

Company registration number: 08361162

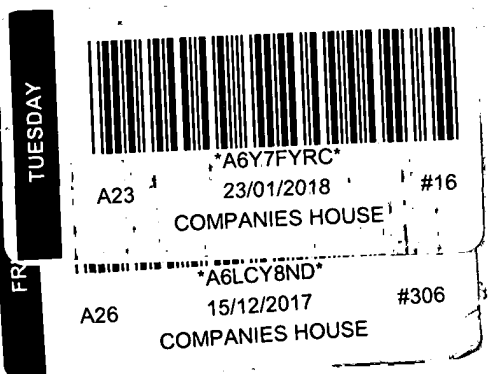
Registered Charity Number 1151348

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES' REPORT AND ACCOUNTS

31 MARCH 2017



EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

COMPANY INFORMATION

Directors	Christopher Davis	
	Gerald Dean	(Resigned 30 November 2016)
	Phillip Hart	
	Bernard Clairvaux Lewis	(Appointed 30 November 2016)

Secretary	Dawn Berndt
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Company number	08361162
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Registered office	ESPTC Office, Plumpton College Ditchling Road, Plumpton Lewes East Sussex BN7 3AE
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Accountants	Christopher Young Limited 1a The Martlets Burgess Hill West Sussex RH15 9NN
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EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

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EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2017

Introduction

The trustees present their annual report and accounts for the year ended 31 March 2017

Reference and administrative information

The full name of the charity is East Sussex Proficiency Tests Committee Limited.

Registered Charity Number: 1151348.

Registered Company Number: 08361162.

Registered Office address: ESPTC Office, Plumpton College, Ditchling Road, Plumpton, Lewes, East Sussex BN7 3AE.

Company Secretary: Mrs Dawn Berndt

The company was incorporated on 15 January 2013 and activities commenced on 1 August 2013.

Trustees

The charity's trustees during the year ended 31 March 2017 and at the date the report and accounts were approved were:

Mr Desmond Lambert (Retired March 2016)
Mr Phillip Hart (Director)
Mr Bernard Lewis
Mr Robert Eldridge
Mr Christopher Davis (Director)
Mr Brian Jeffries (Retired October 2016)
Mr Gerald Dean (Director) (Retired March 2016)
Mr Timothy Hollamby
Mr Geoffrey Gregory (Appointed March 2016)
Mr Robert Morris (Appointed March 2016)
Mr Brian Speed (Appointed October 2016)
Ms Vicki Richardson (Appointed March 2016)

Trustees are appointed by the Committee.

All the directors of the company are also trustees of the charity, and their responsibilities include all the responsibilities of directors under the Companies Acts and of trustees under the Charities Act.

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

TRUSTEES' ANNUAL REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

Independent examiner

Christopher Young MIAgrM, CTA
Christopher Young Limited
1a The Martlets
Burgess Hill
West Sussex
RH15 9NN

Structure, Governance and Management

The organisation is a charitable company, limited by guarantee, incorporated on 15 January 2013 and registered as a charity on 22 March 2013. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

In the event of the company being wound up members are required to contribute an amount not exceeding £10 to the assets of the charitable company whilst a member, or within one year of membership ceasing.

Objects

The object of the Charity is the advancement of education and training by means of collaboration with the City and Guilds Land Based Services in the administration of schemes of Proficiency Tests, Vocational Qualifications, Certificates of Competence, Certificates of Qualification and other such awards in the land based industries as the Charity shall from time to time decide. The area of operations mainly covers the County of East Sussex but requests are considered from any other area.

Main activities in relation to the objects of the Charity

The Committee is responsible for all matters, including the assessing, monitoring and maintaining of standards relating to awards and acts on recommendations issued by the City and Guilds Land Based Services.

- a) It is required to submit a report to interested bodies and receive recommendations from participating bodies.
- b) It seeks to promote and publicise the awards wherever possible.
- c) It provides facilities to enable access to awards for any person who requires them.
- d) It appoints examiners and or assessors for awards and ensures that such examiners and assessors are regularly updated in accordance with the policies of the Council. It reviews annually lists of examiners in its list of examiners and assessors.
- e) It may award Certificates of Proficiency.
- f) It appoints an Administrator who, not being a member of the committee, is responsible for the administration of the Proficiency Testing Scheme and the organisation of proficiency tests.
- g) It submits to the City and Guilds Land Based Services such information as may from time to time be required.

Achievements and performance

The Charity has achieved another successful period of business. Over the year there was a small surplus of net incoming resources.

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

TRUSTEES' ANNUAL REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

Financial review

The charity does not have any restricted reserve funds. It's general reserves are held on short term investment to enable the Charity to take advantage of any opportunities, within its overall objective, that may arise.

Public benefit

The charity's trustees have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

Statement of Directors' and Trustees' Responsibilities

The Charities Act and the Companies Act requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity.

In preparing those accounts the trustees are required to:-

- (a) select suitable accounting policies and then apply them consistently.
- (b) make judgements and estimates that are reasonable and prudent.
- (c) state whether the policies adopted are in accordance with SORP Regulations and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements.
- (d) prepare the accounts on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the accounts comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (March 2005) and in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

This report was approved by the board of trustees on 11 October 2017 and signed on its behalf by

Christopher Davis
Director and Trustee



EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE CHARITY

I report on the accounts of the company for the period ended 31 March 2017, which are set out on pages 5 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees (some of whom are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this period under section 144 of the Charities Act 2011, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep proper accounting records in accordance with section 386 of the Companies Act 2006 and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Christopher Young MIAgrM, CTA

Christopher Young Limited
1a The Martlets
Burgess Hill
West Sussex
RH15 9NN

Dated: 11 October 2017

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2017

	Year 2017		Year 2016	
	Unrestricted funds		Unrestricted funds	
	£	£	£	£
INCOMING RESOURCES				
Trading activities				
Test fees: PA1		5,071		6,538
PA2		4,783		4,522
PA6		6,034		8,478
Other PA		4,614		2,150
Forestry		25,830		69,392
General certificates of competence / awards		4,025		3,661
Registrations		23,533		45,689
Management charges receivable		2,736		690
		76,626		141,120
Investment income - Bank interest		590		672
TOTAL INCOMING RESOURCES		77,216		141,792
RESOURCES EXPENDED				
Direct Charitable trading costs				
Examiners fees: PA	13,075		11,432	
Forestry	16,516		53,120	
Other categories	2,597		2,087	
Mileage claims	74		3,712	
Registrations	22,630		40,507	
PAC Facilities charge	1,734		1,662	
Secretarial fees	14,484		25,416	
Stationery	144		-	
Printing and postage	165		123	
Advertising	250		185	
Telephone	-		106	
Insurance	219		199	
Legal and professional fees	180		13	
General expenses	83		362	
Depreciation of equipment	111		148	
Amortisation of premises licence fee	1,000		1,000	
		73,262		140,072
Governance costs				
Independent examiner's fees	870		840	
Bank charges	4		-	
		874		840
TOTAL RESOURCES EXPENDED		74,136		140,912
NET INCOMING RESOURCES		3,080		880
Funds brought forward from previous year		86,861		85,981
TOTAL FUNDS CARRIED FORWARD		89,941		86,861

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

STATEMENT OF INCOME AND RETAINED EARNINGS - YEAR ENDED 31 MARCH 2017

	Note	2017 £	2016 £
Turnover	4	76,626	141,120
Cost of sales		(54,818)	(107,146)
Gross profit		21,808	33,974
Administrative expenses		(19,318)	(33,766)
Operating profit		2,490	208
Other interest receivable and similar income	5	590	672
Profit on ordinary activities before taxation		3,080	880
Tax on profit on ordinary activities		-	-
Profit for the financial year and total comprehensive income		3,080	880
Retained earnings at the start of the year		86,861	85,981
Retained earnings at the end of the year		89,941	86,861

Statement of retained earnings

Total profit / loss for the year (as above)	3,080	880
Reserve movements	-	-
Retained earnings at the start of the year	86,861	85,981
Retained earnings at the end of the year	89,941	86,861

All the activities of the company are from continuing operations.

The notes on pages 10 to 13 form part of these financial statements.

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

STATEMENT OF FINANCIAL POSITION AT 31 MARCH 2017

	Note	2017 £	£	2016 £	£
Fixed assets					
Intangible fixed assets	6	2,000		3,000	
Tangible assets	7	334		445	
			2,334		3,445
Current assets					
Debtors	8	22,151		12,834	
Cash at bank and in hand		74,515		81,720	
		96,666		94,554	
Creditors: amounts falling due within one year	9	(9,059)		(11,138)	
Net current assets			87,607		83,416
Total assets less current liabilities			89,941		86,861
Net assets			89,941		86,861
Capital and reserves					
General reserve			89,941		86,861
Members funds			89,941		86,861

The notes on pages 10 to 13 form part of these financial statements.

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

STATEMENT OF FINANCIAL POSITION (CONTINUED) AT 31 MARCH 2017

For the year ending 31 March 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

These financial statements were approved by the board of directors and authorised for issue on 11 October 2017, and are signed on behalf of the board by:



Christopher Davis
Director

Company registration number: 08361162

The notes on pages 10 to 13 form part of these financial statements.

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

STATEMENT OF CASH FLOWS - YEAR ENDED 31 MARCH 2017

	2017		2016	
	£	£	£	£
Cash flows from operating activities				
Profit before taxation		3,080		880
<i>Adjustments for:</i>				
Depreciation of tangible assets		111		148
Amortisation of intangible assets		1,000		1,000
Other interest receivable and similar income		(590)		(672)
Accrued expenses/ (income)		-		-
		<u>3,601</u>		<u>1,356</u>
<i>Movements in working capital:</i>				
Stocks		-		-
Trade and other debtors	9,317		6,639	
Trade and other creditors	(2,079)		14,665	
	<u></u>	<u>(11,396)</u>	<u></u>	<u>(8,026)</u>
Cash generated from operations		(7,795)		(6,670)
Interest received		590		672
Net cash (used in)/from operating activities		<u>(7,205)</u>		<u>(5,998)</u>
Net cash used in investing activities		-		-
Hire purchase finance of assets acquired	-		-	
Net cash from/(used in) financing activities		-		-
Net increase/(decrease) in cash and cash equivalents		<u><u>(7,205)</u></u>		<u><u>(5,998)</u></u>
Cash and cash equivalents at beginning of year		81,720		87,718
Cash and cash equivalents at end of year		<u><u>74,515</u></u>		<u><u>81,720</u></u>
		<u>(7,205)</u>		<u>(5,998)</u>

NOTES TO THE FINANCIAL STATEMENTS - YEAR ENDED 31 MARCH 2017

1. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'.

2. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through profit or loss.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

Turnover

Turnover is measured at the fair value of the consideration received or receivable for services rendered.

Taxation

Income tax expense represents the sum of the tax currently payable and deferred tax.

The company as a registered charity is not liable to corporation tax on its charitable income.

Intangible assets

Intangible assets are initially recorded at cost, and are subsequently stated at cost less any accumulated amortisation and impairment losses. Any intangible assets carried at a revalued amount, are recorded at the fair value at the date of revaluation, as determined by reference to an active market, less any subsequent accumulated amortisation and subsequent accumulated impairment losses.

Intangible assets acquired as part of a business combination are recorded at the fair value at the acquisition date.

Amortisation

Amortisation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful life of that asset as follows:

Premises licences	10	%
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If there is an indication that there has been a significant change in amortisation rate, useful life or residual value of an intangible asset, the amortisation is revised prospectively to reflect the new estimates.

Tangible assets

Tangible assets are initially recorded at cost, and are subsequently stated at cost less any accumulated depreciation and impairment losses.

Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other comprehensive income and accumulated in capital and reserves, except to the extent it reverses a revaluation decrease of the same asset previously recognised in profit or loss. A decrease in the carrying amount of an asset as a result of revaluation is recognised in other comprehensive income to the extent of any previously recognised revaluation increase accumulated in capital and reserves in respect of that asset. Where a revaluation decrease exceeds the accumulated revaluation gains accumulated in capital and reserves in respect of that asset, the excess shall be recognised in profit or loss.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fittings fixtures and equipment - 25% reducing balance

If there is an indication that there has been a significant change in depreciation rate, useful life or residual value of tangible assets, the depreciation is revised prospectively to reflect the new estimates.

Impairment

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

When it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that are largely independent of the cash inflows from other assets or groups of assets.

3. Limited by guarantee

In the event of the company being wound up members are required to contribute an amount not exceeding £10 to the assets of the charitable company whilst a member, or within one year of membership ceasing.

4. Turnover

The whole of the turnover is attributable to the principal activity of the company wholly undertaken in the United Kingdom.

5. Other interest receivable and similar income

	2017	2016
	£	£
Bank deposits	590	672
	<u> </u>	<u> </u>

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) - YEAR ENDED 31 MARCH 2017

6. Intangible assets

Premises
licence fee

£

Cost

At 1 April 2016 and 31 March 2017

5,667

Amortisation

At 1 April 2016

2,667

Charge for the year

1,000

At 31 March 2017

3,667

Carrying amount

At 31 March 2017

2,000

At 31 March 2016

3,000

7. Tangible assets

Fixtures,
fittings and
equipment

£

Cost

At 1 April 2016 and 31 March 2017

882

Depreciation

At 1 April 2016

437

Charge for the year

111

At 31 March 2017

548

Carrying amount

At 31 March 2017

334

At 31 March 2016

445

8. Debtors

2017

2016

£

£

Trade debtors

22,151

12,834

9. Creditors: amounts falling due within one year

2017

2016

£

£

Trade creditors

9,059

11,138

10. Controlling party

The company is controlled by its board of trustees as detailed on page 1.