

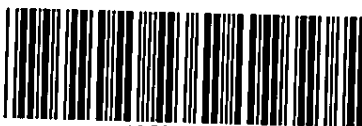
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Registered number: 1802908
Charity number: 515473

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2009

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EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
(A company limited by guarantee)

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EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 JULY 2009

Directors	J Chappelle H Biddle K Hindmarsh D Stapleton Cllr B Burnett M Brown A Lascelles V Nixon
Company registered number	1802908
Charity registered number	515473
Registered office	Milford Court Warwick Road Louth Lincolnshire LN11 0YB
Company secretary	J Chappelle
Auditors	Streets Audit LLP Tower House Lucy Tower Street Lincoln LN1 1XW
Bankers	Lloyds TSB Nottingham BSC 11 Low Pavement Nottingham
Solicitors	Langleys Olympic House 995 Doddington Road Lincoln LN6 3SE Sills & Betteridge 46 Silver Street Lincoln LN2 1ED

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JULY 2009

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of East Lindsey Information Technology Centre Limited (the company) for the ended 31 July 2009. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

Structure, governance and management

a. CONSTITUTION

East Lindsey Information Technology Centre Limited is a registered Charity, number 515473, and a registered Company, number 1802908. Its governing document is its Articles of Association.

The company carries out its activities under the trading name of "First College".

The financial statements comply with current statutory requirements and the charity's governing document and Statement of Recommended Practice Accounting and Reporting by Charities.

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The Charity may, by ordinary resolution, appoint a person willing to act as a trustee. For appointment at an AGM, formal notice is required as specified in the memorandum and articles. The existing trustees may appoint a person who is willing to act as a trustee. There is no maximum number of trustees but there must be at least 3 in office at any time.

c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

On appointment, all new Trustees will be provided with the following documents:

- Memorandum of Association
- Articles of Association
- Charity Commission Guidance CC3 - Responsibility of Charity Trustees
- The latest Strategic Business Plan and a copy of latest financial statements

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2009

d. ORGANISATIONAL STRUCTURE AND DECISION MAKING

The registered office and names and addresses of Advisers are set out on the Index page

The directors during the year under review are set out on the Index page. No remuneration was paid nor expenses reimbursed to them during the year. However some of the directors represent companies that purchase training services from the company detailed in note 16.

The Company's premises are in Louth and Skegness. First College provides learning through outreach delivery at employers premises.

East Lindsey ITeC is sponsored by 8 local organisations, including the District and County Council (No Director in place at present). Each sponsor organisation provides up to two people to serve as directors and trustees on the East Lindsey ITeC Board. The Board sets policy, monitors progress and strives to provide good and sound governance.

The Senior Management Function for First College has been deployed between two equal Senior Manager Roles, which report directly to the Board of Trustees. These are the Business Development Manager and the Learning Contracts Manager. The Business Development Manager is responsible for leading company strategic planning including new business identification and the implementation of policy. Also to ensure that the company meets all legislative requirements including personnel, charity commission, health and safety and equality and diversity. In addition, responsibility for the company's finance and administrative activities, and for the learning operations and contract delivery of all Foundation programmes.

The Learning Contracts Manager is responsible for the learning operations of the college (excluding Foundation programmes) including contract delivery. Also ensures that the college meets all self-assessment and quality requirements including internal and external audits and/or inspections. In addition, supports strategic planning and implementation of policy.

The First College organisational structure for the 2008/2009 year was based on the Learning/Operational Function. The 4 Curriculum Areas are Foundation, Early Years, Hospitality and Business Programmes.

Each Curriculum Area has at least one person designated for Quality Improvement (QI). The Recruitment Team and the Administration Team also have a person designated for QI. QI's take a leading role in operational, performance and quality development matters.

The Lead IV/QI ensures that learning programmes, support provided to staff, processes and systems are continually monitored for maximum effectiveness and cross-College consistency. They take a lead role in all matters relating to operational, performance and quality improvement matters including assessment, internal verification, awarding body liaison and ENVQ success.

The Management Team consists of a representative from each curriculum area and is led by the Learning Contracts Manager. The role of the Management Team is to ensure that Learning Programmes are delivered in accordance with Contract, Inspectorate and External Body requirements. The MT is tasked to provide best practice in quality related matters including continuous improvement for the benefit of all Learners, to recognise and implement good practice and to monitor performance against targets and objectives, taking preventative and corrective actions as appropriate and necessary. The Management Team is required to be proactive in increasing the level of Customer Care provided to all Learners. The Health & Safety Manager/Equality & Diversity Officer and/or Lead Internal Verifier are required to attend management meetings to cover specific agenda items.

The Strategic Group is led by the Business Development Manager and comprised of the Learning Contracts Manager, Manager Hospitality and Health and Safety Manager. The Strategic Group considers operational and strategic issues. It consults and liaises with Staff, Managers and Trustees as appropriate.

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2009

e. RISK MANAGEMENT

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks

Objectives and Activities

a. POLICIES AND OBJECTIVES

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the charity commission relating to public benefit

The charities objectives as set out within the memorandum of association of East Lindsey Information Technology Centre are

- 1 The promotion and advancement of the education and training of the public including long term unemployed to acquire vocational qualifications and work related skills as required by local employers and industries and to meet national government targets by means of both instructor led, self study courses and the provision of practical experience
- 2 The relief of unemployment for the public benefit in such a way as may be thought fit, including assistance to find employment

Additionally set out within our Business plan we have the following company objectives

- 1 To remain financially viable
- 2 To provide high quality learning services
- 3 To provide staff with a positive, rewarding and safe working environment

The company vision is to deliver high quality learning that raises participation and attainment that meets the individual needs of learners through collaboration partnership working and employer engagement

First College is established to promote and provide for the advancement of the education and training of young persons and adults

First College works closely with some 250 local employers and with Schools and Colleges of Further Education First College primarily serves the East Lindsey area to the benefit of young people and adults with training, attaining recognised qualifications and employment First College is a member of the Work Based Academy of Lincolnshire and Rutland, and a member of the Association of Learning Providers, which is the national body representing provider views

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2009

Achievements and performance

a. REVIEW OF ACTIVITIES

Key priorities and performance targets were set out in the company's business plan for 2008/2009

Key Priorities for 2008/2009 and results

- **Stability for Board of Trustees**

This priority was very much achieved First College has 8 Board members with representation from East Lindsey District Council and local companies There are 2 remaining unfilled spaces for representatives of Lincolnshire County Council

- **Staff Retention**

No staff resigned or were dismissed during the year We did have some cases of maternity leave

- **Meet government reforms for the training and qualifications of staff**

First College updates its staffing matrix on a regular basis to ensure staff meet with the requirements of the job roles Staff are enrolling on courses for Preparing/Certificate/Diploma to teach in the lifelong learning sector Individual members of staff have registered with the Institute for Learning as required First College is ultimately responsible for these registrations so we keep a check on actions taken

- **Effective sharing of resources**

First College has worked with other organisations including the work based academy to share resources and good practice. Some documents and procedures have come out of this partnership working

- **Retention of existing Contracts / Sub-Contracts**

First College has retained all its contracts during the financial year with the exception of the Learn Direct contract where a commercial decision to give the contract back was taken This decision was based upon the financial viability of this provision and also the lack of community benefit

- **Achievement of existing Contracts / Sub-Contracts**

First College achieved excellent LSC contracts results The results on the A4E (Jobcentre plus) contract were acceptable The results on Train to Gain were disappointing however this was a trend with all providers not just First College

- **New Contracts / Sub-Contracts**

First College were successful in gaining a number of new contracts during the year These include – Flexible New Deal via an A4E sub contract, European funded (ESF) Train to Gain, Young Apprenticeships, Response to redundancy (sub contract to Lincoln College) and UK on line

- **Partnership Working**

The Business Development Manager of First College continued in his role of a Director of the work based academy which is a company consisting of 23 partners including all the Colleges in the County, Lincoln University and all the major training providers The work based academy has the aim to promote learning in the county and represent its members at a regional and national level on any issues concerning the effective

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2009

and positive delivery of work based learning. In addition First College is engaged with other local groups such as the East Lincolnshire cluster and the Wolds cluster. We also work in partnership with schools such as Lady Jane, John Spendluffe, Gartree and St Clements. Other key working partners include Skegness Vocational College, Lagat training, A4E, Boston College and Lincoln College. First College maintains positive working relationships with connexions and Jobcentre plus for the benefit of the community and achievement of the company's objectives.

- **Rent Free Premises**

First College has successfully purchased premises located centrally in Skegness. These premises will not only meet our rent free objective but are also well placed to service the population of Skegness within easy reach of the town centre.

- **ENVQ Success**

Around 50% of our customer service learners now use ENVQ for their learning. The business team are planning to use ENVQ further including management learners.

- **Minimum Levels of Performance**

Achieved – see operational targets

- **Success Rates**

Achieved – see operational targets

- **Employer Engagement**

Many activities have taken place to promote employer engagement including independent consultancy linked to the framework for excellence.

- **Framework for Excellence**

First College is engaged in the process and working towards the standard.

- **Successful Ofsted Inspection**

No inspection has taken place during the financial year of 2008/2009.

Operational Targets for 2008/2009 and results

- **Increase Occupancy on all programmes by 5%**

First College achieved an increased occupancy of 6%. First College started 283 learners during the year.

- **JCP Job Outcomes to exceed 50%**

First College achieved an outcome rate of 30% which whilst below target was comparatively good when compared to other providers namely the prime contractor A4E.

- **Achieve at least 55% Minimum Levels of Performance (MLP)**

First College achieved 72%.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2009

- Less than 10% variance between MLP and Timely Achievement

First College achieved a timely rate of 68% (variance of 4%)

- Train to Gain Success Rate of 65%

First College achieved 77%

- Franchise Success Rate of 70%

First College achieved 100%

- Skills for Life Success Rate of 75%

First College achieved 56%

- Work Based Learning Success Rate of 80%

First College achieved 80%

- Learn direct Positive Outcomes of 90%

First College achieved 80%

Planned Developments 2008/2009 and results

Play a leading role in the activities of the WBA

Locate suitable additional premises at Skegness

Consider potential for further use of the MAYTAS system

Conduct a review of Staff Recruitment/Induction routines with regard to obtaining staff references and ensuring that staff register onto ILF database

Conduct a review of Job Titles/Roles in line with national qualification guidelines

Provide staff with all Quality documents (QMM/SHB/BP/SAR etc) electronically including all development plans, strategy documents etc

Conduct a review of actions for the Framework for Excellence

Publish the written policy document on Staff Travel arrangements

Work closely with partners in the delivery of ESF / ETP contracts

Conduct a review of Employer charging systems and standardise systems

Streamline Statistical Reports and Provide Summative Data Reports

Conduct a review of the ST&DP in line with national qualification guidelines

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2009

Play a leading role in the delivery of 14-19 Hospitality Diplomas for Lincolnshire East and Lincolnshire Wolds clusters

Complete full premises audits and emergency drills including emergency lighting needs

Complete PAT testing

Consider how to reduce our negative impact on the environment

Conduct a review of E-learning and ENVQ delivery

Consider potential for centralised Awarding Body Administration

All the planned developments were achieved

Additional developments

A very significant development during the year was also the launch of a new company logo, company brochure and prospectus. This was launched at the half year staff day on 11th February 2009. The First College logo had been in place since September 2000 and it was agreed through senior management meetings to freshen up the look and marketability of First College. The Board of First College agreed a budget of £5000 for the development of the logo and the production of the marketing material. Staff were consulted over the ideas at all levels and the final suggested ideas went to the Board with recommendations. All stationery was revised with the new logo and everything was active with effect from 11th February 2009. The final piece of the plan was the development of a new First College website which would be in existence to promote our services to the community and also act as a venue to download documentation to staff such as would previously be found in our quality manual and staff handbook.

The Directors have noted the satisfactory findings published on the internet by the Adult Learning Inspectorate and the findings published in the 2008 Investor in People and 2008 Matrix reports and feel that, together with the financial results achieved, the company has successfully achieved its targets and objectives. Staff were informed regarding performance results in terms of meeting Key priorities and meeting performance targets at the annual staff day held on 16th July 2009.

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2009

Financial review

a. RESERVES POLICY

A statement of Reserves can be found in Note 13 to the Financial Statements. The Charity holds Reserves to ensure funds are available to maintain high quality training facilities, including up to date equipment and a safe working environment. In addition, Reserves are held to ensure continuity in the event of a large variation in net income and to bridge cash flow problems. The Board aim to maintain an adequate level of Reserves. This is expected to be 3 months running costs and the cost of a planned and managed closure of the Charity.

Reserves have increased by £285,764 from activities during the year just ended.

Plans for the future

a. FUTURE DEVELOPMENTS

First College has produced a business plan for the financial year 2009/2010 which was approved by the trustees of First College. Within the plan we recognise strengths, weaknesses, opportunities and threats following full consultation with staff. In addition we again have a list of planned developments, priorities and targets as shown below.

Planned Developments 2009/2010

During the year the College will undertake the following:

Research current legislation on Data Protection and update FC Policy.

Consider staff incentive scheme rewarding competence, attendance, qualifications etc.

Play a leading role in the delivery of Flexible New Deal within East Lindsey.

Monitor achievement towards Institute for Learning staff training and qualification objectives.

Agree and make available to staff Customer Management system. Investigate and supply 'team based' access to MAYTAS MI system.

Consider opportunities to broaden and increase levels of Corporate delivery.

Successful Investors in People re-assessment.

Consider FC marketing routines and QMM working instructions to inform organisational strategy for marketing.

Consider opportunities to broaden Work Based Learning provision and Employer Engagement.

Monitor achievement towards the Framework for Excellence Standard.

Monitor the impact of and organisational changes required to meet the needs of the Qualification Reform Programme and Qualification Credit Frameworks.

Implement throughout the QMM working instructions on the Employer journey that complement and support current Learner journey processes.

Play a leading role in the delivery of 14-19 Hospitality Diplomas and Young Apprenticeship(s) for Lincolnshire East and Lincolnshire Wold's partnerships.

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2009

Monitor the impact of and organisational changes required to meet the delivery needs of Functional Skills and the Employers Pledge

Investigate on-line Learner and Employer Survey options to replace current paper-based systems

Complete full premises audits and emergency drills including emergency lighting needs and the completion of PAT testing

Consider how to reduce our negative impact on the environment and implement change

Play a leading role in E-learning and ENVQ delivery Establish E-learning Strategy

Consider QMM Learner Processes to identify opportunities to reduce printing and/or photocopying and increase electronic supply Implement change

Key Priorities 2009/2010

- Staff Retention
- Successful transition into new centres
- Meet government reforms for the training and qualifications of staff
- Meet government reforms for QRP and QCF
- Retention of existing Contracts / Sub-Contracts
- Achievement of existing Contracts / Sub-Contracts
- New Contracts / Sub-Contracts
- Partnership Working
- Young Apprenticeship and 14-19 Diploma Success
- ENVQ Success
- Minimum Levels of Performance
- Success Rates
- Employer Engagement
- IiP Re-assessment
- Framework for Excellence
- Successful Ofsted Inspection
- Successful transition to Flexible New Deal
- Meet government targets for the delivery of Adult Literacy and Numeracy qualifications

Operational Targets 2009/2010

- Increase 16-18 occupancy on work based learning by 5%
- Maintain 19+ occupancy levels on work based learning
- Ensure 25+ occupancy levels remain at 10% of overall work based learning contract
- Increase Corporate provision overall by 25%
- JCP Job Outcomes to exceed 50%
- Achieve at least 55% Minimum Levels of Performance (MLP)
- Less than 8% variance between MLP and Timely Achievement
- Train to Gain Success Rate of 70%
- Franchise Success Rate of 75%
- Skills for Life Success Rate of 80%
- Work Based Learning Success Rate of 83%

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2009

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of East Lindsey Information Technology Centre Limited for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company and charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgments and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

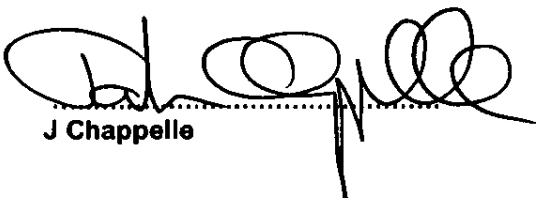
PROVISION OF INFORMATION TO AUDITORS

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that

- so far as that Trustee is aware, there is no relevant audit information of which the company's auditors are unaware, and
- each Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the company's auditors in connection with preparing their report and to establish that the company's auditors are aware of that information.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 24 March 2010 and signed on their behalf, by


J Chappelle

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF EAST LINDSEY INFORMATION
TECHNOLOGY CENTRE LIMITED**

We have audited the financial statements of East Lindsey Information Technology Centre Limited for the year ended 31 July 2009 set out on pages 14 to 24. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

The Trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), and for being satisfied that the financial statements give a true and fair view, are set out in the Statement of Trustees' responsibilities.

The Trustees have elected for the financial statements to be audited in accordance with the Charities Act 1993 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are prepared in accordance with the Companies Act 2006. We also report to you if, in our opinion, the information given in the Trustees' report is not consistent with those financial statements, the company has not kept adequate accounting records, if the company's financial statements are not in agreement with the accounting records and returns, or if we have not received all the information and explanations we require for our audit.

We read the Trustees' report and consider the implications for our report if we become aware of any apparent misstatements within it.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Trustees in the preparation of the financial statements and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

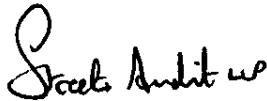
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF EAST LINDSEY INFORMATION
TECHNOLOGY CENTRE LIMITED**

OPINION

In our opinion the financial statements

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 31 July 2009 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended, and
- have been prepared in accordance with the Companies Act 2006



STREETS AUDIT LLP

Tower House
Lucy Tower Street
Lincoln
LN1 1XW

31 March 2010

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
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**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2009**

	Note	Restricted funds 2009 £	Unrestricted funds 2009 £	Total funds 2009 £	Total funds 2008 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	-	4,253	4,253	7,972
Investment income	3	-	16,798	16,798	48,796
Incoming resources from charitable activities	4	60,000	1,510,550	1,570,550	1,445,336
TOTAL INCOMING RESOURCES		60,000	1,531,601	1,591,601	1,502,104
RESOURCES EXPENDED					
Charitable activities		29,746	1,271,496	1,301,242	1,435,687
Governance costs	5	-	4,595	4,595	4,555
TOTAL RESOURCES EXPENDED		29,746	1,276,091	1,305,837	1,440,242
NET INCOMING RESOURCES BEFORE REVALUATIONS		30,254	255,510	285,764	61,862
Gains and losses on revaluations of fixed assets for the charity's own use	8	-	-	-	(54,035)
NET MOVEMENT IN FUNDS FOR THE YEAR		30,254	255,510	285,764	7,827
<i>Total funds at 1 August 2008</i>		<i>-</i>	<i>796,330</i>	<i>796,330</i>	<i>788,503</i>
TOTAL FUNDS AT 31 JULY 2009		30,254	1,051,840	1,082,094	796,330

The notes on pages 17 to 24 form part of these financial statements

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED**(A company limited by guarantee)****REGISTERED NUMBER: 1802908**

**BALANCE SHEET
AS AT 31 JULY 2009**

	Note	£	2009 £	£	2008 £
FIXED ASSETS					
Tangible fixed assets	8		371,266		157,972
CURRENT ASSETS					
Consumable stocks		649		573	
Debtors	10	187,770		173,684	
Investments	10	-		175,965	
Cash at bank		692,221		525,032	
		<u>880,640</u>		<u>875,254</u>	
CREDITORS: amounts falling due within one year	11	<u>(169,812)</u>		<u>(149,696)</u>	
NET CURRENT ASSETS			<u>710,828</u>		<u>725,558</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,082,094</u>		<u>883,530</u>
CREDITORS: amounts falling due after more than one year	12		<u>-</u>		<u>(87,200)</u>
NET ASSETS			<u><u>1,082,094</u></u>		<u><u>796,330</u></u>
CHARITY FUNDS					
Restricted funds	13	30,254		-	
Unrestricted funds	13	1,051,840		796,330	
			<u><u>1,082,094</u></u>		<u><u>796,330</u></u>

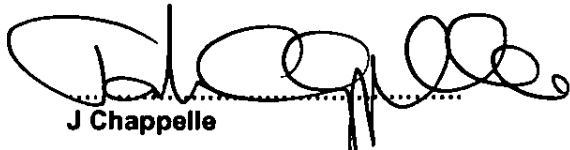
The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act. However, an audit is required in accordance with section 43 of the Charities Act 1993. The Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 July 2009 and of its profit for the year then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Act relating to the financial statements so far as applicable to the company.

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

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
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BALANCE SHEET (continued)
AS AT 31 JULY 2009

The financial statements were approved by the Trustees on 24 March 2010 and signed on their behalf, by


.....
J Chappelle


.....
Cllr B Burnett

The notes on pages 17 to 24 form part of these financial statements

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2009

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

1.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.4 Incoming resources

All incoming resources are included in the Statement of financial activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2009**

1. ACCOUNTING POLICIES (continued)

1.6 Tangible fixed assets and depreciation

All assets costing more than £250 are capitalised

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases

Freehold property	-	4%	straight line
S/Term Leasehold Property	-	10%	straight line
Office equipment	-	33%	straight line
Computer equipment	-	33/25%	straight line

1.7 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads

1.8 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year

1.9 Taxation

The company is a registered Charity and the accounts are prepared on the basis that its activities are not liable for income tax or corporation tax

Any input VAT deemed to be irrecoverable by virtue of the Company being partially exempt by the nature of its income is separately recognised in the Statement of financial activities

2. VOLUNTARY INCOME

	Restricted funds 2009 £	Unrestricted funds 2009 £	Total funds 2009 £	Total funds 2008 £
Grants received	-	3,652	3,652	6,272
ELDC Cookery Club	-	601	601	1,700
	<hr/>	<hr/>	<hr/>	<hr/>
Voluntary income	-	4,253	4,253	7,972
	<hr/>	<hr/>	<hr/>	<hr/>

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2009**

3. INVESTMENT INCOME

	Restricted funds 2009 £	Unrestricted funds 2009 £	Total funds 2009 £	Total funds 2008 £
Bank interest	-	6,792	6,792	17,596
Office rental	-	10,006	10,006	31,200
	<u>-</u>	<u>16,798</u>	<u>16,798</u>	<u>48,796</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Restricted funds 2009 £	Unrestricted funds 2009 £	Total funds 2009 £	Total funds 2008 £
Adult income	60,000	455,910	515,910	331,041
Youth Income	-	738,688	738,688	646,578
Placement and college fee contributions	-	57,924	57,924	50,903
Commercial training and services	-	212,428	212,428	371,214
Amortisation of COVE grant	-	45,600	45,600	45,600
	<u>60,000</u>	<u>1,510,550</u>	<u>1,570,550</u>	<u>1,445,336</u>

5. GOVERNANCE COSTS

	Restricted funds 2009 £	Unrestricted funds 2009 £	Total funds 2009 £	Total funds 2008 £
Auditors' remuneration	-	4,595	4,595	4,555

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2009**

6. NET INCOMING RESOURCES

This is stated after charging

	2009 £	2008 £
Depreciation of tangible fixed assets - owned by the charity	36,789	55,544
Governance Auditors' remuneration	4,595	4,555
Pension costs	31,329	26,092
	<u>72,713</u>	<u>86,191</u>

During the year, no Trustees received any remuneration (2008 - £NIL)

During the year, no Trustees received any benefits in kind (2008 - £NIL)

During the year, no Trustees received any reimbursement of expenses (2008 - £NIL)

7. STAFF COSTS

Staff costs were as follows

	2009 £	2008 £
Wages and salaries	677,574	726,678
Social security costs	58,035	53,134
Other pension costs	31,329	26,092
	<u>766,938</u>	<u>805,904</u>

The average monthly number of employees during the year was as follows

	2009 No.	2008 No
Administration	5	5
Sales	3	2
Trainers	37	35
	<u>45</u>	<u>42</u>

No employee received remuneration amounting to more than £60,000 in either year

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**NOTES TO THE FINANCIAL STATEMENTS
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8. TANGIBLE FIXED ASSETS

	Land and buildings £	Plant and machinery £	Equipment and furniture £	Office computer equipment £	Total £
Cost or valuation					
At 1 August 2008	117,784	90,829	267,441	194,099	670,153
Additions	233,814	1,739	5,153	9,377	250,083
At 31 July 2009	351,598	92,568	272,594	203,476	920,236
Depreciation					
At 1 August 2008	10,966	90,829	241,094	169,292	512,181
Charge for the year	4,564	29	21,407	10,789	36,789
At 31 July 2009	15,530	90,858	262,501	180,081	548,970
Net book value					
At 31 July 2009	336,068	1,710	10,093	23,395	371,266
At 31 July 2008	106,818	-	26,347	24,807	157,972

9. INVESTMENTS

Previously included in freehold buildings was a Property at Peterborough that was revalued in 2006 to £230,000. The original cost of this property was £145,000 and its book value at the time of being revalued was £130,735. This was transferred to current asset investments during 2008 and was sold during 2009.

10. DEBTORS

	2009 £	2008 £
Trade debtors	125,562	104,519
Other debtors	37,952	55,203
Prepayments and accrued income	24,256	13,962
	<u>187,770</u>	<u>173,684</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2009

11. CREDITORS:
Amounts falling due within one year

	2009 £	2008 £
Trade creditors	21,835	29,186
Social security and other taxes	21,103	17,706
Accruals and deferred income	85,274	102,804
Cove Grant	41,600	-
	<u>169,812</u>	<u>149,696</u>

12. CREDITORS:
Amounts falling due after more than one year

	2009 £	2008 £
Cove Grant	<u>-</u>	<u>87,200</u>

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2009**

13. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Carried Forward £
Designated funds					
Designated Funds	5,880	1,152	(1,961)	2,800	7,871
General funds					
General Funds	745,220	1,530,449	(1,274,130)	42,430	1,043,969
Revaluation Reserves	45,230	-	-	(45,230)	-
	790,450	1,530,449	(1,274,130)	(2,800)	1,043,969
Total Unrestricted funds	796,330	1,531,601	(1,276,091)	-	1,051,840
Restricted funds					
Diploma Scheme	-	60,000	(29,746)	-	30,254
Total of funds	796,330	1,591,601	(1,305,837)	-	1,082,094

The Designated fund represents the purchase of a certain new assets to the business and is equal to the net book value of those assets within the balance sheet. Depreciation is charged against the fund each year.

The Restricted fund is made up of monies received in the year to set up a new Diploma scheme initiated by the government. Costs have been allocated to this directly and the balance will be spent during 2010.

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Carried Forward £
Designated funds	5,880	1,152	(1,961)	2,800	7,871
General funds	790,450	1,530,449	(1,274,130)	(2,800)	1,043,969
	796,330	1,531,601	(1,276,091)	-	1,051,840
Restricted funds	-	60,000	(29,746)	-	30,254
	796,330	1,591,601	(1,305,837)	-	1,082,094

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2009**

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2009 £	Unrestricted funds 2009 £	Total funds 2009 £	Total funds 2008 £
Tangible fixed assets	-	371,266	371,266	157,972
Current assets	30,254	850,386	880,640	875,254
Creditors due within one year	-	(169,812)	(169,812)	(149,696)
Creditors due in more than one year	-	-	-	(87,200)
	30,254	1,051,840	1,082,094	796,330

15. PENSION COMMITMENTS

The company operates a defined contribution personal pension plan that is open to all employees after completion of probationary service. The company normally contributes 5.5% of salary and employee's contributions are optional. The scheme is not contracted out. Free life assurance for an amount equal to annual salary is provided for those who join the pension scheme.

16. RELATED PARTY TRANSACTIONS

Some of the directors represent companies that purchase training services from the company. The total value of services provided was £50,295 (2008: £66,644).

	Services Provided at 31.07.09 £	Services Provided at 31.07.08 £	Balance Outstanding at 31.07.09 £	Balance Outstanding at 31.07.08 £
East Lindsey District Council	48,490	35,350	9,201	-
Lincolnshire County Council	245	29,404	-	471
Duncan & Topliss	1,560	1,890	-	50
	50,295	66,644	9,201	521

17. COMPANY LIMITED BY GUARANTEE

The company has no shares but is limited by guarantee.