Fforwm (A company limited by guarantee)

Report and Financial Statements For the year ended 31 July 2007

(Registered Company Number : 2832103)

(Registered Charity Number : 1060182)

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## <u>Fforwm</u>

# Report and Financial statements for the year ended 31 July 2007

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**Registered Company Number** 

2832103

**Registered Charity Number** 

1060182

## **Registered Office**

Quadrant Centre Cardiff Business Park Llanishen Cardiff CF14 5WF

## **Bankers**

Barclays Bank plc P O Box 69 Cardiff CF1 1SG

## **Auditors**

Hodge Bakshi Chartered accountants Churchgate House Whitchurch Cardiff CF14 2DX

## **Solicitors**

Eversheds LLP 1 Callaghan Square Cardiff CF10 5BT

## Directors' report for the year ended 31 July 2007

The directors present their report and the audited financial statements of the group for the year ended 31 July 2007

### **Status**

The company is a registered charity, number 1060182, and a registered company, number 2832103. The registered office is Quadrant Centre, Cardiff Business Park, Llanishen, Cardiff CF14 5WF

The charity is run by a Board comprised of seven Principals and three Chairs of Governors of colleges in Wales

## Objects

The objects of the company are the advancement of education for the benefit of the general public in Wales

The key focus of the company is on post-14 education, lifelong learning and skills. Its prime purpose is to assist member colleges raise standards, thereby improving provision for the 280,000 learners attending FE colleges.

#### **Policies**

In furtherance of its Objects, the company provides a forum for the discussion of matters of common interest by all the further education colleges and institutions receiving funding from the Department for Children, Education, Lifelong Learning and Skills (DCELLS)

The company makes representation on behalf of its members to the National Assembly for Wales, the Welsh Assembly Government, DCELLS and other bodies concerned with education and the funding thereof

There have been no material changes in the policies of the company during the year

## Governing document

The Articles of Association sets out the constitution of the Company, including notice of and proceedings at general meetings, the appointment and retirement of trustees and the appointment of chief executive and Chair

Board members are divided into principals and chairs of member colleges. Three Chairs of FE governing bodies and three Principals are elected from each of the three regions in Wales. In addition four principals are elected nationally. Each trustee serves for three years with a maximum of two terms.

## Directors' report for the year ended 31 July 2007

#### Organisation

A board of directors carries out the management of the company. Each director is either a principal or a chair of a member college. The members elect directors to the board, in accordance with the company's articles of association.

The day-to-day management of the company is the responsibility of the Chief Executive, John Graystone, who is a full time member of staff. Thirteen other members of staff support him

New Board members receive a visit from the Chief Executive to explain the work of the company, receive background papers about the Board and an explanation of how the Board operates. The company's Chief Executive has expertise in governance. All Board members are experienced governors in their own right but it is recognised that there are differences in the governance of the company and that of colleges.

### Officers and Professional Advisors

The current Board members are

H Burton (appointed 24 May 2005)	Principal	Coleg Gwent
M Charnley (appointed 3 October 2003)	Principal	Coleg Glan Hafren
P Croke (appointed 24 May 2001)	Principal	Yale College
B Davies (appointed 10 June 2003)	Principal	Ystrad Mynach College
G Jones (appointed 2 October 2003)	Principal	Pembrokeshire College
J Knight (appointed 10 June 2003)	Principal	Coleg Morgannwg
B Robinson (appointed 21 May 2002)	Principal	Coleg Sır Gar
M Jones (appointed 21 May 2002)	Chair of Governors	Coleg Menai
R Webster (appointed 10 June 2003)	Chair of Governors	Gorseinon College
P Cope (appointed 7 June 2006)	Chair of Governors	Barry College

The Board has appointed the following professional advisors

Eversheds	Solicitors
Hodge Bakshı	Auditors
Barclays Bank PLC	Bankers

#### **Review of Business**

The company operates on a self-funding basis through subscriptions from its members. All 23 FE colleges (including Merthyr Tydfil College, University of Glamorgan) and two FE institutions in Wales are in membership. Additional funding is generated through staff development seminars, educational projects and research.

The directors receive no remuneration for their services to the company

The day-to-day management of Fforwm is delegated to the Chief Executive by the Fforwm Board. The Board is responsible for the overall strategic direction of Fforwm and monitors its financial performance and ensures that the annual business plan, drawn up by the Chief Executive and considered and then approved by the Board, is carried out satisfactorily.

During the year, the company successfully continued to pursue its stated objectives and to provide a flexible response to the diversified needs of its members

## Directors' report for the year ended 31 July 2007

The company focused on raising standards throughout the FE sector in Wales During the year, the Welsh Assembly Government (WAG) established an independent review of the purpose and mission of FE in Wales. Drawing up evidence for the review was a key focus for Fforwm. Fforwm also continued to raise the profile of Further Education Colleges and FE Institutions in Wales and to emphasise their crucial contribution to the Welsh economy, in an increasingly commercial environment. Fforwm has been conducting pay negotiations with recognised trade unions. These activities will be of benefit to over 270,000 learners attending FE colleges and FE institutions in Wales.

The Board endorsed a business plan for 2006/07 Arising from the business plan, the following key activities were undertaken

### Representational

- regular meetings with the Welsh Assembly Government Minister for Education, Lifelong Learning and Skills, the Director of the Department for Children, Education, Lifelong Learning and Skills (DCELLS)
- frequent contact with other senior figures at the National Assembly
- influencing a number of key decisions taken by the Welsh Assembly, national bodies. A key
  development has been continuing responsibility for pay negotiations with trade unions in
  Wales. The Board has an Employment Committee to advise it on pay matters.
- responding to the independent review of the purpose and mission of FE in Wales
- strengthening the company's relationship with key partner organisations
- membership of key committees and working groups having an impact on education and lifelong learning in Wales
- regular meetings of the Curriculum Quality and Performance Policy Group to shape the company's policy with regard to curriculum matters
- maintaining close links with the work of the new Lifelong Learning UK Sector Skills Councils
  and with other sector skills councils
- achieving increased press and media profile
- Improving the company's image through the Welsh language press and media

## Research & projects

- continued support for Sgiliaith, in partnership with DCELLS, to develop the capacity of Further Education Institutions to deliver bilingual post 16 education
- membership of both the Steering Group and the User Group for Sgiliaith
- Involvement in shaping the Welsh Baccalaureate Qualification

## Subsidiary

achieving 100% membership for the Welsh Further Education Purchasing Consortium, which
has been established to achieve economies throughout the Further Education sector in
Wales by negotiating contracts with suppliers and providing procurement expertise, training
and promotion of good practice

### Training

 continuing development of the MA programme in Leadership and Management in partnership with University College Wales Newport

During the year the following services were provided to Colleges and Institutions

## Directors' report for the year ended 31 July 2007

### Training

- running key seminars and conferences
- running the MA Leadership and Management Further Education programme in association with the University of Wales College, Newport (see above)

## **Subsidiary**

- running a very successful annual conference and a separate annual conference for FE governors
- providing consultancy and other guidance and support to a number of colleges in Wales
- improving and updating the company's website.

During the year the following other activities were undertaken

- successfully running the Fforwm Annual Awards programme and obtaining an extremely high standard of entry from colleges
- contribution by staff to various prestigious conferences
- obtaining sponsorship from key organisations to enable the company to conduct research and present its own awards

## Key Targets for Fforwm - 2006/07

The Board agreed the following key targets for 2006/7 Regular reports against these targets were given at Board Meetings. The central focus was in raising standards for learners attending colleges in Wales.

### Representational

- (i) Establish clear working relationships with the new Welsh Assembly Government structure
- (ii) Work with DELLS in the review of further education in Wales
- (iii) Work closely with DELLS in resolving the funding position of colleges under the National Planning and Funding System, rectifying the NPFS and seeking a common playing field in respect of data collection
- (iv) Ensure that all political parties are aware of the main issues and concerns facing FE institutions especially in the run up to the Welsh Assembly elections in May 2006
- (v) Take forward recommendations from the Bureaucracy and Red Tape Reduction Group
- (vi) Be proactive in developing policies on the future reconfiguration of post-16 education and lifelong learning through the work of Fforwm's Board meetings and Fforwm's Think Tank and with the involvement of all principals
- (vii) Ensure high level of representation of colleges on key groups and committees, which influence post-16 education and lifelong learning
- (viii) Develop effective working relationships with key organizations including the new Sector Skills Councils, National Training Federation for Wales, Association of Directors of Education and Welsh Local Government Association
- (ix) Be proactive in shaping curriculum initiatives in Wales including colleges' involvement in the 14-19 agenda

## Directors' report for the year ended 31 July 2007

(x) Maintain Fforwm's involvement in negotiations with trade unions on FE pay, although in a reduced way following the end of the Welsh assembly Government's 3-Year FE Pay Initiative

## Sharing good practice and raising standards

- (xi) Roll forward the pilot Common Investment Fund projects on self-regulation, raising standards in work-based learning and enhancing employer engagement
- (xii) Ensure successful delivery of all Fforwm services including networks, staff development seminars and conferences, the MA programme, governor development, research projects and the work of the WFEPC
- (xiii) Expand the number of seminars aimed at managers and staff from the learning areas inspected by Estyn

## Overall management and finance

- (xiv) Develop alternative income generating activities in a way that does not distract from Fforwm's representative functions
- (xv) Invest in the development of staff employed by Fforwm
- (xvi) Ensure Fforwm's Board and senior managers provide leadership to the FE sector while reflecting its members' views
- (xvii) Regularly review and evaluate Fforwm's services and management and administrative structure to make sure they are meeting the needs of colleges

Each of the above targets was broken down into up to 10 more focused targets which were then allocated to a member of staff who had responsibility for achieving the target. The Board did not receive the fine detail of the achievement of these smaller targets but instead considered the overall achievement of the 17 targets identified above.

The key focus in achieving these targets was to ensure that the Charity achieved benefits for its member colleges and through them the 270,000 learners attending colleges in Wales

## Some Fforwm achievements during 2006/07

## Representational

- productive meetings with the Minister for Education, Lifelong Learning and Skills, the Head of the Department for Education, Lifelong Learning and Skills, and the new Director of Lifelong Learning and Skills Group
- frequent contact with senior figures at the Welsh Assembly Government (WAG) in the lead up to the merger of ELWa with the WAG
- effective representation on a wide range of important committees and working groups having an impact on education and lifelong learning in Wales
- strengthening our working relationship with a wide range of key organisations in Wales and with other representative bodies in England, Northern Ireland and Scotland
- successful completion of an agreement with trade unions on Year 4 of the FE Pay Initiative
- responding to consultation documents including the Independent Review of the Mission and Purpose of Further Education and the Local Service Boards and providing written and oral evidence on Special Educational Needs to the Education, Lifelong Learning and Skills Committee

## Directors' report for the year ended 31 July 2007

- actively enhancing our lobbying activities regular press statements issued on a range of matters affecting colleges and their learners
- helping to shape a number of key curriculum initiatives in Wales including the 14-19 proposals, Welsh Baccalaureate Qualification, Basic Skills and the Credit and Qualifications Framework

## Sharing good practice and raising standards

- taking an active part in raising standards through the work of the Common Investment Fund projects on self-regulation, work-based learning and employer engagement
- increasing number of networks for functional and curriculum managers to share good practice and receive regular updates and curriculum groups organising conferences and seminars for those in particular curriculum areas
- running 133 staff development events, attended 3,525 delegates
- continued progress in the development and running of programmes on leadership and management involving over 400 managers in Wales, including the MA in Leadership and Management and the Management in Practice seminars
- developing services to governors by organising a successful third conference for governors and enhancing governor membership of the Fforwm Board
- providing regular consultancy advice and support to colleges in Wates
- the expansion of the work of the Welsh FE Purchasing Consortium on behalf of colleges in Wales. The Consortium has substantially increased its activities, resulting in increased savings for colleges of over £5m on spend of about £50m since it was established.
- the continued development of Sgiliaith, funded by DELLS and Fforwm through Coleg Meirion-Dwyfor to support bilingual development

### **Finance and Staff**

- maintaining a healthy financial position with surpluses in 2005/06 and 2006/07
- increasing level of reserves to ensure financial stability and to assist possible purchase of office accommodation
- generating income from a wide range of sources while keeping firm control over expenses
- staff have been encouraged to update their skills and knowledge. Most of the training was carried out in-house. Two members of the administrative team were awarded an NVQ 3 in business administration.

## Future plans and activities

In the year 2007/08 a key area of activity was working closely with the Independent Review of the Mission and Purpose of Further Education chaired by Sir Adrian Webb which received written and oral evidence from Fforwm. Its report published in December 207 sets out a future strategy for further education in Wales. This report has been followed by a number of other consultation documents issued by WAG, all of which will impact on post-14 learners in Wales.

Fforwm's future activity will focus on how best to take forward these influential reports. Fforwm's central approach has to be to concentrate on the interests of learners to make sure that opportunities are widened and standards increased and that colleges are adequately funded to carry out these key responsibilities. Fforwm will regularly engage with DCELLS in the roll out of WAG policy and regularly inform colleges as to what is happening. This will be in the form of regular electronic communication but also through workshops and conferences, its networks where staff can receive updates and share good practice, and through publications.

### Directors' report for the year ended 31 July 2007

Aims it has set for the future include

- developing external relations
- influencing and assisting implementation of various consultation papers
- influencing funding of FE colleges
- · influencing policy framework
- negotiating with trade unions over pay for staff in FE colleges
- helping raise standards and taking forward self-regulation
- maintaining and improving fforwm services and exploring new ones
- ensuring financial viability and value for money
- improving management

The Fforwm Board is also considering five year aims. These are set out below

## Fforwm's five-year aims to 2013/14

In the current climate of change, it is increasingly difficult to predict what the education structure will be in five years time. There may be a new Welsh Assembly Government and a new UK Government. Certainly there will be a new First Minister in Wales. There may be fewer colleges and fewer training providers. There may be mergers between colleges and/or between colleges and other providers, including higher education institutions. Numbers of 16-19 learners will have fallen steadily and this may lead to a rethink over the current policy of favoring young learners over adult learners.

There will have been a turnover of principals as around 15 principals are expected to have retired by 2013 Fforwm's Board will have a radically different membership Fforwm's staff will also have changed considerably at all levels

Curriculum initiatives such as the Welsh Baccalaureate Qualification (WBQ) and the 14-19 diplomas will have been fully rolled out. The development of credit qualifications will have been implemented. There will be continued developments in IT and communication. These will have a major impact on learning as the highly computer literate generation moves into post-16 education and into work. Staff will also be increasingly computer literate. This will present challenges to managers.

It is difficult to predict levels of funding or what will be the main policy drivers. Hopefully implementation of the National Planning and Funding System will have long been completed and colleges will be able to forecast more accurately their future funding.

It is to be expected that policies in Wales will continue to evolve separately from that in Westminster and the National Assembly will make use of its primary legislation-making powers. There may be tension between Westminster and Cardiff if the UK and Wales are governed by different political parties.

It is suggested that in the year 2013/2014, Fforwm should have the following aims

## Directors' report for the year ended 31 July 2007

### Representational

- have significantly influenced Assembly policies in education, training and lifelong learning, particularly in respect of its primary legislative powers
- be a leading representative organisation within education, training and lifetong learning
- be respected as a authoritative and influential body
- have persuaded the Welsh Assembly Government that colleges should be funded sufficiently to deliver its strategic objectives
- have developed effective policies reflecting the changing economic and social agenda in Wales impacting on education and lifelong learning
- have made a major contribution to curriculum reforms and initiatives in Wales
- have improved close working relationships with a range of key education and training organisations in Wales
- have retained 100% membership of FE institutions
- have considered possible mergers with other relevant representative bodies or extending membership

## Sharing good practice and raising standards

- have played a central role in raising standards, sharing good practice and reducing external regulation to the level of risk
- have provided a wide range of services which meet the needs of members
- have continued to review its services to colleges and other organisations
- have continued to run well-attended networks for college managers and staff
- have developed a topical imaginative and highly appropriate programme of staff development events
- have made use of modern technological developments to maximise communications with member colleges

## Overall management and finance

- be well led by a responsive and forward looking Fforwm Board which may have reviewed its membership in the light of a possible reduction in then number of colleges
- be financially secure
- employ responsive, talented and highly motivated staff to make sure that Fforwm provides a
  high quality service to members and ensure that these staff receive continuing professional
  development

These longer term aims will ensure that Fforwm meets its objects of advancing education opportunities for the benefit of the general public in Wales

#### **Induction of Board Members**

New directors receive an information pack outlining their responsibilities and including relevant Charity Commission papers. Fforwm's Chief Executive meets individual new Directors to explain how the Board works, outline their responsibilities, discuss matters recently considered by the Board and identify any areas of support.

Directors' report for the year ended 31 July 2007

## Financial position

Total income for the year fell to £4,113,483, a decrease of £47,466. The reduction in income can principally be attributed to the reduction in rentals receivable under the lease and leaseback arrangements undertaken by Fforwm Services Limited. The performance of Fforwm Services Limited is commented on separately below.

The group (the company and its trading subsidiary Fforwm Services Limited) made a surplus for the year on ordinary activities of £92,626 (2006 £115,192)

### Reserves policy and risk management

At the year end, the group has accumulated reserves totaling £911,209 (20065 £818,583) The directors regularly review the level of reserves to ensure the company is financially secure. The reserves are held in line with prudent financial management to provide sufficient assets to enable Fforwm to cover any contingencies which may arise and ensure the continuation of Fforwm's activities.

The trustees recognize their responsibility to ensure that adequate reserves are maintained in the charity, whilst ensuring that as much money as possible is expended to further the objects of the charity

The trustees agreed that adequate reserves are necessary

- to meet the liabilities in the pension provision identified under FRS17. An independent
  actuary report concluded that the liability was £110,000 for the year ended 31 July 2007. A
  designated fund was established to set aside this money.
- to retain a sum equal to six months operating costs to meet any costs associated with the closure of the company
- to ensure the continued operation of Fforwm funds should be retained to meet the changing accommodation requirements identified with the objective of a future purchase of a suitable property

The trustees recognize the need to review the policy on an annual basis to ensure that it continues to meet the requirements of the charity.

The directors review the company's activities at board meetings, which are held six times a year, and they have assessed the risks to which the company is exposed. As part of this process the directors have implemented a risk management strategy that comprises

- A regular review of the risks that might affect the company
- The establishment of systems and procedures to mitigate any risks identified
- The implementation of procedures designed to minimise any potential impact on the company should any of the risks materialise

The directors have recognised the importance to the company of retaining the membership of all the colleges in Wales and of actively pursuing a policy to ensure that the company recognises the needs of the whole sector and caters for them appropriately

They also recognise the importance to the company of winning bids for projects and research, both in prestigious and financial terms and conversely the risks involved if the company is unsuccessful in this area

## Directors' report for the year ended 31 July 2007

### **Investment Policy**

The trustees are conscious of the need to retain funds in a liquid form to meet the potential requirements of the charity. The trustees closely monitor the returns of the investments

In order to secure the funds of the charity all investments are made in the company name. The trustees, having considered the operating requirements of the charity and the reserves policy have, for the purpose of security, adopted the policy of holding funds in an interest bearing account with the balance placed on treasury deposit with a major clearing bank. The use of treasury deposits seeks to achieve the best interest rate possible for the funds with no risk attached.

#### **Fforwm Services Limited**

Fforwm Services Limited is the company's trading subsidiary, which was established in 1995 to conduct business activities. These activities include the provision of professional training and development courses and property and equipment leasing.

During the year, the company's leasing activities reduced with total turnover decreasing by £164,252 to £3,012,711. This decrease can be attributed to the uncertainty surrounding the future of the lease and leaseback arrangements due to the HM Customs & Excise challenge. This uncertainty has caused a reduction in the use of the arrangements by participating educational institutions and a consequent loss of income to the company.

The company made a surplus/deficit of £914 (2006 £73 surplus) after making a payment to Fforwm under the deed of covenant of £45,000 (2006 £52,500). The directors consider the overall financial performance of the company during the year to be satisfactory. The reduction in lease income was predicted and has been a key subject of discussion at Board meetings. As stated above, other activities will be expanded to provide additional income.

## Limited by guarantee

The company is limited by guarantee and as such has no shareholders. The members of the company are the Welsh Further Education Colleges and Institutions.

#### Transfer to reserves

The surplus for the year of £92,626 (2006 £115,197) has been taken to reserves

#### **Fixed assets**

The movements in fixed assets during the year are set out in note 11 to the financial statements

## **Directors**

The directors of the company and their appointments and resignations during the year are detailed under officers and professional advisors on page 3

## Directors' report for the year ended 31 July 2007

### Trustees' responsibilities in relation to the financial statements

Company Law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the trustees are required to

- Select suitable accounting policies and then apply them consistently.
- Make sound judgments and estimates that are reasonable and prudent, and prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

In accordance with company law, as the company's directors, we certify that

- So far as we are aware, there is no relevant audit information of which the company's auditors are unaware, and
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information

#### Statement as to disclosure of information to auditors

So far as the directors are aware, there is no relevant audit information (as defined by Section 234ZA of the Companies Act 1985) of which the charity's auditors are unaware and each Trustee has taken steps that he ought to have taken as a Trustee in order to make himself aware of any relevant information and to establish that the charity's auditors are aware of that information

#### **Auditors**

Hodge Bakshi audited the Financial Statements for the year ended 31 July 2007. The appointment of auditors to the company is subject to a tendering procedure every three years. In accordance with Section 384 of the Companies Act 1985 a resolution proposing the re-appointment of Hodge Bakshi as auditors of the company will be put to the members at the Annual General Meeting.

By Order of the Board

DMD Jones
Company Secretary

**%** May 2008



## INDEPENDENT AUDITORS REPORT TO THE TRUSTEES OF FFORWM

We have audited the financial statements of Fforwm for the year ended 31st July 2007 which comprise of the Statement of Financial Activities, the balance sheet, cash flow statements and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein

This report is made solely to the charity's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity'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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed

## Respective responsibilities of trustees and auditors

The Trustees (who are also the directors of Fforwm for the purposes of company law) responsibilities for preparing the trustee's report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities

Our responsibilities is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland)

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the trustees' report is not consistent with the financial statements,

In addition we report to you if, in our opinion, the charity has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit or if information specified by law regarding trustees remuneration is not disclosed

We are not required to consider whether the statement in the Trustees' Report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures

We read other information contained in the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it

**Partner** Pankaj Bakshi FCA CTA

> Consultant Steve Woods FCA

Tel (029) 2052 9529 Fax (029) 2052 1666 E mail psb@hodgebakshi com Website http://www.hodgebakshi com

> Churchgate House Church Road Whitchurch Cardiff CF14 2DX



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## INDEPENDENT AUDITORS REPORT TO THE TRUSTEES OF FFORWM

## Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

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

## Opinion

In our opinion

the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charity's affairs as at 31st July 2007 and of its group's incoming resources and application of resources, including its income and expenditure for the year then ended,

the financial statements have been properly prepared in accordance with the Companies Act 1985, and

the information given in the Trustees' Report is consistent with the financial statements

CHARTERED ACCOUNTANTS & REGISTERED AUDITORS

Dated 23 May 2008

**Partner** Pankaj Bakshi FCA CTA

> Consultant Steve Woods FCA

Tel (029) 2052 9529 Fax. (029) 2052 1666 E mail psb@hodgebakshı com Website http://www.hodgebakshi.com

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## Consolidated statement of financial activities

for the year ended 31 July 2007

	(incorporating the consolidated income and expenditure account)					
		Unrestricted			Total	Total
		General	Designated	Restricted		
	Note	Purpose	Fund	Fund	2007	2006
Incoming resources		£	£	£	£	£
Incoming resources from generated						
funds Voluntary income						
Grants & College subscriptions	2	570,209	-	57,500	627,709	585,372
Activities for generating funds		370,203	•	37,300	021,703	303,372
Commercial trading operations	5	3,315,333	-	-	3.315.333	3,403,653
Bank interest	3	46,131		-	46,131	38,601
Incoming resources from charitable		•			•	·
activities						
Advancement of education for the						
benefit of the general public	4	124,310		<u> </u>	124,310	133,323
Total incoming resources		4,055,983	-	57,500	4,113,483	4,160,949
Resources expended						
Cost of generating funds:						
Commercial trading operations	5	3,275,616	-	-	3,275,616	3,356,064
Charitable activities	6	599,318	-	71,692	671,010	620,475
	_	ř		11,002	-	·
Governance costs	7	74,231	•	•	74,231	69,218
Total resources expended	6	3,949,165	•	71,692	4,020,857	4,045,757
Net incoming resources before other	r	106,818	-	-14,192	92,626	115,192
recognised gains						
Other recognised losses Transfer relating to pension deficit		64,000	-64,000	ı		
Net movement in funds		04,000	-04,000	-	-	-
Reconciliation of funds						
Fund balances brought forward at						
1 August 2006	16	643,812	174,000	771	818,583	703,391
Transfer relating to project costs met						
by unrestricted funds	16	-13,421	-	13,421	-	•
Fund balances carried forward at						
31 July 2007	16	801,209	110,000	0	911,209	818,583
taran da antara da a			-			

All activities derive from continuing operations

The surplus of the group for the year is £92,626 (2006 £115,192)

## **Designated Fund**

The Trustees are aware of the pension shortfall of £110,000 as notified by Hewitt, Bacon and Woodrow, who are independent actuaries to the Cardiff and Vale of Glamorgan Pension Fund of which Fforwm is a part

An income and expenditure account has not been produced as the Statement of Financial Activities represents all the income & expenditure of the Charity

The notes on pages 18 to 30 form part of these financial statements

## <u>Fforwm</u>

## Consolidated balance sheet at 31 July 2007

		2007		2006	
	Note	£	£	£	£
Fixed assets					
Tangible assets	10		10,578		5,532
Current assets					
Debtors					
Falling due within one year	13	1,460,073		1,540,927	
Falling due after more than one year	13	190,985		549,134	
		1,651,058	•	2,090,061	
Cash at bank and in hand		745,421		906,177	
		2,396,479		2,996,238	
Creditors - amounts falling due					
within one year	14	-1,299,224		-1,620,234	
Net current assets			1,097,255	-	1,376,004
Total assets less current liabilities			1,107,833		1,381,536
Creditors - amounts falling due after					
more than one year	15		-196,624		-562,953
Net assets			911,209		818,583
Funds					
Unrestricted fund	16		801,209		643,812
Designated fund			110,000		174,000
Restricted fund			0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	-	771
Total Funds			911,209		818,583

Approved by the board of directors on LoMey too and signed on its behalf by

G Jones Director

The notes on pages 17 to 29 form part of these financial statements

0h			-44-4	24	Luby 20	07
Charitable	company	palance	sneet at	31	July 20	J/

	2007		2006		
	Note	£	£	£	£
Fixed assets					
Tangible assets	11		4,647		1,944
Investments	12		100		100
		-	4,747	_	2,044
Current assets					
Debtors	13	216,558		87,090	
Cash at bank and in hand		740,881		801,322	
		957,439		888,412	
Creditors - amounts falling due		•			
within one year	14	-52,137		72,120	
				<del></del>	
Net current assets		_	905,302	_	816,292
Total assets less current liabilities			910,049		818,336
		_		_	
Net assets			910,049	_	818,336
Funds					
Unrestricted fund			800,049		643,565
Designated fund			110,000		174,000
Restricted fund		-	0	_	771
	16	·	910,049	-	818,336

Approved by the board of directors on 20 Hayrool and signed on its behalf by

G Jones Director

The notes on pages 17 to 29 form part of these financial statements

## Consolidated cash flow statement for the year ended 31 July 2007

for the year ended 31 July 2007	Note	2007 £	2006 £
Net cash inflow from operating activities	1	-194,262	100,769
Return on investments and servicing of finance			
Interest received	3 _	46,131	38,601
Return on investments and servicing of finance		46,131	38,601
Capital expenditure			
Payments to acquire tangible fixed assets	10	-12,625	-5,882
Capital expenditure and Financial Investment	-	-12,625	-5,882
Increase in cash in the year	-	-160,756	133,488

The notes on pages 17 to 29 form part of these financial statements

## Notes to the Consolidated cash flow statement for the year ended 31 July 2007

## 1 Reconciliation of net consolidated incoming resources before other recognised gains and losses for the year to net cash inflow from operating activities

	2007	2006
	£	£
Net incoming resources for the year	92,626	115,192
Depreciation charges	7,579	3,482
(Increase)/Decrease in debtors	439,003	544,627
Increase/(Decrease) in creditors	-687,339	-523,931
Investment income	-46,131	-38,601
	-194,262	100,769

## 2 Analysis of changes in net funds

	At 31 July	Cash	At 31 July
	2006	flow	2007
	£	£	£
Cash at bank and in hand	906,177	-160,756	745,421

## Notes to the financial statements for the year ended 31 July 2007

## 1 Principal accounting policies

### Basis of accounting

The financial statements have been prepared under the historical costs convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities 2005"(SORP) issued in March 2005, applicable UK Accounting Standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements are set out below.

## **Tangible Fixed Assets**

The cost of tangible fixed assets is their purchase cost, together with any incidental costs of acquisition

Depreciation is calculated so as to write off the costs of tangible fixed assets, less their estimated residual values, on a straight line basis over the expected useful economic life of the assets as follows

Office and computer equipment 3 years

### Incoming resources

Turnover represents the invoiced value of services supplied, annual college subscriptions and income from various government and other grants

Income from charitable activities included subscription income receivable from member colleges and is recognised when the charity is entitled to the income

Grant income is recognised when it is reasonable certain to be received and only deferred when the donor has imposed restrictions on the expenditure or resources which amount to pre-conditions on use

Income from generated fund relates to commercial trading activities is recognised as earned (as the related goods and services are provided)

Investment income is recognised on a receivable basis

## **Taxation**

The Company is registered as a Charity and as such tax exemption applies to the income arising from and expended on charitable activities and to its investment income and gains

#### Deferred taxation

Deferred taxation has been recognised as a liability or asset if transactions have occurred at the balance sheet date that give rise to an obligation to pay more taxation in future, or a right to pay less taxation in future. An asset is not recognised to the extent that the transfer of economic benefit in the future is uncertain. Deferred tax assets and liabilities recognised have not been discounted.

## Pensions

Pension costs are accounted for on the basis of charging the cost of providing pensions over the period during which the company benefits from the employees' services. The company pension scheme is a defined benefit scheme.

## Notes to the financial statements for the year ended 31 July 2007 (continued)

#### **Pensions**

The Charity participates in the Cardiff and Vale of Glamorgan Pension Fund, a defined benefit scheme which is externally funded and contracted out of the State Earnings Related Pension Scheme. The fund is valued at least every three years by a professionally qualified independent actuary with the rates of contribution payable being determined by the trustees on the advice of the actuary. In the intervening years, the actuary reviews the progress of the scheme. The scheme operates as a pooled arrangement, with contributions paid at a centrally agreed rate. As a consequence, no share of the underlying assets and liabilities can be directly attributed to the Charity. Under the terms of FRS17, in these circumstances contributions are accounted for as if the scheme were a defined contribution scheme based on actual contributions paid through the year. With effect from 1 April 2007 the employers' contribution rate will be 240% of the employees' contribution.

The overall scheme shortfall is equal to £321 6m based upon an actuarial valuation as at 31st March 2004

#### Basis of consolidation

The consolidated financial statements consolidate the financial statements of the charity and its wholly owned subsidiary, Fforwm Services Limited for the financial year ended 31 July 2007 on a line by line basis. A separate statement of financial activities and income and expenditure account are not presented for the charity itself following the exemptions afforded by section 230 of the Companies Act 1985 and paragraph 397 of the SORP

## **Fund accounting**

The various types of funds for which the Charity is responsible and which require separate disclosure are as follows

### **Unrestricted funds**

Funds which are expendable at the discretion of the directors in furtherance of the objects of the charity

#### **Restricted funds**

Subscriptions and grants whose use is restricted to purposes specified by the donor. Such purposes are within the overall aims of the organisation.

**Designated funds** comprise those funds which Fforwm may at its discretion set aside for specific purposes which would otherwise form part of the general reserves of the organisation Specifically, Fforwm sets aside funds which represents the estimated pension fund deficit of the charity

## Notes to the financial statements for the year ended 31 July 2007 (continued)

## Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities, and its services for its beneficiaries. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fee and costs linked to the strategic management of the charity. All costs are allocated between the expenditure categories of the SoFA are on a basis designed to reflect the use of the resources.

## Operating leases

Rentals in respect of operating leases are charged to the Statement of Financial Activities in the period to which they relate

### Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

## 2 Analysis of incoming resources

Voluntary income				
·	Unrestricted funds	Restricted funds	Total 2007 £	Total 2006 £
College subscriptions				
Annual subscriptions	548,023	-	548,023	548,025
Grants receivable				
CIF - Self Regulation Project	_	57,500	57,500	25,667
Engineering Week	4,300	· <u>-</u>	4,300	7,550
LLŬK	12,400	-	12,400	3,284
CyMal	5,209	-	5,209	846
Adsence Management Report	277	-	277	-
,	570,209	57,500	627,709	585,372
3 Investment Income Bank Interest				
Fforwm	39,934	<b>.</b>	39,934	33,617
Fforwm Services Limited	6,197	·	6,197	4,984
	46,131	-	46,131	38,601

## Notes to the financial statements for the year ended 31 July 2007 (continued)

## 4 Incoming Resources from Charitable Activities:

	Unrestricted funds £	Total 2007 £	Total 2006 £
Incoming Resources from	•	~	~
Training Activities	106,066	106,066	113,074
Representational Activities	3,464	3,464	2,694
Research/Project Activities	14,780	14,780	17,556
Total	124,310	124,310	133,324

## 5 Commercial trading operations and investments in trading subsidiary

The Company has a wholly owned trading subsidiary, Fforwm Services Limited, incorporated in England and Wales, which it acquired on 14 July 1995. Fforwm Services Limited was established to conduct the business activities of Fforwm, its parent company. These activities currently comprise the provision of professional training and development courses and property and equipment leasing. The net assets of the subsidiary are £1,265 (2006 net assets. £351)

The trading results are shown below

	2007	2006
	£	£
Turnover	3,315,333	3,403,653
Costs of sales	-3,224,897	-3,299,549
Gross profit	90,436	104,104
Administrative expenses		56,515
Operating profit	39,717	47,589
Interest receivable	6,197	4,984
Amount gifted to charity	-45,000	-52,500
Profit for the financial year	914	73

## Notes to the financial statements for the year ended 31 July 2007 (continued)

6 Resources expended						Total	Total	
•				Research &				
	Basis of	Representation &		Dev, inc	_			
	Allocation	Support	Training	Projects	Governance	2007	2006	
		£	£	£	£	£	£	
Costs Directly Allocated to	Activities							
Educational Advancement	Direct	122,494	56,188	130,575		309,257		
Staff costs	Direct	168,755	69,686	27,785	•	325,953	-	
Travel	Direct	6,814	1,612	643	3,187	12,256	17,787	
Support costs Allocated to Activities								
Accommodation	Staff time	12,699	5,244	2,091	4,494	24,528	24,251	
Administration & Bank	Staff time	14,431	5,304	2,115	4,546	26,396	21,958	
Charges		•	·	•				
Fees and charges	Staff time	17,266	778	310	666	19,020	21,408	
Directors Liability Insurance	Staff time	0	0	0	701	701	697	
Publicity and other costs	Staff time	22,447	988	149	319	23,903	24,826	
Depreciation	Staff time	1,671	690	275	591	3,227	1,359	
Total resources expended		366,577	140,490	163,943	74,231	745,241	689,694	
Total resources experided		- 000,011		,			<del></del> -	
7 Governance Costs						Total	Total	
						2007	2006	
						£	£	
Accommodation costs						4,494	-	
Travel costs						3,187		
Office administration						4,356		
Directors' liability insurance						701		
Legal and professional fees						666	1, <b>1</b> 76	
Publicity & other costs						319	-	
Depreciation						591	241	
Staff costs						59,727	52,546	
Bank charges						190		
						74,231	69,218	

## 8 Directors and employees

The average number of full time equivalent employees during the year was as follows

	2007	2006
	number	number
Representational & support	6	5
Training	2	3
Research & Development, inc Projects	1	1
Governance	2	2
		11

No directors received any remuneration for their services to the company in 2007 or 2006

A total of £352 was reimbursed to trustees in travel and subsistence expenses in 2007 (2006 £306)

## Notes to the financial statements for the year ended 31 July 2007 (continued)

Wages & salanes         £ £ £ £ £ £ 228,999           Pension costs         36,285 34,394           Social security costs         30,056 32,585 295,978           Emoluments to higher paid employees         2007 2006 number number number           £60,000 to £70,000 1 1 1 1         1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Staff costs for the above consisted of	2007	2006	
Wages & salaries         259,613         228,999           Pension costs         36,285         34,394           Social security costs         30,056         32,585           325,954         295,978           Emoluments to higher paid employees         2007         2006           number         number           £60,000 to £70,000         1         1           £70,000 to £80,000         1         1           9 Net incoming resources         2007         2006           £         £         £           Net incoming resources are stated after charging Depreciation on owned tangible fixed assets         7,576         3,482           Operating lease rental - land building         1,749,788         1,793,900           Operating lease rental - land building         1,749,788         1,793,900           Operating lease rental - equipment         1,195,023         1,312,814           Auditors remuneration - company         3,350         3,250           - group         6,575         6,475           Legal & professional fees         2,246         2,688           10 Tangible fixed assets - Group         Office         Computer           Equipment         £         £         £           At 1				
Persion costs   36,285   34,394   32,585   32,585   32,585   295,978	Wages & salaries			
Social security costs   30,056   32,585   295,978	<del>-</del>	•		
Section   Sect				
Number   N	Social Security Costs			
## E60,000 to £70,000	Emoluments to higher paid employees			
### State		number	number	
9 Net incoming resources         2007 £         2006 £           Net incoming resources are stated after charging Depreciation on owned tangible fixed assets         7,576         3,482           Operating lease rental - land building         1,749,788         1,793,900           Operating lease rental - equipment         1,195,023         1,312,814           Auditors remuneration - company - group         6,575         6,475           Legal & professional fees         2,246         2,688           10 Tangible fixed assets - Group         Office Equipment Equipment Equipment Equipment £         £           At 1 August 2006         30,751         35,858         66,609           Additions         550         12,075         12,625           Disposals         -         -7,064         -7,064           At 31 July 2007         31,301         40,869         72,170           Depreciation At 1 August 2006 At 31 July 2007         29,909         31,168         61,077           Charge for the year Eliminated on disposal At 31 July 2007         -         -7,064         -7,064           At 31 July 2007         30,517         31,075         61,592           Net book value At 31 July 2007         784         9,794         10,578	·	1	1	
Net incoming resources are stated after charging   E	£70,000 to £80,000	1	1	
Net incoming resources are stated after charging	9 Net incoming resources	2007	2006	
Depreciation on owned tangible fixed assets   7,576   3,482		£	£	
Depreciation on owned tangible fixed assets   7,576   3,482	Net incoming resources are stated after charging			
Operating lease rental - land building Operating lease rental - equipment - equipment 1,195,023 1,312,814         1,793,900 1,312,814           Auditors remuneration - company - group - gr		7,576	3,482	
Operating lease rental         - equipment         1,195,023         1,312,814           Auditors remuneration         - company         3,350         3,250           - group         6,575         6,475           Legal & professional fees         2,246         2,688           10 Tangible fixed assets - Group         Office Equipment Equipment Equipment Equipment         Total           £         £         £           Cost         30,751         35,858         66,609           Additions         550         12,075         12,625           Disposals         -         -7,064         -7,064           At 31 July 2007         31,301         40,869         72,170           Depreciation At 1 August 2006         29,909         31,168         61,077           Charge for the year         608         6,971         7,579           Eliminated on disposal At 31 July 2007         30,517         31,075         61,592           Net book value At 31 July 2007         784         9,794         10,578		1,749,788	1,793,900	
Auditors remuneration - company - group - grou		1,195,023	1,312,814	
- group 6,575 6,475 Legal & professional fees 2,246 2,688  10 Tangible fixed assets - Group  Office Equipment Equipment £ £ £ £  Cost At 1 August 2006 30,751 35,858 66,609 Additions 550 12,075 12,625 Disposals - 7,064 -7,064 At 31 July 2007 31,301 40,869 72,170  Depreciation At 1 August 2006 29,909 31,168 61,077 Charge for the year 608 6,971 7,579 Eliminated on disposal - 7,064 -7,064 At 31 July 2007 30,517 31,075 61,592  Net book value At 31 July 2007 784 9,794 10,578	• •	3,350	3,250	
Legal & professional fees         2,246         2,688           10 Tangible fixed assets - Group         Office Equipment In Equipmen	, , ,		6,475	
Cost         At 1 August 2006         30,751         35,858         66,609           Additions         550         12,075         12,625           Disposals         -         -7,064         -7,064           At 31 July 2007         31,301         40,869         72,170           Depreciation           At 1 August 2006         29,909         31,168         61,077           Charge for the year         608         6,971         7,579           Eliminated on disposal         -         -7,064         -7,064           At 31 July 2007         30,517         31,075         61,592           Net book value         784         9,794         10,578		•	2,688	
Cost         At 1 August 2006         30,751         35,858         66,609           Additions         550         12,075         12,625           Disposals         -         -7,064         -7,064           At 31 July 2007         31,301         40,869         72,170           Depreciation           At 1 August 2006         29,909         31,168         61,077           Charge for the year         608         6,971         7,579           Eliminated on disposal         -         -7,064         -7,064           At 31 July 2007         30,517         31,075         61,592           Net book value         784         9,794         10,578	10 Tangible fixed assets - Group			
Cost     Equipment     Equipment     Total       At 1 August 2006     30,751     35,858     66,609       Additions     550     12,075     12,625       Disposals     -     -7,064     -7,064       At 31 July 2007     31,301     40,869     72,170       Depreciation     29,909     31,168     61,077       Charge for the year     608     6,971     7,579       Eliminated on disposal     -     -7,064     -7,064       At 31 July 2007     30,517     31,075     61,592       Net book value     784     9,794     10,578	to fatigible lixed assets - Group	Office	Computer	
Cost       £       £       £         At 1 August 2006       30,751       35,858       66,609         Additions       550       12,075       12,625         Disposals       -       -7,064       -7,064         At 31 July 2007       31,301       40,869       72,170         Depreciation         At 1 August 2006       29,909       31,168       61,077         Charge for the year       608       6,971       7,579         Eliminated on disposal       -       -7,064       -7,064         At 31 July 2007       30,517       31,075       61,592         Net book value       784       9,794       10,578		· · · · · · · · · · · · · · · · · · ·		Total
Cost       30,751       35,858       66,609         Additions       550       12,075       12,625         Disposals       - 7,064       -7,064       -7,064         At 31 July 2007       31,301       40,869       72,170         Depreciation         At 1 August 2006       29,909       31,168       61,077         Charge for the year       608       6,971       7,579         Eliminated on disposal       - 7,064       -7,064         At 31 July 2007       30,517       31,075       61,592         Net book value       784       9,794       10,578				
At 1 August 2006 Additions Disposals At 31 July 2007  Depreciation At 1 August 2006 At 31 July 2007  Depreciation At 1 August 2006 Charge for the year Eliminated on disposal At 31 July 2007	Cost	~	_	
Additions Disposals At 31 July 2007  Depreciation At 1 August 2006 Charge for the year Eliminated on disposal At 31 July 2007  At 31 July 2007  At 31 July 2007  Charge for the year Eliminated on disposal At 31 July 2007		30.751	35.858	66,609
Disposals       -       -7,064       -7,064         At 31 July 2007       31,301       40,869       72,170         Depreciation         At 1 August 2006       29,909       31,168       61,077         Charge for the year       608       6,971       7,579         Eliminated on disposal       -       -7,064       -7,064         At 31 July 2007       30,517       31,075       61,592         Net book value       -       784       9,794       10,578	*	-		
At 31 July 2007  Depreciation  At 1 August 2006 Charge for the year Eliminated on disposal At 31 July 2007  At 31 July 2007  Charge for the year  Total  Tot		-		•
Depreciation       29,909       31,168       61,077         At 1 August 2006       29,909       31,168       61,077         Charge for the year       608       6,971       7,579         Eliminated on disposal       -       -7,064       -7,064         At 31 July 2007       30,517       31,075       61,592         Net book value       -       784       9,794       10,578	·	31 301		
At 1 August 2006 29,909 31,168 61,077 Charge for the year 608 6,971 7,579 Eliminated on disposal - 7,064 At 31 July 2007 30,517 31,075 61,592  Net book value At 31 July 2007 784 9,794 10,578	At 31 July 2007	01,001		•
Charge for the year 608 6,971 7,579 Eliminated on disposal7,064 At 31 July 2007 30,517 31,075 61,592  Net book value At 31 July 2007 784 9,794 10,578	•		24.400	64.077
Eliminated on disposal At 31 July 2007  Net book value At 31 July 2007  784  9,794  10,578	<del>_</del>	•		•
At 31 July 2007 30,517 31,075 61,592  Net book value At 31 July 2007 784 9,794 10,578		608	•	•
Net book value At 31 July 2007 784 9,794 10,578				
At 31 July 2007 784 9,794 10,578	At 31 July 2007	30,517	31,075	61,592
	Net book value			
At 31 July 2006 842 4,690 5,532	At 31 July 2007	<u>784</u>	<u> 9,794</u>	10,578
	A4 24 July 2006	0.40	4.000	r c22

## <u>Fforwm</u>

## Notes to the financial statements for the year ended 31 July 2007 (continued)

11	<b>Tangible</b>	fixed	assets	-	Company
----	-----------------	-------	--------	---	---------

It talidine liver gaacia - cou			
	Office	Computer	
	Equipment	Equipment	Total
	£	Ė	£
Cost	_		
At 1 August 2006	18,627	18,815	37,442
Additions	•	5,931	5,931
Disposals	-	-3,765	-3,765
At 31 July 2007	18,627	20,981	39,608
Depreciation			
At 1 August 2006	18,579	16,919	35,498
Charge for the year	24	3,204	3,228
Eliminated on disposal	-	-3,765	-3,765
At 31 July 2007	18,603	16,358	34,961
Net book value			
At 31 July 2007	24	4,623	4,647
At 31 July 2006	48	1,896	1,944
12 Fixed asset investments			_
		Company	Company
		2007	2006
		£	£
Investment in subsidiary		100	100

Information relating to the charity's trading subsidiary , Fforwm Services Limited, registered in England and Wales and its activities during the year, is shown in Note 5

13 Debtors	Group 2007 £	Charitable Company 2007 £	Group 2006 £	Charitable Company 2006 £
Amounts falling due within one year Trade debtors Amounts due from subsidiary undertakings Other taxation and social security Accrued income Prepayments	515,104 23,914 44,374 876,681 1,460,073	104,176 - 9,720 8,439	406,584 - 11,299 17,616 1,105,428 1,540,927	42,813 - 17,616 10,588
Amounts falling due after more than one year	ar			
Prepayments	190,985	<b>.</b>	549,134	, <del>-</del>
	1,651,058	216,558	2,090,061	87,090

## Notes to the financial statements for the year ended 31 July 2007 (continued)

## 14 Creditors- amounts falling due within one year

<del>-</del>		Charitable		Charitable
	Group	Company	Group	Company
	2007	2007	2006	2006
	£	£	£	£
Trade creditors	211,594	11,275	325,847	22,836
Accruals	72,802	25,396	161,222	34,846
Other taxation and social security	15,466	15,466	14,438	14,438
Deferred income	999,362	_	1,118,727	<u> </u>
	1,299,224	52,137	1,620,234	72,120

15 Creditors- amounts falling due after more than one year

	Accruals and deferred income	Group 2007 £ 196,624	Company 2007 £	Group 2006 £ 562,953	Company 2006 £
16 Funds	Unrestricted funds	Group 2007 £	Charitable Company 2007	Group 2006 £	Charitable Company 2006 £

817,812

106,818

-13,421

911,209

Charitable

817,565

105,905

-13,421

910,049

Charitable

703,214

114,351

817,565

703,391

114,421

817,812

Restricted funds

As at 31 July 2007

As at 1 August 2006

Net incoming resources

Transfer to unrestricted funds

		Charitable		Charitable
	Group	Company	Group	Company
	2007	2007	2006	2006
	£	£	£	£
As at 1 August 2006	771	771	-	-
Incoming resources	57,500	57,500	25,667	25,667
Outgoing resources	-71,692	-71,692	24,896	24,896
Transfer from unrestricted funds	13,421	13,421	-	
As at 31 July 2007	0	0	771	771

The restricted fund relates to the Common Investment fund. The projects aims are to raise standards in the Further Education Sector through the introduction of self - regulation. This project ceased on 31st March 2007. The board agreed to continue with this work until 31st July 2007, with no income to match against these costs. This then forms the basis of the transfer of £13,421 from unrestricted funds to meet the project costs.

## Notes to the financial statements for the year ended 31 July 2007 (continued)

## 17 Analysis of assets and liabilities between funds

Unrestricted fund Designated fund	Fixed assets £ 10,578	net current assets £ 987,255 110,000		total funds £ 801,209 110,000
	10,578	1,097,255	-196,624	911,209

## 18 Capital commitments and contingencies

There were no capital commitments as at 31 July 2007 (2006 nil)

## 19 Financial commitments

At 31 July 2007 the group had annual commitments under operating leases as follows

	2007		2006	
	Land and Buildings £	Other £	Land and Buildings £	Other £
Expiring after five years	1,546,208	1,302,095	1,476,224	1,610,400

The group has entered into a number of lease and leaseback arrangements with educational institutions. The annual rental commitments of the group under the head lease of those arrangements are shown above. Under each head lease, the group is able to cancel the lease at any time subject to three months notice.

## Notes to the financial statements for the year ended 31 July 2007 (continued)

## 20 Related party transactions

Due to the nature of the company's activities and composition of its board of directors and that of its subsidiary undertaking Fforwm Services Limited (being Principals and Governors of Further Education Colleges in Wales) it is inevitable that in the course of its normal business activities, the company will undertake transactions with those Colleges in which a member of the board of the company or its parent undertaking will have an interest

All transactions involving Colleges in which a member of either Board of Directors may have an interest are conducted at arms length and in accordance with the company's normal financial procedures

The Directors of the company during the year and their relationship with the respective Colleges were

Relationship College Director Principal Coleg Gwent H Burton Principal Coleg Glan Hafren M Charnley Principal Yale College P Croke Principal Ystrad Mynach College **B** Davies Pembrokeshire College Principal. G Jones Chair of Governors Coleg Menai M Jones Principal Coleg Morgannwg J Knight Coleg Meirion Dwyor Principal I Rees (retired 7 June 2006) Coleg Sır Gar Principal **B** Robinson Chair of Governors Gorseinon College R T Webster Chair of Governors P Cope (appointed 7 June 2006) **Barry College** 

The Directors of the subsidiary undertaking, Fforwm Services Limited, during the year and their relationship with the respective Colleges were

Director College Relationship
P V Halstead Barry College Principal
R T Webster Gorseinon College Chair of Governors
G H Jones Pembrokeshire College Principal
B Robinson College Sir Gar Principal

The invoices issued to the relevant colleges during the year were for subscriptions for membership of Fforwm, fees for attending network, staff development and governance events and reimbursement of project costs. Payments made to colleges were for catering at network events and library materials purchased for the MA leadership and management programme.

Fforwm has used staff employed by Coleg Meirion Dwyor to assist with promoting bi lingual provision Dr Ian Rees is a principal and Chief Executive of Coleg Meirion Dwyfor

Included in debtors is £104,176 (2006 £41,360) owed by Fforwm Services Limited, the charity's trading subsidiary. During the year £49,079 of recharges were made by Fforwm and £138,678 recharges made to Fforwm.

## <u>Fforwm</u>

## Notes to the financial statements for the year ended 31 July 2007 (continued)

Income invoiced to Colleges during the year

income invoiced to Coneges during the year	Subs	Networks	Staff		Other	Total
			development	Projects		
	£	£	£	£	£	£
Barry College	19,353	_	-	500	-	19,853
Bridgend College	30,663	-	64	700	58	31,485
Coleg Ceredigion	8,391	-	-	500	58	8,949
Coleg Glan Hafren	30,642	-	-	700	-	31,342
Coleg Gwent	67,401	198	13,088	500	288	81,475
Coleg Harlech	3,880	198	-	-	-	4,078
Coleg Llysfasi	5,388	_	-	500	-	5,888
Coleg Meirion Dwyfor	11,841	_	-	700	-	12,541
Coleg Menai	24,921	260	-	700	58	25,939
Coleg Morgannwg	35,702		-	700	•	36,600
Coleg Powys	13,636		-	700	-	14,369
Coleg Sır Gar	32,670		•	700	-	33,568
Deeside College	25,025		-	700	-	25,820
Gorseinon College	16,272		64	500	115	17,149
Liandrillo College	36,707		-	700	115	37,625
Merthyr Tydfil College	9,320		-		-	9,320
Neath Port Talbot College	40,701		128	700	58	41,784
Pembrokeshire College	20,972		-	700	58	21,858
St David's 6th Form College	8,354				•	8,354
Swansea College	35,762		-	700	-	36,565
WEA South	3,914				-	3,914
Welsh College of Horticulture	6,954			- 500	-	7,454
Yale College	35,855		96	700	230	36,881
YMCA	2,313		,	-	-	2,313
Ystrad Mynach College	21,386		<u> </u>	700_	288	22,572
Total	548,023		13,440	12,800	1,326	577,696

Payments to Colleges during the year

Payments to Colleges during the year		Training	Think Tank				
	Catering/ accommodate	_	IIIIII I IIII	Р	rojects E	Bilingual	Total
	£	£	£		£	£	£
Bridgend College	979	•	-		-	-	979
Coleg Gwent	3,872	450	1	•	•	-	4,322
Coleg Meirion Dwyfor	-		•	-	682	34,000	34,682
Coleg Menai	-	1,420	1	-	•	•	1,420
Coleg Powys	7,311			-	-	•	7,311
Coleg Sir Gar	1,416		•	•	-	•	1,416
Deeside College	-		-	-	686	-	686
Llandrillo College	527	1,000	)	-	2,223	-	3,750
Merthyr Tydfil College	134	•	-	-	-	-	134
Pembrokeshire College	-	1,480	)	-	-	-	1,480
Swansea College	99	941		-	•	-	1,040
Ystrad Mynach College	25		-	-	-	-	25
Total	14,363		1	0	3,591	34,000	57,245
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## Notes to the financial statements for the year ended 31 July 2007 (continued)

The following amounts were receivable from colleges at 31 July 2007

	£
Barry College	500
Bridgend College	700
Coleg Ceredigion	500
Coleg Glan Hafren	700
Coleg Landrillo	700
Coleg Llysfasi	500
Coleg Meirion Dwyfor	700
Coleg Menai	700
Coleg Morgannwg	700
Coleg Powys	700
Coleg Sır Gar	700
Coleg Gwent	500
Deeside College	700
Gorseinon College	500
Neath Port Talbot College	853
Pembrokeshire College	700
Swansea College	700
Welsh College of Horticulture	500
Yale College	700
Ystrad Mynach College	700
Total	<u> 12,953</u>

The following amounts were payable to colleges at 31 July 2007

	£
Coleg Landrillo	1,000
Coleg Menai	1,000
Coleg Sır Gar	56
Total	2,056

## 21 Post balance sheet events

No new lease has been taken out since the year-end