

**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**

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

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>		<u><b>10,966</b></u>	<u>26,184</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>10,979</b></u>	<u>26,584</u>
<b>NET ASSETS</b>		<u><b>10,979</b></u>	<u>26,584</u>
<b>FUNDS</b>	13		
Unrestricted funds		<u><b>10,979</b></u>	<u>26,584</u>
<b>TOTAL FUNDS</b>		<u><b>10,979</b></u>	<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**

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

**3. CHARITABLE ACTIVITIES COSTS**

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

**4. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	<b>2023</b>	2022
	£	£
Staff costs	<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	-	9,446
Legal & Professional fees	<b>886</b>	30
Premises Costs	<u><b>4,326</b></u>	<u>2,805</u>
	<u><b>69,663</b></u>	<u>69,531</u>

**5. SUPPORT COSTS**

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

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

**Governance costs**

	<b>2023</b>	2022
	Governance £	Total activities £
Accountancy fees	<u><b>1,000</b></u>	<u><b>2,370</b></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>	2022
	<b>£</b>	£
Depreciation - owned assets	<u><b>387</b></u>	<u>387</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>	£
Wages and Salaries	<u><b>21,808</b></u>	<u>19,789</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</b>	
<b>Charitable activities</b>	
Charitable	<u>46,189</u>
<b>EXPENDITURE ON</b>	
<b>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>	(25,712)
<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	26,584	(15,605)	10,979
	<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	55,058	(70,663)	(15,605)
	<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/>

**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>	<b>46,189</b>
<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><b>4,326</b></u>	<u>2,805</u>
	<b>69,663</b>	69,531
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy fees	<u><b>1,000</b></u>	<u>2,370</u>
<b>Total resources expended</b>	<u><b>70,663</b></u>	<u>71,901</u>
<b>Net expenditure</b>	<u><b>(15,605)</b></u>	<u><b>(25,712)</b></u>