

REGISTERED COMPANY NUMBER: 04896217 (England and Wales)
REGISTERED CHARITY NUMBER: 1101756

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 August 2022
for
Central England Proficiency Testing
Limited

A D Accounts (Trusts) Limited
Rural Enterprise Centre
Vincent Carey Road
Rotherwas
Hereford
Herefordshire
HR2 6FE

	Page
Report of the Trustees	1 to 2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Financial Statements	6 to 10
Detailed Statement of Financial Activities	11

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2022. The trustees have adopted the provisions of 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 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Charity's objectives are the advancement of education and training by means of collaboration with the City and Guilds Network in the administration of schemes of Proficiency Tests, Vocational Qualifications of Competence, Certificates of Qualifications and other such awards in agriculture, horticulture, forestry and other industries within the UK. All charitable activities are undertaken to further charitable purposes for the public benefit.

Public benefit

In drafting this report, the trustees have complied with the duty in Section 4 of the Charities Act 2011, to have due regard to public benefit guidance published by the Charity Commission.

ACHIEVEMENT AND PERFORMANCE

Overall review

Our last trading year has been like other recent years, one of uncertainty and with challenges to face - this next year looking likewise. Total costs have increased by 12.5% (with travel expenses increasing by over 30%) and despite charitable activities increasing by 10% this has resulted in nett income being reduced by 60%. As noted in previous "Report of the Trustees" the prudent management of CEPT by all involved has created a considerable cash reserve - added to again this year, which will secure the charity and its activities for the foreseeable future.

FINANCIAL REVIEW

Reserves policy

At 31 August 2022 "free reserves", being unrestricted funds other than fixed assets amounted to £131,398 (2021 - £128,610). The charity aims to retain free reserves sufficient to provide adequate working capital to fund its core activities.

FUTURE PLANS

The charity will continue to operate in accordance with its charitable activities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

Recruitment is done by personal contacts and if need be, advertising. After approval by the Board of Trustees, the new Trustees' appointment is ratified at the Annual General Meeting.

Organisational structure

Day to day responsibility of the charitable company is delegated to a staff team.

Induction and training of new trustees

After appointment all new Trustees fill in relevant forms for the Charity Commissioners and Companies House, plus conflict of interest, skills audit and acknowledge their responsibilities.

Related parties

Central England Proficiency Testing Limited is part of the City and Guilds Network.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04896217 (England and Wales)

Registered Charity number

1101756

Registered office

Rural Enterprise Centre
Vincent Carey Road
Rotherwas
Hereford
Herefordshire
HR2 6FE

Trustees

B M Pipe
L E Goodall Chairman
C W Antrobus
A Baxter
J Everest
A C Gibb
P A Rees

Independent Examiner

A D Accounts (Trusts) Limited
Rural Enterprise Centre
Vincent Carey Road
Rotherwas
Hereford
Herefordshire
HR2 6FE

Administrator

Pauline Harcourt

Bankers

Natwest Bank
The Round House
2 Bridge Street
Evesham
Worcester
WR11 4RS

Approved by order of the board of trustees on 15 May 2023 and signed on its behalf by:

L E Goodall - Trustee

Independent examiner's report to the trustees of Central England Proficiency Testing Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 August 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Allan James Davies F.C.C.A.

A D Accounts (Trusts) Limited
Rural Enterprise Centre
Vincent Carey Road
Rotherwas
Hereford
Herefordshire
HR2 6FE

16 May 2023

Statement of Financial Activities
for the Year Ended 31 August 2022

		2022 Unrestricted fund £	2021 Total funds £
	Notes		
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Examinations		188,017	171,394
Investment income	2	26	4
Total		<u>188,043</u>	<u>171,398</u>
 EXPENDITURE ON			
Charitable activities	3		
Examinations		<u>185,255</u>	<u>164,521</u>
 NET INCOME		2,788	6,877
 RECONCILIATION OF FUNDS			
Total funds brought forward		128,610	121,733
 TOTAL FUNDS CARRIED FORWARD		<u><u>131,398</u></u>	<u><u>128,610</u></u>

The notes form part of these financial statements

		2022 Unrestricted fund £	2021 Total funds £
CURRENT ASSETS	Notes		
Debtors	8	14,833	15,291
Cash at bank		126,302	121,548
		<u>141,135</u>	<u>136,839</u>
CREDITORS			
Amounts falling due within one year	9	(9,737)	(8,229)
NET CURRENT ASSETS		<u>131,398</u>	<u>128,610</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		131,398	128,610
NET ASSETS		<u>131,398</u>	<u>128,610</u>
FUNDS	10		
Unrestricted funds		131,398	128,610
TOTAL FUNDS		<u>131,398</u>	<u>128,610</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 August 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 15 May 2023 and were signed on its behalf by:

L E Goodall - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	26	4
	<u>26</u>	<u>4</u>

3. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 4) £	Support costs (see note 5) £	Totals £
Examinations	129,597	55,658	185,255

4. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2022 £	2021 £
Examiners' fees	119,429	108,304
Examiners' travel expenses	10,168	7,719
	129,597	116,023

5. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Examinations	51,637	151	3,870	55,658

Support costs, included in the above, are as follows:

	2022 Examinations £	2021 Total activities £
Administrator's fees	46,436	40,374
Insurance	1,595	1,698
Sundries	508	-
Printing, postage & stationery	-	2
Accountancy fees	2,760	2,520
Office equipment	338	79
Bank charges	151	125
Independent examiners' fee	1,870	1,700
Secretarial fees	2,000	2,000
	55,658	48,498

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Independent examiners' fee	1,870	1,700
	<u>1,870</u>	<u>1,700</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

The following trustees received payment of assessment and other fees during the period.

	2022	2021
	£	£
J Everest	275	-
A C Gibb	968	385
P Rees	2,860	6,079
	<u>3,103</u>	<u>6,464</u>

B R Lancaster received £2,000 (2021 - £2,000) in relation to secretarial fees during the year.

The charity's administrator, who is not directly employed by the charity, was paid £46,476 (2021 - £40,416). Included in the total amount paid was £46,436 (2021 - £40,374) relating to administration fees and £40 (2021 - £42) for expenses incurred.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2022 nor for the year ended 31 August 2021.

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade debtors	13,443	13,577
Prepayments	1,390	1,714
	<u>14,833</u>	<u>15,291</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	5,087	3,979
Accruals and deferred income	4,650	4,250
	<u>9,737</u>	<u>8,229</u>

10. MOVEMENT IN FUNDS

	At 1.9.21	Net movement in funds	At 31.8.22
	£	£	£
Unrestricted funds			
General fund	128,610	2,788	131,398
	<u>128,610</u>	<u>2,788</u>	<u>131,398</u>
TOTAL FUNDS	<u>128,610</u>	<u>2,788</u>	<u>131,398</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	188,043	(185,255)	2,788
	<u>188,043</u>	<u>(185,255)</u>	<u>2,788</u>
TOTAL FUNDS	<u>188,043</u>	<u>(185,255)</u>	<u>2,788</u>

Comparatives for movement in funds

	At 1.9.20	Net movement in funds	At 31.8.21
	£	£	£
Unrestricted funds			
General fund	121,733	6,877	128,610
	<u>121,733</u>	<u>6,877</u>	<u>128,610</u>
TOTAL FUNDS	<u>121,733</u>	<u>6,877</u>	<u>128,610</u>

10. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	171,398	(164,521)	6,877
TOTAL FUNDS	<u>171,398</u>	<u>(164,521)</u>	<u>6,877</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.20 £	Net movement in funds £	At 31.8.22 £
Unrestricted funds			
General fund	121,733	9,665	131,398
TOTAL FUNDS	<u>121,733</u>	<u>9,665</u>	<u>131,398</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	359,441	(349,776)	9,665
TOTAL FUNDS	<u>359,441</u>	<u>(349,776)</u>	<u>9,665</u>

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2022.

Detailed Statement of Financial Activities
for the Year Ended 31 August 2022

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Investment income		
Deposit account interest	26	4
Charitable activities		
Examinations	188,017	171,394
Total incoming resources	188,043	171,398
EXPENDITURE		
Charitable activities		
Examiners' fees	119,429	108,304
Examiners' travel expenses	10,168	7,719
	129,597	116,023
Support costs		
Management		
Administrator's fees	46,436	40,374
Insurance	1,595	1,698
Sundries	508	-
Printing, postage & stationery	-	2
Accountancy fees	2,760	2,520
Office equipment	338	79
	51,637	44,673
Finance		
Bank charges	151	125
Governance costs		
Independent examiners' fee	1,870	1,700
Secretarial fees	2,000	2,000
	3,870	3,700
Total resources expended	185,255	164,521
Net income	2,788	6,877

This page does not form part of the statutory financial statements