

AUDITED FINANCIAL STATEMENTS

AND

**ANNUAL REPORTS ON THE ACTIVITIES OF
THE BOARD OF MANAGEMENT**

OF

DARYLL JORDAN SECONDARY SCHOOL

FOR THE PERIODS

2009 - 2010

2010 - 2011

2011- 2012

2012 - 2013

St. Lucy Secondary School

Financial Statements
Year ended March 31, 2010
(expressed in Barbados dollars)



CHARTERED ACCOUNTANTS

St. Lucy Secondary School
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Year ended March 31, 2010

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INDEPENDENT AUDITORS' REPORT

To the Board of Management of
St. Lucy Secondary School

We have audited the accompanying financial statements of **St. Lucy Secondary School**, which comprise the balance sheet as of March 31, 2010, and the related statements of revenue and expenditure and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's Responsibility for the Financial Statements

The Board of Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board of Management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of **St. Lucy Secondary School** as of March 31, 2010, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards.

Skeete, Best & Co.
Chartered Accountants

Barbados, W.I.
November 18, 2010

St. Lucy Secondary School
General Fund
Statement of Revenue and Expenditure
Year ended March 31, 2010
(expressed in Barbados dollars)

	Provision shown in Approved 2010 estimates \$	2010 Actual \$	Restated 2009 Actual \$
Revenue			
Government grant	7,005,195	5,578,459	5,445,945
Tuition fees	-	23,735	24,130
Rental of canteen	-	9,000	9,000
Other income	-	6,547	23,926
Steel orchestra	-	250	5,000
Games clothes	-	4,870	5,390
Minibus revenue	-	-	6,241
	7,005,195	5,622,861	5,519,632
Expenditure			
Personal emoluments	3,342,100	3,857,750	3,649,135
Other personal emoluments	1,252,245	684,259	646,582
National insurance and levies	339,652	337,997	321,870
Entertainment allowance	-	6,620	6,066
Travel expenses	19,274	-	-
Utilities	134,620	102,651	94,419
Rentals	4,750	-	-
Library	9,572	7,676	7,557
Supplies and materials	153,846	50,162	49,921
Maintenance of property - general	53,168	45,749	58,947
Maintenance of property - building	54,601	19,139	55,596
Operating expenses	177,484	307,653	412,990
Plant, equipment and furniture expense	-	38,679	41,562
Professional services	119,728	4,896	12,914
Depreciation - Furniture & Equipment (note 3)	-	79,706	70,710
Steel orchestra	-	58	1,558
Games clothes	-	5,081	4,349
Minibus expenses	-	58	5,631
Property and Plant - School Hall Project	1,344,155	-	-
	7,005,195	5,548,134	5,439,807
Surplus (note 7)	-	74,727	79,825

The accompanying notes form an integral part of these financial statements.

St. Lucy Secondary School
Text Book Loan Scheme Fund
Statement of Revenue and Expenditure
Year ended March 31, 2010
(expressed in Barbados dollars)

	2010	2009
	\$	\$
Revenue		
Maintenance fees	<u>46,630</u>	<u>45,434</u>
Expenditure		
Depreciation (note 3)	45,479	47,784
Salaries/honoraria	4,539	3,978
Stationery	46	270
Miscellaneous	<u>125</u>	<u>1,169</u>
	<u>50,189</u>	<u>53,201</u>
Deficit (note 7)	<u>(3,559)</u>	<u>(7,767)</u>

The accompanying notes form an integral part of these financial statements.

St. Lucy Secondary School
Petty Fees Fund
Statement of Revenue and Expenditure
Year ended March 31, 2010
(expressed in Barbados dollars)

	2010	2009
	\$	\$
Revenue		
Petty fees	<u>29,879</u>	<u>26,379</u>
Expenditure		
Transportation	3,240	5,210
Stationery	5,723	5,268
Subscriptions	921	1,121
Games	13,886	14,682
Travel allowance	3,233	-
Miscellaneous	<u>807</u>	<u>495</u>
	<u>27,810</u>	<u>26,776</u>
Surplus (deficit) (note 7)	<u>2,069</u>	<u>(397)</u>

The accompanying notes form an integral part of these financial statements.

St. Lucy Secondary School
Graduation Fund
Statement of Revenue and Expenditure
Year ended March 31, 2010
(expressed in Barbados dollars)

	2010	Restated
	\$	2009
		\$
Revenue		
Contributions received	<u>23,191</u>	<u>23,482</u>
Expenditure		
Graduation costs	18,898	4,847
Other	<u>3,558</u>	<u>-</u>
	<u>22,456</u>	<u>4,847</u>
Surplus (note 7)	<u>735</u>	<u>18,635</u>

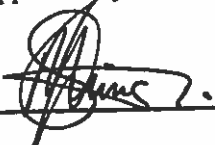
The accompanying notes form an integral part of these financial statements.

St. Lucy Secondary School
Balance Sheet
As of March 31, 2010
(expressed in Barbados dollars)

	2010	Restated 2009
	\$	\$
Assets		
Non-current assets		
Plant and equipment (note 3)	<u>457,643</u>	<u>438,610</u>
Current assets		
Cash and short-term investment (note 4)	3,943,563	2,755,638
Accounts receivable and prepaid expenses (note 5)	<u>101,831</u>	<u>195,289</u>
	<u>4,045,394</u>	<u>2,950,927</u>
Less: Current liabilities		
Accounts payable and accrued expenses	14,288	16,311
Deferred capital grant (note 6)	<u>3,311,427</u>	<u>2,269,876</u>
	<u>3,325,715</u>	<u>2,286,187</u>
Net current assets	<u>719,679</u>	<u>664,740</u>
Net assets	<u>1,177,322</u>	<u>1,103,350</u>
Consolidated funds (note 7)	<u>1,177,322</u>	<u>1,103,350</u>

The accompanying notes form an integral part of these financial statements.

Approved by the Board of Management on November 18, 2010


 _____ Chairman


 _____ Secretary/Treasurer

St. Lucy Secondary School
Statement of Cash Flows
Year ended March 31, 2010
(expressed in Barbados dollars)

	2010	Restated 2009
	\$	\$
Cash flows from operating activities		
Surplus - General Fund	74,727	79,825
Deficit - Text Book Loan Scheme Fund	(3,559)	(7,767)
Surplus (deficit) - Petty Fees Fund	2,069	(397)
Surplus - Graduation Fund	735	18,635
	<hr/>	<hr/>
Net surplus for the year	73,972	90,296
Adjustment for:		
Depreciation (Note 3)	125,185	118,494
	<hr/>	<hr/>
Operating surplus before working capital changes	199,157	208,790
Decrease (increase) in accounts receivable and prepaid expenses	93,458	(95,610)
Decrease (increase) in accounts payable and accrued expenses	(2,023)	4,392
	<hr/>	<hr/>
Net cash from operating activities	290,592	117,572
	<hr/>	<hr/>
Cash flows from investing activities		
Purchase of furniture, fittings and equipment (Note 3)	(101,206)	(146,268)
Purchase of text books (Note 3)	(43,012)	(50,894)
Increase in deferred capital grant	1,041,551	2,082,538
	<hr/>	<hr/>
Net cash from investing activities	897,333	1,885,376
	<hr/>	<hr/>
Net increase in cash	1,187,925	2,002,948
Cash - beginning of year	2,755,638	752,690
	<hr/>	<hr/>
Cash - end of year	3,943,563	2,755,638
	<hr/>	<hr/>

The accompanying notes form an integral part of these financial statements.

St. Lucy Secondary School

Notes to Financial Statements

Year ended March 31, 2010

(expressed in Barbados dollars)

1. Establishment of Board of Management

The Board of Management was established under the Education Act 1981-25, and undertook the responsibilities of administering the School on July 1, 1983.

2. Significant accounting policies

Basis of preparation

These financial statements are prepared in accordance with International Financial Reporting Standards promulgated by the International Accounting Standards Board. They are prepared under the historical cost convention.

Depreciation

Depreciation is provided on the straight-line basis to write off the cost of plant and equipment and text books over their estimated useful lives as follows: -

Furniture and fittings	10 years
Equipment	5 - 10 years
Text Books	5 years
Computers	5 years
Minibus	5 years

Government grants

The school receives an annual grant from the Government of Barbados to finance both capital and revenue expenditure. The full amount of the grant is taken to income in the year in which it is received to match it with the related costs which it is intended to cover.

St. Lucy Secondary School
Notes to Financial Statements
Year ended March 31, 2010
(expressed in Barbados dollars)

3. Plant and equipment	Minibus	Furniture, fittings & equipment	Text Books	Total
	\$	\$	\$	\$
Cost				
At April 1, 2008	67,981	1,533,579	836,016	2,437,576
Additions	-	146,268	50,894	197,162
At March 31, 2009	67,981	1,679,847	886,910	2,634,738
Additions	-	101,206	43,012	144,218
At March 31, 2010	67,981	1,781,053	929,922	2,778,956
Accumulated depreciation				
At April 1, 2008	67,981	1,265,328	744,325	2,077,634
Charge for the year	-	70,710	47,784	118,494
At March 31, 2009	67,981	1,336,038	792,109	2,196,128
Charge for the year	-	79,706	45,479	125,185
At March 31, 2010	67,981	1,415,744	837,588	2,321,313
Net book value				
At March 31, 2008	-	268,251	91,691	359,942
At March 31, 2009	-	343,809	94,801	438,610
At March 31, 2010	-	365,309	92,334	457,643

St. Lucy Secondary School

Notes to Financial Statements

Year ended March 31, 2010

(expressed in Barbados dollars)

3. Plant and equipment...continued

Land and buildings have not yet been vested in the School, and therefore are not reflected in these financial statements. The School is however responsible for the maintenance and upkeep of the property. Such costs are reflected in current operations. All land and buildings are owned by the Government of Barbados.

Plant and equipment reflects only those assets acquired since the Board assumed responsibility for the administration of the School on July 1, 1983.

4. Cash and short-term investment

	2010	2009
	\$	\$
General account	523,651	474,962
Text Book Loan Scheme account	55,566	56,658
Petty Fees account	4,032	2,788
Games Clothes account	4,883	5,094
Steel Orchestra account	7,692	7,500
Minibus account	1,098	1,155
Graduation committee	22,121	18,636
Cash in hand	11	11
	<u>619,054</u>	<u>566,804</u>
School hall project bank account (bears interest @ 2.50% per annum) (note 6)	<u>3,324,509</u>	<u>2,188,834</u>
	<u>3,943,563</u>	<u>2,755,638</u>

5. Accounts receivable & prepaid expenses

	2010	2009
	\$	\$
VAT receivable	26,308	97,293
Accounts receivable	16,606	13,905
Prepaid expenses	<u>3,049</u>	<u>3,049</u>
	45,963	114,247
VAT receivable (School hall project) (note 6)	<u>55,868</u>	<u>81,042</u>
Total	<u>101,831</u>	<u>195,289</u>

St. Lucy Secondary School

Notes to Financial Statements

Year ended March 31, 2010

(expressed in Barbados dollars)

6. Deferred capital grant

The school has received a total of \$4,253,883 (2009 - \$2,800,000) from the Ministry of Education to construct a new school hall. As indicated in note 3, lands and buildings are not vested in the school and are therefore not reflected in the financial statements.

Expenditure on the school hall is being charged to the deferred capital grant. Interest earned on the funds received from the Ministry of Education is credited to the deferred capital grant.

	2010	2009
	\$	\$
Balance – April 01	2,269,876	187,338
Grant from Government of Barbados	1,453,883	2,600,000
Interest received	44,681	22,982
	<u>3,768,440</u>	<u>2,810,320</u>
School hall project expenses	<u>(457,013)</u>	<u>(540,444)</u>
Balance – March 31	<u>3,311,427</u>	<u>2,269,876</u>
Represented by:	2010	2009
	\$	\$
School hall project bank account (note 4)	3,324,509	2,188,834
VAT receivable (note 5)	55,868	81,042
	<u>3,380,377</u>	<u>2,269,876</u>
General bank account – reimbursable expenses	<u>(68,950)</u>	<u>-</u>
	<u>3,311,427</u>	<u>2,269,876</u>

St. Lucy Secondary School
Notes to Financial Statements
Year ended March 31, 2010
(expressed in Barbados dollars)

7. Consolidated funds

	General Fund	Text Book Loan Scheme Fund	Petty Fees Fund	Graduation Fund	Consolidated Funds
	\$	\$	\$	\$	\$
Balance at April 1, 2008	885,999	117,896	9,159	-	1,013,054
Surplus (deficit) for the year	79,825	(7,767)	(397)	18,635	90,296
Balance at March 31, 2009 - restated	965,824	110,129	8,762	18,635	1,103,350
Balance at March 31, 2009 - previously stated	960,977	110,129	8,762	-	1,079,868
Prior year adjustment (Note 9)	4,847	-	-	18,635	23,482
Balance at March 31, 2009 - as restated	965,824	110,129	8,762	18,635	1,103,350
Surplus (deficit) for the year	74,727	(3,559)	2,069	735	73,972
Balance at March 31, 2010	1,040,551	106,570	10,831	19,370	1,177,322

St. Lucy Secondary School
Notes to Financial Statements
Year ended March 31, 2010
(expressed in Barbados dollars)

8. 2009 Comparatives

Certain comparative figures have been restated to conform to the current year's presentation.

9. Prior period adjustment

Revenue of \$23,482 and expenditure of \$4,847 related to the graduation fund during the previous financial year were shown as deferred revenue in the balance sheet and graduation expenses in the general fund respectively.

These amounts have now been re-classified and shown as part of the graduation fund (page 5) and included in the consolidated funds (note 7).

**THE
TWENTY-SEVENTH ANNUAL REPORT**

OF THE

BOARD OF MANAGEMENT

OF

ST. LUCY SECONDARY SCHOOL

FOR THE

PERIOD

1ST SEPTEMBER 2009 -- 31ST AUGUST 2010

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4. MEETINGS AND ATTENDANCE
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6. PLANT AND FACILITIES
7. FINANCE
8. DISCIPLINARY MATTERS
9. PRINCIPAL'S REPORT
10. CONCLUSIONS

1.

ESTABLISHMENT AND FUNCTIONS

The Board of Management was established pursuant to Section 16 of the Education Act 191-25; and came into effect from 1st June 1983.

The functions of the Board are:

- (a) responsible for implementing the Minister's policy and for that purpose may give directions of a general nature to the Principal;
- (b) to receive, disburse and account for the expenditure of monies voted by Parliament for the operation of the School;
- (c) subject to the Act:-
 - (1) to employ persons of such categories, in such numbers and on such terms and conditions as may be prescribed, and;
 - (2) to discuss and otherwise exercise disciplinary control over those persons;
- (d) to receive in its corporate name, in trust for the people of Barbados towards the advancement of Secondary Education any estate or property, real or personal, whether by way of devise, bequest, legacy or in any other manner;
- (e) to make recommendations to the Minister with regard to any matter directly or indirectly affecting any School or the development of Secondary Education generally;
- (f) to appoint Committees consisting wholly or partly of members of the Board;
- (g) to make standing orders for the conduct of its business or the business of any of its Committees;
- (h) to perform such other functions in relation to the School as the Minister requires to be performed or as may be prescribed.

2.

BOARD MEMBERSHIP

The following persons constituted the Board of Management for the period under review:

Mr. Morris Springer	--	Chairman
Mr. Valentine Yearwood	--	Deputy Chairman
Ms. Muriel Agard		
Mr. Lloyd Austin		
Rev. Stephen Cumberbatch		
Mr. Hal Edwards		
Bishop Lynroy Scantlebury.		
Mr. Adrian Clement	--	Ministry Representative
Mr. Cordell Brade	--	P. T. A. Representative
Mr. Hugh Arthur B.S.S. J.P.	--	CTUSAB Representative

SUB-COMMITTEES OF THE BOARD
ESTABLISHMENTS COMMITTEE

(1)

Composition:	Mr. Valentine Yearwood	Chairman
	Mr. Hugh Arthur B.S.S. J.P	C.T.U.S.A.B Rep.
	Mr. Hal Edwards	
	Mr. Lloyd Austin	
	Principal	

This committee is responsible for all staff and Human Resource matters. In addition it will have responsibility for financial matters, overseeing the preparation of annual estimates and the report of the Board's activities.

(2)

Composition:	<u>DISCIPLINARY COMMITTEE</u>	
	Mr. Morris Springer	Chairman
	Mr. Hal Edwards	
	Bishop Lynroy Scantlebury	
	Reverend Stephen Cumberbatch	
	Mr. Cordell Brade	P.T.A Representative
	Ministry's Representative	
Principal		

This Committee will be responsible for all students' disciplinary and welfare matters.

(3)

Composition:

MAINTENANCE COMMITTEE

Mr. Morris Springer -- Chairman
Ms. Muriel Agard
Bishop Lynroy Scantlebury
Mr. Hugh Arthur B.S.S. J.P.
Ministry's Representative
Principal

This committee is responsible for the property, maintenance and security of the school plant and grounds.

MEETINGS AND ATTENDANCE

The number of meetings held by the Board of Management and its Committees were as follows:-

Board of Management	8
Establishments Committee	2
Maintenance Committee	1
Disciplinary	0

The attendance at both Board and Committee meetings was very satisfactory.

Recommendations for the Period

The main decisions and recommendations of the Board of Management during the period under review were:-

- 1) S.B. Testing & Engineering's quotation of \$43,562.00 for the second phase of geologic testing should be forwarded to the Permanent Secretary Ministry of Education and Human Resource Development for approval.
- 2) Brathwaite's Construction should be asked to finish the paving of the school yard opposite the Industrial Arts Block.
- 3) The number of suspensions indicated that suspension as a sanction for indiscipline was not working in every situation and that some thought needed to be given to other approaches to resolving indiscipline in the school.

Recommendations for the Period (Cont'd)

- 4) The sum of \$3,400.82 was approved for the purchase of prizes for the school's inaugural Sports Awards and Dinner. It was agreed that this would be a biennial event.
- 5) The Board agreed to investigate the acquisition of 33,000.00 square meters of land from Fairfield Investments Ltd. to relocate the school's playing field.
- 6) Requests to finance teacher requests should be made from the school's administration which would have identified and prioritised needs that were directly beneficial to the school's curriculum.
- 7) The following members of the teaching staff were recommended for temporary assignment:
 - a) Mr. Stephen Jackman to act as Principal for the period 2010-07-01 to 2010-12-31.
 - b) Ms. Verna Cozier to act as Deputy Principal for the period 2010-09-01 to 2010-12-31.
 - c) Mrs. Margaret Skeete to act as Head of Department English for the period 2010-09-01 to 2010-12-31.
- 8) Mr. Jeffrey Butcher was awarded the contract for Home Economics Room # 2 and #3 for the sum of \$56,200.00.
- 9) Mr. Lawrence Worrell was awarded the contract for Home Economics Flat for the amount of \$14,791.69.
- 10) Ms. Cyrilene Watts was awarded the contract for the Canteen Concession for the period 2009-09-01 to 2010-08-31.
- 11) Student Niko James was suspended by the Board of Management for the period 2010-09-06 to 2010-09-17.

5.

STAFF

The Staff available to the School was as follows:-

Teaching Staff

Principal

Mr. Anthony Austin

Deputy Principal

Mr. Stephen Jackman

Senior Teachers

Mr. Harold Headley

Mr. Wilbert Morgan

Maj. James Bradshaw

Ms. Kelvene Lashley

Ms. Judy Walkes

5.

STAFF CONT'D

Heads of Department

Mr. Merton Greaves (General Studies)
Ms. Verna Cozier (English)
Mrs. Jennifer Mayers (General Science)
Mr. Winston Dowrich (Business Studies)
Mrs. Irene Banfield (Arts)
Mrs. Rose McIntosh (Foreign Language)
Mr. Frederick Sue (Mathematics)
Mr. Troy Phillips (Industrial Arts)
Ms. Rhonda Hinds (Home Economics)

Graduate Teachers

Mrs. Margaret Skeete
Mrs. Patricia Cadogan
Mr. Stephen Lorde
Mr. Michael Cumberbatch
Mr. Henderson Wiltshire
Mr. Andrew Fenty
Mrs. Sophia Shepherd-Yearwood
Ms. Arlene Roach
Ms. Stacy Maynard
Mrs. Anastacia Branch
Mr. David Ifill
Ms. Janelle Harte
Dr. Emelda Charles-Clarke
Mrs. Susan Inniss
Mr. Antonio Armstrong
Mrs. Patria Worrell
Mrs. Shaunette Small
Mrs. Shelly-Ann Lucas
Mrs. Heather Wiltshire
Mr. Ryan Clarke
Ms. Nicola Husbands
Mr. Peter Cox
Mrs. Laura Thomas
Mrs. Nicola Simpson-Blackman

Qualified Teachers

Ms. Loleene Gill
Mr. Mervin McClean
Mr. Everton McClean
Mr. Carson Boyce
Ms. Angela Boyce

5.

STAFF CONT'D

Teacher Special Grade:

Mr. Timothy Davis
Mr. Winston Holford
Mrs. Joanne Hart
Mrs. Vanessa John (Vacant)

Teachers:

Ms. Shirley Bovell
Mr. Noland Burnett
Ms. Meashel Ward (Vacant)
Mr. Rohan Nurse (Vacant)

I.T. Coordinator

Mr. Delvin Lewis

Temporary Teachers

Ms. Kimberly Trotman
Mrs. Ann Millar
Ms. Shakira Shorey

Part-Time Teachers

Mr. Ryan Blackman	Music
Mr. Ricardo Wickham	Leathercraft
Mr. Kenneth Lewis	Dance
Mr. Timothy Kellman	Agricultural Science
Mr. Nigel Griffith	Carpentry
Mr. Timothy Phillips	Masonry

Guidance Counsellor

Mr. Saul Leacock

The Staff Complement comprised of 1 Principal, 50 permanently appointed teachers, 9 temporary teachers, 1 Guidance Counsellor and 1 Information Technology Coordinator.

The Non-Teaching staff complement consists of twenty-two (22) persons.

Non-Teaching Staff

Secretary/Treasurer
Executive Officer
School Secretary
2 Clerk/Typists

Ms. Paula Benn
Ms. Olivia Yearwood
Mrs. Alicia Jackman-Thomas
Mrs. Peggy Harris
Ms. Tameka Murray

6.

5.

STAFF CONT'D

Non-Teaching Staff (Cont'd)

1 Library Assistant	Mrs. Cynthia Ward
1 Laboratory Assistant	Mr. Laurenston Cumberbatch
1 Porter/ Messenger	Mr. Emerson Griffith
2 Security Guards	Mr. Christopher Brome
	Mr. Trevor Bailey
2 Groundsmen	Mr. Elliott Phillips
	Mr. Rodney Rollock
7 General Workers	Mr. Andrew Boyce
	Mr. Wayne Harding
	Ms. Urlene Moore
	Ms. Glendene Greaves
	Ms. Maria Bynoe
	Mrs. Patricia Lashley-Roach
	Mrs. Sandra Bowen
2 Watchmen	Mr. Euclid O'Neale
	Mr. Franklyn Griffith
1 Relief Watchman	Mr. Carl Armstrong

(a) Acting Assignments

Mrs. Patricia Cadogan acted as Senior Teacher for the period 2009-09-01 to 2009-12-31.

Acting Teacher Assignments

September 1st 2009 to October 1st, 2009

Ms. Charlaine Rollock vice Mrs. Susan Inniss

September 1st to November 25th 2009

Mrs Stacia Armstrong vice Mrs. Shelly-Ann Lucas

September 1st to December 31st, 2009

Ms. Patronella Marshall vice Mrs. Patria Worrell

Mr. Jamaal Reifer vice Mr. Timothy Davis

Ms. Nicola Walters vice Mr. Everton McClean

Mrs. Kennetta Reid vice Ms. Judy Walkes

September 1st 2009 to August 31st, 2010

Ms. Kimberley Trotman vice Ms. Joan Norville

Mr. Rohan Nurse vice Ms. Harriett Waithe

Ms. Vanessa John vice Mrs. Angela Taylor

Mr. Elvis Caddle vice Mr. Noland Burnett

5.

STAFF (CONTINUED)

October 12th, 2009 to December 31st, 2009

Ms. Charlaine Rollock vice Ms. Nicola Husbands

November 26th 2009 – December 31, 2009

Mrs. Stacia Armstrong vice Ms. Arlene Roach

January 1st 2010 to February 8th 2010

Ms. Charlaine Rollock vice Mrs. Mrs. Nicola Husbands

January 1st 2010 to August 31st 2010

Mr. Jamaal Reifer vice Mr. Timothy Davis

January 4th 2010 to August 31st 2010

Mr. Timothy Phillips – Part-Time Teacher

Temporary Teaching Assignments

September 1st 2009 to August 31st, 2010

Mrs. Ann Millar

Ms. Meashel Ward

Ms. Shakira Shorey

Part-Time - September 1st August 31st, 2010

Mr. Ricardo Wickham

Mr. Seth Dolcy

Mr. Ryan Blackman

Mr. Kenneth Lewis

Mr. Timothy Kellman

Mr. Nigel Griffith

(b)

Leave was granted to the following

- 1) Mr. Timothy Davis Teacher Special Grade to pursue the two year teacher in –service programme at Erdiston Teachers' Training College during the period 2009-09-01 to 2010-08-31.

- 2) Mr. Noland Burnett, Teacher to pursue the two year teacher in –service programme at Erdiston Teachers' Training College during the period 2009-09-01 to 2010-08-31.

8.

5. STAFF (CONTINUED)

(c) Term's Leave
September to December 2009

Ms. Judy Walkes
Mrs Patria Worrell
Mr. Everton McClean

(d) Retirement

Mrs Angela Taylor Qualified Teacher effective 2010-04-02.

6. PLANT AND FACILITIES

General Maintenance and Upkeep

For the period under review the Board continued to assume full responsibility for the general maintenance and upkeep of the property. Attention was paid in particular to routine maintenance requests for repairs. The majority of the repair work was carried out during the summer holiday. The following projects were completed:

- 1) Repairs to Home Economics Room # 2 -\$27,600.00
- 2) Repairs to Home Economics Room # 3 - \$28,600.00.
- 3) Repairs to the Home Economics Flat - \$14,791.69
- 4) Power washing of the Eastern side of the new block - \$7,659.06.
- 5) Upgrade of the electrical cabling in the New Block - \$29,800.00
- 6) Summer Painting -\$10,114.93

School Hall

Two Phases of geologic testing were conducted by S.B. Testing on the school hall foundation between July 7th 2009 and July 31st 2010. The recommendations from the testing were:

- 1) Drill and grout the existing holes
- 2) Excavate around the cave and plug the opening.

The Ministry of Education was written and approval was given to spend the sum of \$31,808.00 to conduct the remedial works. These works were carried out by S. B Testing and instructions were issued by the Mr. Maurice Clarke Architect on August 31, 2010 for the contractor ADC Building and Maintenance to remobilise. An official commencement date of September 20, 2010 was set.

6.

PLANT AND FACILITIES (CONT'D)

Report on Equipment, Furniture and Materials

The annual effort to replace furniture for staff and students through purchases and repairs was undertaken.

The major purchases of equipment and furniture for the year under review were:

	\$
Student Chairs and Desks	30,978.13
Teacher Furniture	1,664.00
Computer Equipment	17,612.00
1 Cub Cadet Tractor	11,260.00
Home Economics Furnishings	3,994.00

The school's equipment is generally in a good state of repair. The materials required for the teaching of the curriculum have been readily available.

Use of Plant

The Board continues its policy to facilitate community projects through the use of the school property.

During the year, the numbers of approved requests were as follows:-

Long-term

The Elyon Gospel Assembly	Church Services
The District Emergency Organisation	Disaster Preparedness
The Barbados Defence Force	Emergency Staging Area
The Samuel Jackman Prescod Polytechnic	Continuing Education
The Electoral and Boundaries Commission	Registrations

Short – Term

Use of Hall	0
Use of Hard Courts	1
Camps	1
Others (stage, grounds, class rooms, Home Economics)	2

7.

FINANCE

For the Financial Year ending 31 March, 2010, the statement of Revenue and Expenditure (audited) for the Board of Management Account showed as follows:-

	\$
Actual Receipts	5,622,861.00
Actual Expenditure	<u>5,548,134.00</u>
Surplus	<u>74,727.00</u>

8.

DISCIPLINARY MATTERS

STUDENTS

There were one hundred and thirty-one (131) suspensions for the school year under review. The majority of the suspensions were recoded for excessive lateness. In addition suspension was used as a sanction for truancy, dress code violations, assault, cellular phones, fighting and general misconduct.

The Board of Management expressed its concern over the number of suspensions to the Principal and asked that the school revisit its present suspension policy with a view to significantly reducing the number of students who were missing instruction.

9.

PRINCIPAL'S REPORT

The number of students writing the May/June 2010 CXC General examinations was maintained with 122 students writing examinations 39 males and 83 females.

There was an increase in entries at General Proficiency Level, 404 entries in 2010 when compared to 353 entries in 2009, a 13% increase. In 2010 there were 283 passes compared to 224 in 2009, this represented a 21% increase. Subject entries for boys increased from 106 to 118 while the pass rate decreased from 75% to 66%.

Good performances were made in Technical Drawing, Food and Nutrition, Home Management, Principles of Business, Building Technology, P.E. and Sport, Visual Arts and Electronic Data Processing and Management.

English A (55%), English B (50%) and Mathematics (64%) showed improved performances. The remedial programme has caused some improvement in the First Form reading ability over the year.

Furthermore, the Writing Club produced its third volume of students' work as a means of placing emphasis on improved reading in the school.

9.

PRINCIPAL'S REPORT (CONT'D)

Ten students passed the Associated Board of the Royal Schools of Music theory examination at Grade 1, Grade 2 and Grade 3 in June 2010. Two students achieved merits.

The CVQ programme expanded its work experience aspect placing all students in an apprenticeship. The facilities audit performed in conjunction with BTVET Council indicated that the school had reached the minimum standards required to deliver the programme.

The school also performed well in its extra curricular activities as the school captured the Under 19 Second Division Boys Basketball Championship and were runners up in the knockout competition. The school also placed third in the girls' championships and second in the knockout competition. In addition the school reached the semi-finals of the Boys under 19 Football competition.

As a result of these successes in sports and extra-curricula activities the School hosted the first ever Sports Award Ceremony at the Barbados Hilton. During this ceremony the contributions of both students and staff were recognised. The organizer Ms. Shakira Shorey should be commended for the effort.

Good academic performances were recognised at the school's Annual Awards and Prize Giving day. This was addressed by the Minister of Education the Honourable Ronald Jones. It was another successful function and Mrs. Rose McIntosh and her team are to be commended. The Annual Graduation ceremony was held at the Plantation restaurant and Major James Bradshaw and his team are to be congratulated for a most appropriate send off to our graduates.

The school roll for the period 2009-2010 was six hundred and seventy-eight (678) students. In the Lower school there were 195 boys and 149 girls. In the Upper school there were 151 boys and 183 girls. The average attendance rate for the school year was 78.7 %.

(10)

OVERVIEW

The Board of Management of St. Lucy Secondary School continues to be committed to the overall improvement of the institution and to the policies of the Minister and the Ministry of Education.

St. Lucy Secondary School

Financial Statements
Year ended March 31, 2011
(expressed in Barbados dollars)



CHARTERED ACCOUNTANTS

St. Lucy Secondary School
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Year ended March 31, 2011

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Skeete, Best & Co. Chartered Accountants
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Barbados, W.I.
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Email: ds.skeetebest@caribsurf.com



INDEPENDENT AUDITORS' REPORT

To the Board of Management of
St. Lucy Secondary School

We have audited the accompanying financial statements of **St. Lucy Secondary School**, which comprise the balance sheet as of March 31, 2011, and the related statements of revenue and expenditure and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's Responsibility for the Financial Statements

The Board of Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board of Management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of **St. Lucy Secondary School** as of March 31, 2011, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards.

Skeete, Best & Co.
Chartered Accountants

Barbados, W.I.
November 10, 2011

St. Lucy Secondary School
General Fund
Statement of Revenue and Expenditure
Year ended March 31, 2011
(expressed in Barbados dollars)

	Provision shown in Approved 2011 estimates \$	2011 Actual \$	Restated 2010 Actual \$
Revenue			
Government grant	5,750,518	5,640,925	5,513,459
Tuition fees	-	18,485	23,735
Rental of canteen	-	9,000	9,000
Other income	-	8,112	6,547
Steel orchestra	-	900	250
Games clothes	-	4,335	4,870
Minibus revenue	-	211	-
	<u>5,750,518</u>	<u>5,681,968</u>	<u>5,557,861</u>
Expenditure			
Personal emoluments	3,408,554	3,880,758	3,857,750
Other personal emoluments	1,264,684	684,281	684,259
National insurance and levies	339,652	347,489	337,997
Entertainment allowance	-	4,965	6,620
Travel expenses	19,274	-	-
Utilities	132,120	116,774	102,651
Rentals	4,750	-	-
Library	8,503	5,411	7,676
Supplies and materials	114,489	44,582	50,162
Maintenance of property - general	18,188	58,502	45,749
Maintenance of property - building	112,081	79,555	19,139
Operating expenses	287,858	355,092	307,653
Plant, equipment and furniture expense	-	43,442	38,679
Professional services	10,000	14,020	8,846
Machinery & equipment	30,365	-	-
Depreciation - Furniture & Equipment (note 3)	-	83,451	79,706
Steel orchestra	-	1,557	58
Games clothes	-	6,612	5,081
Minibus expenses	-	58	58
	<u>5,750,518</u>	<u>5,726,549</u>	<u>5,552,084</u>
(Deficit) surplus (note 7)	-	(44,581)	5,776

The accompanying notes form an integral part of these financial statements.

St. Lucy Secondary School
Text Book Loan Scheme Fund
Statement of Revenue and Expenditure
Year ended March 31, 2011
(expressed in Barbados dollars)

	2011	2010
	\$	\$
Revenue		
Maintenance fees	<u>46,869</u>	46,630
Expenditure		
Depreciation (note 3)	42,090	45,479
Salaries/honoraria	4,360	4,539
Stationery	290	46
Miscellaneous	<u>188</u>	125
	<u>46,928</u>	50,189
Deficit (note 7)	<u>(59)</u>	<u>(3,559)</u>

The accompanying notes form an integral part of these financial statements.

St. Lucy Secondary School
 Petty Fees Fund
 Statement of Revenue and Expenditure
 Year ended March 31, 2011
 (expressed in Barbados dollars)

	2011	2010
	\$	\$
Revenue		
Petty fees	<u>29,799</u>	<u>29,879</u>
Expenditure		
Transportation	6,465	3,240
Stationery	5,532	5,723
Subscriptions	956	921
Games	7,164	13,886
Travel allowance	8,289	3,233
Miscellaneous	<u>618</u>	<u>807</u>
	<u>29,024</u>	<u>27,810</u>
Surplus (note 7)	<u>775</u>	<u>2,069</u>

The accompanying notes form an integral part of these financial statements.

St. Lucy Secondary School
Graduation Fund
Statement of Revenue and Expenditure
Year ended March 31, 2011
(expressed in Barbados dollars)

	2011	2010
	\$	\$
Revenue		
Contributions received	<u>13,771</u>	23,191
Expenditure		
Graduation costs	30,905	18,898
Other	<u>88</u>	3,558
	<u>30,993</u>	22,456
(Deficit) surplus (note 7)	<u>(17,222)</u>	735

The accompanying notes form an integral part of these financial statements.

St. Lucy Secondary School

Balance Sheet

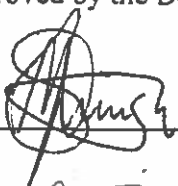
As of March 31, 2011

(expressed in Barbados dollars)


	2011	Restated 2010
	\$	\$
Assets		
Non-current assets		
Plant and equipment (note 3)	<u>419,920</u>	457,643
Current assets		
Cash and short-term investment (note 4)	3,155,328	3,943,563
Accounts receivable and prepaid expenses (note 5)	<u>256,899</u>	101,831
	<u>3,412,227</u>	4,045,394
Less: Current liabilities		
Accounts payable and accrued expenses	23,977	14,289
Deferred capital grant (note 6)	<u>2,760,886</u>	3,380,377
	<u>2,784,863</u>	3,394,666
Net current assets	<u>627,364</u>	650,728
Net assets	<u>1,047,284</u>	1,108,371
Consolidated funds (note 7)	<u>1,047,284</u>	1,108,371

The accompanying notes form an integral part of these financial statements.

Approved by the Board of Management on November 10, 2011



Chairman



Secretary/Treasurer

St. Lucy Secondary School

Statement of Cash Flows

Year ended March 31, 2011

(expressed in Barbados dollars)

	2011	Restated 2010
	\$	\$
Cash flows from operating activities		
(Deficit) surplus - General Fund	(44,581)	5,776
Deficit - Text Book Loan Scheme Fund	(59)	(3,559)
Surplus - Petty Fees Fund	775	2,069
(Deficit) surplus - Graduation Fund	(17,222)	735
	<hr/>	<hr/>
Net (deficit) surplus for the year	(61,087)	5,021
Adjustment for:		
Depreciation (Note 3)	125,541	125,185
	<hr/>	<hr/>
Operating surplus before working capital changes	64,454	130,206
Increase (decrease) in accounts receivable and prepaid expenses	(155,068)	93,458
Increase (decrease) in accounts payable and accrued expenses	9,688	(2,022)
	<hr/>	<hr/>
Net cash (used in) from operating activities	(80,926)	221,642
	<hr/>	<hr/>
Cash flows from investing activities		
Purchase of furniture, fittings and equipment (Note 3)	(59,413)	(101,206)
Purchase of text books (Note 3)	(28,405)	(43,012)
(Decrease) increase in deferred capital grant	(619,491)	1,110,501
	<hr/>	<hr/>
Net cash (used in) from investing activities	(707,309)	966,283
	<hr/>	<hr/>
Net (decrease) increase in cash	(788,235)	1,187,925
	<hr/>	<hr/>
Cash - beginning of year	3,943,563	2,755,638
	<hr/>	<hr/>
Cash - end of year	3,155,328	3,943,563
	<hr/>	<hr/>

The accompanying notes form an integral part of these financial statements.

St. Lucy Secondary School

Notes to Financial Statements

Year ended March 31, 2011

(expressed in Barbados dollars)

1. Establishment of Board of Management

The Board of Management was established under the Education Act 1981-25, and undertook the responsibilities of administering the School on July 1, 1983.

2. Significant accounting policies

Basis of preparation

These financial statements are prepared in accordance with International Financial Reporting Standards promulgated by the International Accounting Standards Board. They are prepared under the historical cost convention.

Depreciation

Depreciation is provided on the straight-line basis to write off the cost of plant and equipment and text books over their estimated useful lives as follows: -

Furniture and fittings	10 years
Equipment	5 - 10 years
Text Books	5 years
Computers	5 years
Minibus	5 years

Government grants

The school receives an annual grant from the Government of Barbados to finance both capital and revenue expenditure. The full amount of the grant is taken to income in the year in which it is received to match it with the related costs which it is intended to cover.

St. Lucy Secondary School
Notes to Financial Statements
Year ended March 31, 2011
(expressed in Barbados dollars)

3. Plant and equipment	Minibus	Furniture, fittings & equipment	Text Books	Total
	\$	\$	\$	\$
Cost				
At April 1, 2009	67,981	1,679,847	886,910	2,634,738
Additions	-	101,206	43,012	144,218
At March 31, 2010	67,981	1,781,053	929,922	2,778,956
Additions	-	59,413	28,405	87,818
At March 31, 2011	67,981	1,840,466	958,327	2,866,774
Accumulated depreciation				
At April 1, 2009	67,981	1,336,038	792,109	2,196,128
Charge for the year	-	79,706	45,479	125,185
At March 31, 2010	67,981	1,415,744	837,588	2,321,313
Charge for the year	-	83,451	42,090	125,541
At March 31, 2011	67,981	1,499,195	879,678	2,446,854
Net book value				
At April 1, 2009	-	343,809	94,801	438,610
At March 31, 2010	-	365,309	92,334	457,643
At March 31, 2011	-	341,271	78,649	419,920

St. Lucy Secondary School

Notes to Financial Statements

Year ended March 31, 2011

(expressed in Barbados dollars)

3. Plant and equipment...continued

Land and buildings have not yet been vested in the School, and therefore are not reflected in these financial statements. The School is however responsible for the maintenance and upkeep of the property. Such costs are reflected in current operations. All land and buildings are owned by the Government of Barbados.

Plant and equipment reflects only those assets acquired since the Board assumed responsibility for the administration of the School on July 1, 1983.

4. Cash and short-term investment

	2011	2010
	\$	\$
General account	420,943	523,651
Text Book Loan Scheme account	69,148	55,566
Petty Fees account	3,334	4,032
Games Clothes account	2,582	4,883
Steel Orchestra account	7,035	7,692
Minibus account	1,250	1,098
Graduation committee	6,915	22,121
Cash in hand	49,922	11
	<u>561,129</u>	<u>619,054</u>
School hall project bank account (bears interest @ 2.50% per annum) (note 6)	2,594,199	3,324,509
	<u>3,155,328</u>	<u>3,943,563</u>

5. Accounts receivable & prepaid expenses

	2011	2010
	\$	\$
VAT receivable	86,057	26,308
Accounts receivable	1,106	16,606
Prepaid expenses	3,049	3,049
	<u>90,212</u>	<u>45,963</u>
VAT receivable (School hall project) (note 6)	166,687	55,868
	<u>256,899</u>	<u>101,831</u>

St. Lucy Secondary School
Notes to Financial Statements
Year ended March 31, 2011
(expressed in Barbados dollars)

6. Deferred capital grant

The school has received a total of \$4,253,883 (2010 - \$4,253,883) from the Ministry of Education to construct a new school hall. As indicated in note 3, lands and buildings are not vested in the school and are therefore not reflected in the financial statements.

Expenditure on the school hall is being charged to the deferred capital grant. Net interest earned on the funds received from the Ministry of Education is credited to the deferred capital grant.

	2011	Restated 2010
	\$	\$
Balance – April 01	3,380,377	2,269,876
Grant from Government of Barbados	-	1,453,883
Interest received – (less withholding taxes)	<u>66,637</u>	<u>44,681</u>
	3,447,014	3,768,440
School hall project expenses	(686,070)	(388,005)
Bank charges	<u>(58)</u>	<u>(58)</u>
Balance – March 31	<u>2,760,886</u>	<u>3,380,377</u>
Represented by:	2011	2010
	\$	\$
School hall project bank account (note 4)	2,594,199	3,324,509
VAT receivable (note 5)	<u>166,687</u>	<u>55,868</u>
	<u>2,760,886</u>	<u>3,380,377</u>

St. Lucy Secondary School
 Notes to Financial Statements
Year ended March 31, 2011
 (expressed in Barbados dollars)

7. Consolidated funds	General Fund	Text Book		Petty Fees Fund	Graduation Fund	Consolidated Funds
		Fund	Fund			
Balance at April 1, 2009	\$ 965,824	\$ 110,129	\$ 8,762	\$ 18,635	\$ 1,103,350	
Surplus (deficit) for the year	5,776	(3,559)	2,069	735	5,021	
Balance at March 31, 2010 - restated	971,600	106,570	10,831	19,370	1,108,371	
Balance at March 31, 2010 - previously stated	1,040,551	106,570	10,831	19,370	1,177,322	
Prior period adjustments (Note 8)	(68,951)	-	-	-	(68,951)	
	971,600	106,570	10,831	19,370	1,108,371	
Surplus (deficit) for the year	(44,581)	(59)	775	(17,222)	(61,087)	
Balance at March 31, 2011	927,019	106,511	11,606	2,148	1,047,284	

St. Lucy Secondary School
Notes to Financial Statements
Year ended March 31, 2011
(expressed in Barbados dollars)

8. Prior period adjustments

During the previous financial year an amount of \$65,000 was inadvertently charged to the school hall project expenses account of the deferred capital grant instead of being deducted from government revenue grant on the General Fund; and professional services expenses of the General Fund and accounts payable were understated by \$3,951, respectively.

9. 2010 Comparatives

Certain comparative figures have been restated to conform to the current year's presentation.

THE
TWENTY-EIGHTH ANNUAL REPORT
OF THE
BOARD OF MANAGEMENT
OF
ST. LUCY SECONDARY SCHOOL
FOR THE
PERIOD
1ST SEPTEMBER 2010 -- 31ST AUGUST 2011

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1. ESTABLISHMENT AND FUNCTIONS
2. BOARD MEMBERSHIP
3. SUB-COMMITTEES OF THE BOARD
4. MEETINGS AND ATTENDANCE
5. STAFF
6. PLANT AND FACILITIES
7. FINANCE
8. DISCIPLINARY MATTERS
9. PRINCIPAL'S REPORT
10. CONCLUSIONS

1.

ESTABLISHMENT AND FUNCTIONS

The Board of Management was established pursuant to Section 16 of the Education Act 191-25; and came into effect from 1st June 1983.

The functions of the Board are:

- (a) to be responsible for implementing the Minister's policy and for that purpose may give directions of a general nature to the Principal;
- (b) to receive, disburse and account for the expenditure of monies voted by Parliament for the operation of the School;
- (c) subject to the Act:-
 - (1) to employ persons of such categories, in such numbers and on such terms and conditions as may be prescribed, and;
 - (2) to discuss and otherwise exercise disciplinary control over those persons;
- (d) to receive in its corporate name, in trust for the people of Barbados towards the advancement of Secondary Education any estate or property, real or personal, whether by way of devise, bequest, legacy or in any other manner;
- (e) to make recommendations to the Minister with regard to any matter directly or indirectly affecting any School or the development of Secondary Education generally;
- (f) to appoint Committees consisting wholly or partly of members of the Board;
- (g) to make standing orders for the conduct of its business or the business of any of its Committees;
- (h) to perform such other functions in relation to the School as the Minister requires to be performed or as may be prescribed.

2.

BOARD MEMBERSHIP

The following persons constituted the Board of Management for the period 2010-09-01 to 2011-03-20.

Mr. Morris Springer	--	Chairman
Mr. Valentine Yearwood	--	Deputy Chairman
Ms. Muriel Agard		
Mr. Lloyd Austin		
Rev. Stephen Cumberbatch		
Mr. Hal Edwards		
Bishop Lynroy Scantlebury.		
Mr. Adrian Clement	--	Ministry Representative
Mr. Cordell Brade	--	P. T. A. Representative
Mr. Hugh Arthur B.S.S. J.P.	--	CTUSAB Representative

The following persons constituted the Board of Management for the period 2011-03-21 to 2011-08-31.

Mr. Morris Springer	--	Chairman
Mr. Valentine Yearwood	--	Deputy Chairman
Ms. Muriel Agard		
Mr. Hal Edwards		
Rev. Stephen Cumberbatch		
Bishop Lynroy Scantlebury		
Mr. Trevor Cozier		
Mr. Adrian Clement	--	Ministry Representative
Mr. Cordell Brade	--	P. T. A. Representative
Mr. Hugh Arthur B.S.S. J.P.	--	CTUSAB Representative

SUB-COMMITTEES OF THE BOARD

(1)

ESTABLISHMENTS COMMITTEE

Composition:	Mr. Valentine Yearwood	Chairman
	Mr. Hugh Arthur B.S.S. J.P	C.T.U.S.A.B Rep.
	Mr. Hal Edwards	
	Mr. Lloyd Austin	
	Mr. Trevor Cozier	
	Ministry's Representative	
	Principal	

This committee is responsible for all staff and Human Resource matters. In addition it will have responsibility for financial matters, overseeing the preparation of annual estimates and the report of the Board's activities.

2.

(2)

Composition: **DISCIPLINARY COMMITTEE**
Mr. Morris Springer Chairman
Mr. Hal Edwards
Bishop Lynroy Scantlebury
Reverend Stephen Cumberbatch
Mr. Cordell Brade P.T.A Representative
Ministry's Representative
Principal

This Committee will be responsible for all students' disciplinary and welfare matters.

(3)

Composition: **MAINTENANCE COMMITTEE**
Mr. Morris Springer -- Chairman
Ms. Muriel Agard
Bishop Lynroy Scantlebury
Mr. Hugh Arthur B.S.S. J.P.
Ministry's Representative
Principal

This committee is responsible for the property, maintenance and security of the school plant and grounds.

MEETINGS AND ATTENDANCE

The number of meetings held by the Board of Management and its Committees were as follows:-

Board of Management	6
Establishments Committee	3
Maintenance Committee	0
Disciplinary	1

The attendance at both Board and Committee meetings was very satisfactory.

Recommendations for the Period

The main decisions and recommendations of the Board of Management during the period under review were:-

- 1) The Ministry of Transport & Works should be written and asked to complete the yard opposite the Industrial Arts Block.
- 2) Technical assistance should be sought from the Education Project Implementation Unit regarding the vibrations experienced in Block B.
- 3) Caribbean Design Architects and Engineers should be asked to provide a report and a scope of works concerning repairs to the steel work in Block B.
- 4) The Board agreed to revisit the previous solution used to relay the track on the school's playing field.
- 5) The following members of the teaching staff were recommended for temporary assignment:
 - a) Mr. Stephen Jackman to act as Principal for the period 2011-01-01 to 2011-08-31.
 - b) Ms. Verna Cozier to act as Deputy Principal for the period 2011-01-01 to 2011-08-31.
 - c) Mrs. Margaret Skeete to act as Head of Department English for the period 2011-01-01 to 2011-08-31.
- 6) Ms. Cyrilene Watts was awarded the contract for the Canteen Concession for the period 2010-09-01 to 2011-08-31.
- 7) The sum of \$123,901.00 should be approved from savings to support the school's approved estimates of expenditure.
- 8) Student Shamar Corbin should benefit from more sessions with the school's Guidance Counsellor before any further decisions were made concerning his behaviour.
- 9) Mr. Lloyd Austin should receive a token of appreciation in recognition of his service to the Board of Management.
- 10) The Board of Management supported the honouring of Mr. Mervin McClean and Mrs. Angela Taylor on their retirement.

5.

STAFF

The Staff available to the School was as follows:-

Teaching Staff

Principal

Mr. Anthony Austin

Deputy Principal

Mr. Stephen Jackman

Senior Teachers

Mr. Harold Headley

Mr. Wilbert Morgan

Maj. James Bradshaw

Ms. Kelvene Lashley

Ms. Judy Walkes

Heads of Department

Mr. Merton Greaves (General Studies)

Ms. Verna Cozier (English)

Mrs. Jennifer Mayers (General Science)

Mr. Winston Dowrich (Business Studies)

Mrs. Irene Banfield (Arts)

Mrs. Rose McIntosh (Foreign Language)

Mr. Frederick Sue (Mathematics)

Mr. Troy Phillips (Industrial Arts)

Ms. Rhonda Hinds (Home Economics)

Graduate Teachers

Mrs. Margaret Skeete

Mrs. Patricia Cadogan

Mr. Stephen Lorde

Mr. Michael Cumberbatch

Mr. Henderson Wiltshire

Mr. Andrew Fenty

Mrs. Sophia Shepherd-Yearwood

Ms. Arlene Roach

Ms. Stacy Maynard

Mrs. Anastacia Branch

Mr. David Ifill

Ms. Janelle Harte

Dr. Emelda Charles-Clarke

Mrs. Susan Inniss

Mr. Antonio Armstrong

Mrs. Patria Worrell

Mrs. Shaunette Small

Mrs. Shelly-Ann Lucas

Mrs. Heather Wiltshire

Mr. Ryan Clarke

Ms. Nicola Husbands

Mr. Peter Cox

Mrs. Laura Thomas

Mrs. Nicola Simpson-Blackman

Mr. Michael Toppin (Vacant)

5.

5.

STAFF CONT'D

Qualified Teachers

Ms. Loleene Gill
Mr. Everton McClean
Mr. Carson Boyce
Ms. Angela Boyce

Teacher Special Grade:

Mr. Timothy Davis
Mr. Winston Holford
Mrs. Joanne Hart
Mrs. Vanessa John (Vacant)

Teachers:

Ms. Shirley Bovell
Mr. Noland Burnett
Ms. Meashel Ward (Vacant)
Mr. Rohan Nurse (Vacant)

I.T. Coordinator

Mr. Delvin Lewis

Temporary Teachers

Ms. Kimberly Trotman
Mrs. Ann Millar
Ms. Shakira Shorey

Part-Time Teachers

Mr. Ryan Blackman	Music
Mr. Ricardo Wickham	Leathercraft
Mr. Kenneth Lewis	Dance
Mr. Timothy Kellman	Agricultural Science
Mr. Nigel Griffith	Carpentry
Mr. Timothy Phillips	Masonry

Guidance Counsellor

Mr. Saul Leacock

The Staff Complement comprised of 1 Principal, 48 permanently appointed teachers, 10 temporary teachers, 1 Guidance Counsellor and 1 Information Technology Coordinator.

6.

5.

STAFF CONT'D

The Non-Teaching staff complement consists of twenty-two (22) persons.

Non- Teaching Staff

Secretary/Treasurer	Ms. Paula Benn
Executive Officer	Ms. Olivia Yearwood
School Secretary	Mrs. Alicia Jackman-Thomas
2 Clerk/Typists	Mrs. Peggy Harris
	Ms. Tameka Murray
1 Library Assistant	Mrs. Cynthia Ward
1 Laboratory Assistant	Mr. Laurenston Cumberbatch
1 Porter/ Messenger	Mr. Emerson Griffith
2 Security Guards	Mr. Christopher Brome
	Mr. Trevor Bailey
2 Groundsmen	Mr. Elliott Phillips
	Mr. Rodney Rollock
7 General Workers	Mr. Andrew Boyce
	Mr. Wayne Harding
	Ms. Urlene Moore
	Ms. Glendene Greaves
	Ms. Maria Bynoe
	Mrs. Patricia Lashley-Roach
	Mrs. Sandra Bowen
2 Watchmen	Mr. Euclid O'Neale
	Mr. Franklyn Griffith
1 Relief Watchman	Mr. Carl Armstrong

(a) **Acting Assignments**

- (1) Mr. Stephen Jackman acted as Principal the period 2010-07-01 to 2011-08-31.
- (2) Mrs. Verna Cozier acted as Deputy Principal for the period 2010-07-01 to 2011-08-31
- (3) Mrs. Margaret Skeete acted as Head of Department- English for the period 2010-09-01 to 2011-08-31.
- (4) Ms. Arlene Roach acted as Head of Department- Science for the period 2011-04-11 to 2011-08-31.

Acting Teacher Assignments

September 1st 2010 to December 31st, 2010

Ms. Clare Codrington vice Mrs. Heather Wiltshire
Mr. Michael Toppin vice Mr. Mervin McClean
Ms. Kimberley Greaves vice Mrs. Margaret Skeete
Mr. Anthony Cumberbatch vice Mr. Michael Cumberbatch

5.

STAFF (CONTINUED)

Acting Teacher Assignments (Cont'd)

September 1st 2010 to August 31st, 2011

Ms. Vanessa John vice Mrs. Angela Taylor
Mr. Elvis Caddle vice Mr. Noland Burnett
Ms. Kimberley Trotman vice Ms. Joan Norville
Ms. Shakira Shorey vice Ms. Harriett Waithe
Mr. Jamaal Reifer vice Mr. Timothy Davis

September 13th 2010 to December 31st, 2010

Ms. Roseanna Evelyn vice Mr. Carson Boyce

October 7th 2010 – November 5th 2010

Ms. Laurel Armstrong vice Mrs. Sophia Shepherd Yearwood

January 1st 2010 to February 8th 2010

Ms. Charlaine Rollock vice Mrs. Mrs. Nicola Husbands

January 1st 2011 to April 10th 2011

Mr. Michael Toppin vice Mr. Mervin McClean
Ms. Kimberley Greaves vice Mrs. Margaret Skeete

January 1st 2011 to April 15th 2011

Ms. Charlaine Rollock vice Mrs. Mrs. Nicola Husbands

April 11th 2011 to July 7th 2011

Ms. Karen Armstrong vice Mrs. Jennifer Mayers

Temporary Teaching Assignments

September 1st 2010 to August 31st, 2011

Mrs. Ann Millar
Ms. Meashel Ward
Mr. Rohan Nurse

Part-Time - September 1st 2010 August 31st, 2011

Mr. Ricardo Wickham
Mr. Ryan Blackman
Mr. Kenneth Lewis
Mr. Timothy Kellman
Mr. Nigel Griffith
Mr. Timothy Phillips

8.

5. **STAFF (CONTINUED)**

(b) **Leave was granted to the following**

- 1) Mr. Timothy Davis Teacher Special Grade to pursue the two year teacher in –service programme at Erdiston Teachers’ Training College during the period 2010-09-01 to 2011-08-31.

- 2) Mr. Noland Burnett, Teacher to pursue the two year teacher in –service programme at Erdiston Teachers’ Training College during the period 2010-09-01 to 2011-08-31.

(c) **Term’s Leave**

September to December 2010

Mr. Michael Cumberbatch
Mrs. Heather Wiltshire

January to March 2011

Mr. Carson Boyce

April to July 2011

Mrs. Jennifer Mayers

(d) **Retirement**

Mr. Mervin McClean, Qualified Teacher effective 2010-09-01.
Mr. Anthony Austin, Principal effective 2011-01-01.

6. **PLANT AND FACILITIES**

General Maintenance and Upkeep

For the period under review the Board continued to assume full responsibility for the general maintenance and upkeep of the property. Attention was paid in particular to routine maintenance requests for repairs. The majority of the repair work was carried out during the summer holiday. The following projects were completed:

- 1) Repairs to Art Room # 2 -\$18,472.00
- 2) Repairs to Boys Bathrooms North and Ground Floor – \$7,726.00
- 3) Repairs to Room # 5 South side - \$7,905.22
- 4) Hurricane Tomas Repairs -\$ 34,124.05
- 5) Summer Painting -\$3,667.59

6.

PLANT AND FACILITIES (CONT'D)

School Hall

The School Hall project recommenced on September 20th 2010 after the foundation was grouted by S.B. Testing and Engineering. Fissures had been identified in the rock and this led to further excavation and remedial work being done on the foundation. As a result of the additional excavation a basement and water tank were added to the project.

The Board was assured by the consultants for the project that the technique used to accommodate the foundation was proven. The grouting which had been used was of a specified strength and that the raft foundation would accommodate any fissures which could develop. This type of foundation provided beams spanning the entire foundation.

In addition although the project had restarted the design team had to make changes in the foundation design to accommodate a basement level. There would be no change to the first floor design but at this stage it was necessary to put in all the necessary services in the basement as there would be no cutting of the floor after the basement was cast.

It was agreed that these additions would mean supplementary costs and Mr. Henry L. Taylor, Quantity Surveyor provided the Board with the revised contract sum of \$5,711,160.30 instead of \$4,064,735.00. The Board has forwarded the additional costs to the Ministry in a request for a supplementary.

Report on Equipment, Furniture and Materials

The annual effort to replace furniture for staff and students through purchases and repairs was undertaken.

The major purchases of equipment and furniture for the year under review were:

	\$
Student Chairs and Desks	33,487.50
Teacher Furniture	3,269.52
Computer Equipment	11,037.97
1 Irrigation System	8,643.11
Storage Shed	5,418.50

The school's equipment is generally in a good state of repair. The materials required for the teaching of the curriculum have been readily available.

Use of Plant

The Board continues its policy to facilitate community projects through the use of the school property.

During the year, the numbers of approved requests were as follows:-

Long-term

The Elyon Gospel Assembly	Church Services
The District Emergency Organisation	Disaster Preparedness
The Barbados Defence Force	Emergency Staging Area
The Samuel Jackman Prescod Polytechnic	Continuing Education
The Electoral and Boundaries Commission	Registrations

Short - Term

Use of Hall	0
Use of Hard Courts	0
Camps	1
Others (stage, grounds, class rooms, Home Economics)	13

7.

FINANCE

For the Financial Year ending 31 March, 2010, the statement of Revenue and Expenditure (audited) for the Board of Management Account showed as follows:-

	\$
Actual Receipts	5,681,968.00
Actual Expenditure	<u>5,726,549.00</u>
Deficit	<u>(44,581.00)</u>

8.

DISCIPLINARY MATTERS

STUDENTS

There were forty-two (42) suspensions for the school year under review. Suspension was used as a sanction for excessive lateness, dress code violations, assault, cellular phones, fighting and general misconduct.

For the period under review the Disciplinary Committee was convened to investigate the conduct of student Shamar Corbin of Form 3Y. The Committee recommended that Shamar should benefit from additional intervention and counselling by the school's Guidance Counsellor.

9.

PRINCIPAL'S REPORT

The number of students writing the May/June 2011 CXC General examinations was marginally less with 104 students writing examinations 21 males and 83 females.

There was a decrease in entries at General Proficiency Level, 344 entries in 2011 when compared to 404 entries in 2010, a 14.85% decrease. There were 283 passes in 2011 which compared favourably with the 283 passes in 2010. Subject entries for boys decreased from 118 to 63 while female students outperformed male students receiving all 20 grade one passes. The overall pass rate decreased from 66% to 53%.

Good performances were made in Office Administration, Physical Education and Sport, Technical Drawing, Visual Art and Mechanical Engineering as 100% passes were recorded. Also worthy of note as that for the first time in recent years History and Spanish have recorded passes. Although the school's passes in Mathematics and English were below the National average there were some creditable performances which is a credit to the school's remedial programme.

The school has been certified by the BTVET Council as a training centre to deliver and assess CVQ/NVQ programmes and is looking forward to the official launch of the National Programme. In addition, Mr. Peter Cox and Mr. Elvis Caddle have been confirmed as level 4 assessors for the CVQ/NVQ programme.

The school has continued to perform well in its extra curricular activities as the school captured the Under 19 Second Division Boys Basketball Championship and were runners-up in the knockout competition. Furthermore, the school captured the Girls Basketball Championship and were second in the knockout competition. In addition the school reached the finals of Under 19 Netball competition.

The school roll for the period 2010-2011 was six hundred and fifty-seven (657) students. In the Lower school there were 212 boys and 151 girls. In the Upper school there were 120 boys and 174 girls. The average attendance rate for the school year was 79.7 %.

(10)

OVERVIEW

The Board of Management of St. Lucy Secondary School continues to be committed to the overall improvement of the institution and to the policies of the Minister and the Ministry of Education.

Financial Statements of

**ST. LUCY SECONDARY
SCHOOL**

March 31, 2012

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INDEPENDENT AUDITORS' REPORT

To the Board of Management of St. Lucy Secondary School

We have audited the accompanying financial statements of St. Lucy Secondary School, which comprise the balance sheet as at March 31, 2012, the statements of revenue and expenses, the statement of changes in consolidated funds and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards and for such internal controls as management determines necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of St. Lucy Secondary School as of March 31, 2012, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards.

Other Matter

The financial statements of St. Lucy Secondary School for the year ended March 31, 2011, were audited by another auditor who expressed an unmodified opinion on those statements on November 10, 2011.

A handwritten signature in cursive script that reads 'Burrowes' followed by a horizontal line.

Chartered Accountants
Bridgetown, Barbados
June 20, 2013

ST. LUCY SECONDARY SCHOOL

Balance Sheet

As of March 31, 2012
with comparative figures for 2011

(Expressed in Barbados Dollars)

	<u>Notes</u>	<u>2012</u>	<u>2011</u>
Assets			
Non-current Assets			
Plant and Equipment	4	\$ <u>365,515</u>	<u>419,920</u>
Current Assets			
Cash	5	925,613	3,155,328
Accounts receivable and prepaid expenses	6	<u>789,240</u>	<u>256,899</u>
Total current assets		<u>1,714,853</u>	<u>3,412,227</u>
Less: Current Liabilities			
Accounts payable		13,276	23,977
Deferred capital grant	7	<u>1,148,010</u>	<u>2,760,886</u>
Total current liabilities		<u>1,161,286</u>	<u>2,784,863</u>
Net current assets		<u>553,567</u>	<u>627,364</u>
Net Assets		\$ <u>919,082</u>	<u>1,047,284</u>
Consolidated Funds		\$ <u>919,082</u>	<u>1,047,284</u>

See accompanying notes to financial statements.

Approved by:


----- Chairman


----- Secretary /Treasurer

ST. LUCY SECONDARY SCHOOL

Statement of Changes in Consolidated Funds

Year ended March 31, 2012
with comparative figures for 2011

(Expressed in Barbados Dollars)

		General Fund	Text Book Loan Scheme Fund	Petty Fees Fund	Graduation Fund	Consolidated Funds
Balance at March 31, 2010	\$	971,600	106,570	10,831	19,370	1,108,371
Excess of expenses over revenue for the year		<u>(44,581)</u>	<u>(59)</u>	<u>775</u>	<u>(17,222)</u>	<u>(61,087)</u>
Balance at March 31, 2011		927,019	106,511	11,606	2,148	1,047,284
Excess of expenses over revenue for the year		<u>(140,614)</u>	<u>1,325</u>	<u>4,163</u>	<u>6,924</u>	<u>(128,202)</u>
Balance at March 31, 2012	\$	<u>786,405</u>	<u>107,836</u>	<u>15,769</u>	<u>9,072</u>	<u>919,082</u>

See accompanying notes to financial statements.

ST. LUCY SECONDARY SCHOOL

Statement of Revenue and Expenses - General Account

Year ended March 31, 2012
with comparative figures for 2011

(Expressed in Barbados Dollars)

	<u>Notes</u>	Budget Approved In 2012 <u>Estimates</u>	<u>2012</u>	<u>2011</u>
Revenue:				
Government grant	\$	5,419,998	5,493,757	5,640,925
Other income		-	129	8,112
Tuition fees		-	24,455	18,485
Rental of Canteen		-	9,000	9,000
Steel Orchestra		-	700	900
Games Clothes		-	5,805	4,335
Minibus Revenue		-	375	211
		<u>5,419,998</u>	<u>5,534,221</u>	<u>5,681,968</u>
Expenses:				
Personal emoluments		3,430,330	3,959,701	3,880,758
Other personal emoluments		1,232,206	686,254	684,281
National insurance and levies		359,338	361,988	347,489
Entertainment allowance		-	4,965	4,965
Travel expenses		19,274	-	-
Utilities		140,000	127,936	116,774
Rentals		4,750	-	-
Library		4,000	3,788	5,411
Supplies and materials		50,100	49,014	44,582
Maintenance of property- general		50,000	44,915	58,502
Maintenance of property- building		-	72,036	79,555
Operating expenses		120,000	209,866	355,092
Plant, equipment and furniture		-	51,012	43,442
Professional services		10,000	17,418	14,020
Depreciation - plant and equipment	4	-	85,507	83,451
Steel orchestra		-	59	1,557
Games clothes		-	317	6,612
Minibus expenses		-	59	58
		<u>5,419,998</u>	<u>5,674,835</u>	<u>5,726,549</u>
Excess expenses over revenue	\$	<u>-</u>	<u>(140,614)</u>	<u>(44,581)</u>

See accompanying notes to financial statements.

ST. LUCY SECONDARY SCHOOL

Statement of Revenue and Expenses - Text Book Loan Scheme

Year ended March 31, 2012
with comparative figures for 2011

(Expressed in Barbados Dollars)

	<u>Notes</u>	<u>2012</u>	<u>2011</u>
Revenue:			
Maintenance fees		\$ <u>47,680</u>	<u>46,869</u>
Expenses:			
Depreciation	4	40,379	42,090
Salaries / honoraria		4,873	4,360
Stationery		488	290
Miscellaneous		<u>615</u>	<u>188</u>
		<u>46,355</u>	<u>46,928</u>
Excess revenue over expenses (expenses over revenue)		\$ <u>1,325</u>	<u>(59)</u>

See accompanying notes to financial statements.

ST. LUCY SECONDARY SCHOOL

Statement of Revenue and Expenses - Petty Fees

Year ended March 31, 2012
with comparative figures for 2011

(Expressed in Barbados Dollars)

	<u>2012</u>	<u>2011</u>
Revenue:		
Petty fees	\$ <u>29,640</u>	<u>29,799</u>
Expenses:		
Transportation	3,100	6,465
Stationery	8,417	5,532
Subscriptions	734	956
Games	8,619	7,164
Travel allowance	3,943	8,289
Miscellaneous	<u>664</u>	<u>618</u>
	<u>25,477</u>	<u>29,024</u>
Excess revenue over expenses	\$ <u><u>4,163</u></u>	<u><u>775</u></u>

See accompanying notes to financial statements.

ST. LUCY SECONDARY SCHOOL

Statement of Revenue and Expenses - Graduation Fund

Year ended March 31, 2012
with comparative figures for 2011

(Expressed in Barbados Dollars)

	<u>2012</u>	<u>2011</u>
Revenue:		
Contribution received	\$ <u>16,344</u>	<u>13,771</u>
Expenses:		
Graduation costs	9,300	30,905
Other	<u>120</u>	<u>88</u>
	<u>9,420</u>	<u>30,993</u>
Excess revenue over expenses (expenses over revenue)	\$ <u><u>6,924</u></u>	<u><u>(17,222)</u></u>

See accompanying notes to financial statements.

ST. LUCY SECONDARY SCHOOL

Statement of Cash Flows

Year ended March 31, 2012
with comparative figures for 2011

(Expressed in Barbados Dollars)

	<u>2012</u>	<u>2011</u>
Cash Flows from Operating Activities		
Excess expenses over revenue - General Fund	\$ (140,614)	(44,581)
Excess revenue over expenses (expenses over revenue) - Text Book Loan Scheme Fund	1,325	(59)
Excess revenue over expenses - Petty Fee Fund	4,163	775
Excess revenue over expenses (expenses over revenue) - Graduation Fund	6,924	(17,222)
Excess expenses over revenue	(128,202)	(61,087)
Adjustment for:		
Depreciation	125,886	125,541
Excess (expenses over revenue) revenue over expenses before working capital changes:	(2,316)	64,454
Increase in accounts receivable and prepaid expenses	(532,341)	(155,068)
(Decrease) increase in accounts payable and accruals	(10,701)	9,688
Net cash used in operating activities	<u>(545,358)</u>	<u>(80,926)</u>
Cash Flows from Investing Activities		
Purchase of plant and equipment	(40,700)	(59,413)
Purchase of text books	(30,781)	(28,405)
School Hall expenditure	(2,738,182)	(686,128)
Interest received	28,236	66,637
Net cash used in investing activities	<u>(2,781,427)</u>	<u>(707,309)</u>
Cash Flows from Financing Activities		
Government grant for school hall expansion	1,097,070	-
Net cash from financing activities	<u>1,097,070</u>	<u>-</u>
Decrease in cash during the year	(2,229,715)	(788,235)
Cash, beginning of year	3,155,328	3,943,563
Cash, end of year	\$ <u>925,613</u>	<u>3,155,328</u>

See accompanying notes to financial statements.

ST. LUCY SECONDARY SCHOOL

Notes to the Financial Statements

Year ended March 31, 2012

(Expressed in Barbados Dollars)

1. Establishment and Principal Activity

The Board of Management was established under the Education Act 1981-25, and undertook the responsibilities of administering the School on July 1, 1983.

The St. Lucy Secondary School is located at Trents, St. Lucy.

2. Basis of Presentation

These financial statements were approved by the Board of Management on June 20, 2013.

(a) *Basis of Measurement*

The financial statements are prepared in accordance with International Financial Reporting Standards (IFRSs) promulgated by the International Accounting Standards Board. They are prepared under the historical cost convention.

(b) *Functional and Presentation Currency*

The financial statements are presented in Barbados dollars which is the School's functional currency. All financial information presented in Barbados dollars has been rounded to the nearest dollar.

(c) *Period of Reporting*

These financial statements represent the performance, the financial and cash flow position of the St. Lucy Secondary School for the year ended March 31, 2012.

(d) *Use of Estimates*

The preparation of financial statements in conformity with IFRS requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, the disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the year. Actual results could differ significantly from those reported.

3. Significant Accounting Policies

The accounting policies adopted by St. Lucy Secondary School are as follows:

(a) *Revenue Recognition*

Government Grant

The School receives an annual grant from the Government of Barbados to finance both capital and recurrent expenditure. The full amount of the grant is taken to income in the year in which it is received to match it with the related costs which it is intended to cover.

Other Revenue

Other revenue is recognised when earned.

ST. LUCY SECONDARY SCHOOL

Notes to the Financial Statements

Year ended March 31, 2012

(Expressed in Barbados Dollars)

3. Significant Accounting Policies....continued

(b) Plant and Equipment

Plant and equipment are recorded at cost less accumulated depreciation and impairment losses. Depreciation is calculated on the straight-line basis to write-off the cost of furniture and fittings, equipment and text books over their estimated useful lives as follows:

Furniture and fittings	10 years
Computers	5 years
Text books	5 years
Equipment	5-10 years
Minibus	5 years

4. Plant and Equipment

	Minibus	Furniture and Fittings	Text Books	Total
Cost				
At March 31, 2010	\$ 67,981	1,781,053	929,922	2,778,956
Additions	-	59,413	28,405	87,818
At March 31, 2011	67,981	1,840,466	958,327	2,866,774
Additions	-	40,700	30,781	71,481
At March 31, 2012	\$ <u>67,981</u>	<u>1,881,166</u>	<u>989,108</u>	<u>2,938,255</u>
Accumulated Depreciation				
At March 31, 2010	\$ 67,981	1,415,744	837,588	2,321,313
Charge for the year	-	83,451	42,090	125,541
At March 31, 2011	67,981	1,499,195	879,678	2,446,854
Charge for the year	-	85,507	40,379	125,886
At March 31, 2012	\$ <u>67,981</u>	<u>1,584,702</u>	<u>920,057</u>	<u>2,572,740</u>
Net Book Value				
At March 31, 2010	\$ -	365,309	92,334	457,643
At March 31, 2011	\$ -	341,271	78,649	419,920
At March 31, 2012	\$ <u>-</u>	<u>296,464</u>	<u>69,051</u>	<u>365,515</u>

Plant and equipment reflects only those assets acquired since the Board assumed responsibility for the administration of the School on July 1, 1983.

ST. LUCY SECONDARY SCHOOL

Notes to the Financial Statements

Year ended March 31, 2012

(Expressed in Barbados Dollars)

4. Plant and Equipment....continued

Land and buildings have not yet been vested in the school, and therefore are not reflected in these financial statements. The school is however responsible for the maintenance and upkeep of the property. Such costs are reflected in current operations. All land and buildings are owned by the Government of Barbados.

5. Cash

	<u>2012</u>	<u>2011</u>
General account	\$ 304,629	420,943
Text Book Loan Scheme account	79,986	69,148
Petty Fees account	7,394	3,334
Games Clothes account	8,150	2,582
Steel Orchestra account	7,676	7,035
Minibus account	1,567	1,250
Graduation Committee account	13,839	6,915
Cash in hand	-	49,922
	<u>423,241</u>	<u>561,129</u>
School Hall Project account (bears interest at 2.50% per annum) (note 7)	<u>502,372</u>	<u>2,594,199</u>
	<u>\$ 925,613</u>	<u>3,155,328</u>

6. Accounts Receivable and Prepaid Expenses

	<u>2012</u>	<u>2011</u>
VAT receivable	\$ 139,439	86,057
Accounts receivable	1,106	1,106
Prepaid expenses	<u>3,049</u>	<u>3,049</u>
	143,594	90,212
VAT receivable (School Hall Project) (note 7)	<u>645,646</u>	<u>166,687</u>
	<u>\$ 789,240</u>	<u>256,899</u>

ST. LUCY SECONDARY SCHOOL

Notes to the Financial Statements

Year ended March 31, 2012

(Expressed in Barbados Dollars)

7. Deferred Capital Grant

The School has received a total of \$5,350,953 (2011 - \$4,253,883) from the Ministry of Education to construct a new school hall.

As indicated in note 4, land and buildings are not vested in the school and are therefore not reflected in the financial statements.

Expenditure on the school hall is being charged to the deferred capital grant. Net interest earned on the funds received from the Ministry of Education is credited to the deferred capital grant.

	<u>2012</u>	<u>2011</u>
Balance - April 1	\$ 2,760,886	3,380,377
Grant from Government of Barbados	1,097,070	-
Interest received (less withholding tax)	<u>28,244</u>	<u>66,637</u>
	3,886,200	3,447,014
School Hall Project expense	<u>(2,738,182)</u>	<u>(686,128)</u>
Balance - March 31	\$ <u><u>1,148,018</u></u>	<u><u>2,760,886</u></u>
Represented by:		
	<u>2012</u>	<u>2011</u>
School Hall Project account	\$ 502,372	2,594,199
VAT receivable	<u>645,646</u>	<u>166,687</u>
	\$ <u><u>1,148,018</u></u>	<u><u>2,760,886</u></u>

8. Subsequent Event

On November 9, 2012 the St. Lucy Secondary School was officially renamed the Daryll Jordan Secondary School.

THE
TWENTY-NINTH ANNUAL REPORT
OF THE
BOARD OF MANAGEMENT
OF
ST. LUCY SECONDARY SCHOOL
FOR THE
PERIOD
1ST SEPTEMBER 2011 -- 31ST AUGUST 2012

CONTENTS

1. ESTABLISHMENT AND FUNCTIONS
2. BOARD MEMBERSHIP
3. SUB-COMMITTEES OF THE BOARD
4. MEETINGS AND ATTENDANCE
5. STAFF
6. PLANT AND FACILITIES
7. FINANCE
8. DISCIPLINARY MATTERS
9. PRINCIPAL'S REPORT
10. CONCLUSIONS

1.

ESTABLISHMENT AND FUNCTIONS

The Board of Management was established pursuant to Section 16 of the Education Act 191-25; and came into effect from 1st June 1983.

The functions of the Board are:

- (a) to be responsible for implementing the Minister's policy and for that purpose may give directions of a general nature to the Principal;
- (b) to receive, disburse and account for the expenditure of monies voted by Parliament for the operation of the School;
- (c) subject to the Act:-
 - (1) to employ persons of such categories, in such numbers and on such terms and conditions as may be prescribed, and;
 - (2) to discuss and otherwise exercise disciplinary control over those persons;
- (d) to receive in its corporate name, in trust for the people of Barbados towards the advancement of Secondary Education any estate or property, real or personal, whether by way of devise, bequest, legacy or in any other manner;
- (e) to make recommendations to the Minister with regard to any matter directly or indirectly affecting any School or the development of Secondary Education generally;
- (f) to appoint Committees consisting wholly or partly of members of the Board;
- (g) to make standing orders for the conduct of its business or the business of any of its Committees;
- (h) to perform such other functions in relation to the School as the Minister requires to be performed or as may be prescribed.

2.

BOARD MEMBERSHIP

The following persons constituted the Board of Management for the period 2011-09-01 to 2012-08-31.

Mr. Morris Springer	--	Chairman
Mr. Valentine Yearwood	--	Deputy Chairman
Ms. Muriel Agard		
Mr. Hal Edwards		
Rev. Stephen Cumberbatch		
Bishop Lynroy Scantlebury		
Mr. Trevor Cozier		
Mr. Adrian Clement	--	Ministry Representative
Mr. Kenneth Jordan	--	P. T. A. Representative
Mr. Hugh Arthur B.S.S. J.P.	--	CTUSAB Representative

Mr. Kenneth Jordan joined the Board on March 20th 2012 replacing Mr. Corell Brade as president of the P. T. A.

SUB-COMMITTEES OF THE BOARD

(1)

ESTABLISHMENTS COMMITTEE

Composition:	Mr. Valentine Yearwood	Chairman
	Mr. Hugh Arthur B.S.S. J.P	C.T.U.S.A.B Rep.
	Mr. Hal Edwards	
	Mr. Trevor Cozier	
	Ministry's Representative	
	Principal	

This committee is responsible for all staff and Human Resource matters. In addition it will have responsibility for financial matters, overseeing the preparation of annual estimates and the report of the Board's activities.

(2)

DISCIPLINARY COMMITTEE

Composition:	Mr. Morris Springer	Chairman
	Mr. Hal Edwards	
	Bishop Lynroy Scantlebury	
	Reverend Stephen Cumberbatch	
	Mr. Kenneth Jordan	P.T.A Representative
	Ministry's Representative	
	Principal	

This Committee will be responsible for all students' disciplinary and welfare matters.

(3)

Composition: **MAINTENANCE COMMITTEE**
Mr. Morris Springer -- Chairman
Ms. Muriel Agard
Bishop Lynroy Scantlebury
Mr. Hugh Arthur B.S.S. J.P.
Ministry's Representative
Principal

This committee is responsible for the property, maintenance and security of the school plant and grounds.

MEETINGS AND ATTENDANCE

The number of meetings held by the Board of Management and its Committees were as follows:-

Board of Management	10
Establishments Committee	2
Maintenance Committee	0
Disciplinary	2

The attendance at both Board and Committee meetings was very satisfactory.

Recommendations for the Period

The main decisions and recommendations of the Board of Management during the period under review were:-

- 1) The structural defects in Block B should be repaired for the sum of **\$516,000.00** to ensure the safety of staff and students.
- 2) A supplementary should be sought for a refund of the monies spent on the damage to the school's property by Tropical Storm Tomas.
- 3) The Immigration Act should be followed in relation to the non-payment of tuition fees by non-national students and that every effort should be made to recoup these funds.

Recommendations for the Period (Cont'd)

- 4) Burrowes Chartered Accountants should be appointed as the school's auditors in keeping with Cabinet's decision of June 2, 2011.
- 5) The following members of the teaching staff were recommended for temporary assignment:
 - a) Ms. Verna Cozier to act as Deputy Principal for the period 2011-09-01 to 2012-08-31.
 - b) Mrs. Margaret Skeete to act as Head of Department English for the period 2011-09-01 to 2012-08-31.
- 6) Ms. Cyrilene Watts was awarded the contract for the Canteen Concession for the period 2011-09-01 to 2012-08-31.
- 7)
 - a) the parents of students who are suspended must be notified before the student leaves the compound.
 - b) if the parent cannot be contacted the student must remain at school for the day and the suspension would take effect from the following day.
 - c) the Principal must keep a log indicating the time the parent was contacted.
- 8) Female students should not be asked to empty their bags in the presence of males during classroom searches.
- 9) The school should be renamed in honour of its first Principal, Mr. Daryll Jordan.
- 10) The following should be followed for staff Disciplinary proceedings:
 - a) if a staff member retains legal representation, adjourn the meeting and seek legal representation or
 - b) have legal representation present which was approved by the Solicitor General's office.
- 11) Rayside Construction's quotation of \$69,462.83 was approved to complete the school's car park.

5.

STAFF

The Staff available to the School was as follows:-

Teaching Staff

Principal

Mr. Stephen Jackman

Deputy Principal (Ag.)

Ms. Verna Cozier

Senior Teachers

Mr. Harold Headley

Mr. Wilbert Morgan

Maj. James Bradshaw

Ms. Kelvene Lashley

Ms. Judy Walkes

Heads of Department

Mr. Merton Greaves (General Studies)

Ms. Margaret Skeete (English)

Mrs. Jennifer Mayers (General Science)

Mr. Winston Dowrich (Business Studies)

Mrs. Irene Banfield (Arts)

Mrs. Rose McIntosh (Foreign Language)

Mr. Frederick Sue (Mathematics)

Mr. Troy Phillips (Industrial Arts)

Ms. Rhonda Hinds (Home Economics)

Graduate Teachers

Mrs. Patricia Cadogan

Mr. Stephen Lorde

Mr. Michael Cumberbatch

Mr. Henderson Wiltshire

Mr. Andrew Fenty

Mrs. Sophia Shepherd-Yearwood

Ms. Arlene Roach

Ms. Stacy Maynard

Mrs. Anastacia Branch

Mr. David Ifill

Ms. Janelle Harte

Dr. Emelda Charles-Clarke

Mrs. Susan Inniss

Mr. Antonio Armstrong

Mrs. Patria Worrell

Mrs. Shaunette Small

Mrs. Shelly-Ann Lucas

Mrs. Heather Wiltshire

Mr. Ryan Clarke

Ms. Nicola Husbands

Mr. Peter Cox

Mrs. Laura Thomas

Mrs. Nicola Simpson-Blackman

Mr. Michael Toppin (Vacant)

Ms. Kimberley Trotman (Vacant)

Mrs. Kimberley Skeete

5.

5.

Qualified Teachers

STAFF CONT'D

Ms. Loleene Gill
Mr. Everton McClean
Mr. Carson Boyce
Ms. Angela Boyce

Teacher Special Grade:

Mr. Timothy Davis
Mr. Winston Holford
Mrs. Joanne Hart
Mrs. Vanessa John (Vacant)

Teachers:

Ms. Shirley Bovell
Mr. Noland Burnett
Mr. Rohan Nurse (Vacant)

I.T. Coordinator

Mr. Delvin Lewis

Temporary Teachers

Ms. Meashel Ward
Mrs. Ann Millar
Ms. Shakira Shorey

Part-Time Teachers

Mr. Ryan Blackman	Music
Mr. Ricardo Wickham	Leathercraft
Mr. Kenneth Lewis	Dance
Mr. Timothy Kellman	Agricultural Science
Mr. Nigel Griffith	Carpentry
Mr. Timothy Phillips	Masonry

Guidance Counsellor

Mr. Saul Leacock

The Staff Complement comprised of 1 Principal, 48 permanently appointed teachers, 10 temporary teachers, 1 Guidance Counsellor and 1 Information Technology Coordinator.

6.

5.

STAFF CONT'D

The Non-Teaching staff complement consists of twenty-two (22) persons.

Non- Teaching Staff

Secretary/Treasurer	Ms. Paula Benn
Executive Officer	Ms. Olivia Yearwood
School Secretary	Mrs. Alicia Jackman-Thomas
2 Clerk/Typists	Mrs. Peggy Harris
	Ms. Tameka Murray
1 Library Assistant	Mrs. Cynthia Ward
1 Laboratory Assistant	Mr. Laurenston Cumberbatch
1 Porter/ Messenger	Mr. Emerson Griffith
2 Security Guards	Mr. Christopher Brome
	Mr. Trevor Bailey
2 Groundsmen	Mr. Elliott Phillips
	Mr. Rodney Rollock
7 General Workers	Mr. Andrew Boyce
	Mr. Wayne Harding
	Ms. Urlene Moore
	Ms. Glendene Greaves
	Ms. Maria Bynoe
	Mrs. Patricia Lashley-Roach
	Mrs. Sandra Bowen
2 Watchmen	Mr. Euclid O'Neale
	Mr. Franklyn Griffith
1 Relief Watchman	Mr. Carl Armstrong

(a) **Acting Assignments**

- (1) Mrs. Verna Cozier acted as Deputy Principal for the period 2011-09-01 to 2012-08-31.
- (2) Mrs. Margaret Skeete acted as Head of Department- English for the period 2011-09-01 to 2012-08-31.
- (3) Mr. Stephen Lorde acted as Head of Department- General Studies for the period 2012-01-01 to 2012-03-31.

Acting Teacher Assignments

September 1st 2011 to September 16th 2011

Ms. Kerri-Ann Boyce vice Mrs. Vanessa John

September 1st 2011 to October 6th 2011

Ms. Desiree Darlington vice Ms. Arlene Roach

September 1st 2011 to December 14th 2011

Ms. Michelle Drakes vice Mrs. Kimberley Trotman

7.

5.

STAFF (CONTINUED)

Acting Teacher Assignments (Cont'd)

September 14th 2011 to December 31st 2011

Mr. Kenneth Gibbs vice Mr. Henderson Wiltshire

October 27th 2011 to August 31st 2012

Ms. Lois Ishmael vice Mrs. Laura Thomas

September 1st 2011 to December 31st, 2011

Ms. Charlaine Rollock vice Mr. Peter Cox

Ms. Kimberley Greaves vice Mrs. Margaret Skeete

Mr. Anthony Cumberbatch vice Mr. Michael Cumberbatch

September 1st 2011 to August 31st, 2012

Ms. Vanessa John vice Mrs. Angela Taylor

Mr. Elvis Caddle vice Mr. Noland Burnett

Ms. Kimberley Trotman vice Ms. Joan Norville

Ms. Shakira Shorey vice Ms. Harriett Waithe

Mr. Jamaal Reifer vice Mr. Rohan Nurse

Ms. Laurel Armstrong vice Mrs. Joanne Hart

Mr. Michael Toppin vice Mr. Mervin McClean

January 9th 2012 to April 15th 2012

Ms. Kerri-Ann Boyce vice Mr. Merton Greaves

Temporary Teaching Assignments

September 1st 2011 to August 31st, 2012

Mrs. Ann Millar

Ms. Meashel Ward

Mr. Rohan Nurse

Part-Time - September 1st 2011 August 31st, 2012

Mr. Ricardo Wickham

Mr. Ryan Blackman

Mr. Kenneth Lewis

Mr. Timothy Kellman

Mr. Nigel Griffith

Mr. Timothy Phillips

8.

5. **STAFF (CONTINUED)**

(b) **Leave was granted to the following**

- 1) Mr. Rohan Nurse Teacher to pursue the two year teacher in –service programme at Erdiston Teachers’ Training College during the period 2011-09-01 to 2012-08-31.

- 2) Ms. Joanne Hart, Teacher Special Grade to pursue the two year teacher in –service programme at Erdiston Teachers’ Training College during the period 2011-09-01 to 2012-08-31.

(c) **Term’s Leave**
September to December 2011

Ms. Loleene Gill
Mr. Peter Cox

January to March 2012

Mr. Merton Greaves
Mr. Henderson Wiltshire

(d) **Retirement**

Ms. Loleene Gill, Qualified Teacher effective 2012-01-01.

6. **PLANT AND FACILITIES**

General Maintenance and Upkeep

For the period under review the Board continued to assume full responsibility for the general maintenance and upkeep of the property. Attention was paid in particular to routine maintenance requests for repairs. The majority of the repair work was carried out during the summer holiday. The following projects were completed:

- 1) Repairs to Pottery Room -\$18,978.98
- 2) Structural Repairs to Block B – \$516,000.00
- 3) Summer Painting - \$6,206.17

6.

PLANT AND FACILITIES (CONT'D)

School Hall

The supplementary for the school hall of \$1,324,637.00 was approved for and the construction work on the hall proceeded steadily although the contractor ADC Building & Maintenance had applied for a six weeks extension. At the end of the reporting period the roof was completed, windows and doors were installed and the building was painted. The Architect was hopeful that practical completion would be given by the end of October 31st 2012.

Report on Equipment, Furniture and Materials

The annual effort to replace furniture for staff and students through purchases and repairs was undertaken.

The major purchases of equipment and furniture for the year under review were:

	\$
Student Chairs and Desks	13,630.00
Teacher Furniture	9,750.03
Computer Equipment	11,037.97
School Hall Furnishings	204,134.35

The school's equipment is generally in a good state of repair. The materials required for the teaching of the curriculum have been readily available.

Use of Plant

The Board continues its policy to facilitate community projects through the use of the school property.

During the year, the numbers of approved requests were as follows:-

Long-term

The Elyon Gospel Assembly	Church Services
The District Emergency Organisation	Disaster Preparedness
The Barbados Defence Force	Emergency Staging Area
The Samuel Jackman Prescod Polytechnic	Continuing Education
The Electoral and Boundaries Commission	Registrations

Short – Term

Use of Hall	0
Use of Hard Courts	0
Camps	1
Others (stage, grounds, class rooms, Home Economics)	15

7.

FINANCE

For the Financial Year ending 31 March, 2012, the statement of Revenue and Expenditure (audited) for the Board of Management Account showed as follows:-

	\$
Actual Receipts	5,534,221.00
Actual Expenditure	<u>5,674,835.00</u>
Deficit	<u>(140,614.00)</u>

8.

DISCIPLINARY MATTERS

STUDENTS

There were forty-two (42) suspensions for the school year under review. Suspension was used as a sanction for excessive lateness, dress code violations, assault, cellular phones, fighting and general misconduct. For the period under review the Disciplinary Committee was convened to investigate the conduct of students Codi McCollin and Ramon Mascoll. The Committee recommended that both students should benefit from further academic intervention and additional counselling by the school's Guidance Counsellor and associated agencies as required.

9.

PRINCIPAL'S REPORT

The number of students writing the May/June 2012 CXC General examinations was marginally less with 95 students writing examinations 23 males and 72 females. These numbers were consistent with the smallest year group that was admitted to the school.

There were 278 subject entries of which 142 achieved grades 1 – 3 giving an overall pass rate of 51%. Visual Arts (17/17) achieved a 100% pass rate. Food and Nutrition, Home Management and Information Technology have maintained performances and numbers. The Technical Drawing results of 89% represented a successful experiment in preparing students for the examination in lower fifth. This would allow them to spend the upper fifth year in a complementary subject.

Other outstanding achievements for 2011-2012:

- English at first year showed improvement with 78 of 136 students scoring above 50% in a pre-secondary bridging programme
- 15 students were assessed in the first cluster of CVQ standards in Electrical installation, Masonry and Carpentry.
- Four (4) students engaged in a summer agricultural programme with ICCA and TVET council for an NVQ assessment.
- The Under 19 team reached the rally stage of the netball competition.
- Held a series of staff driven lunch time workshops/seminars in areas such as differentiated instruction, teaching dyslexic students and teaching boys as reluctant readers.
- Rehabilitation of concrete buildings Block B undertaken
- Repairs and rehabilitation of pottery room
- Participation in NIFCA and Holetown festival by combined drama and dance groups and the school band.

The school roll for the period 2011-2012 was seven hundred and nineteen (719) students. In the Lower school there were 238 boys and 166 girls. In the Upper school there were 135 boys and 180 girls. The average attendance rate for the school year was 77.2 %.

(10)

OVERVIEW

The Board of Management of St. Lucy Secondary School continues to be committed to the overall improvement of the institution and to the policies of the Minister and the Ministry of Education.

Financial Statements of

**DARYLL JORDAN SECONDARY
SCHOOL**

March 31, 2013

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INDEPENDENT AUDITORS' REPORT

To the Board of Management of Daryll Jordan Secondary School

We have audited the accompanying financial statements of Daryll Jordan Secondary School, which comprise the balance sheet as at March 31, 2013, the statements of revenue and expenses, the statement of changes in consolidated funds and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards and for such internal controls as management determines necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Daryll Jordan Secondary School as of March 31, 2013, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards.



Chartered Accountants
Bridgetown, Barbados
October 29, 2013

Partners:

Irving Burrowes

Karol Ashby

DARYLL JORDAN SECONDARY SCHOOL

Balance Sheet

As of March 31, 2013
with comparative figures for 2012

(Expressed in Barbados Dollars)

	<u>Notes</u>	<u>2013</u>	<u>2012</u>
Assets			
Non-current Assets			
Plant and Equipment	4	\$ <u>475,801</u>	<u>365,515</u>
Current Assets			
Cash	5	854,184	925,613
Grant receivable		10,220	-
Accounts receivable and prepaid expenses	6	<u>1,016,357</u>	<u>789,240</u>
Total current assets		<u>1,880,761</u>	<u>1,714,853</u>
Less: Current Liabilities			
Accounts payable		43,665	13,276
Due to Government departments		5,868	-
Deferred capital grant	7	<u>1,367,678</u>	<u>1,148,010</u>
Total current liabilities		<u>1,417,211</u>	<u>1,161,286</u>
Net current assets		<u>463,550</u>	<u>553,567</u>
Net Assets		<u>\$ 939,351</u>	<u>919,082</u>
Consolidated Funds		<u>\$ 939,351</u>	<u>919,082</u>

See accompanying notes to financial statements.

Approved by:



Chairman



Secretary /Treasurer

DARYLL JORDAN SECONDARY SCHOOL

Statement of Changes in Consolidated Funds

Year ended March 31, 2013
with comparative figures for 2012

(Expressed in Barbados Dollars)

		General <u>Fund</u>	Text Book Loan Scheme <u>Fund</u>	Petty Fees <u>Fund</u>	Graduation <u>Fund</u>	Consolidated <u>Funds</u>
Balance at March 31, 2011	\$	927,019	106,511	11,606	2,148	1,047,284
Excess of expenses over revenue for the year		<u>(140,614)</u>	<u>1,325</u>	<u>4,163</u>	<u>6,924</u>	<u>(128,202)</u>
Balance at March 31, 2012		786,405	107,836	15,769	9,072	919,082
Excess of revenue over expenses for the year		<u>5,567</u>	<u>12,621</u>	<u>6,345</u>	<u>(4,264)</u>	<u>20,269</u>
Balance at March 31, 2013	\$	<u>791,972</u>	<u>120,457</u>	<u>22,114</u>	<u>4,808</u>	<u>939,351</u>

See accompanying notes to financial statements.

DARYLL JORDAN SECONDARY SCHOOL

Statement of Revenue and Expenses - General Account

Year ended March 31, 2013
with comparative figures for 2012

(Expressed in Barbados Dollars)

	<u>Notes</u>	Budget Approved In 2013 <u>Estimates</u>	<u>2013</u>	<u>2012</u>
Revenue:				
Government grant	\$	5,812,238	6,003,081	5,493,757
Other income		-	9,646	129
Tuition fees		-	26,970	24,455
Rental of Canteen		-	9,000	9,000
Steel Orchestra		-	450	700
Games Clothes		-	5,550	5,805
Minibus Revenue		-	-	375
		<u>5,812,238</u>	<u>6,054,697</u>	<u>5,534,221</u>
Expenses:				
Personal emoluments		3,352,086	3,986,434	3,959,701
Other personal emoluments		1,120,197	681,821	686,254
National insurance and levies		364,274	374,678	361,988
Entertainment allowance		-	6,620	4,965
Travel expenses		15,000	-	-
Utilities		136,260	133,867	127,936
Rentals		5,023	-	-
Library		3,750	2,236	3,788
Supplies and materials		121,220	58,026	49,014
Maintenance of property- general		103,033	35,862	44,915
Maintenance of property- building		537,545	514,457	72,036
Operating expenses		39,850	106,376	209,866
Plant, equipment and furniture		-	37,712	51,012
Professional services		14,000	13,114	17,418
Depreciation - plant and equipment	4	-	97,927	85,507
Steel orchestra		-	-	59
Games clothes		-	-	317
Minibus expenses		-	-	59
		<u>5,812,238</u>	<u>6,049,130</u>	<u>5,674,835</u>
Excess revenue over expenses (expenses over revenue)	\$	<u>-</u>	<u>5,567</u>	<u>(140,614)</u>

See accompanying notes to financial statements.

DARYLL JORDAN SECONDARY SCHOOL

Statement of Revenue and Expenses - Text Book Loan Scheme

Year ended March 31, 2013
with comparative figures for 2012

(Expressed in Barbados Dollars)

	<u>Notes</u>	<u>2013</u>	<u>2012</u>
Revenue:			
Maintenance fees		\$ 52,556	47,680
Expenses:			
Depreciation	4	37,133	40,379
Salaries / honoraria		2,282	4,873
Stationery		510	488
Miscellaneous		10	615
		<u>39,935</u>	<u>46,355</u>
Excess revenue over expenses		\$ <u>12,621</u>	<u>1,325</u>

See accompanying notes to financial statements.

DARYLL JORDAN SECONDARY SCHOOL

Statement of Revenue and Expenses - Petty Fees

Year ended March 31, 2013
with comparative figures for 2012

(Expressed in Barbados Dollars)

	<u>2013</u>	<u>2012</u>
Revenue:		
Petty fees	\$ <u>31,738</u>	<u>29,640</u>
Expenses:		
Transportation	3,865	3,100
Stationery	6,248	8,417
Subscriptions	1,900	734
Games	11,626	8,619
Travel allowance	1,754	3,943
Miscellaneous	<u>-</u>	<u>664</u>
	<u>25,393</u>	<u>25,477</u>
Excess revenue over expenses	\$ <u><u>6,345</u></u>	<u><u>4,163</u></u>

See accompanying notes to financial statements.

DARYLL JORDAN SECONDARY SCHOOL

Statement of Revenue and Expenses - Graduation Fund

Year ended March 31, 2013
with comparative figures for 2012

(Expressed in Barbados Dollars)

	<u>2013</u>	<u>2012</u>
Revenue:		
Contribution received	\$ <u>4,367</u>	<u>16,344</u>
Expenses:		
Graduation costs	8,631	9,300
Other	<u>-</u>	<u>120</u>
	<u>8,631</u>	<u>9,420</u>
Excess (expenses over revenue) revenue over expenses	\$ <u>(4,264)</u>	<u>6,924</u>

See accompanying notes to financial statements.

DARYLL JORDAN SECONDARY SCHOOL

Statement of Cash Flows

Year ended March 31, 2013
with comparative figures for 2012

(Expressed in Barbados Dollars)

	<u>2013</u>	<u>2012</u>
Cash Flows from Operating Activities		
Excess expenses over revenue - General Fund	\$ 5,567	(140,614)
Excess revenue over expenses - Text Book Loan Scheme Fund	12,621	1,325
Excess revenue over expenses - Petty Fee Fund	6,345	4,163
Excess (expenses over revenue) revenue over expenses - Graduation Fund	<u>(4,264)</u>	<u>6,924</u>
Excess revenue over expenses (expenses over revenue)	20,269	(128,202)
Adjustment for:		
Depreciation	<u>135,060</u>	<u>125,886</u>
Excess revenue over expenses (expenses over revenue) before working capital changes:	155,329	(2,316)
Increase in grant receivable	(10,220)	-
Increase in accounts receivable and prepaid expenses	(227,117)	(532,333)
Increase (decrease) in accounts payable and accruals	30,389	(10,701)
Increase in amount due to Government departments	<u>5,868</u>	<u>-</u>
Net cash used in operating activities	<u>(45,751)</u>	<u>(545,350)</u>
Cash Flows from Investing Activities		
Purchase of plant and equipment	(212,772)	(40,700)
Purchase of text books	(32,574)	(30,781)
School Hall expenditure	(1,104,969)	(2,738,190)
Interest received	-	28,236
Net cash used in investing activities	<u>(1,350,315)</u>	<u>(2,781,435)</u>
Cash Flows from Financing Activities		
Government grant for school hall expansion	<u>1,324,637</u>	<u>1,097,070</u>
Net cash from financing activities	<u>1,324,637</u>	<u>1,097,070</u>
Decrease in cash during the year	(71,429)	(2,229,715)
Cash, beginning of year	<u>925,613</u>	<u>3,155,328</u>
Cash, end of year	<u>\$ 854,184</u>	<u>925,613</u>

See accompanying notes to financial statements.

DARYLL JORDAN SECONDARY SCHOOL

Notes to the Financial Statements

Year ended March 31, 2013

(Expressed in Barbados Dollars)

1. Establishment and Principal Activity

The Board of Management was established under the Education Act 1981-25, and undertook the responsibilities of administering the School on July 1, 1983.

The Daryll Jordan Secondary School is located at Trents, St. Lucy.

2. Basis of Presentation

These financial statements were approved by the Board of Management on October 29, 2013.

(a) *Basis of Measurement*

The financial statements are prepared in accordance with International Financial Reporting Standards (IFRSs) promulgated by the International Accounting Standards Board. They are prepared under the historical cost convention.

(b) *Functional and Presentation Currency*

The financial statements are presented in Barbados dollars which is the School's functional currency. All financial information presented in Barbados dollars has been rounded to the nearest dollar.

(c) *Period of Reporting*

These financial statements represent the performance, the financial and cash flow position of the Daryll Jordan Secondary School for the year ended March 31, 2013.

(d) *Use of Estimates*

The preparation of financial statements in conformity with IFRS requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, the disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the year. Actual results could differ significantly from those reported.

3. Significant Accounting Policies

The accounting policies adopted by Daryll Jordan Secondary School are as follows:

(a) *Revenue Recognition*

Government Grant

The School receives an annual grant from the Government of Barbados to finance both capital and recurrent expenditure. The grant income is recognised to the extent that it is matched with the related costs incurred which it is intended to cover in the year.

Other Revenue

Other revenue is recognised when earned.

DARYLL JORDAN SECONDARY SCHOOL

Notes to the Financial Statements

Year ended March 31, 2013

(Expressed in Barbados Dollars)

3. Significant Accounting Policies....continued

(b) Plant and Equipment

Plant and equipment are recorded at cost less accumulated depreciation and impairment losses. Depreciation is calculated on the straight-line basis to write-off the cost of furniture and fittings, equipment and text books over their estimated useful lives as follows:

Furniture and fittings	10 years
Computers	5 years
Text books	5 years
Equipment	5-10 years
Minibus	5 years

4. Plant and Equipment

	Minibus	Furniture and Fittings	Text Books	Total
Cost				
At March 31, 2011	\$ 67,981	1,840,466	958,327	2,866,774
Additions	-	40,700	30,781	71,481
At March 31, 2012	67,981	1,881,166	989,108	2,938,255
Additions	-	212,772	32,574	245,346
At March 31, 2013	\$ <u>67,981</u>	<u>2,093,938</u>	<u>1,021,682</u>	<u>3,183,601</u>
Accumulated Depreciation				
At March 31, 2011	\$ 67,981	1,499,195	879,678	2,446,854
Charge for the year	-	85,507	40,379	125,886
At March 31, 2012	67,981	1,584,702	920,057	2,572,740
Charge for the year	-	97,927	37,133	135,060
At March 31, 2013	\$ <u>67,981</u>	<u>1,682,629</u>	<u>957,190</u>	<u>2,707,800</u>
Net Book Value				
At March 31, 2011	\$ -	341,271	78,649	419,920
At March 31, 2012	\$ -	296,464	69,051	365,515
At March 31, 2013	\$ -	411,309	64,492	475,801

Plant and equipment reflects only those assets acquired since the Board assumed responsibility for the administration of the School on July 1, 1983.

DARYLL JORDAN SECONDARY SCHOOL

Notes to the Financial Statements

Year ended March 31, 2013

(Expressed in Barbados Dollars)

4. Plant and Equipment....continued

Land and buildings have not yet been vested in the school, and therefore are not reflected in these financial statements. The school is however responsible for the maintenance and upkeep of the property. Such costs are reflected in current operations. All land and buildings are owned by the Government of Barbados.

5. Cash

	<u>2013</u>	<u>2012</u>
General account	\$ 854,184	304,629
Text Book Loan Scheme account	-	79,986
Petty Fees account	-	7,394
Games Clothes account	-	8,150
Steel Orchestra account	-	7,676
Minibus account	-	1,567
Graduation Committee account	-	13,839
Cash in hand	-	-
	<u>854,184</u>	<u>423,241</u>
School Hall Project account (bears interest at 2.50% per annum) (note 7)	-	502,372
	<u>\$ 854,184</u>	<u>925,613</u>

On the instruction of the Ministry of Finance, at the beginning of the financial year the School closed all bank accounts except for its primary bank account and transferred all proceeds from closure to the General Account.

6. Accounts Receivable and Prepaid Expenses

	<u>2013</u>	<u>2012</u>
VAT receivable	\$ 234,740	139,447
Accounts receivable	1,106	1,106
Prepaid expenses	3,049	3,049
	<u>238,895</u>	<u>143,602</u>
VAT receivable (School Hall Project) (note 7)	777,462	645,638
	<u>\$ 1,016,357</u>	<u>789,240</u>

DARYLL JORDAN SECONDARY SCHOOL

Notes to the Financial Statements

Year ended March 31, 2013

(Expressed in Barbados Dollars)

7. Deferred Capital Grant

The School has received a total of \$6,675,590 (2012 - \$5,350,953) from the Ministry of Education to construct a new school hall.

As indicated in note 4, land and buildings are not vested in the school and are therefore not reflected in the financial statements.

Expenditure on the school hall is being charged to the deferred capital grant. Net interest earned on the funds received from the Ministry of Education is credited to the deferred capital grant.

	<u>2013</u>	<u>2012</u>
Balance - April 1	\$ 1,148,010	2,760,886
Grant from Government of Barbados	1,324,637	1,097,070
Interest received (less withholding tax)	<u>-</u>	<u>28,244</u>
	2,472,647	3,886,200
School Hall Project expense	<u>(1,104,969)</u>	<u>(2,738,190)</u>
Balance - March 31	\$ <u>1,367,678</u>	<u>1,148,010</u>
Represented by:		
	<u>2013</u>	<u>2012</u>
School Hall Project account	\$ 590,216	502,372
VAT receivable	<u>777,462</u>	<u>645,638</u>
	\$ <u>1,367,678</u>	<u>1,148,010</u>

8. Change of School Name

On November 9, 2012 the St. Lucy Secondary School was officially renamed the Daryll Jordan Secondary School.

THE
THIRTIETH ANNUAL REPORT
OF THE
BOARD OF MANAGEMENT
OF
DARYLL JORDAN SECONDARY SCHOOL
FORMERLY
ST. LUCY SECONDARY SCHOOL
FOR THE
PERIOD
1ST SEPTEMBER 2012 -- 31ST AUGUST 2013

- (2) **Composition:** **DISCIPLINARY COMMITTEE**
 Mr. Morris Springer Chairman
 Mr. Hal Edwards
 Bishop Lynroy Scantlebury
 Reverend Stephen Cumberbatch
 Mr. Kenneth Jordan P.T.A Representative
 Ministry's Representative
 Principal

This Committee will be responsible for all students' disciplinary and welfare matters.

- (3) **Composition:** **MAINTENANCE COMMITTEE**
 Mr. Morris Springer -- Chairman
 Ms. Muriel Agard
 Bishop Lynroy Scantlebury
 Mr. Hugh Arthur B.S.S. J.P.
 Ministry's Representative
 Principal

This committee is responsible for the property, maintenance and security of the school plant and grounds.

MEETINGS AND ATTENDANCE

The number of meetings held by the Board of Management and its Committees were as follows:-

Board of Management	9
Establishments Committee	1
Maintenance Committee	0
Disciplinary	0

The attendance at both Board and Committee meetings was very satisfactory.

Recommendations for the Period (Cont'd)

- 10) The following persons were recommended for permanent appointment:
Mr. Michael Toppin, Mr. Timothy Kellman, Mr. Rohan Nurse,
Ms. Kimberley Trotman, Ms. Shakira Shorey, Mr. Elvis Caddle,
Ms. Vanessa John, Ms. Philippa Brereton-Selby and Ms. Meashel Ward.
- 11) Ms. Taemar Clarke was appointed as Clerk/Typist Board of Management Office with effect from 2013-07-08.

5.

STAFF

The Staff available to the School was as follows:-

Teaching Staff

Principal

Mr. Stephen Jackman

Deputy Principal (Ag.)

Ms. Verna Cozier

Senior Teachers

Mr. Harold Headley

Acting

Ms. Patricia Cadogan

Maj. James Bradshaw

Ms. Kelvene Lashley

Ms. Judy Walkes

Heads of Department

Mr. Merton Greaves (General Studies)

Ms. Margaret Skeete (English Ag.)

Mrs. Jennifer Mayers (General Science)

Mr. Winston Dowrich (Business Studies)

Mrs. Irene Banfield (Arts)

Mrs. Rose McIntosh (Foreign Language)

Mr. Frederick Sue (Mathematics)

Mr. Troy Phillips (Industrial Arts)

Mrs. Debra Springer-Bryan (Home Economics)

Graduate Teachers

Mr. Stephen Lorde

Mr. Michael Cumberbatch

Mr. Henderson Wiltshire

Mr. Andrew Fenty

Mrs Sophia Shepherd-Yearwood

Ms. Arlene Roach

Ms. Stacy Maynard

Mrs. Annastacia Branch

Mr. David Ifill

Ms. Janelle Harte

Mrs. Susan Inniss

5.

STAFF CONT'D

Mr. Antonio Armstrong
Mrs. Patria Worrell
Mrs. Shaunette Small
Mrs. Shelly-Ann Lucas
Mrs. Heather Wiltshire
Mr. Ryan Clarke
Ms. Nicola Husbands
Mr. Peter Cox
Mrs. Laura Thomas
Mrs. Nicola Simpson-Blackman
Mr. Michael Toppin (Vacant)
Ms. Kimberley Trotman (Vacant)
Mrs. Kimberley Skeete (Vacant)
Ms. Philippa Brereton-Selby (Vacant)
Mr. Timothy Kellman (Vacant)

Qualified Teachers

Mr. Everton McClean
Mr. Carson Boyce
Ms. Angela Boyce

Teacher Special Grade:

Mr. Timothy Davis
Mr. Winston Holford
Mrs. Joanne Hart
Mrs. Vanessa John (Vacant)

Teachers:

Ms. Shirley Bovell
Mr. Noland Burnett
Mr. Rohan Nurse (Vacant)

I.T. Coordinator

Mr. Delvin Lewis

Temporary Teachers

Ms. Meashel Ward
Mrs. Ann Millar
Ms. Shakira Shorey

6.

5.

STAFF CONT'D

Part-Time Teachers

Mr. Ryan Blackman	Music
Ms. Roxanne DeRoche	Leathercraft
Mr. Kenneth Lewis	Dance
Ms. Charlaine Rollock	Mathematics
Mr. Nigel Griffith	Carpentry
Mr. Timothy Phillips	Masonry

Guidance Counsellor

Mr. Saul Leacock

The Staff Complement comprised of 1 Principal, 46 permanently appointed teachers, 13 temporary teachers, 1 Guidance Counsellor and 1 Information Technology Coordinator.

The Non-Teaching staff complement consists of twenty-two (22) persons.

Non- Teaching Staff

Secretary/Treasurer

Ms. Paula Benn

Executive Officer

Ms. Olivia Yearwood

School Secretary

Mrs. Alicia Jackman-Thomas

2 Clerk/Typists

Mrs. Peggy Harris

Ms. Tameka Murray

1 Library Assistant

Mrs. Cynthia Ward

1 Laboratory Assistant

Mr. Laurenston Cumberbatch

1 Porter/ Messenger

Mr. Emerson Griffith

2 Security Guards

Mr. Christopher Brome

Mr. Trevor Bailey

2 Groundsmen

Mr. Elliott Phillips

Mr. Rodney Rollock

7 General Workers

Mr. Andrew Boyce

Mr. Wayne Harding

Ms. Urlene Moore

Ms. Glendene Greaves

Ms. Maria Bynoe

Mrs. Patricia Lashley-Roach

Mrs. Sandra Bowen

2 Watchmen

Mr. Euclid O'Neale

Mr. Franklyn Griffith

1 Relief Watchman

Mr. Carl Armstrong

7.

5.

STAFF CONT'D

(a) **Acting Assignments**

- (1) Ms. Verna Cozier to act as Deputy Principal for the period 2012-09-01 to 2012-12-31 and 2013-04-20 to 2013-08-31.
- (2) Ms. Verna Cozier to act as Principal for the period 2013-01-01 to 2013-04-19.
- (3) Major James Bradshaw to act as Deputy Principal 2013-01-01 to 2013-04-19.
- (4) Mrs. Margaret Skeete to act as Head of Department English for the period 2012-09-01 to 2013-08-31.
- (5) Mrs. Patricia Cadogan to act as Senior Teacher vice Mr. Wilbert Morgan for the period 2012-09-01 to 2013-08-31.
- (6) Ms. Stacy Maynard to act as Head of Department- Mathematics vice Frederick Sue 2012-09-01 to 2012-12-31.
- (7) Mr. Andrew Fenty to act as Senior Teacher vice Major James Bradshaw 2013-01-01 to 2013-04-19.

Acting Teacher Assignments

September 3rd 2012 to December 19th 2012

Ms. Keilia Brewster vice Mrs. Annastacia Branch

September 3rd 2012 to December 31st 2012

Ms. Auryell Boyce-Roach vice Mr. Frederick Sue
Ms. Philippa Brereton-Selby vice Ms. Verna Cozier
Mr. Charles Vanluain vice Mr. Andrew Fenty

September 1st 2012 to December 31st 2012

Ms. Clare Codrington vice Mrs. Heather Wiltshire
Ms. Kerry-Ann Boyce vice Mrs. Sophia Shepherd-Yearwood
Ms. Lois Ishamel vice Mrs. Laura Thomas

September 1st 2012 to August 31st, 2013

Ms. Vanessa John vice Mrs. Angela Taylor
Mr. Elvis Caddle vice Mr. Henderson Wiltshire
Ms. Kimberley Trotman vice Ms. Joan Norville
Ms. Shakira Shorey vice Ms. Harriett Waithe
Mr. Jamaal Reifer vice Mr. Rohan Nurse
Ms. Laurel Armstrong vice Mrs. Joanne Hart
Mr. Michael Toppin vice Mr. Mervin McClean
Mr. Timothy Kellman vice Ms. Loleene Gill

Temporary Teaching Assignments

September 1st 2012 to August 31st, 2013

Mrs. Ann Millar
Ms. Meashel Ward
Mr. Rohan Nurse

8.

