

# CPTC LIMITED

England & Wales · Charity number 1155465

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [07479529](#)

**Registered** 2014-01-24

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Cornwall College  
Trevenson Campus  
Pool  
Redruth  
TR15 3RD

**Phone** 01209616117

## Activities

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**Objects:** THE ADVANCEMENT OF EDUCATION BY THE PROVISION OF A CITY AND GUILDS LAND BASED SERVICES APPROVED PROFICIENCY TEST CENTRE FOR THE PURPOSES OF ASSESSING THE SKILLS OF THOSE PEOPLE WHO ARE STUDYING OR WORKING IN AGRICULTURE, HORTICULTURE AND ARBORICULTURE AND ALLIED TRADES.

**Activities:** The charity object is the advancement of the education of persons studying agriculture, horticulture, arboriculture and allied trades by means of the establishment and administration of City and Guilds Land Based Services approved proficiency test centres for the purpose of assessing the skills of such students.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Other Defined Groups

## Geography

- Cornwall
- Devon
- Somerset

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£57,296	£53,792	-	-
2024-12-31	£71,743	£68,338	-	-
2023-12-31	£55,058	£70,663	-	-
2022-12-31	£46,189	£71,901	-	-
2021-12-31	£109,851	£103,330	-	-
2020-12-31	£104,083	£92,661	-	-

## Trustees

Name	Role	Appointed
JEREMY BEST		2013-11-04
KELLY EVANS		2015-03-19
Norman Rundle		2017-12-04
Thomas Gill		2022-05-05

**CPTC LIMITED**

England & Wales - Charity number 1155465

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# Accounts

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REGISTERED COMPANY NUMBER: 07479529 (England and Wales)  
REGISTERED CHARITY NUMBER: 1155465

**Report of the Trustees and**  
**Unaudited Financial Statements**  
**for the Year Ended 31st December 2025**  
  
**for**  
**CPTC Ltd**

ATC Advisors  
Chartered Accountants  
Unit 2 Dunheved Court  
Pennygillam Way  
LAUNCESTON  
Cornwall  
PL15 7ED

Contents of the Financial Statements  
for the Year Ended 31st December 2025

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## **CPTC Ltd**

### **Report of the Trustees** **for the Year Ended 31st December 2025**

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 31st December 2025. 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**

##### **Public benefit**

The trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

CPTC Ltd objective is the advancement of the education of persons studying agriculture, horticulture and arboriculture and allied trades by means of the establishment and administration of City and Guilds Land based Services approved Certificate of Competence qualifications. These qualifications are required to support the skills needed in today's industrial environment and some are also required for Licence to Practice activities.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **ACHIEVEMENTS AND PERFORMANCE**

In the year 2025 we registered and assessed a total of 430 tests (2024: 670).

#### **FINANCIAL REVIEW**

##### **Investment policy**

The trustees maintain access to funds for operational purposes and place all funds in a current account.

##### **Reserves policy**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to approximately £16,000 being the equivalent of 3 months expenditure. The trustees consider that reserves maintained at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The level of reserves has fallen below this amount during the year due to additional costs, however, the trustees are confident that reserves will increase to a sufficient level in the future as turnover increases and costs are controlled.

##### **Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

The results for the year are shown in the statement of financial activities and show net income for the year of £3,504 (2024: £3,405), which together with the reserves brought forward of £14,383 (2024: £10,978) gives a total reserves figure of £17,887.

#### **FUTURE PLANS**

CPTC Ltd currently work with Duchy College, Bicton College and private individuals, the changes in Land-based Education will mean students requiring more Certificates of Competence (C o Cs). Starting to receive enquiries from land-based companies needing City and Guild qualifications.

#### **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.

The charity is incorporated as a company limited by guarantee and not having a share capital. In the event of a winding up, the members of the company are liable to contribute a sum not exceeding £1 per member towards the debts and liabilities of the charity and the costs and expenses of winding up.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

07479529 (England and Wales)

##### **Registered Charity number**

1155465

**CPTC Ltd**

**Report of the Trustees**  
**for the Year Ended 31st December 2025**

**Registered office**

The Training Agency  
Duchy College  
Stoke Climsland  
Callington  
Cornwall  
PL17 8PB

**Trustees**

N W Rundle Assessor  
J D Best Fruit Growing  
Ms K S Evans Director  
T S Gill Lecturer

**Independent Examiner**

ATC Advisors  
Chartered Accountants  
Unit 2 Dunheved Court  
Pennygillam Way  
LAUNCESTON  
Cornwall  
PL15 7ED

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
N W Rundle - Trustee

**Independent Examiner's Report to the Trustees of  
CPTC Ltd**

**Independent examiner's report to the trustees of CPTC Ltd ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st December 2025.

**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.

Sarah Gay FCA

ATC Advisors  
Chartered Accountants  
Unit 2 Dunheved Court  
Pennygillam Way  
LAUNCESTON  
Cornwall  
PL15 7ED

Date: .....

**CPTC Ltd**

**Statement of Financial Activities  
for the Year Ended 31st December 2025**

		<b>2025 Unrestricted fund £</b>	<b>2024 Total funds £</b>
<b>INCOME AND ENDOWMENTS FROM</b>			
<b>Charitable activities</b>	Notes		
Charitable	2	<b>57,296</b>	71,743
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable	3	<b>52,466</b>	67,078
Governance		<b>1,326</b>	1,260
<b>Total</b>		<b>53,792</b>	68,338
<b>NET INCOME</b>		<b>3,504</b>	3,405
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		<b>14,383</b>	10,978
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>17,887</b>	14,383

The notes form part of these financial statements

**CPTC Ltd**

**Balance Sheet**  
**31st December 2025**

	Notes	2025 Unrestricted fund £	2024 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	10	1	1
<b>CURRENT ASSETS</b>			
Debtors	11	8,915	13,442
Cash at bank		<u>11,704</u>	<u>3,815</u>
		<b>20,619</b>	17,257
<b>CREDITORS</b>			
Amounts falling due within one year	12	<b>(2,733)</b>	(2,875)
<b>NET CURRENT ASSETS</b>		<u><b>17,886</b></u>	<u>14,382</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>17,887</b></u>	14,383
<b>NET ASSETS</b>		<u><b>17,887</b></u>	<u>14,383</u>
<b>FUNDS</b>	13		
Unrestricted funds		<u><b>17,887</b></u>	<u>14,383</u>
<b>TOTAL FUNDS</b>		<u><b>17,887</b></u>	<u>14,383</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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 ..... and were signed on its behalf by:

.....  
N W Rundle - Trustee

**Notes to the Financial Statements  
for the Year Ended 31st December 2025**

**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.

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**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.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 33% on cost

**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. INCOME FROM CHARITABLE ACTIVITIES**

		2025	2024
	Activity	£	£
Test Fees	Charitable	<u>57,296</u>	<u>71,743</u>

**CPTC Ltd**

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2025**

**3. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 4) £	Support costs (see note 5) £	Totals £
Charitable	52,466	-	52,466
Governance	-	1,326	1,326
	52,466	1,326	53,792

**4. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2025 £		2024 £
Staff costs	11,023		12,309
Depreciation and impairment	-		12
Assessor Fees	32,722		43,714
Travel	3,431		3,916
Training costs	-		1,092
Consultancy Fees	1,622		2,247
Bank Charges	-		67
Legal & Professional fees	34		200
Premises Costs	3,634		3,521
	52,466		67,078

**5. SUPPORT COSTS**

			Governance costs £
Governance			1,326

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

**Governance costs**

	2025 Governance £		2024 Total activities £
Accountancy fees	1,326		1,260

**6. NET INCOME/(EXPENDITURE)**

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

	2025 £		2024 £
Depreciation - owned assets	-		12

**CPTC Ltd**

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2025**

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st December 2025 nor for the year ended 31st December 2024.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st December 2025 nor for the year ended 31st December 2024.

**8. STAFF COSTS**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Wages and Salaries	<u><b>11,023</b></u>	<u>12,309</u>

There were no employees whose annual remuneration was more than £60,000

**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
<b>Charitable activities</b>	
Charitable	<u>71,743</u>
<b>EXPENDITURE ON</b>	
<b>Charitable activities</b>	
Charitable	67,078
Governance	<u>1,260</u>
<b>Total</b>	<u><b>68,338</b></u>
<b>NET INCOME</b>	3,405
<b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	10,978
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u><b>14,383</b></u></u>

**10. TANGIBLE FIXED ASSETS**

	Computer equipment £
<b>COST</b>	
At 1st January 2025 and 31st December 2025	<u><b>1,817</b></u>
<b>DEPRECIATION</b>	
At 1st January 2025 and 31st December 2025	<u><b>1,816</b></u>
<b>NET BOOK VALUE</b>	
At 31st December 2025	<u><u><b>1</b></u></u>
At 31st December 2024	<u><u><b>1</b></u></u>

**CPTC Ltd**

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2025**

<b>11.</b>	<b>DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		
		<b>2025</b>	2024
		<b>£</b>	<b>£</b>
	Trade debtors	<b>8,915</b>	13,442
		<u>          </u>	<u>          </u>

<b>12.</b>	<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		
		<b>2025</b>	2024
		<b>£</b>	<b>£</b>
	Trade creditors	<b>2,733</b>	2,875
		<u>          </u>	<u>          </u>

<b>13.</b>	<b>MOVEMENT IN FUNDS</b>		
		At 1.1.25	Net movement in funds
		<b>£</b>	<b>£</b>
	<b>Unrestricted funds</b>		At 31.12.25
	General fund	<b>14,383</b>	<b>£</b>
		<u>          </u>	
	<b>TOTAL FUNDS</b>	<b>14,383</b>	<b>17,887</b>
		<u>          </u>	<u>          </u>

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

		Incoming resources £	Resources expended £	Movement in funds £
	<b>Unrestricted funds</b>			
	General fund	<b>57,296</b>	<b>(53,792)</b>	<b>3,504</b>
		<u>          </u>	<u>          </u>	<u>          </u>
	<b>TOTAL FUNDS</b>	<b>57,296</b>	<b>(53,792)</b>	<b>3,504</b>
		<u>          </u>	<u>          </u>	<u>          </u>

**Comparatives for movement in funds**

		At 1.1.24	Net movement in funds	At
		<b>£</b>	<b>£</b>	<b>31.12.24</b>
	<b>Unrestricted funds</b>			<b>£</b>
	General fund	10,978	3,405	14,383
		<u>          </u>	<u>          </u>	<u>          </u>
	<b>TOTAL FUNDS</b>	<b>10,978</b>	<b>3,405</b>	<b>14,383</b>
		<u>          </u>	<u>          </u>	<u>          </u>

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

		Incoming resources £	Resources expended £	Movement in funds £
	<b>Unrestricted funds</b>			
	General fund	71,743	(68,338)	3,405
		<u>          </u>	<u>          </u>	<u>          </u>
	<b>TOTAL FUNDS</b>	<b>71,743</b>	<b>(68,338)</b>	<b>3,405</b>
		<u>          </u>	<u>          </u>	<u>          </u>

**CPTC Ltd**

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2025**

**13. MOVEMENT IN FUNDS - continued**

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

	At 1.1.24 £	Net movement in funds £	At 31.12.25 £
<b>Unrestricted funds</b>			
General fund	10,978	6,909	17,887
<b>TOTAL FUNDS</b>	<u>10,978</u>	<u>6,909</u>	<u>17,887</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 £
<b>Unrestricted funds</b>			
General fund	129,039	(122,130)	6,909
<b>TOTAL FUNDS</b>	<u>129,039</u>	<u>(122,130)</u>	<u>6,909</u>

**14. RELATED PARTY DISCLOSURES**

During the year two Trustees were paid at an arms length arrangement to carry out assessments on behalf of the company. These were:

	2025	2024
N W Rundle	£3,589	£3,760
T S Gill	£2,288	£1,746

**15. INDEPENDENT EXAMINERS REMUNERATION**

	2025 £	2024 £
Accountancy	663	630
Independent Examination	663	630
	<u>1,326</u>	<u>1,260</u>

**CPTC Ltd**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31st December 2025**

	2025 £	2024 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Charitable activities</b>		
Test Fees	<b>57,296</b>	71,743
<b>Total incoming resources</b>	<b>57,296</b>	71,743
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	<b>11,023</b>	12,309
Depreciation and impairment	-	12
Assessor Fees	<b>32,722</b>	43,714
Travel	<b>3,431</b>	3,916
Training costs	-	1,092
Consultancy Fees	<b>1,622</b>	2,247
Bank Charges	-	67
Legal & Professional fees	<b>34</b>	200
Premises Costs	<b>3,634</b>	3,521
	<b>52,466</b>	67,078
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy fees	<b>1,326</b>	1,260
<b>Total resources expended</b>	<b>53,792</b>	68,338
<b>Net income</b>	<b>3,504</b>	3,405

**CPTC LIMITED**

England & Wales - Charity number 1155465

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# Accounts

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**Report of the Trustees and**  
**Unaudited Financial Statements**  
**for the Year Ended 31st December 2024**  
**for**  
**CPTC Ltd**

ATC Advisors  
Chartered Accountants  
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LAUNCESTON  
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PL15 7ED

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**for the Year Ended 31st December 2024**

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**Report of the Trustees**  
**for the Year Ended 31st December 2024**

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 31st December 2024. 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**

CPTC Ltd objective is the advancement of the education of persons studying agriculture, horticulture and arboriculture and allied trades by means of the establishment and administration of City and Guilds Land based Services approved Certificate of Competence qualifications. These qualifications are required to support the skills needed in today's industrial environment and some are also required for Licence to Practice activities.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

**ACHIEVEMENT AND PERFORMANCE**

In the year 2024 we registered and assessed a total of 670 tests a 20% increase from 2023.

**FINANCIAL REVIEW**

**Investment policy**

The trustees maintain access to funds for operational purposes and place all funds in a current account.

**Reserves policy**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to approximately £16,000 being the equivalent of 3 months expenditure. The trustees consider that reserves maintained at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The level of reserves has fallen below this amount during the year due to additional costs, however, the trustees are confident that reserves will increase to a sufficient level in the future as turnover increases and costs are controlled.

**Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements. The trustees have reduced office staff to two part time employees with the office now manned three-part days per week so reducing staff costs by 50%.

The results for the year are shown in the statement of financial activities and show net income for the year of £3,405 (2023: Net expenditure of £15,606), which together with the reserves brought forward of £10,978 (2023: £26,584) gives a total reserves figure of £14,383.

**FUTURE PLANS**

CPTC Ltd currently work with Duchy College, Bicton College and private individuals, the changes in Land-based Education will mean students requiring more Certificates of Competence (C o Cs). Starting to receive enquiries from land-based companies needing City and Guild qualifications.

**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.

The charity is incorporated as a company limited by guarantee and not having a share capital. In the event of a winding up, the members of the company are liable to contribute a sum not exceeding £1 per member towards the debts and liabilities of the charity and the costs and expenses of winding up.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

07479529 (England and Wales)

**Registered Charity number**

1155465

**CPTC Ltd**

**Report of the Trustees**  
**for the Year Ended 31st December 2024**

**Registered office**

The Training Agency  
Duchy College  
Stoke Climsland  
Callington  
Cornwall  
PL17 8PB

**Trustees**

N W Rundle Assessor  
J D Best Fruit Growing  
Ms K S Evans Director  
T S Gill Lecturer

**Independent Examiner**

ATC Advisors  
Chartered Accountants  
Unit 2 Dunheved Court  
Pennygillam Way  
LAUNCESTON  
Cornwall  
PL15 7ED

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
N W Rundle - Trustee

**Independent Examiner's Report to the Trustees of  
CPTC Ltd**

**Independent examiner's report to the trustees of CPTC Ltd ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st December 2024.

**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.

Sarah Gay FCCA/FCA

ATC Advisors  
Chartered Accountants  
Unit 2 Dunheved Court  
Pennygillam Way  
LAUNCESTON  
Cornwall  
PL15 7ED

Date: .....

**CPTC Ltd**

**Statement of Financial Activities**  
**for the Year Ended 31st December 2024**

		<b>2024</b>	<b>2023</b>
		<b>Unrestricted</b>	<b>Total</b>
		<b>fund</b>	<b>funds</b>
		<b>£</b>	<b>£</b>
<b>INCOME AND ENDOWMENTS FROM</b>	Notes		
<b>Charitable activities</b>			
Charitable	2	<b>71,743</b>	55,057
		<hr/>	<hr/>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable	3	<b>67,078</b>	69,663
Governance		<b>1,260</b>	1,000
		<hr/>	<hr/>
<b>Total</b>		<b>68,338</b>	70,663
		<hr/>	<hr/>
<b>NET INCOME/(EXPENDITURE)</b>		<b>3,405</b>	(15,606)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		<b>10,978</b>	26,584
		<hr/>	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>14,383</b>	10,978
		<hr/> <hr/>	<hr/> <hr/>

The notes form part of these financial statements

**CPTC Ltd**

**Balance Sheet**  
**31st December 2024**

	Notes	<b>2024 Unrestricted fund £</b>	2023 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	10	1	13
<b>CURRENT ASSETS</b>			
Debtors	11	<b>13,442</b>	14,574
Cash at bank		<b>3,815</b>	1,943
		<b>17,257</b>	16,517
<b>CREDITORS</b>			
Amounts falling due within one year	12	<b>(2,875)</b>	(5,552)
<b>NET CURRENT ASSETS</b>		<b>14,382</b>	10,965
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>14,383</b>	10,978
<b>NET ASSETS/(LIABILITIES)</b>		<b>14,383</b>	10,978
<b>FUNDS</b>	13		
Unrestricted funds		<b>14,383</b>	10,978
<b>TOTAL FUNDS</b>		<b>14,383</b>	10,978

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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 ..... and were signed on its behalf by:

.....  
N W Rundle - Trustee

**Notes to the Financial Statements**  
**for the Year Ended 31st December 2024**

**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.

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**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.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 33% on cost

**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. INCOME FROM CHARITABLE ACTIVITIES**

	Activity		2024	2023
	Charitable		£	£
Test Fees			<u>71,743</u>	<u>55,057</u>

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2024**

**3. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 4) £	Support costs (see note 5) £	Totals £
Charitable	<b>67,078</b>	-	<b>67,078</b>
Governance	-	<b>1,260</b>	<b>1,260</b>
	<b>67,078</b>	<b>1,260</b>	<b>68,338</b>

**4. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2024 £	2023 £
Staff costs	<b>12,309</b>	21,808
Depreciation and impairment	<b>12</b>	387
Assessor Fees	<b>43,714</b>	29,935
Travel	<b>3,916</b>	3,617
Training costs	<b>1,092</b>	5,914
Consultancy Fees	<b>2,247</b>	2,723
Bank Charges	<b>67</b>	67
Legal & Professional fees	<b>200</b>	886
Premises Costs	<b>3,521</b>	4,326
	<b>67,078</b>	69,663

**5. SUPPORT COSTS**

	Governance costs £
Governance	<b>1,260</b>

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

**Governance costs**

	2024 Governance £	2023 Total activities £
Accountancy fees	<b>1,260</b>	<b>1,000</b>

**6. NET INCOME/(EXPENDITURE)**

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

	2024 £	2023 £
Depreciation - owned assets	<b>12</b>	387

**Notes to the Financial Statements - continued**  
**for the Year Ended 31st December 2024**

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st December 2024 nor for the year ended 31st December 2023.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st December 2024 nor for the year ended 31st December 2023.

**8. STAFF COSTS**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Wages and Salaries	<b>12,309</b>	21,808

The average number of employees in the year was 1 (2023: 2)

There were no employees whose annual remuneration was more than £60,000

**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
<b>Charitable activities</b>	
Charitable	55,057
 <b>EXPENDITURE ON</b>	
<b>Charitable activities</b>	
Charitable	69,663
Governance	1,000
<b>Total</b>	<b>70,663</b>
 <b>NET INCOME/(EXPENDITURE)</b>	<b>(15,606)</b>
 <b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	26,584
 <b>TOTAL FUNDS CARRIED FORWARD</b>	<b>10,978</b>

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2024**

<b>10. TANGIBLE FIXED ASSETS</b>			Computer equipment £
<b>COST</b>			
At 1st January 2024 and 31st December 2024			<u>1,817</u>
<b>DEPRECIATION</b>			
At 1st January 2024			<u>1,804</u>
Charge for year			<u>12</u>
At 31st December 2024			<u>1,816</u>
<b>NET BOOK VALUE</b>			
At 31st December 2024			<u>1</u>
At 31st December 2023			<u>13</u>
<b>11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		<b>2024</b>	2023
		£	£
Trade debtors		<u>13,442</u>	<u>14,574</u>
<b>12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		<b>2024</b>	2023
		£	£
Trade creditors		<u>2,875</u>	<u>5,552</u>
<b>13. MOVEMENT IN FUNDS</b>			
		Net movement in funds	At
	At 1.1.24	£	31.12.24
	£	£	£
<b>Unrestricted funds</b>			
General fund	<u>10,978</u>	<u>3,405</u>	<u>14,383</u>
<b>TOTAL FUNDS</b>	<u>10,978</u>	<u>3,405</u>	<u>14,383</u>
Net movement in funds, included in the above are as follows:			
	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	<u>71,743</u>	<u>(68,338)</u>	<u>3,405</u>
<b>TOTAL FUNDS</b>	<u>71,743</u>	<u>(68,338)</u>	<u>3,405</u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31st December 2024**

## 13. MOVEMENT IN FUNDS - continued

## Comparatives for movement in funds

	At 1.1.23 £	Net movement in funds £	At 31.12.23 £
<b>Unrestricted funds</b>			
General fund	26,584	(15,606)	10,978
<b>TOTAL FUNDS</b>	<u>26,584</u>	<u>(15,606)</u>	<u>10,978</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	55,057	(70,663)	(15,606)
<b>TOTAL FUNDS</b>	<u>55,057</u>	<u>(70,663)</u>	<u>(15,606)</u>

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

	At 1.1.23 £	Net movement in funds £	At 31.12.24 £
<b>Unrestricted funds</b>			
General fund	26,584	(12,201)	14,383
<b>TOTAL FUNDS</b>	<u>26,584</u>	<u>(12,201)</u>	<u>14,383</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 £
<b>Unrestricted funds</b>			
General fund	126,800	(139,001)	(12,201)
<b>TOTAL FUNDS</b>	<u>126,800</u>	<u>(139,001)</u>	<u>(12,201)</u>

Notes to the Financial Statements - continued  
for the Year Ended 31st December 2024

**14. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31st December 2024.

**15. INDEPENDENT EXAMINERS REMUNERATION**

	<b>2024</b>
	<b>£</b>
Accountancy	<b>630</b>
Independent Examination	<b>630</b>
	<hr/>
	<b>1,260</b>
	<hr/> <hr/>

**CPTC Ltd**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31st December 2024**

	2024 £	2023 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Charitable activities</b>		
Test Fees	71,743	55,057
<b>Total incoming resources</b>	<b>71,743</b>	<b>55,057</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	12,309	21,808
Depreciation and impairment	12	387
Assessor Fees	43,714	29,935
Travel	3,916	3,617
Training costs	1,092	5,914
Consultancy Fees	2,247	2,723
Bank Charges	67	67
Legal & Professional fees	200	886
Premises Costs	3,521	4,326
	<b>67,078</b>	<b>69,663</b>
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy fees	1,260	1,000
<b>Total resources expended</b>	<b>68,338</b>	<b>70,663</b>
<b>Net income/(expenditure)</b>	<b>3,405</b>	<b>(15,606)</b>

This page does not form part of the statutory financial statements

**CPTC LIMITED**

England & Wales - Charity number 1155465

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# Accounts

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REGISTERED COMPANY NUMBER: 07479529 (England and Wales)  
REGISTERED CHARITY NUMBER: 1155465

**Report of the Trustees and**  
**Unaudited Financial Statements**  
**for the Year Ended 31st December 2023**  
**for**  
**CPTC Ltd**

ATC Advisors  
Chartered Accountants  
Unit 2 Dunheved Court  
Pennygillam Way  
LAUNCESTON  
Cornwall  
PL15 7ED

**CPTC Ltd**

**Contents of the Financial Statements  
for the Year Ended 31st December 2023**

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## **CPTC Ltd**

### **Report of the Trustees** **for the Year Ended 31st December 2023**

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 31st December 2023. 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**

CPTC Ltd objective is the advancement of the education of persons studying agriculture, horticulture and arboriculture and allied trades by means of the establishment and administration of City and Guilds Land based Services approved Certificate of Competence qualifications. These qualifications are required to support the skills needed in today's industrial environment and some are also required for Licence to Practice activities.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **ACHIEVEMENT AND PERFORMANCE**

The Trustees, after a couple of very difficult years following COVID, have worked closely with Duchy College to improve the number of assessments being carried out. Duchy College had recently appointed two Short-Course Organizers who have actively encouraged students to undertake more assessments. This is largely why in 2023 we registered and assessed a total of 560 tests (2022: 483 tests). This trend has continued in to the year ending 31st December 2024.

The Trustees also established that less office support was required which should lead to savings in wages in the future. Funds have been invested in training additional assessors enabling a more diverse pool of assessors to meet the needs of the students.

The Trustees continue to try to expand their work with external organisations but this is proving more difficult to achieve.

#### **FINANCIAL REVIEW**

##### **Investment policy**

The trustees maintain access to funds for operational purposes and place all funds in a current account.

##### **Reserves policy**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to approximately £16,000 being the equivalent of 3 months expenditure. The trustees consider that reserves maintained at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The level of reserves has fallen below this amount during the year due to additional costs, however, the trustees are confident that reserves will increase to a sufficient level in the future as turnover increases and costs are controlled.

##### **Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

The results for the year are shown in the statement of financial activities and show net expenditure for the year of £15,605 (2022: £25,712), which together with the reserves brought forward of £26,584 (2022: £52,296) gives a total reserves figure of £10,979.

#### **FUTURE PLANS**

CPTC Ltd currently work with Duchy College, Bicton College and private individuals, the changes in Land-based Education will mean students requiring more Certificates of Competence (C o Cs).

#### **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.

The charity is incorporated as a company limited by guarantee and not having a share capital. In the event of a winding up, the members of the company are liable to contribute a sum not exceeding £1 per member towards the debts and liabilities of the charity and the costs and expenses of winding up.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

07479529 (England and Wales)

**CPTC Ltd**

**Report of the Trustees**  
**for the Year Ended 31st December 2023**

**Registered Charity number**

1155465

**Registered office**

The Training Agency  
Duchy College  
Stoke Climsland  
Callington  
Cornwall  
PL17 8PB

**Trustees**

N W Rundle (Assessor)  
J D Best (Fruit Growing)  
Ms K S Evans (Director)  
T S Gill (Lecturer)

**Independent Examiner**

ATC Advisors  
Chartered Accountants  
Unit 2 Dunheved Court  
Pennygillam Way  
LAUNCESTON  
Cornwall  
PL15 7ED

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
N W Rundle - Trustee

**Independent Examiner's Report to the Trustees of  
CPTC Ltd**

**Independent examiner's report to the trustees of CPTC Ltd ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st December 2023.

**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.

Sarah Gay FCCA/ACA

ATC Advisors  
Chartered Accountants  
Unit 2 Dunheved Court  
Pennygillam Way  
LAUNCESTON  
Cornwall  
PL15 7ED

Date: .....

**CPTC Ltd**

**Statement of Financial Activities  
for the Year Ended 31st December 2023**

		<b>2023 Unrestricted fund £</b>	<b>2022 Total funds £</b>
<b>INCOME AND ENDOWMENTS FROM</b>	Notes		
<b>Charitable activities</b>			
Charitable	2	<u>55,058</u>	<u>46,189</u>
<b>Total</b>		<u><b>55,058</b></u>	<u><b>46,189</b></u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable	3	<u>69,663</u>	<u>69,531</u>
Governance		<u>1,000</u>	<u>2,370</u>
<b>Total</b>		<u><b>70,663</b></u>	<u><b>71,901</b></u>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(15,605)</b>	<b>(25,712)</b>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		<u>26,584</u>	<u>52,296</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><b>10,979</b></u>	<u><b>26,584</b></u>

The notes form part of these financial statements

**CPTC Ltd**  
**Balance Sheet**  
**31st December 2023**

	Notes	2023 Unrestricted fund £	2022 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	10	13	400
<b>CURRENT ASSETS</b>			
Debtors	11	14,574	12,963
Cash at bank		<u>1,943</u>	<u>22,121</u>
		<b>16,517</b>	35,084
<b>CREDITORS</b>			
Amounts falling due within one year	12	<u>(5,551)</u>	<u>(8,900)</u>
<b>NET CURRENT ASSETS</b>		<b><u>10,966</u></b>	<u>26,184</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>10,979</b>	26,584
<b>NET ASSETS</b>		<b><u>10,979</u></b>	<u>26,584</u>
<b>FUNDS</b>	13		
Unrestricted funds		<u>10,979</u>	<u>26,584</u>
<b>TOTAL FUNDS</b>		<b><u>10,979</u></b>	<u>26,584</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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 ..... and were signed on its behalf by:

.....  
N W Rundle - Trustee

**Notes to the Financial Statements**  
**for the Year Ended 31st December 2023**

**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.

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**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.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 33% on cost

**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.

**CPTC Ltd**

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2023**

**2 INCOME FROM CHARITABLE ACTIVITIES**

	Activity		2023	2022
			£	£
Test Fees	Charitable		<u>55,058</u>	<u>46,189</u>

**3. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 5)	Support costs (see note 6)	Totals
	£	£	£
Charitable	69,663	-	69,663
Governance	-	1,000	1,000
	<u>69,663</u>	<u>1,000</u>	<u>70,663</u>

**4. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2023	2022
	£	£
Staff costs	21,808	19,789
Depreciation and impairment	387	387
Assessor Fees	29,935	26,419
Travel	3,617	3,031
Training costs	5,914	500
Consultancy Fees	2,723	7,057
Bank Charges	67	67
Bad Debts	-	9,446
Legal & Professional fees	886	30
Premises Costs	<u>4,326</u>	<u>2,805</u>
	<u>69,663</u>	<u>69,531</u>

**5. SUPPORT COSTS**

		Governance costs
		£
Governance		<u>1,000</u>

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

**Governance costs**

	2023	2022
	Governance £	Total activities £
Accountancy fees	<u>1,000</u>	<u>2,370</u>

**CPTC Ltd**

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2023**

**6. NET INCOME/(EXPENDITURE)**

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

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Depreciation - owned assets	<u><b>387</b></u>	<u><b>387</b></u>

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st December 2023 nor for the year ended 31st December 2022.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st December 2023 nor for the year ended 31st December 2022.

**8. STAFF COSTS**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Wages and Salaries	<u><b>21,808</b></u>	<u><b>19,789</b></u>

The average number of employees in the year was 2 (2022: 2)

There were no employees whose annual remuneration was more than £60,000

**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM Charitable activities</b>	
Charitable	<u>46,189</u>
<b>EXPENDITURE ON Charitable activities</b>	
Charitable	69,531
Governance	<u>2,370</u>
<b>Total</b>	<u><b>71,901</b></u>
<b>NET INCOME/(EXPENDITURE)</b>	<b>(25,712)</b>
<b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	<u>52,296</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u><b>26,584</b></u></u>

**CPTC Ltd**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31st December 2023**

**10. TANGIBLE FIXED ASSETS**

		Computer equipment £
<b>COST</b>		
At 1st January 2023 and 31st December 2023		<u>1,817</u>
<b>DEPRECIATION</b>		
At 1st January 2023		1,417
Charge for year		<u>387</u>
At 31st December 2023		<u>1,804</u>
<b>NET BOOK VALUE</b>		
At 31st December 2023		<u>13</u>
At 31st December 2022		<u>400</u>

**11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2023</b>	2022
	£	£
Trade debtors	<u>14,574</u>	<u>12,963</u>

**12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2023</b>	2022
	£	£
Trade creditors	<u>5,551</u>	<u>8,900</u>

**13. MOVEMENT IN FUNDS**

	At 1.1.23	Net movement in funds	At
	£	£	31.12.23
			£
<b>Unrestricted funds</b>			
General fund	<u>26,584</u>	<u>(15,605)</u>	<u>10,979</u>
<b>TOTAL FUNDS</b>	<u>26,584</u>	<u>(15,605)</u>	<u>10,979</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	<u>55,058</u>	<u>(70,663)</u>	<u>(15,605)</u>
<b>TOTAL FUNDS</b>	<u>55,058</u>	<u>(70,663)</u>	<u>(15,605)</u>

**CPTC Ltd**

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2023**

**13. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
<b>Unrestricted funds</b>			
General fund	52,296	(25,712)	26,584
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>52,296</u>	<u>(25,712)</u>	<u>26,584</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	46,189	(71,901)	(25,712)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>46,189</u>	<u>(71,901)</u>	<u>(25,712)</u>

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

	At 1.1.22 £	Net movement in funds £	At 31.12.23 £
<b>Unrestricted funds</b>			
General fund	52,296	(41,317)	10,979
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>52,296</u>	<u>(41,317)</u>	<u>10,979</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 £
<b>Unrestricted funds</b>			
General fund	101,247	(142,564)	(41,317)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>101,247</u>	<u>(142,564)</u>	<u>(41,317)</u>

**CPTC Ltd**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31st December 2023**

**14. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31st December 2023.

**15. INDEPENDENT EXAMINERS REMUNERATION**

	<b>2023</b>
	<b>£</b>
Accountancy	<b>500</b>
Independent Examination	<b>500</b>
	<hr/>
	<b>1,000</b>
	<hr/> <hr/>

**CPTC Ltd**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31st December 2023**

	2023 £	2022 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Charitable activities</b>		
Test Fees	<u>55,058</u>	<u>46,189</u>
<b>Total incoming resources</b>	<b>55,058</b>	46,189
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	<b>21,808</b>	19,789
Depreciation and impairment	<b>387</b>	387
Assessor Fees	<b>29,935</b>	26,419
Travel	<b>3,617</b>	3,031
Training costs	<b>5,914</b>	500
Consultancy Fees	<b>2,723</b>	7,057
Bank Charges	<b>67</b>	67
Bad Debts	<b>-</b>	9,446
Legal & Professional fees	<b>886</b>	30
Premises Costs	<u>4,326</u>	<u>2,805</u>
	<b>69,663</b>	69,531
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy fees	<u>1,000</u>	<u>2,370</u>
Total resources expended	<u>70,663</u>	<u>71,901</u>
<b>Net expenditure</b>	<u><b>(15,605)</b></u>	<u><b>(25,712)</b></u>

**CPTC LIMITED**

England & Wales - Charity number 1155465

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# Accounts

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Charity registration number 1155465

Company registration number 07479529 (England and Wales)

**CPTC LIMITED (LIMITED BY GUARANTEE)**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

# CPTC LIMITED (LIMITED BY GUARANTEE)

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr J Best Ms K Evans Mr N Rundle Mr T Gill
<b>Charity number</b>	1155465
<b>Company number</b>	07479529
<b>Registered office</b>	CPTC Limited Duchy College Stoke Climsland CALLINGTON Cornwall PL17 8PB
<b>Independent examiner</b>	Josh Stevens ACA RRL LLP Peat House Newham Road Truro Cornwall TR1 2DP
<b>Bankers</b>	Barclays Bank Plc PO Box 2 8 - 9 Market Jew Street PENZANCE Cornwall TR18 2TW

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# CPTC LIMITED (LIMITED BY GUARANTEE)

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Trustees' report	1 - 2
Statement of trustees' responsibilities	3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the financial statements	7 - 12

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## **CPTC LIMITED (LIMITED BY GUARANTEE)**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2022**

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The trustees present their annual report and financial statements for the year ended 31 December 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 (FRS 102).

#### **Objectives and activities**

CPTC Ltd objective is the advancement of the education of persons studying agriculture, horticulture and arboriculture and allied trades by means of the establishment and administration of City and Guilds Land based Services approved Certificate of Competence qualifications. These qualifications are required to support the skills needed in today's industrial environment and some are also required for License to Practice activities.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

In the year 2022 we registered and assessed a total of 483 tests (2021: 1,209 tests).

#### **Financial review**

The results for the year are shown in the statement of financial activities and show net expenditure for the year of £25,712 (2021: £6,521 of incoming resources), which together with the reserves brought forward of £52,296 (2021: £45,775) gives a total reserves figure of £26,584.

#### **Reserves policy**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The level of reserves has fallen below this amount during the year due to additional costs, however, the trustees are confident that reserves will increase to a sufficient level in the future as turnover increases and costs are controlled.

#### **Investment policy**

The trustees maintain access to funds for operational purposes and place all funds in a current account.

#### **Risks**

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Plans for the future**

CPTC Ltd currently work with Duchy College, Bicton College and private individuals, the changes in Land-based Education will mean students requiring more Certificates of Competence (C o Cs).

#### **Structure, governance and management**

The charity is incorporated as a company limited by guarantee and not having a share capital. In the event of a winding up, the members of the company are liable to contribute a sum not exceeding £1 per member towards the debts and liabilities of the charity and the costs and expenses of winding up.

## CPTC LIMITED (LIMITED BY GUARANTEE)

### TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2022

---

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr J Best	
Mr A Counsell	(Resigned 5 May 2022)
Ms K Evans	
Mr S Parsons	(Resigned 5 May 2022)
Mr N Rundle	
Mr T Gill	

One trustee is appointed by the following bodies: Cornwall College, Cornwall Young Farmers, and National Farmers Union. Suitable individuals are identified by the existing trustees on the basis of their skills and knowledge and are invited to become trustees. New trustees are inducted into the workings of the charity.

The trustees are responsible for the overall control of the charity and are assisted by the head of the assessment centre to run day to day operations.

None of the trustees has any beneficial interest in the company.

#### **Remuneration policy for key management**

The trustees consider the board of trustees to comprise the key management personnel of the charity, to be in charge of directing and controlling, running and operating the charity on a day to day basis. All trustees give of their time freely and no trustee received any remuneration in the year for their role as a trustee. Two trustees provide consultancy and assessor services to the charity. Details of the trustees' expenses and related party transactions are disclosed in notes 7 and 12 to the financial statements.

The pay of the senior staff is reviewed annually and normally increased in accordance with average earnings. In view of the nature of the charity, the trustees benchmark against pay levels in other similar organisations.

The trustees' report was approved by the Board of Trustees.

#### **Mr N Rundle**

Trustee

Dated: 15 June 2023

## **CPTC LIMITED (LIMITED BY GUARANTEE)**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 DECEMBER 2022**

---

The trustees, who are also the directors of CPTC Limited (Limited by Guarantee) for the purpose of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant information of which the charitable company's examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

## **CPTC LIMITED (LIMITED BY GUARANTEE)**

### **INDEPENDENT EXAMINER'S REPORT**

#### **TO THE TRUSTEES OF CPTC LIMITED (LIMITED BY GUARANTEE)**

---

I report to the trustees on my examination of the financial statements of CPTC Limited (Limited by Guarantee) (the charity) for the year ended 31 December 2022.

#### **Responsibilities and basis of report**

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

#### **Josh Stevens ACA**

RRL LLP  
Peat House  
Newham Road  
Truro  
Cornwall  
TR1 2DP

Dated: 19 October 2023

**CPTC LIMITED (LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 DECEMBER 2022**

	Notes	Unrestricted funds 2022 £	Unrestricted funds 2021 £
<b><u>Income from:</u></b>			
Donations and legacies	3	-	2,761
Charitable activities	4	46,189	107,090
<b>Total income</b>		46,189	109,851
<b><u>Expenditure on:</u></b>			
Charitable activities	5	71,901	103,330
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		(25,712)	6,521
Fund balances at 1 January 2022		52,296	45,775
<b>Fund balances at 31 December 2022</b>		26,584	52,296

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.

# CPTC LIMITED (LIMITED BY GUARANTEE)

## BALANCE SHEET

AS AT 31 DECEMBER 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	9		400		787
<b>Current assets</b>					
Debtors	10	12,963		33,862	
Cash at bank and in hand		22,121		36,222	
		<u>35,084</u>		<u>70,084</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(8,900)</u>		<u>(18,575)</u>	
Net current assets			26,184		51,509
<b>Total assets less current liabilities</b>			<u>26,584</u>		<u>52,296</u>
<b>Income funds</b>					
Unrestricted funds			<u>26,584</u>		<u>52,296</u>
			<u>26,584</u>		<u>52,296</u>

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 December 2022.

The trustees 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 15 June 2023

Mr N Rundle  
Trustee

Company registration number 07479529

# CPTC LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

---

### 1 Accounting policies

#### Company information

CPTC Limited (Limited by Guarantee) is a private company limited by guarantee incorporated in England and Wales. The registered office is CPTC Limited, Duchy College, Stoke Climsland, CALLINGTON, Cornwall, PL17 8PB.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 (FRS 102). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

#### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

#### 1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is included on an accrual basis. The irrecoverable element of VAT is included with the item of expense to which it relates. Expenditure is recognised when a liability is incurred.

Governance costs represent the cost of the board expenses and independent examiner's fees.

The majority of costs are directly attributable to specific activities. Certain shared costs are apportioned to activities in furtherance of the objects of the charity. Shared staff costs and office costs are apportioned on the basis of the estimated usage by each cost centre of services provided.

# CPTC LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

### 1 Accounting policies (Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	33% straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Cash and cash equivalents

Cash and cash equivalents is the total amount held in the business current account.

#### 1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.9 Taxation

The company being a registered charity is exempt from corporation tax.

**CPTC LIMITED (LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**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**

	<b>Total</b>	Unrestricted funds
	<b>2022</b>	2021
	£	£
Government grants	-	2,761
	<u>          </u>	<u>          </u>
<b>Grants receivable for core activities</b>		
Government grants	-	2,761
	<u>          </u>	<u>          </u>
	<u>          </u>	<u>          </u>
	-	2,761
	<u>          </u>	<u>          </u>

HMRC - grants have been received totalling £Nil (2021: £2,761) to help with the furloughed staff whilst in a nationwide lockdown due to COVID-19.

**4 Charitable activities**

	<b>2022</b>	<b>2021</b>
	£	£
Test fees	46,189	107,090
	<u>          </u>	<u>          </u>

# CPTC LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

### 5 Charitable activities

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Staff costs	19,789	17,897
Depreciation and impairment	387	387
Assessor fees	26,419	65,067
Travel	3,031	3,307
Training costs	500	2,035
Consultancy fees	7,057	8,031
Bank charges	67	66
Bad debts	9,446	-
Legal & Professional fees	30	30
Premises costs	2,805	4,248
	<u>69,531</u>	<u>101,068</u>
Share of governance costs (see note 6)	2,370	2,262
	<u>71,901</u>	<u>103,330</u>

### 6 Support costs

	Support costs £	Governance costs £	2022 £	2021 £
Accountancy	-	2,370	2,370	2,262
	<u>-</u>	<u>2,370</u>	<u>2,370</u>	<u>2,262</u>
Analysed between Charitable activities	-	2,370	2,370	2,262
	<u>-</u>	<u>2,370</u>	<u>2,370</u>	<u>2,262</u>

### 7 Trustees

Other than as disclosed in note 12, none of the trustees received any remuneration or benefits from the charity during the year.

### 8 Employees

The average monthly number of employees during the year was:

2022 Number	2021 Number
2	2
<u>2</u>	<u>2</u>

**CPTC LIMITED (LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2022**

<b>8</b>	<b>Employees</b>	<b>(Continued)</b>	
	<b>Employment costs</b>	<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
	Wages and salaries	19,789	17,897
		<u>          </u>	<u>          </u>

There were no employees whose annual remuneration was more than £60,000.

<b>9</b>	<b>Tangible fixed assets</b>			
		<b>Fixtures and fittings</b>	<b>Computers</b>	<b>Total</b>
		<b>£</b>	<b>£</b>	<b>£</b>
	<b>Cost</b>			
	At 1 January 2022	643	1,174	1,817
	At 31 December 2022	<u>643</u>	<u>1,174</u>	<u>1,817</u>
	<b>Depreciation and impairment</b>			
	At 1 January 2022	643	387	1,030
	Depreciation charged in the year	<u>-</u>	<u>387</u>	<u>387</u>
	At 31 December 2022	<u>643</u>	<u>774</u>	<u>1,417</u>
	<b>Carrying amount</b>			
	At 31 December 2022	<u>-</u>	<u>400</u>	<u>400</u>
	At 31 December 2021	<u>-</u>	<u>787</u>	<u>787</u>

<b>10</b>	<b>Debtors</b>		
	<b>Amounts falling due within one year:</b>	<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
	Trade debtors	12,963	33,862
		<u>          </u>	<u>          </u>

<b>11</b>	<b>Creditors: amounts falling due within one year</b>		
		<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
	Trade creditors	5,250	14,925
	Accruals and deferred income	3,650	3,650
		<u>          </u>	<u>          </u>
		<u>8,900</u>	<u>18,575</u>

**CPTC LIMITED (LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

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**12 Related party transactions**

**Remuneration of key management personnel**

Key management personnel were paid compensation for services provided. The total amount is as follows.

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Aggregate compensation	<u>9,648</u>	<u>10,984</u>

During the year Mr N Rundle, trustee, was paid by CPTC Limited for consultancy and assessments totalling £7,067 (2021: £10,984) and was reimbursed for travel/subsistence totalling £832 (2021: £372) and other costs totalling £204 (2021: £48). £198 (2021: £538) was outstanding at the year end.

During the year Mr T Gill, trustee, was paid by CPTC Limited for consultancy and assessments totalling £2,494 (2021: £740) and was reimbursed for travel/subsistence totalling £Nil (2021: £317) and other costs totalling £Nil (2021: £504). £270 (2021: £Nil) was outstanding at the year end.

During the year, Kernow Training Limited, a company controlled by a trustee for a period in the year, paid CPTC Limited for services totalling £Nil (2021: £44,918). £Nil (2021: £9,164) was owed to the charity at the year end.

**CPTC LIMITED**

England & Wales - Charity number 1155465

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# Accounts

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Charity registration number 1155465

Company registration number 07479529 (England and Wales)

**CPTC LIMITED (LIMITED BY GUARANTEE)**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

# CPTC LIMITED (LIMITED BY GUARANTEE)

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr J Best Mr A Counsell Ms K Evans Mr S Parsons Mr N Rundle Mr T Gill
<b>Charity number</b>	1155465
<b>Company number</b>	07479529
<b>Registered office</b>	CPTC Limited Duchy College Stoke Climsland CALLINGTON Cornwall PL17 8PB
<b>Independent examiner</b>	Mark Williams FCA DChA RRL LLP Peat House Newham Road TRURO Cornwall TR1 2DP
<b>Bankers</b>	Barclays Bank Plc PO Box 2 8 - 9 Market Jew Street PENZANCE Cornwall TR18 2TW

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# CPTC LIMITED (LIMITED BY GUARANTEE)

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Statement of trustees' responsibilities	3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the financial statements	7 - 12

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# CPTC LIMITED (LIMITED BY GUARANTEE)

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 DECEMBER 2021

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The trustees present their annual report and financial statements for the year ended 31 December 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 (FRS 102).

#### **Objectives and activities**

CPTC Ltd objective is the advancement of the education of persons studying agriculture, horticulture and arboriculture and allied trades by means of the establishment and administration of City and Guilds Land based Services approved Certificate of Competence qualifications. These qualifications are required to support the skills needed in today's industrial environment and some are also required for License to Practice activities.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

In the year 2021 we registered and assessed a total of 1,209 tests (2020: 974 tests).

#### **Financial review**

The results for the year are shown in the statement of financial activities and show net incoming resources for the year of £6,521 (2020: £11,422), which together with the reserves brought forward of £45,775 (2020: £34,353) gives a total reserves figure of £52,296.

#### **Reserves policy**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The level of reserves has fallen below this amount during the year due to additional costs, however, the trustees are confident that reserves will increase to a sufficient level in the future as turnover increases and costs are controlled.

#### **Investment policy**

The trustees maintain access to funds for operational purposes and place all funds in a current account.

#### **Risks**

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Plans for the future**

CPTC Ltd currently work with Duchy College, Bicton College & Kernow Training Group and private individuals, the changes in Land-based Education will mean students requiring more Certificates of Competence (C o Cs).

#### **Structure, governance and management**

The charity is incorporated as a company limited by guarantee and not having a share capital. In the event of a winding up, the members of the company are liable to contribute a sum not exceeding £1 per member towards the debts and liabilities of the charity and the costs and expenses of winding up.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

## CPTC LIMITED (LIMITED BY GUARANTEE)

### TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2021

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Mr J Best  
Mr A Counsell  
Ms N Carlyon  
Ms K Evans  
Mr S Parsons  
Mr N Rundle  
Mr T Gill

(Resigned 31 December 2021)

One trustee is appointed by the following bodies: Cornwall College, Cornwall Young Farmers, and National Farmers Union. Suitable individuals are identified by the existing trustees on the basis of their skills and knowledge and are invited to become trustees. New trustees are inducted into the workings of the charity.

The trustees are responsible for the overall control of the charity and are assisted by the head of the assessment centre to run day to day operations.

None of the trustees has any beneficial interest in the company.

#### **Remuneration policy for key management**

The trustees consider the board of trustees to comprise the key management personnel of the charity, to be in charge of directing and controlling, running and operating the charity on a day to day basis. All trustees give of their time freely and no trustee received any remuneration in the year for their role as a trustee. Two trustees provide consultancy and assessor services to the charity. Details of the trustees' expenses and related party transactions are disclosed in notes 8 and 12 to the financial statements.

The pay of the senior staff is reviewed annually and normally increased in accordance with average earnings. In view of the nature of the charity, the trustees benchmark against pay levels in other similar organisations.

The trustees' report was approved by the Board of Trustees.

#### **Ms K Evans**

Trustee

Dated: 21 September 2022

## **CPTC LIMITED (LIMITED BY GUARANTEE)**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

#### ***FOR THE YEAR ENDED 31 DECEMBER 2021***

---

The trustees, who are also the directors of CPTC Limited (Limited by Guarantee) for the purpose of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant information of which the charitable company's examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

## **CPTC LIMITED (LIMITED BY GUARANTEE)**

### **INDEPENDENT EXAMINER'S REPORT**

#### **TO THE TRUSTEES OF CPTC LIMITED (LIMITED BY GUARANTEE)**

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I report to the trustees on my examination of the financial statements of CPTC Limited (Limited by Guarantee) (the charity) for the year ended 31 December 2021.

#### **Responsibilities and basis of report**

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

#### **Mark Williams FCA DChA**

RRL LLP  
Peat House  
Newham Road  
TRURO  
Cornwall  
TR1 2DP

Dated: 21 September 2022

# CPTC LIMITED (LIMITED BY GUARANTEE)

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted funds 2021 £	Unrestricted funds 2020 £
<b><u>Income and endowments from:</u></b>			
Donations and legacies	3	2,761	14,689
Charitable activities	4	107,090	89,384
Other income	5	-	10
<b>Total income</b>		<u>109,851</u>	<u>104,083</u>
<b><u>Expenditure on:</u></b>			
Charitable activities	6	<u>103,330</u>	<u>92,661</u>
<b>Net income for the year/ Net movement in funds</b>		6,521	11,422
Fund balances at 1 January 2021		<u>45,775</u>	<u>34,353</u>
<b>Fund balances at 31 December 2021</b>		<u><u>52,296</u></u>	<u><u>45,775</u></u>

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.

# CPTC LIMITED (LIMITED BY GUARANTEE)

## BALANCE SHEET

AS AT 31 DECEMBER 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	10		787		-
<b>Current assets</b>					
Debtors	11	33,862		13,499	
Cash at bank and in hand		36,222		43,780	
		<u>70,084</u>		<u>57,279</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(18,575)</u>		<u>(11,504)</u>	
Net current assets			51,509		45,775
<b>Total assets less current liabilities</b>			<u>52,296</u>		<u>45,775</u>
			<u>52,296</u>		<u>45,775</u>
<b>Income funds</b>					
Unrestricted funds			52,296		45,775
			<u>52,296</u>		<u>45,775</u>

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 December 2021.

The trustees acknowledges 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 21 September 2022

Ms K Evans  
Trustee

Company registration number 07479529

# CPTC LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

---

### 1 Accounting policies

#### Company information

CPTC Limited (Limited by Guarantee) is a private company limited by guarantee incorporated in England and Wales. The registered office is CPTC Limited, Duchy College, Stoke Climsland, CALLINGTON, Cornwall, PL17 8PB.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 (FRS 102). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

#### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

#### 1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is included on an accrual basis. The irrecoverable element of VAT is included with the item of expense to which it relates. Expenditure is recognised when a liability is incurred.

Governance costs represent the cost of the board expenses and independent examiner's fees.

The majority of costs are directly attributable to specific activities. Certain shared costs are apportioned to activities in furtherance of the objects of the charity. Shared staff costs and office costs are apportioned on the basis of the estimated usage by each cost centre of services provided.

# CPTC LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2021

#### 1 Accounting policies (Continued)

##### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	33% straight line
-----------	-------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

##### 1.7 Cash and cash equivalents

Cash and cash equivalents is the total amount held in the business current account.

##### 1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

##### 1.9 Taxation

The company being a registered charity is exempt from corporation tax.

# CPTC LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 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

	<b>Unrestricted funds</b>	Unrestricted funds
	<b>2021</b>	2020
	£	£
Government grants	2,761	14,689
	<u>2,761</u>	<u>14,689</u>
<b>Grants receivable for core activities</b>		
Cornwall Council grant	-	10,000
Government grants	2,761	4,689
	<u>2,761</u>	<u>14,689</u>
	<u>2,761</u>	<u>14,689</u>

HMRC - grants have been received totalling £2,761 (2020: £4,689) to help with the furloughed staff whilst in a nationwide lockdown due to COVID-19.

Cornwall Council - a grant has been received for £Nil (2020: £10,000). The local restrictions support grant has been issued to help businesses during the national lockdown and COVID-19 outbreak.

### 4 Charitable activities

	<b>2021</b>	<b>2020</b>
	£	£
Test fees	107,090	89,384
	<u>107,090</u>	<u>89,384</u>

# CPTC LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 5 Other income

	<b>Total</b>	Unrestricted funds
	<b>2021</b>	2020
	£	£
Other income	-	10
	<u>          </u>	<u>          </u>

### 6 Charitable activities

	<b>Unrestricted funds</b>	Unrestricted funds
	<b>2021</b>	2020
	£	£
Staff costs	17,897	13,679
Depreciation and impairment	387	-
Assessor fees	65,067	58,363
Travel	3,307	3,260
Training costs	2,035	1,730
Consultancy fees	8,031	9,500
Bank charges	66	52
Legal & Professional fees	30	193
Premises costs	4,248	3,664
	<u>101,068</u>	<u>90,441</u>
Share of governance costs (see note 7)	2,262	2,220
	<u>103,330</u>	<u>92,661</u>

### 7 Support costs

	<b>Support costs</b>	<b>Governance costs</b>	<b>2021 Support costs</b>		<b>Governance costs</b>	2020
	£	£	£	£	£	£
Accountancy	-	2,262	2,262	-	2,220	2,220
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	-	2,262	2,262	-	2,220	2,220
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Analysed between Charitable activities	-	2,262	2,262	-	2,220	2,220
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

# CPTC LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 8 Trustees

Other than as disclosed in note 13, none of the trustees received any remuneration or benefits from the charity during the year.

### 9 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	2	2
	<u>2</u>	<u>2</u>
<b>Employment costs</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	17,897	13,507
Other pension costs	-	172
	<u>17,897</u>	<u>13,679</u>
	<u>17,897</u>	<u>13,679</u>

There were no employees whose annual remuneration was £60,000 or more.

There were no employees whose annual remuneration was more than £60,000.

### 10 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
<b>Cost</b>			
At 1 January 2021	643	-	643
Additions	-	1,174	1,174
	<u>643</u>	<u>1,174</u>	<u>1,817</u>
At 31 December 2021	643	1,174	1,817
	<u>643</u>	<u>1,174</u>	<u>1,817</u>
<b>Depreciation and impairment</b>			
At 1 January 2021	643	-	643
Depreciation charged in the year	-	387	387
	<u>643</u>	<u>387</u>	<u>1,030</u>
At 31 December 2021	643	387	1,030
	<u>643</u>	<u>387</u>	<u>1,030</u>
<b>Carrying amount</b>			
At 31 December 2021	-	787	787
	<u>-</u>	<u>787</u>	<u>787</u>

# CPTC LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

<b>11 Debtors</b>	<b>2021</b>	<b>2020</b>
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	33,862	13,499
	<u>          </u>	<u>          </u>
<b>12 Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
	£	£
Trade creditors	14,925	7,854
Accruals and deferred income	3,650	3,650
	<u>          </u>	<u>          </u>
	<u>18,575</u>	<u>11,504</u>

### 13 Related party transactions

#### Remuneration of key management personnel

Key management personnel were paid compensation for services provided. The total amount is as follows.

	<b>2021</b>	<b>2020</b>
	£	£
Aggregate compensation	10,984	11,130
	<u>          </u>	<u>          </u>

During the year Mr N Rundle, trustee, was paid by CPTC Limited for consultancy and assessments totalling £10,984 (2020: £11,130) and was reimbursed for travel/subsistence totalling £372 (2020: £376) and other costs totalling £48 (2020: £188). £538 (2020: £503) was outstanding at the year end.

During the year Mr T Gill, trustee, was paid by CPTC Limited for consultancy and assessments totalling £740 (2020: £513) and was reimbursed for travel/subsistence totalling £317 (2020: £194) and other costs totalling £504 (2020: £199). £Nil (2020: £82) was outstanding at the year end.

During the year, Kernow Training Limited, a company controlled by a trustee, paid CPTC Limited for services totalling £44,918 (2020: £40,571). £9,164 (2020: £4,384) was owed to the charity at the year end.

**CPTC LIMITED**

England & Wales - Charity number 1155465

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# Accounts

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Charity Registration No. 1155465

Company Registration No. 07479529 (England and Wales)

**CPTC LIMITED (LIMITED BY GUARANTEE)**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

# CPTC LIMITED (LIMITED BY GUARANTEE)

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr J Best Mr A Counsell Ms N Carlyon Ms K Evans Mr S Parsons Mr N Rundle Mr T Gill	(Appointed 12 February 2020)
<b>Charity number</b>	1155465	
<b>Company number</b>	07479529	
<b>Registered office</b>	CPTC Limited Duchy College Stoke Climsland CALLINGTON Cornwall PL17 8PB	
<b>Independent examiner</b>	Mark Williams FCA DChA RRL LLP Peat House Newham Road TRURO Cornwall TR1 2DP	
<b>Bankers</b>	Barclays Bank Plc PO Box 2 8 - 9 Market Jew Street PENZANCE Cornwall TR18 2TW	

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# CPTC LIMITED (LIMITED BY GUARANTEE)

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2020

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The trustees present their report and financial statements for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 (FRS 102).

### **Objectives and activities**

CPTC Ltd objective is the advancement of the education of persons studying agriculture, horticulture and arboriculture and allied trades by means of the establishment and administration of City and Guilds Land based Services approved Certificate of Competence qualifications. These qualifications are required to support the skills needed in today's industrial environment and some are also required for License to Practice activities.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

### **Achievements and performance**

In the year 2020 we registered and assessed a total of 974 tests.

### **Financial review**

The results for the year are shown in the statement of financial activities and show net incoming resources for the year of £11,422 (2019: £16,918), which together with the reserves brought forward of £34,353 (2019: £17,435) gives a total reserves figure of £45,775.

### **Reserves policy**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The level of reserves has fallen below this amount during the year due to additional costs, however, the trustees are confident that reserves will increase to a sufficient level in the future as turnover increases and costs are controlled.

### **Investment policy**

The trustees maintain access to funds for operational purposes and place all funds in a current account.

### **Risks**

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### **Plans for the future**

CPTC Ltd currently work with Duchy College, Bicton College & Kernow Training Group and private individuals, the changes in Land-based Education will mean students requiring more Certificates of Competence (C o Cs).

### **Structure, governance and management**

The charity is incorporated as a company limited by guarantee and not having a share capital. In the event of a winding up, the members of the company are liable to contribute a sum not exceeding £1 per member towards the debts and liabilities of the charity and the costs and expenses of winding up.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr J Best

Mr A Counsell

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## CPTC LIMITED (LIMITED BY GUARANTEE)

### TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2020

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Ms N Carlyon  
Ms K Evans  
Mr S Parsons  
Mr N Rundle  
Mr T Gill

(Appointed 12 February 2020)

One trustee is appointed by the following bodies: Cornwall College, Cornwall Young Farmers, and National Farmers Union. Suitable individuals are identified by the existing trustees on the basis of their skills and knowledge and are invited to become trustees. New trustees are inducted into the workings of the charity.

The trustees are responsible for the overall control of the charity and are assisted by the head of the assessment centre to run day to day operations.

None of the trustees has any beneficial interest in the company.

#### **Remuneration policy for key management**

The trustees consider the board of trustees to comprise the key management personnel of the charity, to be in charge of directing and controlling, running and operating the charity on a day to day basis. All trustees give of their time freely and no trustee received any remuneration in the year for their role as a trustee. Two trustees provide consultancy and assessor services to the charity. Details of the trustees' expenses and related party transactions are disclosed in notes 8 and 12 to the financial statements.

The pay of the senior staff is reviewed annually and normally increased in accordance with average earnings. In view of the nature of the charity, the trustees benchmark against pay levels in other similar organisations.

The trustees' report was approved by the Board of Trustees.

#### **Ms K Evans**

Trustee

Dated: 23 September 2021

## **CPTC LIMITED (LIMITED BY GUARANTEE)**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

#### ***FOR THE YEAR ENDED 31 DECEMBER 2020***

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The trustees, who are also the directors of CPTC Limited (Limited by Guarantee) for the purpose of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant information of which the charitable company's examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

# CPTC LIMITED (LIMITED BY GUARANTEE)

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF CPTC LIMITED (LIMITED BY GUARANTEE)

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I report to the trustees on my examination of the financial statements of CPTC Limited (Limited by Guarantee) (the charity) for the year ended 31 December 2020.

#### **Responsibilities and basis of report**

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

Mark Williams FCA DChA

RRL LLP  
Peat House  
Newham Road  
TRURO  
Cornwall  
TR1 2DP

Dated: 27 September 2021

# CPTC LIMITED (LIMITED BY GUARANTEE)

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted funds 2020 £	Unrestricted funds 2019 £
<b><u>Income and endowments from:</u></b>			
Donations and legacies	3	14,689	-
Charitable activities	4	89,384	122,874
Other income	5	10	-
<b>Total income</b>		<u>104,083</u>	<u>122,874</u>
<b><u>Expenditure on:</u></b>			
Charitable activities	6	<u>92,661</u>	<u>105,956</u>
<b>Net income for the year/ Net movement in funds</b>		11,422	16,918
Fund balances at 1 January 2020		<u>34,353</u>	<u>17,435</u>
<b>Fund balances at 31 December 2020</b>		<u><u>45,775</u></u>	<u><u>34,353</u></u>

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.

# CPTC LIMITED (LIMITED BY GUARANTEE)

## BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
<b>Current assets</b>					
Debtors	10	13,499		30,925	
Cash at bank and in hand		43,780		15,499	
		<u>57,279</u>		<u>46,424</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(11,504)</u>		<u>(12,071)</u>	
Net current assets			45,775		34,353
<b>Income funds</b>					
Unrestricted funds			<u>45,775</u>		<u>34,353</u>
			<u>45,775</u>		<u>34,353</u>

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 December 2020.

The trustees acknowledges 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 23 September 2021

Ms K Evans  
Trustee

Company Registration No. 07479529

# CPTC LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1 Accounting policies

#### Company information

CPTC Limited (Limited by Guarantee) is a private company limited by guarantee incorporated in England and Wales. The registered office is CPTC Limited, Duchy College, Stoke Climsland, CALLINGTON, Cornwall, PL17 8PB.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 (FRS 102). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

#### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

#### 1.5 Resources expended

Expenditure is included on an accrual basis. The irrecoverable element of VAT is included with the item of expense to which it relates. Expenditure is recognised when a liability is incurred.

Governance costs represent the cost of the board expenses and independent examiner's fees.

The majority of costs are directly attributable to specific activities. Certain shared costs are apportioned to activities in furtherance of the objects of the charity. Shared staff costs and office costs are apportioned on the basis of the estimated usage by each cost centre of services provided.

#### 1.6 Cash and cash equivalents

Cash and cash equivalents is the total amount held in the business current account.

# CPTC LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 1 Accounting policies (Continued)

#### 1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.8 Taxation

The company being a registered charity is exempt from corporation tax.

### 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.

# CPTC LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 3 Donations and legacies

	Unrestricted funds	Total
	2020 £	2019 £
Government grants	14,689	-
	<u>14,689</u>	<u>-</u>
<b>Grants receivable for core activities</b>		
Cornwall Council grant	10,000	-
Government grants	4,689	-
	<u>14,689</u>	<u>-</u>

HMRC - grants have been received totalling £4,689 (2019:Nil) to help with the furloughed staff whilst in a nationwide lockdown due to COVID-19.

Cornwall Council - a grant has been received for £10,000 (2019: Nil). The local restrictions support grant has been issued to help businesses during the national lockdown and COVID-19 outbreak.

### 4 Charitable activities

	2020 £	2019 £
Test fees	89,384	122,874
	<u>89,384</u>	<u>122,874</u>

### 5 Other income

	Unrestricted funds	Total
	2020 £	2019 £
Other income	10	-
	<u>10</u>	<u>-</u>

# CPTC LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 6 Charitable activities

	<b>Unrestricted funds 2020 £</b>	Unrestricted funds 2019 £
Staff costs	13,679	17,479
Assessor fees	58,363	70,033
Travel	3,260	4,678
Training costs	1,730	1,125
Consultancy fees	9,500	6,014
Bank charges	52	76
Legal & Professional fees	193	1,273
Premises costs	3,664	3,078
	<u>90,441</u>	<u>103,756</u>
Share of governance costs (see note 7)	2,220	2,200
	<u>92,661</u>	<u>105,956</u>

### 7 Support costs

	<b>Support costs £</b>	<b>Governance costs £</b>	<b>2020 £</b>	Support costs £	Governance costs £	2019 £
Accountancy	-	2,220	2,220	-	2,200	2,200
	<u>-</u>	<u>2,220</u>	<u>2,220</u>	<u>-</u>	<u>2,200</u>	<u>2,200</u>
Analysed between Charitable activities	-	2,220	2,220	-	2,200	2,200
	<u>-</u>	<u>2,220</u>	<u>2,220</u>	<u>-</u>	<u>2,200</u>	<u>2,200</u>

### 8 Trustees

Other than as disclosed in note 12, none of the trustees received any remuneration or benefits from the charity during the year.

# CPTC LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 9 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
	2	2
	<u>2</u>	<u>2</u>

#### Employment costs

	2020 £	2019 £
Wages and salaries	13,507	16,916
Other pension costs	172	563
	<u>13,679</u>	<u>17,479</u>

There were no employees whose annual remuneration was £60,000 or more.

### 10 Debtors

	2020 £	2019 £
<b>Amounts falling due within one year:</b>		
Trade debtors	13,499	30,925
	<u>13,499</u>	<u>30,925</u>

### 11 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	7,854	6,878
Accruals and deferred income	3,650	5,193
	<u>11,504</u>	<u>12,071</u>

### 12 Related party transactions

#### Remuneration of key management personnel

Key management personnel were paid compensation for services provided. The total amount is as follows.

	2020 £	2019 £
Aggregate compensation	11,130	11,082
	<u>11,130</u>	<u>11,082</u>

# CPTC LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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### 12 Related party transactions

(Continued)

During the year Mr N Rundle, trustee, was paid by CPTC Limited for consultancy and assessments totalling £11,130 (2019: £11,082) and was reimbursed for travel/subsistence totalling £376 (2019: £1,477) and other costs totalling £188 (2019: £43). £503 (2019: £922) was outstanding at the year end.

During the year Mr T Gill, trustee, was paid by CPTC Limited for consultancy and assessments totalling £513 (2019: £nil) and was reimbursed for travel/subsistence totalling £194 (2019: £nil) and other costs totalling £199 (2019: £nil). £82 (2019: £nil) was outstanding at the year end.

During the year, Kernow Training Limited, a company controlled by N Carlyon, trustee, paid CPTC Limited for services totalling £40,571 (2019: £47,655). £4,384 (2019: £7,126) was owed to the charity at the year end.