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# Report and Financial Statements

For the year ended 31 July 2013

**Aquinas College**



**AQUINAS COLLEGE**  
**Report and Financial Statements – Year ended 31 July 2013**

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**AQUINAS COLLEGE**  
**Report and Financial Statements – Year ended 31 July 2013**

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**PROFESSIONAL ADVISORS**

Financial Statement Auditors:

Mazars LLP  
Chartered Accountants  
& Statutory Auditor  
The Lexicon  
10/12 Mount Street  
Manchester  
M2 5NT

Tel: 0161 831 1100

Internal Auditors:

Baker Tilley Business Services Ltd  
(Formally RSM Tenon Ltd)  
York House  
York Street  
Manchester  
M2 3BB

Tel: 0161 200 6080

Bankers:

Lloyds TSB  
2 Great Underbank  
Stockport  
SK1 2LH

Tel: 0113 394 2192

Solicitors:

Gorvins  
Tiviot House  
Stockport  
Cheshire  
SK1 1TA

Tel: 0845 539 5151



## **OPERATING AND FINANCIAL REVIEW**

### **NATURE, OBJECTIVES AND STRATEGIES:**

The members present their report and the audited financial statements for the year ended 31 July 2013.

#### **Legal status**

The college, founded in September 1980, was moved from the Schools to the FE sector under Section 28 of the Further and Higher Education Act (1992) as a college designated to receive FEFC funds. This was deemed necessary by Parliament in that as a voluntary aided college it did not own either its land or buildings. Although the governing body did not achieve incorporation under Further and Higher Education (1992), this has now been achieved under the Education Act 2000. The college is an exempt charity for the purposes of the Charities Act 1993, as amended by the Charities Act 2006.

#### **Mission**

"At the very heart of our philosophy is the Gospel spirit of freedom, justice and love. We aim to affirm and value each member of the community, recognising the dignity and unique nature of each individual, whether student, support staff or teacher."

This extract from the college mission statement underpins the philosophy of the college.

#### **Implementation of strategic plan**

The college's objectives are set out in the strategic plan updated in July 2013. This plan includes the strategic direction of the college and financial forecasts. The Governing Body monitors the performance of the college against these plans. The plans are reviewed and updated each year. The college's continuing strategic objectives are:

- To control the college's severe over-subscription and to achieve stability in student numbers at 1,960 (FTE) in the year to July 2013.
- To review and maintain the high success rates for students within college. The success rate for courses is presently around 82%.
- To continue to support the provision for adult education.
- To encourage students to take responsibility for their own learning and promote and develop relevant learning strategies.
- Despite financial pressures, to make the necessary level of investment to maintain the high standards in learning resources in both the Learning Resource Centre and the IT Centre.
- To oversee the final stages of the capital project to deliver the project to time and budget.

The college is on target for achieving these objectives.

The college's specific objectives for 2012/13 and achievement of those objectives is addressed below:

- To achieve full time 16-19 students of 1,960 based on funding levels. Actual full time 16-19 student numbers were 1,934 learners. The under recruitment in numbers reflects the difficulty in managing the student numbers in the face of the large oversubscription. The college will continue to manage this area closely.
- Success rates of 89% for all long courses have been achieved in 2012/13.





**OPERATING AND FINANCIAL REVIEW /Continued...**

**Implementation of strategic plan /Continued...**

- To further improve attendance in core studies by further enhancements to the attendance policy. This has been achieved through the continued work of the Attendance group and the development of an on line attendance monitoring package. Further development of MyAquinas also provides online monitoring of student's performance.
- To develop the IT strategy group to oversee all IT strategy to enable the college to keep at the forefront of IT development and ensure that IT remains a support for curriculum delivery and is appropriate for the future.
- The major capital build is complete except for the release of the final retention and was on time and on budget.

**Financial Objectives**

The College's financial objectives are:

- To achieve an annual operating surplus.
- To further improve the College's shorter term liquidity.

A series of performance indicators have been agreed to monitor the successful implementation of the policies.

**Performance indicators**

FE Choices (formerly the "Framework for Excellence") has three key performance indicators that apply to the college :

- Success rates
- Learner destinations
- Satisfaction survey (formerly "learner views")

The College is committed to observing the importance of the measures and indicators and is monitoring these through the completion of the annual Finance Record for the Skills Funding Agency/Education Funding Agency ("EFA"). The current rating of Good is considered an acceptable outcome.



**OPERATING AND FINANCIAL REVIEW /Continued...**

**FINANCIAL POSITION**

**Financial Results**

The college generated a historic cost surplus of £503,592 (2012: £424,019).

The college has accumulated general reserves of £2,799,290 (2012: £2,295,698) and cash balances of £4,218,382 (2012: £3,725,596) of which £98,620 (2012: £82,596) are amounts held as deposits on behalf of students (see Note 13).

Tangible fixed asset additions during the year amounted to £192,227. This was split between land and buildings acquired of £70,424 and equipment purchased of £121,803. In the main this relates to the new building. The building costs to date are £41.1 million and the building has replaced all the old college buildings except for the sports hall.

The college has significant reliance on the EFA/SFA for its principal funding source, largely from recurrent grants. In 2012/13 the EFA/SFA provided 91.4% (2012: 91.7%) of the College's total income.

**Treasury policies and objectives**

Treasury management is the management of the College's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

The college has a separate treasury management policy in place.

Short term borrowing for temporary revenue purposes is authorised by the Principal. Such arrangements are restricted by limits in the Financial Memorandum previously agreed with the LSC and subsequently transferred to the Skills Funding Agency/EFA. All other borrowing requires the authorisation of the Governing Body and shall comply with the requirements of the Financial Memorandum. The college also has a gifts and hospitality policy which covers the procedure for the receipt of gifts / hospitality by staff.

**Cash flows**

The operating cash inflow of £720k (2012: £687k cash inflow) has arisen due to the generation of a reasonable accounting surplus for the year. The college loans crystallised in March 2011 and the full facility of £4.45m was drawn down. The remaining balance of this additional loan of £1.93m has been placed on deposit to generate funds to cover the loan interest paid.

**Liquidity**

The college has a loan with Lloyds TSB. The size of the College's total borrowing and its approach to interest rate management have been calculated to ensure a reasonable cushion between the total cost of servicing debt and operating cashflow. During the year this margin was comfortably exceeded.

**Current and Future development and Performance**  
**Student Numbers**

The college is funded according to the units of activity it generates each year. In 2012/13 the college achieved an estimated 1,934 16 – 18 (learners) or 2,678.98 SLNs (standard learner number) against an allocation of 1,961 16 – 18 (learners) and 46 post 19 (SLNs).

This shows a small fall in student numbers from 2011/12, the college has attempted to control student numbers over the last few years in the face of a large over subscription. Total student numbers in Stockport as a whole fell significantly in 2012/13 due to demographic changes.



## **OPERATING AND FINANCIAL REVIEW /Continued...**

### **Student Achievements**

Students achieved an estimated 94% of their qualification aims (2011/12: 92%).

### **Curriculum Developments**

At Aquinas we closely monitor curriculum development in our feeder schools and attempt to adapt our curriculum provision to match the needs and aspirations of our students. In recent years this has led to a modest expansion of vocational subjects to complement a largely academic provision. Provision at levels I and II is modest and new courses at level III tend to be introduced at a rate of one or two a year with the least popular courses disappearing at the same rate.

We have a particular focus on trying to get students on the most appropriate courses based on their prior attainment, whether this is the academic route or the Vocational route. A great deal of time is spent with each individual student to assess their needs during several one to one interviews with a member of staff. Several BTEC qualifications have recently been added to our curriculum and we have seen the percentage of students applying to University remaining fairly constant. Advice and guidance is also given to students looking for employment or apprenticeships.

We continue to encourage students to select broad programmes of study to provide challenge and diversity and offer a high level of support, advice and guidance to assist them in making good decisions. We actively engage with the Local Authority in ensuring the full range of provision is available to the local population and are represented on the Strategic Management Partnership and 14 -19 Strategy Group.

The Adult and Continuing Education programme has a curriculum which is informed by local needs analysis in relation to regeneration and economic development. The programme features a curriculum which supports the SFA/Local Authorities national target to increase the number of adults with basic skills and offers a thriving curriculum for those wishing to return to work, upskill or get involved in leisure courses. We have also seen a rise in the uptake of Access programmes providing adults with routes into higher education.

### **Post Balance Sheet Events**

There are no post balance sheet events to note.

### **Future developments**

We have now occupied the new building for three years. Despite the increase in space, this building was built to simply accommodate the existing student numbers and we still have no current plan of growing student numbers significantly into the future. Because of the oversubscription we may experience some small growth (or small reduction) year on year as managing static student numbers remains an issue.

Despite the financial cuts already suffered, the college has managed the reduction in funding with a combination of natural wastage and staff leaving and not being replaced in full. As we move forward with the changes to the curriculum and the funding per student rather than by course, further work will be undertaken to manage staffing, entitlement and tutorial to deliver small surpluses and remain solvent.

Following the OfSTED inspection in September 2013 and the outcome of "Good", we will continue with our quality and pastoral program to ensure that college continues to provide the best opportunities for our students and staff.

### **Payment Performance**

The Late Payment of Commercial Debts (Interest) Act 1998, which came into force on 1 November 1998, requires colleges, in the absence of agreement to the contrary, to make payments to suppliers within 30 days of either the provision of goods or services or the date on which the invoice was received. The target set by the Treasury for payment to suppliers within 30 days is 95 per cent. During the accounting period 1 August 2012 to 31 July 2013, the College paid 95.3 per cent of its invoices within 30 days. The College incurred no interest charges in respect of late payment for this period.



**OPERATING AND FINANCIAL REVIEW /Continued...**

**Staff and Student Involvement**

The college is a vibrant community and surveys carried out as students leave constantly refer to the positive atmosphere and sense of respect which pervades the college. The college continues to grow and be successful. The college encourages staff and student involvement through membership of formal committees.

**RESOURCES:**

The College has various resources that it can deploy in pursuit of its strategic objectives.

Tangible resources include the main college site.

***Financial***

The College has £39.207million of net assets (there is no pension liability as the college is part of a pooled pension scheme – see Note 25) and long term debt of £4.098million.

***People***

The College employs 169 (2012: 173) people (expressed as full time equivalents), of whom 111 (2012: 115) are teaching staff.

***Reputation***

The College has an excellent reputation locally and nationally. Maintaining a quality brand is essential for the College's success at attracting students and external relationships.

**PRINCIPLE RISKS AND UNCERTAINTIES:**

The College has undertaken further work during the year to develop and embed the system of internal control, including financial, operational and risk management which is designed to protect the College's assets and reputation.

Based on the strategic plan, the Assistant Principal Finance undertakes a comprehensive review of the risks to which the College is exposed. Systems and procedures are identified, including specific preventable actions which should mitigate any potential impact on the College. The internal controls are then implemented and the subsequent year's appraisal will review their effectiveness and progress against risk mitigation actions. In addition to the annual review, the Senior Management group (SMT) will also consider any risks which may arise as a result of a new area of work being undertaken by the College.

A risk register is maintained at the College level which is reviewed at least annually by the Audit Committee and more frequently where necessary. The risk register identifies the key risks, the likelihood of those risks occurring, their potential impact on the College and the actions being taken to reduce and mitigate the risks. Risks are prioritised using a consistent scoring system.

Outlined below is a description of the principle risk factors that may affect the College. Not all the factors are within the College's control. Other factors besides those listed below may also adversely affect the

***College***

***1. Government funding***

The College has considerable reliance on continued government funding through the LSC and its successor organisations. In 2012/13, 91.4% of the College's revenue was ultimately public funded and this level of requirement is expected to continue. There can be no assurance that government policy or practice will remain the same or that public funding will continue at the same levels or on the same terms.

The College is aware of several issues which may impact on future funding:





**OPERATING AND FINANCIAL REVIEW /Continued...**

**Principle Risks and Uncertainties:**

- The lagged student number formula means that managing our student numbers is important. There is some uncertainty in this regard as we change the method of recruitment in order to try to manage our oversubscription.
- The Simplification agenda from 2013/14 in which guided learning hours are replaced by a sum per student. This will penalise Sixth Form Colleges who deliver large courses to each student.
- The funding of adult courses which is relying on the student to fund more of the course costs.

The risk is mitigated in a number of ways:

- By ensuring the College is rigorous in delivering high quality education and training.
- By continuing to follow the traditional 4 AS and 3 A level route which will ensure that all our students are full time under the new methodology.
- Considerable focus and investment is placed on maintaining and managing key relationships with various funding bodies.
- Ensuring the College is focused on those priority sectors which will continue to benefit from public funding.
- Regular dialogue with the local EFA/Local Authorities.

**2. Tuition fee policy**

The SFA intend to raise individual contributions. Ministers have confirmed that the fee assumption has been 50% in 2012/13 and will remain at that level in 2013/14. In line with the majority of other colleges, Aquinas College will increase tuition fees in accordance with the rising fee assumptions. The price elasticity of adult learning is not yet fully understood. The risk for the College is that demand falls off as fees increased. This will impact on the growth strategy of the College. From 2013/14 all students aged 24 and above will be expected to fund 100% of their course costs either by their own resources or by taking out a Government loan. Further the funding will cease for all students if they leave the course at any stage in the academic year. This introduces more uncertainty into the delivery of courses for adults.

This risk is mitigated in a number of ways:

- By ensuring the College is rigorous in delivering high quality education and training, thus ensuring value for money for students
- Further emphasis on attendance and progression for all students
- Close monitoring of the demand for courses as prices change

**STAKEHOLDER RELATIONSHIPS**

In line with other colleges and with universities, Aquinas College has many stakeholders. These include:

- Students;
- Funding Councils;
- Staff;
- Local employers;
- Local authorities;



**OPERATING AND FINANCIAL REVIEW /Continued...**

**STAKEHOLDER RELATIONSHIPS /Continued...**

- Government Offices/Regional Development Agencies/LEPs;
- The local community;
- Other FE institutions;
- Trade unions;
- Professional bodies.
- Diocese

The College recognises the importance of these relationships and engages in regular communication with them through the College Internet site and by meetings.

**Taxation**

The college is an exempt body as far as the Charity Act is concerned. The college is not liable for corporation tax.

**Employment Policy**

The employment policy of the college has been agreed by the Governing Body and reflects the mission statement. The college is aware of, and its practice is consistent with, the terms of the Disability Discrimination Act (2000) updated by the Special Education Needs and Disability Acts 2001 and 2005. The college has a personnel manager and where appropriate, checks its procedures with the local authority's Human Resources Service to ensure consistency in personnel matters. The college subscribes to a personnel advice helpline. The college has increased both the teaching and support staff as student numbers have risen. Vacancies for teaching staff are advertised in The Times Educational Supplement. Support staff vacancies are advertised regionally or in professional journals.

Teachers and support staff are paid using Sixth Form College Employers Scales. All staff are paid on a monthly basis.

The college is concerned to encourage staff to improve qualifications and support staff have been offered day release and their fees have been paid by the college. Teaching staff have five in service training days in each year. Staff are provided with briefings twice weekly. These are meetings at which matters of immediacy are discussed. Contributions come from anyone – they are not restricted to management announcements. Notes are written up and published. More formal meetings are staff meetings and head of department meetings (steering group). In addition, there are small groups dealing with quality and curriculum. The senior management team meets weekly.

**Equal Opportunities and Employment of Disabled Persons**

Aquinas College is committed to ensuring equality of opportunity for all those who learn and work here. We respect and value positively differences in race, gender, sexual orientation, ability, class and age. We strive vigorously to remove conditions which place people at a disadvantage and we will actively combat bigotry. This policy will be resourced, implemented and monitored by managers and governors.

The college's Equal Opportunities Policy, including its Race Relations and Transgender Policies, is published on the College's Internet site.

The college considers all applications for employment from disabled persons, bearing in mind the aptitudes of the individuals concerned. Where an existing employee becomes disabled every effort is made to ensure that employment with the college continues. The college's policy is to provide training, career development and opportunities for promotion which are, as far as possible, identical to those for other employees.



**OPERATING AND FINANCIAL REVIEW /Continued...**

**Disability Statement**

The college seeks to achieve the objectives set down in the Disability Discrimination Act (DDA) 1995 as amended by the Special Education Needs and Disability Act 2001 and 2005 and in particular makes the following commitments:

- a. The new college buildings are fully DDA compliant.
- b. There is a list of specialist equipment, which the college can make available for use by students;
- c. The admissions policy for all students is described in the college charter. Appeals against a decision not to offer a place are dealt with under the complaints policy;
- d. The college had made a significant investment in the appointment of specialist lecturers to support students with learning difficulties and/or disabilities. There are a number of student support assistants who can provide a variety of support for learning. There is a continuing programme of staff development to ensure the provision of a high level of appropriate support for students who have learning difficulties and/or disabilities;
- e. Specialist programmes are described in programme information guides, and achievements and destination are recorded and published in the standard college format;
- f. Counselling and welfare services are described on the student intranet.

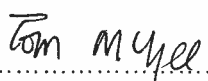
**Planned Maintenance Programme**

The college has now completed the building of the new college campus. We have tendered and secured a maintenance contract which will be undertaken by an external firm as many components of the building are complex. As we moved out of the snagging period we have taken out a number of maintenance contracts to cover aspects of the building. The spend on maintenance for the year to July 13 is £49,629 (2012: £50,147).

**Disclosure of information to auditors**

The members who held office at the date of approval of this report confirm that so far as they are each aware, there is no relevant audit information of which the college's auditors are unaware and each member has taken all the steps that he or she ought to have taken to be him or herself aware of any relevant audit information and to establish that the college's auditors are aware of that information.

The report of the members of the Governing Body was approved by the members on 19/11/13 and signed on its behalf by:

  
.....  
T P McGee

Chairperson



## STATEMENT OF CORPORATE GOVERNANCE AND INTERNAL CONTROL

The College endeavours to conduct its business:

- i. in accordance with the seven principles identified by the Committee on Standards in Public Life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership); and
- ii. having due regard to the UK Corporate Governance Code ("the Code") insofar as it is applicable to the further education sector.

The College is committed to exhibiting best practice in all aspects of corporate governance. We do not comply with the UK Corporate Governance Code as Catholic institutions were advised that some aspects of the Code conflicted with the Diocesan Trust Deed. However, we have reported on our Corporate Governance arrangements by drawing upon best practice available, including those aspects of the UK Corporate Governance Code we consider to be relevant to the further education sector and best practice. The Governing Body recognises that, as a body entrusted with both public and private funds, it has a particular duty to observe the highest standards of corporate governance at all times.

### The Governing Body

The members who served the Governing Body during the year and up to the date of signature of this report were as listed in Table 2

**Table 2 Governors serving on the College Board during 2012/13.**

<b>Name</b>	<b>Date of Appointment/ Reappointment</b>	<b>Term of Office</b>	<b>Status of Appointment</b>	<b>Committees served</b>
T P McGee	1/9/12	4 years	Foundation	Chair Governing Body, Finance & Buildings
L J Byrne	1/9/12	4 years	Foundation	Vice Chair Governing Body General Purposes and Employment, Audit from 1/1/12
P Lynch	1/9/12	4 years	Foundation	Audit Chair from 1/1/12
M Braithwaite	1/9/12	4 years	Foundation	Chair Finance & Buildings, Remuneration
D Pearson	1/6/11		Principal	Finance and buildings
C H Dove	1/9/12	4 years	Foundation	Chair Remuneration, Finance & Buildings
B Hickey	1/9/11	4 years	Foundation	General Purposes and Employment
J Horan	1/9/11	4 years	Foundation	General Purposes and employment
A Martin	12/12/11	4 years	Foundation	Vice Chair, Audit
Fr P Monroe	11/3/12	4 years	Foundation	General Purposes and employment
C Calverley	1/9/12	4 years	Co opted Governor	General Purposes and Employment
P Carter	1/9/12	4 years	Co opted Governor	Finance and Buildings
B Donovan	1/9/12	3 years	Parent Governor	Finance and Buildings





**STATEMENT OF CORPORATE GOVERNANCE AND INTERNAL CONTROL /Continued...**

**Table 2 Governors serving on the College board during 2012/13 /Continued...**

<b>Name</b>	<b>Date of Appointment/ Reappointment</b>	<b>Term of Office</b>	<b>Status of Appointment</b>	<b>Committees served</b>
H Delahan	1/9/12	4 years	Staff Governor	General Purposes and Employment
R Hewitt	1/9/12	4 years	Staff Governor	Finance and Buildings
E Rice	1/9/12	4 years	Foundation	Chair General Purposes and Employment Vice Chair Remuneration
R Bircher	1/1/13-31/7/13	1 year	Student member	Finance and Buildings
A Perry	1/1/13-31/7/13	1 year	Student member	General Purposes
H Wicks	1/8/12-31/12/12	1 Year	Student Member	General Purposes
J Webb	1/8/12-31/12/12	1 Year	Students Member	Finance and Buildings
Dr PC Beatty	1/9/12	4 years	Local Authority Representative	General Purposes and Employment
A McCarthy	1/9/12	Not member of governing body/Independent		Audit
PKC Carpenter	1/9/12	Not member of governing body/Independent		Audit

T Conlon acts as an independent clerk to the Governing Body.

It is the Governing Body's responsibility to bring independent judgement to bear on issues of strategy, performance, resources and standards of conduct.

The Governing Body is provided with regular and timely information on the overall financial performance of the college together with other information such as performance against funding targets, proposed capital expenditure, quality matters and personnel related matters such as health and safety and environmental issues. The Governing Body meets on a termly basis.

The Governing Body conducts its business through a number of committees. Each committee has terms of reference, which have been approved by the Governing Body. These committees are finance and buildings, general purposes and employment, remuneration and audit. Full minutes of all meetings are available from the clerk to the Governing Body at:-

Aquinas College  
Nangreave Road  
Stockport  
SK2 6TH



**STATEMENT OF CORPORATE GOVERNANCE AND INTERNAL CONTROL /Continued...**

The clerk to the Governing Body maintains a register of financial and personal interests of the governors. The register is available for inspection at the above address.

All governors are able to take independent professional advice in furtherance of their duties at the college's expense and have access to the clerk to the Governing Body, who is responsible to the Board for ensuring that all applicable procedures and regulations are complied with. The appointment and removal of the clerk are matters for the Governing Body as a whole.

Formal agendas, papers and reports are supplied to governors in a timely manner, prior to Board meetings. Briefings are also provided on an ad-hoc basis.

The Governing Body has a strong and independent non-executive element and no individual or group dominates its decision making process. The Governing Body considers that each of its non-executive members is independent of management and free from any business or other relationship which could materially interfere with the exercise of their independent judgement.

There is a clear division of responsibility in that the roles of the Chairman and Principal are separate.

**Appointments to the Governing Body**

The Foundation Governors are appointed by the Bishop of Shrewsbury. The two staff governors, the parent governor and two student governors are elected by their respective groups. The LA governor is appointed by the LA. There remains only two co-opted governors for which a search committee would be required and this would be instigated on an as necessary basis when new co-opted governors were needed. The Governing Body is responsible for ensuring that appropriate training is provided as required.

Members of the Governing Body are appointed for a term of office not exceeding four years.

**Remuneration Committee**

Throughout the year ended 31 July 2013, the college's remuneration committee comprised a Chairman and three other members of the Governing Body. The committee's responsibilities are to make recommendations to the Board on the remuneration and benefits of the Principal and other senior post holders.

Details of remuneration for the year ended 31 July 2013 are set out in Notes 6 and 7 to the financial statements.

**Audit Committee**

The audit committee comprises a Chairman and two other members of the Governing Body (excluding the Principal). In addition, there are two independent co-opted members, who are not on the Governing Body. The committee operates in accordance with written terms of reference approved by the Governing Body.

The audit committee meets on a termly basis and provides a forum for reporting by the college's internal and financial statements auditors, who have access to the Committee for independent discussion, without the presence of college management. The Committee also receives and considers reports from the main FE funding bodies as they affect the college's business.

The college's internal auditors monitor the systems of internal control, risk management controls and governance processes in accordance with an agreed plan of input and report their findings to management and the Audit Committee. Management are responsible for the implementation of agreed recommendations and internal audit undertake periodic follow up reviews to ensure such recommendations have been implemented.

The audit committee also advises the Governing Body on the appointment of internal and financial statement auditors and their remuneration for both audit and non-audit work.



**STATEMENT OF CORPORATE GOVERNANCE AND INTERNAL CONTROL /Continued...**

**Internal Control**

**Scope of responsibility**

The Governing Body is ultimately responsible for the college's system of internal control and for reviewing its effectiveness. However, such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can provide only reasonable and not absolute assurance against material misstatement or loss.

The Governing Body has delegated the day to day responsibility to the Principal, as Accounting Officer for maintaining a sound system of internal control that supports the achievement of the College's policies, aims and objectives, whilst safeguarding the public funds and assets for which he is personally responsible, in accordance with the responsibilities assigned to him in the Financial Memorandum between the college and the funding bodies. He is also responsible for reporting to the Governing Body any material weaknesses or breakdowns in internal financial control.

**The Purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of college policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in Aquinas College for the year ended 31 July 2013 and up to the date of approval of the annual report and accounts.

**Capacity to Handle Risk**

The Governing Body has reviewed the key risks to which the college is exposed, together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Governing Body is of the view that there is a formal on-going process for identifying, evaluating and managing the college's significant risks that has been in place for the period ending 31 July 2013 and up to the date of approval of the annual report and accounts. This process is regularly reviewed by the Governing Body.

**The Risk and Control Framework**

The system of internal control is based on a framework of regular management information, administrative procedures including the segregation of duties, and a system of delegation and accountability. In particular, it includes:

- Comprehensive, budgeting systems with an annual budget, which is reviewed and agreed by the governing body
- Regular reviews by the governing body of periodic and annual financial reports which indicate financial performance against forecasts
- Setting targets to measure financial and other performance
- Clearly defined capital investment control guidelines
- The adoption of formal project management disciplines, where appropriate.



**STATEMENT OF CORPORATE GOVERNANCE AND INTERNAL CONTROL /Continued...**

**The Risk and Control Framework /Continued...**

The College has an internal audit service, which operates in accordance with the requirements of the LSC's Interim Audit Code of Practice. The work of the internal audit service is informed by an analysis of the risks to which the college is exposed, and annual internal audit plans are based on this analysis. The analysis of risks and the internal audit plans are endorsed by the Governing Body on the recommendation of the audit committee. At minimum annually, the Head of Internal Audit (HIA) provides the governing body with a report on internal audit activity in the college. The report includes the HIA's independent opinion on the adequacy and effectiveness of the college's system of risk management controls and governance processes.

**Review of Effectiveness**

As Accounting Officer, the Principal has responsibility for reviewing the effectiveness of the system of internal control. The Principal's review of the effectiveness of the system of internal control is informed by:

- The work of the internal auditors.
- The work of the executive managers within the college who have responsibility for the development and maintenance of the internal control framework.
- Comments made by the college's financial statements and regularity auditors in their management letter and other reports.

The Principal has been advised on the implications of the result of his review of the effectiveness of the system of internal control by the audit committee which oversees the work of the internal auditor, and a plan to address weaknesses and ensure continuous improvement of the system is in place.

The senior management team receives reports setting out key performance and risk indicators and considers possible control issues brought to their attention by early warning mechanisms, which are embedded within the departments and reinforced by risk awareness training. The senior management team and the audit committee also receive regular reports from internal audit, which include recommendations for improvement. The audit committee's role in this area is confined to a high-level review of the arrangements for internal control. The Governing Body's agenda includes a regular item for consideration of risk and control and receives reports thereon from the senior management team and the audit committee. The emphasis is on obtaining the relevant degree of assurance and not merely reporting by exception. At its 20 November 2013 meeting, the Governing Body carried out the annual assessment for the year ended 31 July 2013 by considering documentation from the senior management team and internal audit, and taking account of events since 31 July 2013.

**Going Concern**

After making appropriate enquiries, the Governing Body considers that the college has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

Signed on behalf of the Governing Body:

.....*Tom McGee*.....  
Chair: T P McGee

Date: .....19/11/13.....

.....*Danny Pearson*.....  
Principal: D Pearson

Date: .....19/11/13.....





**STATEMENT OF RESPONSIBILITIES OF THE MEMBERS OF THE GOVERNING BODY**

The members of the Governing Body are required to present audited financial statements for each financial year.

Within the terms and conditions of the Financial Memorandum agreed between the Skills Funding Agency/ EFA and the Governing Body of the college, the Governing Body, through its Principal, is required to prepare financial statements for each financial year in accordance with the Statement of Recommended Practice – Accounting for Further and Higher Education Institutions and with the Accounts Direction for 2012-13 financial statements issued jointly by the Skills Funding Agency and the EFA, and which give a true and fair view of the state of affairs of the college and the result for that year.

In preparing the financial statements, the Governing Body is required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare financial statements on the going concern basis unless it is inappropriate to assume that the college will continue in operation.

The Corporation is also required to prepare an Operating and Financial Review which describes what it is trying to do and how it is going about it, including the legal and administrative status of the College.

The Governing Body is responsible for keeping proper accounting records, which disclose with reasonable accuracy, at any time, the financial position of the college and to enable it to ensure that the financial statements are prepared in accordance with the relevant legislation of incorporation and other relevant accounting standards. It is responsible for taking steps that are reasonably open to it to safeguard assets of the college and to prevent and detect fraud and other irregularities.

The maintenance and integrity of the college website is the responsibility of the Governing Body of the college: the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since that were initially presented on the website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the Governing Body are responsible for ensuring that expenditure and income are applied for the purposes intended by Parliament and that the financial transactions conform to the authorities that govern them. In addition they are responsible for ensuring that funds from the EFA and the Skills Funding Agency are used only in accordance with the Financial Memorandum with the Council and any other conditions that may from time to time be prescribed. Members of the Governing Body must ensure that there are appropriate financial and management controls in place to safeguard public and other funds and ensure they are used properly. In addition, members of the Governing Body are responsible for securing economical, efficient and effective management of the college's resources and expenditure, so that the benefits that should be derived from the application of public funds from the EFA and the Skills Funding Agency are not put at risk.

Signed on behalf of the Governing Body

  
.....

Chair: T P McGee

Date: .....19/11/13.....



**Independent auditor's report to the Governing Body of Aquinas College**

We have audited the College financial statements ("the financial statements") of Aquinas College for the year ended 31 July 2013 set out on pages 19 to 39. The financial reporting framework that has been applied in their preparation is applicable law and UK accounting standards (UK Generally Accepted Accounting Practice).

This report is made solely to the Governing Body, as a body, in accordance with Article 22 of the College's Articles of Government. Our audit work has been undertaken so that we might state to the Governing Body, as a body, 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 Governing Body, as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective Responsibilities of the Governing Body of Aquinas College and Auditor**

As explained more fully in the Statement of the Governing Body's responsibilities set out on page 15, the Governing Body is responsible for the preparation of financial statements which give a true and fair view.

Our responsibility is to audit, and express an opinion on, the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the College's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Governing Body; and the overall presentation of the financial statements. In addition we read all the financial and non-financial information in the operating and financial review, statement of corporate governance and internal control and the statement of the responsibilities of the members of the Governing Body to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view, in accordance with UK Generally Accepted Accounting Practice, of the state of the College's affairs as at 31 July 2013 and of the College's surplus of income over expenditure for the year then ended;
- have been properly prepared in accordance with the 2007 Statement of Recommended Practice – Accounting for Further and Higher Education Institutions



**Opinion on other matters prescribed by the revised Joint Audit Code of Practice (Part 1) issued jointly by the Skills Funding Agency and the EFA and the Audit Code of Practice issued by the Learning and Skills Council**

In our opinion:

- proper accounting records have been kept, and
- the financial statements are in agreement with the accounting records.



Gareth Hitchmough

For and on behalf of Mazars LLP

Chartered Accountants & Statutory Auditors

The Lexicon

10-12 Mount Street

Manchester

M2 5NT

Date: 12/12/2013



**Independent Auditors' Report on Regularity to the Governing Body of Aquinas College ('the Governing Body') and the Skills Funding Agency/ Stockport LEA.**

In accordance with the terms of our engagement letter and further to the requirements of the Skills Funding Agency/ Stockport MBC we have carried out a review to obtain assurance about whether, in all material respects, the expenditure and income of Aquinas College ('the College') for the year ended 31 July 2013 have been applied to the purposes identified by Parliament and the financial transactions conform to the authorities which govern them.

This report is made solely to the Governing Body and the Skills Funding Agency/ Stockport MBC. Our review work has been undertaken so that we might state to the Governing Body and the Skills Funding Agency/ Stockport MBC those matters we are required to state to it in a 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 Governing Body and the Skills Funding Agency/ Stockport MBC, for our review work, for this report, or for the opinion we have formed.

**Respective responsibilities of the Members of the Governing Body of Aquinas College and Auditors**

The College's Governing Body is responsible, under the requirements of the Further & Higher Education Act 1992, subsequent legislation and related regulations, for ensuring that expenditure and income are applied for the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

Our responsibilities for this review are established in the United Kingdom by our profession's ethical guidance and the audit guidance set out in the Audit Code of Practice and the Regularity Audit Framework issued by the Skills Funding Agency/ Stockport MBC. We report to you whether, in our opinion, in all material respects, the College's expenditure and income for the year ended 31 July 2013 have been applied to purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

**Basis of opinion**

We conducted our review in accordance with the Audit Code of Practice and the Regularity Audit Framework issued by the Skills Funding Agency/ Stockport MBC. Our review includes examination, on a test basis, of evidence relevant to the regularity and propriety of the College's income and expenditure.

**Opinion**

In our opinion, in all material respects the expenditure and income for the year ended 31 July 2013 have been applied to purposes intended by Parliament and the financial transactions conform to the authorities which govern them.



Mazars LLP  
Date 12/12/2013  
Chartered Accountants





**INCOME AND EXPENDITURE ACCOUNT**  
**for the year ended 31 July 2013**

	<b>Note</b>	<b>2013 £'000</b>	<b>2012 £'000</b>
<b>Income</b>			
Funding body grants	2	10,160	10,146
Tuition fees and education contracts	3	87	98
Other income	4	695	735
Investment income	5	59	37
		<hr/>	<hr/>
<b>Total income</b>		<b>11,001</b>	<b>11,016</b>
		<hr/>	<hr/>
<b>Expenditure</b>			
Staff costs	6	6,795	7,017
Other operating expenses	8	2,231	2,120
Depreciation	11	1,337	1,320
Interest payable	9	134	135
		<hr/>	<hr/>
<b>Total expenditure</b>		<b>10,497</b>	<b>10,592</b>
		<hr/>	<hr/>
<b>Surplus on continuing operations after depreciation of tangible fixed assets at valuation and before tax</b>		<b>504</b>	<b>424</b>
Taxation	10	-	-
		<hr/>	<hr/>
<b>Surplus on continuing operations after depreciation of assets at valuation and tax</b>	<b>16</b>	<b>504</b>	<b>424</b>
		<hr/> <hr/>	<hr/> <hr/>

The income and expenditure account is in respect of continuing activities.

There have been no other recognised gains or losses other than the results for the year set out above.



**STATEMENT OF HISTORICAL COST SURPLUSES AND DEFICITS**  
**for the year ended 31 July 2013**

	<b>Note</b>	<b>2013 £'000</b>	<b>2012 £'000</b>
Surplus on continuing operations before taxation		504	424
Difference between historical cost depreciation and the actual charge for the period calculated on the revalued amount	16	-	-
		<hr/>	<hr/>
<b>Historical cost surplus for the period before taxation</b>		504	424
		<hr/>	<hr/>
<b>Historical cost surplus for the period after taxation</b>		504	424
		<hr/>	<hr/>



**AQUINAS COLLEGE**  
**Report and Financial Statements – Year ended 31 July 2013**

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**BALANCE SHEET**  
**as at 31 July 2013**

	Note	2013 £'000	2012 £'000
<b>Fixed assets</b>			
Tangible assets	11	39,817	40,962
		<hr/>	<hr/>
<b>Current assets</b>			
Debtors	12	45	68
Cash at bank and in hand		4,218	3,726
		<hr/>	<hr/>
		4,263	3,794
		<hr/>	<hr/>
<b>Creditors: amounts falling due within one year</b>	13	944	924
		<hr/>	<hr/>
<b>Net current assets</b>		3,319	2,870
		<hr/>	<hr/>
<b>Total assets less current liabilities</b>		43,136	43,832
<b>Creditors: amounts falling due after more than one year</b>	14	(3,936)	(4,098)
		<hr/>	<hr/>
<b>NET ASSETS</b>		39,200	39,734
		<hr/>	<hr/>
<b>Deferred capital grants</b>	15	35,562	36,600
<b>Reserves</b>			
Revaluation reserve	16	838	838
General reserve	16	2,800	2,296
		<hr/>	<hr/>
<b>Total reserves</b>		3,638	3,134
		<hr/>	<hr/>
<b>TOTAL</b>		39,200	39,734
		<hr/>	<hr/>

The financial statements on pages 19 to 39 were approved by the governing body on 19/11/13 and were signed on its behalf by:-

T P McGee  
Chairperson

D Pearson  
Principal

*Tom McGee*

*Danny Pearson*



**AQUINAS COLLEGE**  
**Report and Financial Statements – Year ended 31 July 2013**

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**CASH FLOW STATEMENT**  
**for the year ended 31 July 2013**

	<b>Note</b>	<b>2013 £'000</b>	<b>2012 £'000</b>
Cash flow from operating activities	19	720	687
Returns on investments and servicing of finance	21	(75)	(98)
Capital expenditure and financial investment	22	6	(74)
Financing	23	(159)	(155)
		<hr/>	<hr/>
<b>Increase in cash in the period</b>	20	492	360
		<hr/>	<hr/>
<b>Reconciliation of net cash flow to movement in net debt</b>			
Increase in cash in the period		492	360
Change in net debt resulting from cash flows		159	155
		<hr/>	<hr/>
Movement in net funds in period		651	515
Net debt at 1 August 2012	20	(531)	(1046)
		<hr/>	<hr/>
Net debt at 31 July 2013	20	120	(531)
		<hr/>	<hr/>





## **NOTES TO THE FINANCIAL STATEMENTS**

### **1. ACCOUNTING POLICIES**

#### **Statement of Accounting Policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

#### **Basis of preparation**

These financial statements have been prepared in accordance with the *Statement of Recommended Practice: Accounting for Further and Higher Education 2007* (the SORP), the *Accounts Direction for 2012-13 financial statements* and in accordance with applicable Accounting Standards.

#### **Basis of accounting**

These financial statements are prepared in accordance with the historical cost convention as modified by the revaluation of certain fixed assets and in accordance with applicable United Kingdom Accounting Standards.

#### **Going Concern**

The activities of the College, together with the factors likely to affect its future development and performance are set out in the Operating and Financial Review. The financial position of the college, its cashflow, liquidity and borrowings are described in the Financial Statements and accompanying Notes. The College currently has £4.1m of loans outstanding with bankers on terms negotiated in 2008. The terms of the existing agreement are for up to another 21 years. Around £1.93m of these loans may be repaid before the end of the term. The College's forecasts and financial projections indicate that it will be able to operate within this existing facility and covenants for the foreseeable future. Accordingly the College has a reasonable expectation that it has adequate resources to continue in operational existence for the foreseeable future, and for this reason will continue to adopt the going concern basis in the preparation of its Financial Statements.

#### **Recognition of income**

The recurrent grant from the EFA and SFA is that receivable as determined by the results of the funding audit undertaken.

Funding bodies recurrent grants are recognised in line with best estimates for the period of what is receivable and depends on the particular income stream involved. Any under or over achievement for the adult learner responsive funding element is adjusted for and reflected in the level of recurrent grant recognised in the income and expenditure account. The final grant income is normally determined with the conclusion of the year end reconciliation process with the funding body at the end of November following the year end. 16-18 learner-responsive funding is not normally subject to reconciliation and is therefore not subject to contract adjustments.

Income from research grants, contracts and other services rendered is included to the extent of the conditions of the funding have been met or the extent of the completion of the contract or service concerned. All income from short-term deposits is credited to the income and expenditure account in the period in which it is earned. Income from restricted purpose endowment funds not expended in accordance with the restrictions of the endowment in the period is transferred from the income and expenditure account to accumulated income within endowment funds.

The recurrent grants from the EFA/SFA represent the funding allocations attributable to the current financial year and are credited direct to the income and expenditure account. Recurrent grants are recognised in line with planned activity.



**NOTES TO THE FINANCIAL STATEMENTS / Continued ...**

**1. ACCOUNTING POLICIES / Continued ...**

Non-recurrent grants from the funding bodies received in respect of the acquisition of fixed assets are treated as deferred capital grants and amortised in line with depreciation over the life of the assets.

Income from tuition fees is recognised in the period for which it is received and includes all fees payable by students or their sponsors.

All income from short term deposits is credited to the income and expenditure account in the period in which it is earned.

**Post retirement benefits**

Retirement benefits to employees of the college are provided by the Teachers' Pension Scheme (TPS) and the Local Government Pension Scheme (LGPS). These are defined benefit schemes, which are externally funded and contracted out of the State Earnings Related Pension Scheme (SERPS).

Contributions to the TPS are charged to the income and expenditure account so as to spread the cost of pensions over employees' working lives with the college in such a way that the pension cost is a substantially level percentage of present and future pensionable payroll.

The contributions are determined by qualified actuaries on the basis of triennial valuations, using the projected unit method for the LGPF and quinquennial valuations using a prospective benefit method for the TPS.

The assets of the LGPS are measured using closing market values. LGPS liabilities are measured using the projected unit method and discounted at the current rate of return on a high quality corporate bond of equivalent term and currency to the liability.

**Tangible fixed assets**

***a. Land and buildings***

The college's buildings are specialised buildings and therefore it is not appropriate to value them on the basis of open market value. Land and buildings are included in the balance sheet at cost. Freehold land is not depreciated. Freehold buildings are depreciated over their expected useful economic life of between 20 and 60 years. Leasehold land and buildings are amortised over 60 years or, if shorter, the period of the lease.

The transitional rules set out in FRS 15 Tangible Fixed Assets have been applied on implementing FRS 15. Accordingly the net book values at implementation have been retained. Certain land and other college buildings belong to the Shrewsbury Diocesan Trustees and they remain the property of the Shrewsbury Diocese. The college has adopted FRS 5 and had included these assets at their valuation as at 1 April 2001. The new college buildings belong to the Diocese and have been capitalised at cost.

If the land and buildings belonging to the Diocese had not been valued they would have been included within the college's accounts at £Nil cost. Expenditure on these buildings of a capital nature is capitalised by the college and included in the accounts at cost subject to depreciation being charged in accordance with the college's accounting policy.

Where land and buildings are acquired with the aid of specific grants they are capitalised and depreciated as above. The related grants are credited to a deferred capital grant account and are released to the income and expenditure account over the expected useful economic life of the related asset and basis consistent with the depreciation policy.



**NOTES TO THE FINANCIAL STATEMENTS /Continued ...**

**1. ACCOUNTING POLICIES /Continued ...**

Finance costs which are directly attributable to the construction of land and buildings are not capitalised as part of the cost of those assets.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying amount of the fixed asset may not be recoverable.

*Subsequent expenditure on existing fixed assets*

Where significant expenditure is incurred on tangible fixed assets it is charged to the income and expenditure account in the period it is incurred, unless it meets one of the following criteria, in which case it is capitalised and depreciated on the relevant basis:

- Market value of the fixed asset has subsequently improved
- Asset capacity increases
- Substantial improvement in the quality of output or reduction in operating costs
- Significant extension of the asset's life beyond that conferred by repairs and maintenance

**b. Equipment**

Equipment costing less than £1,000 per individual item is written off to the income and expenditure account in the period of acquisition. All other equipment is capitalised at cost. All assets are depreciated over their useful economic life as follows:

Fixtures and fittings	5 – 10% straight line
Motor vehicles and general equipment	15 – 20% straight line
Computer equipment	25% straight line

Where equipment is acquired with the aid of specific grants, it is capitalised and depreciated in accordance with the above policy, with the related grant being credited to a deferred capital grant account and released to income and expenditure account over the expected useful economic life of the related equipment.

**Leased assets**

Costs in respect of operating leases are charged on a straight line basis over the lease term.

Leasing agreements which transfer to the College substantially all the benefits and risks of ownership of an asset are treated as if the asset had been purchased outright and are capitalised at their fair value at the inception of the lease and depreciated over the shorter of the lease term or the useful economic lives of equivalently owned assets. The capital element outstanding is shown as obligations under finance leases.

The finance charges are allocated over the period of the lease in proportion to the capital element outstanding. Where finance lease payments are funded in full from funding council capital equipment grants, the associated assets are designated as grant-funded assets.



**NOTES TO THE FINANCIAL STATEMENTS /Continued...**

**1. ACCOUNTING POLICIES /Continued ...**

**Maintenance of premises**

The cost of long term and routine corrective maintenance is charged to the income and expenditure account in the period it is incurred.

**Provisions**

Provisions are recognised when the college has a present or legal or constructive obligation as a result of a past event, it is probable that a transfer of economic benefit will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

**Agency arrangements**

The college acts as an agent in the collection and payment of discretionary support funds and the Bursary. Related payments received from the EFA/Local Authorities and subsequent disbursements to students are excluded from the Income and Expenditure account and are shown separately in Note 26, except for the 5 per cent of the grant received which is available to the College to cover administration costs relating to the grant.

**Taxation**

The College is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the College is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 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.

The College is partially exempt in respect of Value Added Tax, so that it can only recover a minor element of VAT charged on its inputs. Irrecoverable VAT on inputs is included in the costs of such inputs and added to the cost of tangible fixed assets as appropriate, where the inputs themselves are tangible fixed assets by nature. The College's subsidiary companies, if such existed, would be subject to corporation tax and VAT in the same way as any commercial organisation.





**NOTES TO THE FINANCIAL STATEMENTS /Continued...**

**2. FUNDING COUNCIL INCOME**

	<b>2013</b>	<b>2012</b>
	<b>£'000</b>	<b>£'000</b>
Recurrent grant - EFA/SFA	8,881	8,895
Releases of deferred capital grants (note 15)	1,236	1,202
Devolved capital grant	50	49
	<u>10,167</u>	<u>10,146</u>

**3. TUITION FEES AND EDUCATION CONTRACTS**

	<b>2013</b>	<b>2012</b>
	<b>£'000</b>	<b>£'000</b>
Tuition fees	87	98
	<u>87</u>	<u>98</u>

**Tuition fees funded by bursaries**

Included within the above amounts are tuition fees funded by bursaries of £nil (2011/12: £nil).

**4. OTHER INCOME**

	<b>2013</b>	<b>2012</b>
	<b>£'000</b>	<b>£'000</b>
Catering and residence operations	310	308
Other income generating activities	385	427
	<u>695</u>	<u>735</u>

**5. INVESTMENT INCOME**

	<b>2013</b>	<b>2012</b>
	<b>£'000</b>	<b>£'000</b>
Other interest receivable	59	37
	<u>59</u>	<u>37</u>

**6. STAFF COSTS**

The average number of persons (including senior post-holders) employed by the college during the year, expressed as full time equivalents was:-

	<b>2013</b>	<b>2012</b>
	<b>Number</b>	<b>Number</b>
Teaching staff	111	115
Non teaching staff	58	58
	<u>169</u>	<u>173</u>



**NOTES TO THE FINANCIAL STATEMENTS /Continued...**

**6. STAFF COSTS /Continued...**

Staff costs for the above persons:

	2013 £'000	2012 £'000
Wages and salaries	5,643	5,827
Social security costs	434	448
Other pension costs (including FRS 17 adjustments of £Nil)	718	742
	<u>6,795</u>	<u>7,017</u>

**Total staff costs, split by type of contract, were:**

Employment costs for staff on permanent contracts	6,492	6,712
Employment costs for staff on temporary contracts	303	305
	<u>6,795</u>	<u>7,017</u>

The number of senior post-holders and other staff who received annual emoluments, excluding pension contributions but including benefits in kind, in the following ranges was:

	Year ended 31 July 2013		Year ended 31 July 2012	
	Number senior post-holders	Number other staff	Number senior post-holders	Number other staff
£50,001 - £60,000	-	11	-	10
£60,001 - £70,000	-	2	-	5
£70,001 - £80,000	-	-	-	-
£80,001 - £90,000	-	-	-	-
£90,001-£100,000	1	-	1	-
£100,001-£110,000	-	-	1	-
£110,001-£120,000	1	-	-	-
	<u>2</u>	<u>13</u>	<u>2</u>	<u>15</u>

There was no pay award in 2012/13. This was supported by the Governing Body.

**7. SENIOR POST-HOLDERS' EMOLUMENTS**

Senior post-holders are the Principal and holders of the other senior posts whom the Board have selected for the purposes of the articles of government of the institution relating to the appointment and promotion of staff who are appointed by the Board of Governors.



**NOTES TO THE FINANCIAL STATEMENTS /Continued...**

**SENIOR POST-HOLDERS' EMOLUMENTS /Continued...**

	<b>2013 Number</b>	<b>2012 Number</b>
The number of senior post-holders including the principal was:	2	2
	<u>          </u>	<u>          </u>
Senior post-holders emoluments are made up as follows:	<b>£</b>	<b>£</b>
Salaries	180,388	180,388
Pension contributions	25,434	25,435
	<u>          </u>	<u>          </u>
Total emoluments	205,822	205,823
	<u>          </u>	<u>          </u>
The above emoluments include amounts payable to the Principal (who is also the highest paid senior post-holder) of:-		
	<b>2013 £</b>	<b>2012 £</b>
Salary	100,000	100,000
Pension contributions	14,100	14,100
	<u>          </u>	<u>          </u>
Total emoluments	114,100	114,100
	<u>          </u>	<u>          </u>

The pension contributions of the Principal and senior post-holders are in respect of employer's contributions to the Teachers Pension Scheme and are paid at the same rate as for other employees.

The members of the Governing Body other than the Principal and elected staff governors did not receive any payment from the college other than the reimbursement of travel and subsistence expenses incurred in the course of their duties.

Senior post-holders, the Principal and Vice Principal, have always been paid on the school leadership scale, in line with decisions taken by the Remuneration Committee. Cost of Living rises have been in line with those applied nationally to that scale. There was no pay award in September 2012.



**NOTES TO THE FINANCIAL STATEMENTS /Continued...**

**8. OTHER OPERATING EXPENSES**

	<b>2013</b>	<b>2012</b>
	<b>£'000</b>	<b>£'000</b>
Teaching costs	1,097	995
Non teaching costs	541	575
Premises costs	593	550
	<u>          </u>	<u>          </u>
	2,231	2,120
	<u>          </u>	<u>          </u>

Other operating expenses include:

	<b>2013</b>	<b>2012</b>
	<b>£'000</b>	<b>£'000</b>
Operating lease rentals		
Plant and machinery	14	15
Auditors' remuneration		
- Financial statement audit	12	12
- Internal audit	9	12
	<u>          </u>	<u>          </u>

**9. INTEREST PAYABLE**

	<b>2013</b>	<b>2012</b>
	<b>£'000</b>	<b>£'000</b>
Bank interest payable	134	135
	<u>          </u>	<u>          </u>

**10. TAXATION**

The college is not liable for any tax arising out of its activities during this period.





**NOTES TO THE FINANCIAL STATEMENTS /Continued...**

**11. TANGIBLE FIXED ASSETS**

	<b>Land &amp; Buildings</b>		<b>Fixtures and Fittings</b>		<b>Total £'000</b>
	<b>Freehold</b>	<b>Long Leasehold</b>	<b>Equipment</b>		
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	
<b>Cost</b>					
At 1 August 2012	40,105	1,078	107	2,690	43,980
Additions	70	-	14	108	192
Disposals	-	-	(33)	(4)	(37)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
At 31 July 2013	40,175	1,078	88	2,794	44,135
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>					
At 1 August 2012	1,521	-	81	1,416	3,018
Charge for year	670	-	5	662	1,337
Disposals	-	-	(33)	(4)	(37)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
At 31 July 2013	2,191	-	53	2,074	4,318
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net book value</b>					
At 31 July 2012	38,584	1,078	26	1,274	40,962
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net book value</b>					
At 31 July 2013	37,984	1,078	35	720	39,817
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Analysed as follows:</b>					
Financed by:					
Capital grant	34,955	240		665	35,860
Other	3,029	838	35	55	3,957
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	37,984	1,078	35	720	39,817
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

The transitional rules set out in FRS 15 Tangible Fixed Assets have been applied on implementing FRS 15. Accordingly, the book values at implementation have been retained.

Fixed assets include land and buildings with a net book value of £39,061,844 which are partially funded by the LSC and its successor organisations.

All land and other college buildings belong to the Shrewsbury Diocesan Trustees and they remain the property of the Shrewsbury Diocese. The College has adopted FRS5 for the sports hall and included that asset at its valuation as at 1 April 2001. No rent is paid by the college for the use of these facilities.



**NOTES TO THE FINANCIAL STATEMENTS /Continued ...**

**11. TANGIBLE FIXED ASSETS /Continued...**

If the land and buildings belonging to the Diocese had not been valued they would have been included within the College's accounts at £Nil cost. The historical cost of the refurbishments and improvements to land and buildings included within the accounts are as follows:

	<b>2013</b> <b>£'000</b>	<b>2012</b> <b>£'000</b>
Cost	40,175	40,105
Aggregate depreciation based on cost	(2,191)	(1,521)
	<hr/>	<hr/>
	37,984	38,584
	<hr/>	<hr/>

**12. DEBTORS**

	<b>2013</b> <b>£'000</b>	<b>2012</b> <b>£'000</b>
<b>Amounts falling due within one year:</b>		
Trade debtors	-	3
Prepayments and accrued income	45	65
	<hr/>	<hr/>
	45	68
	<hr/>	<hr/>

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

	<b>2013</b> <b>£'000</b>	<b>2012</b> <b>£'000</b>
<b>Debt due within one year</b>		
Bank loan	162	159
Trade creditors	98	138
Other taxation and social security	124	139
Other creditors	99	82
Accruals and deferred income	461	406
	<hr/>	<hr/>
	944	924
	<hr/>	<hr/>

Other creditors consist of amounts due to students in the form of deposits paid for books. The corresponding asset is included in cash and bank.



**NOTES TO THE FINANCIAL STATEMENTS /Continued...**

**14. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	2013 £'000	2012 £'000
Bank loan	3,936	4,098
The bank loan is repayable as follows:-		
In one year or less	162	159
Between one and two years	166	162
Between two and five years	521	503
In five years or more	3,249	3,433
	<u>4,098</u>	<u>4,257</u>

The bank loan crystallised in March 2011 and the full facility was drawn down. There is a fixed interest element of £2.17m which is repayable at 5.285% for 22 years. The balance of £1.93m is repayable at base plus 0.35%. The full loan was drawn down as otherwise the facility would have lapsed. The £1.93m is placed on short term deposit to generate interest to cover the costs of borrowings.

**15. DEFERRED CAPITAL GRANTS**

	SFA Grant £'000
<b>At 1 August 2012</b>	
- Land and buildings	35,519
- Equipment	1,081
Cash received	
- Land and buildings	198
- Equipment	
Released to income and expenditure account	
- Land and buildings	(613)
- Equipment	(623)
<b>At 31 July 2013</b>	
- Land and buildings	35,104
- Equipment	458
	<u>35,562</u>
Analysis of capital grants received from the SFA during 2012/13	
	<b>£000's</b>
Support for major works	198

Additional details are provided in Note 11.



**NOTES TO THE FINANCIAL STATEMENTS /Continued ...**

**16. RESERVES**

	Revaluation reserve £'000	Income and expenditure account £'000
Original balance brought forward at 1 August 2012	838	2,296
Surplus on continuing operations	-	504
	<hr/>	<hr/>
At 31 July 2013	838	2,800
	<hr/>	<hr/>

**17. CAPITAL COMMITMENTS**

	2013 £'000	2012 £'000
Contracted for, but not provided in the accounts	-	67
	<hr/>	<hr/>

The capital commitment represents the total contract value of the college redevelopment capital works which have been contracted for but not expensed at the year end.

**18. FINANCIAL COMMITMENTS**

At 31 July the college had annual commitments under non cancellable operating leases as follows:

	Equipment 2013 £'000	Equipment 2012 £'000
Leases expiring:		
Within one year	4	-
Between two and five years	10	15
	<hr/>	<hr/>
	14	15
	<hr/>	<hr/>

The total aggregate commitments held under non-cancellable operating leases, at 31 July 2013 and relating to equipment is £118k (2012: £25k). This is based upon the assumption that the leases will all run to their expiration date and therefore does not account for any break clauses that may be in place.





**NOTES TO THE FINANCIAL STATEMENTS /Continued ...**

**19. RECONCILIATION OF OPERATING SURPLUS TO NET CASH INFLOW FROM OPERATING ACTIVITIES**

	2013 £'000	2012 £'000
Surplus on continuing operations after		
Depreciation of assets at valuation	504	424
Depreciation	1,337	1,320
Deficit on write off of fixed assets	-	6
Deferred capital grants released to income (Note 15)	(1,236)	(1,202)
Interest payable (Note 9)	134	135
Decrease in debtors	23	674
(Decrease)/Increase in creditors	17	(633)
Interest receivable (Note 5)	(59)	(37)
	<hr/>	<hr/>
Net cash inflow from operating activities	720	687
	<hr/> <hr/>	<hr/> <hr/>

**20. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1 August 2012 £'000	Cashflow £'000	At 31 July 2013 £'000
Cash at bank and in hand	3,726	492	4,218
	<hr/>	<hr/>	<hr/>
Debt due within one year	(159)	(3)	(162)
Debt due after one year	(4,098)	162	(3,936)
	<hr/>	<hr/>	<hr/>
	(4,257)	159	(4,098)
	<hr/>	<hr/>	<hr/>
<b>Total</b>	(531)	651	120
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**21. RETURNS ON INVESTMENT AND SERVICING OF FINANCE**

	2013 £'000	2012 £'000
Interest received	59	37
Interest paid	(134)	(135)
	<hr/>	<hr/>
<b>Net cash outflow from returns on investments and servicing of finance</b>	(75)	(98)
	<hr/> <hr/>	<hr/> <hr/>



NOTES TO THE FINANCIAL STATEMENTS /Continued ...

**22. CAPITAL EXPENDITURE AND FINANCIAL INVESTMENT**

	<b>2013</b> <b>£'000</b>	<b>2012</b> <b>£'000</b>
Purchase of tangible fixed assets	(192)	(214)
Deferred capital grants received	198	140
<b>Net cash outflow from capital expenditure and financial investment</b>	<b>6</b>	<b>(74)</b>

**23. FINANCING**

	<b>2013</b> <b>£'000</b>	<b>2012</b> <b>£'000</b>
Repayment of loans (New unsecured loans)	(159)	(155)
<b>Net cash (outflow)/inflow from financing</b>	<b>(159)</b>	<b>(155)</b>

**24. RELATED PARTY TRANSACTIONS**

Owing to the nature of the College's operations and the composition of the Board of Governors being drawn from local public and private sector organisations, it is inevitable that transactions will take place with organisations in which a number of the Board of Governors may have an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the College's financial regulations and normal procurement procedures, unless noted separately below.

The land and buildings of the College belong to the Trustees of the College, the Roman Catholic Diocese of Shrewsbury. The trustees also have representation on the Board of Governors. The College does not pay any rent or charge for the use of the land or buildings.

**25. PENSIONS AND SIMILAR OBLIGATIONS**

The college's employees belong to two principal pension schemes, the Teachers' Pension Scheme (TPS) and the Greater Manchester Pension Fund. The total pension cost paid for the period was £717,537 (2012: £742,264).

**Total pension cost for the year**

	<b>2012/13</b> <b>£'000</b>	<b>2011/12</b> <b>£'000</b>
Teacher Pension Scheme: contributions paid	154	155
Local Government Pension Scheme: contributions paid	564	587
<b>Total Pension Cost Paid for the Year</b>	<b>718</b>	<b>742</b>

The pension costs are assessed in accordance with the advice of independent qualified actuaries. The latest actuarial valuation of the TPS was 31 March 2004 and of the LGPS 31 March 2010.



**NOTES TO THE FINANCIAL STATEMENTS /Continued ...**

**25. PENSIONS AND SIMILAR OBLIGATIONS /Continued...**

**Teachers' Pension Scheme**

The Teachers' Pension Scheme ("TPS") is a statutory, contributory, defined benefit scheme. The regulations under which the TPS operates are the Teachers' Pensions Regulations 2010. These regulations apply to teachers in schools and other educational establishments in England and Wales maintained by local authorities, to teachers in many independent and voluntary-aided schools, and to teachers and lecturers in establishments of further and higher education. Membership is automatic for full-time teachers and lecturers and from 1 January 2007 automatic too for teachers and lecturers in part-time employment following appointment or a change of contract. Teachers and lecturers are able to opt out of the TPS.

**The Teachers' Pension Budgeting and Valuation Account**

Although teachers and lecturers are employed by various bodies, their retirement and other pension benefits, including annual increases payable under the Pensions (Increase) Acts are, as provided for in the Superannuation Act 1972, paid out of monies provided by Parliament. Under the unfunded TPS, teachers' contributions on a 'pay-as-you-go' basis, and employers' contributions, are credited to the Exchequer under arrangements governed by the above Act.

The Teachers' Pensions Regulations require an annual account, the Teachers' Pension Budgeting and Valuation Account, to be kept of receipts and expenditure (including the cost of pensions' increases). From 1 April 2001, the Account has been credited with a real rate of return (in excess of price increases and currently set at 3.5%), which is equivalent to assuming that the balance in the Account is invested in notional investments that produce that real rate of return.

**Valuation of the Teachers' Pension Scheme**

Not less than every four years the Government Actuary ("GA"), using normal actuarial principles, conducts a formal actuarial review of the TPS. The aim of the review is to specify the level of future contributions.

The contribution rate paid into the TPS is assessed in two parts. First, a standard contribution rate ("SCR") is determined. This is the contribution, expressed as a percentage of the salaries of teachers and lecturers in service or entering service during the period over which the contribution rate applies, which if it were paid over the entire active service of these teachers and lecturers would broadly defray the cost of benefits payable in respect of that service. Secondly, a supplementary contribution is payable if, as a result of the actuarial investigation, it is found that accumulated liabilities of the Account for benefits to past and present teachers, are not fully covered by standard contributions to be paid in future and by the notional fund built up from past contributions. The total contribution rate payable is the sum of the SCR and the supplementary contribution rate.

The last valuation of the TPS related to the period 1 April 2001 - 31 March 2004. The GA's report of October 2006 revealed that the total liabilities of the Scheme (pensions currently in payment and the estimated cost of future benefits) amounted to £166,500 millions. The value of the assets (estimated future contributions together with the proceeds from the notional investments held at the valuation date) was £163,240 millions. The assumed real rate of return is 3.5% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 1.5%. The assumed gross rate of return is 6.5%.

As from 1 January 2007, and as part of the cost-sharing agreement between employers' and teachers' representatives, the SCR was assessed at 19.75%, and the supplementary contribution rate was assessed to be 0.75% (to balance assets and liabilities as required by the regulations within 15 years). This resulted in a total contribution rate of 20.5%, which translated into an employee contribution rate of 6.4% and employer contribution rate of 14.1% payable. The cost-sharing agreement also introduced – effective for the first time for the 2008 valuation – a 14% cap on employer contributions payable.



**NOTES TO THE FINANCIAL STATEMENTS /Continued ...**

**25. PENSIONS AND SIMILAR OBLIGATIONS /Continued ...**

**Scheme Changes**

From 1 April 2012 to 31 March 2013, the employee contribution rate will range between 6.4% and 8.8%, depending on a member's Full Time Equivalent salary. Further changes to the employee contribution rate will be applied in 2013-14 and 2014-15.

Actuarial scheme valuations are dependent on assumptions about the value of future costs, design of benefits and many other factors. Many of these are being discussed in the context of the design for a reformed TPS, as set out in the Proposed Final Agreement, and scheme valuations are, therefore, currently suspended. The Government, however, has set out a future process for determining the employer contribution rate under the new scheme, and this process will involve a full actuarial valuation.

The Proposed Final Agreement can be found at:

<http://media.education.gov.uk/assets/files/ppt/t/tps%20proposed%20final%20agreement.pdf>

The pension costs paid to TPS in the year amounted to £563,964 (2012: £587,533)

**FRS 17**

Under the definitions set out in Financial Reporting Standard (FRS 17) Retirement Benefits, the TPS is a multi-employer pension scheme. The College is unable to identify its share of the underlying assets and liabilities of the scheme.

Accordingly, the College has taken advantage of the exemption in FRS17 and has accounted for its contributions to the scheme as if it were a defined-contribution scheme. The College has set out above the information available on the scheme and the implications for the College in terms of the anticipated contribution rates.

**Greater Manchester Pension Fund**

The scheme available to non-teaching staff is the Greater Manchester Pension Fund (GMPF). The GMPF is a final salary defined benefit scheme. The assets of the scheme for Aquinas 6th Form College are pooled with similar institutions for actuarial valuation purposes. The total pension contribution made by the College to the Scheme for the year ended 31 July 2013 was £218,407, of which employer's contributions totalled £153,573 and employee's contributions totalled £64,834. The agreed employee contribution rates for future years (effective from April 2008) are a tiered system of rates related to levels of pensionable pay – these currently range from 5.5% to 7.2%. The agreed employer contribution rates are April 2012 to Mar 2013 – 14.9% and April 2013 to Mar 2014 – 14.9%.

The pension cost is assessed every three years in accordance with the advice of an independent qualified actuary. The latest actuarial valuation of the scheme was at 31 March 2010. The next valuation will be with effect from 31 March 2013 with employer contribution rates effective from April 2014.. The assumptions and other data that had the most significant effect on the determination of the contribution levels at the March 2010 valuation were as follows:

The GMPF is again being reviewed to ensure its long term viability. The final outcome of this review is still not known, but when finalised will be included in the next actuarial valuation.





NOTES TO THE FINANCIAL STATEMENTS /Continued ...

**Actuarial method**  
**Projected Unit Method**

Rate of return on current investments	6.3%
Rate of increase in salaries	4.8%
Rate of increase in pensions	3.3%
Market value of the assets at the date of the last valuation	£10,445m.
Proportion of members' accrued benefits covered by the actuarial valuation	96.4%

**FRS 17**

Aquinas College is a member of the Sixth Form College Group of the Greater Manchester Pension Fund. Under these arrangements all the colleges within this group are treated as a single entity for accounting purposes. As such the college is unable to identify its share of the underlying assets and liabilities of the scheme. Accordingly, the college has taken advantage of the exemption in FRS 17 and has accounted for its contributions to the scheme as if it were a defined contribution scheme.

**26. AMOUNTS DISBURSED AS AGENT**

**Learner support funds**

	<b>2013</b> <b>£'000</b>	<b>2012</b> <b>£'000</b>
<b>Balance brought forward at 1 August 2012</b>	16	9
Funding Council Grants	157	103
Clawback by EFA/Local Authorities	-	-
	<hr/>	<hr/>
	173	112
Disbursed to students	(147)	(90)
Equipment purchased	(9)	(7)
	<hr/>	<hr/>
<b>Balance unspent at 31 July 2013</b>	17	15
	<hr/>	<hr/>

Funding Council grants are available solely for students; the college acts only as a paying agent. The grants and related disbursements are therefore excluded from the Income and Expenditure Account.

