

# Trustees' Annual Report

from 1 September 2021 to 31 August 2022

Company name: **International College of Oriental Medicine (UK) Ltd**

Charity registration number: **Company Limited by Guarantee 1315642**

## Principal Address:

Van Buren House  
Green Hedges Avenue  
East Grinstead  
RH19 1DZ

Tel: 01342 313106  
email: [info@orientalmed.ac.uk](mailto:info@orientalmed.ac.uk)  
website: [www.orientalmed.ac.uk](http://www.orientalmed.ac.uk)

## Objective

To effectively support the practice and learning of traditional Acupuncture and its integration with modern national health systems providing an answer to the global crisis all national health services are experiencing today.

ICOM's objectives are

1. To put patients at the centre of the clinical stage and treat them as individuals, encouraging them to understand and take responsibility for their own health.
2. To reduce costs of effective medical interventions and benefit the community by providing affordable specialistic complementary/alternative treatment
3. To relieve pressure from the NHS treating diseases that are normally addressed using potentially dangerous medications like opioids and NSAD.
4. To advance the education of the public in the subject of Traditional Acupuncture
5. To advance the education of the students by providing and assisting them in gaining a professional licentiate recognised by the British Acupuncture Council

In summary

**To provide, deliver and enhance the care and treatment of patients requiring medical treatment, healing the sick, care of the poor and the aged and to engage, train, instruct, educate and employ highly skilled Chinese Medical staff as necessary.**

## Management and governance.

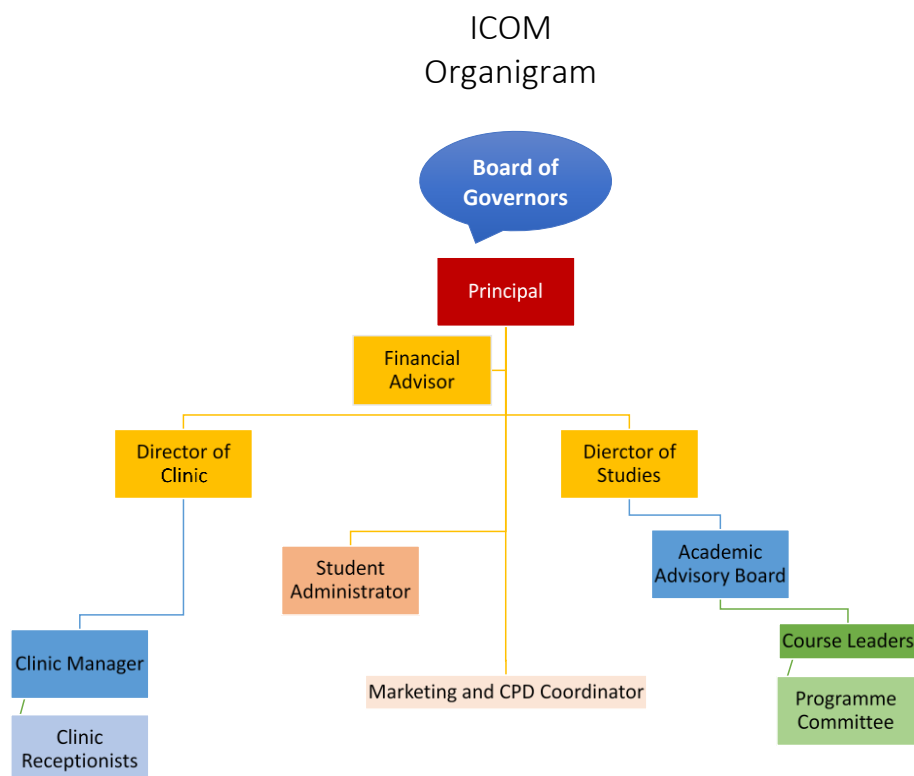
The College's mission statement:

*To be a centre of excellence for acupuncture teaching, health care and research by the contemporary application of classical acupuncture.*

The International College of Oriental Medicine (UK) Ltd is the oldest Acupuncture teaching institution in the UK and one of the oldest in Europe. The college, commonly known as ICOM, was founded in 1972 and since 1977 has had its residence in the company owned building in East Grinstead. ICOM is a **registered charity** which aims at forming highly specialised practicing acupuncturists over a period varying from three (full time student engagement) to five years (part time student engagement).

## Structure of internal management and governance

The day-to-day management and administration of the college is carried out by the **Management Team**, comprising of the Academic Director, Clinic Director, Student Administrator, Clinic and Practice Manager and Bursar headed by the Principal. Besides 2 full-time members (Student Administrator, Clinic and Practice Manager) the others all work part-time. The Team meets every 6 weeks and is generally attended by a representative from the Board of Governors.



The Management Team is accountable to and guided by the **Board of Governors**. Our seven Governor members are drawn from a variety of professional backgrounds other than Oriental medicine; an elected faculty representative is also represented there. They are responsible for the overall institutional and academic direction and strategic planning. They oversee the activities of the Principal (**Accountable officer**) ensuring that the charity is carrying out its purposes for the

public benefit (the primary stakeholders being patients and students), complying with the current legislation in the best interest of the college students and clinic patients and responsibly managing the college resources. The Principal reports to the Governor members at Board Meetings so that any new policy the Programme Committee or the Management Team may propose is independently ratified by the Board.

The **Programme Committee** comprises all course leaders and support teaching staff (27 part time lecturers) who meet three times a year to review academic standards, discuss and evaluate course material, monitor course development and delivery and ensure the on-going development and enhancement of learning and teaching according to the following three main drivers:

1. **Student feedback**

The Student College Representative reports formally to the Programme Committee and/or through student representatives for each group during meetings with the Management Team timetabled once a term

2. **Student performance**

3. **Faculty professional or pedagogic development** input.

These activities are overseen and coordinated by the **Academic Advisory Board** comprising four senior members of the faculty and chaired by the principal. The academic Advisory Board meets every two months.

## External relevant partners

ICOM has no degree awarding powers; however, at least until 2022 the College will continue to have shared responsibilities with the **University of Greenwich (UoG)** with regard to programme specifications, processes for curriculum change and development, staff development and operational aspects of academic regulations. The role of the University is to maintain responsibility for quality assurance, programme monitoring, **link tutor monitoring** and for student progression and award examination boards. Students enrolled prior to September 2018 abide by the University's academic regulations for taught awards and University student policies (i.e. extenuating circumstances, academic appeals). **ICOM is responsible for the subject content** and annually reports to the UoG after major Review processes (the last review took place in December 2017)

Furthermore, the College continues to engage with, and ensure compliance with all required processes, policies and requirements of the **British Acupuncture Accreditation Board (BAAB)** which is its professional and statutory partner. Students recruited from September 2018 are not eligible for student loan funding and do not receive the degree award. However, they follow exactly the same programme; there are no changes to the curriculum, staffing or assessment. The award they receive is the same as all students have received since 1977, the **Licentiate in Acupuncture**, offering entry to professional registration in the UK with the **British Acupuncture Council (BAcC)**.

As a Higher Education Alternative Provider ICOM complies with the requirements of the quality code and it is annually monitored by the **Quality Assurance Agency (QAA)** and **Office for Students (OfS)**. This ensures that our students are eligible for students finance through SLC(s), are monitored according to the indications of the Prevent Team and can resort, if needed, to the Office of the Independent Adjudicator (OIA). This will be the case at least until 2022 when the final cohort of current eligible students will have completed their degree award or withdrawn.

## Operations of internal management and governance

As per the guidelines of The Higher Education Code of Governance, OfS and the Nolan Principles of Public Life, ICOM governing body

- has independent members who are fit and proper certified
- its constitution, terms of reference and regulations are available on Companies House
- keeps a register of relevant conflicts of interest
- protects the reputation of ICOM by reviewing all the policies that are in place
- in order to fulfil ICOM mission statement, monitors how the Management Team and Programme Committee enforce and follow those policies; the Board records these activities in the minutes of meetings which provide evidence of how the Board maintains oversight of the institution's compliance with relevant legislation and regulations
- acts as a critical friend, including advising on strategy and its effectiveness
- monitors the quality of educational provision ensuring that the requirements of all the external bodies (BAAB, UoG, QAA and OfS) are satisfied
- reviews regularly ICOM's finances overseeing
  - the activities of the Student Administrator, who logs in the SLC funds on our dedicated server, and the Bursar, who processes these monies;
  - the activities of the Clinic and College income and expenditures;
  - these records are then audited and certified by an independent accountant.

This is achieved through a strong partnership with the Management Team and Programme Committee whose activities are coordinated by the Principal supported by the Director of Studies, Director of Clinic and Academic Advisory Board. An elected member of the programme committee (**Faculty Representative**) always sits at Board meetings to ensure that the students', patients' and staff members' voice is heard. To increase clarity in reporting, the Director of Studies, Director of Clinic and members of the Academic Advisory Board are invited to Board Meetings and ad hoc designed Strategy days. Conversely, a member of the Board is customarily invited to Management Team and Programme Committee Meetings to hear directly the voice of staff and students. Furthermore, one of the directors is a member of the general public and patient of the ICOM clinic. Finally, Board members have access to all activities of the Management Team (Minutes of meetings, Planning, Notes and digital chats) through MS Office365 digital platform in order to ensure that, even though the Board of Governors meets three times a year, there is a continuous exchange of information between the Management Team and the Board.

The members of the Programme Committee are **specialists** and/or **practitioners** in their own fields, mostly in acupuncture and other areas of Chinese medicine or conventional medicine. All leaders of academic courses are qualified teaching professionals, whereas Clinical courses are led by senior practitioners with at least 15 years of clinical experience. Collectively they are responsible for enhancement actions as part of the course monitoring, annual monitoring, assessment monitoring, response to external examiners commentary, and student feedback. Student feedback is collated via formal course evaluations, the Student College Representative reporting formally at Programme Committee Meetings, Students' Portfolio presentation (as part of their professional development module) and through specifically timetabled meetings between student representatives and relevant members of the Management Team.

Programme Committee members, supported by the student administrator, also have pastoral wellbeing duties and act as personal tutors who meet their tutees at least once per term (being available to offer additional support if required).

A selected group of teaching staff constitutes the clinic supervisors' team who is responsible for the students' technical/clinical education as well as the transmission of the ethical values informing Acupuncture intervention as laid out in the **British Acupuncture Council (BAcC) Code of Conduct**. The clinic supervisors are supported by the Clinic and Practice Manager and the Clinic Director.

This combination of professional teaching skills and small class sizes results in a high level of personal student support and attention which is evidenced by the commendations received by the QAA team during their last annual monitoring visit and zero complaints escalated to the Office of the Independent Adjudicator (the college is part of the Independent student complaint scheme for England and Wales).

## External stakeholders

The award has been developed by the college programme team, with input from students, University colleagues, external examiners and the professional body. The validated degree programme has been designed to meet key UK higher education requirements. It meets the **UK Quality Code** for Higher Education requirements and levels of learning. The college follows traditional HE practice in that each full year of study enables students to gain 120 credits and over three full years, the degree award of 360 credits. The programme must therefore meet the requirements of our **university partner** and of the **Quality Assurance Agency**; the learning outcomes of each course link back directly to the overarching aims of the programme. The assessment opportunities are carefully designed to meet learning outcomes and the standards set for the award are appropriate for qualifications at the level.

## Academic Standards

### University

The University oversees the maintenance of academic standards relating to the programme and assists the College to ensure that standards are maintained and enhanced according to the UoG Quality Assurance Handbook. The University **Link Tutor** and the School's Director of Learning and Quality lead this support.

### External Examiner

Appointed by the University, one of the roles of External Examiners (EE) is to ensure that integrity and appropriateness of academic standards are maintained.

### Link Tutor

The Link Tutor has responsibility for supporting the programme throughout the academic year. The Link Tutor chairs the Subject Assessment Panel meetings where college faculty members (Programme Committee) monitor each subject's and students' performance twice a year and discuss actions and proposed changes, alongside the external examiners. The Link Tutor also

attends or chairs the Progression and Award Board meetings where the college's courses are externally monitored and where student profiles are discussed. The Link Tutor also produces an annual report to evaluate the ongoing operation of the programme

The outcome of the major reviews conducted by the University in December 2011 and again in January 2017 concluded that the programme was approved unconditionally

## **BAAB**

Professional accreditation by the professional acupuncture body (BAAB) entails annual and periodic monitoring of the programme. The ICOM programme continues to meet the requirements of the BAAB in terms of content, learning hours, clinic hours and codes of practice, evidenced in the mapping of all courses to the **Standards of Education and Training for Acupuncture 2011 (SETA)** and following the rules of the BAAB Accreditation Handbook.

The BAcC's SETA have informed all parts of the curriculum and learning outcomes for the programme. The programme has been designed to permit those students who successfully complete all courses at each level of the programme to satisfy the expectations and requirements of the SETA, thus equipping them with the professional standards and skills of the healthcare practitioner in acupuncture. Successful graduates are eligible for professional registration with the BAcC.

The BAcC **Standards of Practice for Acupuncture (SPA)** are the set of professional standards to which all practitioners must comply, and these reflect much of the learning and teaching taking place within the programme. The renewed accreditation visits are comprehensive and include observing lectures, observing clinic supervision, meetings with management team, lecturers, and students, examining all institutional documentation including financial accounts, resources, and facilities management. The University concluded in their major review in 2017 that "ICOM are subject to both QAA and BAAB monitoring processes with each having a different approach. The University are reassured that the BAAB ensures a bespoke QA process which is developmental, rigorous, illuminating and has produced an excellent result for ICOM. ICOM considers this to be a very important developmental process which enables them to be critical and to enhance standards professionally." The BAAB approved the programme unconditionally in April 2022 and awarded the maximum period of accreditation (6 years) at its latest major periodic review.

## **CHAC**

ICOM, through its longstanding founding of, and association with, the **Council of Heads of Acupuncture Colleges (CHAC)** is actively involved in discussions of educational standards and quality and in sharing best practice and staff development opportunities.

## **Public Benefit and Achievements**

ICOM is a world-renowned acupuncture training college, founded by Dr Van Buren in 1972.

In its long history, ICOM has been a **major contributor to the development of Acupuncture in the UK** and one of the **founders of the UK Acupuncture professional body**: The British Acupuncture Council. As the oldest College in the country, ICOM has strived to instill in its graduates a sense of solidarity and responsibility, healthy discipline, regard and reverence for the suffering of others combined with self-respect and the highest academic standards. In effect, **ICOM graduates are**

**among the most important Chinese Medicine Scholars in the West.** Just to mention a few relevant examples:

1. **Giovanni Maciocia**  
Prolific author of Clinical textbooks which are essential readings in almost all western Chinese Medicine colleges/universities around the world (Europe, Russia, USA, Australia, New Zealand, Israel etc.)
2. **Peter Deadman and Mazin Al-Khafaji**  
Authors of the most respected and sold Point Location Book produced by Western Scholars
3. **Julian Scott**  
Author of influential pediatric Acupuncture books
4. **Peter Firebrace**  
Editor of the Press company responsible for the dissemination in the UK of the Classical Approach to Acupuncture
5. **Joan Duveen**  
van Buren's pupil who is teaching extensively around the world

In almost 50 years of practice the college has licensed 800 Acupuncture practitioners and treated thousands of patients in its clinic (**last year the ICOM clinic has administered 5000 treatments**) becoming a centre of attraction for patients in the whole south of England. ICOM has helped hundreds of patients to regain their health whereas other medical institutions have failed them.

Although ICOM is only a small institution, its influence has reached the USA, Israel, Finland, and Australia where colleges are still following the footsteps of ICOM founder dr. van Buren. In fact, ICOM small classes are designed to make the journey of its students akin to the traditional Chinese Pupil/Teacher apprenticeship: a balanced blend of academic rigour and practical clinical applications. At ICOM students learn that health and illness are not separate entities but rather the two extremes of a continuum where life unfolds. The more we move away from life and from the optimum yin/yang balance, the more we move towards illness.

#### THE INTERNATIONAL COLLEGE OF ORIENTAL MEDICINE (UK) LTD

Report on the Accounts for the Year Ended 31st August 2022

#### TRADING AND PROFIT AND LOSS ACCOUNT

Income has reduced by 14.33% on the previous year, to £268.5k. Within turnover, student fees have shown a 21.26% decrease (£56.3k), with post graduate fees experiencing a small increase.

A gross profit margin of 31.59% was achieved, compared to 35.87% last year.

The charge for wages has reduced compared the previous year, at £172.5k compared to £191.2k last year. No grants were received this year (prior year £22.2k).

The administrative expenses show an overall increase of £4.0k with the following main movements: -

1. Light and heat up £2,045

2. Non payroll staff up £6,616
3. Equipment repairs up £5,895
4. University fees down £4,000
5. Bookkeeping down £3,317

There is an overall surplus for the year of £8,047 compared to the surplus for the previous year of £58,899.

#### **BALANCE SHEET**

Fixed assets relate predominantly to the freehold property site where the college is run. The college spent £9,588 on capital expenditure during the year.

Trade debtors (student fees outstanding) have increased from £5.8k to £7.6k at the year end.

Prepayments remain at a similar level to the prior year.

Bank and cash balances remain at a similar level with £197,955 at the year end, compared to £201,179 last year.

Amounts due to suppliers is £2,300, which is down on the prior year.

Other creditors include fees paid in advance £120,076 which has increased substantially on the prior year.

Eileen's loan (a former director) is also included in other creditors at the reduced amount of £2,500 after repayments totalling £7,500 during the year.

Provisions for expenses relate to the audit fee accrual. The PAYE creditor relates to the August 2022 liability for tax, NI and pensions, paid in September.

Creditors also include £28,593 in respect of the bank loan.

At the year end the company had net assets of £422.8k compared to £414.7k at the end of the previous financial year

#### **Reserves Policy and Future Plans**

We do not have any material financial investments and we do not hold onto any restricted funds. The only key factors that may affect the financial position of the college is a decrease of student numbers. The college has been proactive scheduling more Open Day's (the feedback is positive so far, and we anticipate that our numbers will increase) and increasing our promotional activities. However, to make sure that we will still be financially viable we continually look at other revenue streams such as: collaboration with other providers (Chinese Medicine Herbs Courses, or foreign colleges interested in our now-how); new modes of delivery (online and/or blended courses); increased implementation of post graduate course. Furthermore, now that the clinic has been refurbished and we can offer other treatments alongside acupuncture, we expect an even higher



patients' turnover and anticipate that the consequent income will increase our financial security. We have analysed our expenditure in detail and saved costs in many areas.


#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	David Jinks	Chair		Board of Governors
2	Guy Calcutt	Trustee		Board of Governors
3	Amanda Edwards	Trustee		Board of Governors
4	Robert Elliot	Staff Representative		Board of Governors
5	Holly Ledson	Trustee	Appointed 2/22	Board of Governors
6	Alan Brook	Trustee		Board of Governors
7	Richard Jinks	Trustee	Appointed 2/22	Board of Governors
8	Harry Chummun	Trustee	Appointed 2/22	Board of Governors

#### Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	David Jinks	
Position (eg Secretary, Chair, etc)	Chair	

Date 14/6/2023

Financial Statements  
for the Year Ended 31 August 2022  
for  
The International College of Oriental  
Medicine (UK) Limited

The International College of Oriental  
Medicine (UK) Limited

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for the Year Ended 31 August 2022

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The International College of Oriental  
Medicine (UK) Limited

Company Information  
for the Year Ended 31 August 2022

<b>DIRECTORS:</b>	D W Jinks G W D K Calcutt Ms A B Edwards R J Elliott E Basagni A M Brooks R J Jinks H Chummun Ms H R Ledson
<b>SECRETARY:</b>	Ms A M Gunter
<b>REGISTERED OFFICE:</b>	Van Buren House Green Hedges Avenue East Grinstead West Sussex RH19 1DZ
<b>REGISTERED NUMBER:</b>	01315642 (England and Wales)
<b>AUDITORS:</b>	WM Audit LLP Chartered Accountants & Statutory Auditors Thatcher House 12 Mount Ephraim Tunbridge Wells Kent TN4 8AS
<b>CHAIRMAN:</b>	D W Jinks

The International College of Oriental  
Medicine (UK) Limited (Registered number: 01315642)

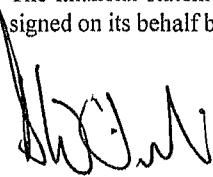
Balance Sheet  
31 August 2022

	Notes	2022 £	2021 £
<b>FIXED ASSETS</b>			
Tangible assets	3	366,078	359,106
<b>CURRENT ASSETS</b>			
Debtors	4	19,733	17,194
Cash at bank		197,955	201,179
		217,688	218,373
<b>CREDITORS</b>			
Amounts falling due within one year	5	(143,958)	(134,187)
<b>NET CURRENT ASSETS</b>		73,730	84,186
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		439,808	443,292
<b>CREDITORS</b>			
Amounts falling due after more than one year	6	(16,995)	(28,526)
<b>NET ASSETS</b>		422,813	414,766
<b>RESERVES</b>			
Income and expenditure account	9	422,813	414,766
		422,813	414,766

The financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

In accordance with Section 444 of the Companies Act 2006, the Income Statement has not been delivered.

The financial statements were approved by the Board of Directors and authorised for issue on 2 February 2023 and were signed on its behalf by:



D W Jinks - Director

The notes form part of these financial statements

The International College of Oriental  
Medicine (UK) Limited

Notes to the Financial Statements  
for the Year Ended 31 August 2022

**1. ACCOUNTING POLICIES**

**BASIS OF PREPARING THE FINANCIAL STATEMENTS**

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**TURNOVER**

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

**TANGIBLE FIXED ASSETS**

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

Freehold property	- 15% on reducing balance
Library	- 15% on reducing balance
Fixtures and fittings	- 15% on reducing balance
Computer equipment	- 25% on reducing balance

Freehold property is depreciated on the log cabin element only.

**TAXATION**

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

**DEFERRED TAX**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

**PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS**

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

**2. EMPLOYEES AND DIRECTORS**

The average number of employees during the year was 22 (2021 - 23).

The International College of Oriental  
Medicine (UK) Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 August 2022

3. **TANGIBLE FIXED ASSETS**

	Freehold property £	Library £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>					
At 1 September 2021	374,905	8,294	62,822	27,251	473,272
Additions	7,580	-	2,008	-	9,588
At 31 August 2022	382,485	8,294	64,830	27,251	482,860
<b>DEPRECIATION</b>					
At 1 September 2021	20,238	7,688	60,172	26,068	114,166
Charge for year	1,688	91	541	296	2,616
At 31 August 2022	21,926	7,779	60,713	26,364	116,782
<b>NET BOOK VALUE</b>					
At 31 August 2022	360,559	515	4,117	887	366,078
At 31 August 2021	354,667	606	2,650	1,183	359,106

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

	2022 £	2021 £
Trade debtors	7,644	5,876
Prepayments	12,089	11,318
	19,733	17,194

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

	2022 £	2021 £
Bank loans and overdrafts (see note 7)	11,598	11,160
Trade creditors	2,300	4,363
Social security and other tax	1,664	2,133
Other creditors	122,576	108,654
Accrued expenses	5,820	7,877
	143,958	134,187

6. **CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	2022 £	2021 £
Bank loans (see note 7)	16,995	28,526

The International College of Oriental  
Medicine (UK) Limited

Notes to the Financial Statements - continued  
for the Year Ended 31 August 2022

**7. LOANS**

An analysis of the maturity of loans is given below:

	2022 £	2021 £
Amounts falling due within one year or on demand:		
Bank loans less than 1 year	<u>11,598</u>	<u>11,160</u>
Amounts falling due between two and five years:		
Bank loans - more than 1 year	<u>16,995</u>	<u>28,526</u>

**8. SECURED DEBTS**

Security is held by lenders in the form of a fixed charge dated 14/01/2020 over the property of the company.

**9. RESERVES**

	Income and expenditure account £
At 1 September 2021	414,766
Surplus for the year	<u>8,047</u>
At 31 August 2022	<u>422,813</u>

**10. DISCLOSURE UNDER SECTION 444(5B) OF THE COMPANIES ACT 2006**

The Report of the Auditors was unqualified.

Joanna Green (Senior Statutory Auditor)  
for and on behalf of WM Audit LLP

**11. RELATED PARTY DISCLOSURES**

Other creditors include £2,500 (2021: £10,000) owed to E McLaren, a former director.

**12. ULTIMATE CONTROLLING PARTY**

The controlling party is D W Jinks.

**13. SHARE CAPITAL**

The company is limited by guarantee.



**THE INTERNATIONAL COLLEGE OF ORIENTAL MEDICINE (UK) LTD**  
**Report on the Accounts for the Year Ended 31<sup>st</sup> August 2022**

**TRADING AND PROFIT AND LOSS ACCOUNT**

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