PUBLISHING QUALIFICATIONS BOARD

Company Registration No. 2607034

Charity Registration No. 1002928

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

Publishing Qualifications Board

Company Information

Chair	Elisabeth Tribe
Vice Chair	Astrid De Ridder
Directors/Trustees	Elisabeth Tribe Astrid De Ridder Claire Sanderson Jonathan Glasspool Edward Milford Robin Hunt Emma Brown Owen Meredith
Secretary	Ben Sangeelee
Company Number	2607034 (England and Wales)
Registered Charity Number	1002928
Registered Office	6 Bell Yard London WC2A 2JR
Auditors	Clarke Huttun Summit Court Barnet London EN5 5YR
Bankers	National Westminster Bank 98 Wandsworth High Street London SW18 4JZ
Business Address	6 Bell Yard London WC2A 2JR

Publishing Qualifications Board

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Publishing Qualifications Board

Trustees' Report
For the year ended 31 December 2020

The Trustees, who are also the Directors, submit their annual Directors' Report together with the financial statements of the Charity for the year ending 31 December 2020, which are also prepared to meet the requirements for a Directors' Report and accounts for Companies Act purposes.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the Charity's Articles of Association, the Companies Act 2006, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

Structure, governance and management

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 the information industries.

The Publishing Training Centre Foundation, a company limited by guarantee (Company No. 1253854) and also a Registered Charity (Registered Charity No. 1083081), is the sole member of the Publishing Qualifications Board.

The Trustees, who are also the Directors for the purpose of company law, and who served during the year, were:

Elisabeth Tribe	Edward Milford
Astrid De Ridder	Robin Hunt
Claire Sanderson	Emma Brown
Jonathan Glasspool	Owen Meredith

None of the Trustees have any beneficial interest in the company.

The members undertake to contribute a maximum of £1 in the event of a winding up.

New Trustees are given full information on the history of the Charity, Articles of Association, the business plan and recent financial performance of the Charity.

Under the Articles of Association of the Board, the Publishing Training Centre Foundation, which is also a Registered Charity (Charity no: 1083081), is the sole member of the Charity. Membership of the Charity is not transferable

The number of Trustees shall be no less than five and no more than twelve. The board normally meets quarterly.

Trustees are elected by the members or co-opted by the Trustees. When considering co-opting Trustees, the Board has regard to the requirement for any specialist skills needed.

A Trustee term of office is five years.

A retiring Trustee may be reappointed providing that no Trustee shall serve more than two terms of office.

Publishing Qualifications Board

Trustees' Report (Continued)
For the year ended 31 December 2020

The powers of the Trustees to invest monies of the Board are clearly laid out in the Articles of Association.

The Trustees consistently review the principal risks and uncertainties that the Charity faces and implements agreed procedures to minimise or manage any potential impact on the group should those risks materialise.

There were no connected Charities other than The Publishing Training Centre Foundation.

Objectives and Activities

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

PQB is responsible for the development, delivery and assessment of self-study courses. 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.

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 a level of pass, merit or distinction.

Achievements and Performance

Careers Advisory Service
We provide advice and support to any member of the public who wishes to start or progress a career in the Publishing field. We are in a unique position to fulfil that role free of charge as we have access to a network of industry trained tutors and forty-five years of experience.

Events
The PTC group partnered with The Bloomsbury Institute to run 'Expanding your Editorial Skills'. Eighty aspiring editors and freelancers gathered to hear a panel of editorial experts, including two tutors from the PTC group, discussing the key approaches that editors can use to build their skills.

This was followed by 'Meet the Editors', our first virtual editorial expert panel event in partnership with The Literary Consultancy (TLC).

The PTC group also sponsored a place on a Society of Young Publishers' webinar, Book Pitch Doctor, the proceeds of which were shared between the Book Trade Charity, Trussell Trust and Central London Samaritans.

The PTC group sponsored the Printing Charity's annual Print Futures Awards for 18 to 30-year-olds to progress within the industry. PTC group was represented on the judging panel and assessed applications with a fellow industry judge and colleagues from the charity.

Publishing Qualifications Board

Trustees' Report (Continued)
For the year ended 31 December 2020

Achievements and Performance (continued)

Discount/Grant Schemes
In line with the policy to improve access to our services, we have continued to offer discounts to unemployed and student delegates. In conjunction with the Book Trade Benevolent Society, grants have been made available to students who are financially disadvantaged to enable enrolment on our courses.

The PTC group partnered with TLC, for a second year, to run the Editing Training Scheme, including three subsidised editorial workshops for under-represented and inexperienced editors aged under 30. There was a total of 36 attendees.

Courses update and delegate numbers

The current portfolio includes 5 courses:

- Essential Proofreading
- Essential Grammar
- Essential Copy-Editing
- Successful Editorial Freelancing
- Creative Copywriting.

Following the outbreak of the pandemic at the beginning of 2020, we experienced a major increase in applications for these courses from the general public. The common theme was that the courses offer the opportunity to study from home during these difficult times and allow people to retrain for possible new careers post-Covid.

Successful Editorial Freelancing was given a redesign and update, in anticipation of those people who may have lost their jobs during the pandemic and were looking for alternative employment options.

The Publishing Qualifications Board's accredited courses contributed 63% (2019:36%) to the wide offering of training by the Group. 1007 delegates embarked on the Distance Learning programmes in 2020 compared to 694 in 2019.

Website Development

Visitors to the PTC group website have increased dramatically during the last 12 months, from 64k unique users in January to over 115k in December 2020, a growth of 79%. New users were up by 81% and website sessions increased by 63% in the same period. As a result, we have improved the website by creating a mobile-friendly version of all pages, standardised templates, and faster page-loading times.

Publishing Qualifications Board

Trustees' Report (Continued)
For the year ended 31 December 2020

General Financial Review

Revenue increased by 46% to £232k (2019: £159k)

Total expenditure increased by 29% to £211k (2019: £163k)

The charitable activities expenditure was £198k and represented 94% of the total expenditure for the year (2019: £148k & 91%)

The cost of governance was £25k and represented 12% of the total expenditure for the year (2019: £15k & 9%).

The net movement in funds was £21k (2019: (£4k))

Reserves Policy

As at 31 December 2020, the Unrestricted Reserves were £42,261. The Unrestricted Reserves are held as a cushion of finance during economic downturn and are also available for future plans approved by the Board.

It is the policy of the PQB that we aim for Unrestricted Funds that have not been designated for new projects to be at a level equivalent to between three- and six-months' expenditure on revenue items and charitable assets combined. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised.

Public Benefit

The Publishing Qualifications Board has referred to the Charity Commission's general guidance on public benefit when reviewing its aims and objectives and in planning future activities. In particular the Trustees consider how planned activities will contribute to the aims and objectives they have set.

Publishing Qualifications Board

Trustees' Report (Continued)
For the year ended 31 December 2020

Plans

- Ensure existing courses are updated to reflect modern working practices.
- Update more of the Learning Guides to be available as free PDF downloads to those visiting the PTC group website.
- Offer career advice and support to people wishing to retrain and find work in the Publishing Industry and related activities.
- Expand our pool of tutors and authors, to cater for the increase in demand.
- Support and partner with other bodies within the UK government's Apprenticeship programme.
- Review our PQB Distance Learning programmes to address the specific needs of the global Editorial community where these do not align with the local one.
- Deliver a training programme to the Tanzania Institute of Education with the support of the UK Foreign Commonwealth & Development Office.
- Assess the Distance Learning programmes which may be relevant to the European Patent Office during the delivery of virtual programmes from the PTC group.
- Work closely with the Independent Publishers Guild (IPG) to assess the legal options to best achieve our charitable remit.
- Continue to improve and optimise the website to cater both for the large increase in traffic and the changing offer that we provide.
- Work with the Print Charity and other industry organisations and bodies to promote and support education and training within publishing.

Risks and Uncertainties

The principal risks and uncertainties facing the Charity are:

- The Chartered Institute of Editing and Proofreading, another non-profit body promoting excellence in English language editing. This body is well-established and is a direct competitor to a number of our courses.
- Managing a complex and rapidly changing learning and training environment in the digital age.
- The ever-growing economic pressure as a result of the pandemic, which in turn may adversely affect demand for our Educational Charitable activities.
- How long the pandemic will last and the future of the Charity sector in this new era.
- The impact of leaving the European Union on European student numbers, collaboration opportunities and Tax complexities.

Publishing Qualifications Board

Trustees' Report (Continued)
For the year ended 31 December 2020

Statement of Trustees' Responsibilities

The Trustees, who are also the Directors of the Publishing Qualifications Board for the purpose of company law, are responsible for preparing the Trustees' report and the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (Financial Reporting standard 102 and applicable law).

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the Charitable Company for that year.

In preparing these accounts, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make judgments and estimates that are reasonable and prudent.
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of Information to Auditors

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the Auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the Auditors are aware of such information.

Auditors

Clarke Huttun have signified their willingness to continue in office.

The Board approved this report on: 17th May 2021

Ben Sangeelee
Secretary

Publishing Qualifications Board

Independent Auditors' Report
To the Members of Publishing Qualifications Board

We have audited the financial statements of the Publishing Qualifications Board for the year ended 31 December 2020 on pages 9 to 17. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS102 "The Financial Reporting standard applicable in the UK and Republic of Ireland".

This report is made solely to the Charitable Company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charitable Company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charitable Company and the Charitable Company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of Trustees and Auditors

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the Directors of the Publishing Qualifications Board for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the Audit of the Accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the Charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

Publishing Qualifications Board

Independent Auditors' Report (Continued)
To the Members of Publishing Qualifications Board

Opinion on accounts

In our opinion the accounts:

- give a true and fair view of the state of the Charity's affairs at 31 December 2020 and of its incoming resources and application of resources, including its income and expenditure account, for the year then ended.
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.
- have been prepared in accordance with the requirements of the Companies Act 2006

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the accounts are prepared is consistent with the accounts.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Mr. Karl Huttun (Senior Statutory Auditor)
For and on Behalf of Clarke Huttun, Statutory Auditor
Chartered Accountants
Summit Court
Barnet
London
EN5 5YR

Dated: 17th[h] May 2021

Publishing Qualifications Board

Statement of Financial Activities
For the year ended 31 December 2020

	Notes	2020 Unrestricted funds	2019 Unrestricted funds
		£	£
Courses	2	232,353	158,702
Total income		232,353	158,702
Expenditure on:			
Publicity and promotion	3	13,095	15,024
Charitable activities			
Courses	4	197,902	147,963
Total expenditure		**210,997**	**162,987**
Net movement in funds		21,356	(4,285)
Fund balances at 1 January 2020		20,905	25,190
Fund balances at 31 December 2020		42,261	20,905

All activities are continuing. The notes on pages 12 to 17 form part of these accounts.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

Publishing Qualifications Board

Charity Balance Sheet as at 31 December 2020

	Notes	2020	2019
		£	£
Current Assets			
Debtors	7	6,250	6,055
Cash at bank and in hand		146,480	106,220
		152,730	112,275
Creditors:			
Amounts falling due within one year	8	(110,469)	(91,370)
Net current assets		42,261	20,905
Net Assets		42,261	20,905
Income Funds			
Unrestricted funds		42,261	20,905
Total Funds		**42,261**	**20,905**

These accounts have been prepared in accordance with the provisions applicable to Companies subject to the small companies' regime within Part 15 of the Companies Act 2006.

The Financial statements were approved by the Board of Management on: 17th May 2021

(Elisabeth Tribe)

Company Registration No.: 1002928

Publishing Qualifications Board

Statement of Cash Flows for the year ended 31 December 2020

	Note	2020	2019
		£	£
Cash generated/used in operating activities	A	**40,260**	**(6,691)**
		======	======
Increase/(Decrease) in cash and cash equivalents	B	**40,260**	**(6,691)**
		======	======
Cash and cash equivalents at the beginning of the year		**106,220**	**112,911**
		======	======
Total cash and cash equivalents at the end of the year		**146,480**	**106,220**
		======	======

A. Reconciliation of net movement in funds to net cash flow from operating activities

	2020	2019
	£	£
Net Income/Expenditure	21,356	(4,285)
Increase/(Decrease) in debtors	(195)	2,098
Increase/(Decrease) in creditors	19,099	(4,504)
	------------	------------
Net inflow/(outflow) cash flow from operating activities	**40,260**	**(6,691)**
	------------	------------

B. Reconciliation of net cash flow to movement in net funds

	2020	2019
	£	£
Balance at 1 Jan 2020	106,220	112,911
Net cash outflow/inflow	40,260	(6,691)
	------------	------------
Balance at 31 Dec 2020	**146,480**	**106,220**
	------------	------------

Publishing Qualifications Board

Notes to the Financial Statements
For the year ended 31 December 2020

1. Accounting Policies

1.1 Accounting basis and standards

The financial statements have been prepared under the historical cost convention.

The financial statements are prepared in UK £ Sterling which is the functional currency of the Charity.

The financial statements have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

The statement of financial activities (SOFA) and balance sheet consolidate the financial statements of the Publishing Qualifications Board.

The Charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), (effective 1January 2015), (Charities SORP (FRS102)), the Financial Reporting standard applicable in the UK & Republic of Ireland (FRS102) and the Companies Act 2006.

The significant accounting policies applied in the preparation of these financial statements are set out on pages 12–17. These policies have been consistently applied to all years presented unless otherwise stated.

1.2 Preparation of the accounts on a going concern basis

The reported surplus is £21.3k. The Trustees consider there are no material uncertainties about the Charity's ability to continue as a going concern. The review of our financial position, reserves levels and future plans gives the Trustees confidence that the Charity remains a going concern for the foreseeable future.

1.3 Income

Income is recognised when the Charity have entitlement to the funds any performance conditions attached to the item(s) have been met, it is probable that the income will be received and the amount can be measured reliably. For the Distance Learning courses, entitlement to the fees is taken when the student enrols but subject to a thirty-day cooling off period.

Publishing Qualifications Board

Notes to the Financial Statements
For the year ended 31 December 2020

1.4 Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of publicity and promotion
- Expenditure on charitable activities includes support and governance costs

Support costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. Support costs include back-office costs, personnel, payroll and governance costs which support the activities of the Board. Governance costs are those incurred in connection with administration of the Charity and compliance of constitutional and statutory requirements.

The Board identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with governance costs are allocated to the one key charitable activity undertaken in the year.

1.5 Value Added Tax

The Publishing Qualifications Board is part of a VAT group. It is normally able to reclaim from HM Revenue & Customs (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.

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.

However, the turnover for the Distance Learning supply has placed the ability to remain under the limit in jeopardy. £363 of irrecoverable VAT has been provided for in the accounts to meet this liability.

1.6 Fund accounting

The Charity's Unrestricted General Funds consist of funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

1.7 Critical accounting judgements and key sources of estimation uncertainty

In the application of the Charity's accounting policies, which are described in note 1, the Trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The Trustees do not consider there are any critical judgements or sources of estimation uncertainty requiring disclosure.

2. Income from charitable activities

	2020	2019
	£	£
Distance Learning courses	232,353	158,702
	232,353	**158,702**

All income from charitable activities was attributable to the unrestricted funds.

3. Publicity and promotion

These are the costs incurred in promoting the educational activities of the Charity. They include advertisements in print and digital media. All costs were attributable to the unrestricted funds.

Publishing Qualifications Board

Notes to the Financial Statements
For the year ended 31 December 2020

4. Analysis of expenditure on charitable activities

	Activities undertaken directly	Support costs	Total
	£	£	£
Distance Learning courses	100,917	96,985	197,902
	100,917	**96,985**	**197,902**

All costs for 2020 (2019: £147,963) were attributable to unrestricted funds.

5a. Analysis of support and governance costs

	Support	Governance	Total 2020	2019	Basis
	£	£	£	£	
Office costs (inc. Rent)	5,781	1,927	7,708	11,996	Allocated on time
Human resources (inc. pension)	65,629	22,185	87,814	63,397	Allocated on time
Information technology	-	-	-	-	Support
Other (inc irrecoverable VAT)	363	-	363	993	Support
Audit & Tax fees	-	1,100	1,100	1,000	Governance
Total	**71,773**	**25,212**	**96,985**	**77,386**	

5b. Governance costs

	2020	2019
	£	£
Auditor's remuneration	1,100	1,000
Support costs	24,112	14,340
	25,212	**15,340**

Governance costs include payments to the Auditors of £1,100 (2019: £1,000) for audit fees and £nil (2019: £nil) for other services.

Publishing Qualifications Board

Notes to the Financial Statements
For the year ended 31 December 2020

6. Analysis of staff costs, Trustee remuneration and expenses and the cost of key management personnel

The average number of employees, analysed by function, during the year was:

	2020	2019
Courses	2	2
Governance	1	1
Web and Promotion	1	1
	4	**4**

The average number of full-time equivalent employees was 2 (2019: 3).

Their aggregate remuneration comprised:

	2020	2019
	£	£
Wages and salaries	74,420	51,885
Social security costs	5,184	5,170
Pension costs	8,210	6,342
	87,814	**63,397**

There were no employees whose annual remuneration was £60,000 or more.

Trustees' remuneration

None of the Trustees (or any persons connected with them) received any remuneration during the current and prior year in their capacity as Trustees. Total travel and subsistence expenses were £nil (2019: £nil).

Publishing Qualifications Board

Notes to the Financial Statements
For the year ended 31 December 2020

7. Debtors

	2020	2019
	£	£
Trade debtors	4,245	2,610
Pre-payments	2,005	3,445
	6,250	**6,055**

8. Creditors: amount falling due within one year

	2020	2019
	£	£
Accruals	110,469	91,370
	110,469	**91,370**

9. Taxation

As a registered Charity the Publishing Qualifications Board is exempt from Corporation Tax on its charitable activities.

10. Related party transactions

In the current year no related party transactions were reported either from the Trustees and management.

11. Contingent liabilities

There were no contingent liabilities at the year end.

12. Capital commitments

There were no capital commitments either authorised by the Trustees or contracted for at the balance sheet date.