



## **PUBLISHING QUALIFICATIONS BOARD**

**Company Registered No. 2607034**

**Registered Charity No. 1002928**

### **ANNUAL REPORT AND FINANCIAL STATEMENTS 2009**

FRIDAY



\*A5KUMJLJ\*

A48

30/04/2010

32

COMPANIES HOUSE

## **Publishing Qualifications Board**

### **Company Information**

Chairman	Nigel Brockmann
Directors	Nigel Brockmann John Whitley Graham Taylor Benjamin King
Secretary	John Whitley
Company Number	2607034 (England and Wales)
Registered Charity	1002928
Registered Office	45 East Hill Wandsworth London SW18 2QZ
Auditors	E R McNairn & Co 68 Kings Road Windsor Berkshire SL4 2AH
Business Address	45 East Hill Wandsworth London SW18 2QZ

## **Publishing Qualifications Board**

### **Contents**

	<b>Page</b>
Report of the Trustees	4-6
Report of the Directors	7
Statement of Directors' Responsibilities	8
Auditors' Report	9
Profit and Loss Account	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13-16

## **Publishing Qualifications Board**

### **Report of the Trustees**

#### **Report of the Trustees**

The Trustees have pleasure in submitting their report in respect of the financial year ended 31<sup>st</sup> December 2009

#### **Structure, Governance and Management**

The Publishing Training Centre Foundation (Registered Charity No 1083081) acquired for nil consideration the majority of the voting powers of the Publishing Qualifications Board

The Publishing Training Centre Foundation is thus entitled to appoint five trustees, the Publishers Association to appoint three Trustees and the Independent Publishers Guild to appoint only one Trustee

The day to day management of the Board is delegated to the Chief Executive of the Publishing Training Centre Foundation, John Whitley, who on a monthly basis provides detailed financial and operational information to the Trustees

Newly appointed Trustees are briefed by the Chairman and the Chief Executive and in addition attend an induction session at the Charity's offices

The Finance department throughout the year worked closely with the Auditors in reviewing the requirements of SORP 2005. As a result of this, the Trustees are able to confirm that in accordance with the responsibilities under SORP 2005, the necessary systems and controls required to mitigate risks to the Publishing Qualifications Board are all in place

The Publishing Qualifications Board is a company limited by guarantee and henceforth submits annual accounts to Companies House each year as per the relevant Companies Act. Statutory Accounts are also filed with the Charity Commissioners

#### **Objectives and Activities**

The Publishing Qualifications Board was established to further the education of persons employed in or wishing to pursue a career in publishing, writing and information industries and related fields of activity by the establishment, administration and award of vocational, European, international and other qualifications in respect of competence

Although the National Vocational Qualifications (NVQs) in Publishing are no longer offered, PQB focuses on the delivery, through distance learning and online services, of a variety of competence and assessment-based programmes. These are designed to improve knowledge and performance in a range of publishing related disciplines to the widest possible group of delegates

These courses are recognised by the publishing community as indicators of professional competence. The courses facilitate entry to a variety of publishing careers, especially within the freelance proofreading and editing community. They have also been independently evaluated and accredited by The Open and Distance Learning Quality Council

All PQB courses have at their core detailed and carefully moderated performance evaluation and reporting, so that delegates and employers can assess levels of excellence and knowledge. Qualifications are awarded at pass, merit or distinction

## **Achievements & Performance**

PQB courses contribute significantly to the wide offering of training by the group. The key courses remain Basic Proofreading and Copy Editing.

Tutors' workshops for both the Proofreading and Copy-Editing courses were hosted and this provided the opportunity for quality control issues to be addressed.

1,089 delegates embarked on the Distance Learning programmes compared to 1,146 in 2008. We are encouraged that, in a recent PTC survey, 52% of delegates who reported that they had been seeking to get paid proofreading work following completion of the course were successful. The assessment forms of the students reveal that satisfaction levels are sustained at 4.2 (out of 5). Results for 2009 have been very positive, even with a 2% decline over 2008 revenues.

### **Understanding Book Publishing**

This long awaited on line course, scheduled for completion in 2008 was finally launched in December 2009. As a result of a major rewrite of the book, Inside Book Publishing, upon which the course is based, the original development expenditure budget of £20k has proved to be low. Additional features have also been added and an extra £10k was required to complete it.

### **Editing on Screen**

£8k has been made available for period 06-09 and the course was launched in December 2009.

### **Successful Editorial Freelancing**

£2k has been made available for period 09 and the course was launched in June 2009.

### **Copywriting**

As at 31<sup>st</sup> December 2009, the sum of £4k remains available from the group's projects, this will be reallocated to enhance the Copywriting course by Distance Learning.

## **Financial Review**

The revenue for the Charity stood at £376k, a decrease of 1.5% against 2008

During 2009, a total number of 1,089 delegates enrolled on various distance learning programmes and the breakdown is as follows

765 enrolled on Basic Proofreading

5 enrolled on Effective Copywriting

20 enrolled on Picture Research

14 enrolled on Editorial Project Management

85 enrolled on Copy-Editing

162 enrolled on Grammar at Work

37 enrolled on Successful Editorial Freelancing

1 enrolled on Understanding Book Publishing

Development costs amounting to £16k have been accrued for implementing a new Database

## **Reserves**

The Charity holds no reserves as at 31<sup>st</sup> December 2009. The Trustees are aware of their duties under SORP 2005 to formulate policy on reserves, when the situation arises.

## **Future Plans**

- Increase the range and scope of the services and courses on offer
- Maintain the market-leading position of our key courses
- Ensure that existing programmes remain current and effective
- Examine the opportunity to construct online versions of existing programmes, utilising recent software developments

## **Publishing Qualifications Board**

### **Report of the Directors**

The Directors present their report and the financial statements for the year ended 31<sup>st</sup> December 2009

#### **Status**

The Publishing Qualifications Board is a company limited by guarantee. It is a registered charity whose objects are the promotion and furtherance of commercial education in the field of book publishing, writing and information industries.

#### **Principal Activities**

The principal activity is the administration and award of qualifications in respect of competence on Distance Learning courses.

#### **Results**

The results for the year are set out on page 10 -15.

The financial results of PQB for the period have been prepared under the historical cost convention and in accordance with the accounting policies adopted by PQB.

#### **Fixed Assets**

Details of movements in fixed assets during the year are set out in note 5 to the financial statements.

#### **Directors and their Interests**

The Directors who served during the year and had no interests were as stated below:

Nigel Brockmann

Benjamin King (appointed 18/8/09)


John Whitley

Graham Taylor (resigned 15/12/09)

#### **Auditors**

A resolution proposing that E. R. McNairn & Co. be reappointed will be put to the Annual General Meeting.

The Board approved this report on

 29/4/2010

John Whitley  
Secretary

## **Publishing Qualifications Board**

### **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 of 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 a going concern basis unless it is inappropriate to assume 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 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.



## **Publishing Qualifications Board**

### **Auditors' Report to the Members of The Publishing Qualifications Board**

We have audited the financial statements on pages 10 to 12, which have been prepared under the historical cost convention and the accounting policies, set out on page 13

### **Respective Responsibilities of Directors and Auditors**

As described on page 8 the Company's Directors 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

We therefore draw attention to the points set out in the Directors' Report (Reviewing the Business) and the accounting conventions set out at pages 5 and 13 respectively of these financial statements

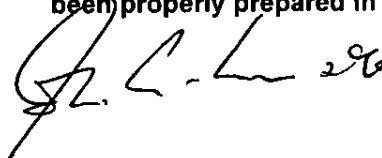
### **Basis of Opinion**

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 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 the company's affairs at 31<sup>st</sup> December 2009 and of its results for the year then ended and have been properly prepared in accordance with the Companies Act 1985.**

 28/01/2010

E. R. McNairn & Co  
Chartered Accountants and Registered Auditors  
68 Kings Road  
Windsor  
Berkshire  
SL4 2AH

## Publishing Qualifications Board

### Profit and Loss Account For the year ended 31<sup>st</sup> December 2009

	Note	2009 £	2008 £
Turnover	2	375,652	382,177
Cost of sales		(165,311)	(176,758)
		-----	-----
Gross Surplus		210,341	205,419
Administrative expenses		(210,341)	(205,419)
Other operating income		-	-
		-----	-----
Operating Surplus/Deficit	3	0	0
Other interest receivable and similar income	4	-	-
		-----	-----
Surplus/Deficit on ordinary activities		0	0
		=====	=====

## Publishing Qualifications Board

### Statement of Financial Activities For the year ended 31st December 2009

	Note	Unrestricted funds 2009	Restricted funds 2009	Total funds 2009	Total funds 2008
		£	£	£	£
<b>Incoming Resources</b>					
Courses		375,652	-	375,652	382,177
		<u>375,652</u>	<u>-</u>	<u>375,652</u>	<u>382,177</u>
<b>Resources Used</b>					
<b>Direct Charitable Expenditure</b>					
Courses		165,311	-	165,311	176,758
Development Costs		16,000	-	16,000	4,000
Support Costs		133,480	-	133,480	139,087
		<u>314,791</u>	<u>-</u>	<u>314,791</u>	<u>319,845</u>
<b>Other Expenditure</b>					
Promotion		23,763	-	23,763	25,000
Administration		37,098	-	37,098	37,332
		<u>375,652</u>	<u>-</u>	<u>375,652</u>	<u>382,177</u>
<b>Total expenditure</b>					
		<u>375,652</u>	<u>-</u>	<u>375,652</u>	<u>382,177</u>
<b>Net incoming/outgoing resources</b>		0	0	0	0
<b>Other recognised gains &amp; losses</b>		-	-	-	-
<b>Net movement in funds</b>		-	-	-	-
<b>Balance b/f at 1<sup>st</sup> January 2009</b>		0	0	0	0
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Balance c/f at 31<sup>st</sup> December 2009</b>		0	0	0	0
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

All activities are continuing

The notes on pages 13 to 16 form part of these accounts

# Publishing Qualifications Board

## Balance sheet at 31<sup>st</sup> December 2009

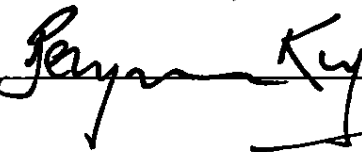
	Note	2009 £	2009 £	2008 £	2008 £
<b>Fixed assets</b>					
Tangible assets	5		0		0
<b>Current assets</b>					
Debtors	6	179,739		198,570	
		<u>179,739</u>		<u>198,570</u>	
<b>Creditors:</b>	7				
Amounts falling due within one year		(179,739)		(198,570)	
		<u></u>		<u></u>	
Net current assets			0		0
			<u></u>		<u></u>
Net assets			0		0
<b>Capital Reserves</b>					
Profit and loss account	8		0		0
Reserves	9		<u>0</u>		<u>0</u>
			<u></u>		<u></u>

The Financial statements were approved by the Board of Management on

22/4/10

Members of the Board of Management



 Key

## **Publishing Qualifications Board**

### **Notes to the Financial Statements For the year ended 31<sup>st</sup> December 2009**

#### **1. Accounting Policies**

##### **Accounting Basis and Standards**

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and include the results of the company's operations as indicated in the Directors' report, all of which are continuing

#### **2. Turnover**

Turnover represents amounts receivable for goods and services provided in the UK net of value added tax (where applicable)

##### **Tangible Fixed Assets and Depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows

Office equipment	- straight line over	3 years
Fixtures and fittings	- straight line over	3 years
Motor Vehicles	- straight line over	3 years
Teaching/Computer equipment	- straight line over	2 years

##### **Promotion costs**

This includes those items directly attributable to publicity and promotion

##### **Support Costs**

This includes those services that are provided centrally in support of the Board's direct charitable activities and the portion of overheads considered appropriate based on man-hours of those central services

##### **Administration Costs**

This includes those items attributable to management of the charity that cannot be allocated to the direct charitable expenditure. This includes audit costs and a proportion of overheads considered appropriate, based on man-hours

#### **3. Operating Loss/surplus**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
The Nil Operating loss/surplus is stated after charging		
Depreciation of tangible assets	-	-
Auditors' remuneration	1,400	1,300

# **Publishing Qualifications Board**

## **Notes to the Financial Statements** **For the year ended 31<sup>st</sup> December 2009 (continued)**

<b>4 Other Interest Receivable and Similar Income</b>	<b>2009</b>	<b>2008</b>	
	<b>£</b>	<b>£</b>	
Bank Interest received	-	-	
	=====	=====	
<b>5 Tangible Assets</b>	<b>Computer Equipment</b>	<b>Fixtures &amp; Fittings</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Cost			
At 1 <sup>st</sup> January 2009 and	-	-	-
31 <sup>st</sup> December 2009	-	-	-
Depreciation			
At 1 <sup>st</sup> January 2009	-	-	-
Charge for period	-	-	-
At 31 <sup>st</sup> December 2009	-	-	-
Net Book Value			
at 31 <sup>st</sup> December 2009	-	-	-
At 31 <sup>st</sup> December 2008	-	-	-
<b>6 Debtors</b>	<b>2009</b>	<b>2008</b>	
	<b>£</b>	<b>£</b>	
Trade debtors	179,739	198,570	
Other debtors	-	-	
	179,739	198,570	
<b>7 Creditors: Amounts falling due within one year</b>	<b>2009</b>	<b>2008</b>	
	<b>£</b>	<b>£</b>	
Trade creditors	179,739	198,570	
	179,739	198,570	

## Publishing Qualifications Board

### Notes to the Financial Statements For the year ended 31<sup>st</sup> December 2009 (continued)

<b>8 &amp; 9 Profit and Loss Account/Reserves</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Retained surplus at 1 <sup>st</sup> January 2009	-	-
Retained (loss)/ surplus for the 12 months period	-	-
	<hr/>	<hr/>
Retained surplus at 31 <sup>st</sup> December 2009	-	-
	<hr/>	<hr/>

#### **10 Directors' Emoluments**

None of the Directors received any remuneration from the company for the year

<b>11 Employees</b>	<b>2009</b>	<b>2008</b>
The average weekly number of employees (excluding Directors) during the period was		
Courses	2	2
Administration	2	2

<b>Employment Costs</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Salaries	112,214	96,972
Social security costs	14,446	12,490
Pension costs	11,221	9,535
	<hr/>	<hr/>
	137,881	118,998
	=====	=====

Excluding pension contributions, no employee earned over £50,000 in either year

## **12      Vat & Provisions in the accounts**

The group is normally able to reclaim from HMRC all VAT it pays on goods and services it buys. However to do so it has to remain within a partial exemption limit. If in any financial year the limit is exceeded the group would be unable to recover that part of the VAT it incurred in providing exempt supplies.

A limit of £7,250 is set by HMRC as the total of VAT incurred, which relates to exempt supplies. Exempt supplies as defined are those that the group provides where the charge made is exempt from VAT. The main supplies that fall under this heading are the provision of Distance Learning courses.

In recent years the level of VAT that relates to exempt supplies has been rising slowly but steadily, remaining marginally below the £7,250 limit. However the increase in turnover for the Distance learning supply has placed the ability to remain under the limit in jeopardy. In discussion with the auditors, we have estimated £8.8k would be needed to meet this liability and as such this has been provided for in the accounts.

The continuing expansion of the Distance Learning programmes suggests that the £7,250 limit may be breached in future years. There is no current indication that the threshold level will be increased by HMRC. In addition, if the balance between standard rated and exempt rated activities changes from that used in estimating the VAT position for the current and future years, this limit could easily be exceeded.

It follows from the above that provisions may well be necessary in subsequent years.