

Companies House copy

STUDENT INFORMATION SERVICES LIMITED
(formerly Career Information Services Limited)
(A company limited by guarantee)

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2011

WEDNESDAY



A39 *AL3QDWKH* 257
10/08/2011
COMPANIES HOUSE

STUDENT INFORMATION SERVICES LIMITED
(A company limited by guarantee)

CONTENTS

	Page
Reference and administrative details of the charity, its trustees and advisers	1
Report of the trustees	2 - 6
Independent auditors' report	7 - 8
Statement of financial activities	9
Balance sheet	10
Notes to the financial statements	11 - 14

STUDENT INFORMATION SERVICES LIMITED
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE PERIOD ENDED 31 MARCH 2011

Trustees

S L Edwards (appointed 19 November 2009)

R A J Smith (appointed 19 November 2009)

L D Dodsworth (appointed 12 March 2010)

J T Green (appointed 19 November 2009 and resigned 6 March 2010)

Company registered number

07081179

Charity registered number

1138593

Registered office

Fourth Floor

89 New Bond Street

London

W1S 1DA

Company secretary

S L Edwards

Auditors

Rawlinson & Hunter

Chartered Accountants

Statutory Auditor

Eighth Floor

6 New Street Square

New Fetter Lane

London

EC4A 3AQ

Bankers

HSBC Private Bank (UK) Limited

78 St James's Street

London

SW1A 1JB

Solicitors

Macfarlanes Solicitors

10 Norwich Street

London

EC4A 1BD

STUDENT INFORMATION SERVICES LIMITED
(A company limited by guarantee)

REPORT OF THE TRUSTEES
FOR THE PERIOD ENDED 31 MARCH 2011

The Trustees (who are also directors of the company for the purposes of company law) present their report together with the audited financial statements of Student Information Services Limited ("the Charity") for the period ended 31 March 2011. The Trustees confirm that the report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity'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. CONSTITUTION

The Charity is registered as a company limited by guarantee and established by Memorandum of Association on 19 November 2009. On 29 March 2010 the company changed its name from Career Information Services Limited to Student Information Services Limited.

The Charity is registered as a charity with the Charity Commission (charity number 1138593).

The principal object of the Charity is to provide information for the education and training of young people.

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

As part of their training, Trustees are given an information pack which includes the Charity's Memorandum and Articles of Association and Charity Commission guidance on Trustees' Responsibilities. All Trustees are kept informed at meetings of their duties and obligations under the law in addition to their proper conduct.

The Trustees are aware of their obligations to ensure new Trustees are properly versed in their role. A similar induction process will be undertaken for new Trustees as the Charity develops and will include providing the Trustees with additional documentation such as recent annual reports, grant making policy and relevant minutes. The training of Trustees will be kept under review.

d. ORGANISATIONAL STRUCTURE AND DECISION MAKING

The Trustees meet regularly and decisions are made at trustees' meetings. The day to day administration of the Charity is managed by the trustees.

STUDENT INFORMATION SERVICES LIMITED

(A company limited by guarantee)

REPORT OF THE TRUSTEES (continued) PERIOD ENDED 31 MARCH 2011

e. RISK MANAGEMENT

A risk assessment has been undertaken which comprises

- An annual review of the risks the charity may face
- The establishment of systems and procedures to mitigate those risks, and
- The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise

This continuing process will identify risk areas to which the Charity is vulnerable and highlight any necessary safeguards that will need to be put in place. No major risks were identified at the date of these accounts.

Objectives and Activities

a. POLICIES AND OBJECTIVES

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Student Information Services Limited's aims and objectives and in planning future activities and providing help in the form of gifts or grants or any combination of these.

b STRATEGIES FOR ACHIEVING OBJECTIVES

i) Aims & Objectives

The principal objects of the Charity are to advance the education of the public, in particular (but not exclusively) young persons, with a view to improving their employment prospects and their conditions of life and enabling them to fulfil their potential. This will be done by the provision of information via the development, management and publicising of databases in relation to further education and careers.

The primary activity during the period was the funding, development and delivery of the website bestCourse4me.com.

The aim of bestCourse4me.com is to enable and encourage students from all backgrounds to get the best and most appropriate level of education for their needs and abilities. We believe that this will lead to significant benefits both for individuals and for society as a whole.

ii) Significant activities for achieving objectives

The Charity has developed the website which provides information to students, and those who affect them, about the outcomes from education (currently higher education) so that they can see the benefits or possible disadvantages of subjects, institutions, courses and careers. By making this information available easily, this will support more equal access to higher education and therefore improve social mobility.

c. ACTIVITIES FOR ACHIEVING OBJECTIVES

The Trustees have a number of powers which are detailed in the Memorandum of Association and which may be exercised in promoting the objects.

The Charity has obtained funding to support the development of the website which first went live in February 2010. There has been significant further investment to continue its development and it now incorporates a greater volume of raw data.

STUDENT INFORMATION SERVICES LIMITED
(A company limited by guarantee)

REPORT OF THE TRUSTEES (continued)
FOR THE PERIOD ENDED 31 MARCH 2011

The marketing of the bestCourse4me com website has resulted in over 50,000 visits to the site

The project team has continued to familiarise themselves with the education sector, building relationships and maximising collaboration opportunities with potential stakeholders, in order to increase profile, raise awareness and further deliver on the charity's objects

Achievements and performance

a REVIEW OF ACTIVITIES

i) Incoming Resources

Incoming resources totalled £410,000 for the period from incorporation on 19 November 2009 to 31 March 2011

ii) Charitable activities

Charitable activities include direct charitable expenditure for the year of £387,114

Financial review

a RESERVES POLICY

During this period grants received by the Charity have exceeded those paid out or accrued by the Trustees. It is anticipated that the excess will be invested in further development of the website in the next financial year.

The Trustees have no outstanding commitments or cash demands which are not adequately covered by existing resources. All the Charity's reserves are regarded as free reserves. At this stage the Trustees feel that it would be inappropriate to adopt a specific reserves policy. The Trustees will keep this under constant review. In future years, a specific reserves policy may be required.

Plans for the future

The Charity will continue to develop and market the bestCourse4me com website, raising further funding and awareness through the introduction of version two in September 2011.

The new site will enhance usability and further improve the data available to the end user. These improvements will, it is hoped, increase visitor numbers and provide assistance to more young people.

Internal Controls

The Trustees have overall responsibility for ensuring that the charity has appropriate systems of internal controls. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements follow best practice. They are also responsible for the Charity safeguarding its assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The system of internal controls is designed to provide reasonable, but not absolute, assurance against material misstatement or loss.

STUDENT INFORMATION SERVICES LIMITED
(A company limited by guarantee)

REPORT OF THE TRUSTEES (continued)
FOR THE PERIOD ENDED 31 MARCH 2011

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of Student Information Services Limited for the purposes of company law) are responsible for preparing the Annual Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company and charity law require 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,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- 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 adequate 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

PROVISION OF INFORMATION TO AUDITORS

Each of the persons who are Trustees at the time when this Annual report of the trustees is approved have confirmed that

- so far as each Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- each Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditors in connection with preparing their report and to establish that the charitable company's auditors are aware of that information

STUDENT INFORMATION SERVICES LIMITED
(A company limited by guarantee)

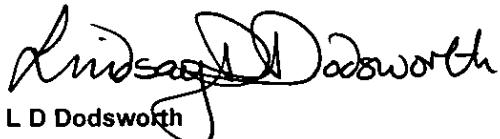
REPORT OF THE TRUSTEES (continued)
FOR THE PERIOD ENDED 31 MARCH 2011

AUDITORS

Rawlinson & Hunter were appointed as statutory auditor by the Trustees during the period. A resolution to re-appoint Rawlinson & Hunter will be proposed by the Trustees.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

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


L D Dodsworth

Date: 4th August 2011

STUDENT INFORMATION SERVICES LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF STUDENT INFORMATION SERVICES LIMITED

We have audited the financial statements of Student Information Services Limited ("the Charity") for the period ended 31 March 2011. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity'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 Charity and its members, as a body, for our audit work, for this report, or for the opinion we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As explained more fully in the Statement of Trustees' responsibilities, the Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the Charity's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the Trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements

- give a true and fair view of the state of the Charity's affairs as at 31 March 2011 and of its incoming resources and application of resources, including its income and expenditure, for the period then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Report of the Trustees for the financial period for which the financial statements are prepared is consistent with the financial statements.

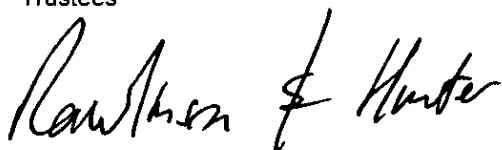
STUDENT INFORMATION SERVICES LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF STUDENT INFORMATION SERVICES LIMITED

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the Report of the Trustees



David Davies (Senior Statutory Auditor)

for and on behalf of

Rawlinson & Hunter

Chartered Accountants
Statutory Auditor

Eighth Floor
6 New Street Square
New Fetter Lane
London
EC4A 3AQ

Date

8th August 2011

STUDENT INFORMATION SERVICES LIMITED
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE PERIOD ENDED 31 MARCH 2011

	Note	Unrestricted funds 2011 £
INCOMING RESOURCES		
Incoming resources from generated funds		
Voluntary income	2	410,000
TOTAL INCOMING RESOURCES		<u>410,000</u>
RESOURCES EXPENDED		
Charitable activities	3	387,114
Governance costs		4,500
TOTAL RESOURCES EXPENDED	4	<u>391,614</u>
MOVEMENT IN TOTAL FUNDS FOR THE PERIOD - NET INCOME FOR THE PERIOD		18,386
<i>Total funds at 19 November 2009</i>		-
TOTAL FUNDS AT 31 MARCH 2011		<u>£ 18,386</u>

All of the above results are derived from continuing activities. There are no other gains or losses recognised during the period.

The notes on pages 11 to 14 form part of these financial statements.

STUDENT INFORMATION SERVICES LIMITED

(A company limited by guarantee)
REGISTERED NUMBER 07081179

**BALANCE SHEET
AS AT 31 MARCH 2011**

	Note	£	2011 £
CURRENT ASSETS			
Cash in hand		34,752	
CREDITORS amounts falling due within one year	6	(16,366)	
NET CURRENT ASSETS			18,386
TOTAL ASSETS LESS CURRENT LIABILITIES			£ 18,386
CHARITY FUNDS			
Unrestricted funds	7		18,386
			£ 18,386

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Trustees on 4th August '11 and signed on their behalf, by

L D Dodsworth

The notes on pages 11 to 14 form part of these financial statements



STUDENT INFORMATION SERVICES LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2011

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). 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.

1.2 Company status

The Charity is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the Charity.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

1.4 Incoming resources

All incoming resources are included in the Statement of financial activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the Charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

STUDENT INFORMATION SERVICES LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2011**

1 ACCOUNTING POLICIES (continued)

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity and include project management carried out. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

2 VOLUNTARY INCOME

	Unrestricted funds 2011 £
Donations received	£ 410,000

3 DIRECT COSTS

	Basis of Allocation	Charitable Activities £	Total 2011 £
Marketing costs	100%	137,308	137,308
Website costs	100%	248,702	248,702
Research costs	100%	360	360
		<u>£ 386,370</u>	<u>£ 386,370</u>

STUDENT INFORMATION SERVICES LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2011**

4. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE

	Other costs 2011 £
Charitable activities - direct costs	386,370
Charitable activities - support costs	744
Charitable activities	387,114
Governance	4,500
	£ 391,614

5. NET INCOME

This is stated after charging

	2011 £
Auditors' remuneration	4,500

The Auditor's remuneration represents all governance costs

During the period, no Trustees received any remuneration

6. CREDITORS

Amounts falling due within one year

	2011 £
Accruals and deferred income	£ 16,366

7. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
Unrestricted funds				
General funds	-	410,000	(391,614)	18,386

STUDENT INFORMATION SERVICES LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2011

8. RELATED PARTY TRANSACTIONS

The three Trustees are also trustees of The Lancaster-Taylor Charitable Trust (registered charity no 1106035), from which £410,000 was donated to the Charity during the period

9. CONTROLLING PARTY

The Trustees consider that the Charity is jointly controlled by the Trustees and that there is no ultimate controlling party