

## **Tees Valley Professional Services Group**

**Report of the Trustees and Financial Statements  
for the year ended 30 November 2007**

**"Registrar of Companies Copy"**

**Registered Number 5416668**



**ANDERSON BARROWCLIFF  
Chartered Accountants**

**Tees Valley Professional Services Group**

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## **Tees Valley Professional Services Group**

### **Legal and Administrative Information**

#### **CONSTITUTION**

Tees Valley Professional Services Group is a registered charity number 1109477 governed by its Memorandum and Articles of Association and a Company limited by guarantee Company number 5416668.

#### **DIRECTORS AND TRUSTEES**

The directors of the charitable company "the charity" are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees

The trustees are as follows -

##### **TRUSTEES:**

Sheila Tindle	Chairman
Andrew Gregory	Resigned 17 October 2007
Brian Beaumont	
Hugh McGouran	
Stephen Wiles	

#### **ADMINISTRATIVE DETAILS OF THE CHARITY**

##### **BANKERS:**

HSBC  
PO Box 117  
60 Albert Road  
Middlesbrough  
TS1 1RS

##### **SOLICITOR:**

Jacksons Commercial & Private Law LLP  
Innovation House  
Yarm Road  
Stockton on Tees  
TS18 3TN

##### **AUDITORS:**

Anderson Barrowcliff  
Waterloo House  
Teesdale South  
Thornaby Place  
Thornaby on Tees  
TS17 6SA

##### **ADDRESS:**

c/o Tees Valley Community Foundation  
Southlands Business Centre  
Ormesby Road  
Middlesbrough  
TS3 0HB

## **Tees Valley Professional Services Group**

### **Report of The Trustees For The Year Ended 30 November 2007**

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 30 November 2007

Legal and administrative information set out on Page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice – Accounting and Reporting by Charities

#### **Structure Governance and Management**

The Tees Valley Professional Services Group (TVPSG) is a Private Limited Company by Guarantee (No 5416668) and a Registered Charity (No 1109477)

The Board of Trustees meets quarterly to administer the Charity, new trustees are recommended and approved by the Board at their normal quarterly Steering Group meetings. The skills base of the Board of Trustees is subject to regular review at these meetings

#### **Induction and Training**

New Trustees are given an induction meeting with the Chairman of the PSG in accordance with PSG induction process which covers role, duty and responsibilities

#### **Risk Management**

The major risks to which the TVPSG is exposed have been considered and are detailed in a Risk Management Overview Document. Systems and procedures have been established to manage risks and this is reviewed by the Steering Group on a six monthly basis

#### **Objectives and Activities**

The aim of the Tees Valley Professional Services Group is to improve the creation and survival rates of voluntary and community organisations and groups by providing free (pro-bono) professional services to maintain the innovation, competitiveness and long term sustainability of the sector. This is done by matching the professional advice sought by each of the applicant groups with one or more of our members (currently 137) best suited to provide that advice and by maintaining a level of interest from voluntary and community groups across the Tees Valley

#### **Achievements and Performance**

The Tees Valley Professional Services Group has continued to develop its reputation across the Tees Valley in all sectors including, public, private and the voluntary and community sector. PSG has been successful in the development of partnership working by securing funding, jointly with Tees Valley Community Foundation, from Capacity Builders – Community Pro-Gro which will sustain TVPSG until March 2009. Our main strength lies with our membership and the varied matrix of support available. TVPSG continues to address the weakness of over demand on membership by increasing membership by 22 during this financial year. The production of new marketing materials and the introduction of a website will assist with maintaining the level of applicants applying for support

#### **Future Objectives**

Tees Valley Professional Services Group intends to develop its operational activities to meet the demand and ensure resources are allocated effectively. It will also ensure that operations are maintained by increasing the amount of income to ensure the projects long term sustainability. TVPSG works to an operational action plan with four main objectives

- 1 To sustain adequate TVPSG membership to match project applications
- 2 To maintain level of applicants made to TVPSG for support
- 3 To ensure minimum level of 95% customer satisfaction
- 4 To investigate ways to develop TVPSG towards financial sustainability

## Tees Valley Professional Services Group

### Report of The Trustees For The Year Ended 30 November 2007

#### **Future Objectives - Continued**

TVPSG is keen to continue to raise its profile throughout the Tees Valley in the private, public and voluntary and community sectors and hold regular partnership meetings with key partners and stakeholders within the Tees Valley to ensure up to date information is held and new opportunities are investigated. TVPSG is committed to improving service delivery and communication with its members and intend to hold two networking events during the forthcoming year to keep members up-to-date with developments. In order for us to be able to assist an even greater number of voluntary/community groups TVPSG will be working to introduce community enterprise workshops in key areas such as HR, health & Safety, accounting and raising finance, which will be delivered by PSG members

#### **Financial Review**

The Financial position of the Professional Services Group is continually monitored by the TVPSG Manager and is formally reviewed at quarterly meetings of the Steering Group. At these meetings income and expenditure are reviewed against annual projections and any variances discussed.

#### **Principal Funding Sources**

During the financial year to 30 November 2007 the TVPSG was funded by a grant from the Northern Rock Foundation of £18,000, together with match funding from Tees Valley Tomorrow Ltd. In partnership with Tees Valley Community Foundation (TVCF) funding has been secured from Community Foundation Network (CFN) from Capacity Builders. This project will be delivered over a total of 21 months commencing 1<sup>st</sup> July 2007 and ending 31<sup>st</sup> March 2009. It has been agreed that the total amount awarded of £50,000 will be drawn down by PSG within the period 1<sup>st</sup> July 2007 and 30<sup>th</sup> June 2008.

#### **Investment Powers**

Under the Memorandum and Articles of Association, the Charity has the power to make any investment, which the trustees see fit.

#### **Reserves Policy**

The Trustees have established a policy whereby the unrestricted reserves should be no less than three months running costs of the Charity. At 30 November 2007 unrestricted reserves amount to £10,250 and three months running costs equates to approximately £9,000.

#### **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 judgements and estimates that are reasonable and prudent, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

#### **Plans for the Future**

TVPSG plans to develop its capacity to ensure the project can be sustained into the future, it will look at ways in which an income can be generated and also the development of partnership working to maximise its potential.

#### **Auditors**

A resolution will be proposed at a meeting of the trustees that Anderson Barrowcliff be appointed as auditors to the charity for the ending year.

By order of the Trustees

  
S Tindle (Chair)

4 March 2008

**Report of The Independent Auditors To The Members of**  
**Tees Valley Professional Services Group**

We have audited the financial statements of Tees Valley Professional Services Group for the year ended 30 November 2007 on pages 5 to 10 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2005), under the historical cost convention and the accounting policies set out therein. This report is made solely to the company's members, as a body, in accordance with Section 235 of the Company Act 1985. Our audit work has been undertaken so that we might state to the company's 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS**

As described on page 3, the trustees, who are also the directors of Tees Valley Professional Services Group for the purposes of company law, are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

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 and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Trustees 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 Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

**BASIS OF AUDIT OPINION**

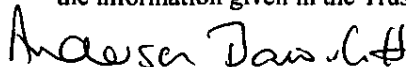
We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, 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 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 30 November 2006 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended
- the financial statements have been properly prepared in accordance with the Companies Act 1985
- the information given in the Trustees' Annual Report is consistent with the financial statements

  
Anderson Barrowcliff

Registered Auditor  
Chartered Accountants  
Waterloo House  
Teesdale South  
Thornaby Place  
Thornaby on Tees  
TS17 6SA

 March 2008

**Tees Valley Professional Services Group**  
**Statement of Financial Activities**  
**(Including Income and Expenditure Account)**  
**For The Year Ended 30 November 2007**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2007 £	Total Funds 2006 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds:</b>					
<b>Voluntary income</b>					
Grants and donations	3	285	18,000	18,285	27,965
Investment income		-	1,279	1,279	159
		<u>285</u>	<u>19,279</u>	<u>19,564</u>	<u>28,124</u>
<b>Incoming resources from charitable activities:</b>					
Project grants	4	-	33,714	33,714	18,000
<b>Total incoming resources</b>		<u>285</u>	<u>52,993</u>	<u>53,278</u>	<u>46,124</u>
<b>Resources expended</b>					
<b>Charitable activities:</b>					
Project delivery costs	5	-	39,953	39,953	29,639
<b>Governance costs</b>	6	-	5,703	5,703	4,907
<b>Total resources expended</b>		<u>-</u>	<u>45,656</u>	<u>45,656</u>	<u>34,546</u>
<b>Net incoming/(outgoing) resources before transfers</b>		285	7,337	7,622	11,578
Transfers between funds		-	-	-	-
<b>Net movement of funds in year</b>		<u>285</u>	<u>7,337</u>	<u>7,622</u>	<u>11,578</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		9,965	1,613	11,578	-
<b>Total funds carried forward</b>	15	<u>10,250</u>	<u>8,950</u>	<u>19,200</u>	<u>11,578</u>

The statement of financial activities includes all gains and losses recognised in the year  
All incoming resources and resources expended derive from continuing activities

The notes on pages 7 to 10 form part of these financial statements

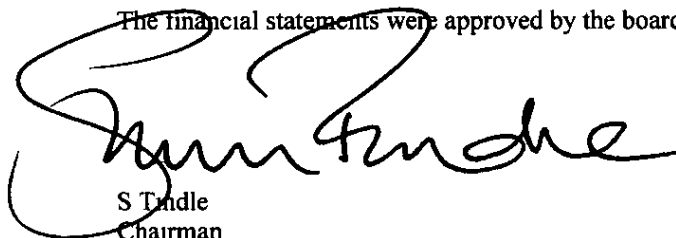
**Tees Valley Professional Services Group**

**Balance Sheet**  
**As At 30 November 2007**

	Notes	2007	2006
		£	£
<b>Fixed assets</b>			
Tangible assets	10	262	424
<b>Current assets</b>			
Debtors & prepayments	11	4,123	-
Cash at bank and in hand		25,690	31,243
		<u>29,813</u>	<u>31,243</u>
<b>Creditors</b> Amounts falling due within one year	12	<u>10,875</u>	<u>20,089</u>
<b>Net current assets</b>		<u>18,938</u>	<u>11,154</u>
<b>Total assets less current liabilities</b>		<u><u>19,200</u></u>	<u><u>11,578</u></u>
<b>Unrestricted funds</b>			
General	13	10,250	9,965
<b>Restricted funds</b>	14	<u>8,950</u>	<u>1,613</u>
		<u><u>19,200</u></u>	<u><u>11,578</u></u>

In preparing these financial statements, the directors have taken advantage of the special provisions of Part VII of the Companies Act 1985 relating to small companies

The financial statements were approved by the board on 4 March 2008 and signed on its behalf by



S Tindle  
Chairman

**Tees Valley Professional Services Group**

**Notes Forming Part Of The Financial Statements**  
**For The Year Ended 30 November 2007**

**1 ACCOUNTING POLICIES**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) 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 as follows

**Incoming resources**

***Donations and grants***

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable

***Interest receivable***

Interest is included when receivable by the charity

**Resources expended**

Resources expended are included in the Statement of Financial Activities on an accrual basis, inclusive of any VAT

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities

**Tangible fixed assets**

Tangible fixed assets are depreciated on a straight-line basis over their estimated useful lives as follows

	Annual rate
Computer equipment	33 1/3%

**Tees Valley Professional Services Group**

**Notes Forming Part Of The Financial Statements**  
**For The Year Ended 30 November 2007**

**Accounting policies continued**

**Fund accounting**

Funds held by the charity are either

- *Unrestricted general funds* – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees
- *Restricted funds* – these are funds that 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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

**Taxation**

The company is a registered charity and no provision is considered necessary for taxation

**2 LEGAL STATUS OF THE CHARITY**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £10

**3 VOLUNTARY INCOME**

	Unrestricted 2007 £	Restricted 2007 £	Total 2007 £	Total 2006 £
<b>Donations</b>				
Tees Valley Tomorrow Limited (TVT fund)	<u>285</u>	<u>18,000</u>	<u>18,285</u>	<u>27,965</u>

**4 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

<u>Project Grants</u>	2007 £	2006 £
<b>Restricted funds</b>		
Capacity Builders Community Pro-Gro Project	15,714	-
Northern Rock Foundation	<u>18,000</u>	<u>18,000</u>
<b>Total project grants</b>	<u>33,714</u>	<u>18,000</u>

**5 PROJECT DELIVERY COSTS**

	2007 £	2006 £
Management fee	5,000	-
PSG consultant manager	16,846	14,756
Salary costs Linda	9,925	9,673
Office & premises costs	3,500	3,000
Printing, postage & stationery	2,847	1,555
Room hire costs	-	131
Web design and software	850	-
Sundry expenses	823	454
Bank charges	-	2
Depreciation	<u>162</u>	<u>68</u>
<b>Total project delivery costs</b>	<u>39,953</u>	<u>29,639</u>

**Tees Valley Professional Services Group**

**Notes Forming Part of The Financial Statements**  
**For The Year Ended 30 November 2007**

<b>6</b>	<b>GOVERNANCE COSTS</b>	<b>2007</b>	<b>2006</b>
		<b>£</b>	<b>£</b>
	PSG consultant manager	887	777
	Salaries	3,308	3,224
	Legal & professional	382	317
	Audit fee	881	589
	Public Liability Insurance	245	-
		<u>5,703</u>	<u>4,907</u>

<b>7</b>	<b>STAFF COSTS AND TRUSTEES' REMUNERATION</b>	<b>2007</b>	<b>2006</b>
		<b>£</b>	<b>£</b>
	Wages & salaries	12,450	12,000
	Social security costs	933	897
		<u>13,383</u>	<u>12,897</u>

No employee earned more than £60,000 per annum No remuneration was paid to Trustees during the year

**8 STAFF NUMBERS**

The average number of full-time equivalent employees (including casual and part-time staff) during the year was made up as follows -

	<b>2007</b>	<b>2006</b>
Project Administration	<u>1</u>	<u>1</u>

<b>9</b>	<b>MOVEMENT IN TOTAL FUNDS FOR THE YEAR</b>	<b>2007</b>	<b>2006</b>
		<b>£</b>	<b>£</b>
	This is stated after charging -		
	Depreciation	162	68
	Auditors' remuneration		
	- External audit	881	589
		<u></u>	<u></u>

<b>10</b>	<b>TANGIBLE FIXED ASSETS</b>	<b>Computer Equipment</b>	<b>Total</b>
		<b>£</b>	<b>£</b>
	<b>Cost</b>		
	Brought forward	492	492
	Additions	-	-
	<b>At 30 November 2007</b>	<u>492</u>	<u>492</u>
	<b>Depreciation</b>		
	Brought forward	68	68
	Charge for the year	162	162
	<b>At 30 November 2007</b>	<u>230</u>	<u>230</u>
	<b>Net book value</b>		
	<b>At 30 November 2007</b>	<u>262</u>	<u>262</u>
	<b>At 30 November 2006</b>	<u>424</u>	<u>424</u>

**Tees Professional Services Group**

**Notes Forming Part of The Financial Statements**  
**For The Year Ended 30 November 2007**

**11 DEBTORS**

	2007 £	2006 £
Trade debtors	3,750	-
Prepayments	373	-
	<u>4,123</u>	<u>-</u>

**12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2007 £	2006 £
Accruals	2,839	2,089
Deferred income – TVT fund	-	18,000
Deferred income – Capacity Builders	8,036	-
	<u>10,875</u>	<u>20,089</u>

**13 UNRESTRICTED FUNDS OF THE CHARITY**

	2007 £	2006 £
Balance at 1 December 2006	9,965	9,965
Incoming resources	285	-
Expenditure	-	-
	<u>10,250</u>	<u>9,965</u>

**14 RESTRICTED FUNDS**

	At 1 December 2007 £	Incoming Resources £	Outgoing Resources £	At 30 November 2007 £
Capacity Builders Community Pro-Gro Project	-	15,714	(9,532)	6,182
Northern Rock Foundation	-	18,000	(18,000)	-
TVT Fund	1,454	18,000	(18,124)	1,330
Investment income	159	1,279	-	1,438
	<u>1,613</u>	<u>52,993</u>	<u>45,656</u>	<u>8,950</u>

**15 ANALYSIS OF GROUP NET ASSETS BETWEEN FUNDS**

	General Fund £	Restricted Fund £	Total £
Tangible fixed assets	-	262	262
Cash at bank and in hand	10,250	15,440	25,690
Other net current assets	-	(6,752)	(6,752)
	<u>10,250</u>	<u>8,950</u>	<u>19,200</u>

**16 CAPITAL COMMITMENTS**

	2007 £
Authorised but not contracted for	<u>Nil</u>