted accounting policies

**(f) Investments**

Investments held as fixed assets are valued at cost

**(g) Leased Assets**

Rentals applicable to operating leases, where substantially all the benefits and risks of ownership remain with the lessor, are charged against profit as incurred

**(h) Accounts Format**

The format of the income and expenditure account has been amended to comply with the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

**(i) Pension Contributions**

The school contributes towards a number of staff in respect of the Teachers Superannuation Fund. The school's liability is based on a percentage of salaries on an annual basis and is recognised in the income and expenditure account in the year incurred

**Alpha Preparatory School Limited**  
**(A Company Limited by Guarantee)**  
**Notes To The Accounts Cont/d**  
**For the Year Ended 31st July 2008**

**2 Fees Receivable**

Fees receivable are the total amount receivable by the company in the ordinary course of business for the provision of education and related services through the school

**3 Charitable Expenditure**

	2008 £	2007 £
This is stated after charging		
Operating leases - property	15,609	15,609
- equipment	3,219	7,221
	<u>18,828</u>	<u>22,830</u>

**4. Staff Costs**

Numbers	2008 Number	2007 Number
The average number of employees, excluding directors, during the year was		
Office and management	6	6
Teaching staff	23	23
	<u>29</u>	<u>29</u>
	29	29
	<u>29</u>	<u>29</u>
Costs	2008 £	2007 £
Salaries	794,279	750,236
Social Security contributions	69,335	65,119
Superannuation costs	78,731	76,149
	<u>£ 942,345</u>	<u>£ 891,504</u>

The Governors received no remuneration during the year for their services as Governors of the company. Mr Wylie received a salary in respect of his duties as headmaster, which the Governors believe should not be disclosed for commercial reasons.

**5 Analysis Of Governance Costs**

	2008 £	2007 £
Audit fees	2,844	2,585
Accountancy fees	13,065	11,804
Depreciation	20,473	16,628
Leasehold amortisation	1,776	1,773
Professional fees	280	505
	<u>£ 38,438</u>	<u>£ 33,295</u>

**Alpha Preparatory School Limited**  
**(A Company Limited by Guarantee)**  
**Notes To The Accounts Cont/d**  
**For the Year Ended 31st July 2008**

**6. Taxation**

The company is a registered charity and no liability to corporation tax is anticipated, due to the exemptions that arise as a result

**7. Tangible Assets**

	Motor Vehicles £	Freehold Property and Improvements £	Sports Equipment £	Fixtures and Fittings £	Computer Equipment £	Leasehold Premises £	Total £
<b>Cost</b>							
At 1st August 2007	18,672	481,928	9,887	87,641	87,142	26,610	711,880
Additions	24,853	-	-	4,539	7,946	-	37,338
Disposals	(10,705)	-	-	-	-	-	(10,705)
At 31st July 2008	32,820	481,928	9,887	92,180	95,088	26,610	738,513
<b>Depreciation</b>							
At 1st August 2007	12,475	295,607	9,887	87,641	49,758	23,060	478,428
Charge for year	4,138	4,927	-	4,539	6,238	1,776	21,618
Disposals	(6,575)	-	-	-	-	-	(6,575)
At 31st July 2008	10,038	300,534	9,887	92,180	55,996	24,836	493,471
<b>Net Book Value</b>							
At 31st July 2008	£ 22,782	£ 181,394	£ -	£ -	£ 39,092	£ 1,774	£ 245,042
<b>Net Book Value</b>							
At 31st July 2007	£ 6,197	£ 186,321	£ -	£ -	£ 37,384	£ 3,550	£ 233,452

**8. Investments**

The investments consist of £76 77 3½% War Loan at a cost of £41 The market value at 1st November 2008 was £60

**9 Debtors**

	2008	2007
Prepayments and sundry debtors	£ 14,031	£ 18,299

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

	2008 £	2007 £
Taxation and social security	41,338	39,235
Sundry creditors, accruals and deferred income	122,006	107,413
	£ 163,344	£ 146,648

**Alpha Preparatory School Limited**  
**(A Company Limited by Guarantee)**  
**Notes To The Accounts Cont'd**  
**For the Year Ended 31st July 2008**

**11 Creditors: Amounts falling due after more than one year**

	2008	2007
Loans from parents	£ 58,000	£ 62,500

The above represents loans repayable when the pupils concerned leave the school more than twelve months after the balance sheet date

**12. Reserves**

	2008 £	2007 £
<b>General Reserve</b>		
Brought forward	322,409	299,723
Retained surplus/(deficit) for the year	90,265	25,090
Transfer to Bursary Fund	(224)	(2,404)
Carried forward	<u>£ 412,450</u>	<u>£ 322,409</u>
<b>Bursary Fund</b>		
Brought forward	12,071	9,667
Transfer from General Reserve	224	2,404
Carried forward	<u>£ 12,295</u>	<u>£ 12,071</u>

The Bursary Fund is set aside to assist parents and pupils in the event of hardship, at the discretion of the Governors

**13. Operating Leases**

The company has a 15 year lease from 1st January 1995 on the nursery at a current rent of £15,609 per annum. The lease has a break clause after 3 years and annually thereafter.

The company also leases equipment at an annual rental of £5,348 (2007 £5,438). These leases all expire after one year (2007 £2,370 was due within one year).

**14 Capital Commitments**

There were no capital commitments at 31st July 2008

**15 Governors Interests and Indemnity Insurance**

Fees are paid on a normal commercial basis for professional services rendered from time to time by firms in which certain Governors have interests. These amounted to £4,339 (2007 £3,804) to Nunn Hayward, a firm in which Mr I M Nunn is a partner. At 31st July 2008 £nil was due to Nunn Hayward (2007 £1,071). Mr Wylie, is not remunerated for his duties as a Governor of the school but receives a salary on normal commercial rates from the school for his duties as Headmaster. No other remuneration or expenses are paid.

The school has taken out a policy to cover itself against any negligent act by any of its Governors. The cover is up to £5 million for any one claim or aggregate thereof in any one period of insurance.