

Company registration number: 08361162

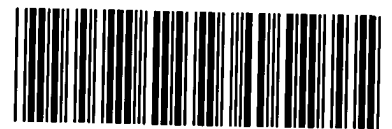
EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES' REPORT AND ACCOUNTS

31 MARCH 2018

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EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

CONTENTS

	Page
Company information	2
Trustees' report	3 - 5
Independent examiner's report	6
Statement of financial activities	7
Statement of income and retained earnings	8
Statement of financial position	9 - 10
Statement of cash flows	11
Notes to the financial statements	12 - 15

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

DIRECTORS AND OTHER INFORMATION

Directors	Christopher Davis Phillip Hart Bernard Clairvaux Lewis
Secretary	Dawn Berndt
Company number	08361162
Registered office	ESPTC Office, Plumpton College Ditchling Road, Plumpton Lewes East Sussex BN7 3AE
Accountants	Christopher Young Limited 1a The Martlets Burgess Hill West Sussex RH15 9NN

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

TRUSTEES' REPORT - YEAR ENDED 31 MARCH 2018

Introduction

The trustees present their annual report and accounts for the year ended 31 March 2018

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 2018 and at the date the report and accounts were approved were:

Mr Phillip Hart (Director)
Mr Bernard Lewis
Mr William Eldridge
Mr Christopher Davis (Director)
Mr Timothy Hollamby
Mr Geoffrey Gregory
Mr Robert Morris
Mr Brian Speed
Ms Vicki Richardson

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.

Independent examiner

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

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

TRUSTEES' REPORT - YEAR ENDED 31 MARCH 2018 (CONTINUED)

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 had a challenging year and reports a deficit of expenditure over income of £18,193. Whilst income rose, additional costs were incurred this year for quality control and a prior year adjustment for registration fees paid. Additional secretarial fees were also payable this year.

Financial review

The charity does not have any restricted reserve funds. Its 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.

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

TRUSTEES' REPORT - YEAR ENDED 31 MARCH 2018 (CONTINUED)

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 28 November 2018 and signed on its behalf by



Christopher Davis
Director and Trustee

6/12/18

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 2018, which are set out on pages 7 to 15.

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

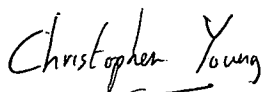
In the course of my examination, no matter has come to my attention:

(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: 28 November 2018

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2018

	Year 2018		Year 2017	
	Unrestricted funds		Unrestricted funds	
	£	£	£	£
INCOMING RESOURCES				
Trading activities				
Test fees: PA1		8,099		5,071
PA2		4,464		4,783
PA6		9,290		6,034
Other PA		6,896		4,614
Forestry		32,475		25,830
General certificates of competence / awards		2,693		4,025
Registrations		25,618		23,533
Management charges receivable		238		2,736
		89,773		76,626
Investment income - Bank interest		325		590
TOTAL INCOMING RESOURCES		90,098		77,216
RESOURCES EXPENDED				
Direct Charitable trading costs				
Examiners fees: PA	15,213		13,075	
Forestry (includes £1,555 for prior year)	24,706		16,516	
Other categories	2,626		2,597	
Mileage claims	-		74	
Quality control	4,157		-	
Registrations (includes £2,632 for prior year)	33,032		22,630	
Replacement cards & certificates	98		-	
PAC Facilities charge	1,422		1,734	
Secretarial fees	23,794		14,484	
Stationery	71		144	
Printing and postage	76		165	
Advertising	255		250	
Insurance	707		219	
Legal and professional fees	30		180	
General expenses	150		83	
Depreciation of equipment	84		111	
Amortisation of premises licence fee	1,000		1,000	
		107,421		73,262
Governance costs				
Independent examiner's fees	870		870	
Bank charges	-		4	
		870		874
TOTAL RESOURCES EXPENDED		108,291		74,136
NET (OUTGOING) /INCOMING RESOURCES		(18,193)		3,080
Funds brought forward from previous year		89,941		86,861
TOTAL FUNDS CARRIED FORWARD		71,748		89,941

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

STATEMENT OF INCOME AND RETAINED EARNINGS - YEAR ENDED 31 MARCH 2018

	Note	2018 £	2017 £
Turnover	5	89,773	76,626
Cost of sales		(75,577)	(54,818)
Gross profit		<u>14,196</u>	<u>21,808</u>
Administrative expenses		(32,714)	(19,318)
Operating (loss)/profit	6	<u>(18,518)</u>	<u>2,490</u>
Other interest receivable and similar income	8	325	590
(Loss)/profit before taxation		<u>(18,193)</u>	<u>3,080</u>
Tax on (loss)/profit		-	-
(Loss)/profit for the financial year and total comprehensive income		<u><u>(18,193)</u></u>	<u><u>3,080</u></u>

Statement of retained earnings

Total profit / loss for the year (as above)	(18,193)	3,080
Retained earnings at the start of the year	89,941	86,861
Retained earnings at the end of the year	<u><u>71,748</u></u>	<u><u>89,941</u></u>

All the activities of the company are from continuing operations.

The notes on pages 12 to 15 form part of these financial statements.

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

STATEMENT OF FINANCIAL POSITION - 31 MARCH 2018

	Note	2018 £	£	2017 £	£
Fixed assets					
Intangible assets	9	1,000		2,000	
Tangible assets	10	250		334	
			1,250		2,334
Current assets					
Debtors	11	18,362		22,151	
Cash at bank and in hand		67,500		74,515	
		85,862		96,666	
Creditors: amounts falling due within one year	12	(15,364)		(9,059)	
Net current assets			70,498		87,607
Total assets less current liabilities			71,748		89,941
Net assets			71,748		89,941
Capital and reserves					
General reserve			71,748		89,941
Members funds			71,748		89,941

The notes on pages 12 to 15 form part of these financial statements.

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

STATEMENT OF FINANCIAL POSITION - 31 MARCH 2018 (CONTINUED)

For the year ending 31 March 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' 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 28 November 2018, and are signed on behalf of the board by:



6/12/18

Christopher Davis
Director

Company registration number: 08361162

The notes on pages 12 to 15 form part of these financial statements.

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

STATEMENT OF CASH FLOWS - YEAR ENDED 31 MARCH 2018

	2018	2017
	£	£
Cash flows from operating activities		
(Loss)/profit before taxation	(18,193)	3,080
<i>Adjustments for:</i>		
Depreciation of tangible assets	84	111
Amortisation of intangible assets	1,000	1,000
Other interest receivable and similar income	(325)	(590)
Accrued expenses/ (income)	1,419	-
	<u>16,015</u>	<u>3,601</u>
<i>Movements in working capital:</i>		
Stocks	-	-
Trade and other debtors	3,789	(9,317)
Trade and other creditors	4,886	2,079
	<u>8,675</u>	<u>(11,396)</u>
Cash generated from operations	(7,340)	(7,795)
Interest received	325	590
Net cash (used in)/from operating activities	<u>(7,015)</u>	<u>(7,205)</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>(7,015)</u></u>	<u><u>(7,205)</u></u>
Cash and cash equivalents at beginning of year	74,515	81,720
Cash and cash equivalents at end of year	<u><u>67,500</u></u>	<u><u>74,515</u></u>
	<u><u>(7,015)</u></u>	<u><u>(7,205)</u></u>

1. General information

The company is a private company limited by guarantee, registered in England. The address of the registered office is ESPTC Office, Plumpton College, Ditchling Road, Plumpton, Lewes, East Sussex, BN7 3AE.

2. Statement of compliance

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

3. 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 are prepared in sterling, which is the functional currency of the entity.

Turnover

Turnover is measured at the fair value of the consideration received or receivable for goods supplied and services rendered, net of discounts and Value Added Tax.

Revenue from the sale of goods is recognised when the significant risks and rewards of ownership have transferred to the buyer, usually on despatch of the goods; the amount of revenue can be measured reliably; it is probable that the associated economic benefits will flow to the entity and the costs incurred or to be incurred in respect of the transactions can be measured reliably.

Taxation

The taxation expense represents the aggregate amount of current and deferred tax recognised in the reporting period. Tax is recognised in the statement of comprehensive income, except to the extent that it relates to items recognised in other comprehensive income or directly in capital and reserves. In this case, tax is recognised in other comprehensive income or directly in capital and reserves, respectively.

Current tax is recognised on taxable profit for the current and past periods. Current tax is measured at the amounts of tax expected to pay or recover using the tax rates and laws that have been enacted or substantively enacted at the reporting date.

Deferred tax is recognised in respect of all timing differences at the reporting date. Unrelieved tax losses and other deferred tax assets are recognised to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Deferred tax is measured using the tax rates and laws that have been enacted or substantively enacted by the reporting date that are expected to apply to the reversal of the timing difference.

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% straight line

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%

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.

4. 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.

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) - YEAR ENDED 31 MARCH 2018

5. Turnover

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

6. Operating loss/profit

Operating loss/profit is stated after charging/(crediting):

	2018	2017
	£	£
Amortisation of intangible assets	1,000	1,000
Depreciation of tangible assets	84	111
	<u> </u>	<u> </u>

7. Staff costs

The aggregate payroll costs incurred during the year were:

	2018	2017
	£	£
Wages and salaries	23,794	14,484
	<u> </u>	<u> </u>

8. Other interest receivable and similar income

	2018	2017
	£	£
Bank deposits	325	590
	<u> </u>	<u> </u>

9. Intangible assets

	Premises licence fee
	£
Cost	
At 1 April 2017 and 31 March 2018	5,667
Amortisation	
At 1 April 2017	3,667
Charge for the year	1,000
At 31 March 2018	<u>4,667</u>
Carrying amount	
At 31 March 2018	<u>1,000</u>
At 31 March 2017	<u>2,000</u>

EAST SUSSEX PROFICIENCY TESTS COMMITTEE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) - YEAR ENDED 31 MARCH 2018

10. Tangible assets

	Fixtures, fittings and equipment £	Total £
Cost		
At 1 April 2017 and 31 March 2018	882	882
Depreciation		
At 1 April 2017	548	548
Charge for the year	84	84
At 31 March 2018	632	632
Carrying amount		
At 31 March 2018	250	250
At 31 March 2017	334	334

11. Debtors

	2018 £	2017 £
Trade debtors	18,362	22,151

12. Creditors: amounts falling due within one year

	2018 £	2017 £
Trade creditors	13,945	9,059
Accruals and deferred income	1,419	-
	15,364	9,059

13. Controlling party

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