

**Charlty Registration No. 1079789**

**Company Registration No. 03919973 (England and Wales)**

**NORPRO TRAINING LTD**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

# NORPRO TRAINING LTD

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

M Bond  
C Storer  
E Lewis  
C Elliott  
D Brunning  
G Ingram

**Secretary**

D Brunning

**Charity number**

1079789

**Company number**

03919973

**Registered office**

30 Ham Drive  
Plymouth  
PL2 2NL

**Independent Examiner**

One Plus One Accountants  
34/36 Fore Street  
Bovey Tracey  
Devon  
TQ13 9AE

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# NORPRO TRAINING LTD

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# NORPRO TRAINING LTD

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 AUGUST 2020

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The directors/trustees present their report together with financial statements for the year ended 31st August 2020. The Directors and Trustees confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting Charities" effective January 2015.

North Prospect Garage Project changed its name to Norpro Training Ltd on 13<sup>th</sup> March 2012. The company was formed on 4<sup>th</sup> February 2000 as a company limited by guarantee, with the maximum liability of each member not exceeding £1. The company gained charitable status on 10<sup>th</sup> March 2000.

#### **Legal and administrative information**

The information set out on page 1 forms part of this report.

#### **Objectives**

1. To provide a garage workshop and other facilities to advance the interest of social welfare with the object of improving conditions of life in the wards of Ham and also across the City of Plymouth.
2. To enhance and promote employment opportunities, work experience opportunities, and training and education including training skills relevant to securing employment for local residents within the area of benefit.
3. To assist in the relief of the effects of social and economic deprivation and social exclusion in the area of benefit.
4. To promote such other charitable purposes as further the objects of the company.

#### **Principle Activities**

We provide academic year mechanical training courses for up to 120 young people per annum, most of whom either reside in the local area or other deprived areas of the City of Plymouth. Most of these young people have had difficulties with mainstream education, or other difficulties that have affected their education. By coming to the project two days per week on accredited training programmes we have been able to keep most of the young people engaged in education whilst gaining a valid qualification that they can use in the future.

#### **During this reporting period:**

Due to Covid 19 the students moved to online training with the use of Onefile, Electude and Google Gsuite. All staff were furloughed from March to September 2020. Government Coronavirus Job Retention Scheme funding received was £52,957 as shown in note 3.

We continue to support AFC Plympton under 8's.

#### **Staff changes were as follows:**

R Read's contract wasn't renewed following a drop-in number of learners  
C Elliott took a job change and moved over to Elder Tree  
Richard Merrifield moved across to Marine Engineering  
Brian Winsor Moved across to Marine Engineering.  
Stacey Rowe recruited to start in September 2020

**Apprentices:** We continued to fund 1 apprentice independently

**Eat That Frog:** Another local charity that delivers training for young people with learning difficulties approached us, we now work with 2 learners completing a Marine Engineering course and Mechanics Level 1, over a 2-year period with us.

#### **Trustees:**

Graham Ingram joined the board of Trustees in Nov 2019  
Darren Brunning took over as Company Secretary in Nov 2019  
Carole Elliott joined the Board of Trustees in Mar 2020

# **NORPRO TRAINING LTD**

## **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 31 AUGUST 2020**

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### **Charity Trustees**

The charity is organised so that the trustees meet regularly to manage the affairs of the charity and to agree on ongoing developments. The Technical Manager Brian Weatherston, whose role is to oversee the day to day strategic running of the charity and activities on the shop floor at both of our training sites, including the training sessions, internal verification system,. There are also 5 qualified trainers, one Office Manager., Brian Weatherston is the Quality Assurance Coordinator on behalf of the charities accredited awarding bodies. The charity uses One plus One as its accountants and banked with Lloyds and the CO-OP during the financial year.

### **Risk management**

Major risks are constantly reviewed, and procedures established to manage those risks.

### **Directors and Trustees**

All directors of the company are also trustees of the charity, and there are no other trustees.

The trustees who served during the year are:

- Chris Storer (Chair)
- Michael Bond (vice chair)
- Lyn Lewis
- Darren Brunning (also Company secretary)
- Carole Elliott
- Graham Ingram.

### **Election of members**

The directors retire after a five-year period, and there are none to retire this period. Retiring directors are eligible to offer themselves for re-appointment. The number of trustees shall not be less than four but shall be subject to a maximum of nine.

### **Review of Activities/Finances**

The company has been operating at full capacity throughout the financial year and has generated the majority of its income by providing training courses on behalf of schools, colleges and other organisations.

Restricted funds stand at **£ NIL** with unrestricted funds standing at £95,017.

### **Reserves Policy – Unrestricted Funds**

We are working towards a reserves policy whereby the unrestricted funds not committed or invested in fixed or tangible assets held by the charity should be at least 6 months of the expenditure. However, this policy has now been reviewed taking in to account the changes in education and the regeneration programme that is taking place in the Charities direct area of benefit. The trustees therefore took the decision to raise the amount that should be allocated to reserves, to allow the project to continue operation for at least the next academic year whilst the above two issues are resolved. At present the reserves account holds £39,899 on the 31 August 2020 but this has not taken into account depreciation costs on both the building and the contents.

The surplus of funds retained in the reserves is available for use to enable the company to fulfil its principal objectives subject to sufficient further funding being received.

### **Directors/Trustees Responsibilities for the Financial Statements**

# NORPRO TRAINING LTD

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 AUGUST 2020**

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Company law requires the directors/trustees to prepare financial statements for each financial year which 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 those financial statements, the directors are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors/trustees are responsible for maintaining proper accounting records, for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are also responsible for ensuring that the charity financial statements comply with the Charities Act 1993, and the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed.

### Independent Examination

Sadie Rogers, CA, of One Plus One Accountants will carry out the independent examination required for this annual return.

### Small Company Exemption

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD



**C Storer**  
Trustee

Date: 24/5/21

**NORPRO TRAINING LTD**  
**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF NORPRO TRAINING LTD**

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I report on the accounts of the charity for the year ended 31 August 2020 which are set out on pages 5 to 12.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAS.

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 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

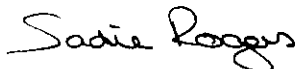
**Basis of Independent examiner's report**

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 connection with 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 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 Charitieshave 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.



Sadie Rogers CA

c/o One Plus One Accountants

34/36 Fore Street  
Bovey Tracey  
Devon  
TQ13 9AE

Dated: 20/5/21

# NORPRO TRAINING LTD

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 AUGUST 2020**

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	Notes	Unrestricted funds 2020 £	Unrestricted funds 2019 £
<b><u>Income from:</u></b>			
Donations and legacies	3	52,907	(410)
Charitable activities	4	226,329	307,471
Investments	5	-	8
		<hr/>	<hr/>
<b>Total income</b>		279,236	307,069
		<hr/>	<hr/>
<b><u>Expenditure on:</u></b>			
Charitable activities	6	260,533	335,721
		<hr/>	<hr/>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		18,703	(28,652)
Fund balances at 1 September 2019		76,314	104,966
		<hr/>	<hr/>
<b>Fund balances at 31 August 2020</b>		95,017	76,314
		<hr/>	<hr/>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



# NORPRO TRAINING LTD

## BALANCE SHEET

AS AT 31 AUGUST 2020

	Notes	2020 £	£	2019 £	£
<b>Fixed assets</b>					
Tangible assets	10		8,218		9,020
<b>Current assets</b>					
Debtors	11	10,528		3,444	
Cash at bank and in hand		88,122		72,696	
		98,650		76,140	
<b>Creditors: amounts falling due within one year</b>	12	(11,851)		(8,846)	
Net current assets			86,799		67,294
<b>Total assets less current liabilities</b>			95,017		76,314
<b>Income funds</b>					
Unrestricted funds			95,017		76,314
			95,017		76,314

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2020.

The acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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.

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

The financial statements were approved by the trustees on 13/5/21



C Storer  
Trustee

Company Registration No. 03919973

# NORPRO TRAINING LTD

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 AUGUST 2020**

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### Accounting policies

#### Charity Status

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

### 1 Accounting policies

#### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### Statement of compliance

The financial statements have been prepared in accordance with 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 (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### Basis of preparation

Norpro Training Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### Transition to FRS 102

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was required. No restatements are required as a result of the transition to FRS 102.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

#### Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

# NORPRO TRAINING LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2020**

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### **Accounting policies**

#### **Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### **Investment Income**

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### **Tangible fixed assets**

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Leasehold properties	No depreciation
Plant and equipment	25% reducing balance method
Office Equipment	25% reducing balance method

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

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

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

# NORPRO TRAINING LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

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### Accounting policies

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

## 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

## 3 Donations and legacies

	Unrestricted funds General 2020 £	Total  2019
CJRS Grant	52,957	-
Donations from individuals	(50)	(410)
	<hr/>	<hr/>

# NORPRO TRAINING LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

### 4 Income from Charitable activities

	Unrestricted funds General 2020 £	Total 2019 £
Mechanical engineering training for young people	307,472	375,116

### 5 Investments

	Unrestricted funds General 2020 £	Total 2019 £
Interest receivable on bank deposits	-	8

### 6 Charitable activities

	Unrestricted Fund General 2020 £	Total 2019 £
Mechanical engineering training for young people	92,453	121,086
Depreciation, amortisation and other similar costs	3,007	3,577
Staff costs	239,141	283,508
Governance costs	2,416	720
	260,533	335,721

### 7 Net movement in funds

	2020 £	2019 £
Net movement in funds is stated after charging/(crediting)		
Depreciation of owned tangible fixed assets	2,739	3,007

### 8 Trustees remuneration and expenses

No trustees received any remuneration in the year (2019-NIL).

# NORPRO TRAINING LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

### 9 Employees

There were 7 employees during the year.

Employment costs	2020 £	2019 £
Wages and salaries	178,380	235,442
Social security costs	202	173
Other pension costs	3,346	3,527
	<u>181,928</u>	<u>239,142</u>

### 10 Tangible fixed assets

	Leasehold land and buildings £	Plant and equipment £	Computers £	Total £
<b>Cost</b>				
At 1 September 2019	155,802	36,517	79,424	271,743
Additions	-	-	1,937	1,937
	<u>155,802</u>	<u>36,517</u>	<u>81,361</u>	<u>273,680</u>
<b>At 31 August 2020</b>	<b>155,802</b>	<b>36,517</b>	<b>81,361</b>	<b>273,680</b>
<b>Depreciation and Impairment</b>				
At 1 September 2019	155,802	35,040	71,881	262,723
Depreciation charged in the year	-	369	2,370	2,739
	<u>155,802</u>	<u>35,409</u>	<u>74,251</u>	<u>265,462</u>
<b>At 31 August 2020</b>	<b>155,802</b>	<b>35,409</b>	<b>74,251</b>	<b>265,462</b>
<b>Carrying amount</b>				
At 31 August 2020	-	1,108	7,110	8,218
	<u>-</u>	<u>1,108</u>	<u>7,110</u>	<u>8,218</u>
At 31 August 2019	-	1,477	7,543	9,020
	<u>-</u>	<u>1,477</u>	<u>7,543</u>	<u>9,020</u>

### 11 Debtors

	2020 £	2019 £
<b>Amounts falling due within one year:</b>		
Trade debtors	8,026	838
Prepayments and accrued income	2,502	2,606
	<u>10,528</u>	<u>3,444</u>

# NORPRO TRAINING LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

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**12 Creditors: amounts falling due within one year**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Other taxation and social security	2,412	3,856
Trade creditors	9,059	3,890
Accruals and deferred income	380	1,100
	<u>11,851</u>	<u>8,846</u>

**13 Analysis of net assets between funds**

	<b>Unrestricted funds 2020 £</b>	<b>Unrestricted funds 2019 £</b>
Fund balances at 31 August 2020 are represented by:		
Tangible assets	8,218	9,020
Current assets/(liabilities)	86,799	67,294
	<u>95,017</u>	<u>76,314</u>