

**THE BERKSHIRE BUSINESS EDUCATION**

**ALLIANCE LIMITED**

**(COMPANY LIMITED BY GUARANTEE)**

**REGISTERED CHARITY NUMBER: 1090961**

**REPORT OF THE BOARD OF TRUSTEES  
AND ACCOUNTS  
FOR THE YEAR ENDED 31 JULY 2004**



**THE BERKSHIRE BUSINESS EDUCATION ALLIANCE LIMITED**

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FOR THE YEAR ENDED 31 JULY 2004**

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**THE BERKSHIRE BUSINESS EDUCATION ALLIANCE LIMITED**

**GENERAL INFORMATION**

**DIRECTORS AND TRUSTEES:**

E Arney  
R W J Barrett  
D Carvil  
A Fletcher  
C Francis  
M Glennerster  
P Jennison  
A Richards  
M Ridgeway  
S Robinson  
K Smith  
M Thatcher  
S A Woledge

**SECRETARY:**

S Woledge

**REGISTERED OFFICE:**

Phoenix House  
Bartholomew Street  
Newbury  
Berkshire  
RG14 5QA

**CHARITY ADDRESS:**

c/o Central Berkshire EBP  
2-4 Darwin Close  
Reading  
Berkshire  
RG2 0TB

**BANKERS:**

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

**AUDITORS:**

James & Cowper  
Registered Auditor and  
Chartered Accountants  
Phoenix House  
Bartholomew Street  
Newbury  
Berkshire RG14 5QA

**COMPANY NUMBER:**

4048406

**CHARITY NUMBER:**

1090961

# THE BERKSHIRE BUSINESS EDUCATION ALLIANCE LIMITED

## REPORT OF THE BOARD OF TRUSTEES For The Year Ended 31 July 2004

The trustees have the pleasure in presenting the report of the board of trustees and accounts for the year to 31 July 2004.

### Status and administration

The governing body of the company is the board of directors, who are also the charity trustees. Day to day management is provided by the managing director liaising with steering groups focusing on different aspects of the company's business plan. Trustees are the chairman and a manager from each associated organisation and an independent chairman. New trustees are appointed from each organization as its previous representatives leave.

The charity registration number is 1090961. The charity is governed by the memorandum and articles of association of the company.

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

The accounts have been prepared in accordance with applicable accounting standards and the Statement of Recommended Practice for Charities issued in October 2000.

### Principal activity

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.

The results for the period are detailed in the statement of financial activities. There was a net surplus of £74,702 (2003 – deficit £2,315) and retained restricted funds of £92,374 (2003 - £17,672). The various Government organisations that provide funding work on the financial year running from 1 April to 31 March. The balance on restricted funds represents funding received prior to the charity's year end that will be spent between August 2004 and April 2005.

The charity received funding during the year from Berkshire LSC, a government organisation. All funds are restricted funds.

### 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 recognizes 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 managing director undertakes regular review and evaluation of all aspects of the company and submits a regular risk analysis to the board.

### Associated charities and other organisations

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

Royal Borough of Windsor & Maidenhead EBP  
Berkshire Young Enterprise  
Central Berks EBP  
South East Berks EBP  
West Berkshire EBP

Businessdynamics (national)  
South East Berks Work Experience  
Berkshire Setpoint  
Windsor Slough EBP  
Construction Industry Training Board

**THE BERKSHIRE BUSINESS EDUCATION ALLIANCE LIMITED**

**REPORT OF THE BOARD OF TRUSTEES  
For The Year Ended 31 July 2004**

**DIRECTORS**

The directors during the year under review were:

E Arney (appointed 1.4.04)	R W J Barrett	D Carvil
A Fletcher (appointed 1.4.04)	C Francis (appointed 1.9.03)	M Glennerster (appointed 1.4.04)
P Jennison (appointed 1.4.04)	A Richards (appointed 1.7.04)	M Ridgeway (appointed 1.6.04)
S Robinson	K Smith (appointed 1.9.03)	J E Terris (resigned 31.1.04)
M Thatcher	S A Woledge	L P Hargood (resigned 1.7.04)
S E Chaieb (resigned 1.7.04)	P Frankish (resigned 1.4.04)	C Pitteway (resigned 1.7.04)

**Statement of directors' responsibilities**

Company law requires the board of trustees, who are also the company's directors, to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that year. In preparing those accounts the directors are required to:


- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Auditors**

The company's auditors, James & Cowper, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

On behalf of the Board

  
.....  
K Smith

Dated: 22.11.04 .....

**THE BERKSHIRE BUSINESS EDUCATION ALLIANCE LIMITED**

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF  
THE BERKSHIRE BUSINESS EDUCATION ALLIANCE LIMITED**

We have audited the accounts of The Berkshire Business Education Alliance Limited for the year ended 31 July 2004 on pages five to nine. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the 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 members those matters we are required to state to them in an auditors' 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 members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of directors and auditors**

The trustees' (who are also the directors of The Berkshire Business Education Alliance Limited for the purposes of company law) responsibilities for preparing the report of the board of trustees and the accounts in accordance with applicable law and United Kingdom Accounting Standards 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 United Kingdom Auditing Standards.

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 Report of the Directors is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

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

**Basis of opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts 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 accounts.

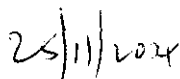
**Opinion**

In our opinion the accounts give a true and fair view of the state of the charity's affairs as at 31 July 2004 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.



James & Cowper  
Registered Auditor and  
Chartered Accountants  
Phoenix House  
Bartholomew Street  
Newbury  
Berkshire

Dated:



**THE BERKSHIRE BUSINESS EDUCATION ALLIANCE LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(Including Income and Expenditure account)  
For The Year Ended 31 July 2004**

<b>CONTINUING ACTIVITIES</b>	<b>Notes</b>	<b>Restricted Funds</b>	<b>Year Ended 31.7.04 Total £</b>	<b>Year Ended 31.7.03 Total £</b>
<b>INCOME AND EXPENDITURE</b>				
<b>INCOMING RESOURCES</b>		<b>£</b>	<b>£</b>	<b>£</b>
Activities in furtherance of the charity's objects				
Government funding		785,061	785,061	594,647
<b>Total incoming resources</b>		<u>785,061</u>	<u>785,061</u>	<u>594,647</u>
<b>RESOURCES EXPENDED</b>				
Direct charitable expenditure				
Educational projects in furtherance of the charity's objects	4	664,408	664,408	560,602
Management and administration of the charity	5	45,951	45,951	36,360
<b>Total charitable expenditure</b>		<u>710,359</u>	<u>710,359</u>	<u>596,962</u>
<b>Total resources expended</b>	4	<u>710,359</u>	<u>710,359</u>	<u>596,962</u>
<b>Net income/(expenditure)</b>	2	74,702	74,702	(2,315)
<b>FUND BALANCES AT 1 AUGUST 2003</b>	10	17,672	17,672	19,987
<b>FUND BALANCES AT 31 JULY 2004</b>	10	<u>92,374</u>	<u>92,374</u>	<u>17,672</u>

The company had no recognised gains or losses other than the net surplus for the current period and the net deficit for the previous period.

The notes form part of these financial statements

**THE BERKSHIRE BUSINESS EDUCATION ALLIANCE LIMITED**

**BALANCE SHEET**

**As at 31 July 2004**

	Notes	2004 £	£	2003 £	£
<b>FIXED ASSETS</b>					
Tangible assets	7		396		528
<b>CURRENT ASSETS</b>					
Debtors	8	16,251		-	
Cash at bank		<u>77,682</u>		<u>20,176</u>	
		93,933		20,176	
<b>CREDITORS</b>					
Amounts falling due within one year	9	<u>1,955</u>		<u>3,032</u>	
<b>NET CURRENT ASSETS</b>			<u>91,978</u>		<u>17,144</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>92,374</u>		<u>17,672</u>
<b>FUNDS</b>					
Restricted	10		<u>92,374</u>		<u>17,672</u>
			<u>92,374</u>		<u>17,672</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

**ON BEHALF OF THE BOARD:**

K. Smith      *[Signature]*  
K Smith - director

Approved by the Board on 14.10.04



# THE BERKSHIRE BUSINESS EDUCATION ALLIANCE LIMITED

## NOTES TO THE ACCOUNTS For The Year Ended 31 July 2004

### 1. ACCOUNTING POLICIES

#### a) Accounting convention

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice for Accounting and Reporting by Charities issued in October 2000 and the Companies Act 1985.

#### b) Fund accounting

Restricted funds are those funds whose use is restricted for particular purposes by the donor.

#### c) Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery - 25% reducing balance

Assets are capitalised if they have a cost of more than £500 and will be used by the charity over a period of several years.

#### d) Direct charitable expenditure

Expenditure on specific projects is funded from the income received for that project included within restricted funds.

#### e) Recognition of income

Income is only recognised where the prerequisites for entitlement to the income have been met.

#### f) 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 (2000).

### 2. NET INCOMING RESOURCES FOR THE YEAR

Net incoming resources for the year are stated after charging the following items:

	2004	2003
	£	£
Depreciation	132	176
Auditors' remuneration -- audit	1,500	1,500
other services	1,673	1,567
	<hr/>	<hr/>

### 3. STAFF COSTS

The charity does not employ any staff. The trustees received no emoluments during the year. The trustees are entitled to re-imbursement for reasonable and proper out of pocket expenses. Total reimbursements for the year were £nil (2003: £nil).

**THE BERKSHIRE BUSINESS EDUCATION ALLIANCE LIMITED**

**NOTES TO THE ACCOUNTS  
For The Year Ended 31 July 2004**

**4. ANALYSIS OF TOTAL RESOURCES EXPENDED**

	<b>Staff Costs £</b>	<b>Other £</b>	<b>Depreciation £</b>	<b>Total 2004 £</b>	<b>Total 2003 £</b>
<b>Direct charitable expenditure</b>					
Educational projects	-	664,408	-	664,408	560,602
Management and administration	-	45,819	132	45,951	36,360
	<hr/> -	<hr/> 710,227	<hr/> 132	<hr/> 710,359	<hr/> 596,962
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**5. MANAGEMENT AND ADMINISTRATION OF THE CHARITY**

	<b>2004 £</b>	<b>2003 £</b>
Office costs	42,646	33,117
Audit and accountancy fees	3,173	3,067
Depreciation	132	176
	<hr/> 45,951	<hr/> 36,360
	<hr/> <hr/>	<hr/> <hr/>

Office costs include expenses reimbursed to member organisations for administrative staff time, time and expenses for attending meetings and website development and maintenance costs.

**6. TAXATION**

The directors are of the opinion that the company is not liable for corporation tax on its income as it is a registered charity.

**7. TANGIBLE FIXED ASSETS**

	<b>Plant and machinery etc £</b>
<b>COST OR VALUATION:</b>	
At 1 August 2003	1,217
At 31 July 2004	<hr/> 1,217
<b>DEPRECIATION:</b>	
At 1 August 2003	689
Charge for year	132
At 31 July 2003	<hr/> 821
<b>NET BOOK VALUES:</b>	
At 31 July 2004	<hr/> 396
	<hr/> <hr/>
At 31 July 2003	<hr/> 528
	<hr/> <hr/>

**THE BERKSHIRE BUSINESS EDUCATION ALLIANCE LIMITED**

**NOTES TO THE ACCOUNTS  
For The Year Ended 31 July 2004**

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2004 £	2003 £
Other debtors	<u>16,251</u>	<u>-</u>

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2004 £	2003 £
Other creditors	192	1,269
Accruals	<u>1,763</u>	<u>1,763</u>
	<u>1,955</u>	<u>3,032</u>

**10. STATEMENT OF FUNDS**

Restricted funds	Balance at 1 August 2003 £	Incoming resources £	Outgoing resources £	Balance at 31 July 2004 £
Berkshire LSC	17,672	785,061	(710,359)	92,374
	<u>17,672</u>	<u>785,061</u>	<u>(710,359)</u>	<u>92,374</u>

**11. RELATED PARTY DISCLOSURES**

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 £	Cost repayments £
Central Berks EBP	210,633 (2003: 150,191)	11,563
Royal Borough of Windsor & Maidenhead EBP	87,590 (2003: 63,438)	2,662
South East Berks Work Experience	37,825 (2003: 42,540)	213
South East Berks EBP	67,265 (2003: 46,170)	1,465
Windsor Slough EBP	115,840 (2003: 84,870)	13,954
West Berks EBP	111,886 (2003: 84,356)	24,411
Berkshire Setpoint	9,300 (2003: 10,000)	1,000
Young Enterprise	1,500 (2003: 55,400)	310
Businessdynamics (national)	950 (2003: 2,850)	-
Construction Industry Training Board	3,700 (2003: 10,000)	-

Cost repayments include a total of £19,000 paid to Central Berks EBP, Windsor Slough EBP and West Berks EBP for administration services undertaken for the company by employees of these organisations.

**12. COMPANY STATUS**

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