

Waste Management Industry Training and Advisory Board

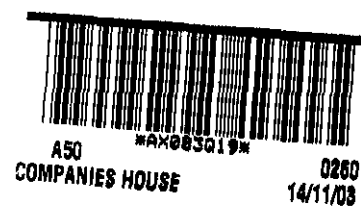
Company registration number: 2332283

Charity registration number: 1006826

**Financial statements
for the year ended 31 March 2003**

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Waste Management Industry Training and Advisory Board**Legal and Administrative Information**

| | |
|------------------------------------|--|
| Date of incorporation | 7 November 1989 |
| Company registration number | 2332283 |
| Charity registration number | 1006826 |
| Directors | M R Hewitt R Key (appointed 26 February 2003) Mrs R Mason A Mitchell P J Proctor W K Townend (OBE) Dr S W Wise (resigned 26 February 2003) D T Watson |
| Company secretary | C J Pykett |
| Registered office | Peterbridge House 3 The Lakes Northampton NN4 7HB |
| Bankers | National Westminster Bank Plc 41 The Drapery Northampton NN1 2EY |
| Auditors | MacIntyre Hudson Chartered Accountants Peterbridge House The Lakes Northampton NN4 7HB |
| Solicitors | Toller Hales & Colcut 53-57 High Street Corby Northants NN17 1UY. |
| Investment Managers | Arbuthnot Fund Managers Limited Royex House Aldermanbury Square London EC2V 7NU |

Waste Management Industry Training and Advisory Board

Legal and Administrative Information

(continued)

Constitution

The Waste Management Industry Training and Advisory Board, hereafter known as WAMITAB, is a company limited by guarantee and a charity registered by the Charity Commission. The charity is governed by its Memorandum and Articles of Association and no changes to this governing document were made during the year. WAMITAB is located solely at its registered office. The Board has a full-time Director General and 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 trustee body has a number of internal sub-committees, which act on its behalf in certain areas such as Personnel and Remuneration, Investment and Audit. There are also two external committees that provide feedback to WAMITAB, these are the Awarding Body Review Group (previously the Qualifications Committee) and the Scottish Liaison Group.

Directors and Trustees

The directors of the charitable company (WAMITAB) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. As set out in WAMITAB's Memorandum and Articles of Association a maximum of eight directors are appointed and serve on its Executive Committee. The trustees serving during the year and since the year-end were as follows:

Directors

M R Hewitt *+, joint Chair
 R Key (appointed 26 February 2003)
 Mrs R Mason#
 A Mitchell *+
 P J Proctor +
 W K Townend (OBE) *+#, joint Chair and Treasurer
 Dr S W Wise (resigned 26 February 2003)
 D T Watson

Observer

L Turner

Member of Personnel and Remuneration Committee

*Member of Audit Committee

+Member of Investment Committee

Director General

Dr L W Strong

Waste Management Industry Training and Advisory Board**Directors' Report****31 March 2003**

The directors submit their annual report and the audited financial statements for the year ended 31 March 2003. The directors have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000 in preparing the annual report and financial statements of the charity.

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. To achieve these objects the Charity has adopted a number of policies, which are detailed in the governing documents, and enacted through the Board. These are 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.

Policy on Reserves

WAMITAB's policy on reserves has been to build an investment portfolio from which the statutory scheme for demonstrating competence can be maintained. Total funds increased from 1996 through prudent investment and a buoyant stock market. A decision was taken in January 2001 to draw down some of the reserves as working capital and this has continued throughout this financial year. WAMITAB's policy has always been to build the reserves in the short-term to be able to fund the long-term future for Certificate of Technical Competence (COTC). This is coupled with efforts to increase the non-COTC income, which will provide a counterbalance to any downturn in the financial markets, which may affect the income from WAMITAB's investments.

Investment Policy, Powers and Performance

WAMITAB's investment policy, which has been developed by the Investment Committee and agreed by directors, sets out the broad parameters within which our fund managers operate. The power of investment lies with our professional fund managers, who will only accept written instructions from the Director General or approved signatories as per our Investment Management contract. The policy and the contract seek to minimise WAMITAB's exposure to risk, initially by spreading its portfolio across a range of investments. The portfolio was governed by the Trustee Investments Act 1961 prior to the Trustee Act 2000 coming into force on 1 February 2001, the Narrower and Wider range portfolios were then amalgamated. The investment restrictions ensure that its risk exposure to non-UK businesses is minimal. The performance of the investments is tracked on a monthly basis and a detailed report produced every six months by our investment fund managers for scrutiny by WAMITAB's Investment Committee. During the year WAMITAB changed its fund managers from Cazenove Fund Management Limited to Arbuthnot Fund Managers Limited.

Risk Management

The trustees/directors acknowledge their responsibility to assess the risks to which the charity may be exposed and have reviewed the potential risks against Charity Commission criteria. The major risk identified relates to "fund raising" and WAMITAB has already developed a plan for the diversification of its activities (within its objects) to raise income levels. Other risks have been identified and assessed in the review and policies and procedures have been put into place to mitigate our exposure to them.

Waste Management Industry Training and Advisory Board**Directors' Report**

(continued)

31 March 2003**THE CHARITY'S ACTIVITIES from 1 April 2002 to 31 March 2003**

The Annual Report of the directors details the activities of WAMITAB during the financial year. This director's Report provides a summary of activities in England, Wales, Scotland and Northern Ireland. During this period WAMITAB was a joint awarding body for national vocational qualifications (NVQ) in England and Wales and Scottish vocational qualifications (SVQ) for Scotland. WAMITAB is an awarding body for the Certificate of Technical Competence (COTC) and Certificate of Competence (C.o.C).

Notable Achievements

WAMITAB had a successful year in making changes to its primary role as an awarding body for statutory and non-statutory vocational qualifications. During the year it established itself as an independent awarding body for street cleansing qualifications and extended this across all its waste qualifications in England and Wales by the end of the year.

Statutory Scheme

The Charity increased the number of COTC holders by 685 during the year (740 in 2001/02), the overall totals moved from 4165 to 4850 by the end of the year. Due to the change in Regulations over 400 individuals registered for the COTC in March 2003 alone.

Highlights for the statutory scheme included the following.

The Director General marked the 4000th COTC with a presentation to Barry Vaughan of Hampshire Waste Services (Onyx) at their Ottobourne site. Another highlight during the year was the achievement by Shanks Waste Services of their 200th COTC as a Centre. The Director General also presented Ms Jackie Fawthrop with her TMB4 COTC on 7 October 2002 at a ceremony in Halifax.

Non-Statutory Scheme

A continuing emphasis throughout this year has been the marketing and promotion of the non-statutory qualifications, particularly the street cleansing qualifications at NVQ levels 1 and 2.

Key milestones for WAMITAB regarding these qualifications are summarised as follows:

- **June 2002 – WAMITAB Launch Street Cleansing Qualifications**

The President of the Chartered Institution of Wastes Management, Peter Ager, Deputy Director, Cleansing Services at the Corporation of London launched WAMITAB as the awarding body for street cleansing vocational qualifications at the CIWM Exhibition, Paignton, Torbay on 19 June 2002.

- **June 2002 – First Candidates Registered for Street Cleansing Qualifications**

Employees from MRS Environmental and Maidstone Borough Services registered with WAMITAB for the Level 2 street cleansing vocational qualifications as part of WAMITAB's Employee Development Scheme (EDS).

- **September 2002 – NVQs Awarded for Street Cleansing**

WAMITAB presented the first street cleansing NVQs as an independent awarding body. These were presented to employees of MRS Environmental, working on behalf of Corporation of London and Maidstone Borough Services, the waste management arm of Maidstone Borough Council.

Waste Management Industry Training and Advisory Board

Directors' Report

(continued)

31 March 2003

Significant Developments

WAMITAB continued the development of and made improvements to both the statutory (COTC) and non-statutory vocational qualification frameworks. This work can be divided into three main areas:

- **Standards Development and Review:** Although the N/SVQ standards were approved in April 2002 WAMITAB has been waiting for the amended Regulations. During the year WAMITAB staff worked with the Environment Agency, Scottish Environment Protection Agency and the Department for Environment, Food and Rural Affairs to provide input into the revisions for Table 1. The amended Regulations became effective from 1 April 2003.

As part of WAMITAB's responsibility for the N/SVQ's that underpin the COTC scheme it completed the briefing and training of Assessors and Centre staff in time for the transition to the new awards on 1 April 2003. Three, two-day training programmes were provided for Centre staff in England, Wales and Northern Ireland. A one-day programme was provided in Scotland, in accordance with Scottish Centre requirements. Attendance at these briefing sessions was high (representing an 85% turnout) and feedback from the presentations and content of the programmes was excellent.

The training will be credited towards Continuing Professional Development (CPD) requirements and attendees were issued with attendance certificates. Following these events each attendee received comprehensive training packs and information summarising discussions on health and safety training requirements (Unit 3). Full sets of new standards were supplied to all assessors and Centres in CD-ROM format.

- **Quality within the Vocational Qualifications Framework:** WAMITAB's CPD scheme was kept under review during the year. The Awarding Body Review Group discussed improvements and enhancements to the scheme in December 2002, for implementation within the CPD scheme with effect from 1 June 2003.
- **Dissemination of Best Practice for Assessors/Verifiers:** Three forum events were held in October/November 2002 as part of the CPD scheme, the title was "The Quality Issue: Efficiency whilst retaining quality". Attendance levels were excellent, with over 133 people attending, representing 90% of the (active) assessors and verifiers. Topics and presentations at these events covered COTC Review 2002, waste management legislation, WINTO, Health and Safety, City & Guilds update, marketing opportunities and external verification (Quality issues).

WAMITAB's Qualifications Manager played a key part in making the transition away from City & Guilds. His ongoing responsibilities and work activities are centred on ensuring the qualifications that underpin the COTC scheme are introduced without any problems during 2003.

- **Independent Awarding Body Status:**

WAMITAB has been working diligently throughout the year towards extending its independent awarding body status for England and Wales (it will remain in partnership with SQA in Scotland). To support this activity WAMITAB completed a selection process for its external verifiers (EV's), developed new contracts for them and prepared quality procedures/manual for implementation. Towards the end of the year WAMITAB was successful in gaining approval for all the remaining qualifications, this completes the transition and means that WAMITAB will be able to offer all its vocational qualifications as an independent body in England and Wales from 1 April 2003.

WAMITAB's first 'EV Standardisation Event' was provided on 28 March 2003. WAMITAB's three EV's attended this event, part of that included a presentation on the regulations listed below. WAMITAB's administrative staff also attended this training which was provided by WAMITAB's HR Advisor.

Waste Management Industry Training and Advisory Board

Directors' Report (continued)

31 March 2003

- Race Relations Act Amendment
- The Disability Discrimination Act
- The Special Educational Needs and Disability Act 2001
- The Human Rights Act

Training and awareness on the above legislation is a requirement for EV's and Awarding Body staff, as specified in the Code of Practice for awarding bodies.

Links with other Institutions

WAMITAB continued its membership of the International Solid Waste Association (ISWA), Confederation of British Industry (CBI), Federation of Awarding Bodies (FAB) and Northampton Chamber of Commerce.

Marketing and Development

The Marketing and Development Manager has been working towards a number of key objectives. Some of this work is high profile, however, much of it is behind the scenes ensuring that Centres can deliver an ever-widening range of vocational qualifications. Marketing and Development activity has been associated with establishing the Centres that will be awarding the street cleansing qualifications. Another key development area has been to try and identify other sources of funding to offset the investment needed to increase skills and competence in the industry.

WAMITAB continues to establish partnerships to highlight the benefits from achieving vocational qualifications, key activities include:

- Working with the University College Northampton (UCN) to link the individual N/SVQ's with the CATS system to provide exemptions for HNC/D;
- Working with UCN to establish a Foundation Degree based on firstly achieving a Level 4 NVQ;
- Working with the Health and Safety Executive, through the Waste Industry Safety and Health (WISH) forum, to raise awareness of competence qualifications and their potential to reduce accidents in the industry (this resulted in the HSE publication *Waste Industry Safety and Health – Reducing the Risks*);
- Working with the Education and Training manager of the Chartered Institution of Wastes Management to develop training programmes, to be accredited by WAMITAB, as the basis for underpinning knowledge for the COTC and C.o.C;
- Working with various Council's to identify the benefits associated with the street cleansing qualifications and producing case studies to increase uptake;
- Working with WRAP to support the development of training courses for local government recycling officers and those in the waste management industry involved with composting;
- Discussing a Memorandum of Understanding with the Local Authority Recycling Advisory Committee (LARAC);
- Starting a dialogue with the London Recycling Officers Group;
- Development of support materials for the new occupational standards; and
- Exploring the potential for using the Landfill Tax Credit Scheme to create a fund for achieving COTC's and Certificates of Competence (C.o.C).

Much of the development work related to the introduction of the new occupational standards in March 2003.

National Training Organisation ("Sector Skills Council")

Discussions have continued throughout the year with WINTO regarding the creation of a Sector Skills Council (SSC) for the waste management industry. WINTO was unable to form a separate SSC for the waste management industry owing to the small employment footprint within the industry. WINTO has recently decided to integrate within a "Utilities" type SSC, called SynergySkills, which currently comprises the gas, water and electricity sectors.

Waste Management Industry Training and Advisory Board**Directors' Report**
(continued)**31 March 2003****WAMITAB Funding and Funding Sources**

The Charity's activities are carried out principally using salaried staff. However, the Board does rely on donations in kind from within the waste management industry, particularly those comprising the technical working groups (for example, those involved with the COTC Review 2002), who donate management time to further the group's activities. This time is normally associated with specific projects and identified as such in the proposals to funding agencies, for example, DfES, SSDA and QCA. There are no other types of donations and the Charity does not use unpaid volunteers.

WAMITAB's Investment Committee and its other Directors/Trustees are taking steps to ensure that WAMITAB continues to manage its existing cash resources prudently both in the short and long-term. Alongside this, WAMITAB staff are working hard to increase income from the non-statutory side of the Charity's business. One of the barriers to increasing the uptake of vocational qualifications is the cost involved. Unfortunately the industry still views these as a cost rather than an investment and WAMITAB has been working hard to overcome this by identifying potential funds to offset the costs associated with introducing vocational qualifications.

WAMITAB is in the process of negotiating for monies from the Learning and Skills Council (LSC), European Social Fund (ESF) and other funding sources to increase the uptake of transferable qualifications (VQ's are transferable and eligible on this basis). In effect WAMITAB would become the fund holder and, if successful, these funds should help to increase the uptake of S/NVQ's at levels 1, 2, 3 and 4. There are a number of conditions including accurate predictions of S/NVQ starts, however, the money should be accessible to SME's (<250 employees) and the public sector. Larger, private sector waste companies who span more than four LSC regions should be able to negotiate for funds direct with LSC.

WAMITAB staff have also been instrumental in trying to establish a pilot project in Berkshire with LSC/ESF funding, enabling approximately 60 street cleansing employees to achieve level 1 and 2 NVQ's.

Both these projects provide exciting opportunities for the industry. If successful, WAMITAB would be looking to develop national projects that would significantly increase the uptake of vocational qualifications, at the same time as WAMITAB is developing as an independent awarding body.

THE FUTURE

WAMITAB has an important twelve months ahead as it focuses its efforts on being an independent awarding body for S/NVQ's. This will enable WAMITAB to provide a high quality and cost effective service to Centres and candidates. There are a number of key objectives for WAMITAB in the next financial year:

- To establish WAMITAB as the awarding body of choice for the waste management industry and to maintain the quality of the assessment and verification processes;
- To secure funds from LSC, ESF and others to increase the uptake of vocational qualifications throughout the industry;
- To balance its income and expenditure and maintain a positive cash flow;
- To implement the new suite of occupational standards that underpin the COTC scheme, following the introduction of the Waste Management Licensing (Amendment) Regulations on 1 April 2003 (in addition to the traditional waste management activities, the new suite of occupational standards cover for the first time activities such as composting, land remediation and the lagooning/landfilling of homogenous, liquid wastes);
- To introduce the COTC scheme into Northern Ireland (legislation permitting); and
- To introduce and achieve the Investors in People standard as its commitment to staff development and service quality.

Waste Management Industry Training and Advisory Board**Directors' Report**
(continued)**31 March 2003****Employment and Equal Opportunities Policies**

WAMITAB is an equal opportunities employer with all staff, irrespective of age, sex, race, marital status, religion, disability or sexual orientation, entitled to receive equal treatment. WAMITAB's Personnel and Remuneration Committee determine the policy on pay and the salaries of all WAMITAB employees. WAMITAB seeks to ensure that its employees have or are able to acquire relevant skills to meet the needs of the business. Salaries reflect the individual's roles and responsibilities and are benchmarked to reflect similar positions in the industry and local circumstances where appropriate.

ORGANISATION AND MANAGEMENT OF THE CHARITY

WAMITAB has taken out a Trustee indemnity insurance policy. There are no special trusts administered by or on behalf of the charity, and it does not hold any property for other charities.

WAMITAB's Chairman and joint vice-Chairman both retired during 2002. For several years Lord Gregson DL, the founder Chairman of WAMITAB, expressed a desire to retire from WAMITAB. He resigned his position at the AGM in June 2002 and Professor the Lord Lewis of Newnham Kt has taken over as Chairman. A leaving function was arranged for Lord Gregson following the June AGM where he was presented with an engraved pewter quai che and a life membership certificate for WAMITAB, in recognition of his services to WAMITAB since its formation in 1989.

In addition, John Ferguson OBE, joint vice-Chairman of WAMITAB also resigned at the AGM in June after many years service with WAMITAB in various Executive and Board positions. WAMITAB will pay tribute to both in its Annual Report for 2002-2003.

WAMITAB has not appointed another joint vice-Chairman. Professor Donaldson, previously joint vice-Chairman, has assumed the vice-Chairman's role.

TRANSACTIONS AND FINANCIAL POSITION

The Company's balance sheet as detailed on page 6 shows a satisfactory position, with total net assets amounting to £1,405,382. This figure is represented by an accumulated fund brought forward of £1,955,757 and a deficit of £550,375. This deficit includes an unrealised loss on investments of £418,896. The loss in value of WAMITAB's investments is a direct consequence of the decline in the equities market, which remained volatile throughout the year. The trustees have recognised this as a significant risk and have diversified activities to generate more income. During the year WAMITAB changed its investment fund managers (from Cazenove to Arbuthnot), and the spread of equities in its portfolio, to maximise income and capital growth and minimise investment risks for the future. WAMITAB is, however, dependent on income from the COTC scheme that is reducing as the various schemes for transitional exemption mature.

WAMITAB's current financial position enables it to meet the financial commitment as outlined in the 2003-2004 budget and its short-term work programme. However, this position has to be viewed against a background where:

- WAMITAB has a key responsibility to sustain the COTC scheme for the government and industry;
- WAMITAB is working hard to balance its income and expenditure on normal operations, as it extends its role as an independent awarding body;
- In the short-term WAMITAB will continue to use its reserves to make up any shortfall in income;
- Uptake by the industry of the non-statutory vocational qualifications is still at a low level and a cause for concern. WAMITAB is actively pursuing external sources of funds that, if successful, could significantly increase its income.

Waste Management Industry Training and Advisory Board**Directors' Report**
(continued)**31 March 2003**

- The value of WAMITAB's investments has continued to decline as the UK and major global equity markets produced negative equity returns for the 12 months to 31 March 2003. This volatility in the markets will continue to impact on the value of WAMITAB's investment portfolio throughout the next financial year.

The narrower and wider range of investments have been amalgamated following the Trustee Act 2000 and are currently managed by Arbuthnot Fund Managers 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 consulted include the trade association, professional institutions, training providers, agencies responsible for vocational qualifications and other interested parties.

As stated on note 15 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 and 1a of the financial statements.

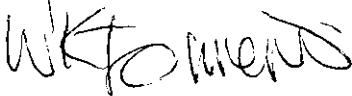
AUDITORS

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

On behalf of the board

M R Hewitt
Director

W K Townsend OBE
Director



Waste Management Industry Training and Advisory Board**Statement of directors' responsibilities**

Law applicable to incorporated charities in England and Wales, requires the trustees who are also the directors of the charity, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of its financial activity during the year then ended. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and 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 charity 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 taking such steps as are reasonably open to them to safeguard the assets of the charity and detect fraud and other irregularities.

INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS

YEAR ENDED 31ST MARCH 2003

We have audited the financial statements of the Waste Management Industry Training and Advisory Board for the year ended 31 March 2003 which comprise the Statement of Financial Activities, Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets and the accounting policies set out on pages 7 to 8.

This report is made solely to the company's shareholders, as a body, in accordance with s235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's shareholders those matters we are required to state to them in an auditors' 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 shareholders as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF THE DIRECTORS AND THE AUDITORS

As described on page 1a the trustees, who are also the directors of the Waste Management Industry Training and Advisory Board for the purposes of company law, are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

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 not 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 AUDIT OPINION

We conducted our audit in accordance with United Kingdom 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 company's circumstances, consistently applied and adequately disclosed.

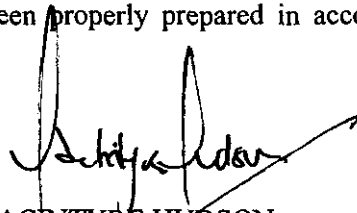
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity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

INDEPENDENT AUDITORS' REPORT TO THE SHAREHOLDERS *(continued)*

YEAR ENDED 31ST MARCH 2003

OPINION

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31st March 2003 and of its 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.



MACINTYRE HUDSON
Chartered Accountants
& Registered Auditors

Peterbridge House
The Lakes
Northampton
NN4 7HB

22/05/03

Waste Management Industry Training and Advisory Board

Statement of financial activities for the year ended 31 March 2003

| | Note | Unrestricted funds £ | Restricted funds £ | Total 2003 £ | Total 2002 £ |
|---|------|----------------------------|--------------------------|--------------------|--------------------|
| Incoming resources | | | | | |
| Subscriptions | | 7,650 | - | 7,650 | 800 |
| Grants receivable | 2 | - | 21,378 | 21,378 | 39,516 |
| Training income | | 1,500 | - | 1,500 | 425 |
| (Deficit)/surplus on sale of publications | 3 | 2,342 | - | 2,342 | - |
| COTC system | 4 | 251,626 | - | 251,626 | 269,272 |
| CQE income | 4 | 5,048 | - | 5,048 | 5,093 |
| JAB income | | 8,390 | - | 8,390 | 12,435 |
| Other income | | 8,000 | - | 8,000 | 3,803 |
| Franked investment income | | 87,751 | - | 87,751 | 88,630 |
| Bank deposit interest | | 4,881 | - | 4,881 | 16,176 |
| Total incoming resources | | 377,188 | 21,378 | 398,566 | 436,150 |
| Resources expended | | | | | |
| Charitable expenditure | | | | | |
| Cost of activities in furtherance of the charity's objectives | | | | | |
| Support costs | 5 | (249,203) | (21,378) | (270,581) | (291,074) |
| Management and administration | 6 | (184,417) | - | (184,417) | (222,941) |
| Total resources expended | 7 | (433,620) | (21,378) | (454,998) | (514,015) |
| Net outgoing resources for the year | | | | | |
| | | (56,432) | - | (56,432) | (77,865) |
| Other recognised gains and losses | | | | | |
| (Loss)/profit realised on disposal of investments | | | | | |
| | | (75,047) | - | (75,047) | (131,160) |
| | | (131,479) | - | (131,479) | (209,025) |
| Losses unrealised on market value of investments | 10 | (418,896) | - | (418,896) | (72,826) |
| Net movement in funds | | (550,375) | - | (550,375) | (281,851) |
| Funds brought forward | | 1,955,757 | - | 1,955,757 | 2,237,608 |
| Funds carried forward | | 1,405,382 | - | 1,405,382 | 1,955,757 |

Movements in reserves are shown in note 16.

The Charitable Company has no recognised gains or losses other than the net movement in funds for the year.

Continuing operations

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

The notes on pages 7 to 14 form part of these financial statements.

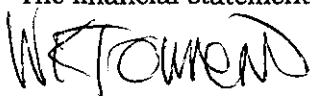
Waste Management Industry Training and Advisory Board

Balance sheet

at 31 March 2003

| | Note | 2003 £ | 2002 £ |
|--|------|------------------|------------------|
| Fixed assets | | | |
| Tangible assets | 9 | 25,471 | 30,419 |
| Investments | 10 | 1,663,575 | 2,064,416 |
| | | <u>1,689,046</u> | <u>2,094,835</u> |
| Current assets | | | |
| Stocks | 11 | - | 4,192 |
| Debtors | 12 | 59,859 | 10,215 |
| Cash at bank and in hand | | 145,732 | 238,344 |
| | | <u>205,591</u> | <u>252,751</u> |
| Creditors: amounts falling due within one year | 13 | (280,040) | (225,492) |
| | | <u>(74,449)</u> | <u>27,259</u> |
| Net current assets | | | |
| Total assets less current liabilities | | <u>1,614,597</u> | <u>2,122,094</u> |
| Creditors: amounts falling due after more than one year | 14 | (209,215) | (166,337) |
| | | <u>1,405,382</u> | <u>1,955,757</u> |
| Capital and reserves | | | |
| Unrestricted funds | 16 | 1,405,382 | 1,955,757 |
| Total funds | | <u>1,405,382</u> | <u>1,955,757</u> |

The financial statements on pages 5 to 14 were approved by the board of directors on 22 May 2003.



W K Townend
Director

The notes on pages 7 to 14 form part of these financial statements.

Waste Management Industry Training and Advisory Board**Notes on financial statements****31 March 2003****1 Accounting policies****Basis of accounting**

The financial statements have been prepared in accordance with applicable accounting standards and under the historical cost accounting rules, except for the revaluation of investments, and in accordance with the Statement of Recommended Practice: Accounting by charities (The Charities SORP).

The company has taken advantage of the exemption from preparing a cash flow statement as conferred by Financial Reporting Standard No. 1 (Revised 1996) on the grounds that it qualifies as a small company under the Companies Act 1985.

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

Resources expended

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

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 | 33% on cost less residual value |
| Fixtures and fittings | 15% on cost less residual value |

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 on financial statements

31 March 2003

1 Accounting policies (continued)**Leases and hire purchase contracts**

Tangible fixed assets acquired under finance leases and hire purchase contracts are capitalised at 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 the 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**Group personal pension 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

| | 2003 £ | 2002 £ |
|-------------------------------------|-----------|-----------|
| Department for Education and Skills | 21,378 | 39,516 |

3 Surplus on sale of publications

| | 2003 £ | 2002 £ |
|------------------------------------|-----------|-----------|
| Sales | 6,534 | 11,111 |
| Cost of sales | | |
| Opening stock | 4,192 | 15,303 |
| Closing stock as originally stated | (106,659) | (110,851) |
| Provision for slow moving stock | 106,659 | 106,659 |
| Net closing stock | - | (4,192) |
| | (4,192) | (11,111) |
| Surplus | 2,342 | - |

Waste Management Industry Training and Advisory Board

Notes on financial statements

31 March 2003

4 COTC and CQE income

| | 2003 £ | 2002 £ |
|----------------------------------|----------------|----------------|
| COTC income | | |
| Deferred income at 1 April 2002 | 351,124 | 350,873 |
| Received during the year | 341,748 | 269,523 |
| Deferred income at 31 March 2003 | (441,246) | (351,124) |
| | <u>251,626</u> | <u>269,272</u> |
| CQE income | | |
| Deferred income at 1 April 2002 | 16,685 | 21,378 |
| Received during the year | 200 | 400 |
| Deferred income at 31 March 2003 | (11,837) | (16,685) |
| | <u>5,048</u> | <u>5,093</u> |

5 Support costs

| | Unrestricted funds £ | Restricted funds £ | Total 2003 £ | Total 2002 £ |
|-------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Staff costs | 128,998 | 21,378 | 150,376 | 145,950 |
| Training costs | 38,566 | - | 38,566 | 21,590 |
| Legal, professional and consultancy | 10,290 | - | 10,290 | 16,342 |
| Hire of assets | 18,045 | - | 18,045 | 16,198 |
| COTC system costs | 8,260 | - | 8,260 | 10,472 |
| Other costs | 44,812 | - | 44,812 | 73,107 |
| Fundraising and publicity | 232 | - | 232 | 7,415 |
| | <u>249,203</u> | <u>21,378</u> | <u>270,581</u> | <u>291,074</u> |

Waste Management Industry Training and Advisory Board

Notes on financial statements

31 March 2003

6 Management and administration costs

| | Unrestricted funds £ | Restricted funds £ | Total 2003 £ | Total 2002 £ |
|--|----------------------------|--------------------------|--------------------|--------------------|
| Staff costs | 57,095 | - | 57,095 | 61,853 |
| Depreciation/loss on sale of assets | 3,325 | - | 3,325 | 11,607 |
| Auditors' remuneration | 3,887 | - | 3,887 | 4,406 |
| Legal, professional and consultancy | 12,610 | - | 12,610 | 24,486 |
| Rents paid under operating leases | | | | |
| - Hire of (plant and machinery) assets | 6,241 | - | 6,241 | 4,596 |
| - Land and buildings | 37,859 | - | 37,859 | 38,759 |
| Office running costs | 16,278 | - | 16,278 | 21,130 |
| Other costs | 47,121 | - | 47,121 | 56,104 |
| | <u>184,416</u> | <u>-</u> | <u>184,416</u> | <u>222,941</u> |

7 Total resources expended

| | Staff costs £ | Depreciation £ | Other costs £ | Total 2003 £ | Total 2002 £ |
|--|---------------------|-------------------|---------------------|--------------------|--------------------|
| Support costs | 150,376 | - | 120,205 | 270,581 | 291,074 |
| Management and administration costs | 57,095 | 3,325 | 123,996 | 184,416 | 222,941 |
| | <u>207,471</u> | <u>3,325</u> | <u>244,201</u> | <u>454,997</u> | <u>514,015</u> |

Waste Management Industry Training and Advisory Board

Notes on financial statements

31 March 2003

8 Directors and employees

| | 2003 | 2002 |
|--|----------------|----------------|
| | £ | £ |
| Staff costs | | |
| Wages and salaries | 165,244 | 167,277 |
| Social security costs | 19,179 | 18,282 |
| Pension costs | 23,049 | 22,244 |
| | <u>207,472</u> | <u>207,803</u> |
| Average monthly number employed (excluding directors) | Number | Number |
| Administration staff | <u>6</u> | <u>6</u> |
| Emoluments of employees | | |
| | 2003 | 2002 |
| | Number | Number |
| Greater than £50,000 | <u>1</u> | <u>1</u> |

No emoluments were paid to directors during either year.

Pension costs

The company operates a group personal pension scheme for 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 £23,049 (2002 £22,244).

Waste Management Industry Training and Advisory Board

Notes on financial statements

31 March 2003

9 Tangible fixed assets

| Cost | Computer Equipment £ | Fixtures and Fittings £ | Total £ |
|------------------------|----------------------------|----------------------------------|------------|
| 1 April 2002 | 69,327 | 45,091 | 114,418 |
| Additions | 3,584 | - | 3,584 |
| Disposals | (5,207) | - | (5,207) |
| 31 March 2003 | 67,704 | 45,091 | 112,795 |
| Depreciation | | | |
| 1 April 2002 | 63,969 | 20,030 | 83,999 |
| Disposals | (5,207) | - | (5,207) |
| Charge for the year | 4,140 | 4,392 | 8,532 |
| 31 March 2003 | 62,902 | 24,422 | 87,324 |
| Net book amount | | | |
| 31 March 2003 | 4,802 | 20,669 | 25,471 |
| 31 March 2002 | 5,358 | 25,061 | 30,419 |

10 Fixed asset investments

| | Investments £ | |
|-------------------------------------|-------------------------------|----------------------------------|
| Listed investments in the UK | | |
| Market value at 1 April 2002 | 2,064,416 | |
| Additions at cost | 331,042 | |
| Disposals | (237,940) | |
| Loss on sale of investments | (75,047) | |
| Net unrealised investment losses | (418,896) | |
| | <hr/> | |
| Market value at 31 March 2003 | 1,663,575 | |
| | <hr/> <hr/> | |
| | | |
| | Market Value £ | Historical Cost £ |
| Fixed asset investments | 1,663,575 | 2,024,101 |

Waste Management Industry Training and Advisory Board

Notes on financial statements

31 March 2003

11 Stocks

| | 2003 £ | 2002 £ |
|-----------------------------------|-----------|-----------|
| Books and publications for resale | - | 4,192 |

12 Debtors

| | 2003 £ | 2002 £ |
|--|---------------|---------------|
| Amounts falling due within one year | | |
| Trade debtors | 10,350 | 6,474 |
| Prepayments and accrued income | 49,509 | 3,741 |
| | <u>59,859</u> | <u>10,215</u> |

13 Creditors: amounts falling due within one year

| | 2003 £ | 2002 £ |
|------------------------------------|----------------|----------------|
| Trade creditors | 3,084 | 685 |
| Other taxation and social security | 5,275 | 5,807 |
| Accruals and deferred income | 271,681 | 219,000 |
| | <u>280,040</u> | <u>225,492</u> |

14 Creditors: amounts falling due after more than one year

| | 2003 £ | 2002 £ |
|-----------------|-----------|-----------|
| Deferred income | 209,215 | 166,337 |

Debts can be analysed as falling due:

| | 2003 £ | 2002 £ |
|----------------------------|----------------|----------------|
| Deferred income | | |
| In one year or less | 243,868 | 201,472 |
| Between one and two years | 147,287 | 123,250 |
| Between two and five years | 56,868 | 38,027 |
| In five years or more | 5,060 | 5,060 |
| | <u>453,083</u> | <u>367,809</u> |

Notes on financial statements

31 March 2003

15 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.

16 Unrestricted funds

| | 2003 £ |
|-------------------------------|------------------|
| At 1 April 2002 | 1,955,757 |
| Retained deficit for the year | (550,375) |
| At 31 March 2003 | <u>1,405,382</u> |

17 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 2004.

| | 2003 Land and Buildings £ | 2003 Plant and Other £ | 2002 Land and Buildings £ | 2002 Plant and Other £ |
|--------------------------|------------------------------------|---------------------------------|------------------------------------|---------------------------------|
| Expiring: | | | | |
| Within one year | - | - | - | - |
| Within two to five years | - | 18,045 | - | 18,045 |
| Over five years | 34,109 | - | 29,073 | - |
| | <u>34,109</u> | <u>18,045</u> | <u>29,073</u> | <u>18,045</u> |

18 Analysis of net assets between funds

Fund balances at 31 March 2003 are represented by:

| | Unrestricted funds £ | Restricted funds £ | Total £ |
|-----------------------|----------------------------|--------------------------|------------------|
| Tangible fixed assets | 1,689,046 | - | 1,689,046 |
| Current assets | 205,591 | - | 205,591 |
| Current liabilities | (280,040) | - | (280,040) |
| Long term liabilities | (209,215) | - | (209,215) |
| | <u>1,405,382</u> | <u>-</u> | <u>1,405,382</u> |