

Company registration number 2279105

**Greater Manchester Pay and Employment
Rights Advice Service**

(formerly Greater Manchester Low Pay Unit)

Financial Statements

for the year ended 27th March 2006



Greater Manchester Pay and Employment Rights Advice Service

**Legal and administrative details
as at 27 March 2006**

Directors

Dave Neary	(Chair)
Amanda Challis	(Vice Chair)
Susan Kelly	
Alan Manning	
Paul Mittler	
Kevin Morley	
Gerry White	

Secretary

Denise McDowell

Registered Office

4th Floor Swan Buildings
20 Swan Street
Manchester
M4 5JW

Auditors

Slade & Cooper Limited
6 Mount Street
Manchester
M2 5NS

Bankers

Unity Trust Bank plc
4 The Square
111 Broad Street
Birmingham
B15 1AR

Greater Manchester Pay and Employment Rights Advice Service

Report of the Management Committee (Directors) for the year ended 27 March 2006

The directors present their report and the accounts for the year ended 27 March 2006.

Principal activities

The principal activity of the company is to provide advice and information to low paid workers and to undertake and disseminate research on pay and related issues.

Results for the year

The results for the year are set out in detail on page 4.

Directors

The directors who held office during the year were as follows:

Dave Neary	
Amanda Challis	
Paul Mittler	
Gerry White	
Susan Kelly	
Kevin Morley	
Alan Manning	appointed 16 th December 2005
Jane Fitzsimons	resigned 12 th December 2005

No director has any interest in the company.

Company status

The company is limited by guarantee. There are 9 (2005 7) members, who have all agreed to contribute a sum not exceeding £1 in the event of a winding up. During the year the company registered a change of name from Greater Manchester Low Pay Unit.

Statement of directors' responsibilities

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

In accordance with company law, as the company's directors, each of the Management Committee certify that:

- so far as they are aware, there is no relevant information of which the auditors are unaware;
- as directors of the company they have taken all necessary steps to be aware of information which would be relevant for audit purposes and have communicated them to the auditors.

Greater Manchester Pay and Employment Rights Advice Service
Report of the Management Committee (Directors)
for the year ended 27 March 2006

Auditors

A resolution for the re-appointment of Slade and Cooper Limited as auditors will be proposed at the annual general meeting.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

By order of the board

Denise McDowell
.....

Denise McDowell, Secretary

23/11/06
.....

Date

**Independent Auditors' Report
To the Directors of Greater Manchester Pay and Employment
Rights Advice Service
for the year ended 27 March 2006**

We have audited the financial statements of Greater Manchester Pay and Employment Rights Advice Service for the year ended 27 March 2006, which comprise the Profit and Loss Account, the Balance Sheet, and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein, under the historical cost convention and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2005).

This report is made solely to the company's members as a body, in accordance with Section 235 of the Companies Act 1985. 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 an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the 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 described in the Statement of Directors Responsibilities the company's directors are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

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

Basis of 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 judgements made by the directors in the preparation of the financial statements and of whether the accounting policies are appropriate to the 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.

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 company's affairs as at 31 March 2006 and of its surplus for the year then ended; and
- The financial statements have been properly prepared in accordance with the Companies Act 1985.
- The information given in the directors' report is consistent with the financial statements.

Slade & Cooper Ltd
12.12.06

Slade & Cooper Limited
Accountants
Registered Auditors
6 Mount Street
Manchester M2 5NS

Greater Manchester Pay and Employment Rights Advice Service Limited

**Profit and Loss Account
for the year ended 27 March 2006**

	Note	2006 £	2005 £
Turnover and gross profit	1	1,288	1,323
Administrative expenses		(160,846)	(155,736)
Other operating income	2	165,690	138,105
Operating surplus	3	6,132	(16,308)
Bank interest receivable		1,961	1,461
Profit/(loss) on ordinary activities before taxation		8,093	(14,847)
Tax on profit on ordinary activities	5	-	-
Profit/(loss) on ordinary activities after taxation		8,093	(14,847)
Transfer to/(from) reserves		£ 8,093	(£ 14,847)

Greater Manchester Pay and Employment Rights Advice Service Limited

**Balance Sheet
as at 27 March 2006**

	Note	2006	2005
		£	£
Fixed assets			
Tangible assets	6	8,488	8,348
Current assets			
Debtors and prepayments	7	5,035	7,306
Cash at bank and in hand		61,049	62,412
		<u>66,084</u>	<u>69,718</u>
Creditors: amounts falling due in less than one year	8	6,885	14,912
		<u></u>	<u></u>
Net current assets		59,199	54,806
Total assets less current liabilities		67,687	63,154
Creditors: amounts falling due in more than one year	9	(10,765)	(14,325)
		<u></u>	<u></u>
Net assets		<u>£ 56,922</u>	<u>£ 48,829</u>
Capital and reserves			
Profit and loss account	10	56,922	48,829
		<u>£ 56,922</u>	<u>£ 48,829</u>

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005) and the special provisions of Part VII of the Companies Act 1985 applicable to small companies.

The financial statements were approved by the Directors and signed on their behalf by:


Dave Neary (Chair)

Date 23/11/06.

Greater Manchester Pay and Employment Rights Advice Service Limited

Notes to the accounts for the year ended 27 March 2006

1 Accounting policies

a) Accounting convention

The financial statements have been prepared under the historic cost convention, and in accordance with the Companies Act 1985, and the Financial Reporting Standard for Smaller Entities (effective January 2005).

b) Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation. Depreciation has been provided so as to write off the cost of tangible fixed assets over their estimated useful lives, at the following rates:

Equipment (owned and leased)	20% pa straight line
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c) Assets held under finance leases

Assets acquired under leases, where the company bears most of the risks and rewards of ownership, are accounted for as finance leases. The asset is included at cost in fixed assets and depreciated over the useful economic life of the asset, or the minimum lease term, whichever is the shorter. The total liability under the lease at the balance sheet date, net of finance charges allocated to future periods, is included in creditors. Finance charges are allocated so as to give a constant rate of return, using the sum-of-digits method.

d) Operating leases

Assets held under leases where the lessor retains most of the risks and rewards of ownership, are accounted for as operating leases, with rentals accounted for as they fall due.

e) Turnover

Turnover represents the sales of literature and affiliation fees. The company is not registered for VAT.

f) Cash Flow Statement

The company has taken advantage of the exemption under Financial Reporting Standard 1 from preparing a Cash Flow Statement on the grounds that it is a small company.

2 Other operating income

	2006 £	2005 £
Association of Greater Manchester Authorities s.48 Grant Scheme	138,100	138,100
GMCVO project grant	19,484	-
Other Grants and Donations	7,819	5
PAYE online filing rebate	250	-
Miscellaneous	37	-
	<hr/>	<hr/>
	165,690	138,105
	<hr/>	<hr/>

Greater Manchester Pay and Employment Rights Advice Service Limited

**Notes to the accounts
for the year ended 27 March 2006 (continued)**

3 Operating profit/(loss)

	2006 £	2005 £
The operating profit/(loss) is stated after charging the following:		
Depreciation	2,956	2,410
Loss on disposals	153	85
Accountants' remuneration	<u>1,175</u>	<u>1,528</u>

4 Directors' remuneration

No director receives any remuneration from the company.

5 Taxation

The company does not trade and taxation has been provided on investment income only

	2006 £	2005 £
Corporation tax at 0% (2005 - 0%)	<u>-</u>	<u>-</u>

6 Fixed Assets

	Equipment (owned) £	Equipment (finance lease) £	Total £
Cost brought forward 1 April 2005	11,370	7,467	18,837
Additions	3,250	-	3,250
Disposals	(5,172)	-	(5,172)
	<u>£ 9,448</u>	<u>£ 7,467</u>	<u>£ 16,915</u>
Depreciation brought forward 1 April 2005	8,996	1,493	10,489
Charge for the year	1,462	1,494	2,956
Disposals	(5,018)	-	(5,018)
	<u>£ 5,440</u>	<u>£ 2,987</u>	<u>£ 8,427</u>
Net book value at 27 March 2006	<u>£ 4,008</u>	<u>£ 4,480</u>	<u>£ 8,488</u>
Net book value at 31 March 2005	<u>£ 2,374</u>	<u>£ 5,974</u>	<u>£ 8,348</u>

Greater Manchester Pay and Employment Rights Advice Service Limited

**Notes to the accounts
for the year ended 27 March 2006 (continued)**

7 Debtors

	2006 £	2005 £
Trade debtors	81	511
Prepayments and other debtors	4,954	6,795
	<hr/>	<hr/>
	<u>5,035</u>	<u>7,306</u>

8 Creditors due in less than one year

	2006 £	2005 £
Trade creditors and accruals	3,325	11,779
Finance lease liabilities	3,560	3,133
	<hr/>	<hr/>
	<u>6,885</u>	<u>14,912</u>

9 Creditors due in more than one year

	2006 £	2005 £
Finance lease liabilities	10,765	14,325
	<hr/>	<hr/>
	<u>10,765</u>	<u>14,325</u>

10 Reserves

	2006 £
Balance at 31 March 2005	48,829
Retained profit/(loss) for the year	8,093
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Balance at 27 March 2006	<u>56,922</u>

Greater Manchester Pay and Employment Rights Advice Service Limited

**Notes to the accounts
for the year ended 27 March 2006 (continued)**

11 Operating Leases

The company has annual commitments under operating leases on equipment as follows:

	2006 £	2005 £
Leases expiring in: less than 1 year	<u>-</u>	<u>352</u>

12 Post-balance sheet event

The company became a registered charity on 28th March 2006.