

# **Hospitality Professionals Association**

Registered number: 07854377

## **Annual report and financial statements**

**For the year ended 31 March 2018**

SATURDAY



A33      \*A7LBZSOX\*      #9  
22/12/2018  
COMPANIES HOUSE

---

# **HOSPITALITY PROFESSIONALS ASSOCIATION**

## **(A company limited by guarantee)**

---

### **COMPANY INFORMATION**

---

**Directors**

Prof. P A Jones  
Mr S C Collins  
Ms J Pendlebury  
Mr M R Heyward  
Mr J T D Herbert  
Mr C G Upton  
Mr R P Maloney  
Mr D A Derbyshire  
Mr D A B Nicolson  
Mr R J Silk

**Company secretary**

Mr J T D Herbert

**Registered number**

07854377

**Registered office**

C/O Penrose Partnership  
Longdene House  
Hedgehog Lane  
Haslemere  
UK  
GU27 2PH

**Independent auditors**

Mazars LLP  
Chartered Accountants & Statutory Auditor  
Tower Bridge House  
St Katharine's Way  
London  
E1W 1DD

---

# **HOSPITALITY PROFESSIONALS ASSOCIATION**

## **(A company limited by guarantee)**

---

### **CONTENTS**

---

	Page
<b>Directors' report</b>	1 - 3
<b>Independent auditors' report</b>	4 - 6
<b>Profit and loss account</b>	7
<b>Balance sheet</b>	8
<b>Statement of changes in equity</b>	9
<b>Notes to the financial statements</b>	10 - 16

---

# **HOSPITALITY PROFESSIONALS ASSOCIATION**

## **(A company limited by guarantee)**

---

### **DIRECTORS' REPORT**

#### ***FOR THE YEAR ENDED 31 MARCH 2018***

---

The directors present their report and the financial statements for the year ended 31 March 2018.

Hospitality Professionals Association (Registration Number - 07854377) is a company limited by guarantee whose principal activity is to provide seminars, updates and training to its members working in the hospitality industry.

The results for the year ended 31 March 2018 showed a profit of £45,883 (2017: loss of £25,413).

The improvement in profitability in the current year was due to a combination of an increase in income received from our patrons and sponsors, both at HOSPACE and generally through the year, combined with careful management of central costs. This has resulted in a much healthier net asset position on the balance sheet.

#### **Directors**

The directors who served during the whole of the year, unless otherwise stated, were:

Prof. P A Jones  
Mr S C Collins  
Ms J Pendlebury  
Mr M R Heyward  
Mr J T D Herbert  
Mr C G Upton  
Mr R P Maloney  
Mr D A Derbyshire (appointed 7 December 2017)  
Mr D A B Nicolson (appointed 7 December 2017)  
Mr R J Silk (appointed 7 December 2017)

---

# **HOSPITALITY PROFESSIONALS ASSOCIATION**

## **(A company limited by guarantee)**

---

### **DIRECTORS' REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2018**

---

#### **Directors' responsibilities statement**

The directors are responsible for preparing the directors' report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for that period.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies for the Company's financial statements and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

---

# **HOSPITALITY PROFESSIONALS ASSOCIATION**

## **(A company limited by guarantee)**

---

### **DIRECTORS' REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2018**

---

#### **Going concern**

The directors have made an assessment in preparing the financial statements as to whether the company is a going concern and have concluded that there are no material uncertainties that may cast doubt on the company's ability to meet its liabilities over the next twelve months.

#### **Disclosure of information to auditors**

Each of the persons who are directors at the time when this directors' report is approved has confirmed that:

- so far as the director is aware, there is no relevant audit information of which the Company's auditors are unaware, and
- the director has taken all the steps that ought to have been taken as a director in order to be aware of any relevant audit information and to establish that the Company's auditors are aware of that information.

#### **Auditors**

The auditors, Mazars LLP, will be proposed for reappointment in accordance with section 485 of the Companies Act 2006.

#### **Small companies note**

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

This report was approved by the board and signed on its behalf.

.....  
**Mr C G Upton**  
Director

Date:

14th December 2018

---

# **HOSPITALITY PROFESSIONALS ASSOCIATION**

## **(A company limited by guarantee)**

---

### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HOSPITALITY PROFESSIONALS ASSOCIATION**

---

#### **Opinion**

We have audited the financial statements of Hospitality Professionals Association (the 'Company') for the year ended 31 March 2018, which comprise the profit and loss account, the balance sheet, the statement of changes in equity and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Company's affairs as at 31 March 2018 and of its profit for the year 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.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### **Other information**

The directors are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our auditors' report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

---

## **HOSPITALITY PROFESSIONALS ASSOCIATION**

### **(A company limited by guarantee)**

---

#### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HOSPITALITY PROFESSIONALS ASSOCIATION (CONTINUED)**

---

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the Company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which 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 directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a Strategic Report.



---

## **HOSPITALITY PROFESSIONALS ASSOCIATION**

### **(A company limited by guarantee)**

---

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HOSPITALITY PROFESSIONALS ASSOCIATION (CONTINUED)**

---

### **Responsibilities of directors**

As explained more fully in the directors' responsibilities statement on page 2, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the Company or to cease operations, or have no realistic alternative but to do so.

### **Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditors' report.

### **Use of our report**

This report is made solely to the Company'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 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.



Rachel Lawton (Senior Statutory Auditor)

For and behalf of Mazars LLP  
Chartered Accountants and Statutory Auditor  
Tower Bridge House  
St Katharine's Way  
London  
E1W 1DD

Date: 20/12/2018

---

**HOSPITALITY PROFESSIONALS ASSOCIATION**  
**(A company limited by guarantee)**

---

**PROFIT AND LOSS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2018**

---

	Note	2018 £	2017 £
Turnover		520,650	476,174
Cost of sales		(206,929)	(209,552)
<b>Gross profit</b>		<b>313,721</b>	<b>266,622</b>
Administrative expenses		(267,839)	(290,316)
<b>Operating profit/(loss)</b>		<b>45,882</b>	<b>(23,694)</b>
Interest receivable		1	1
<b>Profit/(loss) before tax</b>		<b>45,883</b>	<b>(23,693)</b>
Tax on profit/(loss)		-	(1,720)
<b>Profit/(loss) for the financial year</b>		<b>45,883</b>	<b>(25,413)</b>

There was no other comprehensive income for 2018 (2017:£NIL).

The notes on pages 10 to 16 form part of these financial statements.

**HOSPITALITY PROFESSIONALS ASSOCIATION**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 07854377**

**BALANCE SHEET**  
**AS AT 31 MARCH 2018**

	Note	2018 £	2017 £
<b>Fixed assets</b>			
Tangible assets	5	5,394	13,695
		<u>5,394</u>	<u>13,695</u>
<b>Current assets</b>			
Stocks	6	5,946	5,946
Debtors: amounts falling due within one year	7	60,502	209,601
Cash at bank and in hand	8	76,707	52,685
		<u>143,155</u>	<u>268,232</u>
Creditors: amounts falling due within one year	9	(130,657)	(309,918)
<b>Net current assets/(liabilities)</b>		12,498	(41,686)
<b>Net assets/(liabilities)</b>		<u>17,892</u>	<u>(27,991)</u>
<b>Capital and reserves</b>			
Profit and loss account		17,892	(27,991)
		<u>17,892</u>	<u>(27,991)</u>

The Company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of FRS 102 Section 1A - small entities.

The financial statements were approved and authorised for issue by the board and were signed on its behalf by:

.....  
**Mr C G Upton**  
 Director

Date: 19th December 2018

The notes on pages 10 to 16 form part of these financial statements.

---

**HOSPITALITY PROFESSIONALS ASSOCIATION**  
**(A company limited by guarantee)**

---

**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 31 MARCH 2018**

---

	<b>Profit and loss account £</b>	<b>Total equity £</b>
<b>At 1 April 2016</b>	(2,578)	(2,578)
<b>Comprehensive income for the year</b>		
Loss for the year	(25,413)	(25,413)
<b>At 31 March 2017</b>	(27,991)	(27,991)
<b>Comprehensive income for the year</b>		
Profit for the year	45,883	45,883
<b>At 31 March 2018</b>	17,892	17,892

The notes on pages 10 to 16 form part of these financial statements.

---

# **HOSPITALITY PROFESSIONALS ASSOCIATION**

## **(A company limited by guarantee)**

---

### **NOTES TO THE FINANCIAL STATEMENTS**

#### **FOR THE YEAR ENDED 31 MARCH 2018**

---

#### **1. Accounting policies**

##### **1.1 General information and basis of preparation of financial statements**

Hospitality Professionals Association (Registration Number - 07854377) is a company limited by guarantee whose principal activity is to provide seminars, updates and training to its members working in the hospitality industry.

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Financial Reporting Standard 102, Section 1A, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgment in applying the Company's accounting policies (see note 2).

The following principal accounting policies have been applied:

##### **1.2 Going concern**

The directors have made an assessment in preparing the financial statements as to whether the company is a going concern and have concluded that there are no material uncertainties that may cast doubt on the company's ability to meet its liabilities over the next twelve months as they fall due.

##### **1.3 Turnover**

Turnover is recognised to the extent that it is probable that the economic benefits will flow to the Company and the turnover can be reliably measured. Turnover is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes. The following criteria must also be met before turnover is recognised:

The amount of turnover can be measured reliably and it is probable that the Company will receive the consideration derived from membership subscription, the annual conference, patronage income and receipts from education courses.

##### **1.4 Tangible fixed assets**

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

At each reporting date the company assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined which is the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

---

# **HOSPITALITY PROFESSIONALS ASSOCIATION**

## **(A company limited by guarantee)**

---

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018**

---

#### **1. Accounting policies (continued)**

##### **1.4 Tangible fixed assets (continued)**

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Computer equipment	-	33%
--------------------	---	-----

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the profit and loss account.

##### **1.5 Stocks**

Stocks are stated at the lower of cost and net realisable value, being the estimated selling price less costs to complete and sell. Cost is based on the cost of purchase on a first in, first out basis.

At each balance sheet date, stocks are assessed for impairment. If stock is impaired, the carrying amount is reduced to its selling price less costs to complete and sell. The impairment loss is recognised immediately in profit or loss.

##### **1.6 Debtors**

Short term debtors are measured at transaction price, less any impairment.

##### **1.7 Cash and cash equivalents**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

##### **1.8 Creditors**

Short term creditors are measured at the transaction price.

##### **1.9 Interest income**

Interest income is recognised in the profit and loss account using the effective interest method.

---

# **HOSPITALITY PROFESSIONALS ASSOCIATION**

## **(A company limited by guarantee)**

---

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018**

---

#### **1. Accounting policies (continued)**

##### **1.10 Taxation**

Tax is recognised in the profit and loss account, except that a charge attributable to an item of income and expense recognised as other comprehensive income or to an item recognised directly in equity is also recognised in other comprehensive income or directly in equity respectively.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the balance sheet date in the countries where the Company operates and generates income.

#### **2. Judgements in applying accounting policies and key sources of estimation uncertainty**

##### **Useful lives for tangible fixed assets**

The depreciation policies applied to tangible fixed assets, detailed above, are based on estimations of the expected useful lives of the assets. The annual depreciation charges are therefore sensitive to changes in the estimated useful lives allocated to each class of asset. The estimated lives of assets are reviewed annually and changed where considered necessary. Some of the key factors that may result in a change to the expected useful lives include the physical condition of the asset and changes in technology.

#### **3. Employees**

The average monthly number of employees, including the directors, during the year was as follows:

	<b>2018 No.</b>	<b>2017 No.</b>
Employees	<u>4</u>	<u>5</u>

---

**HOSPITALITY PROFESSIONALS ASSOCIATION**  
**(A company limited by guarantee)**

---

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

---

**4. Intangible assets**

	<b>Goodwill</b> <b>£</b>
At 1 April 2017	10,464
Disposals	(10,464)
At 31 March 2018	<u>-</u>
At 1 April 2017	10,464
On disposals	(10,464)
At 31 March 2018	<u>-</u>
<b>Net book value</b>	
At 31 March 2018	<u>-</u>
At 31 March 2017	<u>-</u>



---

**HOSPITALITY PROFESSIONALS ASSOCIATION**  
**(A company limited by guarantee)**

---

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

---

**5. Tangible fixed assets**

	<b>Computer equipment £</b>
<b>Cost or valuation</b>	
At 1 April 2017	38,189
At 31 March 2018	<u>38,189</u>
<b>Depreciation</b>	
At 1 April 2017	24,494
Charge for the year	8,301
At 31 March 2018	<u>32,795</u>
<b>Net book value</b>	
At 31 March 2018	<u>5,394</u>
At 31 March 2017	<u>13,695</u>

**6. Stocks**

	<b>2018 £</b>	<b>2017 £</b>
Raw materials and consumables	<u>5,946</u>	<u>5,946</u>

**7. Debtors**

	<b>2018 £</b>	<b>2017 £</b>
Trade debtors	25,972	94,850
Other taxes recoverable	25,989	10,873
Prepayments and accrued income	8,541	103,878
	<u>60,502</u>	<u>209,601</u>

---

## **HOSPITALITY PROFESSIONALS ASSOCIATION**

### **(A company limited by guarantee)**

---

#### **NOTES TO THE FINANCIAL STATEMENTS**

#### **FOR THE YEAR ENDED 31 MARCH 2018**

---

##### **8. Cash and cash equivalents**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Cash at bank and in hand	76,707	52,685
Less: bank overdrafts	(118)	(118)
	<u>76,589</u>	<u>52,567</u>

##### **9. Creditors: Amounts falling due within one year**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Bank overdrafts	118	118
Trade creditors	26,866	114,024
Other taxation and social security	638	4,984
Accruals and deferred income	103,035	190,792
	<u>130,657</u>	<u>309,918</u>

##### **10. Company status**

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

---

## **HOSPITALITY PROFESSIONALS ASSOCIATION**

### **(A company limited by guarantee)**

---

#### **NOTES TO THE FINANCIAL STATEMENTS**

##### **FOR THE YEAR ENDED 31 MARCH 2018**

---

#### **11. Related party transactions**

Owing to the nature of the company's operations and the composition of the board of Directors being drawn from local public and private sector organisations, transactions may take place with organisations in which the company has an interest.

The following related party transaction took place in the period under review:

The company paid £90,190 (2017: £87,435) for membership and administrative services to Penrose Partnership Limited, a company with a mutual director.

The company paid £nil (2017: £3,000) for management services to C U Associates Limited, a company with a mutual director.

The company paid £500 (2017: £nil) as a charitable donation to The Springboard Charity, a charity with a mutual director.

The company received £9,038 (2017: £nil) for sales to BDO LLP, a company with a mutual director.

There are no other related party transactions which have taken place in the period of the accounts.