

**Doncaster Chamber of Commerce and  
Enterprise**

**Report of the Directors and**

**Financial Statements For The Year Ended 31 March 2015**



**Doncaster Chamber of Commerce and  
Enterprise**

**Contents of the Financial Statements  
For The Year Ended 31 March 2015**

	<b>Page</b>
<b>Company Information</b>	<b>1</b>
<b>President's Report</b>	<b>2</b>
<b>Report of the Directors</b>	<b>3</b>
<b>Report of the Independent Auditors</b>	<b>5</b>
<b>Income and Expenditure Account</b>	<b>6</b>
<b>Balance Sheet</b>	<b>7</b>
<b>Notes to the Financial Statements</b>	<b>8</b>
<b>Detailed Income and Expenditure Account</b>	<b>11</b>

**Doncaster Chamber of Commerce and  
Enterprise**

**Company Information  
For The Year Ended 31 March 2015**

**DIRECTORS:**

Nigel Brewster  
Kelvin Fitton  
Andrew David McKenna  
Gavin Baldwin  
Stacey Gavin Austin  
Kevin Barrie Kerley  
Andrew John Sterling  
Paul Vinod Goel  
Michael Luke Wilkinson  
Dan Fell  
Chris Harcombe  
Cheryl Williams  
Jill Wood  
William Mordue

**REGISTERED OFFICE:**

Keepmoat Stadium  
Stadium Way  
South Stand  
Doncaster  
South Yorkshire  
DN4 5JW

**REGISTERED NUMBER:**

00368978 (England and Wales)

**SENIOR STATUTORY AUDITOR:**

Neil Highfield FCA

**AUDITORS:**

Allotts Business Services Ltd, Statutory Auditor  
Chartered Accountants  
Sidings Court  
Lakeside  
Doncaster  
South Yorkshire  
DN4 5NU

**Doncaster Chamber of Commerce and  
Enterprise**

**President's Report**

2014/15 has seen a number of significant changes in both the Chambers income landscape and personnel.

As a result of reducing public sector contracts during the year it was necessary for the business to re-focus on membership and membership services to deliver the future core income streams. This meant the business started the year with a small budgeted deficit. Through focusing on service improvements, and cost reductions the budget was achieved. The focus on costs and the cultural change engendered in 2013/14 has continued throughout this year. A move to offices within the Keepmoat Stadium, being a case in point, delivered improved facilities and a reduction in costs simultaneously.

As part of the Chambers commitment to young people, it has continued to develop the Doncaster Skills Academy. In the last year it has worked with over 4,000 young people to help prepare them for work. By the end of the financial year the Chamber had engaged with every secondary school in Doncaster.

At the end of December CEO Phil Harris retired and handed over the reins to Deputy CEO Dan Fell. Dan Fells first focus as CEO was to complete a restructure to resize the team to suit the reducing income streams. All business restructures are difficult and unsettling for all involved. It is a credit to the entire team that during, and since, the changes all staff have performed with complete professionalism. This has meant that Chamber members have seen no change to their service levels during this time.

The Chamber has, additionally, continued to play an active and valued role within Doncaster's partnership structures working closely with key stakeholders such as; Doncaster's Elected Mayor, Doncaster MBC, Doncaster College, Doncaster CVS, Finance for Enterprise, Job Centre Plus and others for the betterment of the borough's economy and communities.

2015/16 will see the Chamber continue its focus as a membership organisation delivering real value to its members businesses through direct services, events and export support. It will also continue to deliver small but focused business support contracts to dovetail with member needs and drive genuine economic benefit.

The Chamber's members can be assured that the Chamber remains focused on delivering real economic benefits to both its members and the Doncaster borough.

Stacey Gavin Austin  
President

**Doncaster Chamber of Commerce and  
Enterprise**

**Report of the Directors  
For The Year Ended 31 March 2015**

The directors present their report with the financial statements of the company for the year ended 31 March 2015.

**DIRECTORS**

The directors shown below have held office during the whole of the period from 1 April 2014 to the date of this report.

Nigel Brewster  
Kelvin Fitton  
Andrew David McKenna  
Gavin Baldwin  
Stacey Gavin Austin  
Kevin Barrie Kerley  
Andrew John Sterling  
Paul Vinod Goel  
Michael Luke Wilkinson

Other changes in directors holding office are as follows:

Phil Harris - resigned 31 March 2015  
Dan Fell - appointed 23 December 2014

Chris Harcombe , Cheryl Williams , Jill Wood and William Mordue were appointed as directors after 31 March 2015 but prior to the date of this report.

Robert William Johnson ceased to be a director after 31 March 2015 but prior to the date of this report.

**STATEMENT OF DIRECTORS' RESPONSIBILITIES**

The directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

**AUDITORS**

Allotts Business Services Ltd will be proposed for reappointment as auditors at the forthcoming Annual General Meeting.

**Doncaster Chamber of Commerce and  
Enterprise**

**Report of the Directors  
For The Year Ended 31 March 2015**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD:**

A handwritten signature in black ink, appearing to read 'Dan Fell', written over a circular stamp that contains the number '1'.

Dan Fell - Director

24 September 2015

**Report of the Independent Auditors to the Members of**  
**Doncaster Chamber of Commerce and**  
**Enterprise**

We have audited the financial statements of Doncaster Chamber of Commerce and Enterprise for the year ended 31 March 2015 on pages six to ten. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of directors and auditors**

As explained more fully in the Statement of Directors' Responsibilities set out on page three, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

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

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Directors to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2015 and of its deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

*Allotts Business Services Ltd.*

Neil Highfield FCA (Senior Statutory Auditor)  
for and on behalf of Allotts Business Services Ltd, Statutory Auditor  
Chartered Accountants  
Sidings Court  
Lakeside  
Doncaster  
South Yorkshire  
DN4 5NU

*22 October 2015*

**Doncaster Chamber of Commerce and  
Enterprise**

**Income and Expenditure Account  
For The Year Ended 31 March 2015**

	Notes	2015 £	2014 £
<b>TURNOVER</b>		794,051	1,249,238
Cost of sales		<u>160,265</u>	<u>254,441</u>
<b>GROSS SURPLUS</b>		633,786	994,797
Administrative expenses		<u>677,283</u>	<u>737,698</u>
<b>OPERATING (DEFICIT)/SURPLUS and (DEFICIT)/SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION</b>	2	(43,497)	257,099
Tax on (deficit)/surplus on ordinary activities	3	<u>(877)</u>	<u>1,211</u>
<b>(DEFICIT)/SURPLUS FOR THE FINANCIAL YEAR</b>		(42,620)	255,888
Retained surplus/(deficit) brought forward		<u>231,626</u>	<u>(24,262)</u>
<b>RETAINED SURPLUS CARRIED FORWARD</b>		<u>189,006</u>	<u>231,626</u>

The notes form part of these financial statements

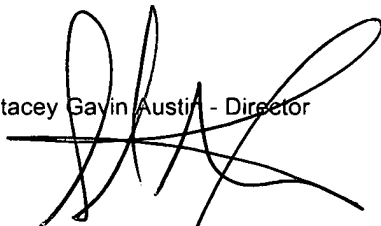


**Doncaster Chamber of Commerce and  
Enterprise**  
**(Company Number: 00368978)**  
**Balance Sheet**  
**31 March 2015**

	Notes	2015 £	2014 £
<b>FIXED ASSETS</b>			
Tangible assets	4	21,406	16,401
<b>CURRENT ASSETS</b>			
Debtors	5	90,898	115,760
Cash at bank		<u>691,634</u>	<u>783,487</u>
		782,532	899,247
<b>CREDITORS</b>			
Amounts falling due within one year	6	<u>614,932</u>	<u>251,050</u>
<b>NET CURRENT ASSETS</b>		<u>167,600</u>	<u>648,197</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		189,006	664,598
<b>CREDITORS</b>			
Amounts falling due after more than one year	7	-	<u>432,972</u>
<b>NET ASSETS</b>		<u>189,006</u>	<u>231,626</u>
<b>RESERVES</b>			
Income and expenditure account		<u>189,006</u>	<u>231,626</u>
		<u>189,006</u>	<u>231,626</u>

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Directors on 24 September 2015 and were signed on its behalf by:

  
Stacey Gavin Austin - Director

  
Kelvin Fitton - Director

The notes form part of these financial statements

**Doncaster Chamber of Commerce and  
Enterprise**

**Notes to the Financial Statements  
For The Year Ended 31 March 2015**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

**Turnover**

Turnover is the total amount receivable by the company for goods supplied and services provided, excluding VAT and trade discounts.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 10% on cost
Plant and machinery	- 33% on cost
Fixtures and fittings	- 33% on cost

**Pension costs and other post-retirement benefits**

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to the profit and loss account in the period to which they relate.

**Operating leases**

Operating lease rentals are charged to the profit and loss account as incurred.

**2. OPERATING (DEFICIT)/SURPLUS**

The operating deficit (2014 - operating surplus) is stated after charging:

	2015 £	2014 £
Depreciation - owned assets	10,511	10,945
Auditors' remuneration	5,000	5,000
Pension costs	<u>15,508</u>	<u>13,676</u>
Directors' remuneration	63,553	72,500
Directors' pension contributions to money purchase schemes	<u>1,890</u>	<u>1,575</u>

The number of directors to whom retirement benefits were accruing was as follows:

Money purchase schemes	<u>2</u>	<u>1</u>
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**3. TAXATION**

**Analysis of the tax (credit)/charge**

The tax (credit)/charge on the deficit on ordinary activities for the year was as follows:

	2015 £	2014 £
Current tax:		
UK corporation tax	<u>(877)</u>	<u>1,211</u>
Tax on (deficit)/surplus on ordinary activities	<u>(877)</u>	<u>1,211</u>

Following agreement with HM Revenue & Customs regarding the mutual trading status of the company, only 8% of the company's trading profits are deemed to arise from commercial activities and are therefore subject to corporation tax. Bank interest received is fully taxable.

**Doncaster Chamber of Commerce and Enterprise**

**Notes to the Financial Statements - continued**  
**For The Year Ended 31 March 2015**

4.	<b>TANGIBLE FIXED ASSETS</b>	Improvements to property £	Fixtures Plant and machinery £	and fittings £	Totals £
	<b>COST</b>				
	At 1 April 2014	2,250	80,106	13,582	95,938
	Additions	-	9,426	6,090	15,516
	At 31 March 2015	2,250	89,532	19,672	111,454
	<b>DEPRECIATION</b>				
	At 1 April 2014	994	64,961	13,582	79,537
	Charge for year	225	9,951	335	10,511
	At 31 March 2015	1,219	74,912	13,917	90,048
	<b>NET BOOK VALUE</b>				
	At 31 March 2015	1,031	14,620	5,755	21,406
	At 31 March 2014	1,256	15,145	-	16,401
5.	<b>DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			2015	2014
				£	£
	Trade debtors			74,797	77,299
	Other debtors			1,904	1,904
	Corporation tax recoverable			877	-
	Prepayments and accrued income			13,320	36,557
				<u>90,898</u>	<u>115,760</u>
6.	<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			2015	2014
				£	£
	Trade creditors			45,596	71,851
	Taxation			-	1,222
	Social security and other taxes			22,438	26,501
	Other creditors			448,655	7,483
	Accruals and deferred income			98,243	143,993
				<u>614,932</u>	<u>251,050</u>
7.	<b>CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR</b>			2015	2014
				£	£
	Other creditors			-	432,972
8.	<b>OPERATING LEASE COMMITMENTS</b>				
	The following operating lease payments are committed to be paid within one year:				
				2015	2014
				£	£
	Expiring:				
	Within one year			2,250	3,543
	Between one and five years			605	12,980
	In more than five years			3,837	-
				<u>6,692</u>	<u>16,523</u>

**Doncaster Chamber of Commerce and  
Enterprise**

**Notes to the Financial Statements - continued  
For The Year Ended 31 March 2015**

**9. PENSION COMMITMENTS**

The company operates a defined contribution scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charged in the accounts represents contributions payable by the company to the fund and amounted to £15,508 (2014: £13,676) of which £1,363 (2014: £2,123) was outstanding at the year end.

**10. RELATED PARTY DISCLOSURES**

Doncaster Chamber of Commerce and Enterprise had the following related party transactions during the year:

**Smith Craven**

Kelvin Fitton is a principal of Smith Craven that provided accountancy and other services to the Chamber. The amount invoiced for these services was £1,600 (2014: £6,050) of which no amount was outstanding at the year end (2014: £720).

**Doncaster Metropolitan Borough Council (DMBC)**

Robert William Johnson and William Mordue are elected Councillors of DMBC. During the year the Chamber received £131,364 (2014: £607,957) from DMBC for the delivery of business support contracts. The net amount owed to the Chamber at the year-end was £597 (2014: £35,064).

**11. ULTIMATE CONTROLLING PARTY**

The company is ultimately controlled by its directors. No individual director has overall control.

**12. SHARE CAPITAL**

The company is limited by guarantee and does not have a share capital. Each member is limited to a maximum liability of £1.

**Doncaster Chamber of Commerce and  
Enterprise**

**Detailed Income and Expenditure Account  
For The Year Ended 31 March 2015**

	2015		2014	
	£	£	£	£
<b>Turnover</b>				
Membership services	441,998		407,948	
Project management	<u>352,053</u>		<u>841,290</u>	
		794,051		1,249,238
<b>Cost of sales</b>				
Managed project & other direct costs		<u>160,265</u>		<u>254,441</u>
<b>GROSS SURPLUS</b>		633,786		994,797
<b>Expenditure</b>				
Director's remuneration	63,553		72,500	
Directors' social security	7,397		10,800	
Directors' pension contributions	1,890		1,575	
Wages and salaries	470,721		506,878	
Pensions	13,618		12,101	
Insurance	6,297		7,130	
Telephone	17,333		14,969	
Postages, stationery etc	7,499		6,685	
Travelling	4,122		3,804	
ICT Support	11,091		14,365	
Hire of equipment	7,280		7,280	
Repairs and renewals	-		149	
Household and cleaning	386		806	
Staff training and recruitment	3,178		3,735	
Redundancy costs	900		1,182	
Miscellaneous expenses	10,391		11,665	
Membership & subscriptions	2,361		1,722	
Legal and professional fees	3,920		3,511	
Premises costs	23,403		22,526	
Bank charges	2,336		4,120	
Auditors' remuneration	5,000		5,000	
Irrecoverable VAT	<u>4,096</u>		<u>14,250</u>	
		<u>666,772</u>		<u>726,753</u>
		(32,986)		268,044
<b>Depreciation</b>				
Improvements to property	225		225	
Plant and machinery	9,951		10,470	
Fixtures and fittings	<u>335</u>		<u>250</u>	
		<u>10,511</u>		<u>10,945</u>
<b>NET (DEFICIT)/SURPLUS</b>		<u>(43,497)</u>		<u>257,099</u>

This page does not form part of the statutory financial statements