



BURY COLLEGE

**Annual Report and Financial Statements
for the year ended 31 July 2019**

*Inspiring
Excellence*

**An excellent College with a proven track record
of achievement**

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Key Management Personnel, Board of Governors and Professional Advisors**Key Management Personnel**

Key management personnel are defined as Members of the College Leadership Team and were represented by the following in 2018/19.

Charlie Deane (Principal and Chief Executive); Accounting Officer
Andrew Harrison (Deputy Principal, Finance and Corporate Services)
Becky Tootell (Vice Principal)
Roosevelt Alexander (Director of Apprenticeships) – left 7th November 2018
Jacqui Taylor (Curriculum Director of Creative and Service Industries)
Joanne McKenzie (Curriculum Director of Health Care and Public Services)
Vernon Shaw (Curriculum Director of Technologies and Sport)
Lindsey Wilson-Willis (Curriculum Director of Access, Business and Professional), left 31st January 2019
Paul Maykels (Director of Communication and Development)
Fazal Ahmed (Director of IT Services and Estates)
Alison Wood (Director of Planning and Information Services)
Lisa Woodman (Director of Human Resources and Customer Services)
Michael Fordham (Curriculum Director A Level and Science – appointed 1st February 2019)

Board of Governors

A full list of Governors is given on Pages 13 of these Financial Statements.

Clerk

Peter Ryan, PR Management Solutions.

Professional advisers**Financial statement and regularity auditors:**

Grant Thornton UK LLP
4 Hardman Square
Spinningfields
Manchester
M3 3EB

Internal auditors:

RSM
9th Floor
3 Hardman Street
Manchester
M3 3HF

Bankers:

Barclays Bank Plc
1st Floor
3 Hardman Street
Spinningfields
Manchester
M3 3HF

Solicitors:

Mills & Reeve
1 New York Street
Manchester
M1 4AD

Burnetts
Victoria House
Wavell Drive
Rosehill
Carlisle
CA1 2ST

Employment only

REPORT OF THE GOVERNING BODY**NATURE, OBJECTIVES AND STRATEGY**

Bury College is one of the leading Further Education Colleges in the sector providing general and specialist education, skills and training for a wide range of clients. In 2018/19 Bury College helped over 10,000 individuals secure their future through examination success, pathways to higher education or employment and greater skills for life and work.

The Members of the Corporation present their report and the audited financial statements for the year ended 31 July 2019.

Legal Status

The Corporation was established under the Further and Higher Education Act 1992 for the purpose of conducting Bury College. The College is an exempt charity for the purposes of the Charities Act 2011.

Strategic Plan and Annual Objectives

Governors reviewed the College Mission, Vision, Values and Strategic Aims and Objectives at a Strategic Planning meeting on 26th September 2017 and they were agreed at the Corporation on the 31st October 2017. The college Mission, Vision and Annual Strategic Aims and Annual Objectives were further refined/reviewed and agreed by the Corporation on 30th October 2018.

Our Vision

- Excellent Outcomes and Positive Futures.

Our Mission:

- Serving the community through Education and Training.

Our Values

- Openness
- Supportive
- Inclusive
- Adoptive
- Continuous Improvement
- Empowerment

Our Strategic Priorities*Curriculum*

Offer a rich, diverse, career-focussed curriculum that responds to the needs of our learners and employers.

Teaching, Learning and Assessment

Continuously develop teaching, learning and assessment that enables our learners to achieve excellent Outcomes: the skills and attitudes to excel in their future career.

Human Resources

Attract, develop and retain the best staff to deliver excellence for our learners.

Resources

Invest in our curriculum and enhance the learner experience and Outcomes through effective and efficient use of resources.

Partnership and Reputation

Be the first-choice college for the communities we serve: learners, staff and employers.

Report of the Governing Body (continued)**Public Benefit**

Bury College is an exempt charity under Part 3 of the Charities Act 2011 and following the Machinery of Government changes in July 2016 is regulated by the Secretary of State for Education. The members of the Governing Body, who are trustees of the charity, are disclosed on pages 13.

In setting and reviewing the College's strategic objectives, the Governing Body has had due regard for the Charity Commission's guidance on public benefit and particularly upon its supplementary guidance on the advancement of education. The guidance sets out the requirement that all organisations wishing to be recognised as charities must demonstrate explicitly that their aims are for the public benefit.

In delivering its mission, the College provides the following identifiable public benefits through the advancement of education:

- High-quality teaching
- Widening participation and tackling social exclusion
- Excellent employment record for students
- Strong student support systems
- Links with employers, industry and commerce
- Links with Greater Manchester Combined Authority and Bury Council

FINANCIAL REVIEW

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

Fixed Assets

The College is located along Market Street in Bury Town Centre. Its key facilities include the new A Level Centre at the Woodbury Campus, the Prospects Centre for Foundation Studies, a number of vocationally specific buildings on the Millennium Campus, the University Centre and the Sports Centre. The College also co-locates with Playfootball and Fisherfield Nursery.

Property Strategy

The College is moving forward with implementing the two phases of its Property Strategy:

- Phase 1 redesigned the campus to improve the learning environment and encourage an increase in applications by prospective students was completed in 2018/19.
- Phase 2 is to build a new building, Health & Life Sciences, with an application for grant support from GM Combined Authority for 2021/22.

Financial

The College has £19,873,000 of net assets (after £14,801,000 pension liability) (2018: £24,697,000 after £9,277,000 pension liability) and bank debt of £2,272,000 (2018: £2,500,000).

People

The College employs 499 people (expressed as full time equivalents FTE), of whom 280 are teaching staff:

- Academic Staff: 310 Head Count / 280 FTE
- Supporting Direct Teaching: 105 Head Count / 74 FTE
- Business Support: 143 Head Count / 128 FTE
- Managers: 16 Head Count / 16 FTE

Report of the Governing Body (continued)***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 developing external relationships. In delivering substantially all of its key funding targets, Bury College has shown once again its reputation for resilience, responsiveness and real success for learners.

The Financial Objectives

The College's strategic financial objectives are to:

- Maintain a sound financial base (solvency and liquidity)
- Improving financial management;
- Strengthen procedures for testing the desirability and affordability of new proposals;
- Delivering post-implementation review procedures to assess the impact of large projects;
- Maintaining the confidence of the Education and Skills Funding Agency (ESFA), suppliers and professional advisers;
- Raising awareness of financial issues with all staff;
- Improving the College estate and equipment facilities by generating sufficient funds to reinvest.

Quality of Education

Bury College has been nationally recognised as a GOOD college in the recent Ofsted inspection in September 2018.

The Ofsted report highlights the positive practices which are taking place across the college, particularly commending the 'very effective support from teaching staff'. The result recognises the good behaviour which takes place inside and outside of the classroom contributing to 'a welcoming and harmonious college environment.'

Highlights from the report include the following:

- 'The proportion of students who successfully achieve their qualifications is high'
- 'The vast majority of students progress to further or higher education or employment, or start an apprenticeship on completion of their studies'
- 'Students on 16 to 19 study programmes benefit from highly effective and meaningful work experience and work-related learning that prepare them for further study, employment or starting an apprenticeship'
- 'Students develop effectively their personal, social and employability skills'
- 'Students and apprentices enjoy being at college and take pride in their work'
- 'Students and apprentices behave well in college, contributing to a welcoming and harmonious college environment'

The report confirms the good quality of teaching, learning and assessment and praises leaders for nurturing 'very effective partnerships with key stakeholders to ensure that the curriculum reflects regional skill priorities'.

The report grades Apprenticeships as 'Requires Improvement' as it identifies that too few apprentices complete their qualification on time or make the progress of which they are capable. The College continues to work to improve the Apprenticeship provision.

During 2018/19, the college has made good progress against the vast majority of Areas for Improvement reported by OfSTED. For 2018/19, the college has self-assessed as GOOD across all Key Judgements and Types of Provision with the exception of Apprenticeships which continues to require improvement.

Achievement rates for 2018/19 classroom based provision have improved for the third consecutive year. With Overall achievement rates c.88%, 16-18 rates c.87% and adult rates c.91%.

Report of the Governing Body (continued)**Key Performance Indicators**

The College is committed to setting performance indicators to improve the quality of education by reference to sector national benchmarks e.g. achievement rates. The Curriculum & Quality Committee actively measure and monitor curriculum performance.

The College has the following year-end key performance indicators for its financial position with the stated expectation and outturn.

	2019 Outturn	2019 Plan
Skills Funding Agency Financial Health Category	Outstanding	Outstanding
Current ratio	2.42:1	2.45:1
Diversity of income	17.2%	17.9%
Pay to income ratio	68%	70%
Cash days in hand	54	57

The College considers that this is a good financial result for the year, which indicates the ongoing strength of the College's financial position and robust financial control.

DEVELOPMENT AND PERFORMANCE**Financial Results**

The College generated income of £29,134,000 in **2018/19**, a decrease of 5.3% when compared to £30,777,000 in 2017/18.

The College generated a consolidated operating deficit in the year of £484,000 which includes restructuring costs of £285,000 and a FRS102 pension adjustment of £1,300,000 resulting in an underlying surplus of £1,101,000 (2017/18: £185,000). The College has consolidated accumulated reserves of £19,873,000 (2017/18: £24,697,000) and cash balances of £4,363,000 (2017/18: £5,584,000).

Tangible fixed asset additions during the year amount to £1,873,000.

Source of Income

The College, like other colleges in the Further Education sector, has significant reliance on the ESFA for its principal funding source, largely from the recurrent grants. In 2018/2019, the ESFA provided 82% of the College's total income.

Group Companies

The College has one subsidiary company, Bury College Enterprises Limited. The company was incorporated as a design and build company, although it does not currently trade. Any surpluses generated by the subsidiary are transferred to the College under a Deed of Covenant.

The College is the sponsor of Bury College Education Trust. This is a multi-Academy Trust which includes Radcliffe Primary School from 1st January 2014 and Elton Community Primary School from 1st September 2014.

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.

Report of the Governing Body (continued)

The College has a separate treasury management policy in place.

Short-term borrowing for temporary revenue purposes is authorised by the Accounting Officer. All other borrowing requires the authorisation of the Corporation and complies with the requirements of the Funding Agreement.

Cash Flows and Liquidity

A cash-inflow of £903,000 (2017/18 £630,000) was generated through operating activities and the College remains in a strong cash position.

The size of the College's total borrowing and its approach to interest rate risk have been calculated to ensure a reasonable cushion between the total cost of servicing debt and operating cash flow. During the year, this margin was comfortably exceeded.

Reserves Policy

The College has no formal Reserves Policy but recognises the importance of reserves in the financial stability of any organisation, and ensures that there are adequate reserves to support the College's core activities. The College and group reserves include £109,000 held as restricted reserves. As at the balance sheet date the Income and Expenditure reserve stands at £15,884,000 (2018: £20,648,000). It is the Corporation's intention to increase reserves over the life of the strategic plan through the generation of annual operating surpluses.

Going concern

The activities of the College, together with the factors likely to affect its future development and performance are set out in this report of the Governing Body. The financial position of the College, its cash flow, liquidity and borrowings are described in the financial statements and accompanying Notes.

The College primarily meets its day to day working capital requirements through cash generated from its day to day operations. It also has a fixed loan facility loan with Barclays Bank plc, which at 31 July 2019 had a balance of £2.272 million due for repayment over a remaining period of 10 years.

Having reviewed budgets and forecasts, the Corporation have a reasonable expectation that the College has sufficient resources to continue in operational existence for the foreseeable future, being a period of not less than 12 months from the date of approval of these financial statements. For this reason, it continues to adopt the going concern basis in preparing the financial statements.

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.

Events after the end of the reporting period

No post-balance sheet events to report.

CURRENT AND FUTURE DEVELOPMENT AND PERFORMANCE**Financial Health and Financial Plan**

The College has 'Outstanding' Financial Health as confirmed by the ESFA methodology. This position is due to a strong liquidity position and underlying surplus after pension adjustments. The College governors approved a Financial Plan in July 2019 which set objectives for the period 2021.

Student Numbers

Bury College enrolled a significant number of 16-18 year olds that were funded by the ESFA (**2018/19** 4,001; **2017/18** 4,014) as well as 16-18 Apprentices and Adults. In **2018/2019** Bury College delivered activity that produced funding of £23,890,000 (**2017/18** £24,772,000) excluding releases of capital grants.

Student achievements

Overall Achievement Rate is predicted to be above 87% in **2018/19** and was above 87% for **2017/18**.

Curriculum developments

The needs of our students and the demands of current and future employers are continuously changing. Bury College regularly reviews its curriculum in order to provide students with skills advantages for progressing into jobs or continuing their education. Curriculum developments for the future include the introduction of new industry-relevant subjects, with an eye on future jobs and careers. This will be complemented by the broad range of Academic and Vocational subjects that the College is already positively recognised for.

Higher Education

Bury College works in partnership with the University of Bolton, the University of Cumbria, the University of Salford and Pearson to deliver a range of higher education courses at HND, Foundation Degree and Degree level to the local community.

The majority of programmes are funded directly, resulting in the College receiving the tuition fee directly from the Student Loan Company.

The College will continue to increase the range of directly funded programmes, which meets the needs of the local communities and employers and will include the introduction of Degree Apprenticeships.

Students with learning difficulty or disability provision

Working in partnership with Local Authorities, the College has been able to teach and support young people with learning difficulties at the College in an inclusive and supportive but non-residential environment. As with other students, the aim is for these students to progress to further education or into employment.

FE Loans – Advanced Learning Loans

The Education and Skills Funding Agency does not fund all Level 3 and Level 4 courses where the learner is aged 19 and over when the course commences (except Apprenticeships). The learner may be required to pay the tuition fee in full. Learners may be eligible for an Advanced Learner Loan from the Student Loan Company to pay all or part of their fees in which case the loan is paid directly to the College. In **2018/19** the College generated an income of £516,000 from Advanced Learning Loans.

Higher Apprenticeships

In 2018-2019 the College had developed and delivered Higher Apprenticeships in:

- L4 Business Administration
- L4 Accountancy
- L4 Management
- L4 ICT Professional
- L4 Dental Management
- L5 Management
- L5 Health & Social Care

Principal Risks and Uncertainties

Based on the strategic plan, the College Leadership Team undertakes a comprehensive review of the risks to which the College is exposed. They identify systems and procedures, 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 College Leadership Team considers any risks which may arise as a result of a new area of work being undertaken by the College or changes to the external environment.

A risk register is maintained at the College level which is reviewed termly by the Audit Committee. 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.

This is supported by a risk management training programme to raise awareness of risk throughout the College.

Outlined below is a description of the principal 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 ESFA. In 2018/19, 81.9% of the College's revenue was ultimately public funded and this level of reliance 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 in the future.

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

- The current Further Education 16-18 funding methodology is called 'Lagged Funding'. In essence, the College will be paid the following year on the number of students recruited in the current year. The pressure to recruit in the current year is intense given the level of competition, reduced demographics and growth of Apprenticeships.

The 2018/19 ESFA Allocation was based on 4,001 students (lagged number from 2017/18). Actual number of learners recruited in 2018/19 that count towards the 2019/20 ESFA Allocation was 3,648 learners.

Funding rules are such that the funding for 18 year olds is reduced by 17.5% when compared to the funding of 16 and 17 year olds.

The College is aware of several issues which may impact on future funding, including apprenticeship reforms and the devolution of the adult education budget. The College, in conjunction with its key stakeholders, is developing a strategy for growth in response to the devolution agenda and to the apprenticeship reform.

This risk is mitigated in a number of ways:

- funding is derived through a number of direct and indirect contractual arrangements
- rigorous budget setting procedures and sensitivity analysis;
- regular in year budget monitoring;
- robust financial controls;
- exploring ongoing procurement efficiencies;
- by ensuring the College is rigorous in delivering high quality education and training;
- considerable focus and investment is placed on maintaining and managing key relationships with the various feeder schools;
- ensuring the College is focused on those priority sectors which will continue to benefit from public funding;

- development of additional income streams including HE (both Direct and Franchised in), pre-16, Project Funding, and development of commercial courses.

2. Tuition fee policy

The Funding Rules for 2018/19 continue to emphasise priorities in specific areas – increasing 16-18 year old student's participation, the achievement of full Level 2 and 3 qualifications for 19-23 year olds, and progression to GCSE English and Maths qualifications for all ages.

Advanced Learner Loans are available to 19+ students.

For learners who meet stated requirements, the ESFA fully funds the learner.

In the case of learners who do not qualify for 100% fee remission, the ESFA allocates a percentage to fee remission. For 2018/19 this element remained at 50%. Bury College continues to charge tuition fees equivalent to 50% of the national funding rate.

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;
- close monitoring of the demand for courses as prices change;
- flexibility over payment terms offered to students;
- Advanced Learner Loans available through the Student Loan Company.

3. Maintain adequate funding of pension liabilities

Bury College employees currently have the right to be members of either the Teacher's Pension Scheme (TPS) or the Local Government Pension Scheme (LGPS). The Financial Statements report the share of the LGPS deficit on Bury College's balance sheet in line with the requirements of FRS102. Bury College monitors and reviews the pension scheme deficit and implements changes to the employer's contribution rate as determined by the fund's periodic actuarial valuation. There is no such requirement for the Teachers' Pension Agency (TPA) as it is funded by Government with no shortfall liability for the College but employer contributions will increase from September 2019. This increase is grant funded for 2019/20

4. Failure to maintain the financial viability of the College

The College's current financial health grade is classified as 'Outstanding' as described above. This is largely the consequence of strong liquidity and reserves. Notwithstanding that, the continuing challenge to the College's financial position remains the constraint on further education funding arising from the ongoing cuts in public sector spending whilst maintaining the student experience. This risk is mitigated in a number of ways:

- by rigorous budget setting procedures and sensitivity analysis;
- regular in year budget monitoring;
- robust financial controls; and
- exploring ongoing procurement efficiencies.

Stakeholder Relationships

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

- students;
- funding councils;
- staff;
- local employers (with specific links);
- local authorities;
- Greater Manchester Combined Authority;
- the local community;

Report of the Governing Body (continued)

- other FE institutions;
- trade unions; and
- professional bodies.

The College recognises the importance of these relationships and engages in regular communication with them through the College internet site, meetings and an annual achievement of success roadshow.

Equality

The College is committed to ensuring equality of opportunity for all who learn and work here. The College respects and values positively differences in race, gender, sexual orientation, disability, religion or belief and age. We strive vigorously to remove conditions which place people at a disadvantage and we will actively combat bigotry. This policy is resourced, implemented and monitored on a planned basis. The College's Equality Policy is published on the College's Intranet site.

The College publishes an Annual Equality Report and Equality Objectives to achieve compliance with all relevant equality legislation including the Equality Act 2010. The College undertakes equality impact assessments on all new policies and procedures and publishes the results. Equality impact assessments are also undertaken for existing policies and procedures on a prioritised basis.

The College is a Disability Confident employer and has committed to the principles and objectives of the standard. The College considers all employment applications from disabled persons, bearing in mind the aptitudes of the individuals concerned, and guarantees an interview to any disabled applicant who meets the essential criteria for the post. 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, as far as possible, provide identical opportunities to those of non-disabled employees.

The College has achieved accreditation to the Committed to Equality (C2E) standard at the gold (highest) level. The College has also implemented an updated Equality & Diversity training programme which all staff have attended. Refresher training and training for new starters is carried out as part of the induction process.

Disability statement

The College seeks to exceed the objectives set down in the Equality Act 2010:

- a) As part of its accommodation strategy the College has completed access audits with the aim of improving areas.
- b) The College has appointed an Access Co-ordinator, who provides information, advice and arranges support where necessary for students with disabilities.
- c) There is a list of specialist equipment, such as radio aids, which the College can make available for use by students and a range of assistive technology is available in the learning centre.
- d) 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.
- e) The College has 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 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.
- f) Specialist programmes are described in College prospectuses, and achievements and destinations are recorded and published in the standard College format.
- g) Counselling and welfare services are described in the College Student Guide, which is issued to students together with the Complaints and Disciplinary Procedure leaflets at induction.

Trade union facility time

The Trade Union (Facility Time Publication Requirements) Regulations 2017 require the college to publish information on facility time arrangements for trade union officials at the college

Numbers of employees who were union officials during the relevant period	FTE employee number
6	5.9

Percentage of time	Number of employees
0%	0
1-50%	6
51-99%	0
100%	0

Total cost of facility time	£9,614
Total pay bill	£20,674,515
Percentage of total bill spent on facility time	0.05%

Time spent on paid trade union activities as a percentage of total paid facility time	15.09%
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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 aware of any relevant audit information and to establish that the College's auditors are aware of that information.

Approved by order of the members of the Corporation on 17th December 2019 and signed on its behalf by:



Mr P Nicol
Chair of the Corporation

Statement of Corporate Governance and Internal Control

The following statement is provided to enable readers of the annual report and accounts of the College to obtain a better understanding of its governance and legal structure. This statement covers the period from 1 August 2018 to 31 July 2019 and up to the date of approval of the annual report and financial statements.

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);
- ii. in full accordance with the guidance to colleges from the Association of Colleges in The Code of Good Governance for English Colleges ("the Code");
- iii. in accordance with The Colleges Senior Staff Remuneration Code; and
- iv. having due regard to the UK Corporate Governance Code 2016 insofar as it is applicable to the further education sector.

The Corporation is committed to exhibiting best practice in all aspects of corporate governance and in particular the College has adopted and complied with the Code. We have not adopted and therefore do not apply the UK Corporate Governance Code. 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 Colleges Senior Staff Remuneration Code was adopted by the Corporation on 26th March 2019 and therefore will be fully implemented in 2019/20.

In the opinion of the Corporation, the College complies with all the provisions of the Code, and it has complied throughout the year ended 31 July 2019. The Corporation 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. In carrying out its responsibilities, it takes full account of The Code of Good Governance for English Colleges issued by the Association of Colleges in March 2015, which it formally adopted in June 2015.

The College is an exempt charity within the meaning of Part 3 of the Charities Act 2011. The Governors, who are also the Trustees for the purposes of the Charities Act 2011, confirm that they have had due regard for the Charity Commission's guidance on public benefit and that the required statements appear elsewhere in these financial statements. "

The Corporation

The Corporation agreed to amend the membership framework from 16 Members to 17 Members from 1st September 2018, to widen the Staff voice in the lead up to the Ofsted re-inspection. The membership framework reverted back to 16 Members from 1st January 2019 to include, 11 independent Members, the Principal, two Student Members and two Staff Members. Members who served on the Corporation during the year and up to the date of signature of the report were:

Statement of Corporate Governance and Internal Control (continued)

Membership of the Corporation 1st August 2018– 31st July 2019

Name	Date of Appointment	Term of Office	Date of Resignation / End of Term of office	Status of Appointment	Committees Served
Mr L Ali	18/05/94 Reappointed: 01/09/16	4 years	31/08/20	Independent Member	Audit (Chair) Search
MR J Brown	11/12/18	2 years	31/08/20	Student Member	Curriculum & Quality
Mr P Bury	01/09/08 Reappointed: 01/09/17	4 years	31/08/21	Independent Member	Audit
Mrs A Davies	01/09/18	4 years	31/08/22	Independent Member	Resources (Chair) Remuneration Search
Mr C W Deane	01/05/12			Principal	Curriculum & Quality Resources Search
Miss J Frodsham	01/03/16 Reappointed 01/09/18	4 years	31/08/22	Staff Member (Academic)	Curriculum & Quality
Mr M Gibson	11/12/18	2 years	Resigned 31/08/19	Student Member	Curriculum & Quality
Mr M Granby	13/05/14 Reappointed: 01/09/19	4 years	31/08/23	Independent Member	Curriculum & Quality
MR P Haigh	01/09/18	4 years	Resigned 30/10/18	Staff Member (Academic)	Resources
Mrs A Holt	30/10/18	4 years	29/10/22	Staff Member (Business Support)	Audit
Mrs H Hubert	12/12/17	4 years	31/08/21	Independent Member	Curriculum & Quality
Mr P Johnson	01/05/09 Reappointed: 01/09/18	4 years	31/08/22	Independent Member	Audit
Mr G Jones	18/04/13 Reappointed 01/09/18	4 years	31/08/22	Independent Member	Resources
Mr P Nicol (Corporation Chair)	15/12/04 Reappointed: 01/09/18	4 years	31/08/22	Independent Member	Resources Remuneration (Chair) Search (Chair)
Ms N Pritchard	11/12/18	2 years	Resigned 31/08/19	Student Member	Curriculum & Quality
Mr P Smith	15/10/13 Reappointed: 01/09/18	4 years	31/08/22	Independent Member	Curriculum & Quality
Mrs K Thomas- Wilson	01/09/09 Reappointed: 01/09/18	4 Years	Resigned 20/05/19	Independent Member	Curriculum & Quality
Mr C Trees (Corporation Vice Chair)	06/07/06 Reappointed: 01/09/17	4 years	31/08/21	Independent Member	Curriculum & Quality (Chair) Remuneration Search

Statement of Corporate Governance and Internal Control (continued)

The Corporation has an attendance target of 75% and the percentage attendance at Board meetings in 2018/19 was 79.12%. Attendance at Committee meetings was: Resources 92.31%, Audit 89.47%, Curriculum and Quality 82.35, Search 100% and Remuneration 100%.

In addition to attendance at Board and Committee meetings, Members are encouraged to participate in review processes. Also Lead Governors have been appointed for Teaching and Learning and Apprenticeship provision, Safeguarding/Prevent, Higher Education and Advice and Guidance. This had enabled Members to gain a clearer understanding of current performance and challenges being addressed by the College. The Search Committee reviews individual Governor attendance and reports to the Board.

Co-Opted Committee Members

Name	Date of Appointment	Term of Office	Date of Resignation / End of Term of Office	Committees served
Ms M Livesey	07/10/14 Reappointed: 01/09/2018	3 years	Resigned 16/01/19	Curriculum & Quality
Ms L Vernon	07/10/14 Reappointed: 01/09/2018	3 years	31/08/21	Resources
Mr D Weidenbaum	29/09/99 Reappointed: 01/09/18	3 years	31/08/21	Audit

Peter Ryan, PR Management Solutions, was appointed as Clerk to the Corporation from 1 September 2017 and undertook the role throughout the remaining period.

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

Members of the Corporation are 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 including health and safety and environmental issues. The Corporation Board meets at least once per term.

The Corporation conducts its business through a number of committees. Each committee has terms of reference, which have been approved by the Corporation. These committees are Resources, Remuneration, Search, Audit and Curriculum and Quality. Full minutes of all Corporation and Committee meetings, except those deemed to be confidential by the Corporation, are published on the College website and are available from the Clerk to the Corporation at:

Bury College
Market Street
Bury
Lancashire
BL9 0BG

The Clerk to the Corporation maintains a register of financial and personal interests of the Corporation Members. The register is available for inspection at the above address.

All Corporation Members 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 Corporation, who is responsible to the Corporation Board for ensuring that all applicable procedures and regulations are complied with. The appointment, evaluation and removal of the Clerk are matters for the Corporation as a whole.

Formal agendas, papers and reports are supplied to Corporation Members in a timely manner, prior to Corporation Board meetings. Briefings are also provided on a planned basis.

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

There is a clear division of responsibility between Governance and Management and a clear distinction in that the roles of the Chair and the Principal as Accounting Officer are separate.

Appointments to the Corporation

The appointment of any new Members and the re-appointment of existing Members are matters for consideration by the Corporation as a whole on the advice and recommendation of the Search Committee. This Committee consists of five Members of the Corporation including the Corporation Chair, Vice-Chair, the Chairs of the Corporation's Committees and the Principal and is responsible for the selection and nomination of candidates for the Corporation's consideration. The Corporation is responsible for ensuring that appropriate training is provided as required.

Members of the Corporation are appointed for a term of office not exceeding four years but Members who reach the end of their four-year term are eligible to be considered for re-appointment.

Corporation Performance

All meetings during the year were quorate; there is an annual schedule of meetings/business covering all statutory requirements; we undertake an annual skills audit to seek to maintain a balance of skills, experience, expertise; Governors complete an annual declaration on their eligibility to serve as a Governors and complete an annual register of interests; there is a standing item on all agendas covering declarations of interest; a post-meeting evaluation form is completed after each Board and Committee meeting and action taken in response to any issues raised; progress on the implementation of recommendations/actions from each meeting is reported and monitored at subsequent meetings. Governors completed a Governance Health Check Survey in September 2019 and Governance is included within the leadership and management section of the College self-assessment report which is graded as Good.

Remuneration Committee

The Remuneration Committee comprises of three Members of the Corporation and these were the Corporation Chair, Vice-Chair and the Chair of the Corporation's Resources Committee. The Committee's responsibilities are to make recommendations to the Corporation Board on the remuneration of the Designated Senior Post holders i.e. the Principal, the Deputy Principal Finance and Corporate Services and the Vice-Principal Curriculum, Quality and Standards.

The Colleges Senior Staff Remuneration Code was reviewed by the Remuneration Committee on 5th February 2019 and adopted by the Corporation on 26th March 2019 and therefore will be fully implemented in 2019/20. In preparation for this, on 29th October 2019 the Corporation agreed a Remuneration of Senior Post Holders Policy together with amendments to the Remuneration Committee Terms of Reference and received an annual report (2018/19) from the Remuneration Committee. Details of the remuneration of the Designated Senior Post holders for the year ended 31 July 2019 are included in Note 7 to the Financial Statements.

Audit Committee

The Audit Committee comprised five Members throughout the year which included four Members of the Corporation (excluding the Corporation Chair and the Principal) and a co-opted finance/audit specialist. The Audit Committee operates in accordance with written Terms of Reference approved by the Corporation which take account of the requirements of the ESFA Post-16 Audit Code of Practice.

The Committee meets at least once in each term and provides a forum for reporting by the College's Internal Auditors and the Financial Statements/Regularity Auditors both of whom have access to the Committee for independent discussion, without the presence of College management should this be necessary. The Audit Committee also receives reports from other sources including the main Funding Agencies as they affect the College's business.

Statement of Corporate Governance and Internal Control (continued)

College management is responsible for the implementation of agreed audit recommendations and the Internal Auditors undertake periodic follow-up reviews to give assurance that agreed recommendations have been implemented.

The Audit Committee also advises the Corporation on the appointment of internal reporting accountants and financial statements auditors and their remuneration for audit and non-audit work as well as reporting annually to the Corporation.

Curriculum & Quality Committee

This Committee comprised ten Members which included the three Student Members of the Corporation, the Staff Member (Academic) and one External Co-opted Member with experience of working with Student Unions in the Higher Education sector. The Committee, chaired by the Vice-Chair of the Corporation Board, met on four occasions during 2018/19.

The main objectives of the Curriculum & Quality Committee are to:

- advise the Corporation on the determination of annual performance targets including success rates, value added and student attendance;
- monitor College performance in terms of the quality of provision and outcomes for students;
- ensure that effective mechanisms are in operation for monitoring curriculum-related aspects of the College's performance including the quality of teaching, learning & assessment;
- advise the Corporation on policies and procedures relating to Learner Voice, student entitlement, student representation and student conduct.

Resources Committee

The Resources Committee consisted of six Members from 1st September 2018 to 31st December 2018 and thereafter five Members, four of which were Corporation Members (including the Principal and the Corporation Chair) and one External Co-opted Member. The Committee met five times in the 2018/19 Financial Year. The main objectives of the Resources Committee are to:

- monitor the financial position of the College and any of its subsidiaries to support the Corporation in fulfilling its statutory responsibilities with regard to solvency, safeguarding of assets, approval of financial forecast and the annual estimates of income and expenditure;
- advise the Corporation on the Property Strategy;
- approve the College's employment, health, safety and welfare, safeguarding and industrial relations frameworks and advise the Corporation on their effectiveness.

At a meeting of the Corporation held on 26th March 2019, it was recorded that at the Resources Committee meeting held on 12th March 2019, Members had noted that the Insolvency Regime was now in place and considered that the College had accurate and timely financial and performance reporting and a good track record of taking early actions to ensure the solvency of the College. Additional information and actions were identified, agreed and monitored, as and when issues arose.

Internal control*Scope of responsibility*

The Corporation 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 Corporation 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 Bury College and the funding bodies. He is also responsible for reporting to the Corporation any material weaknesses or breakdowns in internal control.

Statement of Corporate Governance and Internal Control (continued)*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 ongoing 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 Bury College for the year ended 31 July 2019 and up to the date of approval of the annual report and accounts.

Capacity to handle risk

The Corporation 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 Corporation is of the view that there is a formal ongoing process for identifying, evaluating and managing the College's significant risks that has been in place for the period ended 31 July 2019 and up to the date of approval of the annual report and accounts. This process is regularly reviewed by the Corporation.

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; and
- the adoption of formal project management disciplines, where appropriate.

Bury College has an internal audit service, which operates in accordance with the requirements of the ESFA's *Post 16 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 Corporation 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.

Both the Internal and External Audit Service contracts were subject to Tender arrangements in May/June 2019 and on 2nd July 2019 the Corporation agreed to appoint Grant Thornton LLP as the External Audit Service and RSM as the Internal Audit Service for a 5 year period commencing on 1st August 2019, subject to satisfactory performance.

Review of effectiveness

As Accounting Officer, the Principal has responsibility for reviewing the effectiveness of the system of internal control. His 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; and
- comments made by the College's financial statements auditors, the reporting accountant for regularity assurance, the appointed funding auditors in their management letters and other reports.

The Accounting Officer 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 other sources of assurance and a plan to address weaknesses and ensure continuous improvement of the system is in place.

Statement of Corporate Governance and Internal Control (continued)

The College leadership 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 College leadership team and the Audit Committee also receive regular reports from internal audit and other sources of assurance, 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 Corporation'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 October 2019 meeting, the Corporation carried out the annual assessment of risk for the year ended 31st July 2019 and agreed the Risk Management Register for 2019/20. The Risk Management Register 2019/20 had been developed from a full review of all risks updated by the management leaders for each risk and had been reviewed in detail by the Audit Committee in November 2019 and subsequently recommended by the Audit Committee for approval to the Corporation.

Based on the advice of the Audit Committee and the Accounting Officer, the Corporation is of the opinion that the College has an adequate and effective framework for governance, risk management and control, and has fulfilled its statutory responsibility for *"the effective and efficient use of resources, the solvency of the institution and the body and the safeguarding of their assets"*.

Approved by order of the members of the Corporation on 17th December 2019 and signed on its behalf by:

Signed

Mr P Nicol
Chair of the Corporation

Signed

Mr C Deane
Accounting Officer

Statement of Regularity, Propriety and Compliance

The Corporation has considered its responsibility to notify the Education and Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with terms and conditions of funding, under the College's grant funding agreements and contracts with ESFA. As part of our consideration we have had due regard to the requirements of the grant funding agreements and contracts with ESFA.

We confirm on behalf of the Corporation, that after due enquiry, and to the best of our knowledge, we are able to identify any material irregular or improper use of funds by the College, or material non-compliance with the terms and conditions of funding under the College's grant funding agreements and contracts with ESFA.

We confirm that no instances of material irregularity, impropriety or funding non-compliance have been discovered to date. If any instances are identified after the date of this statement, these will be notified to the ESFA.

Approved by order of the members of the Corporation on 17th December 2019 and signed on its behalf by:

Signed

Mr P Nicol
Chair of the Corporation

Signed

Mr C Deane
Accounting Officer

Statement of Responsibilities of the Members of the Corporation

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

Within the terms and conditions of the College's grant funding agreements and contracts with ESFA, the Corporation, through its Accounting Officer, is required to prepare financial statements and operating and financial review for each financial year in accordance with the *2015 Statement of Recommended Practice – Accounting for Further and Higher Education*, ESFA's College Accounts Direction and the UK's Generally Accepted Accounting Practice, and which give a true and fair view of the state of affairs of the College and its surplus/deficit of income over expenditure for that period.

In preparing the financial statements, the Corporation 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; and
- 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 a Report of the Governing Body 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 Corporation is responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the College, and which enable it to ensure that the financial statements are prepared in accordance with relevant legislation including the Further and Higher Education Act 1992 and Charities Act 2011, and relevant accounting standards. It is responsible for taking steps that are reasonably open to it in order to safeguard its assets and to prevent and detect fraud and other irregularities.

The Corporation is responsible for the maintenance and integrity of the College's website; 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 they 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 Corporation 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 ESFA are used only in accordance with ESFA's grant funding agreements and contracts and any other conditions that may be prescribed from time to time. Members of the Corporation must ensure that there are appropriate financial and management controls in place in order to safeguard public and other funds and to ensure they are used properly. In addition, members of the Corporation 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 ESFA are not put at risk.

Approved by order of the members of the Corporation on 17th December 2019 and signed on its behalf by:



Mr P Nicol
Chair of the Corporation

Independent auditor's report to the Corporation of Bury College**Opinion**

We have audited the financial statements of Bury College (the 'parent' College) and its subsidiaries (the 'group') for the year ended 31 July 2019 which comprise the Consolidated and College Statement of Comprehensive Income, the Consolidated and College Statement of Changes in Reserves, the Consolidated and College Balance Sheets, the Consolidated Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102; The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Group's and of the parent College's affairs as at 31 July 2019 and of the Group's deficit of income over expenditure and parent College's deficit of income over expenditure for the year then ended; and
- have been prepared in accordance with United Kingdom Generally Accepted Accounting Practice and the Statement of Recommended Practice – Accounting for Further and Higher Education issued in March 2014.

Basis for opinion

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

Conclusions relating to going concern

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

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

Other information

The Corporation is responsible for the other information. The other information comprises the information included in the annual report, set out on pages 2 to 20 other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Post-16 Audit Code of Practice issued by the Education and Skills Funding Agency requires us to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the annual accounts are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the Corporation for the financial statements

As explained more fully in the Statement Responsibilities of the Members of the Corporation set out on page 20, the College's Corporation is responsible for the preparation of financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Corporation determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

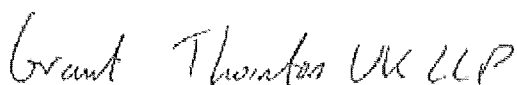
Auditor's responsibilities for the audit of the financial statements

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

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

Use of our report

This report is made solely to the College's Corporation, 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 College's Corporation those matters we are required to state to it in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the College and the College's Corporation as a body, for our audit work, for this report, or for the opinions we have formed.



Grant Thornton UK LLP
Statutory Auditor, Chartered Accountants
Manchester

Date: 18 December 2019

Reporting accountant's assurance report on regularity**To the corporation of Bury College and Secretary of State for Education acting through Education and Skills Funding Agency ('ESFA')**

In accordance with the terms of our engagement letter dated 2 October 2019 and further to the requirements and conditions of funding in ESFA's grant funding agreements and contracts, or those by any other public funder, we have carried out an engagement to obtain limited assurance about whether anything has come to our attention that would suggest that, in all material respects, the expenditure disbursed and income received by Bury College during the period 1 August 2018 to 31 July 2019 have not been applied to the purposes identified by Parliament and the financial transactions do not conform to the authorities which govern them.

The framework that has been applied is set out in the Post-16 Audit Code of Practice ('the Code') issued by ESFA. In line with this framework, our work has specifically not considered income received from the main funding grants generated through the Individualised Learner Record returns, for which ESFA has other assurance arrangements in place.

Respective responsibilities of Bury College and the reporting accountant

The corporation of Bury College is responsible, under the requirements of the Further and Higher Education Act 1992, subsequent legislation and related regulations and guidance, for ensuring that expenditure disbursed and income received are applied for the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

Our responsibilities for this engagement are established in the United Kingdom by our profession's ethical guidance and are to obtain limited assurance and report in accordance with our engagement letter and the requirements of the Code. We report to you whether anything has come to our attention in carrying out our work which suggests that, in all material respects, expenditure disbursed and income received during the period 1 August 2018 to 31 July 2019 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

Approach

We conducted our engagement in accordance with the Code issued by ESFA. We performed a limited assurance engagement as defined in that framework.

The objective of a limited assurance engagement is to perform such procedures as to obtain information and explanations in order to provide us with sufficient appropriate evidence to express a negative conclusion on regularity.

A limited assurance engagement is more limited in scope than a reasonable assurance engagement and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we do not express a positive opinion.

Our engagement includes examination, on a test basis, of evidence relevant to the regularity of the college's income and expenditure.

The work undertaken to draw our conclusion includes:

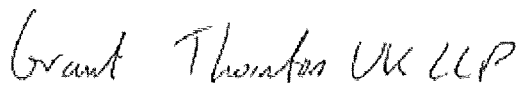
- an assessment of the risk of material irregularity and impropriety across the college's activities;
- evaluation of the processes and controls established and maintained in respect of regularity and propriety for the use of public funds through observation of the arrangements in place and enquiries of management;
- consideration and corroboration of the evidence supporting the Accounting Officer's statement on regularity, propriety and compliance and that included in the self-assessment questionnaire (SAQ); and
- limited testing, on a sample basis, of income and expenditure for the areas identified as high risk and included on the SAQ.

Conclusion

In the course of our work, nothing has come to our attention which suggests that, in all material respects, the expenditure disbursed and income received during the period 1 August 2018 to 31 July 2019 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

Use of our report

This report is made solely to the corporation of Bury College and ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to the corporation of Bury College and ESFA those matters we are required to state in a limited assurance 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 corporation of Bury College, as a body, and ESFA, as a body, for our work, for this report, or for the conclusion we have formed.



Grant Thornton UK LLP
Chartered Accountants
Manchester

Date: 18 December 2019

Consolidated and College Statement of Comprehensive Income

	Notes	Year ended 31 July 2019		Year ended 31 July 2018	
		Group £'000	College £'000	Group £'000	College £'000
INCOME					
Funding body grants	2	24,384	24,384	25,417	25,417
Tuition fees and education contracts	3	3,504	3,504	3,911	3,911
Other grants and contracts	4	-	-	18	18
Other income	5	1,217	1,217	1,409	1,409
Investment income	6	29	29	22	22
Total income		29,134	29,134	30,777	30,777
EXPENDITURE					
Staff costs	7	20,465	20,465	23,008	23,008
Restructuring costs	7	285	285	989	989
Other operating expenses	8	7,030	7,030	7,673	7,673
Depreciation	11	1,422	1,422	1,280	1,280
Interest and other finance costs	9	416	416	539	539
Total expenditure		29,618	29,618	33,489	33,489
Deficit before tax		(484)	(484)	(2,712)	(2,712)
Taxation	10	-	-	-	-
Deficit for the year		(484)	(484)	(2,712)	(2,712)
Actuarial (loss) / gain in respect of pension scheme	24	(4,340)	(4,340)	5,995	5,995
Total Comprehensive Income for the year		(4,824)	(4,824)	3,283	3,283
Represented by:					
Unrestricted comprehensive income		(4,821)	(4,821)	3,289	3,289
Restricted comprehensive income		(3)	(3)	(6)	(6)
		(4,824)	(4,824)	3,283	3,283

The statement of comprehensive income is in respect of continuing activities.

The accompanying notes form part of these Financial Statements.

Consolidated and College Statement of Changes in Reserves

	Income and Expenditure Account Reserve	Revaluation reserve	Endowment Reserve	TOTAL
	£'000	£'000	£'000	£'000
Group and College				
Balance at 1 August 2017	17,303	3,993	118	21,414
Deficit from the income and expenditure account	(2,712)	-	-	(2,712)
Other comprehensive income	5,995	-	-	5,995
Transfers between revaluation and income and expenditure reserves	62	(56)	(6)	-
	3,345	(56)	(6)	3,283
Balance at 31 July 2018	20,648	3,937	112	24,697
Deficit from the income and expenditure account	(484)	-	-	(484)
Other comprehensive income	(4,340)	-	-	(4,340)
Transfers between reserves	60	(57)	(3)	-
Total comprehensive income for the year	(4,764)	(57)	(3)	(4,824)
Balance at 31 July 2019	15,884	3,880	109	19,873

The accompanying notes form part of these Financial Statements.

Consolidated and College Balance sheets as at 31 July

	Notes	Group	College	Group	College
		2019	2019	2018	2018
		£'000	£'000	£'000	£'000
Non-current assets					
Tangible fixed assets	11	44,329	44,329	43,878	43,878
Investments	12	-	81	-	81
Endowment investment		109	109	112	112
		44,438	44,519	43,990	44,071
Current assets					
Trade and other receivables	13	997	997	1,388	1,388
Cash and cash equivalents	19	4,363	4,282	5,584	5,503
		5,360	5,279	6,972	6,891
Less: Creditors – amounts falling due within one year	14	(2,691)	(2,691)	(4,098)	(4,098)
Net current assets		2,669	2,588	2,874	2,793
Total assets less current liabilities		47,107	47,107	46,864	46,864
Less: Creditors – amounts falling due after more than one year	15	(11,604)	(11,604)	(12,098)	(12,098)
Provisions					
Defined benefit obligations	24	(14,801)	(14,801)	(9,277)	(9,277)
Other provisions	17	(829)	(829)	(792)	(792)
Total net assets		19,873	19,873	24,697	24,697
Restricted Reserves					
Endowment Reserves		109	109	112	112
Unrestricted Reserves					
Income and expenditure reserve		15,884	15,884	20,648	20,648
Revaluation reserve		3,880	3,880	3,937	3,937
Total unrestricted reserves		19,873	19,873	24,697	24,697

The financial statements on pages 25-47 were approved and authorised for issue by the Corporation on 17th December 2019 and were signed on its behalf on that date by:



Mr P Nicol
Chair



Mr C Deane
Accounting Officer

Consolidated Statement of Cash Flows

	2019	2018
	£'000	£'000
Cash flow from operating activities		
Deficit for the year	(484)	(2,712)
Adjustment for non-cash items		
Depreciation	1,422	1,280
Increase/ Decrease in provisions	37	(69)
Decrease in debtors	391	510
Decrease in creditors	(1,499)	(101)
Expenditure from expendable endowment	3	6
Pensions costs less contributions payable	912	1,463
Deferred capital grant release	(266)	(264)
Pension finance cost	272	382
Adjustment for investing or financing activities		
Interest payable	144	157
Interest receivable	(29)	(22)
Net cash flow from operating activities	903	630
Cash flows from investing activities		
Investment income	29	22
Deferred capital grants received	-	50
Payments made to acquire fixed assets	(1,782)	(2,709)
	(1,753)	(2,637)
Cash flows from financing activities		
Interest paid	(144)	(157)
Repayments of amounts borrowed	(227)	(227)
	(371)	(384)
Decrease in cash and cash equivalents in the year	(1,221)	(2,391)
Cash and cash equivalents at beginning of the year	19 5,584	7,975
Cash and cash equivalents at end of the year	19 4,363	5,584

The accompanying notes form part of these financial statements

Notes to the Accounts

1. Statement of accounting policies and estimation techniques

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

Legal Status

The College was established under the Further and Higher Education Act 1992 for the purposes of conducting Bury College. The College is an exempt Charity for the purposes of the Charity Act 2011.

The College's registered address is Bury College, Market Street, Bury, BL9 0BG.

Basis of preparation

These financial statements have been prepared in accordance with the *Statement of Recommended Practice: Accounting for Further and Higher Education 2015* (the 2015 FE HE SORP), the *College Accounts Direction for 2018 to 2019* and in accordance with Financial Reporting Standard 102 – “*The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland*” (FRS 102). The College is a public benefit entity and has therefore applied the relevant public benefit requirements of FRS 102.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the College's accounting policies.

The Financial Statements are prepared in £ sterling.

Basis of accounting

The financial statements are prepared in accordance with the historical cost convention as modified by the use of previous valuations as deemed cost at transition for certain fixed assets.

Basis of consolidation

The consolidated financial statements include the College and its subsidiary, Bury College Enterprises Limited, using the purchase method of accounting. Control is achieved where the Group has the power to govern the financial and operating policies of an entity so as to obtain benefits from its activities. For the year ended 31st July 2019 and the previous year Bury College Enterprises Limited remains non trading.

Basis of preparation – Going concern

The activities of the College, together with the factors likely to affect its future development and performance are set out in this report of the Governing Body. The financial position of the College, its cash flow, liquidity and borrowings are described in the financial statements and accompanying Notes.

The College primarily meets its day to day working capital requirements through cash generated from its day to day operations. It also has a fixed loan facility loan with Barclays Bank plc, which at 31 July 2019 had a balance of £2.272 million due for repayment over a remaining period of 10 years.

Having reviewed budgets and forecasts, the Corporation have a reasonable expectation that the College has sufficient resources to continue in operational existence for the foreseeable future, being a period of not less than 12 months from the date of approval of these financial statements. . For this reason, it continues to adopt the going concern basis in preparing the financial statements.

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.

Student Union

The college has historically established a small fund to support student activity under the name of Student Union. Although this is not formally constituted or regulated, the funds have been recorded separately in their own bank accounts. An abbreviated set of accounts is produced. These are independently examined and presented to Governors.

RECOGNITION OF INCOME

Revenue grant funding

Government revenue grants include funding body recurrent grants and other grants and are accounted for under the accrual model as permitted by FRS 102. Funding body recurrent grants are measured in line with best estimates for the period of what is receivable and depend on the particular income stream involved. Any under achievement for the Adult Education Budget 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 following the year end, and the results of any funding audits. 16-18 learner-responsive funding is not normally subject to reconciliation and is therefore not subject to contract adjustments.

The recurrent grant from HEFCE represents the funding allocations attributable to the current financial year and is credited direct to the Statement of Comprehensive Income.

Where part of a government grant is deferred the deferred element is recognised as deferred income within creditors and allocated between creditors due within one year and creditors due after more than one year as appropriate.

Grants (including research grants) from non-government sources are recognised in income when the College is entitled to the income and performance related conditions have been met. Income received in advance of performance related conditions being met is recognised as deferred income within creditors on the balance sheet and released to income as the conditions are met.

Capital Grant Funding

Government capital grants are capitalised, held as deferred income and recognised in income over the expected useful life of the asset, under the accrual model as permitted by FRS 102. Other capital grants are recognised in income when the College is entitled to the funds subject to any performance related conditions being met. Income received in advance of performance related conditions being met is recognised as deferred income within creditors on the Balance Sheet and released to income as conditions are met

Fee Income

Fee Income from tuition fees is stated gross of any expenditure which is not a discount and is recognised in the period for which it is received.

Other Income

The College generates income from a wide range of small projects with external funding, education delivery partnerships and commercial income.

Turnover is recognised to the extent that it is probable that the economic benefits will flow to the Group and the turnover can be reliably measured. Turnover is measured as the fair value of the consideration received or receivable.

Investment Income

All Investment income from short-term deposits is credited to the income and expenditure account in the period in which it is earned on a receivable basis.

Accounting for post-employment benefits

Post-employment benefits to employees of the College are principally provided by the Teachers' Pension Scheme (TPS) and the Local Government Pension Scheme (LGPS). These are defined benefit plans, which are externally funded and contracted out of the State Second Pension.

Teachers' Pension Scheme (TPS)

The Teachers' Pension Scheme is an unfunded scheme. Contributions to the TPS are calculated 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 current and future pensionable payroll. The contributions are determined by qualified actuaries on the basis of valuations using a prospective benefit method. The TPS is a multi-employer scheme and there is insufficient information available to use defined benefit accounting. The TPS is therefore treated as a defined contribution plan and the contributions recognised as an expense in the income statement in the periods during which services are rendered by employees.

Notes to the Accounts (continued)**Greater Manchester Pension Fund (GMPF), part of the Local Government Pension Scheme (LGPS)**

The LGPS is a funded scheme. The assets of the LGPS are measured using closing fair values. LGPS liabilities are measured using the projected unit credit method and discounted at the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each balance sheet date. The amounts charged to operating surplus are the current service costs and the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability/asset is also recognised in the Statement of Comprehensive Income and comprises the interest cost on the defined benefit obligation and interest income on the scheme assets, calculated by multiplying the fair value of the scheme assets at the beginning of the period by the rate used to discount the benefit obligations. The difference between the interest income on the scheme assets and the actual return on the scheme assets is recognised in interest and other finance costs.

Actuarial gains and losses are recognised immediately in actuarial gains and losses.

Short term Employment benefits

Short term employment benefits such as salaries and compensated absences (holiday pay) are recognised as an expense in the year in which the employees render service to the College. Any unused benefits are accrued and measured as the additional amount the College expects to pay as a result of the unused entitlement.

Enhanced Pensions

The actual cost of any enhanced ongoing pension to former members of staff is paid by the College annually. An estimate of the expected future cost of any enhancement to the ongoing pension of former members of staff is charged in full to the College's income in the year that the member of staff retires. In subsequent years a charge is made to provisions in the balance sheet using the enhanced pension spreadsheet provided by the funding bodies.

Non-current Assets - Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Certain items of fixed assets that had been revalued to fair value on or prior to the date of transition to the 2015 FE HE SORP, are measured on the basis of deemed cost, being the revalued amount at the date of that revaluation.

Land and buildings

Freehold land is not depreciated as it is considered to have an infinite useful life. Freehold buildings are depreciated over their expected useful economic life to the College of between 20 and 50 years. The College has a policy of depreciating major adaptations to buildings over the period of their useful economic life of between 20 and 50 years.

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 income account within creditors, and are released to the income and expenditure account over the expected useful economic life of the related asset on a systematic basis consistent with the depreciation policy. The deferred income is allocated between creditors due within one year and those due after more than one year.

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

On adoption of FRS 102, the College followed the transitional provision to retain the book value of land and buildings, which were revalued in 2003, as deemed cost but not to adopt a policy of revaluations of these properties in the future.

Assets under construction

Assets under construction are accounted for at cost, based on the value of architects' certificates and other direct costs, incurred to 31 July. They are not depreciated until they are brought into use.

Notes to the Accounts (continued)*Subsequent expenditure on existing fixed assets*

Where significant expenditure is incurred on tangible fixed assets after initial purchase it is charged to income in the period it is incurred, unless it increases the future benefits to the College, in which case it is capitalised and depreciated on the relevant basis.

Equipment

Equipment costing less than £3,000 per individual item is recognised as expenditure in the period of acquisition. All other equipment is capitalised at cost.

Capitalised equipment is depreciated on a straight-line basis over its remaining useful economic life as follows:

- | | |
|------------------------------------|----------|
| • General equipment | 10 years |
| • Servers/IT/Infrastructure | 4 years |
| • Computer equipment | 3 years |
| • Furniture, fixtures and fittings | 10 years |

Borrowing costs

Borrowing costs are recognised as expenditure in the period in which they are incurred.

Leased assets

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

Investments*Investments in subsidiaries*

Investments in subsidiaries are accounted for at cost less impairment in the individual financial statements.

Cash and cash equivalents

Cash includes cash in hand, deposits repayable on demand and overdrafts. Deposits are repayable on demand if they are in practice available within 24 hours without penalty.

Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash with insignificant risk of change in value. An investment qualifies as a cash equivalent when it has maturity of 3 months or less from the date of acquisition.

Financial liabilities and equity

Financial liabilities and equity are classified according to the substance of the financial instrument's contractual obligations, rather than the financial instrument's legal form.

All loans, investments and short term deposits held by the Group are classified as basic financial instruments in accordance with FRS 102. These instruments are initially recorded at the transaction price less any transaction costs (historical cost). FRS 102 requires that basic financial instruments are subsequently measured at amortised cost, however the Group has calculated that the difference between the historical cost and amortised cost basis is not material and so these financial instruments are stated on the balance sheet at historical cost. Loans and investments that are payable or receivable within one year are not discounted.

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 sections 478-488 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

The College is partially exempt in respect of Value Added Tax, so that it can only recover around 3% of the 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 company is subject to corporation tax and VAT in the same way as any commercial organisation.

Notes to the Accounts (continued)**Provisions and contingent liabilities**

Provisions are recognised when the College has a present 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.

Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value using a pre-tax discount rate. The unwinding of the discount is recognised as a finance cost in the statement of comprehensive income in the period it arises.

A contingent liability arises from a past event that gives the College a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the College. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably.

Contingent liabilities are not recognised in the balance sheet but are disclosed in the notes to the financial statements.

Agency arrangements

The College acts as an agent in the collection and payment of certain discretionary support funds. Related payments received from the funding bodies and subsequent disbursements to students are excluded from the income and expenditure of the College where the College is exposed to minimal risk or enjoys minimal economic benefit related to the transaction.

Judgements in applying accounting policies and key sources of estimation uncertainty

In preparing these financial statements, management have made the following judgements:

- Determine whether there are indicators of impairment of the group's tangible assets. Factors taken into consideration in reaching such a decision include the economic viability and expected future financial performance of the asset and where it is a component of a larger cash-generating unit, the viability and expected future performance of that unit.

Other key sources of estimation uncertainty

- *Tangible fixed assets*

Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. In re-assessing asset lives, factors such as technological innovation and maintenance programmes are taken into account. Residual value assessments consider issues such as future market conditions, the remaining life of the asset and projected disposal values.

- *Local Government Pension Scheme*

The present value of the Local Government Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost (income) for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 24, will impact the carrying amount of the pension liability. Furthermore, a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2016 has been used by the actuary in valuing the pensions liability at 31 July 2019. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

- *Policy Endowments*

In 1997 and 1998, Bury Council transferred just over £83,000 for the 'Bury College Trust Fund' in a delayed asset transfer following incorporation in 1993. This grew over the following 20 years to £118k with accrued notional interest. The college has taken legal advice and liaised with the Charity Commission to clarify the position of the fund. In 2018/19, the College applied £3,000 of the Trust Funds and the balance now stands at £109,000

Expenditure is recorded through the Statement of Comprehensive Income with a corresponding transfer from reserves.

Notes to the Accounts (continued)

2 Funding council grants

	Year ended 31 July		Year ended 31 July	
	2019	2019	2018	2018
	Group	College	Group	College
	£'000	£'000	£'000	£'000
Recurrent grants				
Education & Skills Funding Agency - Adult	2,101	2,101	2,105	2,105
Education & Skills Funding Agency – 16-18	19,507	19,507	19,804	19,804
Education & Skills Funding Agency – apprenticeships	2,282	2,282	2,863	2,863
Office for Students	228	228	381	381
Specific grants				
Releases of government capital grants	266	266	264	264
Total	24,384	24,384	25,417	25,417

3 Tuition fees and education contracts

	Year ended 31 July		Year ended 31 July	
	2019	2019	2018	2018
	Group	College	Group	College
	£'000	£'000	£'000	£'000
Fees for FE supported courses	835	835	1,053	1,053
Fees for HE loan supported courses	1,528	1,528	1,694	1,694
Total tuition fees	2,363	2,363	2,747	2,747
Education contracts	1,141	1,141	1,164	1,164
Total	3,504	3,504	3,911	3,911

4 Other grants and contracts

	Year ended 31 July		Year ended 31 July	
	2019	2019	2018	2018
	Group	College	Group	College
	£'000	£'000	£'000	£'000
European Commission	-	-	18	18
	-	-	18	18

5 Other income

	Year ended 31 July		Year ended 31 July	
	2019	2019	2018	2018
	Group	College	Group	College
	£'000	£'000	£'000	£'000
Other income generating activities	42	42	45	45
Miscellaneous income	1,175	1,175	1,364	1,364
Total	1,217	1,217	1,409	1,409

Notes to the Accounts (continued)

6 Investment income

	Year ended 31 July		Year ended 31 July	
	2019	2019	2018	2018
	Group	College	Group	College
	£'000	£'000	£'000	£'000
Other interest receivable	29	29	22	22
Investment income	29	29	22	22

7 Staff costs – Group and College

The average number of persons (including key management personnel) employed by the College during the year, described as full-time equivalents, was:

	2019	2018
	No.	No.
Teaching staff	280	303
Non-teaching staff	219	227
	499	530

Staff costs for the above persons

	2019	2018
	£'000	£'000
Wages and salaries	14,937	15,688
Social security costs	1,388	1,466
Other pension costs	3,532	4,161
Payroll sub total	19,857	21,315
Contracted out staffing services	608	1,693
Restructuring costs -Contractual	282	640
Restructuring costs – non-contractual	3	349
Restructuring sub total	285	989
Total staff costs	20,750	23,997

Notes to the Accounts (continued)**Key management personnel**

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the College and are represented by the College Leadership Team which comprises the Principal, Vice Principal and Directors in curriculum and service areas of the College. Staff costs include compensation paid to key management personnel for loss of office.

Emoluments of Key management personnel, Accounting Officer and other higher paid staff

	2019	2018
	No.	No.
The number of key management personnel including the Accounting Officer was:	13	13

The number of key management personnel who received annual emoluments, excluding employer pension contributions and employer's national insurance but including benefits in kind, in the following ranges was:

	Key Management Personnel	
	2019	2018
	No.	No.
£40,001 to £50,000	-	-
£50,001 to £60,000	-	5
£60,001 to £70,000	10	4
£70,001 to £80,000	-	1
£80,001 to £90,000	1	-
£90,001 to £100,000	-	1
£110,001 to £110,000	1	1
£100,001 to £120,000	-	-
£120,001 to £130,000	-	-
£130,001 to £140,000	-	-
£140,001 to £150,000	-	-
£150,001 to £160,000	-	-
£160,001 to £170,000	-	-
£170,001 to £180,000	-	-
£180,001 to £190,000	1	1
	13	13

No other staff received emoluments over £60,000 during the year (2018: None).

Key Management personnel emoluments are made up as follows:

	2019	2018
	£'000	£'000
Salaries	920	977
Employers National Insurance	113	121
Benefits in kind	-	-
	1,033	1,098
Pension contributions	146	151
Payments on leaving the organisation	6	122
Total emoluments	1,185	1,371

Notes to the Accounts (continued)

The above emoluments include amounts payable to the Accounting Officer (who is also the highest paid officer) of:

	2019	2018
	£,000	£,000
Salaries	184	182
Employers National Insurance	24	24
Benefits in kind	-	-
	<u>208</u>	<u>206</u>
Pension contributions	<u>-</u>	<u>-</u>

The governing body has adopted AOC's senior staff remuneration code in July 2019 and will assess pay in line with it's principles in future.

The remuneration package of the Principal and Chief Executive is subject to annual review by the Remuneration Committee of the governing body who use benchmarking information to provide objective guidance.

The Principal and Chief Executive reports to the Chair of the Governing Council, who undertakes an annual review of their performance against the college's overall objectives using both qualitative and quantitative measures of Performance.

Relationship of Principal/Chief Executive pay and remuneration expressed as a multiple	2019	2018
Principal and CEO's basic salary expressed as a multiple of the median of all staff	6.74	6.72
Principal and CEO's total remuneration as a multiple of the median of all staff	5.65	5.57
Compensation for loss of office paid to former key management personnel	2019	2018
	£,000	£,000
Compensation paid to former key management personnel – contractual	<u>-</u>	<u>122</u>

The members of the Corporation other than the Accounting Officer and the staff member did not receive any payment from the institution other than the reimbursement of travel and subsistence expenses incurred in the course of their duties.

The severance payment included no senior postholders (2018: one). The severance payment in 2018 was approved by the College's Remuneration Committee.

Notes to the Accounts (continued)

8 Other operating expenses

	Year ended 31 July		Year ended 31 July	
	2019	2019	2018	2018
	Group	College	Group	College
	£'000	£'000	£'000	£'000
Teaching costs	2,531	2,531	2,677	2,677
Non-teaching costs	2,469	2,469	2,985	2,985
Premises costs	2,030	2,030	2,011	2,011
Total	7,030	7,030	7,673	7,673

Other operating expenses include:

	2019	2018
	£'000	£'000
Auditors' remuneration:		
Financial statements audit	20	20
Other services provided by the Financial Statements Auditors:		
Taxation compliance services	1	1
All other non-audit services	1	1
Internal audit	22	18
Hire of assets under operating leases – plant and machinery	78	78
Hire of assets under operating leases – land and buildings	18	85

9 Interest payable – Group and College

	2019	2018
	£'000	£'000
On bank loans, overdrafts and other loans:	144	157
	144	157
Pension finance costs		
Net interest on defined pension liability (note 24)	272	382
Total	416	539

10 Taxation

	2019	2018
	£'000	£'000
Corporation tax	-	-
Provision for deferred corporation tax in the accounts of the subsidiary company	-	-
Total	-	-

As an exempt charity under the Charities Act 2011, the College is outside the scope of corporation tax in respect of its charitable activities.

Notes to the Accounts (continued)

11 Tangible fixed assets (Group and College)

	Land and buildings	Equipment	Assets in the course of construction	Total
	Freehold			
	£'000	£'000	£'000	£'000
Cost or valuation				
At 1 August 2018	52,138	2,957	1,250	56,345
Additions	1,709	164	-	1,873
Transfers	1,126	33	(1,159)	-
Disposals	-	-	-	-
At 31 July 2019	54,973	3,154	91	58,218
Depreciation				
At 1 August 2018	10,441	2,026	-	12,467
Charge for the year	1,071	351	-	1,422
Elimination in respect of disposals	-	-	-	-
At 31 July 2019	11,512	2,377	-	13,889
Net book value at 31 July 2019	43,461	777	91	44,329
Net book value at 31 July 2018	41,697	931	1,250	43,878

Land and buildings were valued in 1994 at depreciated replacement cost by the Metropolitan Borough of Bury using their Department of Development Services chartered surveyors. Other tangible fixed assets inherited from the LEA on incorporation have been valued by the College on a depreciated replacement cost basis with the assistance of independent professional advice.

In 2003 Land and Buildings were revalued by Storey Sons and Parker, a firm of independent Chartered Surveyors in accordance with the RICS statement of asset practice guidance notes.

12 Non-current investments

	College 2019 £'000	College 2018 £'000
Investments in subsidiary companies	81	81

The College owns 100 per cent of the issued ordinary £1 shares of Bury College Enterprises Limited, a company incorporated in England and Wales. The principal business activity of Bury College Enterprises Limited is that of a design and build contractor although the company remains non-trading.

Notes to the Accounts (continued)

13 Debtors	Group	College	Group	College
	2019	2019	2018	2018
	£'000	£'000	£'000	£'000
Amounts falling due within one year:				
Trade receivables	70	70	336	336
Prepayments and accrued income	927	927	1,052	1,052
Total	997	997	1,388	1,388

14 Creditors: amounts falling due within one year

	Group	College	Group	College
	2019	2019	2018	2018
	£'000	£'000	£'000	£'000
Bank loans and overdrafts (note 16)	227	227	227	227
Trade payables	685	685	1,831	1,831
Other taxation and social security	590	590	699	699
Accruals and deferred income	725	725	748	748
Deferred income – government capital grants	264	264	264	264
Other creditors	131	131	118	118
Amounts owed to ESFA	69	69	211	211
Total	2,691	2,691	4,098	4,098

15 Creditors: amounts falling due after one year

	Group	College	Group	College
	2019	2019	2018	2018
			£'000	£'000
Bank loans (note 16)	2,045	2,045	2,273	2,273
Deferred income - government capital grants	9,559	9,559	9,825	9,825
Total	11,604	11,604	12,098	12,098

Notes to the Accounts (continued)

16 Maturity of debt

Bank loans and overdrafts

Bank loans and overdrafts are repayable as follows:

	Group	College	Group	College
	2019	2019	2018	2018
	£'000	£'000	£'000	£'000
In one year or less	227	227	227	227
Between one and two years	227	227	227	227
Between two and five years	681	681	681	681
In five years or more	1,137	1,137	1,365	1,365
Total	2,272	2,272	2,500	2,500

The College has a fixed loan facility of 25 years to 2029 at a fixed rate of 6.0625%. The security of the 25 year fixed term loan is on a proportion of College land.

17 Provisions

	Group and College		
	Dilapidations	Enhanced pensions	TOTAL
	£'000	£'000	£'000
At 1 August 2018	27	765	792
Expenditure in the period (release of provision)	(27)	(51)	(78)
Actuarial loss for the year	-	98	98
Interest on liabilities	-	17	17
At 31 July 2019	-	829	829

The enhanced pension provision relates to the cost of staff who have already left the College's employ and commitments for reorganisation costs from which the College cannot reasonably withdraw at the balance sheet date. This provision has been recalculated in accordance with guidance issued by the funding bodies.

The principal assumptions for this calculation are:

	2019	2018
	%	%
Price inflation	2.2	1.3
Discount rate	2.0	2.3

18 Financial assets and liabilities

	Group	College	Group	College
	2019	2019	2018	2018
	£'000	£'000	£'000	£'000
Financial assets measured at amortised cost	4,695	4,614	6,515	6,434
Financial liabilities measured at amortised cost	3,615	3,615	4,991	4,991

Financial assets are measured at amortised cost and comprise cash and cash equivalents and trade debtors

Financial liabilities are measured at amortised cost and comprise bank loans, trade creditors, accruals and other creditors

Notes to the Accounts (continued)**19 Cash and cash equivalents**

Group	At 1 August 2018	Cash flows	At 31 July 2019
	£'000	£'000	£'000
Cash and cash equivalents			
Cash at bank	5,584	(1,221)	4,363
Debt due within one year	(227)	-	(227)
Debt due after more than one year	(2,272)	227	(2,045)
Total	3,084	(994)	2,091

20 Capital commitments

	Group and College	
	2019	2018
	£'000	£'000
Commitments contracted for at 31 July	91	1,291

21 Lease obligations

At 31 July the College had minimum lease payments under non-cancellable operating leases as follows:

	Group and College	
	2019	2018
	£'000	£'000
Future minimum lease payments due		
Land and buildings		
Not later than one year	-	30
Later than one year and not later than five years	-	-
Later than five years	-	-
	-	30
Other	2019	2018
Not later than one year	83	78
Later than one year and not later than five years	74	156
Later than five years	157	234

22 Contingent liabilities

There are no contingent liabilities that need to be disclosed (2018: £nil)

23 Events after the reporting period

There are no events after the reporting period.

Notes to the Accounts (continued)

24 Defined benefit obligations

The College's employees belong to two principal post-employment benefit plans: the Teachers' Pension Scheme England and Wales (TPS) for academic and related staff; and the Greater Manchester Pension Fund, part of the Local Government Pension Scheme (LGPS) for non-teaching staff, which is managed by Tameside Metropolitan Borough Council. Both are multi-employer defined-benefit plans.

Total pension cost for the year	2019	2018
	£000	£000
Teachers' Pension Scheme: contributions paid	1,763	1,287
Local Government Pension Scheme:		
Contributions paid	1,375	1,378
FRS 102 (28) charge	885	1,059
Past service costs	27	404
Charge to the Statement of Comprehensive Income	2,287	2,841
Enhanced pension charge to Statement of Comprehensive Income	116	28
Total Pension Cost for Year within staff costs	4,166	4,156

Teachers' Pension Scheme

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. These regulations apply to teachers in schools, colleges, and other educational establishments. Membership is automatic for teachers and lecturers at eligible institutions. Teachers and lecturers are able to opt out of TPS.

The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis – these contributions, along with those made by employers, are credited to the Exchequer under arrangements governed by the above Act. Retirement and other pension benefits are paid by public funds provided by Parliament.

Under the definitions set out in FRS 102 (28.11), the TPS is a multi-employer pension plan. The College is unable to identify its share of the underlying assets and liabilities of the plan.

Accordingly, the College has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined-contribution plan. The College has set out above the information available on the plan and the implications for the College in terms of the anticipated contribution rates.

The valuation of the TPS is carried out in line with regulations made under the Public Service Pension Act 2013. Valuations credit the teacher's pension account with a real rate of return assuming funds are invested in notional investments that produce a real rate of return.

The latest actuarial review of the TPS was carried out as at 31 March 2016. The valuation report was published by the Department for Education (the Department in April 2019). The valuation reported total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £218 billion, and notional assets (estimated future contributions together with notional investments held at the valuation date) of £198 billion giving a notional past service deficit of £22 billion.

As a result of the valuation, new employer contribution rates were set at 23.68% of pensionable pay from September 2019 onwards (compared to 16.48% during 2018-19). DfE has agreed to pay a teacher pension employer contribution grant to cover the additional costs during the 2019-20 academic year.

A full copy of the valuation report and supporting documentation can be found on the Teachers' Pension Scheme website.

The pension costs paid to TPS in the year amounted to £1,762,918 (2018: £1,286,829)

Notes to the Accounts (continued)**Local Government Pension Scheme**

The LGPS is a funded defined-benefit plan, with the assets held in separate funds administered by Tameside Local Authority on behalf of the Greater Manchester Local Government Pension Fund. The total contributions made for the year ended 31 July 2019 were £1,728,820, of which employer's contributions totalled £1,352,822 and employees' contributions totalled £375,998. The agreed contribution rates for future years are 22.2% for employers and range from 5.5% to 12.5% for employees, depending on salary.

Principal Actuarial Assumptions

The following information is based upon a full actuarial valuation of the fund at 31 March 2016 updated to 31 July 2019 by a qualified independent actuary.

	At 31 July 2019	At 31 July 2018
Pension increase rate	2.4%	2.4%
Salary increase rate	2.2%	2.2%
Discount rate	2.1%	2.8%
Inflation assumption (CPI)	2.4%	2.4%
Commutation of pensions to lump sums	55%	55%

The current mortality assumptions include sufficient allowance for future improvements in mortality rates. The assumed life expectations on retirement age 65 are:

	At 31 July 2019	At 31 July 2018
<i>Retiring today</i>		
Males	20.6	21.50
Females	23.1	24.10
<i>Retiring in 20 years</i>		
Males	22.0	23.70
Females	24.8	26.20

Sensitivity Analysis

Changes in assumptions:	Approximate % increase to Defined Benefit Obligation At 31 July 2019	Approximate % increase to Defined Benefit Obligation At 31 July 2018
<i>0.5% decrease in Real Discount Rate</i>	12%	11%
<i>0.5% increase in the Salary Increase Rate</i>	2%	2%
<i>0.5% increase in the Pension increase</i>	10%	9%

Notes to the Accounts (continued)

The amount included in the balance sheet in respect of the defined benefit pension plan is as follows:

	2019	2018
	£'000	£'000
Fair value of plan assets	43,370	40,247
Present value of plan liabilities	(58,171)	(49,524)
Net pensions liability	(14,801)	(9,277)

Amounts recognised in the Statement of Comprehensive Income in respect of the plan are as follows:

	2019	2018
	£'000	£'000
Amounts included in staff costs		
Current service cost	2,260	2,437
Past service cost	27	404
Total	2,287	2,841

Amounts included in interest payable

Net interest payable	272	382
	272	382

Amount recognised in Other Comprehensive Income

Return on pension plan assets	1,212	2,172
Experience losses arising on defined benefit obligations	(1)	3
Changes in assumptions underlying the present value of plan liabilities	(5,551)	3,820
Amount recognised in Other Comprehensive Income	(4,340)	5,995

Movement in net defined benefit liability during the year

	2019	2018
	£'000	£'000
Deficit in scheme at 1 August	9,277	13,427
Movement in year:		
Current service cost	2,260	2,437
Employer contributions	(1,375)	(1,378)
Past service cost	27	404
Net interest on the defined liability	272	382
Actuarial loss / (gain)	4,340	(5,995)
Net defined benefit liability at 31 July	14,801	9,277

Notes to the Accounts (continued)

Asset and Liability Reconciliation

	2019	2018
	£'000	£'000
Changes in the present value of defined benefit obligations		
Defined benefit obligations at start of period	49,524	49,654
Current service cost	2,260	2,437
Interest cost	1,409	1,371
Contributions by Scheme participants	381	387
Experience gains and losses on defined benefit obligations	1	(3)
Changes in demographic assumption	(3,006)	-
Changes in financial assumptions	8,557	(3,820)
Estimated benefits paid	(982)	(906)
Past Service cost	27	404
Defined benefit obligations at end of period	58,171	49,524
Reconciliation of Assets		
Fair value of plan assets at start of period	40,247	36,227
Interest on plan assets	1,137	989
Return on plan assets	1,212	2,172
Employer contributions	1,375	1,378
Contributions by Scheme participants	381	387
Estimated benefits paid	(982)	(906)
Assets at end of period	43,370	40,247

25 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 member 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.

The total expenses paid to or on behalf of the Governors during the year 2019 was: £1,403; 3 Governors (2018: £508; 3 Governors). This represents travel and subsistence expenses and other out of pocket expenses incurred in attending Governor meetings, training events and representing the College at other events in their official capacity.

No Governor has received any remuneration or waived payments from the College or its subsidiaries during the year (2018: None).

The College charged the Trust £Nil for professional services (2018: £nil).

Notes to the Accounts (continued)

26 Amounts disbursed as agent

Learner support funds	2019	2018
	£'000	£'000
Funding body grants – Hardship support	761	791
Disbursed to students	(728)	(755)
Administration costs	(33)	(36)
Balance unspent as at 31 July, included in creditors	<u>-</u>	<u>-</u>

Funding body grants are available solely for students. In the majority of instances, the College only acts as a paying agent. In these circumstances, the grants and related disbursements are, therefore, excluded from the Statement of Comprehensive Income.

