

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD

A COMPANY LIMITED BY GUARANTEE

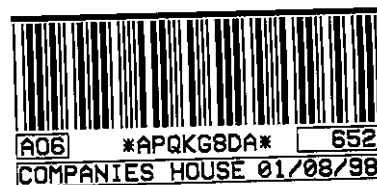
COMPANY REGISTRATION NUMBER:2332283

CHARITY REGISTRATION NUMBER:1006826

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 1998

CONTENTS

	<u>PAGE</u>
Company information	1
Directors' report	2
Statement of directors' responsibilities	4
Auditors' report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 to 15



WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD**A COMPANY LIMITED BY GUARANTEE****COMPANY INFORMATION****31 MARCH 1998**

Date of incorporation	7 November 1989
Company registration number	2332283
Charity registration number	1006826
Directors	H G Pullen W K Townend R Fagg K G McNichol (retired 31 May 1997) S Parrott J Birch Miss L Walker P Neill J Holyfield (appointed 25 June 1997)
Company secretary	C J Pykett
Registered office	27 Marefair Northampton NN1 1SR
Bankers	National Westminster Bank PLC The Drapery Northampton
Solicitors	Toller Hales and Collcutt 2 Castilian Street Northampton NN1 1JX
Auditors	KPMG Chartered Accountants Norfolk House Silbury Boulevard Central Milton Keynes Buckinghamshire MK9 2HA

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD

A COMPANY LIMITED BY GUARANTEE

DIRECTORS' REPORT

The directors, who are the trustees of the charitable company, present their report and the audited financial statements for the year ended 31 March 1998.

Objects of the charity

The objects for which the Board is established are to advance education in the sciences of waste management and waste disposal (including waste contracting, processing, management, recycling and transportation) for the public benefit.

The Charity's policies

The policies adopted by the Charity to further these objects are detailed in the governing documents, and enacted through the board, as summarised below:

- To determine and advise upon the policy and standards of education and training and qualifications for persons engaged in the Waste Management Industry;
- To promote and support the education, training and qualification for persons in the Waste Management Industry;
- To decide on the educational, training and experience content of the educational courses to be taken for such qualifications or certificates as the Board may approve;
- To determine and supervise the award of any such qualification or certificate; and
- To promote and commission research for the benefit of the industry and to facilitate the interchange of knowledge within the industry.

Organisation of the Charity

The Company is limited by guarantee (company number 2332283) and governed by a memorandum and articles of association. It is registered by the Charity Commission (Charity number 1006826). The registered office is at 27 Marefair, Northampton. The Board has a full-time Director General and a Board. The Members of the Board consist of the Founder Members, ordinary members, associate members and honorary members. The Board operates through an Executive Committee, comprising Directors of the Board in whom the management of the Board is vested.

The Charity's Activities during 1997/1998

The Annual report of the Executive Committee details the activities of the Charity during the year in question. Overall, steady progress was made against the Business Plan in the two principal areas of activity; namely qualifications/technical competence, associated with vocational qualifications (the certificate of technical competence (CoTC)); and education, training and skills needs for management in the waste industry.

Legislation amending the licensing regulations required changes to the number of CoTC and the Board responded by introducing a new biodegradable class CoTC for both Transfer Station and Treatment Plant activities.

The Charity's activities are carried out principally using salaried staff. However, the Board does rely on donations in kind from within waste management industry, particularly those comprising the Technical working Groups, who donate management time to further the Group's activities. This time is normally associated with specific project and identified as such in the proposals to funding agencies, for example, the Department for Education and Employment (DfEE) and the Qualifications Curriculum Authority (QCA). There are no other types of donations and the Charity does not use unpaid volunteers.

Transactions and Financial Position

The company's balance as detailed on page 7 shows a satisfactory position, with total funds amounting to £1,816,137. This figure includes £426,335, which is the net unrealised gain on investments.

The Charity's current financial position enables it to meet the financial commitment as outlined in the 5-year Business Plan. Future commitments are dependent on the outcome of the discussions surrounding the information of the National Training Organisation (NTO) for the waste management industry, which will require separation of the Awarding Body role. This will impact on the resources required to fulfil the role of NTO and will be funded as a separate entity from the awarding body.

The Charity is dependent on continuing income from the CoTC scheme that will reduce as the various schemes for transitional exemption mature.

One significant event occurred at the year end relating to the flood damage to WAMITAB publications stock. The loss in stock is reflected in the management accounts. The narrower and wider range of investments are currently managed

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD**A COMPANY LIMITED BY GUARANTEE****DIRECTORS' REPORT Continued....**

by Cazenove Fund Investment Limited. Any investments held by the Charity have been acquired in accordance with the powers available to the trustees.

The Charity consults with a broad range of organisations in the waste management industry (some of which are registered as Charities). The organisations typically consulted include the trade association professional institutes, training providers, agencies responsible for vocational qualifications and other interested parties.

Directors

The directors of the company during the year were as follows:

H G Pullen
W K Townend
R Fagg
K G McNichol (retired 31 May 1997)
S Parrott
J Birch
Miss L Walker
P Neill
J Holyfield (appointed 25 June 1997)

As stated in note 16 the company is limited by guarantee and does not have an issued share capital.

Legal and administrative details

These are set out on page 1 of the financial statements.

Auditors

KPMG offer themselves for re-appointment as auditors of the company.

Registered office:

27 Marefair
Northampton
NN1 1SR

On behalf of the board

W.K. TOWNEND
H.G. Pullen

W.K. TOWNEND

Director

24th June 1998

Waste Management Industry Training and Advisory Board

Statement of directors' responsibilities

Law applicable to incorporated charity's in England, requires the directors who are also the trustees of the company to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss 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 have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the company and to prevent and detect fraud and other irregularities.



Norfolk House
Silbury Boulevard
Central Milton Keynes
Buckinghamshire, MK9 2HA

Report of the auditors to the members of Waste Management Industry Training and Advisory Board

We have audited the financial statements on pages 6 to 15.

Respective responsibilities of directors and auditors

As described on page 4 the company's directors, who are also the trustees, are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards 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 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.

Opinion

In our opinion the financial statements give a true and fair view of the state of affairs of the charitable company as at 31 March 1998 and of incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

A handwritten signature in dark ink, appearing to be 'KPMG'.

*Chartered Accountants
Registered Auditors*

25 June 1998

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD**A COMPANY LIMITED BY GUARANTEE****STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 1998**

	<u>Note</u>	<u>Unrestricted funds</u> £	<u>Restricted funds</u> £	<u>Total 1998</u> £	<u>Total 1997</u> £
Incoming resources					
Subscriptions		20,000	-	20,000	14,749
Grants receivable	2	-	37,638	37,638	125,470
Training income		10,506	-	10,506	28,700
Surplus on sale of publications	3	16,820	-	16,820	23,065
COTC income	4	695,092	-	695,092	616,654
CQE income	4	4,875	-	4,875	2,391
JAB income		7,980	-	7,980	5,120
Franked investment income		67,765	-	67,765	24,024
Bank deposit interest		54,594	-	54,594	79,306
Other income		1,928	-	1,928	-
Total incoming resources		879,560	37,638	917,198	919,479
Resources expended					
Direct charitable expenditure	5	(302,803)	(37,638)	(340,441)	(330,065)
Fund-raising and publicity costs	6	(7,769)	-	(7,769)	(6,951)
Management and administration of the charity	7	(146,323)	-	(146,323)	(149,694)
Total resources expended	8	(456,895)	(37,638)	(494,533)	(486,710)
Net incoming resources for the year		422,665	-	422,665	432,769
(Losses)/gains on disposal of investments		(7,558)	-	(7,558)	8,468
Net movement in funds		415,107	-	415,107	441,237
Gains on market value of investments		426,335	-	426,335	85,951
Net movement in funds		841,442	-	841,442	527,188
Balances brought forward 1 April 1997		974,695	-	974,695	447,507
Balances carried forward 31 March 1998		1,816,137	-	1,816,137	974,695

Movements in funds are shown in note 17.

Continuing operations

None of the company's activities were acquired or discontinued during the above two financial years.

The notes on pages 8 to 15 form part of these financial statements.

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD**A COMPANY LIMITED BY GUARANTEE****BALANCE SHEET AT 31 MARCH 1998**

	<u>Note</u>	<u>1998</u>	<u>1997</u>
		£	£
Fixed assets			
Tangible assets	10	34,046	31,711
Investments	11	1,658,807	1,313,807
		<u>1,692,853</u>	<u>1,345,518</u>
Current assets			
Stocks	12	228,039	295,903
Debtors	13	9,400	35,514
Cash at bank and in hand		1,016,144	823,857
		<u>1,253,583</u>	<u>1,155,274</u>
Creditors: amounts falling due within one year	14	<u>(752,648)</u>	<u>(674,233)</u>
Net current assets		<u>500,935</u>	<u>481,041</u>
Total assets less current liabilities		<u>2,193,788</u>	<u>1,826,559</u>
Creditors: amounts falling due after more than one year	15	<u>(377,651)</u>	<u>(851,864)</u>
		<u>1,816,137</u>	<u>974,695</u>
Income funds			
Unrestricted funds	17	<u>1,816,137</u>	<u>974,695</u>
Total funds		<u>1,816,137</u>	<u>974,695</u>

The financial statements on pages 6 to 15 were approved by the board of directors on

W K TOWNEND
 H G Pullen Director

24th June 1998

The notes on pages 8 to 15 form part of these financial statements.

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1998****1 Accounting policies****Basis of accounting**

The financial statements have been prepared in accordance with applicable accounting standards under the historical cost accounting rules as modified by the revaluation of investment assets and in accordance with the Statement of Recommended Practice for charities ("The Charities SORP")

The company has taken advantage of the exemption from preparing a cash flow statement conferred by Financial Reporting Standard No. 1 on the grounds that it is entitled to the exemptions available in Section 246 and 247 of the Companies Act 1985 for small companies.

Incoming resources

Income received for a specific restricted purpose is credited to a separate restricted fund which is shown in a note to the financial statements. Total incoming resources credited to restricted funds are disclosed on the statement of financial activities, which also shows incoming resources in respect of unrestricted funds.

COTC and CQE income

COTC and CQE income represents income from applicants wishing to attain qualifications in the waste management industry, and is released to revenue over a period of up to ten years by annual instalments calculated to cover expected costs relating to the support of the relevant certificates. Income to be credited on the statement of financial activities in future years is shown in creditors as deferred income.

Government grants

Government grants for capital expenditure are released to revenue over the expected useful life of the relevant asset by equal annual instalments. Grants of a revenue nature are credited to income in the period to which they relate, with any unexpended balances being shown as creditors.

Resources expended

Expenditure is allocated in the statement of financial activities between restricted and unrestricted funds, and is further analysed between direct charitable expenditure, and management and administration costs.

Depreciation

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:

Computer equipment	20% on cost
Fixtures and fittings	15% on cost

Investments

Fixed asset investments are shown at market value, with realised and unrealised gains being included on the statement of financial activities.

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1998****1 Accounting policies** continued**Leases and hire purchase contracts**

Tangible fixed assets acquired under finance leases and hire purchase contracts are capitalised at the estimated fair value at the date of inception of each lease or contract. The total finance charges are allocated over the period of the lease in such a way as to give a reasonably constant charge on the outstanding liability. The assets are depreciated over the shorter of their estimated useful lives and the lease period. Assets acquired under hire purchase contracts are depreciated over their estimated useful lives.

Rentals paid under operating leases are charged to income and expenditure account on a straight-line basis over the period of the lease.

Stocks

Stocks are valued at the lower of cost and net realisable value.

Pensions**Defined contribution scheme**

Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the scheme.

2 Grants receivable

	<u>1998</u> £	<u>1997</u> £
Department for Education and Employment	37,638	125,470

3 Surplus on sale of publications

	<u>1998</u> £	<u>1997</u> £
Sales	84,684	33,661
Cost of sales		
Opening stock	295,903	-
Purchases	-	306,499
Closing stock	(271,386)	(295,903)
Exceptional loss due to flood damage	43,347	-
	(67,864)	(10,596)
Surplus	16,820	23,065

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1998****4 COTC and CQE income**

	<u>1998</u> £	<u>1997</u> £
COTC income		
Deferred income at 1 April 1997	1,425,440	1,785,814
Received during the year	287,371	221,120
Net transfers	25,750	35,160
Deferred income at 31 March 1998	(1,043,469)	(1,425,440)
	<u>695,092</u>	<u>616,654</u>

	<u>1998</u> £	<u>1997</u> £
CQE income		
Deferred income at 1 April 1997	54,783	126,824
Received/(refunded) during the year	5,519	(34,490)
Net transfers	(25,750)	(35,160)
Deferred income at 31 March 1998	(29,677)	(54,783)
	<u>4,875</u>	<u>2,391</u>

5 Direct charitable expenditure

	<u>Unrestricted funds</u> £	<u>Restricted funds</u> £	<u>Total 1998</u> £	<u>Total 1997</u> £
Staff costs	132,044	3,806	135,850	113,730
Depreciation	-	-	-	1,000
Training costs	28,060	-	28,060	44,369
Legal, professional and consultancy	20,995	13,427	34,422	76,388
Rentals payable under operating leases				
- Hire of plant and machinery	16,337	-	16,337	14,982
COTC system costs	65,327	-	65,327	32,771
Other costs	40,040	20,405	60,445	46,825
	<u>302,803</u>	<u>37,638</u>	<u>340,441</u>	<u>330,065</u>

6 Fund-raising and publicity costs

	<u>Unrestricted funds</u> £	<u>Restricted funds</u> £	<u>Total 1998</u> £	<u>Total 1997</u> £
Advertising and publicity	7,769	-	7,769	6,951
	<u>7,769</u>	<u>-</u>	<u>7,769</u>	<u>6,951</u>

In prior years fund-raising and publicity costs were included within direct charitable expenditure in view of the materiality of the amounts involved. The comparative figures have been restated to conform with the above presentation of these costs.

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1998

7 Management and administration of the charity

	Unrestricted funds	Restricted funds	Total 1998	Total 1997
	£	£	£	£
Staff costs	52,502	-	52,502	69,074
Depreciation/loss on sale of assets	12,405	-	12,405	10,214
Auditors' remuneration	2,644	-	2,644	1,500
Legal, professional and consultancy	26,598	-	26,598	5,116
Rentals payable under operating lease				
- Hire of plant and machinery	4,952	-	4,952	13,775
- Land and buildings	16,472	-	16,472	9,000
Hire purchase interest	422	-	422	422
Office running costs	17,541	-	17,541	13,282
Other costs	12,787	-	12,787	27,311
	<u>146,323</u>	<u>-</u>	<u>146,323</u>	<u>149,694</u>

8 Total resources expended

	Staff costs	Depreciation	Other costs	Total 1998	Total 1997
	£	£	£	£	£
Direct charitable expenditure	135,850	-	212,360	348,210	337,016
Management and administration of the charity	52,502	12,405	81,416	146,323	149,694
	<u>188,352</u>	<u>12,405</u>	<u>293,776</u>	<u>494,533</u>	<u>486,710</u>

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1998****9 Directors and employees**

	<u>1998</u>	<u>1997</u>
	£	£
Staff costs		
Wages and salaries	158,793	154,331
Social security costs	16,012	15,379
Pension costs	13,547	13,094
	<u>188,352</u>	<u>182,804</u>
	Number	Number
Average monthly number employed (excluding directors)		
Administration staff	<u>7</u>	<u>7</u>
Emoluments of employees		
	<u>1998</u>	<u>1997</u>
	Number	Number
£40,000 - £49,999	<u>1</u>	<u>1</u>

No emoluments were paid to directors during either year.

Pension costs

The company operates a defined contribution scheme for certain employees. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £13,547 (1997 £13,094).

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1998****10 Tangible fixed assets**

	Computer Equipment	Fixtures and Fittings	Total
Cost	£	£	£
At 1 April 1997	37,415	16,389	53,804
Additions	14,200	541	14,741
Disposals	(587)	-	(587)
At 31 March 1998	51,028	16,930	67,958
Depreciation			
At 1 April 1997	15,337	6,756	22,093
Charge for year	9,670	2,383	12,053
Disposals	(234)	-	(234)
At 31 March 1998	24,773	9,139	33,912
Net book amount			
At 31 March 1998	26,255	7,791	34,046
At 31 March 1997	22,078	9,633	31,711

The net book amount of fixed assets includes £1,276 (1997 £1,753) in respect of assets held under hire purchase contracts, with depreciation for the year amounting to £477 (1997 £477).

Capital commitments

The company had no capital commitments at 31 March 1998 or 31 March 1997.

11 Fixed asset investments

Fixed asset investments		Investments £
Listed investments in the U.K.		
Market value at 1 April 1997		1,313,807
Additions at cost		102,766
Disposals		(184,101)
Net unrealised investment gains		426,335
Market value at 31 March 1998		<u>1,658,807</u>
Historical cost at 31 March 1998		<u>1,146,521</u>
Investments at 31 March 1998		
	Market value £	Historical cost £
Narrower range	353,612	310,595
Wider range	1,305,195	835,926
	<u>1,658,807</u>	<u>1,146,521</u>

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1998****12 Stocks**

	<u>1998</u> £	<u>1997</u> £
Books and publications for resale	228,039	295,903
	<u>228,039</u>	<u>295,903</u>

13 Debtors

	<u>1998</u> £	<u>1997</u> £
Amounts falling due within one year		
Trade debtors	3,306	2,721
Prepayments and accrued income	6,094	32,793
	<u>9,400</u>	<u>35,514</u>

14 Creditors: amounts falling due within one year

	<u>1998</u> £	<u>1997</u> £
Trade creditors	38,128	32,677
Other taxation and social security	5,424	4,626
Accruals and deferred income	708,347	636,181
Hire purchase contracts	749	749
	<u>752,648</u>	<u>674,233</u>

15 Creditors: amounts falling due after more than one year

	<u>1998</u> £	<u>1997</u> £
Deferred income	377,651	851,115
Hire purchase contracts	-	749
	<u>377,651</u>	<u>851,864</u>

Debts can be analysed as falling due:

	<u>1998</u>		<u>1997</u>
	Deferred income £	Hire Purchase contracts £	Deferred income £
In one year or less, or	695,495	749	629,108
Between one and two years	298,781	-	587,735
Between two and five years	67,492	-	224,373
In five years or more	11,377	-	39,007
	<u>1,073,145</u>	<u>749</u>	<u>1,480,223</u>
			<u>1,498</u>

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1998****16 Called up share capital**

The company is limited by guarantee and does not have an issued share capital. Every member of the company undertakes to contribute to the assets of the company (should this be wound up during membership or within one year after ceasing to be a member), for payment of debts and liabilities of the company contracted before ceasing to be a member. The contribution is limited to a sum not exceeding £1.

17 Unrestricted funds

	<u>1998</u> £
At 1 April 1997	974,695
Retained surplus for the year	841,442
	<hr/>
At 31 March 1998	1,816,137
	<hr/>

18 Guarantees and other financial commitments

Financial commitments under non-cancellable operating leases will result in the following payments falling due in the year to 31 March 1999

	<u>1998</u>		<u>1997</u>	
	Land and Buildings £	Other £	Land and Buildings £	Other £
Expiring				
Within one year	-	14,216	-	-
Within two to five years	14,000	4,951	9,000	19,167
	<hr/>	<hr/>	<hr/>	<hr/>
	14,000	19,167	9,000	19,167
	<hr/>	<hr/>	<hr/>	<hr/>

The comparative figures have been adjusted to include non-cancellable operating leases for motor vehicles.

19 Analysis of net assets between funds

Fund balances at 31 March 1998 are represented by:

	Unrestricted <u>funds</u> £	Restricted <u>funds</u> £	<u>Total</u> £
Tangible fixed assets	1,692,853	-	1,692,853
Current assets	1,253,583	-	1,253,583
Current liabilities	(752,648)	-	(752,648)
Long term liabilities	(377,651)	-	(377,651)
	<hr/>	<hr/>	<hr/>
	1,816,137	-	1,816,137
	<hr/>	<hr/>	<hr/>