

**ESSEX COUNTY PROFICIENCY TESTS  
COMMITTEE FOR AGRICULTURE AND  
HORTICULTURE  
(CHARITY NO 271390)**

**TRUSTEES REPORT  
1 SEPTEMBER 2019 TO 31 AUGUST 2020**

The Essex County Proficiency Tests Committee for Agriculture and Horticulture is a Registered Charity (No 271390)

The principal address of the charity is:

EPTC  
Sayers Farm  
Bovinger  
Ongar  
Essex  
CM5 ONE

### **Trustees**

The charity's trustees during 2018-2019 were:

Mr Robert Patmore  
Mr Robert Gemmill  
Mr Robert Gunary  
Mr Steve Warr

Trustees are appointed by the committee.

### **Object**

The object of the County Proficiency Tests Committee shall be the advancement of education by means of collaboration with City & Guilds Land Based Services in the administration and assessment of Certificates of Competence in practical land based and related subjects within the County.

### **Main Activities**

- The Committee shall be responsible for managing the assessment process for appropriate Certificates of Competence according to the Quality Assurance requirements of City & Guilds Land Based Services. It shall submit an annual report to interested bodies and will receive recommendations from participating bodies.
- It shall seek to promote and publicise Certificates of Competence.
- It shall arrange facilities wherever possible for assessing Certificates of Competence for any person or persons who may require them.
- It shall issue results of test activities for review by the Committee.
- It shall appoint a Chair, Vice Chair and Secretary/Treasurer plus other officers as appropriate.
- It shall submit to City & Guilds Land Based Services such information as may from time to time be required.

### **Achievements and Performance**

There was a decrease of 14 tests from the previous year.  
Total number of tests for this period 286

The above report was formally approved and adopted by the Trustees on 25<sup>th</sup> February 2021.

Signed on behalf of the Charity's Trustees.

# Independent Examiner's Report

Ind

**Report to the trustees/  
members of**

Essex Proficiency Tests Committee

**On accounts for the year  
ended**

31<sup>st</sup> August 2020

**Charity no  
(if any)**

271390

**Set out on pages**

Pages 2 and 3

**Responsibilities and  
basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's  
statement**

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

**Signed:**



**Date:**

14 October 2020

**Name:**

Philip Myers

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Institute of Public Finance and Accountancy

**RECEIPTS & PAYMENTS SUMMARY FOR THE YEAR 1 SEPTEMBER 2019 TO 31 AUGUST 2020**

**CASH SUMMARY**

| <b>2018/19</b>   | <b>Payments</b>             | <b>2019/20</b>   | <b>2019/20</b>   | <b>Receipts</b>             | <b>2018/19</b>   |
|------------------|-----------------------------|------------------|------------------|-----------------------------|------------------|
| 11,880.00        | Examiners' Fees             | 12,825.00        | 28,921.00        | Registration & Fee Income   | 36,427.00        |
| 2,368.65         | Examiners' Travel           | 2,275.25         | 59.10            | Interest on Premium Account | 72.78            |
| 9,647.00         | City & Guilds               | 8,737.00         |                  |                             |                  |
| 9,710.00         | Secretarial                 | 11,520.00        |                  |                             |                  |
| 456.81           | Sundries/Travel             | -                |                  |                             |                  |
| 134.54           | Postage/Administration      | 251.96           |                  |                             |                  |
| 316.90           | Office Facilities/Telephone | 237.76           |                  |                             |                  |
| 157.10           | Insurance                   | 147.80           |                  |                             |                  |
| 998.36           | Miscellaneous               | 740.00           |                  |                             |                  |
| <b>35,669.36</b> | Total Expenditure           | <b>36,734.77</b> |                  |                             |                  |
| 830.42           | Net Receipts (-Payments)    | -7,754.67        |                  |                             |                  |
| <b>36,499.78</b> |                             | <b>28,980.10</b> | <b>28,980.10</b> |                             | <b>42,713.73</b> |

**STATEMENT OF ASSETS (BANK BALANCES)**

**1 September 2019**

|                           |                  |                           |
|---------------------------|------------------|---------------------------|
| Current Account           | 8,339.37         | Current Account           |
| CAF High Interest Account | 36,538.68        | CAF High Interest Account |
| Net receipts              | -7,754.67        |                           |
|                           | <b>37,123.38</b> |                           |

**31 August 2020**

|                  |
|------------------|
| 2,525.60         |
| 34,597.78        |
| <b>37,123.38</b> |



**ASSET, LIABILITIES AND OTHER DISCLOSURES FOR THE YEAR 1 SEPTEMBER TO 31 AUGUST 2020**

Related Party Transactions

During the year three trustees received remuneration and reimbursement for travel in relation to carrying out assessments:

Ray Gemmill - £2,048.10

Robert Gunary - £3,513.75

Robert Patmore - £8,009.20

Assets held by the EPTC

The EPTC has previously acquired or leased equipment consisting of a number of laptops, a printer and photocopier, and other office equipment. The current value of these items is not considered to be material.

Amounts owed to the EPTC

The Trust has assessed that at the 31 August 2020, there was £3,950 (£1,775 31 August 2019) of outstanding fees still to be paid in respect of the year.

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