

Charity registration number 1157706

Company registration number 02638349 (England and Wales)

CABWI AWARDING BODY
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
PAGES FOR FILING WITH REGISTRAR

CABWI AWARDING BODY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M D Baker C A Cooksey L C Horrocks
Key senior staff	Paul Byrne (CEO)
Charity number	1157706
Company number	02638349
Principal address	Suite 1207 6 Bevis Marks London EC3A 7BA
Registered office	Grange Cottage Fulham Lane Womersley DN6 9BW
Auditor	BHP LLP 2 Rutland Park Sheffield S10 2PD
Bankers	Virgin Money 81 Carlton Street Castleford WF10 1BW
Solicitors	Stone King LLP Upper Borough Court Upper Borough Walls Bath BA1 1RG

CABWI AWARDING BODY

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CABWI AWARDING BODY

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trustees, who are also directors of the charity for the purposes of the Companies Act, present their Annual Report and the audited financial statements for the year ended 31 March 2022. This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and in accordance with the Companies Act 2006.

Governing Document

CABWI Awarding Body (CABWI) is a registered charity, constituted as a company limited by guarantee and is therefore governed by its Articles of Association. The company was incorporated on 12 August 1991 and in the event of the company being wound up, members are required to contribute an amount not exceeding £1.

Recruitment and Appointment

Under the Articles of Association, the current Trustees of the charity are the board of directors and members of CABWI Awarding Body. New trustees, directors and members are appointed for a fixed term of three years, after which they may be re-appointed for another fixed term of three years. There is no maximum number of three-year periods which a member may serve.

The Articles of Association also permit the Trustees to appoint Associate Members, who do not vote and have different rights and obligations. There are no current Associate Members of the company.

Trustee Inductions and Training

CABWI has a Board, the members of which are the Company Directors and Charity Trustees, who meet at three-monthly intervals and are responsible for the strategic direction and policy of the charity. The members are drawn from a variety of professional backgrounds bringing diverse skills to the work of the charity.

The Chief Executive Officer also attends the Board Meetings but has no voting rights.

Recruitment for new board members has been on-going, and developmental work has been undertaken. Board members are supported by access to external advice, resources and training from a range of sources and are encouraged to undertake training and development. The Board has maintained an ongoing review of its operation and roles of members through discussion held during the year.

Organisational Structure

The delegation of day-to-day responsibility for the provision of services rests with the Chief Executive Officer, who ensures that the charity delivers the services specified and that targets are met for all stakeholders.

Risk Management

The trustees actively review the major risks which the charity faces on a regular basis and have defined a reserves policy considered appropriate to foreseeable contingent need.

The Board receives and considers regular reports on matters connected with financial performance and operating risk. The trustees have also examined other operational and business risks faced by the charity, including on matters relating to Health and Safety. Risks are identified and managed through the use and regular review of a risk register, which includes identified risks and related risk control measures, where applicable.

Objectives and activities

The charity is constituted to advance education and training, including knowledge-based and competence-based training and assessment, for individuals working in the water and wider utilities industries, and related areas. CABWI awards qualifications, covering vocational skills and knowledge, and approves and monitors assessment centres to deliver and maintain its qualifications. CABWI aims, through its qualifications and accreditation schemes, to provide the opportunity for continuous education to all individuals working in the water and wider utilities industries.

CABWI AWARDING BODY

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Achievements and delivery

During the year CABWI has continued to award its suite of competence-based and knowledge-based qualifications, accredited by Ofqual in England, Qualifications Wales in Wales and CCEA in Northern Ireland, and to award the Street Works qualifications in Excavation and Reinstatement in the Highway and the Street Works Reassessment Scheme, under the New Roads and Street Works Act 1991. During 2021-2022, CABWI has delivered a further phase of its customer engagement project and has used the results and feedback received to continue to review its products, services, systems and processes, ensuring that they meet its' stakeholders' needs and reflect current industry practice, and to enable the effective future delivery of its qualifications and related products through recognised assessment centres. The main focus of the customer engagement project has been through an annual centre forum, but due to Covid-19 it has not been possible to hold this event in the last financial year. The main customer engagement has been through visits and online meetings to the licensed centres by the Chief Executive Officer. CABWI have also actively engaged in the promotion of its qualifications and services to enrol new assessment centres.

Activities that took place during the year included:

- Completion and launch of an online examination application for Street Works exams. The solution is an android app that works on low cost tablets, with the ability to take exams with or without Wi-Fi connectivity. Exams are readily available without any pre-ordering or downloading, with results given immediately on completion of the examination. This has given CABWI a competitive advantage over other awarding organisations offering Street Works. Between June 2021 when the app went live and the 31st of March 2022, 89,000 examinations were delivered through the app.
- Confirmation of CABWI's compliance with the General Conditions of Recognition set out by Ofqual, Qualifications Wales and CCEA in line with the regulators' requirements for annual statements of compliance from each recognised awarding organisation.
- Continued promotion of CABWI's Third Party Endorsement scheme, which provides endorsement of specific training provided by third party organisations, CABWI saw an increase in the number of applications for this service. The number of endorsed courses now stands at over 190.
- A continual improvement to the approach to External Quality Assurance (EQA) that ensures regular visits and sampling activity but reduces some of the administrative burden placed upon the centres. The use of "desk-top reviews" was also introduced for those centres awarding small numbers of qualifications.
- The continuation of specific training, development and coaching for CABWI office staff, to align with their defined roles and responsibilities.
- A continual review and update of all qualifications to ensure validity as defined by the Regulators.
- A continued focus on growing the revenue attributed to Street Works to improve profitability and counterbalance a decline in the demand for vocational qualifications by the water industry.
- The continual successful delivery of our End Point Assessment Solution for Level 3 Water Process Technician Apprenticeship Standard. CABWI delivered 75 End Point Assessments to apprentices across a number of water companies. CABWI also successfully expanded their scope of recognition to include a further 3 Apprenticeship Standards: Water Process Operative; Water Network Operative and Highways Safety Maintenance Operative.
- The development of a product and service development plan, based on the results of CABWI's stakeholder engagement activity, to identify key development priorities.
- Participation as an active member of the HAUC (UK) Training and Accreditation Group (TAG) on issues relating to the delivery of Street Works training and qualifications. Membership of TAG includes all of the current Street Works awarding organisations, representatives of local government and utilities organisations, the DfT, RAUC Scotland and the Street Works Qualifications Register. During 2021-2022, the group finalised the multiple-choice question banks for the online delivery of examinations W.E.F. 1st June 2021.

CABWI AWARDING BODY

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Achievements and delivery (continued)

- The addition of 40 new assessment centres predominantly for Street Works.
- Made charitable donations to Magic Breakfast and Pump Aid. Launched a Grants Development Programme for making charitable donations during 2022/23.
- Work was on-going throughout the year to establish a trading subsidiary (CABWI Awarding Body Trading Limited) and for the transfer of operations from CABWI Awarding Body to the new entity with effect from the 1st October 2022.

Public Benefit

The principal aspects through which public benefit (as defined in English Charity Law and in keeping with the Company's status as a Registered Charity), resulted from CABWI's activity during the year as detailed in the Achievement and Delivery section above. CABWI's provision of qualifications and services, via its approved network of assessment centres, and the continual monitoring of the centres, enable the charity to fulfil its aims as described in the Articles of Association. Through its current and planned future product and service review and development work, CABWI will continue to ensure that its provision reflects the industry requirements for the water and utilities industries and supports the provision of vocational knowledge and skills to learners of all ages who work in this highly regulated environment, providing benefit to public health and to the sustainability of environmental resources.

The charitable company's trustees believe they have complied with their duty in section 17(5) of the 2011 Charities Act to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

Administrative information

Various reference and administrative information is provided in this Annual Report.

Financial review

The Statement of Financial Activities shows total income for the year of £1,065,063 (2021: £586,775), net income of £557,194 (2021: £164,715) and funds at the year-end date stand at £1,506,702 (2021: £949,508).

Funds

The charitable company earned fees from charitable activities of £1,064,157 (2021: £585,782).

Assets

At the year-end date, cash at bank is £1,339,502 (2021: £846,615) which represents 89% (2021: 89%) of total funds.

Reserves Policy

The organisation has sufficient reserves to meet its reserves policy (to cover six months' operating costs). The charitable company's unrestricted funds, represented by net current assets, amounted to approximately £1,481,464 at the year-end date. As an awarding organisation, CABWI has limited tangible fixed assets, and, as such, maintains a reserve in its bank account, to ensure that it has resilience against potential fluctuations in income.

At year end the actual reserves exceeded the six months of operating cost by some £1,100,000. We have formulated plans to spend a substantial portion of this in charitable donations during 22/23 and subsequent years.

We plan to create two funds in 22/23. The first, the Lifelong Learning Fund, will seek out organisations which we would aim to support for several years through annual allocations, subject to checks along the way. The amount allocated for this fund will be £380,000. The second fund, which is planned for later in 22/23, will be in response to the cost of living crisis. We plan to make an additional £200,000 available to support those who would otherwise struggle to start a training or educational opportunity because of cost obstacles.

CABWI AWARDING BODY

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Expenditure has been identified in relation to product, service and IT development and support, for 2021-2022, and, while it is expected that this will be covered largely by the annual income, the Trustees are able to use the excess reserves, over six months' running costs, to support the planned developments if required.

Plans for future periods

The Charity plans continuing the general framework of activities indicated above in the forthcoming years subject to satisfactory funding arrangements.

Discussion involving the Board and Chief Executive Officer is ongoing to set out priorities for CABWI in the medium term, which will include:

- the development of CABWI's future products, services and systems based on the identification of priorities from CABWI's on-going customer engagement programme.
- a programme of qualifications review and development for 2022-2023.
- the development of new products and services, as required by CABWI's stakeholders and customers, and according to priorities defined by customers.
- the development of activities and initiatives to further support the charitable dimension to CABWI's programme of work, including the launch of a Grants Programme and discussions with organisations active in the charitable field, to work towards longer-term charitable initiatives.
- the ongoing review of the requirements by which CABWI operates in relation to Street Works qualifications.
- to continue to leverage our competitive advantage in the provision of Street Works assessment.

Impact of Covid-19

The first national lockdown had a severe impact on CABWI. However, with centres being allowed to continue to offer education and training during the subsequent lockdowns, CABWI did recover faster than other businesses.

Following the lifting and then removal of Covid restrictions, we have experienced a much higher demand for street works and CABWI has not only returned to pre-pandemic levels of revenue, but now exceeds them.

Responsibilities of the Trustees/Directors

Charity/Company law requires the Trustees/Directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its income and expenditure, for the financial year. In preparing those financial statements, the Trustees/Directors should follow best practice and:

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charitable company will continue on that basis.

The Trustees/Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees/Directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

CABWI AWARDING BODY

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2022**

Members of the Board

Members of the Board, who are Directors for the purpose of company law and Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out below.

M D Baker	
C A Cooksey	
R E Forder	(Resigned 5 April 2022)
L C Horrocks	
T Kaine	(Appointed 2 September 2021 and resigned 24 October 2022)
Dr J S Marshall	(Resigned 8 November 2021)
A O A Skinner	(Resigned 8 July 2021)

Duties of the Board

Chair:

The Chair for CABWI is responsible for ensuring that there are clear communication channels for all Board Members and the Chief Executive Officer.

For all Board meetings the Chair is responsible for ensuring, that:

- all meetings of the Board are properly convened, and proper notice is given.
- the rules relating to quorum are followed.
- order is kept throughout the meetings and agendas are followed.
- resolutions are clearly stated, and decisions are recorded in minutes.

Duties of the Chief Executive Officer

CABWI has a Chief Executive Officer who is responsible for implementing the policies adopted by the Board and for the day-to-day operational and financial management of the organisation.

Remuneration Policy

Arrangements for setting pay and remuneration of key management personnel is conducted by The Remuneration/Succession Planning Committee. Any recommendation to adjust pay and remuneration is then put to a vote at the next Board meeting.

Auditor

In accordance with the company's articles, a resolution proposing that BHP LLP be reappointed as auditor of the company will be put at a General Meeting.

Approved by the Board on the 30th of September 2022 and signed on its behalf by:

M D Baker
Trustee and Chair

L C Horrocks
Trustee and Vice Chair

10 December 2022

CABWI AWARDING BODY

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CABWI AWARDING BODY

Opinion

We have audited the financial statements of CABWI Awarding Body (the 'charitable company') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended 31 March 2022;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the members with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the trustees' annual report other than the financial statements and our auditor's report thereon. The members are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

CABWI AWARDING BODY

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF CABWI AWARDING BODY

Opinions on other matters prescribed by the Companies Act 2006

- In our opinion, based on the work undertaken in the course of the audit:
- the information given in the trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
 - the strategic report and the directors' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the strategic report and the directors' report.

We have nothing to report in respect of the following matters in relation to which 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 financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of members

As explained more fully in the trustees' responsibilities statement, the members, who are also the directors of the charitable company for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the members either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed auditors under the Companies Act 2006 and report in accordance with this Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

CABWI AWARDING BODY

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF CABWI AWARDING BODY

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charitable company through discussions with management and trustees and from our knowledge and experiences of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including Charities Act 2011, Companies Act 2006, and specific requirements of the exam boards.
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and trustees;
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by;

- making enquiries of management and trustees as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations;

To address the risks of fraud through management bias and override controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance
- enquiring of management as to actual and potential litigation and claims.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Other matters which we are required to address

Comparative information in the financial statements is derived from the charitable company's prior period financial statements which were not audited.

CABWI AWARDING BODY

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF CABWI AWARDING BODY

Use of our report

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.

**Philip Allsop (senior statutory auditor)
for and on behalf of BHP LLP**

12 December 2022

**Chartered Accountants
Statutory Auditor**

2 Rutland Park
Sheffield
S10 2PD

BHP LLP is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

CABWI AWARDING BODY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Unrestricted funds 2021 £
<u>Income from:</u>			
Charitable activities	3	1,064,157	585,752
Investment income	4	906	1,023
Total income		<u>1,065,063</u>	<u>586,775</u>
<u>Expenditure on:</u>			
Charitable activities	5	<u>507,869</u>	<u>422,060</u>
Net income for the year/ Net movement in funds		557,194	164,715
Fund balances at 1 April 2021		<u>949,508</u>	<u>784,793</u>
Fund balances at 31 March 2022		<u><u>1,506,702</u></u>	<u><u>949,508</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

CABWI AWARDING BODY

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Intangible assets	9		25,237		27,450
Investments	10		1		-
			<u>25,238</u>		<u>27,450</u>
Current assets					
Debtors	11	266,813		137,381	
Cash at bank and in hand		1,339,502		846,615	
		<u>1,606,315</u>		<u>983,996</u>	
Creditors: amounts falling due within one year	12	<u>(124,851)</u>		<u>(61,938)</u>	
Net current assets			<u>1,481,464</u>		<u>922,058</u>
Total assets less current liabilities			<u><u>1,506,702</u></u>		<u><u>949,508</u></u>
Income funds					
Unrestricted funds			<u>1,506,702</u>		<u>949,508</u>
			<u><u>1,506,702</u></u>		<u><u>949,508</u></u>

The director acknowledges her responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 10 December 2022

M D Baker
Trustee

L C Horrocks
Trustee

Company registration number 02638349

CABWI AWARDING BODY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

		2022		2021	
	Notes	£	£	£	£
Cash flows from operating activities					
Cash generated from operations	17		498,181		206,326
Investing activities					
Purchase of intangible assets		(6,200)		(27,450)	
Investment income received		906		1,023	
Net cash used in investing activities			(5,294)		(26,427)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			492,887		179,899
Cash and cash equivalents at beginning of year			846,615		666,716
Cash and cash equivalents at end of year			1,339,502		846,615

CABWI AWARDING BODY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

CABWI Awarding Body is a private company limited by guarantee incorporated in England and Wales. The registered office is Grange Cottage, Fulham Lane, Womersley, DN6 9BW.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 1 January 2019). The charitable company is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the members have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future, and that no material uncertainties exist. Thus the members continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the members in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. There are no restricted funds this year or last year.

1.4 Income

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Income from charitable activities, which includes fees and other income, is recognised when receivable and accounted for when earned. Income received in advance is treated as deferred income, until such time it is earned.

Investment income is included when receivable.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

CABWI AWARDING BODY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.6 Intangible fixed assets other than goodwill

Intangible assets acquired separately from a business are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Website, database and App costs are capitalised within intangible assets where they can be identified with a specific product or project anticipated to produce future benefits. They are amortised on a straight line basis over the anticipated life of the benefits arising from the completed product or project.

Furthermore, all intangible assets are reviewed annually and where future benefits are deemed to have ceased or be in doubt, the net book amount is immediately written off to the SoFA.

Amortisation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Website, app & database	25% straight line
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1.7 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	33% straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.8 Fixed asset investments

Fixed asset investments are initially measured at cost and subsequently measured at cost less any accumulated impairment losses. The investments are assessed for impairment at each reporting date and any impairment losses or reversals of impairment losses are recognised immediately in net income/(expenditure) for the year.

A subsidiary is an entity controlled by the charitable company. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

1.9 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank current account positive balances.

CABWI AWARDING BODY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.11 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charitable company's contractual obligations expire or are discharged or cancelled.

1.12 Taxation

The charity is an exempt charity within the meaning of Schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

1.13 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.14 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.15 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

CABWI AWARDING BODY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the members are required to make judgements, estimates and assumptions about the carrying amount 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 where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Critical judgements

Leases

Management exercises judgement in determining the classification of leases as finance leases or operating leases at inception of the lease. Management considers the likelihood of exercising break clauses or extension options in determining the lease term. Where the lease term constitutes substantially all of the economic life of the asset, or where the present value of the minimum lease payments amounts to substantially all of the fair value of the asset, the lease is classified as a finance lease. All other leases are classified as operating leases.

Key management personnel compensation

Judgement is required to ensure that all those with appropriate authority, not just directors, are correctly identified. Key management personnel include those persons having authority and responsibility for planning, directing and controlling the activities of the company, directly or indirectly, including any director (whether executive or otherwise) of the company.

Materiality

The requirements for the selection, application and disclosure of accounting policies in FRS 102 applies to items which are material, to the overall true and fair view given by the financial statements. Consequently, management must judge what is material or not. Omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions of users, taken on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.

Key sources of estimation uncertainty

Impairment of assets

Where there are indications of impairment, management performs an impairment test. For trade debtors this may simply be a review of the age profile of the debtors against the relevant payment terms and consideration of the debtors' payment history. Any other relevant factors, of which management are aware, will also be considered, together with comparison of historical impairment provisions against actual outcomes.

Intangible fixed assets and amortisation

In order to implement the company's accounting policy in respect of intangible fixed assets, management has to estimate the useful life of each category of such assets, determine which category individual assets belong, estimate the possibility and amount of residual values and allocate the cost of some assets between their major components, when such components have different useful lives. Management relies on industry knowledge, local facts, commonly used accounting practices, prior experience, specialist/professional advice (both current and historic) and any other relevant information which they are aware of, in order to make these estimates.

CABWI AWARDING BODY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

3 Charitable activities

	Street Works Certification Fees	Regulated qualifications	Verification Fees	EPA Fees	Other Sales and Misc. income	Total 2022	Total 2021
	2022 £	2022 £	2022 £	2022 £	2022 £	£	£
Charitable activity income	783,261	166,244	3,550	98,849	12,253	1,064,157	585,752

For the year ended 31 March 2021

	Street Works Certification Fees	Regulated qualifications	Verification Fees	EPA Fees	Other Sales and Misc. income	Total 2021
	£	£	£	£	£	£
Charitable activity income	411,200	69,573	9,324	83,820	11,835	585,752
Analysis by fund						
Unrestricted funds	411,200	69,573	9,324	83,820	11,835	585,752

4 Investment income

	Unrestricted funds	Unrestricted funds
	2022 £	2021 £
Interest receivable	906	1,023

CABWI AWARDING BODY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

5 Charitable activities

	2022 £	2021 £
Staff costs	210,929	176,709
Amortisation	8,412	43,034
End Point Assessment	44,747	48,840
NVQ Development	19,685	-
Charitable Dimension	57,202	22,900
Travel & Subsistence	8,395	4,850
Advertising & marketing	4,259	750
Conference costs	7,374	149
Bad debt	-	86
Catering, hospitality and meetings	-	(133)
Consultants and external verifiers	20,823	7,566
Development of CASS strategy	-	5,500
	<u>381,826</u>	<u>310,251</u>
Share of support costs (see note 6)	93,074	91,612
Share of governance costs (see note 6)	32,969	20,197
	<u>507,869</u>	<u>422,060</u>

CABWI AWARDING BODY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

6 Support costs

	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Printing, postage and stationery	17,591	-	17,591	14,039	-	14,039
Maintenance and repairs	1,892	-	1,892	1,399	-	1,399
Telephone and IT	13,647	-	13,647	13,380	-	13,380
Board member's travelling and subsistence	487	-	487	203	-	203
Centre forum	2,992	-	2,992	1,976	-	1,976
CID support and maintenance	12,250	-	12,250	12,000	-	12,000
Rent	34,718	-	34,718	38,136	-	38,136
Bank charges	59	-	59	304	-	304
Subscriptions	4,349	-	4,349	2,751	-	2,751
Insurance	5,089	-	5,089	7,424	-	7,424
Audit fees	-	8,005	8,005	-	-	-
Independent examination	-	-	-	-	1,950	1,950
Legal and professional	-	3,626	3,626	-	-	-
Financial administration	-	20,878	20,878	-	16,923	16,923
ISO accreditation	-	460	460	-	1,324	1,324
	<u>93,074</u>	<u>32,969</u>	<u>126,043</u>	<u>91,612</u>	<u>20,197</u>	<u>111,809</u>
Analysed between Charitable activities	<u>93,074</u>	<u>32,969</u>	<u>126,043</u>	<u>91,612</u>	<u>20,197</u>	<u>111,809</u>

Governance costs includes an accrual for £8,000 for audit fees (2021 - £1,950 for an Independent examination).

7 Members

None of the members (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

Travel and subsistence costs amounting to £487 (2021 - £203) were reimbursed to 4 (2021 - 1) trustees.

8 Employees

The average monthly number of employees during the year was:

2022 Number	2021 Number
<u>4</u>	<u>4</u>

CABWI AWARDING BODY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

8 Employees (Continued)

Employment costs	2022 £	2021 £
Wages and salaries	195,053	162,218
Social security costs	13,799	12,414
Other pension costs	2,077	2,077
	<u>210,929</u>	<u>176,709</u>

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2022 Number	2021 Number
£70,001 to £80,000	<u>1</u>	<u>-</u>

9 Intangible fixed assets

	Website, app & database £
Cost	
At 1 April 2021	199,587
Additions - separately acquired	<u>6,200</u>
At 31 March 2022	<u>205,787</u>
Amortisation and impairment	
At 1 April 2021	172,138
Amortisation charged for the year	<u>8,412</u>
At 31 March 2022	<u>180,550</u>
Carrying amount	
At 31 March 2022	<u>25,237</u>
At 31 March 2021	<u>27,450</u>

CABWI AWARDING BODY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

10 Fixed asset investments

	Other investments
Cost or valuation	
At 1 April 2021	-
Additions	1
	<u>1</u>
At 31 March 2022	1
	<u>1</u>
Carrying amount	
At 31 March 2022	1
	<u>1</u>
At 31 March 2021	-
	<u>-</u>

	Notes	2022 £	2021 £
Other investments comprise:			
Investments in subsidiaries	16	1	-
		<u>1</u>	<u>-</u>

11 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	248,084	119,872
Prepayments and accrued income	18,729	17,509
	<u>266,813</u>	<u>137,381</u>

12 Creditors: amounts falling due within one year

	2022 £	2021 £
Other taxation and social security	47,955	24,878
Trade creditors	23,037	26,437
Amounts owed to subsidiary undertakings	1	-
Other creditors	519	432
Accruals and deferred income	53,339	10,191
	<u>124,851</u>	<u>61,938</u>

CABWI AWARDING BODY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

13 Audit report information

The auditor's report was unqualified.

Mark Fox (Senior Statutory Auditor)
BHP LLP

Chartered Accountants
Statutory Auditor

14 Operating lease commitments

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	29,340	9,450
Between two and five years	9,780	-
	<u>39,120</u>	<u>9,450</u>

15 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2022 £	2021 £
Aggregate compensation	<u>78,494</u>	<u>75,517</u>

Last year the charity purchased goods/services totalling £5,606 from Cloud 9 Hosts Limited. G Saul was a director of Cloud 9 Hosts Limited (until it was dissolved on 8 February 2022) in addition to being a director of the charity until 22 May 2020. There were no related party transactions in the year to 31 March 2022.

16 Subsidiaries

These financial statements are separate charitable company financial statements for CABWI Awarding Body only.

Details of the charitable company's subsidiaries at 31 March 2022 are as follows:

Name of undertaking	Registered office	Nature of business	Class of shares held	% Held Direct Indirect
CABWI Awarding Body Trading Limited (14008343)	England	Dormant company	Ordinary	100.00

CABWI AWARDING BODY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

16 Subsidiaries

(Continued)

The aggregate capital and reserves and the result for the year of subsidiaries excluded from consolidation was as follows:

Name of undertaking	Profit/(Loss) £	Capital and Reserves £
CABWI Awarding Body Trading Limited (14008343)	-	1

The investments in subsidiaries are all stated at cost. There is only one subsidiary which was incorporated on 29 March 2022.

17 Cash generated from operations

2022
£

2021
£

Surplus for the year	557,194	164,715
Adjustments for:		
Investment income recognised in statement of financial activities	(906)	(1,023)
Amortisation of intangible fixed assets	8,412	43,034
Movements in working capital:		
(Increase) in debtors	(129,432)	(19,079)
Increase in creditors	62,913	18,679
Cash generated from operations	498,181	206,326

18 Analysis of changes in net funds

	At 1 April 2021 £	Cash flows £	At 31 March 2022 £
Cash at bank and in hand	846,615	492,887	1,339,502
	846,615	492,887	1,339,502
	846,615	492,887	1,339,502

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.