

Registered number: 4048406
Charity number: 1090961

**BERKSHIRE EDUCATION BUSINESS PARTNERSHIP ORGANISATION
LIMITED
Formerly
THE BERKSHIRE BUSINESS EDUCATION ALLIANCE LIMITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2010**



BERKSHIRE EDUCATION BUSINESS PARTNERSHIP ORGANISATION LIMITED

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 JULY 2010**

Trustees

G Potter, Chairman
D Carvil (resigned 30 June 2009)
A Richards
S Robinson
K Smith, Treasurer
D Owen, Company secretary
B Graves
S A Wooldedge
B Ellis
A C Nichol

Registered Company number
4048406

Registered Charity number
1090961

Registered office

Spur J
TOB 1
Earley Gate
University of Reading
Whiteknights Road
Reading
Berkshire
RG6 6AT

Principal operating office

Spur J
TOB 1
Earley Gate
University of Reading
Whiteknights Road
Reading
Berkshire
RG6 6AT

Company secretary
D Owen

Auditors

James Cowper LLP
Phoenix House
Bartholomew Street
Newbury
Berkshire
RG14 5QA

Bankers

National Westminster Bank PLC
Reading Market Place
13 Market Place
Reading
Berkshire
RG1 2EP

BERKSHIRE EDUCATION BUSINESS PARTNERSHIP ORGANISATION LIMITED

TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2010

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Berkshire Education Business Partnership Organisation Limited (the company) for the ended 31 July 2010. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a Governing document

The organisation is a charitable company limited by guarantee, incorporated on 2 August 2000, and became a registered charity on 6 March 2002. The Company is established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under the Articles of Association. The liability of the members is limited to a sum not exceeding one pound per member. The organisation officially changed its name to Berkshire Education Business Partnership Organisation Limited on 22 January 2010 to bring it in line with the national EBPO trend.

b. Recruitment and appointment of new trustees

The Board of Trustees is made up of the Chairman and Manager from each partner organisation. New Trustees are appointed from each partner organisation as its previous representatives leave. There is an independent Chair. The position is advertised and potential candidates interviewed by a nominated committee from the main Board of Trustees. Independent Trustees are appointed by a committee previously agreed by the Board.

New Trustees receive relevant documentation to enable their role within Berkshire Education Business Partnership Organisation (BEBPO). Training for the independent Chair takes the form of an induction encompassing visits to and overviews of all partner organisations. Trustees with no prior knowledge of the work of the consortium are encouraged to attend external meetings and events to facilitate their understanding of the role.

c Organisational structure

The Board of Trustees has ultimate responsibility for the work of the consortium and meets at agreed times each year to monitor the work and governance. Within the Board of Trustees are key officers to administer the day to day business of the charity. These roles are voted in at each AGM. Members of the Board of Trustees are directors for the purposes of company law and Trustees for the purposes of charity law.

The Managers' Group (made up of managers from each partner organisation), meets at least twice a term and Board meetings are held twice a year to review and monitor against targets set at the start of the year. The Chair of the Managers' Group reports back to the Board of Trustees at the Board meetings.

Focus groups exist to develop the work and monitor against individual targets. The chairs of the steering groups report back to the Managers' Group.

d Related parties

The company is associated with a number of education business link organisations in the region by reason of common membership and directors, including

Central Berkshire EBP
East Berkshire EBP
EBP West Berkshire Ltd

BERKSHIRE EDUCATION BUSINESS PARTNERSHIP ORGANISATION LIMITED

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JULY 2010

e Risk

The Board of Trustees acknowledge at all times the risks associated with its work as a charitable company. The Board of Trustees ensures that its objectives, philosophy and strategy encompass the identification and control of risk at all times. It recognises that such risk involves the following:

- Government and management risk
- Operational risk
- Finance risk
- Environmental and external risk
- Law and regulation compliance risk

To ensure that such risk is identified and appropriate control measures are put in place, the Board of Trustees ensures that the Managers' Group undertakes a regular review and evaluation of all aspects of the company and submits a regular risk analysis to the board.

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

a Objectives and aims

The principal activity of the company is developing for young people of all ages, effective, high quality sustainable links between education and business, which are both relevant and structured.

In setting our objectives and planning our activities the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee charging.

The two main areas of public benefit are as follows:

- Young people aged 5-19 are the primary beneficiaries of the EBP'S programmes. The driver for this is a suite of high quality work related opportunities for them to participate in. Work related opportunities show an increased motivation in the young people thus raising aspirations and improving their employability skills.
- Business people, teachers and support staff benefitted from continuous CPD with the high quality support provided by the EBP's. The direct benefit of this helped them fulfil their respective roles more effectively and efficiently giving them enhanced skills to work with young people.

ACHIEVEMENT AND PERFORMANCE

a. Charitable activities

The results for the period are detailed in the statement of financial activities. There was a net surplus of £2,402 (2009 surplus of £2,409) and retained restricted funds of £40,515 (2009 £38,113). The main funders of the consortium (Local Authorities) have a financial year which runs from 1 April to 31 March. All funding requirements were met and targets delivered during the period as outlined by the following:

LA

Targets around:

- Delivery of work experience
- Professional development placements for teachers
- Employer involvement
- Work related learning

All targets were agreed at the start of each year and partners performance was monitored by the BEBPo Contracts Manager on a termly basis. All targets were met in accordance with the contract.

BERKSHIRE EDUCATION BUSINESS PARTNERSHIP ORGANISATION LIMITED

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JULY 2010

Aimhigher

Taster days

During the year taster sessions were developed to support vocational learning such as science, technology, healthcare, engineering and finance and economics

Employer led days

Employer led days were delivered across the county by all EBPs to cover the vocational subjects of health & social care, leisure & tourism, business studies, science, languages in business, construction and ICT. The aim of the day was to give students hands on experience and a greater depth of knowledge about these industries and routes to higher and further education

Eight events were held and attended by a total of 247 students, supported by business volunteers who gave the students an insight into their particular industry

LEAP contract

The project was commissioned by Connexions Berkshire and is delivered across Milton Keynes, Buckinghamshire, Oxfordshire and Berkshire. The project runs from May 2008 – December 2010. The project is split into 2 categories. The first category is Tailored Training for Hard to Reach Groups between the ages of 14-19. This develops personal and employability skills of those who have complex personal needs and have not achieved their full potential. The second category is Engaging Vulnerable Young People preparing 14-16 year olds who are at risk of becoming NEET for transition into working life and to access further learning and training.

Currently the contract is on target, although the commissioning agent did adjust numbers and new profiles circulated this year.

Teentech 2010

BEBPO work in partnership with industry, including Maggie Philbin of BBC, IoD, IET, Reading University, BESB, Reading UKCIC and STEMNET to deliver a STEM event called TeenTech to inspire young people to consider a future career in science, engineering and technology industries. Sponsorship of £21,000 was raised to deliver the event to 300 young people from across Berkshire.

This is an event that is set to be repeated each year subject to sponsorship. It successfully won the National Science and Engineering Week 'Best Engineering Event' in March 2010 and Enterprising Britain 2010 for the SE region.

FINANCIAL REVIEW

a Reserves policy

The charity exists as a consortium representing the common interests of a number of different organisations. The aim of the consortium is to secure funding for specific education business link activities as stipulated by the charity. A certain level of reserves is required to prevent a serious disruption to the operational activities of the consortium.

The Trustees believe there should be sufficient reserves to cover six months operating costs including the services of the charity's management team and other central costs such as auditors but not actual funding for members. As at 31 July 2010 the level of reserves are in excess of this amount as a result of previous years under spending within the central costs and also following under achievement by some partners (however the overall targets were achieved as a consortium across the Berkshire area to fulfil contract obligations). These excess funds remain within the BEBPo reserves to be carried forward to supplement the future delivery of LA work.

BERKSHIRE EDUCATION BUSINESS PARTNERSHIP ORGANISATION LIMITED

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JULY 2010

PLANS FOR THE FUTURE

The charity continues to be instrumental in securing funding for the County to continue to develop county wide links with neighbouring organisations. The charity is currently focussing on developing other sources of funding including ESF bids and Teentech sponsorship as funding from Berkshire LSC has been devolved to Local Authorities.

This year we will put together strategic planning in place for 2011/12 year.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of Berkshire Education Business Partnership Organisation Limited for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company and charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgments and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They 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.

This report was approved by the Trustees on _____ and signed on their behalf, by



K Smith - Trustee

Date 01.03.2011

BERKSHIRE EDUCATION BUSINESS PARTNERSHIP ORGANISATION LIMITED

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BERKSHIRE EDUCATION BUSINESS PARTNERSHIP ORGANISATION LIMITED

We have audited the financial statements of Berkshire Education Business Partnership Organisation Limited for the Year ended 31 July 2010 set out on pages 8 to 14. These financial statements have been prepared under the accounting policies set out therein.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITOR

The Trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), and for being satisfied that the financial statements give a true and fair view, are set out in the Statement of Trustees' responsibilities.

Our responsibility 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, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and have been prepared in accordance with the Companies Act 2006. We also report to you whether in our opinion the information given in the Trustees' report is consistent with those financial statements.

In addition we report to you if, in our opinion, the company has not kept adequate accounting records, if the company's financial statements are not in agreement with these accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Trustees' report and consider the implications for our report if we become aware of any apparent misstatements within it.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with 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 judgments 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.

BERKSHIRE EDUCATION BUSINESS PARTNERSHIP ORGANISATION LIMITED

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BERKSHIRE EDUCATION BUSINESS
PARTNERSHIP ORGANISATION LIMITED**

OPINION

In our opinion

- the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 July 2010 and of its 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 United Kingdom Generally Accepted Accounting Practice,
- the financial statements have been prepared in accordance with the Companies Act 2006, and
- the information given in the Trustees' report is consistent with the financial statements



Michael Farwell (Senior statutory auditor)

for and on behalf of

JAMES COWPER LLP

Phoenix House
Bartholomew Street
Newbury
Berkshire
RG14 5QA
Date 22/3/2011

BERKSHIRE EDUCATION BUSINESS PARTNERSHIP ORGANISATION LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE YEAR ENDED 31 JULY 2009**

	Note	Restricted funds 2010 £	Total funds 2010 £	Total funds 2009 £
INCOMING RESOURCES				
Incoming resources from charitable activities	2	677,727	677,727	483,454
TOTAL INCOMING RESOURCES		677,727	677,727	483,454
RESOURCES EXPENDED				
Charitable activities	3	671,369	671,369	474,826
Governance costs	4	3,956	3,956	6,219
TOTAL RESOURCES EXPENDED		675,325	675,325	481,045
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME FOR THE YEAR		2,402	2,402	2,409
Total funds at 1 August 2009		38,113	38,113	35,704
TOTAL FUNDS AT 31 JULY 2010		40,515	40,515	38,113

All activities relate to continuing operations

The Statement of Financial Activities includes all gains and losses recognised in the Year

CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities

The notes on pages 10 to 14 form part of these financial statements

BERKSHIRE EDUCATION BUSINESS PARTNERSHIP ORGANISATION LIMITED
REGISTERED NUMBER: 4048406

BALANCE SHEET
AS AT 31 JULY 2010

	Note	£	2010 £	£	2009 £
CURRENT ASSETS					
Debtors	8	54,005		14,434	
Cash at bank		161,705		115,955	
		<u>215,710</u>		<u>130,389</u>	
CREDITORS: amounts falling due within one year	9	<u>(175,195)</u>		<u>(92,276)</u>	
NET CURRENT ASSETS			<u>40,515</u>		<u>38,113</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>40,515</u>		<u>38,113</u>
CHARITY FUNDS					
Restricted funds	10		<u>40,515</u>		<u>38,113</u>
			<u>40,515</u>		<u>38,113</u>

The financial statements were approved by the Trustees on and signed on their behalf, by

01 03 11



K Smith - Trustee

The notes on pages 10 to 14 form part of these financial statements

BERKSHIRE EDUCATION BUSINESS PARTNERSHIP ORGANISATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2010

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

Financial Reporting Standard Number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company.

Recognition of income

Income is only recognised where the prerequisites for entitlement to the income have been met. Income which relates to future periods is deferred and appears as a liability on the balance sheet.

Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the Statement of Recommended Practice for Accounting and Reporting by Charities (2005). Expenditure on specific projects is funded from the income received for that project included within restricted funds. Irrecoverable value added tax is charged to the Statement of Financial Activities.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Basis of preparation

The financial statements have been prepared on the going concern basis which assumes the principal funders of the charity will continue to support the charity in the future.

2. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Restricted funds 2010 £	Unrestricted funds 2010 £	Total funds 2010 £	Total funds 2009 £
Government funding	655,884	-	655,884	467,434
Aimhigher	20,750	-	20,750	14,878
Income from CRB checks	1,093	-	1,093	1,142
	<u>677,727</u>	<u>-</u>	<u>677,727</u>	<u>483,454</u>

BERKSHIRE EDUCATION BUSINESS PARTNERSHIP ORGANISATION LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2010**

3 CHARITABLE ACTIVITIES COSTS

SUMMARY BY FUND TYPE

	Restricted funds 2010 £	Unrestricted funds 2010 £	Total funds 2010 £	Total funds 2009 £
Educational projects	630,884	-	630,884	456,354
Member organisation expenses	20,606	-	20,606	1,117
CRB	1,332	-	1,332	1,142
Member organisation management and administration	18,500	-	18,500	16,167
Website costs	47	-	47	46
	<u>671,369</u>	<u>-</u>	<u>671,369</u>	<u>474,826</u>

SUMMARY BY EXPENDITURE TYPE

	Other costs 2010 £	Total 2009 £
Educational projects	630,884	456,354
Member organisation expenses	20,606	1,117
CRB	1,332	1,142
Member organisation management and administration	18,500	16,167
Website costs	47	46
	<u>671,369</u>	<u>474,826</u>

4. GOVERNANCE COSTS

	Restricted funds 2010 £	Unrestricted funds 2010 £	Total funds 2010 £	Total funds 2009 £
Independent Examiners' fee	-	-	-	1,725
Auditors' remuneration	3,150	-	3,150	1,500
Auditors' remuneration for non audit work	50	-	50	2,174
Indemnity insurance	756	-	756	820
	<u>3,956</u>	<u>-</u>	<u>3,956</u>	<u>6,219</u>

BERKSHIRE EDUCATION BUSINESS PARTNERSHIP ORGANISATION LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2010**

5 NET INCOME

This is stated after charging

	2010	2009
	£	£
Auditors' remuneration	3,150	1,500
Auditors' remuneration for non audit work	50	2,174
Independent Examiners' fee	-	1,725
	<hr/> <hr/>	<hr/> <hr/>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2010 nor for the year ended 31 July 2009

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 July 2010 nor for the year ended 31 July 2009

7. STAFF COSTS

The company has no employees other than the Trustees, who did not receive any remuneration (2009 - £NIL)

No employee received remuneration amounting to more than £60,000 in either year

8. DEBTORS

	2010	2009
	£	£
Trade debtors	54,005	14,434
	<hr/> <hr/>	<hr/> <hr/>

9 CREDITORS

Amounts falling due within one year

	2010	2009
	£	£
Other creditors	150,657	87,551
Accruals and deferred income	24,538	4,725
	<hr/> <hr/>	<hr/> <hr/>
	175,195	92,276

Creditors include deferred income of £nil (2009 £3,000)

BERKSHIRE EDUCATION BUSINESS PARTNERSHIP ORGANISATION LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2010**

10 STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
Restricted funds				
Berkshire LSC	29,007	418,138	(403,375)	43,770
Aimhigher	18,233	20,750	(28,500)	10,483
LEAP	1,788	217,146	(221,216)	(2,282)
Other	(10,915)	21,693	(22,234)	(11,456)
	<u>38,113</u>	<u>677,727</u>	<u>(675,325)</u>	<u>40,515</u>

The deficit on 'Other activities' arose due to timing differences on funding. It is expected that this will be cleared during the year ended 31 July 2011.

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
Restricted funds	<u>38,113</u>	<u>677,727</u>	<u>(675,325)</u>	<u>40,515</u>

11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2010 £	Unrestricted funds 2010 £	Total funds 2010 £	Total funds 2009 £
Current assets	215,710	-	215,710	130,389
Creditors due within one year	(175,195)	-	(175,195)	(92,276)
	<u>40,515</u>	<u>-</u>	<u>40,515</u>	<u>38,113</u>

BERKSHIRE EDUCATION BUSINESS PARTNERSHIP ORGANISATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2010

12 RELATED PARTY TRANSACTIONS

The company is associated with a number of training organisations in the region by reason of common membership and directors. Payments to such organisations during the period were as follows:

	Target Delivery £	Repayment costs £	Total £	2009 £
Central Berkshire Education Business Partnership	217,377	-	217,377	163,942
Education Business Partnership West Berkshire	76,127	-	76,127	68,155
East Berkshire Education Business Partnership	324,340	-	324,340	240,423

Cost repayments include payments to Central Berkshire Education Business Partnership, East Berkshire Education Business Partnership and Education Business Partnership West Berkshire for administration services undertaken for the company by employees of these organisations.

At the year end date the company had the following creditors outstanding: Central Berkshire Education Business Partnership £43,228 (2009: £24,156), Education Business Partnership West Berkshire £4,841 (2009: £18,929), East Berkshire Education Business Partnership £102,396 (2009: £44,245).

At the year end the following amounts were due from the above related parties: Central Berkshire Education Business Partnership £22,742 (2009: £782), Education Business Partnership West Berkshire £36 (2009: £nil) and East Berkshire Education Business Partnership £1,527 (2009: £360).

13 COMPANY STATUS

The company is limited by guarantee and does not have share capital. The liability of the members under their guarantee is limited to a sum not exceeding one pound per member.