

SCHOOL STANDARDS AND FRAMEWORK ACT 1998

Account, prepared pursuant to Schedule 1, para 7(1) of the School Standards and Framework Act 1998, of the Great Yarmouth Education Action Zone for the period ended 16 April 2005, together with the Comptroller and Auditor General's Certificate and Report thereon. (In continuation of House of Commons Paper No. 74 of 2004-2005)

Presented pursuant to School Standards and Framework Act 1998, Sch. 1, s 11, para 7(3)

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# Great Yarmouth Education Action Zone Account 1 April 2004 to 16 April 2005

ORDERED BY THE HOUSE OF COMMONS TO BE PRINTED 19 JULY 2005

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## Legal and Administrative Information

### Project Director

Carole McAlpine

### Project Manager

Lisa Bell

### EAZ Office

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### Accountants

Education Finance  
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### Bankers

HSBC Bank plc  
Hall Quay  
Great Yarmouth  
Norfolk  
NR30 1HN

### Auditors

The Comptroller and Auditor General  
National Audit Office  
157–197 Buckingham Palace Road  
London SW1W 9SP

Great Yarmouth Achievement Education Action Zone has not engaged solicitors.

### Forum Membership as at 16 April 2005

Alderman Swindell First School	Alison Hopley*	Beresford Rd Gt Yarmouth
Breydon Middle School	Janet Payne	Moorland Way, Belton
Caister First School	Anne Greatrex	15 Prince of Wales Rd, Caister
Caister High School	George Denby*+	Windsor Rd, Caister
Caister Middle School	Rev Tim Thompson	The Rectory, Rectory Close, Caister
Cliff Park First School	Chris Tye	Orde Ave, Gorleston
Cliff Park High School	Bob Bond*	Kennedy Ave, Gorleston
Cliff Park Middle School	John Poulter*	Orde Ave, Gorleston
Edward Worledge Middle School	Dawn Kightley*	Suffolk Road, Gt Yarmouth
Great Yarmouth High School	Jim Nixon	Salisbury Road, Gt Yarmouth
Greenacre First & Middle School	Keith Egleton+	Dickens Ave, Gt Yarmouth
Herman First School	Jan Benefield	Oriel Ave, Gorleston
Herman Middle School	Jan Benefield	Oriel Ave, Gorleston
Hillside First School	Christine Bryant	Hillside Ave, Bradwell
Homefield First School	Elizabeth Davis+	Homefield Ave, Bradwell
Hopton First School	Corrin Rolling	5 St Vincent Walk, Hopton
John Grant Special School	Gerald Hampson	St George's Drive, Caister
Lynn Grove High School	David Evans	Lynn Grove, Gorleston
North Denes Middle School	Nancy Heywood/Pat Hollis	10 Osborne Ave, Gt Yarmouth
Northgate St Andrews First School	Andrew Moorling	Northgate St, Gt Yarmouth
Oriel High School	Mike Dopson	Oriel Ave, Gorleston
Pupil Referral Unit	Gill Buckley	Stradbroke Centre, Shrublands Site, Gorleston

**Forum Membership as at 16 April 2005 (continued)**

Peterhouse First School	Simon Morley	41 Seaview Rise, Hopton
Peterhouse Middle School	Steve Palin	Magdalen Sq, Gorleston
Southtown First School	Sue Gill	Tamworth Lane, Southtown
St Georges First School	Anne Robinson	St Peters Road, Gt Yarmouth
St Marys Primary School	Peter Glanville	White Lilacs, Station Rd, Cantley
St Nicholas Priory Middle School	Penny Bailey	85 Walpole Rd, Gt Yarmouth
Stradbroke First School	Rosie Winterton	Lowestoft Rd, Gorleston
Waveney First School	Peter Lacey-Hastings	Bell Lane, Belton
Woodlands Middle School	Mandy Stanton	Cherry Garth, Farman Close, Belton
Wroughton First School	Peter Paine	Beccles Rd, Gorleston
Wroughton Middle School	Paul Bexfield	183 Burgh Rd, Gorleston
Project Director	Carole McAlpine	22 Euston Rd, Gt Yarmouth
Angle Group/Vice Chair	John Murfitt*	Espoir Old Hall Park, Seething
Norfolk County Council and Chair	John Holmes*	88 Hamilton Rd, Gt Yarmouth
	Bill Russell*	22 Euston Rd, Gt Yarmouth
Business Link	Janet Gilmour	Chamber of Commerce, Gt Yarmouth
Gt Yarmouth Borough Council	Joe Woodcock	66 Longfields Rd, Thorpe
Gt Yarmouth Young Women's Project	Tricia Davies	24a South Quay, Gt Yarmouth
Ormiston Trust		13-14 South Quay, Gt Yarmouth
Learning Community	Rosemary Linley*	Gt Yarmouth College, Southtown,
JCC	Colin Collis	16 Levishaw Close, Buxton
DfES Advisor	Ian McGregor	DfES, Sanctuary Buildings, Westminster
Screenprint Plus	Ian McCreadie+	Morton Peto Rd, Hafreys Ind Est Gt Yarmouth
Roy Bailey	Social Strategy Officer	Gt Yarmouth Borough Council
Laurence Brooks	L Brooks Consultancy+	
Jeff Leak	Youth & Community Services	Havenbridge House, Gt Yarmouth
Phil Nathan	South Denes Community Development Worker Vice Chair*	

P Nathan took over from J Murfitt as Vice Chair on 8 July 2003.

A Hopley took over from J Benefield on 21 January 2004.

P Nathan took over from John Murfitt on 8 July 2003.

K Egleton took over from T Kelly on 14 May 2003.

\* Denotes Members of Executive Committee

+ Denotes Members of Finance Committee

# Report of the Trustees

The Trustees present their report for the year ended 16 April 2005.

## Constitution and principal activities

The Forum is a corporate body and exempt charity established on 17 April 2000 under the 1998 School Standards and Framework Act. The Forum does not have share capital. The Act and its associated regulations are the primary governing documents of the Forum. Trustees of the Forum are appointed in accordance with the Great Yarmouth Achievement Education Action Zone Order 2000. This specifies the Trustees as

- a one person appointed by the governing body of each Zone school, unless any such governing body chooses not to make such an appointment;
- b either one or two persons appointed by the Secretary of State;
- c one person appointed by each partner, unless any partner chooses not to make such an appointment; and
- d up to three persons appearing to them to represent the interests of business in the area served by the Zone schools.

The principal activity of the Forum is to improve standards within the schools that are part of the Education Action Zone. The Action Zone also aims to improve attendance and to reduce exclusion across the schools.

In accordance with the Act the Forum has adopted an 'Action Plan' approved by the Secretary of State for Education and Skills. The 'Action Plan' specifies, amongst other things, the following objectives

- 1 to build on collaboration, partnership and networking already established within Great Yarmouth;
- 2 to improve literacy and numeracy at key stages (KS) 1, 2 and 3;
- 3 to remove inconsistencies in standards between core subjects in individual schools, ensuring that attainment is as high as possible;
- 4 to increase the availability of GNVQ courses related to local employment needs and establish a vocational pathway between schools, college and workplace training on employers' premises;
- 5 to improve participation in post 16 learning;
- 6 to raise the expectations of teachers and pupils by disseminating good practice and promoting consistently high standards;
- 7 to improve continuity between schools;
- 8 to increase the range of teaching approaches and to make the curriculum more relevant to targeted pupils;
- 9 to improve attendance rates;
- 10 to increase work experience opportunities as part of a coherent post 14 programme;
- 11 to increase the involvement of parents in pupils' education;
- 12 to improve the quality of monitoring and evaluation, focusing especially on teaching;
- 13 to improve the effectiveness of senior and middle management;
- 14 to improve communication and disseminate good practice through ICT;
- 15 to improve the quality and accessibility of in-service training; and
- 16 to improve examination results at KS4.

## Future prospects

Under the 1998 School Standards and Framework Act the Education Action Zone was given a statutory life of no more than five years. As this period was completed on 16 April 2005 the Secretary of State for Education and Skills has passed an order closing the account with effect from this date.

## Going concern

In view of the cessation of the Forum's activities on 16 April 2005 the Trustees no longer consider the preparation of the accounts on a going concern basis to be appropriate. Upon closure the Zone's assets and liabilities have been transferred to Zone schools at net book value. No adjustments have been necessary to the net book values of assets held immediately prior to closure.

## Organisation and objectives

The sole activity of the Forum is the operation of the Great Yarmouth Achievement Education Action Zone.

The Great Yarmouth Achievement Education Zone is due to close on 16 April 2005.

The operational management structure of the EAZ consists of a Project Director, a Project Manager and an Administration Assistant. No other posts are employed directly by the Zone. Operational staff are seconded or employed on a temporary basis from the Action Zone, schools, LEA or Ministry of Defence.

The Zone has an Executive Committee made up of representatives from the schools, business partners and local organisations, a Finance Committee with a similar make up. These groups report to the Forum.

The aim of the structure is to involve all schools, teaching and non-teaching staff, parents, governors and business partners to encourage decision making by all levels.

The present Trustees of the Great Yarmouth Achievement Education Action Zone are set out on pages 3 and 4. All Trustees were appointed from 1 April 2004 and served for the full period unless indicated otherwise.

## Developments, activities and achievements

Great Yarmouth Achievement Education Action Zone's programmes include key skills (literacy, numeracy, ICT, promoting effective learning), lifelong learning, quality of teaching and learning, leadership and management, engaging the community and social inclusion. These programmes focus on providing direct pupil and teacher support with enhanced teaching and learning strategies with the headline success criteria for these programme areas being the Key Stage SATs and GCSE results and pupil attendance and exclusion figures.

The Forum is in its fifth period of operation. During the past twelve months of operation the Forum has undertaken the following activities and has had the following achievements:

Programmes from the 2003-2005 Action Plan commenced on 1 April 2003.

Many programmes were a continuation from the previous year.

The Catch-up Programme continues to have a substantial impact as reported in the 'Review of Programmes' published in March 2003. Subsequent reports have also been published on an annual basis. The work in First Schools has also proved successful. Teaching Assistants have been trained to extend and sustain the programme in schools. Further training will be available next year. The programme has been extended to include Great Yarmouth and Oriol High Schools at KS3.

The ICT Technician service continues to provide support for Successmaker and other ICT related programmes.

The Challenging Education programme is operating in 33 Zone schools. Over 900 staff have taken part in the training programme. Results, particularly as part of the Ofsted Inspections continue to be very impressive. HMI have visited the programme as an example of best practice. The programme has won a National Training Award, a DfES Outstanding Achievement Award and an EEDA Award.

The P3 Work Related Learning project for Yrs 10 and 11 is operating in five high schools. 125 pupils in year 10 have signed up to a package of five core GCSE's, one NVQ (studied at Great Yarmouth FE College) in either Engineering, Construction, Catering, Hospitality or Hairdressing, two half day sessions with the MOD Skills Force Teams covering Key Skills, First Aid etc. and one day work experience with one of 70 local businesses. The project was part of an external evaluation. Indicators in terms of improved attendance, attainment and confidence are very encouraging. Staying on rates have soared with this group from 65% to 98%. The programme won a National Training Award in October 2004.

The University of Extended Learning continues to be a big success with over 1,000 pupils accessing classes over the last year. Classes have been held in all core subjects at all key stages as well as a First School and Middle School Choir. Seven summer schools took place over the holiday period.

Thousands of pupils have taken part in out of hours learning programmes thanks to the New Opportunities Fund Grant that started in September 2001 and finished in July 2004. A continuation of this project has been funded by the local Neighbourhood Renewal Fund.

Breakfast clubs are also in operation as part of this project.

The EAZ also ran a two week summer school for Gifted and Talented pupils in Science using a restricted DFES Grant. Summer schools also ran in Forensic Science, Sports Management and Crime prevention, arts and drama.

The Full Service School development at Great Yarmouth and Caister is developing and good links have been established with Health, Social Services and Community Education and the Voluntary Sector. This initiative is now also established in the Cliff Park and Oriel Clusters. The project was visited by Charles Clarke in February 2003. The Lynn Grove Cluster has been established. Training has taken place and operations are well underway.

All groups are involved in collaborative cluster development.

The Full Service School Project has been visited by nine other LEA's and development workshops have been conducted. A full external evaluation has been conducted by Cambridge University with the final report being published in April.

The Zone has been called upon by many organisations both within and outwith the County to make presentations and conduct workshops.

## Operating and financial review

The Financial statements have been prepared in accordance with current statutory requirements and the Forum's governing documents.

A proportion of the EAZ's income is obtained from the DfES in the form of recurrent grants, the use of which is restricted to particular purposes. The grant received during 2004-2005 and the associated expenditure is shown as restricted funds in the Statement of Financial Activities.

The EAZ also received a restricted grant of £4,500 towards a Summer School for Gifted and Talented Pupils from DfES.

Funding of £54,000 was received for Excellence Challenge projects. This was applied to activities with Middle and High Schools.

Pupils visited University Campuses and took part in Open Day programmes. A Children Into University project was also adopted.

At 16 April 2005 the net book value of fixed assets was nil.



## Funds review

When the Zone ceased to operate on 16 April 2005 its fund balances were nil. Fund balances existing prior to this date were utilized in the fulfillment of the Zone's objectives. Immediately prior to the cessation £92,269 was transferred to Norfolk County Council LEA which has been nominated as successor body committed to overseeing any outstanding matters. To achieve its action plan objectives the EAZ remained dependent on the provision of grants from both the DfES and commercial sponsors.

## Connected organisations

The EAZ is working closely with its partner schools to achieve the Forum's objectives.

Alderman Swindell First School	Breydon Middle School
Caister First School	Caister Middle School
Caister High School	Cliff Park First School
Cliff Park Middle School	Cliff Park High School
Edward Worlledge Middle School	Great Yarmouth High School
Greenacre First & Middle School	Herman First School
Herman Middle School	Hillside First School
Homefield First School	Hopton First School
John Grant Special School	Lynn Grove High School
North Denes Middle School	Northgate St Andrews First School
Oriel High School	Peterhouse First School
Peterhouse Middle School	Pupil Referral Unit
Southtown First School	St George's First School
St Mary's Primary School	St Nicholas Priory Middle School
Stradbroke First School	Waveney First School
Woodlands Middle School	Wroughton First School
Wroughton Middle School	

The partners in the Great Yarmouth Achievement Education Action Zone are

Norfolk County Council;  
Business Link;  
Great Yarmouth Borough Council;  
Great Yarmouth Women's Project;  
Ormiston Trust - Yarmouth Branch; and  
Great Yarmouth Learning Community.

They contribute to achieving the Forum's objectives through a number of methods.

The Zone's business sponsors include

HSBC;  
BP Amoco;  
Pleasure Beach;  
Pleasurewood Hills; and  
many small businesses in the area.

These donations have been given to the EAZ to assist it to achieve its Action Plan and have been fully expended.

The Forum has contracted Norfolk County Council to provide accounting and personnel services.

## Disabled persons

The policy of the Forum is to support the employment of disabled persons both in recruitment and by retention of employees who become disabled whilst in the employment of the Forum, as well as generally through training and career development.

## Post balance sheet events

The Zone ceased all activities at the end of its statutory life on 16 April 2005. At this date it transformed into the Great Yarmouth Excellence Cluster. Expenditure for the period ended 16 April 2005 included redundancy costs of £53,785, consultancy costs of £7,568, early retirement benefit costs of nil, and payments in lieu of notice of £10,745 relating to three members of staff.

## Reserves policy

The Forum cannot build up restricted reserves of DfES grant as the Department requires that this grant should be applied in the year in which it is received. When the Forum has earned unrestricted income (e.g. bank interest), it is the Forum's policy to apply these reserves to its teaching and learning programmes.

## Risk management

In 2002 the Trustees carried out a detailed review of the charity's activities and produced a comprehensive strategic plan setting out the major opportunities available to the charity and the risks to which it is exposed. This has been regularly reviewed and updated.

The Trustees monitor progress against the strategic objectives set out in the plan at each quarterly meeting and a comprehensive review of the plan is carried out annually. As part of the process, the Trustees have implemented a risk management strategy, which comprises

- an annual review of the risks which the charity may face;
- the establishment of systems and procedures to mitigate those risks identified in the plan; and
- the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.

## Statement on Internal Control

### a Maintenance of controls

As Trustees, we have responsibility for maintaining a sound system of internal control that supports the achievement of the Forum's policies, aims and objectives whilst safeguarding the public funds and assets for which we are responsible, in accordance with the responsibilities assigned to us in our Financial Memorandum and Government Accounting.

The system of internal control established by the Forum is designed to manage rather than eliminate the risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system is based on an ongoing process designed to identify the principal risks to the achievement of Forum policies, aims and objectives, to evaluate the nature and extent of those risks and to manage them efficiently, effectively and economically.

The process has been in place for the period ended 16 April 2005 and up to the date of approval of the annual report and accounts and accords with Treasury guidance.

As the Forum ceased on 16 April 2005 the system of internal control reflected the requirement to identify, evaluate and mitigate the principal risks associated with closure, including

- loss of key personnel;
- continuing support of key partners; and
- maintaining key financial controls and continued segregation of duties.

### b Review of controls

As Trustees, we also have responsibility for reviewing the effectiveness of the system of internal control. During the period 1 April 2004 to 16 April 2005 the Forum has maintained the following processes

- identification of the Forum's objectives and key risks. The Forum has carried out a detailed review of its activities and has produced a comprehensive strategic plan setting out the major opportunities available to it and the risks to which it is exposed;
- the establishment of systems and procedures to mitigate the risks identified in the plan. This includes systems to ensure compliance with specific regulations or procedures laid down by central government departments;
- the implementation of procedures designed to minimise any potential impact on the charity should any of the risks materialise;
- procedures for monitoring progress against the strategic objectives set out in the plan at regular meetings;
- a comprehensive annual review of the plan, including a review of the risks which the Forum may face; and
- the allocation of risk ownership, including the role of the Forum, sub-committees and Project Director.

Our review of effectiveness of the system of internal control is informed by comments made by the external auditors in their management letter and other reports.

During the year, the non-financial risks relating to the closure of the Zone were not well-managed. This was due to poor communication with Zone staff and weakness in managing the loss of and de-motivation of staff.

Financial Management within the Zone was not always as sound as required, and additional unnecessary closure costs diverted funds away from operational activities agreed in the Action Plan.

## Statement of Trustees' responsibilities for the Financial Statements

Under the School Standards and Framework Act 1998, the Trustees are required to prepare financial statements for each financial period in the form and on the basis determined by the Secretary of State, with the approval of the Treasury. In preparing these financial statements, the Trustees have

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- followed applicable accounting standards; and
- prepared the financial statements on the basis that the Forum's activities were ceasing.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Forum and enable them to ensure that the financial statements comply with the Accounts Direction given by the Secretary of State. They are also responsible for safeguarding the assets of the Forum and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees have a responsibility to ensure that the Forum's accounting records and system of internal financial control for the relevant financial period comply with the obligations placed on the Forum by the Secretary of State for Education and Skills.

### Auditors

The auditor, the Comptroller and Auditor General, is appointed under the terms of the 1998 School Standards and Framework Act.

### Approval

The report of the Trustees is signed on their behalf by

*John Holmes*  
Chairman

5 July 2005

# The Certificate and Report of the Comptroller and Auditor General to the Houses of Parliament

I certify that I have audited the financial statements on pages 13 to 26 under the School Standards and Framework Act 1998. These financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out on pages 17 to 18.

## Respective responsibilities of the Trustees and Auditor

As described on page 10 the Trustees are responsible for the preparation of the financial statements and for ensuring the regularity of financial transactions. The Trustees are also responsible for the preparation of the Trustees' Annual Report. My responsibilities, as independent auditor, are established by statute and I have regard to the standards and guidance issued by the Auditing Practices Board and the ethical guidance applicable to the auditing profession.

I report my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the School Standards and Framework Act 1998 and directions made thereunder by the Secretary of State for Education and Skills, whether in all material respects the expenditure and income have been applied to the purposes intended by Parliament and whether the financial transactions conform to the authorities which govern them. I also report if, in my opinion, the Trustees' Annual Report is not consistent with the financial statements, if the Forum has not kept proper accounting records, or if I have not received all the information and explanations I require for my audit.

I review whether the statement on page 9 reflects the Forum's compliance with HM Treasury's guidance 'Corporate governance: statement on the system of internal control'. I report if it does not meet the requirements specified by the Treasury, or if the statement is misleading or inconsistent with other information I am aware of from my audit of the financial statements. I am not required to consider, nor have I considered whether the Forum's Statement on Internal Control covers all risks and control procedures.

## Basis of Audit Opinion

I conducted my audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of financial transactions included in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Zone's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by error, or by fraud or other irregularity and that, in all material respects, the expenditure and income have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them. In forming my opinion I have also evaluated the overall adequacy of the presentation of information in the financial statements.

Following the passing of the Great Yarmouth Achievement Education Action Zone (Dissolution) Order 2005, the Zone ceased to exist with effect from 16 April 2005. Accordingly as explained in the Trustees' Report and note 1 to the accounts, the financial statements have been prepared on the basis that the Zone is no longer a going concern. My opinion is not qualified in this respect.

## Opinion

In my opinion

- the financial statements give a true and fair view of the state of affairs of the Great Yarmouth Achievement EAZ at 16 April 2005 and of its incoming resources, application of resources and cash flows for the year then ended and have been properly prepared in accordance with the School Standards and Framework Act 1998 and directions made thereunder by the Secretary of State for Education and Skills; and
- in all material respects the expenditure and income have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

I have no observations to make on these financial statements.

*John Bourn*  
Comptroller and Auditor General

15 July 2005

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## Statement of Financial Activities for the period ended 16 April 2005

	Notes	Unrestricted funds £	Restricted funds DfES £	Other £	Total 2004-2005 £	Total 2003-2004 £
<b>Incoming resources</b>						
DfES grants receivable	2,3	0	840,000	58,400	<b>898,400</b>	863,000
Other government grants receivable	4	0	0	825,253	<b>825,253</b>	871,189
Private sector contributions	5	398,494	0	0	<b>398,494</b>	689,034
Public sector contributions	5	2,000	0	0	<b>2,000</b>	2,000
Other income	6	6,140	0	0	<b>6,140</b>	14,139
Amortisation transfer		0	0	0	<b>0</b>	0
<b>Total incoming resources</b>		406,634	840,000	883,653	<b>2,130,287</b>	2,439,362
<b>Resources expended</b>						
Costs of generating funds	7	0	0	0	<b>0</b>	0
<b>Net incoming resources for charitable application</b>		406,634	840,000	883,653	<b>2,130,287</b>	2,439,362
<b>Charitable expenditure</b>						
<i>Costs in furtherance of charitable objectives</i>						
Provision of education	7	0	60,810	333,335	<b>394,145</b>	819,408
Education support costs	7	398,494	52,598	386,610	<b>837,702</b>	1,118,229
Grants payable	7	0	1,527	176,692	<b>178,219</b>	632,265
Management and administration	7	2,000	136,805	0	<b>138,805</b>	249,814
<b>Total charitable expenditure</b>		400,494	251,740	896,637	<b>1,548,871</b>	2,819,716
Costs of termination of operations	7	0	77,823	0	<b>77,823</b>	0
<b>Total resources expended</b>		400,494	329,563	896,637	<b>1,626,694</b>	2,819,716
<b>Net incoming/(outgoing) resources before transfers</b>		6,140	510,437	(12,984)	<b>503,593</b>	(380,354)
Transfers between funds		(60,581)	(4,631)	65,212	<b>0</b>	0
<b>Net movement in funds</b>		(54,441)	505,806	52,228	<b>503,593</b>	(380,354)
Fund balances brought forward at 1 April 2004		54,441	(505,806)	(52,228)	<b>(503,593)</b>	(123,239)
<b>Fund balances carried forward at 16 April 2005</b>	16,17	0	0	0	<b>0</b>	(503,593)

The Statement of Financial Activities analyses all the capital and income resources and expenditures of the EAZ during the period and reconciles the movement in funds. There is no difference in the net movement of funds stated above and its historical equivalent.

All items dealt with in arriving at the Net Movement in Funds for 2004-2005 relate to discontinued operations.

Further analysis of the income and expenditure for the period is shown on page 14 and the overall financial position at the period end is summarised in the balance sheet on page 15.

The notes on pages 17 to 26 form part of these accounts.

## Income and Expenditure Account for the period ended 16 April 2005

	Notes	2004-2005 £	2003-2004 £
<b>Income</b>			
DfES EAZ recurrent grant	2	<b>840,000</b>	800,000
Other DfES grants	3	<b>58,400</b>	63,000
Other government grants	4	<b>825,253</b>	871,189
Private sector contributions	5	<b>398,494</b>	689,034
Public sector contributions	5	<b>2,000</b>	2,000
Other income	6	<b>6,140</b>	14,139
Amortisation/deferred income		<b>0</b>	0
<b>Total income</b>		<b>2,130,287</b>	2,439,362
<b>Charitable expenditure</b>			
DfES EAZ grant expenditure	7	<b>251,740</b>	1,137,015
Other DfES grant expenditure	7	<b>98,095</b>	6,367
Other government grant expenditure	7	<b>798,542</b>	985,300
Depreciation	7	<b>0</b>	0
Other expenditure	7	<b>400,494</b>	691,034
<b>Total charitable expenditure</b>		<b>1,548,871</b>	2,819,716
Costs of termination of operations	7	<b>77,823</b>	0
<b>Total resources expended</b>		<b>1,626,694</b>	2,819,716
<b>Excess/(deficit) of income over expenditure</b>		<b>503,593</b>	(380,354)
<b>Net transfers to/from funds</b>			
DfES EAZ fund	16	<b>505,806</b>	(337,015)
Other restricted funds	16	<b>52,228</b>	(52,228)
Unrestricted funds	17	<b>(54,441)</b>	8,889
<b>Net movement in funds</b>		<b>503,593</b>	(380,354)

The Income and Expenditure account is derived from the Statement of Financial Activities on page 13 which, together with the notes to the accounts on pages 17 to 26 provide full information on the movements during the period on all the funds of the Forum.

All items dealt with in arriving at the excess of income over expenditure for 2004-2005 relate to discontinued operations.

The Forum has no recognised gains and losses other than those included in the above results and therefore no separate statement of total recognised gains and losses has been presented.



## Balance Sheet as at 16 April 2005

	Notes	16 April 2005 £	31 March 2004 £
<b>Fixed assets</b>			
Tangible assets		0	0
		<u>0</u>	<u>0</u>
<b>Current assets</b>			
Debtors	13	0	276,722
Cash at bank and in hand		0	19,426
		<u>0</u>	<u>296,148</u>
<b>Current assets</b>			
		0	296,148
<b>Creditors: amounts falling due within one period</b>			
	14	0	799,741
		<u>0</u>	<u>(503,593)</u>
<b>Net current liabilities</b>			
		0	(503,593)
<b>Net liabilities</b>			
		0	(503,593)
<b>Funds</b>			
Restricted funds	16	0	(558,034)
Unrestricted funds	17	0	54,441
		<u>0</u>	<u>(503,593)</u>

*The notes on pages 17 to 26 form part of these accounts.*

The financial statements were approved by the Forum on 21 March 2005 and signed on its behalf by

*John Holmes*  
Chair of Forum

## Cash Flow Statement for the period ended 16 April 2005

	Note	2004-2005 £	2003-2004 £
<b>Operating activities</b>			
<i>Receipts</i>			
Recurrent EAZ grant received from DfES		<b>840,000</b>	855,000
Other DfES grant		<b>58,400</b>	63,000
Other government grants		<b>825,253</b>	898,499
Private sector sponsorship		<b>100</b>	0
Public sector sponsorship		<b>0</b>	0
Other receipts		<b>274,255</b>	837,857
		<b>1,998,008</b>	2,654,356
<i>Payments</i>			
Staff costs		<b>(438,762)</b>	(474,407)
Other cash payments		<b>(1,584,267)</b>	(2,192,287)
<b>Net cash inflow/(outflow) from operating activities</b>	21	<b>(25,021)</b>	(12,338)
<b>Returns on investments and servicing of finance</b>			
Interest received		<b>5,595</b>	5,261
Interest paid		<b>0</b>	0
		<b>5,595</b>	5,261
<b>Capital expenditure</b>			
Purchase of tangible fixed assets		<b>0</b>	0
Receipts from sale of tangible fixed assets		<b>0</b>	0
Transfer of tangible fixed assets to schools		<b>0</b>	0
		<b>0</b>	0
<b>Financing</b>			
Deferred grant received		<b>0</b>	0
		<b>0</b>	0
Third Party Funds held (EEDA)		<b>0</b>	15,218
<b>Increase/(decrease) in cash in the period</b>		<b>(19,426)</b>	8,141

The notes on pages 17 to 26 form a part of these accounts.

# Notes to the Financial Statements

## 1 Accounting policies

### Format of accounts

The financial statements have been prepared in accordance with applicable Accounting Standards in the United Kingdom, the statement of Recommended Practice (SORP 2000) 'Accounting and Reporting by Charities' published in October 2000 and the Charities Act 1993. A summary of the principal accounting policies, which have been applied consistently, is set out below.

### *Basis of accounting*

The Forum came to the end of its statutory five year life on 16 April 2005. The Trustees therefore consider it inappropriate to prepare the financial statements on a going concern basis and have reflected this in drawing up the accounts.

### *Recognition of income*

The annual grant from the DfES, which is intended to meet recurrent costs, is credited direct to the income and expenditure account as restricted income. Sponsorship monies are credited direct to the income and expenditure account, as the Forum has discretion in how to apply such contributions to meet its objectives.

### *Contributions in Kind*

In accordance with the Accounts Direction provided by the Department for Education and Skills an income value is attributed to Contributions in Kind from business.

These contributions are brought into the accounts at a reasonable estimate of their value to the Forum. All gifts in Kind represent expenditure which the Forum would have had to incur, a notional expenditure charge is recorded as equal to the value of the Contribution in Kind to the Forum.

### *Allocation of cost between direct provision of education and other expenditure*

In accordance with the charities SORP expenditure has been analysed between direct charitable and other expenditure. The only activity undertaken by the EAZ is the operation of Great Yarmouth Achievement EAZ and indirect charitable expenditure reflects the cost of management, administration and fundraising necessary for the operation of the EAZ. No apportionment of other items has been made.

### *Grants receivable*

Where other grants have been received these are credited to the income and expenditure account as restricted income.

### *Investment income and interest receivable*

Investment income and interest receivable are included in the financial statements on an accruals basis, and are stated inclusive of tax credits.

### *Management and administration*

Management and administration costs include expenditure on the administration of the charity and compliance with constitutional and statutory requirements, and an appropriate apportionment of indirect costs.

*Tangible fixed assets*

The capitalisation threshold for tangible fixed assets of the Forum is £2,500 for a single item. The Forum has not acquired any item exceeding that value during this financial period.

*Leased assets*

Rentals payable under operating leases are charged to income and expenditure account as incurred.

*Stocks*

Unused stocks are valued at the lower of cost or net realisable value.

*Funds structure*

Funds have been designated for restricted and unrestricted purposes. Fund balances existing immediately prior to the Zone's closure were transferred to the Norfolk County Council LEA to meet the outstanding liabilities.

*Taxation*

The Forum is an exempt charity and as such is exempt from Income and Corporation taxes under the provision of the Income and Corporation Taxes Act 1988. The cost of Value Added Tax incurred by the Forum has been included in the Income and Expenditure Account.

*Pensions*

Contributions are charged to the income and expenditure accounts so as to spread the cost of pensions over the employees' working life with the EAZ. Variations in cost which are identified as a result of actuarial valuations, are amortised over the average expected remaining working lives of employees in proportion to their expected payroll costs.

**2 DfES EAZ grant**

	<b>2004-2005</b>	2003-2004
	£	£
DfES grant received in period	<b>840,000</b>	800,000
Carry over from previous period	<b>(505,806)</b>	(168,791)
<i>Less</i>		
Amounts due from DfES	<b>0</b>	0
Amount used to purchase fixed assets	<b>0</b>	0
Total grant available to spend	<b>334,194</b>	631,209
Spent in the period	<b>329,562</b>	1,137,015
Underspent grant/[funded from general fund]	<b>4,632</b>	(505,806)
Excess grant to surrender	<b>0</b>	0

The Trustees have not calculated a maximum permitted carry over level as the Zone is no longer a going concern.

**3 Other DfES grants**

	<b>2004-2005</b>	2003-2004
	£	£
Excellence Challenge	<b>53,900</b>	54,000
Gifted and Talented Summer Schools	<b>4,500</b>	9,000
	<b>58,400</b>	63,000

**4 Other government grants**

	<b>2004-2005</b>	2003-2004
	£	£
New Opportunities Fund	<b>160,850</b>	154,438
Online learning bid (Partners)	<b>36,000</b>	36,000
Neighbourhood Renewal Fund	<b>478,093</b>	234,621
East England Development Agency	<b>105,000</b>	291,000
Ministry of Defence	<b>0</b>	155,130
NHS University	<b>45,310</b>	0
	<b>825,253</b>	871,189

**5 Business contributions**

	Cash	In Kind	<b>Total</b>	Total
	£	£	<b>2004-2005</b>	2003-2004
	£	£	£	£
<b>Private sector contributions</b>				
Various	100	360,000	<b>360,100</b>	682,862
Various (Hillside)	0	0	<b>0</b>	100
Pleasure Beach	0	13,422	<b>13,422</b>	3,000
Fritton Lake	0	3,132	<b>3,132</b>	3,072
Jay's Circus	0	8,640	<b>8,640</b>	0
Spedeworth	0	13,200	<b>13,200</b>	0
	100	398,394	<b>398,494</b>	689,034
<b>Public sector contributions</b>				
Norfolk County Council	0	2,000	<b>2,000</b>	2,000
	100	400,394	<b>400,494</b>	691,034

In addition to the above, the Zone also received support from private individuals donating their time as classroom assistants valued at £12,960 (in 2003-2004: £26,540).

**6 Other income**

	<b>2004-2005</b>	2003-2004
	£	£
Interest receivable	<b>5,595</b>	5,261
Sundry income	<b>545</b>	8,878
	<b>6,140</b>	14,139

**7 Total resources expended**

	Staff	Other	<b>Total</b>	Total
	£	£	<b>2004-2005</b>	2003-2004
	£	£	£	£
Provision of education	85,881	308,264	<b>394,145</b>	819,408
Education support costs	218,424	619,278	<b>837,702</b>	1,118,229
Grants payable*	0	178,219	<b>178,219</b>	632,265
Management and administration	62,357	76,448	<b>138,805</b>	249,814
Costs of termination of operations	72,100	5,723	<b>77,823</b>	0
	<u>438,762</u>	<u>1,187,932</u>	<b><u>1,626,694</u></b>	<u>2,819,716</u>
<b>Of which</b>				
DfES grant expenditure	62,357	189,383	<b>251,740</b>	1,137,015
Other DfES grant expenditure	32,232	65,863	<b>98,095</b>	6,367
Other government grant expenditure	272,073	526,469	<b>798,542</b>	985,300
Other expenditure	0	400,494	<b>400,494</b>	691,034
Costs of termination of operations	72,100	5,723	<b>77,823</b>	0
	<u>438,762</u>	<u>1,187,932</u>	<b><u>1,626,694</u></b>	<u>2,819,716</u>

\* In 2004-2005 the Zone paid the following grants to schools

	Raising achievement £	Developing employability £	<b>Total £</b>
Alderman Swindell	11,157	0	<b>11,157</b>
Breydon Middle School	1,686	0	<b>1,686</b>
Caister Middle School	1,494	0	<b>1,494</b>
Caister High School	656	0	<b>656</b>
Caister First & Nursery School	678	0	<b>678</b>
Cliff Park First School	0	0	<b>0</b>
Cliff Park High School	2,943	0	<b>2,943</b>
Cliff Park Middle School	14,813	0	<b>14,813</b>
Edward Worlledge Middle School	4,028	0	<b>4,028</b>
Flegg High School	0	0	<b>0</b>
Great Yarmouth VA High School	22,841	309	<b>23,150</b>
Greenacre First, Middle & Nursery School	12,202	223	<b>12,425</b>
Herman First School	3,711	0	<b>3,711</b>
Herman Middle School	3,534	0	<b>3,534</b>
Hillside First School	0	0	<b>0</b>
Homefield First School	388	0	<b>388</b>
Hopton First School	1,206	0	<b>1,206</b>
John Grant Special School	1,843	0	<b>1,843</b>
Lynn Grove VA High School	1,384	0	<b>1,384</b>
North Denes Middle School	8,282	0	<b>8,282</b>
Northgate St. Andrew's School	7,525	0	<b>7,525</b>
Oriel High School	23,443	0	<b>23,443</b>
Peterhouse Middle School	6,935	0	<b>6,935</b>
Peterhouse First School	4,583	0	<b>4,583</b>
Southtown First School	9,141	0	<b>9,141</b>
St George's First & Nursery School	7,623	0	<b>7,623</b>
St Mary's Primary School	0	0	<b>0</b>
St Nicholas Priory Middle School	8,903	0	<b>8,903</b>
Stradbroke First School	5,581	0	<b>5,581</b>
Waveney First School	1,237	0	<b>1,237</b>
Woodlands Middle School	110	0	<b>110</b>
Wroughton Middle School	3,917	0	<b>3,917</b>
Wroughton First School	5,843	0	<b>5,843</b>
	<u>177,687</u>	<u>532</u>	<u><b>178,219</b></u>

**8 General expenditure**

Included in expenditure in the income and expenditure accounts and in other costs above are

	<b>2004-2005</b>	2003-2004
	£	£
Educational supplies and services	<b>1,081,106</b>	2,108,726
Training courses	<b>24,967</b>	149,345
Occupancy costs	<b>10,848</b>	10,110
Supplies and services	<b>54,065</b>	62,505
Operating lease rentals	<b>3,173</b>	3,173
Auditor's remuneration	<b>8,050</b>	11,450
Costs of termination other (see note 9 for details)	<b>5,723</b>	0
	<b><u>1,187,932</u></b>	<u>2,345,309</u>

Auditors' remuneration includes arrears for 2003-2004 of £1,050.

**9 Costs of termination of operations**

	<b>2004-2005</b>	2003-2004
	£	£
Staff costs arising from Zone closure	<b>72,100</b>	0
Cost of post-Zone services provided by nominated successor	<b>3,000</b>	0
Termination expenses	<b>2,723</b>	0
	<b><u>77,823</u></b>	<u>0</u>

**10 Staff costs**

The average number of persons (including senior postholders) employed by the EAZ during the period expressed as full time equivalents was

	<b>2004-2005</b>	2003-2004
Management	<b>2.18</b>	3.00
Administration	<b>8.19</b>	9.99
Teachers	<b>0.00</b>	0.00
<b>Total employees</b>	<b><u>10.37</u></b>	<u>12.99</u>



**Staff costs for the above persons**

	<b>2004-2005</b>	2003-2004
	<b>£</b>	£
Wages and salaries	<b>303,286</b>	391,863
Social security costs	<b>24,783</b>	33,416
Other pension costs (see note 15)	<b>38,593</b>	49,128
Costs associated with Zone closure	<b>72,100</b>	0
<b>Total staff costs</b>	<b>438,762</b>	474,407

Wages and Salaries includes a fruitless payment of £4,500. Staff costs associated with Zone closure comprise redundancy costs of £53,786, consultancy costs of £7,569 and payment in lieu of notice of £10,745.

One employee earned more than £50,000 during 2004-2005. The total emoluments of this employee were in the following range

	<b>2004-2005</b>	2003-2004
£70,001 - £80,000	<b>1</b>	1

**11 Emoluments of Trustees**

	<b>2004-2005</b>	2003-2004
	<b>£</b>	£
Emoluments of Trustees	<b>0</b>	0

The Trustees of the Forum did not receive any payment from the Forum other than the reimbursement of travel and subsistence expenses incurred in the course of their duties.

Travel and subsistence expenses reimbursed in the period to 16 April 2005 totalled £nil.

None of the Trustees had interests in transactions.

Norfolk County Council is represented on the Forum and has made contributions towards the work of the Zone. It also acts as a supplier of IT and finance services. These transactions are valued on a normal commercial basis.

**12 Trustees' and Officers' insurance**

In accordance with normal commercial practice the Forum has purchased insurance to protect governors and officers from claims arising from negligent acts, errors or omissions occurring whilst on Forum business. The insurance provides cover up to £1,000,000 on any one claim and the cost for 2004-2005 was £1,603 (2003-2004: £1,512).

**13 Debtors**

	<b>16 April</b>	31 March
	<b>2005</b>	2004
	<b>£</b>	£
Prepayments	<b>0</b>	3,012
Sundry debtors	<b>0</b>	273,710
	<b>0</b>	276,722

**14 Creditors: amounts falling due within one year**

	<b>16 April 2005</b>	31 March 2004
	£	£
Sundry creditors	<b>0</b>	634,390
Accruals	<b>0</b>	122,823
Deferred income (NHSU)	<b>0</b>	27,310
Third Party funds owed (EEDA)	<b>0</b>	15,218
	<b>0</b>	799,741

**15 Pensions and similar obligations**

	<b>2004-2005</b>	2003-2004
	£	£
<b>Other pension costs comprise</b>		
Defined benefit scheme - regular cost to LGSS	<b>12,647</b>	17,676
Defined contribution scheme - TSS	<b>25,945</b>	31,452

The Zone's employees belong to the following pension schemes

*Teachers' Superannuation Scheme for England and Wales*

<b>Nature of scheme</b>	<b>Defined benefit</b>
Zone's contribution rate in 2004-2005	13.50%
Zone's contribution in 2004-2005	25,945
Zone's contribution in future years	0

The Teachers' Superannuation Scheme is an unfunded multi-employer scheme. Contributions are based on valuations made by the government Actuary. The actuary's last report was in March 2003 using data primarily from the period April 1996 to March 2001.

*Norfolk County Council Pension Scheme*

<b>Nature of scheme</b>	<b>Defined benefit</b>
Zone's contribution rate in 2004-2005	15.30%
Zone's contribution in 2004-2005	12,647
Zone's contribution in future years	0

Contributions are actuarially valued. The date of the last full actuarial valuation was 31 March 2004 at which date the scheme was 82% funded.

The Norfolk County Council Pension Scheme is a multi-employer scheme. As such the Zone is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis.

Any liabilities arising from the presence of a pension fund capitalisation deficit, attributable to Zone staff, will be met by the local education authority and not treated as a cost to the Zone.

**16 Restricted funds**

The incoming funds of the EAZ comprise the following balances of grants to be applied for specific purposes

	Balance at 1 April 2004 £	Incoming resources £	Expenditure gains, losses and transfers £	<b>Balance at 16 April 2005 £</b>	Total 31 March 2004 £
DfES recurrent grant	(505,806)	840,000	(334,194)	<b>0</b>	(505,806)
Amortisation transfer	0	0	0	<b>0</b>	0
Other	(52,228)	883,653	(831,425)	<b>0</b>	(52,228)
	<u>(558,034)</u>	<u>1,723,653</u>	<u>(1,165,619)</u>	<b><u>0</u></b>	<u>(558,034)</u>

DfES EAZ recurrent grant must be used for the normal running costs of the EAZ including salaries and related costs, overheads, repairs and maintenance and insurance. The EAZ is allowed to carry forward up to 10% of the grant for programme expenditure and 2% of grant for administrative expenditure.

**17 Unrestricted funds**

	<b>2004-2005 £</b>	2003-2004 £
Brought forward at 1 April 2004	<b>54,441</b>	45,552
Excess of income over expenditure	<b>6,140</b>	8,889
Transfer to restricted funds	<b>(60,581)</b>	0
<b>Carried forward at 16 April 2005</b>	<b><u>0</u></b>	<u>54,441</u>

**18 Analysis of net assets between funds**

Fund balances at 16 April 2005 are represented by

	Unrestricted funds £	Restricted funds £	<b>Total 2004-2005 £</b>	Total 2003-2004 £
Current assets	0	0	<b>0</b>	296,148
Current liabilities	0	0	<b>0</b>	(799,741)
	<u>0</u>	<u>0</u>	<b><u>0</u></b>	<u>(503,593)</u>

**19 Lease commitments**

	<b>16 April 2005 £</b>	31 March 2004 £
<b>Operating leases</b>		
<i>The payments which the Forum is committed to make in the next period for operating leases</i>		
Within one period	<b>0</b>	0
One to five periods	<b>0</b>	3,173

**20 Contingent liabilities**

As at 16 April 2005 there were no contingent liabilities (£9,000 at 31 March 2004). The employment related contingent liability at 31 March 2004 has now been resolved and the cost of £4,500 included in 2004-2005 staff costs.

**21 Reconciliation of net incoming resources to net cash inflow from operating activities**

	<b>16 April 2005</b>	31 March 2004
	£	£
Net incoming resources	<b>503,593</b>	(380,354)
Interest received	<b>(5,595)</b>	(5,261)
(Increase)/decrease in debtors	<b>276,722</b>	913,363
Increase/(decrease) in creditors	<b>(799,741)</b>	(540,086)
<b>Net cash inflow from operating activities</b>	<b>(25,021)</b>	(12,338)

## Accounts Direction given by the Secretary of State for Education and Skills, with the approval of the Treasury, in accordance with the School Standards and Framework Act

- 1 The Education Action Zone shall prepare accounts for the financial year ended 31 March 2000 and subsequent financial years comprising
  - a a Trustees' Report;
  - b a statement of financial activity and an income and expenditure account;
  - c a balance sheet;
  - d a cash flow statement; and
  - e a statement of total recognised gains and losses,including such notes as may be necessary for the purposes referred to in the following paragraphs.
- 2 The accounts shall give a true and fair view of the income and expenditure and cash flows for the financial year, and the state of affairs as at the end of the financial year.
- 3 Subject to this requirement, the accounts shall be prepared in accordance with
  - a generally accepted accounting practice in the United Kingdom (UK GAAP), including the provisions of the Statement of Recommended Practice, Accounting by Charities. Forums shall not adopt Financial Reporting Standard, Small Entities;
  - b the disclosure and accounting requirements contained in 'The Fees and Charges Guide' (in particular those relating to the need for appropriate segmental information for services or forms of service provided) and in other guidance which the Treasury may issue from time to time in respect of accounts which are required to give a true and fair view;insofar as these are appropriate to Great Yarmouth Education Action Zone and are in force for the financial year for which the statement of accounts is to be prepared.
- 4 The statement of financial activity, income and expenditure account and balance sheet shall be prepared under the historical cost convention. Assets and liabilities shall be included in the balance sheet at the following amounts
  - a fixed assets at cost (or valuation) less an appropriate provision for depreciation;
  - b fixed asset investments at market value;
  - c current assets (other than investments) at the lower of cost and net realisable value; and
  - d liabilities at their settlement value.
- 5 The value of contributions from business, both assets and services, should be brought into account at a reasonable estimate of their value to the Forum, i.e. they should be valued at what it would have cost the Forum to have purchased the required asset or service itself.
- 6 This direction shall be reproduced as an appendix to the accounts.

Signed by the authority of the Secretary of State for Education and Skills.

*Barnaby Shaw*  
Head of Standards Division  
Department for Education and Skills

26 February 2002

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