

CABWI AWARDING BODY
(A company limited by guarantee)

**REPORTS AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

Charity number 1157706
Company number 02638349

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CABWI AWARDING BODY
(A company limited by guarantee)

ANNUAL REPORTS AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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CABWI AWARDING BODY

REPORT OF THE DIRECTORS/TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The Directors/Trustees present their report and unaudited financial statements for the year ended 31 March 2021.

Reference and Administrative Information

Charity Name :	CABWI Awarding Body
Charity Registration Number :	1157706
Company Registration Number :	02638349
Registered Office :	Haigh & Co Grange Cottage Womersley Doncaster DN6 9BW
Operational Address :	Holland House 1-4 Bury Street London EC3A 5AW

Directors/Trustees

Ronald Forder	
Michael Baker	
Alison Skinner	
Graham Saul	resigned 22 May 2020
James Marshall	resigned 8 November 2021
Carolyn Cooksey	
Lee Horrocks	appointed 12 January 2021

Key Senior Staff

Paul Byrne	Chief Executive Officer
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Accountants

Haigh & Co, Grange Cottage, Womersley, Doncaster, DN6 9BW

Independent Examiner

Philip Allsop, BHP LLP, Chartered Accountants, 2 Rutland Park, Sheffield, S10 2PD

Bankers

Yorkshire Bank, 81 Carlton Street, Castleford, WF10 1BW

Solicitors

Rollits LLP, Rowntree Wharf, Navigation Road, York, YO1 9WE

CABWI AWARDING BODY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trustees, who are also directors of the charity for the purposes of the Companies Act, present their Annual Report and the unaudited financial statements for the year ended 31 March 2021. This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (issued in October 2019) and in accordance with the Companies Act 2006.

Governing Document

CABWI Awarding Body (CABWI) is a registered charity (with effect from 03 July 2014), constituted as a company limited by guarantee and is therefore governed by its Articles of Association. The company was incorporated on 12 August 1991 and in the event of the company being wound up, members are required to contribute an amount not exceeding £1.

Recruitment and Appointment

Under the Articles of Association, the current Trustees of the charity are the board of directors and members of CABWI Awarding Body. New trustees, directors and members are appointed for a fixed term of three years, after which they may be re-appointed for another fixed term of three years. There is no maximum number of three-year periods which a member may serve.

The Articles of Association also permit the Trustees to appoint Associate Members, who do not vote and have different rights and obligations. There are no current Associate Members of the company.

Trustee Inductions and Training

CABWI has a Board, the members of which are the Company Directors and Charity Trustees, who meet at three-monthly intervals and are responsible for the strategic direction and policy of the charity. The members are drawn from a variety of professional backgrounds bringing diverse skills to the work of the charity.

The Chief Executive Officer also attends the Board Meetings but has no voting rights.

Recruitment for new board members has been on-going, and developmental work has been undertaken. Board members are supported by access to external advice, resources and training from a range of sources and are encouraged to undertake training and development. The Board has maintained an ongoing review of its operation and roles of members through discussion held during the year.

Organisational Structure

The delegation of day-to-day responsibility for the provision of services rests with the Chief Executive Officer, who ensures that the charity delivers the services specified and that targets are met for all stakeholders.

Risk Management

The trustees actively review the major risks which the charity faces on a regular basis and have defined a reserves policy considered appropriate to foreseeable contingent need.

The Board receives and considers regular reports on matters connected with financial performance and operating risk. The trustees have also examined other operational and business risks faced by the charity, including on matters relating to Health and Safety. Risks are identified and managed through the use and regular review of a risk register, which includes identified risks and related risk control measures, where applicable.

OBJECTIVES AND ACTIVITIES

The charity is constituted to advance education and training, including knowledge-based and competence-based training and assessment, for individuals working in the water and wider utilities industries, and related areas. CABWI awards qualifications, covering vocational skills and knowledge, and approves and monitors assessment centres to deliver and maintain its qualifications. CABWI aims, through its qualifications and accreditation schemes, to provide the opportunity for continuous education to all individuals working in the water and wider utilities industries.

ACHIEVEMENT AND DELIVERY

During the year CABWI has continued to award its suite of competence-based and knowledge-based qualifications, accredited by Ofqual in England, Qualifications Wales in Wales and CCEA in Northern Ireland, and to award the Street Works qualifications in Excavation and Reinstatement in the Highway and the Street Works Reassessment Scheme, under the New Roads and Street Works Act 1991. During 2020-2021, CABWI has delivered a further phase of its customer engagement project and has used the results and feedback received to continue to review its products, services, systems and processes, ensuring that they meet its' stakeholders' needs and reflect current industry practice, and to enable the effective future delivery of its qualifications and related products through recognised assessment centres. The main focus of the customer engagement project has been through an annual centre forum and a twice-yearly meeting of the Development and Innovation Panel, but due to Covid-19 it has not been possible to hold these events this year. The main customer engagement has been through visits and online meetings to the licensed centres by the Chief Executive Officer. CABWI have also actively engaged in the promotion of its qualifications and services to enrol new assessment centres.

Activities that took place during the year included:

- Identification of a supplier to develop an online examination application for Street Works exams. A specification was issued to a number of potential suppliers and meetings held before identifying Munk Studios to develop an android app that would work on low cost tablets, with the ability to take exams off-line.

CABWI AWARDING BODY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

ACHIEVEMENT AND DELIVERY (continued)

- Confirmation of CABWI's compliance with the General Conditions of Recognition set out by Ofqual, Qualifications Wales and CCEA in line with the regulators' requirements for annual statements of compliance from each recognised awarding organisation.
- Continued promotion of CABWI's Third Party Endorsement scheme, which provides endorsement of specific training provided by third party organisations, CABWI saw an increase in the number of applications for this service. The number of endorsed courses now stands at over 100.
- A continual improvement to the approach to External Quality Assurance (EQA) that ensures regular visits and sampling activity but reduces some of the administrative burden placed upon the centres. The use of "desk-top reviews" was also introduced for those centres awarding small numbers of qualifications. Due to Covid-19 a number of visits were carried out remotely or online.
- The continuation of specific training, development and coaching for CABWI office staff, to align with their defined roles and responsibilities.
- A continual review and update of all qualifications to ensure validity as defined by the Regulators.
- A continued focus on growing the revenue attributed to Street Works to improve profitability and counterbalance a decline in the demand for vocational qualifications by the water industry.
- The continual successful delivery of our End Point Assessment Solution for Level 3 Water process Technician Apprenticeship Standard. CABWI delivered 50 End Point Assessments to apprentices across a number of water companies. CABWI also successfully expanded their scope of recognition to include a further 3 Apprenticeship Standards: Water Process Operative, Water Network Operative and Highways Safety Maintenance Operative.
- The development of a product and service development plan, based on the results of CABWI's stakeholder engagement activity, to identify key development priorities.
- Participation as an active member of the HAUC (UK) Training and Accreditation Group (TAG) on issues relating to the delivery of Street Works training and qualifications. Membership of TAG includes all of the current Street Works awarding organisations, representatives of local government and utilities organisations, the DfT, RAUC Scotland and the Street Works Qualifications Register. During 2020-2021, the group finalised a revised Assessment Strategy, new multiple-choice question banks and new assessment paperwork and forms. The new arrangements were implemented on the 1st of March 2020.
- The addition of 25 new assessment centres across the full range of qualifications.
- Successful compliance with ISO9001:2015 with no non-conformities or observations from the audit in March 2021.
- Made charitable donations to Magic Breakfast, Pump Aid and Beam.

PUBLIC BENEFIT

The principal aspects through which public benefit (as defined in English Charity Law and in keeping with the Company's status as a Registered Charity), resulted from CABWI's activity during the year as detailed in the *Achievement and Delivery* section above. CABWI's provision of qualifications and services, via its approved network of assessment centres, and the continual monitoring of the centres, enable the charity to fulfil its aims as described in the Articles of Association. Through its current and planned future product and service review and development work, CABWI will continue to ensure that its provision reflects the industry requirements for the water and utilities industries and supports the provision of vocational knowledge and skills to learners of all ages who work in this highly regulated environment, providing benefit to public health and to the sustainability of environmental resources.

The charitable company's trustees believe they have complied with their duty in section 17(5) of the 2011 Charities Act to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

ADMINISTRATIVE INFORMATION

Various reference and administrative information is provided in this Annual Report.

FINANCIAL REVIEW

The Statement of Financial Activities shows total income for the year of £586,774 (2020: £720,559), net income of £164,716 (2020: £227,657) and funds at the year-end date stand at £949,508 (2020: 784,793).

Funds

The charitable company earned fees from charitable activities of £585,751 (2020: £667,585).

Assets

At the year-end date, cash at bank is £846,615 (2020: £666,716) which represents 89% (2020: 85%) of total funds. The increase is primarily due to the net income for the year and the amortisation of the charity's intangible assets (i.e. website and database) which does not involve the outflow of cash and hence increases the cash generated from operations.

Reserves Policy

The organisation has sufficient reserves to meet its reserves policy (to cover estimated six months' operating costs of £210,000). The charitable company's unrestricted funds, represented by net current assets, amounted to approximately £922,058 at the year-end date. As an awarding organisation, CABWI has limited tangible fixed assets, and, as such, maintains a reserve in its bank account, to ensure that it has resilience against potential fluctuations in income.

Expenditure has been identified in relation to product, service and IT development and support, for 2021-2022, and, while it is expected that this will be covered largely by the annual income, the Trustees are able to use the excess reserves, over six months' running costs, to support the planned developments if required.

CABWI AWARDING BODY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

GOING CONCERN

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing these accounts.

PLANS FOR THE FUTURE

The Charity plans continuing the general framework of activities indicated above in the forthcoming years subject to satisfactory funding arrangements.

Discussion involving the Board and Chief Executive Officer is ongoing to set out priorities for CABWI in the medium term, which will include:

- the development of CABWI's future products, services and systems based on the identification of priorities from CABWI's on-going customer engagement programme.
- A programme of qualifications review and development for 2021-2022.
- the development of new products and services, as required by CABWI's stakeholders and customers, and according to priorities defined by customers.
- the development of activities and initiatives to further support the charitable dimension to CABWI's programme of work, including discussions with organisations active in the charitable field, to work towards longer-term charitable initiatives.
- the ongoing review of the requirements by which CABWI operates in relation to Street Works qualifications and the implementation of the online examination application planned for June 2021.
- To have developed and finalised End Point Assessments for Highways Maintenance Skilled, Operative, Water Network Operative and Water Process Operative, as well as continuing to deliver End Point Assessment for the Water Process Technician Standard.

IMPACT OF COVID-19

The first national lockdown had a severe impact on CABWI with all the licensed centres forced to close along with the majority of UK businesses. Because training and assessment is provided to those working in key sectors, centres did slowly reopen and by July the majority were operational. This resulted in CABWI seeing a much improved financial performance to that forecast at the beginning of the first lockdown.

CABWI finds itself in a position whereby the regulated qualifications that it awards, are in many cases required by the water companies to prove competence to work. The demand for these awards have thus continued albeit less than previous years.

CABWI's main revenue stream is the award of certificates for the New Roads and Street Works Act qualifications. The requirement for an individual to hold a Street Works card is essentially "a licence to practice" and we have seen a backlog of renewals, as well as an increase in the demand for individuals to hold the card.

Our business also benefited from centres being allowed to continue to offer education and training during the "circuit break" lockdown in October/November and the UK wide lockdown which started at the beginning of 2021.

As such trading has returned to near 2019/20 levels.

RESPONSIBILITIES OF THE TRUSTEES/DIRECTORS

Charity/Company law requires the Trustees/Directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its income and expenditure, for the financial year. In preparing those financial statements, the Trustees/Directors should follow best practice and:

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charitable company will continue on that basis.

The Trustees/Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees/Directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

MEMBERS OF THE BOARD

Members of the Board, who are Directors for the purpose of company law and Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2.

DUTIES OF THE BOARD

Chair:

The Chair for CABWI is responsible for ensuring that there are clear communication channels for all Board Members and the Chief Executive Officer.

For all Board meetings the Chair is responsible for ensuring, that:

- all meetings of the Board are properly convened, and proper notice is given.
- the rules relating to quorum are followed.
- order is kept throughout the meetings and agendas are followed.
- resolutions are clearly stated, and decisions are recorded in minutes.

CABWI AWARDING BODY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

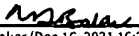
DUTIES OF THE CHIEF EXECUTIVE OFFICER

CABWI has a Chief Executive Officer who is responsible for implementing the policies adopted by the Board and for the day-to-day operational and financial management of the organisation.

REMUNERATION POLICY

Arrangements for setting pay and remuneration of key management personnel is carried out by The Remuneration/Succession Planning Committee. Any recommendation to adjust pay and remuneration is then put to a vote at the next Board meeting.

Approved by the Board on the ~~9th August 2021~~ **Dec 16 2021** and signed on its behalf by:


M D Baker (Dec 16, 2021 16:27 GMT)

Mike Baker

Trustee and Chair

Dec 16 2021

CABWI AWARDING BODY

Independent Examiner's Report to the Trustees of CABWI Awarding Body

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 7 to 17.

Responsibilities and basis of report

As the charity 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 company'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

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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 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.



Philip Allsop (Dec 16, 2021 16:53 GMT)

Philip Allsop FCA

BHP LLP
Chartered Accountants
2 Rutland Park
Sheffield
S10 2PD

Date: Dec 16, 2021

CABWI AWARDING BODY

**STATEMENT OF FINANCIAL ACTIVITIES (SoFA) (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Income and endowments from:					
Donations and legacies	2	-	-	-	50,000
Investments	2	-	1,023	1,023	2,974
Charitable activities	3	-	585,751	585,751	667,585
Total income		-	586,774	586,774	720,559
Expenditure on:					
Charitable activities	4	-	422,058	422,058	492,903
Total expenditure		-	422,058	422,058	492,903
Net income/(expenditure) before tax		-	164,716	164,716	227,656
Corporation Tax		-	-	-	-
Net income/(expenditure) & net movement in funds		-	164,716	164,716	227,656
Reconciliation of funds:					
Total funds brought forward		-	784,792	784,792	557,136
Total funds carried forward		-	949,508	949,508	784,792

The Statement of Financial Activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

CABWI AWARDING BODY

BALANCE SHEET AS AT 31 MARCH 2021

	Notes	£	2021	£	£	2020	£
Fixed Assets							
Intangible assets	9			27,450			43,034
Tangible assets	10			-			-
Current Assets							
Debtors	11		137,381			118,302	
Cash at bank and in hand			<u>846,615</u>			<u>666,715</u>	
			<u>983,996</u>			<u>785,017</u>	
Creditors: amounts falling due within one year	12		<u>61,938</u>			<u>43,259</u>	
Net Current Assets				922,058			741,758
Net Assets				<u>949,508</u>			<u>784,792</u>
Funds of the Charity							
Unrestricted funds	14			<u>949,508</u>			<u>784,792</u>

The company was entitled to exemption from audit under s477 of the Companies Act 2016 relating to small companies.


The members have not required the company to obtain an audit in accordance with s476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with the FRS 102 SORP.

Dec 16, 2021

Approved by the Directors/Trustees on and signed on their behalf by :


M D Baker (Dec 16, 2021 16:27 GMT)
Michael Baker
Director/Trustee

Company Registration No. 02638349

The notes on pages 10 to 17 form part of these financial statements.

CABWI AWARDING BODY

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Cash flows from operating activities					
Cash generated from operations	16		206,327		252,716
Interest paid			-		-
Net cash inflow from operating activities			206,327		252,716
Investing activities					
Purchase of intangible assets		(27,450)		-	
Proceeds on disposal of tangible fixed assets		-		-	
Purchase of investment		-		-	
Interest received		1,023		2,974	
Net cash used in Investing activities			(26,427)		2,974
Financing activities					
Loan received		-		-	
Repayment of loans		-		-	
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			179,900		255,690
Cash and cash equivalents at beginning of year			666,715		411,025
Cash and cash equivalents at end of year	17		<u>846,615</u>		<u>666,715</u>

CABWI AWARDING BODY

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting Policies

Company information

CABWI Awarding Body is a private company limited by guarantee incorporated in England & Wales. The registered office is Haigh & Co, Grange Cottage, Womersley, Doncaster, N. Yorkshire DN6 9BW.

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

1.1 Basis of accounting

These financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these financial statements.

These financial statements have been prepared in accordance with:
the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (issued in October 2019);
the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The charity is exempt from the requirement to prepare a statement of cash flows.

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

1.2 Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the funder. There are no Restricted funds this year or last year.

Designated funds are unrestricted funds earmarked by the Trustees/Directors for particular purposes. There are no Designated funds this year or last year.

1.3 Income

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

Voluntary income received by way of subscriptions is included in full in the Statement of Financial Activities when receivable, and matched to specific time periods or expenditure where appropriate.

Donations are recognised as income when the donor has given an unconditional undertaking to pay the monies and in the period to which they relate, if time specific.

Investment income is included when receivable.

Income from charitable activities which includes fees and other income is recognised when receivable and accounted for when earned. Income received in advance is treated as deferred income until such time that it is earned.

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure which is directly attributed to specific activities has been included in these cost categories. Where costs are attributed to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of those resources.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

CABWI AWARDING BODY

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1.5 Intangible fixed assets

Website, database and App costs are capitalised within intangible assets where they can be identified with a specific product or project anticipated to produce future benefits. They are amortised on a straight line basis over the anticipated life of the benefits arising from the completed product or project. Website & database costs are amortised on a straight line basis over a period of 4 years. The App costs incurred in the year will be amortised on a straight line basis over a period of 3 years. Furthermore, all intangible assets are reviewed annually and where future benefits are deemed to have ceased or be in doubt, the net book amount is immediately written off to the SoFA.

1.6 Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation. The costs of minor/small items costing below £400 are not capitalised. Depreciation is provided at rates to write off the cost of each asset over its expected useful life as follows :

Fixtures, fittings & equipment	3 years straight line
--------------------------------	-----------------------

1.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.8 Creditor and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally measure at their settlement amount after allowing for any trade discounts due.

1.9 Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

1.10 Pensions

The charitable company makes contributions to a pension scheme on behalf of its employees. Contributions payable to this scheme are charged to the SoFA in the period to which they relate.

1.11 Going concern

The worldwide coronavirus (COVID-19 virus) is having a traumatic and negative effect on economies across the globe. At the present time, various actions have been taken by the UK to try and curtail its spread and manage the impact it will cause to businesses, charities and the economy. These are unprecedented times and no-one knows how long it will last and the implications and costs

The financial statements have been prepared on a going concern basis, as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for the twelve months from authorising these financial statements. The budgeted income and expenditure is sufficient, together with the level of reserves, for the charity to be able to continue as a going concern.

2. Income from:

	Restricted 2021 £	Unrestricted 2021 £	Total 2021 £	Total 2020 £
Donations and legacies				
Subscriptions	-	-	-	50,000
	-	-	-	50,000
Investments				
Bank interest received	-	1,023	1,023	2,974
	-	1,023	1,023	2,974

All income from donations, legacies and investments in the previous year, was unrestricted.

CABWI AWARDING BODY

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

3. Income from Charitable Activities

	Restricted 2021 £	Unrestricted 2021 £	Total 2021 £	Total 2020 £
Street Works Certification Fees	-	411,200	411,200	388,885
Regulated qualifications	-	69,572	69,572	88,006
External/Additional Verification Fees	-	9,324	9,324	17,001
EPA fees	-	83,820	83,820	161,880
Other sales and miscellaneous income	-	11,835	11,835	11,813
	-	585,751	585,751	667,585

All income from charitable activities in the previous year, was unrestricted.

4. Expenditure

	Restricted 2021 £	Unrestricted 2021 £	Total 2021 £	Total 2020 £
Charitable activities				
End point assessment	-	48,519	48,519	103,782
NVQ development	-	-	-	5,000
CID support & maintenance	-	12,000	12,000	12,000
Qualifications maintenance	-	320	320	-
Charitable dimension	-	22,900	22,900	18,665
Wages and salaries	-	162,218	162,218	152,961
Employer's N. I. contributions	-	12,414	12,414	13,772
Staff pension costs	-	2,077	2,077	1,838
External verifiers	-	7,566	7,566	20,301
Rent	-	38,136	38,136	37,800
Insurance	-	7,424	7,424	3,657
Office equipment repairs & maintenance	-	679	679	-
Postage & carriage	-	8,550	8,550	6,140
Stationery, printing & office supplies	-	5,489	5,489	3,039
Computer running costs	-	40	40	2,061
Cloud services	-	9,475	9,475	10,509
Telephone & mobiles	-	3,865	3,865	4,137
Travelling & subsistence	-	4,849	4,849	12,994
Conference & seminar costs	-	149	149	685
Development of CASS Strategy	-	5,500	5,500	-
Financial administration	-	16,923	16,923	15,756
ISO accreditation	-	1,324	1,324	1,322
Bad and doubtful debts	-	86	86	-
Sundry expenses	-	1,024	1,024	785
Catering, hospitality & meetings	-	(133)	(133)	7,262
Amortisation	-	43,034	43,034	43,034
Depreciation	-	-	-	-
Advertising & marketing	-	750	750	6,540
Independent Examination	-	1,950	1,950	1,950
Board members travelling & subsistence	-	203	203	2,330
Centre forum	-	1,976	1,976	1,162
Legal & professional fees	-	-	-	1,263
Subscriptions	-	2,751	2,751	1,448
Training	-	-	-	710
	-	422,058	422,058	492,903

All expenditure in the previous year was unrestricted.

CABWI AWARDING BODY

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

5. Net Income for the year

	2021	2020
	£	£
This is stated after charging :		
Depreciation	-	-
Amortisation	43,034	43,034
Independent Examination	1,950	1,950

6. Staff Costs and Numbers

No remuneration was paid to the trustees in the year. The staff costs were as follows :

	2021	2020
	£	£
Wages and salaries	162,218	152,961
Social security costs	12,414	13,772
Staff pension costs	2,077	1,838
Redundancy	-	-
	<u>176,709</u>	<u>168,571</u>

No employee received remuneration (excluding employer pension costs) of more than £60,000.

Travel & subsistence costs amounting to £203 (2020 - £2,330) were reimbursed to 1 (2020 - 4) Trustees.

The average number of employees during the year, calculated on the basis of full time equivalents was as follows :

	2021	2020
	Number	Number
Charitable activities	4	4

	2021	2020
	£	£
Key management personnel compensation (inc.employer pension costs)	<u>67,425</u>	<u>60,500</u>

7. Related Party Transactions

G Saul was a director of Cloud 9 Hosts Limited. The charity purchased goods/services totalling £5,606 (2020: £10,509) from Cloud 9 Hosts Limited during the year. G Saul resigned as a director of the charity on the 22 May 2020.

There were no other related party transaction during the period (2020: £Nil)

8. Taxation

The charity is an exempt charity within the meaning of Schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

CABWI AWARDING BODY

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

9. Intangible Fixed Assets

The additions in the year relate to a new App project which was completed at the beginning of the 2021/22 year. Such costs are being amortised over a three year period from the date of first use and are considered annually, to ensure no impairment has arisen since the last review.

	Develop'nt Costs	Website, App & Database	Total
	£	£	£
Cost			
At 1 April 2020	-	172,137	172,137
Additions	-	27,450	27,450
Disposals	-	-	-
At 31 March 2021	-	199,587	199,587
Accumulated Amortisation			
At 1 April 2020	-	129,103	129,103
Charge for the year	-	43,034	43,034
Disposals	-	-	-
At 31 March 2021	-	172,137	172,137
Net Book Value			
At 31 March 2021	-	27,450	27,450
At 31 March 2020	-	43,034	43,034

10. Tangible Fixed Assets

	Fixtures, Fittings & Equipment £
Cost	
At 1 April 2020	10,044
Additions	-
Disposals	-
At 31 March 2021	10,044
Accumulated Depreciation	
At 1 April 2020	10,044
Charge for the year	-
Disposals	-
At 31 March 2021	10,044
Net Book Value	
At 31 March 2021	-
At 31 March 2020	-

11. Debtors

	2021 £	2020 £
Trade debtors	119,872	98,057
Prepayments and accrued income	17,509	20,245
	<u>137,381</u>	<u>118,302</u>

12. Creditors: Amounts Falling Due Within One Year

	2021 £	2020 £
Trade creditors	26,437	10,092
Social security and other taxes	24,878	20,378
Accruals and deferred income	10,623	12,789
	<u>61,938</u>	<u>43,259</u>

CABWI AWARDING BODY

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

13. Analysis of Net Assets Between Funds

Current Year	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Intangible fixed assets	27,450	-	-	27,450
Tangible fixed assets	-	-	-	-
Net current assets	922,058	-	-	922,058
Net assets at 31 March 2021	949,508	-	-	949,508

Prior Year	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Intangible fixed assets	43,034	-	-	43,034
Tangible fixed assets	-	-	-	-
Net current assets	741,758	-	-	741,758
Net assets at 31 March 2020	784,792	-	-	784,792

14. Movement in Funds

Current Year	Balance 1 April 2020 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance 31 March 2021 £
Unrestricted Funds	784,792	586,774	(422,058)	-	949,508

Prior Year	Balance 1 April 2019 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance 31 March 2020 £
Unrestricted Funds	557,136	720,559	(492,903)	-	784,792

15. Financial commitments

At the year end date the charity had total commitments under non-cancellable operating leases which expire in the follows periods:-

	Land and buildings 2021 £	2020 £
Within one year	9,450	9,450
	9,450	9,450

CABWI AWARDING BODY

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

16. Reconciliation of net movement in funds to cash generated from operations

	2021 £	2020 £
Net income	164,716	227,656
Adjustments for:		
Finance costs	-	-
Investment income	(1,023)	(2,974)
Loss/(Profit) on disposal of tangible fixed assets	-	-
Depreciation and impairment of tangible fixed assets	43,034	43,034
Other	-	-
Movements in working capital:		
Decrease/(increase) in debtors	(19,079)	(27,373)
Increase in creditors	18,679	12,373
Cash generated from operations	<u>206,327</u>	<u>252,716</u>

17. Analysis of cash and cash equivalents

	2021 £	2020 £
Cash in hand	846,615	666,715
	<u>846,615</u>	<u>666,715</u>

18. Analysis of changes in net debt

At 1 April 2020 £	Cash flows £	At 31 March 2021 £
666,715	179,900	846,615
<u>666,715</u>	<u>179,900</u>	<u>846,615</u>