

# WEST BERKSHIRE TRAINING CONSORTIUM

England & Wales · Charity number 298851

## Details

---

**Other names** W B T C

**Status** Registered

**Legal form** Charitable company

**Company number** [01760271](#)

**Registered** 1989-09-05

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

## Contact

---

**Address** Wbtc  
Consortium House  
7 Cheap Street  
Newbury  
Berkshire  
RG14 5DD

**Phone** 0163535975

**Email** [info@wbtc-uk.com](mailto:info@wbtc-uk.com)

**Website** [www.wbtc-uk.com](http://www.wbtc-uk.com)

## Activities

---

**Objects:** TO ADVANCE EDUCATION, PARTICULARLY THE EDUCATION OF YOUNG PERSONS (INCLUDING THE EDUCATION OF UNEMPLOYED YOUNG PERSONS), THROUGH THE PROVISION OF WORK EXPERIENCE, VOCATIONAL EDUCATION, APPRENTICESHIPS AND OTHER SERVICES AS WOULD ENABLE PERSONS TO ACQUIRE SKILLS TO SECURE EMPLOYMENT OR ADVANCE THEIR CAREERS.

**Activities:** To advance the education of young persons through the provision of work experience and of such vocational training as would enable such persons to acquire vocational skills.

## Classification

---

- **How:** Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People, The General Public/mankind

## Geography

---

- Bracknell Forest
- Reading
- Slough
- West Berkshire
- Windsor And Maidenhead
- Wokingham

## Finances

---

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£1,359,885	£1,359,286	£436,214	23
2024-07-31	£1,422,760	£1,323,489	£435,615	22
2023-07-31	£1,459,845	£1,452,962	£342,325	22
2022-07-31	£1,503,967	£1,718,778	£358,758	22
2021-07-31	£1,902,367	£1,904,763	£596,885	22

## Trustees

---

Name	Role	Appointed
Andrew Clarke		2024-07-10
Isobel Davies		2025-05-01
Lorraine Heath		2026-02-09
Nicola Louise Penfound		2024-06-05
Rob Hoblin		2026-03-05
Thomas Hamilton Wicksteed		2022-03-08

**WEST BERKSHIRE TRAINING CONSORTIUM**

England & Wales - Charity number 298851

---

# Accounts

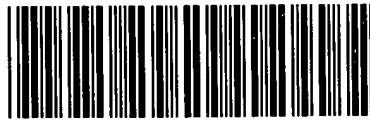
---

Charity registration number 298851 (England and Wales)

Company registration number 01760271

**WEST BERKSHIRE TRAINING CONSORTIUM  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2025**

MONDAY



\*AETKYIF5\*

A08

12/01/2026

#165

COMPANIES HOUSE

# WEST BERKSHIRE TRAINING CONSORTIUM

## LEGAL AND ADMINISTRATIVE INFORMATION

---

<b>Trustees</b>	N Muir T Wicksteed A J Bravo N L Penfound I Davies A Clarke	(Appointed 1 May 2025) (Appointed 1 December 2024)
<b>Secretary</b>	C Mincher	
<b>Charity number (England and Wales)</b>	298851	
<b>Company number</b>	01760271	
<b>Registered office</b>	Consortium House 7 Cheap Street Newbury Berkshire RG14 5DD	
<b>Auditor</b>	Alliotts LLP 3 London Square Cross Lanes Guildford GU1 1UJ	
<b>Bankers</b>	Lloyds Bank Plc 3-5 Bridge Street Newbury Berkshire RG14 5BQ	
<b>Solicitors</b>	Horse Lightly Solicitors 20 West Mills Newbury Berkshire RG14 5HG	

---

# WEST BERKSHIRE TRAINING CONSORTIUM

## CONTENTS

---

	<b>Page</b>
Trustees' report	1 - 4
Statement of Trustees' responsibilities	5
Independent auditor's report	6 - 9
Statement of financial activities	10
Balance sheet	11
Statement of cash flows	12
Notes to the financial statements	13 - 22

---

# WEST BERKSHIRE TRAINING CONSORTIUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 JULY 2025

---

The Trustees present their annual report and financial statements for the year ended 31 July 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's deed of trust, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

The objects of the charity are to advance education, particularly the education of young persons (including the education of unemployed young persons), through the provision of work experience, vocational education, apprenticeships and other services as would enable persons to acquire skills to secure employment or advance their careers.

#### **Contracts**

The Charity continues to be on the Register of Approved Training Providers (RoATP) for the delivery of Apprenticeships and contracts directly with employers to deliver this provision. WBTC also contracts with the Department for Education for funding such as Study Programmes. In addition to this, the Charity has been operating other contracts that offer training related revenue. The combination of all of these contracts has enabled the Charity to provide a diverse range of opportunities in learning and work to people of all ages.

#### **Public benefit reporting**

In planning activities for the year, WBTC has kept in mind the Charity Commission's guidance on Public Benefit. The focus of our activity remains the advancement of individuals and employers in order to improve vocational skills, knowledge and behaviours, which in turn will contribute to both the local and national economy. The activities listed below have directly helped young people into jobs and sustained their employability through promotion, added responsibility or high learning opportunities. WBTC's primary focus is within Berkshire and extends to the Thames Valley region but, where a need is established, beyond this area.

#### **Our Mission**

We are dedicated to enriching lives, transforming careers and improving the economic and social wellbeing of our communities. We empower individuals through bridging skills gaps, developing knowledge and confidence through high quality tailored study programmes, apprenticeships and commercial training.

#### **Our main objectives**

1. Support young people, especially those disadvantaged and disengaged through study programmes to help build a brighter future.
2. Promote apprenticeships with young people and support employers to upskill their current work force.
3. Evolve the organisation to reduce skill gaps of local and national employers.
4. Promote a supportive and sustainable work environment for our employees in which they are encouraged to develop their skills and feel valued.
5. Instilling self-confidence and self-belief in people who have become accustomed to alienation and disappointment is core to enabling change.

#### **Achievements and performance**

##### **Apprenticeship & Commercial Programmes**

WBTC's commitment to our learner and employer partners through high quality apprenticeship programmes can be evidenced through achievement rates that are again significantly above the national average. In 24/25, 78.1% achieved their apprenticeship against a national average of 60.5%. Trustee's and the senior management team maintain its strategic objective of achievement rates to be 10% above the national average. Directly delivered apprenticeships numbers grew in 24/25, however, overall numbers decreased providing a clear target for 2025/26 to increase the number of employers we work with and ultimately, increase apprenticeship numbers.

# WEST BERKSHIRE TRAINING CONSORTIUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 JULY 2025**

---

### Study Programmes

The Study Programme performed under allocation in 23/24. WBTC saw an increased number of learners remaining with their school in to year 12 in the local area. Business planning has been implemented to improve performance in 24/25. A new post, Study Programme / Work Experience Tutor was created improve learner access to work experience and personal development, which has had positive impact as reported by our learners and their parents. The Study Programme, whilst small in number, is vitally important to our charitable aim of supporting 16-18 year old NEETs in the local area and the board are keen for the provision to grow to impact more lives.

### Financial review

#### Financial position

For the year ending July 31 2025 the Charity has reported a surplus of £599. (2024: £93,290)

#### Investment policy and performance

Cash balances remained steady with reserves of £282,505 (2024: £270,816) held in Newbury Building Society and £112,030 (2024: £156,690) in current accounts as of July 31 2025.

#### Reserves policy

The Board of Trustees has considered the adequacy of reserves held by the company, in line with the Charity Commission guidance and concur that the level of reserves is sufficient to meet the company's responsibilities in the short term. In furtherance of the charity's objectives, the reserves policy of the company is designed to:

- Protect the business from the risk of insolvency or serious disruption to its charitable work.
- Provide security against the peaks and troughs of income affected by business downturn or changes in government policy
- Provide sufficient funds to invest in capital infrastructure and resources for the benefit of learners to undertake training.

#### Risk Management

The Trustees/Directors have assessed the major risks to which the Charity is exposed, in particular those related to its operation and finances, and are satisfied that the systems are in place to mitigate exposure to major risks. The Trustees/Directors will evaluate current levels of resources and working practices in line with government funding available for 2025-2026 and this is assessed as good in line with DFE financial compliance.

#### Plans for future periods

To build the foundations for growth, the Charity is working on the following activities:

- Further reduce subcontracted provision in apprenticeships and focus business development on internally delivered programmes to improve margin
- Increase commercial offer to develop a wider customer base
- Identify new fundable programmes to meet the needs of the region
- Grow the Study Programme numbers through
- Increase bidding activity for central, local and private sector tenders

#### Structure, governance and management

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.

WBTC is a registered Charity based in West Berkshire and is operated under the terms of its Memorandum and Articles as incorporated 10th October 1983.

The principal objective of the Charity is:

*"To impact local and wider communities where accessible, high quality training unlocks potential and drives positive change. **WBTC is developing talent, shaping the future**".*

# WEST BERKSHIRE TRAINING CONSORTIUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2025

---

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

N Muir	
T Sandford	(Resigned 24 September 2024)
T Wicksteed	
A J Bravo	
A Mohammed	(Resigned 24 September 2024)
N L Penfound	
I Davies	(Appointed 1 May 2025)
A Clarke	(Appointed 1 December 2024)

#### *Recruitment and appointment of trustees*

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

#### **Organisational structure and decision-making policies**

The Trustees/Directors meet as a minimum bi-monthly, along with the Executive Director, Director of Training and the Director of Finance and operations to oversee the strategic direction of the company. The Director of Finance and Operations is also the company secretary.

#### *Induction and training of trustees*

Trustees' receive the following documentation prior to commencement:

- Induction programme including organisation chart
- Charity Commission booklet - Responsibilities of Trustees
- Memorandum and Articles of Association (MAA), a governance document in accordance with the Charities Act 1993
- Audited Year End accounts (latest)
- Minutes of last AGM and Board Minutes
- Management Report of current contracts
- Latest Ofsted Report, Self Assessment Report and Quality Improvement Plan
- They also undertake training on the following course: "The Essential Trustee and Governance in Practice - 2020 Programme".

#### *Remuneration policy*

##### *Other matters*

Remuneration of employees and key management personnel is discussed and set at trustees' meetings. Details for remuneration for the year ended 31st July 2025 are set out in note 11 to the financial statements.

#### **Related party relationships**

Should a conflict of interest arise Trustees are required to declare their interest at a formal meeting, which will be minuted. If the issue is related to payment the Trustee offering a service of work outside the agreed out of pocket expenses, a vote will be taken by the remaining Trustees as to its appropriateness - this will exclude the Trustee in question. If accepted, a declaration request will be sent to the Charity Commission for approval.

#### **Auditor**

In accordance with the company's articles, a resolution proposing that Alliotts LLP be reappointed as auditor of the company will be put at a General Meeting.

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

# WEST BERKSHIRE TRAINING CONSORTIUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2025

---

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

*A Bravo*

---

.Anthony.Bravo (Nov.25. 2025, 2:02pm)

A J Bravo

Chair

25 Nov 2025

Date: .....

# **WEST BERKSHIRE TRAINING CONSORTIUM**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 JULY 2025***

---

The Trustees, who are also the directors of West Berkshire Training Consortium for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

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

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

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

#### Opinion

We have audited the financial statements of West Berkshire Training Consortium (the 'Charity') for the year ended 31 July 2025 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2025 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of Trustees**

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the Charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

#### **Extent to which the audit was considered capable of detecting irregularities, including fraud**

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charitable company through discussions with trustees and other management, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including safeguarding, Ofsted, DfE regulatory requirements, the Companies Act 2006, the Charities Act 2011, the Charities SORP, taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

#### **Audit response to risks identified**

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- reviewed all transactions listed;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Trustees and other management and the inspection of regulatory and legal correspondence, if any.

*Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.*

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**WEST BERKSHIRE TRAINING CONSORTIUM**

**INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

**TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM**

---

*Christopher Mantel*

Chris Mantel (Nov 25, 2025, 2:05pm)

**Christopher Mantel (Senior Statutory Auditor)**

For and on behalf of Alliotts LLP, Statutory Auditor

Chartered Accountants

3 London Square

Cross Lanes

Guildford

GU1 1UJ 25 Nov 2025

Date: .....

Alliotts LLP is eligible for appointment as auditor of the Charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

# WEST BERKSHIRE TRAINING CONSORTIUM

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2025

	Notes	Unrestricted funds 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
<b>Income from:</b>					
Donations and legacies	3	1,205,240	1,218,091	-	1,218,091
Charitable activities	4	142,957	195,824	-	195,824
Investments	5	11,688	8,845	-	8,845
<b>Total income</b>		<u>1,359,885</u>	<u>1,422,760</u>	<u>-</u>	<u>1,422,760</u>
<b>Expenditure on:</b>					
Raising funds	6	588,785	548,927	-	548,927
Charitable activities	7	770,501	774,562	5,981	780,543
<b>Total expenditure</b>		<u>1,359,286</u>	<u>1,323,489</u>	<u>5,981</u>	<u>1,329,470</u>
<b>Net income and movement in funds</b>		599	99,271	(5,981)	93,290
<b>Reconciliation of funds:</b>					
Fund balances at 1 August 2024		435,615	336,344	5,981	342,325
<b>Fund balances at 31 July 2025</b>		<u>436,214</u>	<u>435,615</u>	<u>-</u>	<u>435,615</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# WEST BERKSHIRE TRAINING CONSORTIUM

## BALANCE SHEET

AS AT 31 JULY 2025

	Notes	2025 £	£	2024 £	£
<b>Fixed assets</b>					
Tangible assets	13		674		7,751
<b>Current assets</b>					
Debtors	14	165,550		176,205	
Cash at bank and in hand		394,535		427,508	
		560,085		603,713	
<b>Creditors: amounts falling due within one year</b>	15	(124,545)		(175,849)	
<b>Net current assets</b>			435,540		427,864
<b>Total assets less current liabilities</b>			436,214		435,615
<b>The funds of the Charity</b>					
Unrestricted funds	17		436,214		435,615
			436,214		435,615

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 July 2025, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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

25 Nov 2025

The financial statements were approved by the Trustees on .....

A Bravo

Antbray Bravo, (Nov. 25, 2025, 2:02pm)

A J Bravo

Chair

Company registration number 01760271 (England and Wales)

# WEST BERKSHIRE TRAINING CONSORTIUM

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 JULY 2025

---

	Notes	2025 £	£	2024 £	£
<b>Cash flows from operating activities</b>					
Cash (absorbed by)/generated from operations	21		(43,987)		80,357
<b>Investing activities</b>					
Purchase of tangible fixed assets		(674)		-	
Investment income received		11,688		8,845	
<b>Net cash generated from investing activities</b>			11,014		8,845
<b>Net cash generated from financing activities</b>			-		-
<b>Net (decrease)/increase in cash and cash equivalents</b>			(32,973)		89,202
Cash and cash equivalents at beginning of year			427,508		338,306
<b>Cash and cash equivalents at end of year</b>			394,535		427,508

---

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 JULY 2025**

---

### **1 Accounting policies**

#### **Charity information**

West Berkshire Training Consortium is a private company limited by guarantee incorporated in England and Wales. The registered office is Consortium House, 7 Cheap Street, Newbury, Berkshire, RG14 5DD.

#### **1.1 Basis of preparation**

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)". The Charity is a Public Benefit Entity as defined by FRS 102.

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

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

#### **1.2 Going concern**

Following robust control of costs in 2023/2024, the Charity's finances have stabilised and achieved an operating surplus in the year. At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

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

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 Income**

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

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2025

---

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

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

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable funding.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

#### 1.6 Tangible fixed assets

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

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

Fixtures and fittings	25% - 33% straight line
-----------------------	-------------------------

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

#### 1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

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

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

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

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2025

---

### 1 Accounting policies

(Continued)

#### **Basic financial assets**

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

#### **Basic financial liabilities**

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

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

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

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

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

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2025

### 3 Income from donations and legacies

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Grants	1,205,240	1,218,091
<b>Grants</b>		
Other	1,205,240	1,218,091
	<u>1,205,240</u>	<u>1,218,091</u>

### 4 Income from charitable activities

	Charitable income 2025 £	Charitable income 2024 £
Commercial training	112,288	117,935
Employer contributions	15,845	51,397
Other income	14,824	26,492
	<u>142,957</u>	<u>195,824</u>
<b>Analysis by fund</b>		
Unrestricted funds	<u>142,957</u>	<u>195,824</u>

### 5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	<u>11,688</u>	<u>8,845</u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2025

### 6 Expenditure on raising funds

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
<b>Fundraising and publicity</b>		
Advertising	25,916	25,239
Other fundraising costs	3,412	995
Staff costs	559,457	522,693
	<u>588,785</u>	<u>548,927</u>

### 7 Expenditure on charitable activities

	Charitable activities 2025 £	Charitable activities 2024 £
<b>Direct costs</b>		
Depreciation and impairment	-	5,981
Training	211,758	227,541
Other trainee costs	117,951	82,366
	<u>329,709</u>	<u>315,888</u>
<b>Share of support and governance costs (see note 8)</b>		
Support	413,372	448,711
Governance	27,420	15,944
	<u>770,501</u>	<u>780,543</u>
<b>Analysis by fund</b>		
Unrestricted funds	770,501	774,562
Restricted funds	-	5,981
	<u>770,501</u>	<u>780,543</u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2025

### 8 Support costs allocated to activities

	2025	2024
	£	£
Staff costs	204,244	245,265
Depreciation	7,751	16,070
Rent	48,000	48,000
Insurance	2,644	9,976
Rates and energy	17,215	17,048
Repairs and renewals	35,759	30,529
Telephone, postage and stationary	21,000	21,100
Staff training and recruitment	2,596	1,829
Professional fees and subscriptions	32,835	16,704
Sundries and donations	40,113	41,626
Bad debts and bank charges	1,215	564
Governance costs	27,420	15,944

440,792      464,655

#### Analysed between:

Charitable activities	440,792	464,655
-----------------------	---------	---------

**2025**      **2024**  
**£**      **£**

#### Governance costs comprise:

Audit fees	8,700	8,250
Accountancy	5,838	5,084
Legal and professional	-	210
Other governance costs	12,882	2,400

27,420      15,944

### 9 Net movement in funds

**2025**      **2024**  
**£**      **£**

The net movement in funds is stated after charging/(crediting):

Fees payable for the audit of the charity's financial statements	8,700	8,250
Depreciation of owned tangible fixed assets	7,751	22,051

8,700      8,250  
7,751      22,051

### 10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, none of the trustees were reimbursed for expenses (2024- £nil).

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2025

---

#### 11 Employees

The average monthly number of employees during the year was:

2025 Number	2024 Number
23	22

#### Employment costs

	2025 £	2024 £
Wages and salaries	675,739	676,605
Social security costs	59,640	65,302
Other pension costs	28,322	26,051
	<u>763,701</u>	<u>767,958</u>

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2025 Number	2024 Number
£60,001 - £70,000	-	1
£70,001 to £80,000	1	-

#### Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2025 £	2024 £
Aggregate compensation	<u>83,477</u>	<u>100,200</u>

#### 12 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2025

### 13 Tangible fixed assets

	Fixtures and fittings £
<b>Cost</b>	
At 1 August 2024	130,806
Additions	674
At 31 July 2025	<u>131,480</u>
<b>Depreciation and impairment</b>	
At 1 August 2024	123,055
Depreciation charged in the year	7,751
At 31 July 2025	<u>130,806</u>
<b>Carrying amount</b>	
At 31 July 2025	<u>674</u>
At 31 July 2024	<u>7,751</u>

### 14 Debtors

	2025 £	2024 £
<b>Amounts falling due within one year:</b>		
Trade debtors	138,649	146,901
Prepayments and accrued income	26,901	29,304
	<u>165,550</u>	<u>176,205</u>

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

	2025 £	2024 £
Other taxation and social security	18,045	19,771
Trade creditors	48,857	50,382
Other creditors	33	34
Accruals and deferred income	57,610	105,662
	<u>124,545</u>	<u>175,849</u>

### 16 Retirement benefit schemes

	2025 £	2024 £
<b>Defined contribution schemes</b>		
Charge to profit or loss in respect of defined contribution schemes	28,322	26,051
	<u>28,322</u>	<u>26,051</u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2025

#### 16 Retirement benefit schemes

(Continued)

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

#### 17 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 August 2024 £	Incoming resources £	Resources expended £	At 31 July 2025 £
General funds	435,615	1,359,885	(1,359,286)	436,214
	<u>435,615</u>	<u>1,359,885</u>	<u>(1,359,286)</u>	<u>436,214</u>
<b>Previous year:</b>	<b>At 1 August 2023 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>At 31 July 2024 £</b>
General funds	336,344	1,422,760	(1,323,489)	435,615
	<u>336,344</u>	<u>1,422,760</u>	<u>(1,323,489)</u>	<u>435,615</u>

#### 18 Operating lease commitments

##### Lessee

Operating lease payments represent rentals payable by the charity for premises rentals and certain items of office equipment.

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025 £	2024 £
Within one year	51,781	51,781
Between two and five years	200,192	203,973
In over five years	176,000	224,000
	<u>427,973</u>	<u>479,754</u>

#### 19 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2025

---

### 20 Controlling Party

The membership of the charity was transferred on 1 August 2018 to Basingstoke College of Technology (BCoT), a further education corporation and exempt charity with the principal purpose of providing education. BCoT exert control over the Charity by virtue of the right to appoint Directors under the governing document of the Charity. BCoT produce consolidated financial statements, which include the Charity's accounts and can be obtained from Worting Road, Basingstoke, Hampshire, RG21 8TN.

<b>21 Cash (absorbed by)/generated from operations</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Surplus for the year	599	93,290
<b>Adjustments for:</b>		
Investment income recognised in statement of financial activities	(11,688)	(8,845)
Depreciation and impairment of tangible fixed assets	7,751	22,051
<b>Movements in working capital:</b>		
Decrease/(increase) in debtors	10,655	(47,855)
(Decrease)/increase in creditors	(51,304)	21,716
<b>Cash (absorbed by)/generated from operations</b>	<b>(43,987)</b>	<b>80,357</b>

### 22 Analysis of changes in net funds

The Charity had no material debt during the year.

**WEST BERKSHIRE TRAINING CONSORTIUM**

England & Wales - Charity number 298851

---

# Accounts

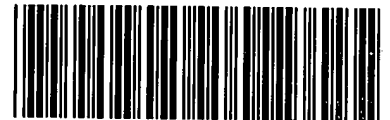
---

Charity registration number 298851

Company registration number 01760271 (England and Wales)

**WEST BERKSHIRE TRAINING CONSORTIUM**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2024**

MONDAY



\*ADH3EVP4\*

A09

02/12/2024

#64

COMPANIES HOUSE

# WEST BERKSHIRE TRAINING CONSORTIUM

## LEGAL AND ADMINISTRATIVE INFORMATION

---

<b>Trustees</b>	N Muir T Wicksteed A J Bravo N L Penfound	(Appointed 5 June 2024)
<b>Secretary</b>	C Mincher	
<b>Charity number</b>	298851	
<b>Company number</b>	01760271	
<b>Registered office</b>	Consortium House 7 Cheap Street Newbury Berkshire RG14 5DD	
<b>Auditor</b>	Alliotts LLP 3 London Square Cross Lanes Guildford GU1 1UJ	
<b>Bankers</b>	Lloyds Bank Plc 3-5 Bridge Street Newbury Berkshire RG14 5BQ	
<b>Solicitors</b>	Horsey Lightly Solicitors 20 West Mills Newbury Berkshire RG14 5HG	

---

# WEST BERKSHIRE TRAINING CONSORTIUM

## CONTENTS

---

	<b>Page</b>
Trustees' report	1 - 3
Statement of Trustees' responsibilities	4
Independent auditor's report	5 - 8
Statement of financial activities	9
Balance sheet	10
Statement of cash flows	11
Notes to the financial statements	12 - 22

---

# **WEST BERKSHIRE TRAINING CONSORTIUM**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 JULY 2024**

---

The Trustees present their annual report and financial statements for the year ended 31 July 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's deed of trust, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

##### **Contracts**

The Charity continues to be on the Register of Approved Training Providers (RoATP) for the delivery of Apprenticeships and contracts directly with employers to deliver this provision. WBTC also contracts with the Education & Skills Funding Agency for funding such as Study Programmes. In addition to this, the Charity has been operating other contracts that offer training related revenue. The combination of all of these contracts has enabled the Charity to provide a diverse range of opportunities in learning and work to people of all ages.

##### **Public benefit reporting**

In planning activities for the year, WBTC has kept in mind the Charity Commission's guidance on Public Benefit. The focus of our activity remains the advancement of individuals and employers in order to improve vocational skills, knowledge and behaviours, which in turn will contribute to both the local and national economy. The activities listed below have directly helped young people into jobs and sustained their employability through promotion, added responsibility or high learning opportunities. WBTC's primary focus is within Berkshire and extends to the Thames Valley region but, where a need is established, beyond this area.

##### **Our Mission**

We are dedicated to enriching lives, transforming careers and improving the economic and social wellbeing of our communities. We empower individuals through bridging skills gaps, developing knowledge and confidence through high quality tailored study programmes, apprenticeships and commercial training.

##### **Our main objectives**

1. Support young people, especially those disadvantaged and disengaged through study programmes to help build a brighter future.
2. Promote apprenticeships with young people and support employers to upskill their current work force.
3. Evolve the organisation to reduce skill gaps of local and national employers.
4. Promote a supportive and sustainable work environment for our employees in which they are encouraged to develop their skills and feel valued.
5. Instilling self-confidence and self-belief in people who have become accustomed to alienation and disappointment is core to enabling change.

#### **Achievements and performance**

##### **Apprenticeship & Commercial Programmes**

WBTC's commitment to our learner and employer partners through high quality apprenticeship programmes can be evidenced through achievement rates that are again significantly above the national average. In 23/24, 73.24% achieved their apprenticeship against a national average of 54.3%. Trustee's and the senior management team maintain its strategic objective of achievement rates to be 10% above the national average. Apprenticeship. Apprenticeship numbers grew in 23/24 with an increased proportion being delivered directly by WBTC leading to an improved financial outturn.

##### **Study Programmes**

The Study Programme performed under allocation in 23/24. WBTC saw an increased number of learners remaining with their school in to year 12 in the local area. Business planning has been implemented to improve performance in 24/25. A new post, Study Programme / Work Experience Tutor was created improve learner access to work experience and personal development, which has had positive impact as reported by our learners and their parents. The Study Programme, whilst small in number, is vitally important to our charitable aim of supporting 16-18 year old NEEETs in the local area and the board are keen for the provision to grow to impact more lives.

# WEST BERKSHIRE TRAINING CONSORTIUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

---

### Financial review

#### Financial position

For the year ending July 31 2024 the Charity has reported a surplus of £93,290. (2023: deficit of £16,344)

#### Investment policy and performance

Cash balances improved with reserves of £270,816 held in Newbury Building Society and £156,690 (2023: £76,334) in current accounts as of July 31 2024.

#### Reserves policy

The Board of Trustees has considered the adequacy of reserves held by the company, in line with the Charity Commission guidance and concur that the level of reserves is sufficient to meet the company's responsibilities in the short term. In furtherance of the charity's objectives, the reserves policy of the company is designed to:

- Protect the business from the risk of insolvency or serious disruption to its charitable work.
- Provide security against the peaks and troughs of income affected by business downturn or changes in government policy
- Provide sufficient funds to invest in capital infrastructure and resources for the benefit of learners to undertake training.

#### Risk

The Trustees/Directors have assessed the major risks to which the Charity is exposed, in particular those related to its operation and finances, and are satisfied that the systems are in place to mitigate exposure to major risks. The Trustees/Directors will evaluate current levels of resources and working practices in line with government funding available for 2024-2025 and this is assessed as good in line with ESFA financial compliance.

#### Management

#### Plans for future periods

To build the foundations for growth, the Charity is working on the following activities:

- Further reduce subcontracted provision in apprenticeships and focus business development on internally delivered programmes to improve margin
- Identify corporate partners to develop educational programmes for NEET's, the unemployed and career changers
- Identify new programmes to deliver on AEB contracts to improve uptake
- Grow the Study Programme numbers
- Plan new satellite centres to offer the Study Programme to new geographies
- Significantly increase the number of tenders responded to.

#### Structure, governance and management

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.

WBTC is a registered Charity based in West Berkshire and is operated under the terms of its Memorandum and Articles as incorporated 10th October 1983.

The principal objective of the Charity is:

*"To impact local and wider communities where accessible, high quality training unlocks potential and drives positive change. WBTC is developing talent, shaping the future".*

# WEST BERKSHIRE TRAINING CONSORTIUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

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

G Duggleby	(Resigned 15 January 2024)
S Gillam	(Resigned 15 January 2024)
A Greenidge	(Resigned 5 June 2024)
N Muir	
T Sandford	(Resigned 24 September 2024)
T Wicksteed	
A J Bravo	
A Mohammed	(Resigned 24 September 2024)
N L Penfound	(Appointed 5 June 2024)

### *Recruitment and appointment of trustees*

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

### **Organisational structure and decision-making policies**

The Trustees/Directors meet as a minimum bi-monthly, along with the Executive Director, Director of Training and the Director of Finance and operations to oversee the strategic direction of the company. The Director of Finance and Operations is also the company secretary.

### *Induction and training of trustees*

Trustees' receive the following documentation prior to commencement:

- Induction programme including organisation chart
- Charity Commission booklet - Responsibilities of Trustees
- Memorandum and Articles of Association (MAA), a governance document in accordance with the Charities Act 1993
- Audited Year End accounts (latest)
- Minutes of last AGM and Board Minutes
- Management Report of current contracts
- Latest Ofsted Report, Self Assessment Report and Quality Improvement Plan
- They also undertake training on the following course: "The Essential Trustee and Governance in Practice - 2020 Programme".

### **Related party relationships**

Should a conflict of interest arise Trustees are required to declare their interest at a formal meeting, which will be minuted. If the issue is related to payment the Trustee offering a service of work outside the agreed out of pocket expenses, a vote will be taken by the remaining Trustees as to its appropriateness - this will exclude the Trustee in question. If accepted, a declaration request will be sent to the Charity Commission for approval.

### **Auditor**

In accordance with the company's articles, a resolution proposing that Alliotts LLP be reappointed as auditor of the company will be put at a General Meeting.

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



Anthony Bravo (Nov 25, 2024 20:28 GMT)

A J Bravo

Chair

25/11/2024

Date: .....

# **WEST BERKSHIRE TRAINING CONSORTIUM**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 JULY 2024***

---

The Trustees, who are also the directors of West Berkshire Training Consortium for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

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

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

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

#### Opinion

We have audited the financial statements of West Berkshire Training Consortium (the 'Charity') for the year ended 31 July 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2024 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of Trustees**

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the Charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

#### **Extent to which the audit was considered capable of detecting irregularities, including fraud**

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charitable company through discussions with trustees and other management, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including safeguarding, Ofsted, ESFA regulatory requirements, the Companies Act 2006, the Charities Act 2011, the Charities SORP, taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

#### **Audit response to risks identified**

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- reviewed all transactions listed;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**WEST BERKSHIRE TRAINING CONSORTIUM**

**INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

**TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM**

---

*Christopher Mantel*

Christopher Mantel (Nov 26, 2024 08:53 GMT)

**Christopher Mantel (Senior Statutory Auditor)  
for and on behalf of Alliotts LLP**

25/11/2024  
.....

**Chartered Accountants  
Statutory Auditor**

3 London Square  
Cross Lanes  
Guildford  
GU1 1UJ

Alliotts LLP is eligible for appointment as auditor of the Charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

# WEST BERKSHIRE TRAINING CONSORTIUM

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	1,218,091	-	1,218,091	1,275,727	-	1,275,727
Charitable activities	4	195,824	-	195,824	177,696	-	177,696
Investments	5	8,845	-	8,845	6,422	-	6,422
<b>Total income</b>		<b>1,422,760</b>	<b>-</b>	<b>1,422,760</b>	<b>1,459,845</b>	<b>-</b>	<b>1,459,845</b>
<b>Expenditure on:</b>							
Raising funds	6	548,927	-	548,927	561,154	-	561,154
Charitable activities	7	774,562	5,981	780,543	891,808	23,316	915,124
<b>Total expenditure</b>		<b>1,323,489</b>	<b>5,981</b>	<b>1,329,470</b>	<b>1,452,962</b>	<b>23,316</b>	<b>1,476,278</b>
<b>Net income/(expenditure) and movement in funds</b>		<b>99,271</b>	<b>(5,981)</b>	<b>93,290</b>	<b>6,883</b>	<b>(23,316)</b>	<b>(16,433)</b>
<b>Reconciliation of funds:</b>							
Fund balances at 1 August 2023		336,344	5,981	342,325	329,461	29,297	358,758
<b>Fund balances at 31 July 2024</b>		<b>435,615</b>	<b>-</b>	<b>435,615</b>	<b>336,344</b>	<b>5,981</b>	<b>342,325</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# WEST BERKSHIRE TRAINING CONSORTIUM

## BALANCE SHEET

AS AT 31 JULY 2024

	Notes	2024 £	£	2023 £	£
<b>Fixed assets</b>					
Tangible assets	13		7,751		29,802
<b>Current assets</b>					
Debtors	14	176,205		128,350	
Cash at bank and in hand		427,508		338,306	
		603,713		466,656	
<b>Creditors: amounts falling due within one year</b>	15	(175,849)		(154,133)	
<b>Net current assets</b>			427,864		312,523
<b>Total assets less current liabilities</b>			435,615		342,325
<b>The funds of the Charity</b>					
Restricted income funds	17		-		5,981
Unrestricted funds	18		435,615		336,344
			435,615		342,325

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 July 2024, although an audit has been carried out under section 144 of the Charities Act 2011.


The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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

25/11/2024

The financial statements were approved by the Trustees on .....

  
Anthony Bravo (Nov 25, 2024 20:28 GMT)

A J Bravo  
Chair

Company registration number 01760271 (England and Wales)

# WEST BERKSHIRE TRAINING CONSORTIUM

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 JULY 2024

---

	Notes	2024 £	£	2023 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	23		80,357		13,847
<b>Investing activities</b>					
Purchase of tangible fixed assets		-		(840)	
Investment income received		8,845		6,422	
<b>Net cash generated from investing activities</b>			8,845		5,582
<b>Net cash used in financing activities</b>			-		-
<b>Net increase in cash and cash equivalents</b>			89,202		19,429
Cash and cash equivalents at beginning of year			338,306		318,877
<b>Cash and cash equivalents at end of year</b>			<u>427,508</u>		<u>338,306</u>

---

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 JULY 2024

---

#### 1 Accounting policies

##### Charity information

West Berkshire Training Consortium is a private company limited by guarantee incorporated in England and Wales. The registered office is Consortium House, 7 Cheap Street, Newbury, Berkshire, RG14 5DD.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The Charity is a Public Benefit Entity as defined by FRS 102.

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

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

##### 1.2 Going concern

Following robust control of costs in 2023/2024, the Charity's finances have stabilised and achieved an operating surplus in the year. At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

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

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

##### 1.4 Income

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

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

---

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

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

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable funding.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

#### 1.6 Tangible fixed assets

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

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

Fixtures and fittings	25% - 33% straight line
-----------------------	-------------------------

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

#### 1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

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

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

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

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

---

### 1 Accounting policies

(Continued)

#### **Basic financial assets**

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

#### **Basic financial liabilities**

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

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

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

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

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

### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

## 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

---

### 3 Income from donations and legacies

	<b>Unrestricted funds 2024 £</b>	<b>Unrestricted funds 2023 £</b>
Grants	1,218,091	1,275,727
	<u>1,218,091</u>	<u>1,275,727</u>
<b>Grants</b>		
Other	1,218,091	1,275,727
	<u>1,218,091</u>	<u>1,275,727</u>

### 4 Income from charitable activities

	<b>Charitable Income 2024 £</b>	<b>Charitable Income 2023 £</b>
<b>Charitable income</b>		
Commercial training	117,935	113,561
Employer contributions	51,397	58,094
Other income	26,492	6,041
	<u>195,824</u>	<u>177,696</u>

### 5 Income from investments

	<b>Unrestricted funds 2024 £</b>	<b>Unrestricted funds 2023 £</b>
Interest receivable	8,845	6,422
	<u>8,845</u>	<u>6,422</u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

### 6 Expenditure on raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
<b>Fundraising and publicity</b>		
Advertising	25,239	36,297
Other fundraising costs	995	5,220
Staff costs	522,693	519,637
	<u>548,927</u>	<u>561,154</u>

### 7 Expenditure on charitable activities

	Charitable activities 2024 £	Charitable activities 2023 £
<b>Direct costs</b>		
Depreciation and impairment	5,981	23,316
Training	227,541	310,160
Other trainee costs	82,366	139,154
	<u>315,888</u>	<u>472,630</u>
<b>Share of support and governance costs (see note 8)</b>		
Support	448,711	420,016
Governance	15,944	22,478
	<u>780,543</u>	<u>915,124</u>
<b>Analysis by fund</b>		
Unrestricted funds	774,562	891,808
Restricted funds	5,981	23,316
	<u>780,543</u>	<u>915,124</u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

### 8 Support costs

	Support costs	Governance costs	2024 Support costs	Governance costs	2023
	£	£	£	£	£
Staff costs	245,265	-	245,265	214,837	214,837
Depreciation	16,070	-	16,070	2,565	2,565
Rent	48,000	-	48,000	48,123	48,123
Insurance	9,976	-	9,976	12,496	12,496
Rates and energy	17,048	-	17,048	12,542	12,542
Repairs and renewals	30,529	-	30,529	39,985	39,985
Telephone, postage and stationery	21,100	-	21,100	19,361	19,361
Staff training and recruitment	1,829	-	1,829	10,379	10,379
Professional fees and subscriptions	16,704	-	16,704	18,766	18,766
Sundries and donations	41,626	-	41,626	36,355	36,355
Bad debts and bank charges	564	-	564	4,607	4,607
Audit fees	-	8,250	8,250	-	7,375
Accountancy	-	5,084	5,084	-	9,380
Legal and professional	-	210	210	-	1,213
Other governance costs	-	2,400	2,400	-	4,510
	<u>448,711</u>	<u>15,944</u>	<u>464,655</u>	<u>420,016</u>	<u>442,494</u>
Analysed between					
Charitable activities	<u>448,711</u>	<u>15,944</u>	<u>464,655</u>	<u>420,016</u>	<u>442,494</u>

Governance costs includes payments to the auditors of £8,250 (2023- £7,375) for audit fees.

### 9 Net movement in funds

	2024	2023
	£	£
The net movement in funds is stated after charging/(crediting):		
Fees payable for the audit of the charity's financial statements	8,250	7,375
Depreciation of owned tangible fixed assets	<u>22,051</u>	<u>25,881</u>

### 10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, none of the trustees were reimbursed for expenses (2023- £nil).

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2024

#### 11 Employees

The average monthly number of employees during the year was:

2024 Number	2023 Number
22	22

#### Employment costs

	2024 £	2023 £
Wages and salaries	676,605	649,254
Social security costs	65,302	58,734
Other pension costs	26,051	26,486
	<u>767,958</u>	<u>734,474</u>

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2024 Number	2023 Number
£60,001 - £70,000	<u>1</u>	<u>1</u>

#### Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024 £	2023 £
Aggregate compensation	<u>100,200</u>	<u>98,313</u>

#### 12 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

### 13 Tangible fixed assets

	Fixtures and fittings £
<b>Cost</b>	
At 1 August 2023	130,806
At 31 July 2024	130,806
<b>Depreciation and impairment</b>	
At 1 August 2023	101,004
Depreciation charged in the year	22,051
At 31 July 2024	123,055
<b>Carrying amount</b>	
At 31 July 2024	7,751
At 31 July 2023	29,802

### 14 Debtors

	2024 £	2023 £
<b>Amounts falling due within one year:</b>		
Trade debtors	146,901	96,584
Prepayments and accrued income	29,304	31,766
	<u>176,205</u>	<u>128,350</u>

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

	2024 £	2023 £
Other taxation and social security	19,771	14,220
Trade creditors	50,382	39,580
Other creditors	34	437
Accruals and deferred income	105,662	99,896
	<u>175,849</u>	<u>154,133</u>

### 16 Retirement benefit schemes

	2024 £	2023 £
<b>Defined contribution schemes</b>		
Charge to profit or loss in respect of defined contribution schemes	26,051	26,486

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2024

#### 16 Retirement benefit schemes

(Continued)

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

#### 17 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 August 2023 £	Resources expended £	At 31 July 2024 £
LEP grant	5,981	(5,981)	-
	<u>5,981</u>	<u>(5,981)</u>	<u>-</u>
<b>Previous year:</b>	<b>At 1 August 2022 £</b>	<b>Resources expended £</b>	<b>At 31 July 2023 £</b>
LEP grant	29,297	(23,316)	5,981
	<u>29,297</u>	<u>(23,316)</u>	<u>5,981</u>

#### 18 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 August 2023 £	Incoming resources £	Resources expended £	At 31 July 2024 £
General funds	336,344	1,422,760	(1,323,489)	435,615
	<u>336,344</u>	<u>1,422,760</u>	<u>(1,323,489)</u>	<u>435,615</u>
<b>Previous year:</b>	<b>At 1 August 2022 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>At 31 July 2023 £</b>
General funds	329,461	1,459,845	(1,452,962)	336,344
	<u>329,461</u>	<u>1,459,845</u>	<u>(1,452,962)</u>	<u>336,344</u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2024

### 19 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
<b>At 31 July 2024:</b>			
Tangible assets	7,751	-	7,751
Current assets/(liabilities)	427,864	-	427,864
	<u>435,615</u>	<u>-</u>	<u>435,615</u>
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b>At 31 July 2023:</b>			
Tangible assets	29,802	-	29,802
Current assets/(liabilities)	306,542	5,981	312,523
	<u>336,344</u>	<u>5,981</u>	<u>342,325</u>

### 20 Operating lease commitments

#### Lessee

Operating lease payments represent rentals payable by the charity for premises rentals and certain items of office equipment.

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024 £	2023 £
Within one year	51,781	5,511
Between two and five years	203,973	15,123
In over five years	224,000	630
	<u>479,754</u>	<u>21,264</u>

### 21 Related party transactions

### 22 Controlling Party

The membership of the charity was transferred on 1 August 2018 to Basingstoke College of Technology (BCoT), a further education corporation and exempt charity with the principal purpose of providing education. BCoT exert control over the Charity by virtue of the right to appoint Directors under the governing document of the Charity. BCoT produce consolidated financial statements, which include the Charity's accounts and can be obtained from Worting Road, Basingstoke, Hampshire, RG21 8TN.

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

---

<b>23 Cash generated from operations</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Surplus/(deficit) for the year	93,290	(16,433)
Adjustments for:		
Investment income recognised in statement of financial activities	(8,845)	(6,422)
Depreciation and impairment of tangible fixed assets	22,051	25,881
Movements in working capital:		
(Increase)/decrease in debtors	(47,855)	57,467
Increase/(decrease) in creditors	21,716	(46,646)
<b>Cash generated from operations</b>	<b>80,357</b>	<b>13,847</b>

### 24 Analysis of changes in net funds

The Charity had no material debt during the year.

**WEST BERKSHIRE TRAINING CONSORTIUM**

England & Wales - Charity number 298851

---

# Accounts

---

Charity registration number 298851

Company registration number 01760271 (England and Wales)

**WEST BERKSHIRE TRAINING CONSORTIUM**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

# WEST BERKSHIRE TRAINING CONSORTIUM

## LEGAL AND ADMINISTRATIVE INFORMATION

---

<b>Trustees</b>	G Duggleby S Gillam A Greenidge P P Mccabe N Muir T Sandford T Wicksteed M Butcher A J Bravo A Mohammed
<b>Secretary</b>	Mr G Arthur
<b>Charity number</b>	298851
<b>Company number</b>	01760271
<b>Registered office</b>	Consortium House 7 Cheap Street Newbury Berkshire RG14 5DD
<b>Auditor</b>	Alliotts LLP Friary Court 13-21 High Street Guildford Surrey GU1 3DL
<b>Bankers</b>	Lloyds Bank Plc 3-5 Bridge Street Newbury Berkshire RG14 5BQ
<b>Solicitors</b>	Horse Lightly Solicitors 20 West Mills Newbury Berkshire RG14 5HG

---

# WEST BERKSHIRE TRAINING CONSORTIUM

## CONTENTS

---

	<b>Page</b>
Trustees' report	1 - 4
Statement of Trustees' responsibilities	5
Independent auditor's report	6 - 9
Statement of financial activities	10
Balance sheet	11
Statement of cash flows	12
Notes to the financial statements	13 - 22

---

# WEST BERKSHIRE TRAINING CONSORTIUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 JULY 2023

---

The Trustees present their annual report and financial statements for the year ended 31 July 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's deed of trust, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

### Objectives and activities

#### Contracts

The Charity continues to be on the Apprenticeship and Assessment Register (APAR) for the delivery of Apprenticeships, and contracts directly with employers to deliver this provision. WBTC also contracts with the Education & Skills Funding Agency for funding such as Study Programmes. In addition to this, the Charity has been operating other contracts that offer training related revenue. The combination of all of these contracts has enabled the Charity to provide a diverse range of opportunities in learning and work to people of all ages.

#### Public benefit reporting

In planning activities for the year, WBTC has kept in mind the Charity Commission's guidance on Public Benefit. The focus of our activity remains the advancement of individuals and employers in order to improve vocational skills, knowledge and behaviours, which in turn will contribute to both the local and national economy. The activities listed below have directly helped young people into jobs and sustained their employability through promotion, added responsibility or high learning opportunities. WBTC's primary focus is within Berkshire and extends to the Thames Valley region but, where a need is established, beyond this area.

#### Aims

WBTC aims to provide services to improve the economic and social wellbeing of our learners. Our focus is to provide high quality education and training to improve the career prospects of 16-18 year olds and adults. By providing this support to both our learners and employers, we can improve the take up of Apprenticeships. Through partnerships with our stakeholders, the Education and Skills Funding Agency and National Apprenticeship Service we can continually seek to adapt to the demands of the local and wider community and improve our provision.

#### Our main objectives

1. Increase the number of new employed Apprenticeships for 16-18 year olds, especially those currently designated as Not in Education, Employment or Training (NEET).
2. To promote the uptake of Apprenticeships and other funded programmes among employers for their existing employees so that they can benefit from the increased productivity that the training facilitates.
3. Support disadvantaged and disaffected young people by delivering Study Programmes and locally funded programmes that are high quality and offer a good chance of securing employment.
4. Win new funding opportunities and other funds so that we have the tools to help people of all ages currently disengaged from mainstream funding programmes.
5. Provide an excellent level of individualised service to employers so that they feel supported and valued when they invest in Apprenticeships and other forms of training.
6. Constantly strive to increase success rates in all programmes above the national average.
7. Grow the business to incorporate more employers to bring stability and diversity to our employer base.
8. Welcome all learners and employers regardless of personal background, faith, gender or transgender, age, sexual orientation, race, marital status, pregnancy, maternity, ability, disability or social circumstances. WBTC has a culture of equality of opportunity for all.
9. Maintain a vibrant and supportive work environment for our employees in which they are encouraged to develop their skills and contribute to the business.

# WEST BERKSHIRE TRAINING CONSORTIUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 JULY 2023**

---

### **Achievements and performance**

#### **Apprenticeship & Commercial Programmes**

WBTC's commitment to our learner and employer partners through high quality apprenticeship programmes can be evidenced through achievement rates that are again significantly above the national average. In 22/23, 74.8% achieved their apprenticeship against a national average of 53.4%. Trustee's and the senior management team maintain its strategic objective of achievement rates to be 10% above the national average. Apprenticeship. Apprenticeship numbers grew in 22/23 with an increased proportion being delivered directly by WBTC leading to an improved financial outturn.

#### **Study Programmes**

The Study Programme performed under allocation in 22/23. WBTC saw an increased number of learners remaining with their school in to year 12 in the local area. Business planning has been implemented to improve performance in 23/24. A new post, Study Programme / Work Experience Tutor was created improve learner access to work experience and personal development, which has had positive impact as reported by our learners and their parents. The Study Programme, whilst small in number, is vitally important to our charitable aim of supporting 16-18 year old NEETs in the local area and the board are keen for the provision to grow to impact more lives.

### **Financial review**

#### **Financial position**

For the year ending July 31 2023 the Charity has reported a deficit of £16,433. (2022: deficit of £238,127)

#### **Investment policy and performance**

Cash balances improved with reserves of £261,972 held in Newbury Building Society and £76,334 in current accounts as of July 31 2023.

#### **Reserves policy**

The Board of Trustees has considered the adequacy of reserves held by the company, in line with the Charity Commission guidance and concur that the level of reserves is sufficient to meet the company's responsibilities in the short term. In furtherance of the charity's objectives, the reserves policy of the company is designed to:

- Protect the business from the risk of insolvency or serious disruption to its charitable work.
- Provide security against the peaks and troughs of income affected by business downturn or changes in government policy
- Provide sufficient funds to invest in capital infrastructure and resources for the benefit of learners to undertake training.

#### **Risk Management**

The Trustees/Directors have assessed the major risks to which the Charity is exposed, in particular those related to its operation and finances, and are satisfied that the systems are in place to mitigate exposure to major risks. The Trustees/Directors will evaluate current levels of resources and working practices in line with government funding available for 2022-2023 and this is assessed as good in line with ESFA financial compliance.

#### **Plans for future periods**

To build the foundations for growth, the Charity is working on the following activities:

- Further reduce subcontracted provision in apprenticeships and focus business development on internally delivered programmes to improve margin
- Identify corporate partners to develop educational programmes for NEET's, the unemployed and career changers
- Identify new programmes to deliver on AEB contracts to improve uptake
- Grow the Study Programme numbers
- Significantly increase the number of tenders responded to.

# WEST BERKSHIRE TRAINING CONSORTIUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

---

### Structure, governance and management

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.

WBTC is a registered Charity based in West Berkshire and is operated under the terms of its Memorandum and Articles as incorporated 10th October 1983.

The principal objective of the Charity is:

*"To advance the education of young persons through the provision of work experience and of such vocational training as would enable such persons to acquire vocational skills".*

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

G Duggleby  
S Gillam  
A Greenidge  
P P McCabe  
N Muir  
T Sandford  
T Wicksteed  
M Butcher  
A J Bravo  
A Mohammed

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

### Organisational structure and decision-making policies

The Trustees/Directors meet as a minimum bi-monthly, along with the Executive Director, Data & Compliance Manager, Safeguarding Lead and the organisations Accountant to oversee the strategic direction of the company.

Trustees' receive the following documentation prior to commencement:

- Induction programme including organisation chart
- Charity Commission booklet - Responsibilities of Trustees
- Memorandum and Articles of Association (MAA), a governance document in accordance with the Charities Act 1993
- Audited Year End accounts (latest)
- Minutes of last AGM and Board Minutes
- Management Report of current contracts
- Latest Ofsted Report, Self Assessment Report and Quality Improvement Plan
- They also undertake training on the following course: "The Essential Trustee and Governance in Practice - 2020 Programme".

### Related party relationships

Should a conflict of interest arise Trustees are required to declare their interest at a formal meeting, which will be minuted. If the issue is related to payment the Trustee offering a service of work outside the agreed out of pocket expenses, a vote will be taken by the remaining Trustees as to its appropriateness - this will exclude the Trustee in question. If accepted, a declaration request will be sent to the Charity Commission for approval.

### Auditor

In accordance with the company's articles, a resolution proposing that Alliot's LLP be reappointed as auditor of the company will be put at a General Meeting.

# WEST BERKSHIRE TRAINING CONSORTIUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

---

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

*Anthony Bravo*  
Anthony Bravo (Dec 14, 2023 16:24 GMT)

A J Bravo

**Chair**

Date: **14/12/2023**  
.....

# **WEST BERKSHIRE TRAINING CONSORTIUM**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 JULY 2023***

---

The Trustees, who are also the directors of West Berkshire Training Consortium for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

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

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

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

#### Opinion

We have audited the financial statements of West Berkshire Training Consortium (the 'Charity') for the year ended 31 July 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2023 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of Trustees**

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the Charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

Extent to which the audit was considered capable of detecting irregularities, including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charitable company through discussions with trustees and other management, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including safeguarding, Ofsted, ESFA regulatory requirements, the Companies Act 2006, the Charities Act 2011, the Charities SORP, taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

#### Audit response to risks identified

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- reviewed all transactions listed;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

*Christopher Mantel*

Christopher Mantel (Dec 14, 2023 16:32 GMT)

**Christopher Mantel (Senior Statutory Auditor)  
for and on behalf of Alliotts LLP**

14/12/2023  
.....

**Chartered Accountants  
Statutory Auditor**

Friary Court  
13-21 High Street  
Guildford  
Surrey  
GU1 3DL

Alliotts LLP is eligible for appointment as auditor of the Charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

# WEST BERKSHIRE TRAINING CONSORTIUM

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
<b>Income from:</b>							
Donations and legacies	3	1,275,727	-	1,275,727	1,350,240	-	1,350,240
Charitable activities	4	177,696	-	177,696	147,296	-	147,296
Investments	5	6,422	-	6,422	6,431	-	6,431
<b>Total income</b>		<b>1,459,845</b>	<b>-</b>	<b>1,459,845</b>	<b>1,503,967</b>	<b>-</b>	<b>1,503,967</b>
<b>Expenditure on:</b>							
Raising funds	6	561,154	-	561,154	559,728	-	559,728
Charitable activities	7	891,808	23,316	915,124	1,159,050	23,316	1,182,366
<b>Total expenditure</b>		<b>1,452,962</b>	<b>23,316</b>	<b>1,476,278</b>	<b>1,718,778</b>	<b>23,316</b>	<b>1,742,094</b>
<b>Net income/(expenditure) for the year/</b>							
<b>Net movement in funds</b>		<b>6,883</b>	<b>(23,316)</b>	<b>(16,433)</b>	<b>(214,811)</b>	<b>(23,316)</b>	<b>(238,127)</b>
Fund balances at 1 August 2022		329,461	29,297	358,758	544,272	52,613	596,885
<b>Fund balances at 31 July 2023</b>		<b>336,344</b>	<b>5,981</b>	<b>342,325</b>	<b>329,461</b>	<b>29,297</b>	<b>358,758</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# WEST BERKSHIRE TRAINING CONSORTIUM

## BALANCE SHEET

AS AT 31 JULY 2023

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	13		29,802		54,843
<b>Current assets</b>					
Debtors	14	128,350		185,817	
Cash at bank and in hand		338,306		318,877	
		466,656		504,694	
<b>Creditors: amounts falling due within one year</b>	15	(154,133)		(200,779)	
Net current assets			312,523		303,915
<b>Total assets less current liabilities</b>			342,325		358,758
<b>Income funds</b>					
Restricted funds	16		5,981		29,297
Unrestricted funds			336,344		329,461
			342,325		358,758

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 July 2023, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 14/12/2023 .....

Anthony Bravo  
Anthony Bravo (Dec 14, 2023 16:24 GMT)

A J Bravo  
Trustee

Company registration number 01760271

# WEST BERKSHIRE TRAINING CONSORTIUM

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 JULY 2023

---

	Notes	2023 £	£	2022 £	£
<b>Cash flows from operating activities</b>					
Cash generated from/(absorbed by) operations	21		13,847		(214,286)
<b>Investing activities</b>					
Purchase of tangible fixed assets		(840)		(2,671)	
Investment income received		6,422		6,431	
<b>Net cash generated from investing activities</b>			5,582		3,760
<b>Net cash used in financing activities</b>			-		-
<b>Net increase/(decrease) in cash and cash equivalents</b>			19,429		(210,526)
Cash and cash equivalents at beginning of year			318,877		529,403
<b>Cash and cash equivalents at end of year</b>			338,306		318,877

---

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 JULY 2023**

---

### **1 Accounting policies**

#### **Charity information**

West Berkshire Training Consortium is a private company limited by guarantee incorporated in England and Wales. The registered office is Consortium House, 7 Cheap Street, Newbury, Berkshire, RG14 5DD.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the Charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The Charity is a Public Benefit Entity as defined by FRS 102.

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

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

#### **1.2 Going concern**

Following robust control of costs in 2022/23, the Charity's finances have stabilised and now aims to grow operating surplus in 2023/24. At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

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

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 Income**

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

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

---

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

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

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable funding.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

#### 1.6 Tangible fixed assets

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

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

Fixtures and fittings	33% straight line
-----------------------	-------------------

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

#### 1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

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

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

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

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

---

### 1 Accounting policies

(Continued)

#### **Basic financial assets**

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

#### **Basic financial liabilities**

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

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

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

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

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

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.11 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

### 3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2023 £	2022 £
Grants	1,275,727	1,350,240
	<u>1,275,727</u>	<u>1,350,240</u>
<b>Grants receivable for core activities</b>		
Other	1,275,727	1,350,240
	<u>1,275,727</u>	<u>1,350,240</u>

### 4 Charitable activities

	Charitable Income 2023 £	Charitable Income 2022 £
Commercial training	113,561	29,685
Employer contributions	58,094	57,573
Other income	6,041	60,038
	<u>177,696</u>	<u>147,296</u>

### 5 Investments

	Unrestricted funds	Unrestricted funds
	2023 £	2022 £
Interest receivable	6,422	6,431
	<u>6,422</u>	<u>6,431</u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

### 6 Raising funds

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
<u>Fundraising and publicity</u>		
Advertising	36,297	52,997
Other fundraising costs	5,220	6,325
Staff costs	519,637	500,406
	<hr/>	<hr/>
Fundraising and publicity	561,154	559,728
	<hr/>	<hr/>
	<u>561,154</u>	<u>559,728</u>

### 7 Charitable activities

	Charitable activities	Charitable activities
	2023	2022
	£	£
Depreciation and impairment	23,316	23,316
Training	310,160	449,277
Other trainee costs	139,154	85,607
	<hr/>	<hr/>
	472,630	558,200
Share of support costs (see note 8)	420,016	594,172
Share of governance costs (see note 8)	22,478	29,994
	<hr/>	<hr/>
	915,124	1,182,366
	<hr/>	<hr/>
<b>Analysis by fund</b>		
Unrestricted funds	891,808	1,159,050
Restricted funds	23,316	23,316
	<hr/>	<hr/>
	<u>915,124</u>	<u>1,182,366</u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

### 8 Support costs

	Support costs	Governance costs	2023	Support costs	Governance costs	2022
	£	£	£	£	£	£
Staff costs	214,837	-	214,837	376,919	-	376,919
Depreciation	2,565	-	2,565	6,924	-	6,924
Rent	48,123	-	48,123	51,072	-	51,072
Insurance	12,496	-	12,496	11,790	-	11,790
Rates and energy	12,542	-	12,542	11,531	-	11,531
Repairs and renewals	39,985	-	39,985	53,114	-	53,114
Telephone, postage and stationery	19,361	-	19,361	15,758	-	15,758
Staff training and recruitment	10,379	-	10,379	19,531	-	19,531
Professional fees and subscriptions	18,766	-	18,766	25,261	-	25,261
Sundries and donations	36,355	-	36,355	21,463	-	21,463
Bad debts and bank charges	4,607	-	4,607	809	-	809
Audit fees	-	7,375	7,375	-	6,705	6,705
Accountancy	-	9,380	9,380	-	12,402	12,402
Legal and professional	-	1,213	1,213	-	1,524	1,524
Trustees' and meeting expenses	-	-	-	-	8,318	8,318
Other governance costs	-	4,510	4,510	-	1,045	1,045
	<u>420,016</u>	<u>22,478</u>	<u>442,494</u>	<u>594,172</u>	<u>29,994</u>	<u>624,166</u>
Analysed between						
Charitable activities	<u>420,016</u>	<u>22,478</u>	<u>442,494</u>	<u>594,172</u>	<u>29,994</u>	<u>624,166</u>

Governance costs includes payments to the auditors of £7,375 (2022- £6,705) for audit fees.

### 9 Auditor's remuneration

Fees payable to the Charity's auditor and associates:	2023	2022
	£	£
Audit of the Charity's annual accounts	7,375	6,705

### 10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, none of the trustees were reimbursed for expenses (2022- 2 were reimbursed £256).

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

---

### 11 Employees

The average monthly number of employees during the year was:

	<b>2023</b>	<b>2022</b>
	<b>Number</b>	<b>Number</b>
	22	22
	<u>22</u>	<u>22</u>

#### Employment costs

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Wages and salaries	649,254	712,219
Social security costs	58,734	72,196
Other pension costs	26,486	36,620
Termination settlement costs	-	56,290
	<u>734,474</u>	<u>877,325</u>

Termination settlement costs represent redundancy settlements paid during the prior year. Of the total amount paid, nil was contractual (2022: £45,138) and nil was non-contractual (2022: £11,152). These amounts are recognised when all criteria are met for WBTC to have an obligation to pay. No balances remain outstanding at year-end in respect of these payments.

The number of employees whose annual remuneration was £60,000 or more were:

	<b>2023</b>	<b>2022</b>
	<b>Number</b>	<b>Number</b>
£60,001 - £70,000	1	-
£90,001 - £95,000	-	1
	<u>1</u>	<u>1</u>

### 12 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

### 13 Tangible fixed assets

	Fixtures and fittings £
<b>Cost</b>	
At 1 August 2022	129,966
Additions	840
At 31 July 2023	<u>130,806</u>
<b>Depreciation and impairment</b>	
At 1 August 2022	75,123
Depreciation charged in the year	25,881
At 31 July 2023	<u>101,004</u>
<b>Carrying amount</b>	
At 31 July 2023	<u>29,802</u>
At 31 July 2022	<u>54,843</u>

### 14 Debtors

	2023 £	2022 £
<b>Amounts falling due within one year:</b>		
Trade debtors	96,584	102,414
Other debtors	-	3,888
Prepayments and accrued income	31,766	79,515
	<u>128,350</u>	<u>185,817</u>

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

	2023 £	2022 £
Other taxation and social security	14,220	15,301
Trade creditors	39,580	56,223
Other creditors	437	215
Accruals and deferred income	99,896	129,040
	<u>154,133</u>	<u>200,779</u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2023

#### 16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 August 2021 £	Resources expended £	Balance at 1 August 2022 £	Resources expended £	Balance at 31 July 2023 £
LEP grant	52,613	(23,316)	29,297	(23,316)	5,981

#### 17 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total Unrestricted funds 2023 £	Total Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 July 2023 are represented by:						
Tangible assets	29,802	-	29,802	54,843	-	54,843
Current assets/(liabilities)	306,542	5,981	312,523	303,915	-	303,915
	336,344	5,981	342,325	358,758	-	358,758

#### 18 Operating lease commitments

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023 £	2022 £
Within one year	5,511	7,312
Between two and five years	15,123	16,853
In over five years	630	11,027
	21,264	35,192

#### 19 Related party transactions

##### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2023 £	2022 £
Aggregate compensation	98,313	194,786

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

---

### 20 Controlling Party

The membership of the charity was transferred on 1 August 2018 to Basingstoke College of Technology (BCoT), a further education corporation and exempt charity with the principal purpose of providing education. BCoT exert control over the Charity by virtue of the right to appoint Directors under the governing document of the Charity. BCoT produce consolidated financial statements, which include the Charity's accounts and can be obtained from Worting Road, Basingstoke, Hampshire, RG21 8TN.

<b>21 Cash generated from operations</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Deficit for the year	(16,433)	(238,127)
Adjustments for:		
Investment income recognised in statement of financial activities	(6,422)	(6,431)
Depreciation and impairment of tangible fixed assets	25,881	30,240
Movements in working capital:		
Decrease/(increase) in debtors	57,467	(10,730)
(Decrease)/increase in creditors	(46,646)	10,762
<b>Cash generated from/(absorbed by) operations</b>	<b>13,847</b>	<b>(214,286)</b>

### 22 Analysis of changes in net funds

The Charity had no debt during the year.

**WEST BERKSHIRE TRAINING CONSORTIUM**

England & Wales - Charity number 298851

---

# Accounts

---

**Charity registration number 298851**

**Company registration number 01760271 (England and Wales)**

**WEST BERKSHIRE TRAINING CONSORTIUM**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2022**

# WEST BERKSHIRE TRAINING CONSORTIUM

## LEGAL AND ADMINISTRATIVE INFORMATION

---

<b>Trustees</b>	A J Bravo G Duggleby S Gillam A Greenidge B Mohammed N Muir T Sandford T Wicksteed	(Appointed 8 March 2022) (Appointed 28 April 2022) (Appointed 8 March 2022) (Appointed 8 March 2022) (Appointed 8 March 2022) (Appointed 8 March 2022) (Appointed 8 March 2022)
<b>Secretary</b>	Mr G Arthur	
<b>Charity number</b>	298851	
<b>Company number</b>	01760271	
<b>Registered office</b>	Consortium House 7 Cheap Street Newbury Berkshire RG14 5DD	
<b>Auditor</b>	Alliotts LLP Friary Court 13-21 High Street Guildford Surrey GU1 3DL	
<b>Bankers</b>	Lloyds Bank Plc 3-5 Bridge Street Newbury Berkshire RG14 5BQ	
<b>Solicitors</b>	Horse Lightly Solicitors 20 West Mills Newbury Berkshire RG14 5HG	

---

# WEST BERKSHIRE TRAINING CONSORTIUM

## CONTENTS

---

	<b>Page</b>
Trustees' report	1 - 4
Statement of Trustees' responsibilities	5
Independent auditor's report	6 - 9
Statement of financial activities	10
Balance sheet	11
Statement of cash flows	12
Notes to the financial statements	13 - 22

---

# **WEST BERKSHIRE TRAINING CONSORTIUM**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 JULY 2022**

---

The Trustees present their annual report and financial statements for the year ended 31 July 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's deed of trust, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

##### **Contracts**

The Charity continues to be on the Register of Approved Training Providers (RoATP) for the delivery of Apprenticeships and contracts directly with employers to deliver this provision. WBTC also contracts with the Education & Skills Funding Agency for funding such as Study Programmes. In addition to this, the Charity has been operating other contracts that offer training related revenue. The combination of all of these contracts has enabled the Charity to provide a diverse range of opportunities in learning and work to people of all ages.

##### **Public benefit reporting**

In planning activities for the year, WBTC has kept in mind the Charity Commission's guidance on Public Benefit. The focus of our activity remains the advancement of individuals and employers in order to improve vocational skills, knowledge and behaviours, which in turn will contribute to both the local and national economy. The activities listed below have directly helped young people into jobs and sustained their employability through promotion, added responsibility or high learning opportunities. WBTC's primary focus is within Berkshire and extends to the Thames Valley region but, where a need is established, beyond this area.

##### **Aims**

WBTC aims to provide services to improve the economic and social wellbeing of our learners. Our focus is to provide high quality education and training to improve the career prospects of 16-18 year olds and adults, some of whom, have suffered as a result of the pandemic. By providing this support to both our learners and employers, we can improve the take up of Apprenticeships. Through partnerships with our stakeholders, the Education and Skills Funding Agency and National Apprenticeship Service we can continually seek to adapt to the demands of the local community and improve our provision.

##### **Our main objectives**

1. Increase the number of new employed Apprenticeships for 16-18 year olds, especially those currently designated as Not in Education, Employment or Training (NEET).
2. To promote the uptake of Apprenticeships and other funded programmes among employers for their existing employees so that they can benefit from the increased productivity that the training facilitates.
3. Support disadvantaged and disaffected young people by delivering Study Programmes and locally funded programmes that are high quality and offer a good chance of securing employment.
4. Win new funding opportunities and other funds so that we have the tools to help people of all ages currently disengaged from mainstream funding programmes.
5. Provide an excellent level of individualised service to employers so that they feel supported and valued when they invest in Apprenticeships and other forms of training.
6. Constantly strive to increase success rates in all programmes above the national average.
7. Grow the business to incorporate more employers to bring stability and diversity to our employer base.
8. Welcome all learners and employers regardless of personal background, faith, gender or transgender, age, sexual orientation, race, marital status, pregnancy, maternity, ability, disability or social circumstances. WBTC has a culture of equality of opportunity for all.
9. Maintain a vibrant and supportive work environment for our employees in which they are encouraged to develop their skills and contribute to the business.

# WEST BERKSHIRE TRAINING CONSORTIUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2022

---

#### **Achievements and performance**

##### **Apprenticeship & Commercial Programmes**

Since the last Trustees report, Apprenticeship standard completion rates have remained above and beyond the national achievement rate of 51.8% (20/21) and finished the year at 74.2%. Rates have increased in the year owing to the continued careful management of learner outcomes at WBTC and subcontractors. WBTC still maintains its strategic objective of achievement rates 10% above the national average and has plans in place to achieve this once more for the year ahead. Numbers have fallen although we expect this decline to bottom out as business start to get back to some form of normality after the pandemic. However, we continue to build some new partnerships with public sector organisations, which will see a new apprentices, join us and help stabilise the provision.

##### **Study Programmes**

The Study Programme performed under allocation 21/22 in terms of enrolments, possibly an outcome of the pandemic with fewer learners needing maths and English and therefore different opportunities. A motivated team continued to support learners who were enrolled, focusing on personal development, employability and maths and English where required. Although Study Programmes remain a small financial component of WBTC it is a vitally important part of our provision.

#### **Financial review**

##### **Financial position**

For the year ending July 31 2022 the Charity has reported a deficit of £214,811.

##### **Investment policy and performance**

The policy remains the same with reserves of £259,363 held in Newbury Building Society and £59,403 with current accounts as of July 31 2022.

##### **Reserves policy**

The Board of Trustees has considered the adequacy of reserves held by the company, in line with the Charity Commission guidance and concur that the level of reserves is sufficient to meet the company's responsibilities in the short term. In furtherance of the charity's objectives, the reserves policy of the company is designed to:

- Protect the business from the risk of insolvency or serious disruption to its charitable work.
- Provide security against the peaks and troughs of income affected by business downturn or changes in government policy
- Provide sufficient funds to invest in capital infrastructure and resources for the benefit of learners to undertake training.

#### **Risk Management**

The Trustees/Directors have assessed the major risks to which the Charity is exposed, in particular those related to its operation and finances, and are satisfied that the systems are in place to mitigate exposure to major risks. The Trustees/Directors will evaluate current levels of resources and working practices in line with government funding available for 2021-2022 and this is assessed as good in line with ESFA financial compliance.

##### **Plans for future periods**

Looking to the immediate future the Charity is working on the following activities:

- Continue to focus on building numbers in apprenticeships, particularly focusing on 'in-house' provision
- Look to build involvement in the Governments 'Levelling up' strategy around the Multiply programme
- Continue to grow Adult Education Budget (AEB) contracts and capacity to deliver
- Grow the Study Programme numbers.

Increase engagement with the public sector which continues to be engaged in apprenticeships both new starts and upskilling staff.

# WEST BERKSHIRE TRAINING CONSORTIUM

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

---

### Structure, governance and management

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.

WBTC is a registered Charity based in West Berkshire and is operated under the terms of its Memorandum and Articles as incorporated 10th October 1983.

The principal objective of the Charity is:-

"To advance the education of young persons through the provision of work experience and of such vocational training as would enable such persons to acquire vocational skills".

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

A J Bravo	
I C Cox	(Resigned 29 November 2021)
M Garvey	(Resigned 11 March 2022)
A Millar	(Resigned 26 November 2021)
N L Penfound	(Resigned 26 November 2021)
R J Tinsley	(Resigned 12 November 2021)
D Murray	(Resigned 16 November 2021)
C Gabriel	(Resigned 26 November 2021)
H Purton	(Resigned 29 November 2021)
G Duggleby	(Appointed 8 March 2022)
S Gillam	(Appointed 28 April 2022)
A Greenidge	(Appointed 8 March 2022)
B Mohammed	(Appointed 8 March 2022)
N Muir	(Appointed 8 March 2022)
T Sandford	(Appointed 8 March 2022)
T Wicksteed	(Appointed 8 March 2022)

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

### Organisational structure and decision-making policies

The Trustees/Directors meet as a minimum bi-monthly, along with the Executive Director, Director of Training and the Director of Finance and Operations to oversee the strategic direction of the company. The Director of Finance and Operations is also the Company Secretary.

Trustees' receive the following documentation prior to commencement:

- Induction programme including organisation chart
- Charity Commission booklet - Responsibilities of Trustees
- Memorandum and Articles of Association (MAA), a governance document in accordance with the Charities Act 1993
- Audited Year End accounts (latest)
- Minutes of last AGM and Board Minutes
- Management Report of current contracts
- Latest Ofsted Report, Self Assessment Report and Quality Improvement Plan
- They also undertake training on the following course: "The Essential Trustee and Governance in Practice - 2020 Programme".

# WEST BERKSHIRE TRAINING CONSORTIUM

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

---

### Related party relationships

Should a conflict of interest arise Trustees are required to declare their interest at a formal meeting, which will be minuted. If the issue is related to payment the Trustee offering a service of work outside the agreed out of pocket expenses, a vote will be taken by the remaining Trustees as to its appropriateness - this will exclude the Trustee in question. If accepted, a declaration request will be sent to the Charity Commission for approval.

### Auditor

In accordance with the company's articles, a resolution proposing that Alliotts LLP be reappointed as auditor of the company will be put at a General Meeting.

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

  
.....  
anthony bravo (Dec 7, 2022 22:53 GMT)

A J Bravo  
Chair

Date: 07/12/2022  
.....

# **WEST BERKSHIRE TRAINING CONSORTIUM**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

### ***FOR THE YEAR ENDED 31 JULY 2022***

---

The Trustees, who are also the directors of West Berkshire Training Consortium for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

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

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

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

#### Opinion

We have audited the financial statements of West Berkshire Training Consortium (the 'Charity') for the year ended 31 July 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2022 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of Trustees**

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the Charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

Extent to which the audit was considered capable of detecting irregularities, including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charitable company through discussions with trustees and other management, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including safeguarding, Ofsted, ESFA regulatory requirements, the Companies Act 2006, the Charities Act 2011, the Charities SORP, taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

#### Audit response to risks identified

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- reviewed all transactions listed;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

#### Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

*Christopher Mantel*  
Christopher Mantel (Doc ID: 2122 67 02 6701)

**Christopher Mantel (Senior Statutory Auditor)**  
for and on behalf of Alliotts LLP

08/12/2022  
.....

**Chartered Accountants**  
**Statutory Auditor**

Friary Court  
13-21 High Street  
Guildford  
Surrey  
GU1 3DL

Alliotts LLP is eligible for appointment as auditor of the Charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

# WEST BERKSHIRE TRAINING CONSORTIUM

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
<b>Income from:</b>							
Donations and legacies	3	1,350,240	-	1,350,240	1,761,229	56,124	1,817,353
Charitable activities	4	147,296	-	147,296	139,218	-	139,218
Investments	5	6,431	-	6,431	1,920	-	1,920
<b>Total income</b>		<b>1,503,967</b>	<b>-</b>	<b>1,503,967</b>	<b>1,902,367</b>	<b>56,124</b>	<b>1,958,491</b>
<b>Expenditure on:</b>							
Raising funds	6	559,728	-	559,728	519,473	-	519,473
Charitable activities	7	1,159,050	23,316	1,182,366	1,381,779	3,511	1,385,290
<b>Total expenditure</b>		<b>1,718,778</b>	<b>23,316</b>	<b>1,742,094</b>	<b>1,901,252</b>	<b>3,511</b>	<b>1,904,763</b>
<b>Net (expenditure)/income for the year/</b>							
<b>Net movement in funds</b>		(214,811)	(23,316)	(238,127)	1,115	52,613	53,728
Fund balances at 1 August 2021		544,272	52,613	596,885	543,157	-	543,157
<b>Fund balances at 31 July 2022</b>		<b>329,461</b>	<b>29,297</b>	<b>358,758</b>	<b>544,272</b>	<b>52,613</b>	<b>596,885</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# WEST BERKSHIRE TRAINING CONSORTIUM

## BALANCE SHEET

AS AT 31 JULY 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	12		54,843		82,412
<b>Current assets</b>					
Debtors	13	185,817		175,087	
Cash at bank and in hand		318,877		529,403	
		<u>504,694</u>		<u>704,490</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(200,779)</u>		<u>(190,017)</u>	
Net current assets			303,915		514,473
<b>Total assets less current liabilities</b>			<u>358,758</u>		<u>596,885</u>
<b>Income funds</b>					
Restricted funds	15		29,297		52,613
Unrestricted funds			329,461		544,272
			<u>358,758</u>		<u>596,885</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 July 2022, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 07/12/2022

  
Anthony Bravo (Dec 7, 2022 22:53 GMT)

A J Bravo  
Trustee

Company registration number 01760271

# WEST BERKSHIRE TRAINING CONSORTIUM

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 JULY 2022

---

	Notes	2022 £	£	2021 £	£
<b>Cash flows from operating activities</b>					
Cash absorbed by operations	20		(214,286)		(54,139)
<b>Investing activities</b>					
Purchase of tangible fixed assets		(2,671)		(72,987)	
Investment income received		6,431		1,920	
<b>Net cash generated from/(used in) investing activities</b>			3,760		(71,067)
<b>Net cash used in financing activities</b>			-		-
<b>Net decrease in cash and cash equivalents</b>			(210,526)		(125,206)
Cash and cash equivalents at beginning of year			529,403		654,609
<b>Cash and cash equivalents at end of year</b>			318,877		529,403

---

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 JULY 2022

---

#### 1 Accounting policies

##### Charity information

West Berkshire Training Consortium is a private company limited by guarantee incorporated in England and Wales. The registered office is Consortium House, 7 Cheap Street, Newbury, Berkshire, RG14 5DD.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The Charity is a Public Benefit Entity as defined by FRS 102.

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

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

##### 1.2 Going concern

Having taken robust financial action in 2021 the Charity is in a stronger financial position than before the pandemic. Cost cutting and diversification have strengthened the financial durability of WBTC. At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

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

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

##### 1.4 Income

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

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2022

---

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

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

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable funding.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

#### 1.6 Tangible fixed assets

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

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

Fixtures and fittings	33% straight line
-----------------------	-------------------

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

#### 1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

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

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

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

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2022

---

### 1 Accounting policies

(Continued)

#### **Basic financial assets**

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

#### **Basic financial liabilities**

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

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

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

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

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

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# WEST BERKSHIRE TRAINING CONSORTIUM

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

### 3 Donations and legacies

	Unrestricted funds	Unrestricted funds	Restricted funds	Total
	2022	2021	2021	2021
	£	£	£	£
Grants	1,350,240	1,761,229	56,124	1,817,353
<b>Grants receivable for core activities</b>				
Coronavirus Job Retention Scheme	-	2,637	-	2,637
Other	1,350,240	1,758,592	56,124	1,814,716
	<u>1,350,240</u>	<u>1,761,229</u>	<u>56,124</u>	<u>1,817,353</u>

In the prior year, funds were received under the government backed Coronavirus Job Retention Scheme (CJRS). These funds were used to cover the salaries of staff furloughed under the scheme.

In the prior year, funds were received under the ESFAs Provider Relief Scheme, intended to support providers in retaining capacity during the coronavirus epidemic. These funds were used to cover costs incurred during the period as a result of coronavirus measures.

### 4 Charitable activities

	Charitable Income 2022	Charitable Income 2021
	£	£
Commercial training	29,685	37,797
Employer contributions	57,573	71,593
Other income	60,038	29,828
	<u>147,296</u>	<u>139,218</u>

### 5 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Interest receivable	6,431	1,920
	<u>6,431</u>	<u>1,920</u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2022

### 6 Raising funds

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
<u>Fundraising and publicity</u>		
Advertising	52,997	62,928
Other fundraising costs	6,325	2,260
Staff costs	500,406	454,285
	<u>559,728</u>	<u>519,473</u>
Fundraising and publicity	559,728	519,473
	<u><u>559,728</u></u>	<u><u>519,473</u></u>

### 7 Charitable activities

	Charitable activities	Charitable activities
	2022	2021
	£	£
Depreciation and impairment	23,316	3,511
Training	449,277	782,787
Other trainee costs	85,607	86,455
	<u>558,200</u>	<u>872,753</u>
Share of support costs (see note 8)	594,172	493,560
Share of governance costs (see note 8)	29,994	18,977
	<u>1,182,366</u>	<u>1,385,290</u>
<b>Analysis by fund</b>		
Unrestricted funds	1,159,050	1,381,779
Restricted funds	23,316	3,511
	<u><u>1,182,366</u></u>	<u><u>1,385,290</u></u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2022

### 8 Support costs

	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Staff costs	376,919	-	376,919	287,181	-	287,181
Depreciation	6,924	-	6,924	19,547	-	19,547
Rent	51,072	-	51,072	57,354	-	57,354
Insurance	11,790	-	11,790	15,902	-	15,902
Rates and energy	11,531	-	11,531	11,156	-	11,156
Repairs and renewals	53,114	-	53,114	51,201	-	51,201
Telephone, postage and stationery	15,758	-	15,758	13,827	-	13,827
Staff training and recruitment	19,531	-	19,531	2,069	-	2,069
Professional fees and subscriptions	25,261	-	25,261	19,409	-	19,409
Sundries and donations	21,463	-	21,463	14,884	-	14,884
Bad debts and bank charges	809	-	809	1,030	-	1,030
Audit fees	-	6,705	6,705	-	6,666	6,666
Accountancy	-	12,402	12,402	-	6,512	6,512
Legal and professional	-	1,524	1,524	-	990	990
Trustees' and meeting expenses	-	8,318	8,318	-	4,575	4,575
Other governance costs	-	1,045	1,045	-	234	234
	<u>594,172</u>	<u>29,994</u>	<u>624,166</u>	<u>493,560</u>	<u>18,977</u>	<u>512,537</u>
Analysed between						
Charitable activities	<u>594,172</u>	<u>29,994</u>	<u>624,166</u>	<u>493,560</u>	<u>18,977</u>	<u>512,537</u>

Governance costs includes payments to the auditors of £6,705 (2021- £6,666) for audit fees.

### 9 Auditor's remuneration

Fees payable to the Charity's auditor and associates:	2022	2021
	£	£
Audit of the Charity's annual accounts	<u>6,705</u>	<u>6,666</u>

### 10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, none of the trustees were reimbursed for expenses (2021- 2 were reimbursed £256).

Matthew Garvey is the exception to this as the Finance Manager and a Trustee, he is paid a salary which has been disclosed in the Employees note.

# WEST BERKSHIRE TRAINING CONSORTIUM

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

### 11 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	22	22
	<u>22</u>	<u>22</u>
<b>Employment costs</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Wages and salaries	712,219	644,147
Social security costs	72,196	65,089
Other pension costs	36,620	32,230
Termination settlement costs	56,290	15,012
	<u>877,325</u>	<u>756,478</u>

Termination settlement costs represent redundancy settlements paid during the year. Of the total amount paid, £45,138 was contractual (2021: £2,512) and £11,152 was non-contractual (2021: £12,500). These amounts are recognised when all criteria are met for WBTC to have an obligation to pay. No balances remain outstanding at year-end in respect of these payments.

The number of employees whose annual remuneration was £60,000 or more were:

	2022 Number	2021 Number
£75,001 - £80,000	-	1
£90,001 - £95,000	1	-
	<u>1</u>	<u>-</u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2022

### 12 Tangible fixed assets

	Fixtures and fittings £
<b>Cost</b>	
At 1 August 2021	127,295
Additions	2,671
At 31 July 2022	<u>129,966</u>
<b>Depreciation and impairment</b>	
At 1 August 2021	44,883
Depreciation charged in the year	30,240
At 31 July 2022	<u>75,123</u>
<b>Carrying amount</b>	
At 31 July 2022	<u>54,843</u>
At 31 July 2021	<u>82,412</u>

### 13 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Trade debtors	102,414	123,288
Other debtors	3,888	4,181
Prepayments and accrued income	79,515	47,618
	<u>185,817</u>	<u>175,087</u>

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

	2022 £	2021 £
Other taxation and social security	15,301	16,564
Trade creditors	56,223	38,684
Other creditors	215	53,151
Accruals and deferred income	129,040	81,618
	<u>200,779</u>	<u>190,017</u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2022

#### 15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Incoming resources	Resources expended	Balance at 1 August 2021	Resources expended	Balance at 31 July 2022
	£	£	£	£	£
LEP grant	56,124	(3,511)	52,613	(23,316)	29,297

#### 16 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 July 2022 are represented by:						
Tangible assets	54,843	-	54,843	29,799	52,613	82,412
Current assets/(liabilities)	303,915	-	303,915	514,473	-	514,473
	<u>358,758</u>	<u>-</u>	<u>358,758</u>	<u>544,272</u>	<u>52,613</u>	<u>596,885</u>

#### 17 Operating lease commitments

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	7,312	4,223
Between two and five years	16,853	-
In over five years	11,027	-
	<u>35,192</u>	<u>4,223</u>

#### 18 Related party transactions

##### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2022 £	2021 £
Aggregate compensation	<u>194,786</u>	<u>105,757</u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2022

### 19 Controlling Party

The membership of the charity was transferred on 1 August 2018 to Basingstoke College of Technology (BCoT), a further education corporation and exempt charity with the principal purpose of providing education. BCoT exert control over the Charity by virtue of the right to appoint Directors under the governing document of the Charity. BCoT produce consolidated financial statements, which include the Charity's accounts and can be obtained from Worting Road, Basingstoke, Hampshire, RG21 8TN.

<b>20 Cash generated from operations</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
(Deficit)/surplus for the year	(238,127)	53,729
Adjustments for:		
Investment income recognised in statement of financial activities	(6,431)	(1,920)
Depreciation and impairment of tangible fixed assets	30,240	23,058
Movements in working capital:		
(Increase)/decrease in debtors	(10,730)	145,366
Increase/(decrease) in creditors	10,762	(274,372)
<b>Cash absorbed by operations</b>	<b>(214,286)</b>	<b>(54,139)</b>
<b>21 Analysis of changes in net funds</b>		
The Charity had no debt during the year.		



**WEST BERKSHIRE TRAINING CONSORTIUM**

England & Wales - Charity number 298851

---

# Accounts

---

Charity Registration No. 298851

Company Registration No. 01760271 (England and Wales)

**WEST BERKSHIRE TRAINING CONSORTIUM**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2021**

# WEST BERKSHIRE TRAINING CONSORTIUM

## LEGAL AND ADMINISTRATIVE INFORMATION

---

<b>Trustees</b>	A J Bravo M Garvey
<b>Secretary</b>	Mr G Arthur
<b>Charity number</b>	298851
<b>Company number</b>	01760271
<b>Registered office</b>	Consortium House 7 Cheap Street Newbury Berkshire RG14 5DD
<b>Auditor</b>	Alliotts LLP Imperial House 8 Kean Street London WC2B 4AS
<b>Bankers</b>	Lloyds Bank PLC 3-5 Bridge Street Newbury Berkshire RG14 5BQ
<b>Solicitors</b>	Horsey Lightly Solicitors 20 West Mills Newbury Berkshire RG14 5HG

---

# WEST BERKSHIRE TRAINING CONSORTIUM

## CONTENTS

---

	<b>Page</b>
Trustees' report	1 - 5
Independent auditor's report	6 - 9
Statement of financial activities	10
Balance sheet	11
Statement of cash flows	12
Notes to the financial statements	13 - 22

---

# WEST BERKSHIRE TRAINING CONSORTIUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 JULY 2021

---

The Trustees present their report and financial statements for the year ended 31 July 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's deed of trust, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### Objectives and activities

##### Contracts

In 2020-21 the Charity continued to contract with the Education & Skills Funding Agency for funding such as apprenticeships for employers not in scope to pay The Apprenticeship Levy. WBTC remained one of a minority of approved providers with a contract for this 'non levy' business. Under the Reform of Apprenticeship WBTC contracts directly with 'Apprenticeship Levy-Paying Employers' for the provision of apprenticeships.

WBTC also contracts with the Education & Skills Funding Agency for funding such as Study Programmes. In addition to this the Charity has been operating other contracts that offer training related revenue. The combination of all of these contracts has enabled the Charity to provide a diverse range of opportunities in learning and work to people of all ages.

##### Public benefit reporting

In planning activities for the year, WBTC has kept in mind the Charity Commission's guidance on Public Benefit. The focus of our activity remains the advancement of individuals and employers in order to improve vocational skills and knowledge, which in turn will contribute to both the local and national economy. The activities listed below have directly helped young people into jobs and sustained their employability through promotion, added responsibility or high learning opportunities. WBTC's primary focus is within Berkshire and extends to the Thames Valley region but, where a need is established, beyond this area.

##### Aims

WBTC aims to provide services to significantly improve the economic and social well being of our learners. Our main focus is improving the career prospects of 16-18 year olds who have recently been disproportionately disadvantaged by the recession. By providing high quality training and support to employers we can improve the take up of 16-18 year old Apprenticeships. Through partnerships with our stakeholders, the Skills Funding Agency, Education Funding Agency and National Apprenticeship Service we can continually seek to adapt to the demands of the local community and improve our provision.

##### Our main objectives

1. Increase the number of new employed Apprenticeships for 16-18 year olds, especially those currently designated as Not in Education, Employment or Training (NEET).
2. To promote the uptake of Apprenticeships and other funded programmes among employers for their existing employees so that they can benefit from the increased productivity that the training facilitates.
3. Support disadvantaged and disaffected young people by delivering Study Programmes and locally funded programmes that are high quality and offer a good chance of securing employment.
4. Win new funding opportunities and other funds so that we have the tools to help people of all ages currently disengaged from mainstream funding programmes.
5. Provide an excellent level of individualised service to employers so that they feel supported and valued when they invest in Apprenticeships and other forms of training.
6. Constantly strive to increase success rates in all programmes above the national average.
7. Grow the business to incorporate more employers to bring stability and diversity to our employer base.
8. Welcome all learners and employers regardless of personal background, faith, gender or transgender, age, sexual orientation, race, marital status, pregnancy, maternity, ability, disability or social circumstances. WBTC has a culture of equality of opportunity for all.
9. Maintain a vibrant and supportive work environment for our employees in which they are encouraged to develop their skills and contribute to the business.

# WEST BERKSHIRE TRAINING CONSORTIUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 JULY 2021**

---

### **Achievements and performance**

#### **Apprenticeship & Commercial Programmes**

Since the last Trustees report Apprenticeship framework completion rates have remained above and beyond the national rate of 64.3% (2019-20 national rate) and were at 73.2% (estimated 2020-21 WBTC rate). Rates have stabilised in the year despite the devastation of the pandemic on apprenticeship recruitment and retention. WBTC still maintains its strategic objective of achievement rates 10% above the national average and has plans in place to achieve this once more for the year ahead. Apprenticeship numbers have fallen 50% during 2020-21 and we expect this decline reverse through 2021-22.

#### **Study Programmes**

The Study Programme performed well in 2020-21 in terms of enrolments but achievements were sharply down as students were required to sit exams while their GCSE & A Level peers enjoyed the benefits of teacher assessment and grade inflation. Learners on this programme, already social disadvantaged, were disproportionately effected by lockdowns and could not cope with months of home learning followed by rigorous exams.. Although Study Programmes remain a small financial component of WBTC we have been awarded a larger contract for 2021-22 strengthening the opportunity for youth engagement. However, at the time of this report, the impact of grade inflation has decimated enrolments as many young people have stayed on at 6th form where otherwise they wouldn't have under normal exam years.

### **Financial review**

#### **Financial position**

For the year ending July 2021 the Charity has reported a surplus of £53,728. Non apprenticeship revenue in KickStart, Functional Skills and commercial learning helped bolster the core business.

#### **Investment policy and performance**

The policy remains the same with reserves of £252,013 held in Newbury Building Society and £277,390 with current accounts. The net amount invested remained constant but the rate of return is low. Alternative sources of risk free investment offer similar returns.

#### **Reserves policy**

The Board of Trustees has considered the adequacy of reserves held by the company, in line with the Charity Commission guidance and concur that the level of reserves is sufficient to meet the company's responsibilities in the short term. In furtherance of the charity's objectives, the reserves policy of the company is designed to:

- Protect the business from the risk of insolvency or serious disruption to its charitable work.
- Provide security against the peaks and troughs of income affected by business downturn or changes in government policy
- Provide sufficient funds to invest in capital infrastructure and resources for the benefit of learners to undertake training.

#### **Future Developments**

2020-21 was the third year of our merger with Basingstoke College of Technology. The Charity was impacted greatly by the pandemic. The recession hit revenue with apprentice numbers down by at least 50%. Deferment of salary, furlough and redundancies were required to stabilise the finances. While apprenticeship revenue suffered the Charity further developed into Functional Skills for adults and grew the Study Programme provision. The Charity also concluded a £100k digital upgrade funded mainly by the Thames Valley Berkshire LEP.

Looking to the immediate future the Charity is working on the following activities:

1. Rebuild the apprenticeship in-learning back to 200 by 31 December 2021 and 250 by July 2022
2. Build capacity for the provision of functional skills.
3. Raise awareness among levy-paying employers of apprenticeships for their own organisations as well as donating unused funds to SMEs.

# WEST BERKSHIRE TRAINING CONSORTIUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2021

---

#### Three-year recovery plan

WBTC has created a recovery plan across the period 2018-2021 designed to establish a stronger business model. Part of this recovery plan has involved a merger with Basingstoke College of Technology effective as of 1 August 2018.

The main objective of the recovery plan is to build the apprentice in-learning (the number of apprentices studying at any one time) from the current low base of 150 to over 300. This was anticipated to take 3 years to accomplish in the absence of any very large contracts coming our way. It has required a combination of stable SME recruitment of young apprentices, a high retention rate of existing apprentices and a consistent supply of levy-employer enrolments. Each of these three strands require different resources and operational plans.

Year 2 saw a sharp decline in apprentices but an increase in other learners

Year 3 – 2020-21 apprentice numbers fell to 150 and a realistic focus now looks to getting back to 200. This is well short of the 300 target. However, diversification into Functional Skills and has helped improve the revenue sufficiently. We will need to expand Functional Skills provision to secure the additional funding needed to make up shortfalls in apprenticeships and study programmes.

Thereafter we are subject to the wider macro-economic conditions and the pandemic on whether recruitment of apprenticeship will pick up in 2021-22.

#### Summary

2020-21 has been an unprecedented challenge for the country and WBTC has experienced a hangover from the recession caused by the pandemic. Business confidence was sharply down and applicants for our programmes also fell. The year ahead is dependent on that confidence returning enabling employers to recruit new apprentices and train existing staff.

Study Programmes will not significantly improve this year as grade inflation has reduced our opportunity for recruitment. It is assumed that a return to rigorous external examination at year 11 will see some normality in our 16-18 enrolments return in 2022-23.

Our new functional skills programme remains the most likely opportunity for revenue growth. There is strong demand and a cost effective delivery model that brings in good outcomes for learners. A programme that started as a small project could become a significant part of our provision.

#### Structure, governance and management

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.

WBTC is a registered Charity based in West Berkshire and is operated under the terms of its Memorandum and Articles as incorporated 10th October 1983.

The principal objective of the Charity is:-

“To advance the education of young persons through the provision of work experience and of such vocational training as would enable such persons to acquire vocational skills”.

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

A J Bravo	
I C Cox	(Resigned 29 November 2021)
S F Fussey	(Resigned 27 July 2021)
M Garvey	
S Johnson	(Resigned 23 June 2021)
A Millar	(Resigned 26 November 2021)
C Moore	(Resigned 30 September 2020)
N L Penfound	(Resigned 26 November 2021)
R J Tinsley	(Resigned 12 November 2021)

---

# WEST BERKSHIRE TRAINING CONSORTIUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2021

---

D Murray	(Appointed 12 July 2021 and resigned 16 November 2021)
C Gabriel	(Appointed 28 July 2021 and resigned 26 November 2021)
H Purton	(Appointed 28 July 2021 and resigned 29 November 2021)

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

The Trustees are voluntary non-executive directors who meet as a minimum bi-monthly, along with the Managing Director who is also Company Secretary appointed by the Trustees/Directors to oversee the strategic direction of the company.

#### **Risk Management**

The Trustees/Directors have assessed the major risks to which the Charity is exposed, in particular those related to its operation and finances, and are satisfied that the systems are in place to mitigate exposure to major risks. The Trustees/Directors will evaluate current levels of resources and working practices in line with government funding available for 2020-2021 and this is assessed as good in line with ESFA financial compliance.

#### **Organisational structure and decision-making policies**

The Trustees/Directors meet as a minimum bi-monthly, along with the Managing Director who is also Company Secretary appointed by the Trustees/Directors to oversee the strategic direction of the company.

#### **Policies adopted for the induction and training of Trustees**

Trustees' receive the following documentation prior to commencement:

- Induction programme including organisation chart
- Charity Commission booklet - Responsibilities of Trustees
- Memorandum and Articles of Association (MAA), a governance document in accordance with the Charities Act 1993
- Audited Year End accounts (latest)
- Minutes of last AGM and Board Minutes
- Management Report of current contracts
- Latest Ofset Report, Self Assessment Report and Quality Improvement Plan

They also undertake training on the following course: "The Essential Trustee and Governance in Practice - 2020 Programme"

#### **Related party relationships**

Should a conflict of interest arise Trustees are required to declare their interest at a formal meeting, which will be minuted. If the issue is related to payment the Trustee offering a service of work outside the agreed out of pocket expenses, a vote will be taken by the remaining Trustees as to its appropriateness - this will exclude the Trustee in question. IF accepted, a declaration request will be sent to the Charity Commission for approval.

# WEST BERKSHIRE TRAINING CONSORTIUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

---

### Statement of Trustees' responsibilities

The Trustees, who are also the directors of West Berkshire Training Consortium for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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


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

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

### Auditor

Alliotts LLP was appointed as auditor in the year. The designated Trustees will propose a motion reappointing the auditor at a meeting of the Trustees.

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

  
A J Bravo

**A J Bravo**

Chair  
Dated: Dec 3, 2021

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

#### Opinion

We have audited the financial statements of West Berkshire Training Consortium (the 'Charity') for the year ended 31 July 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of Trustees**

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the Charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

Extent to which the audit was considered capable of detecting irregularities, including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charitable company through discussions with trustees and other management, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including safeguarding, Ofsted, ESFA regulatory requirements, the Companies Act 2006, the Charities Act 2011, the Charities SORP, taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

#### Audit response to risks identified

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- reviewed all transactions listed;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

# WEST BERKSHIRE TRAINING CONSORTIUM

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF WEST BERKSHIRE TRAINING CONSORTIUM

---

#### Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

*Christopher Mantel*  
Christopher Mantel (Dec 6, 2021 09:34 GMT)

**Christopher Mantel (Senior Statutory Auditor)**  
**for and on behalf of Alliotts LLP**

Dec 6, 2021  
.....

**Chartered Accountants**  
**Statutory Auditor**

Imperial House  
8 Kean Street  
London  
WC2B 4AS

Alliotts LLP is eligible for appointment as auditor of the Charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

# WEST BERKSHIRE TRAINING CONSORTIUM

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £
<b>Income from:</b>					
Donations and legacies	3	1,761,229	56,124	1,817,353	2,512,593
Charitable activities	4	139,218	-	139,218	169,286
Investments	5	1,920	-	1,920	-
<b>Total income</b>		<b>1,902,367</b>	<b>56,124</b>	<b>1,958,491</b>	<b>2,681,879</b>
<b>Expenditure on:</b>					
Raising funds	6	519,473	-	519,473	593,827
Charitable activities	7	1,381,779	3,511	1,385,290	2,071,455
<b>Total resources expended</b>		<b>1,901,252</b>	<b>3,511</b>	<b>1,904,763</b>	<b>2,665,282</b>
<b>Net income for the year/ Net movement in funds</b>		<b>1,115</b>	<b>52,613</b>	<b>53,728</b>	<b>16,597</b>
Fund balances at 1 August 2020		543,157	-	543,157	526,560
<b>Fund balances at 31 July 2021</b>		<b>544,272</b>	<b>52,613</b>	<b>596,885</b>	<b>543,157</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# WEST BERKSHIRE TRAINING CONSORTIUM

## BALANCE SHEET

AS AT 31 JULY 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	11		82,412		32,484
<b>Current assets</b>					
Debtors	12	175,087		320,453	
Cash at bank and in hand		529,403		654,609	
		<u>704,490</u>		<u>975,062</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>(190,017)</u>		<u>(464,389)</u>	
Net current assets			514,473		510,673
<b>Total assets less current liabilities</b>			<u>596,885</u>		<u>543,157</u>
<b>Income funds</b>					
Restricted funds	14		52,613		-
Unrestricted funds			544,272		543,157
			<u>596,885</u>		<u>543,157</u>


The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 July 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.


The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on Dec 3, 2021

  
A J Bravo

Trustee

  
M Garvey

Trustee

Company Registration No. 01760271

# WEST BERKSHIRE TRAINING CONSORTIUM

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 JULY 2021

---

	Notes	2021 £	£	2020 £	£
<b>Cash flows from operating activities</b>					
Cash (absorbed by)/generated from operations	19		(54,139)		112,641
<b>Investing activities</b>					
Purchase of tangible fixed assets		(72,987)		(33,466)	
Investment income received		1,920		-	
<b>Net cash used in investing activities</b>			(71,067)		(33,466)
<b>Net cash used in financing activities</b>			-		-
<b>Net (decrease)/increase in cash and cash equivalents</b>			(125,206)		79,175
Cash and cash equivalents at beginning of year			654,609		575,434
<b>Cash and cash equivalents at end of year</b>			<u>529,403</u>		<u>654,609</u>

---

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 JULY 2021

---

#### 1 Accounting policies

##### Charity information

West Berkshire Training Consortium is a private company limited by guarantee incorporated in England and Wales. The registered office is Consortium House, 7 Cheap Street, Newbury, Berkshire, RG14 5DD.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The Charity is a Public Benefit Entity as defined by FRS 102.

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

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

##### 1.2 Going concern

Having taken robust financial action in 2021 the Charity is in a stronger financial position than before the pandemic. Cost cutting and diversification have strengthened the financial durability of WBTC. At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

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

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

##### 1.4 Income

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

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

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

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable funding.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

#### 1.6 Tangible fixed assets

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

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

Fixtures and fittings	33% straight line
-----------------------	-------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

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

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

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

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

---

### 1 Accounting policies

(Continued)

#### **Basic financial assets**

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

#### **Basic financial liabilities**

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

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

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

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

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

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2021	2021	2021	2020
	£	£	£	£
Grants	1,761,229	56,124	1,817,353	2,512,593
<b>Grants receivable for core activities</b>				
Coronavirus Job Retention Scheme	2,637	-	2,637	15,863
ESFA Provider Relief Scheme	-	-	-	89,587
Other	1,758,592	56,124	1,814,716	2,407,143
	<u>1,761,229</u>	<u>56,124</u>	<u>1,817,353</u>	<u>2,512,593</u>

Funds were received under the government backed Coronavirus Job Retention Scheme (CJRS). These funds were used to cover the salaries of staff furloughed under the scheme.

Funds were received under the ESFAs Provider Relief Scheme, intended to support providers in retaining capacity during the coronavirus epidemic. These funds were used to cover costs incurred during the period as a result of coronavirus measures.

### 4 Charitable activities

	Charitable Income 2021	Charitable Income 2020
	£	£
Commercial training	37,797	27,432
Employer contributions	71,593	113,838
Other income	29,828	28,016
	<u>139,218</u>	<u>169,286</u>

### 5 Investments

	Unrestricted funds	Total
	2021	2020
	£	£
Interest receivable	1,920	-
	<u>1,920</u>	<u>-</u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

### 6 Raising funds

	<b>Unrestricted funds</b>	Unrestricted funds
	<b>2021</b>	2020
	£	£
<u>Fundraising and publicity</u>		
Advertising	62,928	47,741
Other fundraising costs	2,260	10,758
Staff costs	454,285	535,328
	<u>519,473</u>	<u>593,827</u>
Fundraising and publicity	519,473	593,827
	<u><u>519,473</u></u>	<u><u>593,827</u></u>

### 7 Charitable activities

	<b>Charitable activities</b>	Charitable activities
	<b>2021</b>	2020
	£	£
Depreciation and impairment	3,511	-
Training	782,787	1,353,447
Other trainee costs	86,455	69,206
	<u>872,753</u>	<u>1,422,653</u>
Share of support costs (see note 8)	493,560	621,177
Share of governance costs (see note 8)	18,977	27,625
	<u>1,385,290</u>	<u>2,071,455</u>
<b>Analysis by fund</b>		
Unrestricted funds	1,381,779	2,071,455
Restricted funds	3,511	-
	<u>1,385,290</u>	<u>2,071,455</u>
	<u><u>1,385,290</u></u>	<u><u>2,071,455</u></u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

### 8 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Staff costs	287,181	-	287,181	410,725	-	410,725
Depreciation	19,547	-	19,547	12,529	-	12,529
Rent	57,354	-	57,354	56,252	-	56,252
Insurance	15,902	-	15,902	12,766	-	12,766
Rates and energy	11,156	-	11,156	9,781	-	9,781
Repairs and renewals	51,201	-	51,201	62,009	-	62,009
Telephone, postage and stationery	13,827	-	13,827	16,370	-	16,370
Staff training and recruitment	2,069	-	2,069	3,249	-	3,249
Professional fees and subscriptions	19,409	-	19,409	21,135	-	21,135
Sundries and donations	14,884	-	14,884	12,048	-	12,048
The London Team	-	-	-	282	-	282
Bad debts and bank charges	1,030	-	1,030	4,031	-	4,031
Audit fees	-	6,666	6,666	-	3,450	3,450
Accountancy	-	6,512	6,512	-	8,473	8,473
Legal and professional	-	990	990	-	1,515	1,515
Trustees' and meeting expenses	-	4,575	4,575	-	6,146	6,146
Other governance costs	-	234	234	-	8,041	8,041
	<u>493,560</u>	<u>18,977</u>	<u>512,537</u>	<u>621,177</u>	<u>27,625</u>	<u>648,802</u>
Analysed between						
Charitable activities	<u>493,560</u>	<u>18,977</u>	<u>512,537</u>	<u>621,177</u>	<u>27,625</u>	<u>648,802</u>

Governance costs includes payments to the auditors of £6,666 (2020- £3,450) for audit fees.

### 9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, none of the trustees were reimbursed for expenses (2020- 2 were reimbursed £256).

Matthew Garvey is the exception to this as the Finance Manager and a Trustee, he is paid a salary which has been disclosed in the Employees note.

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2021

---

#### 10 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	22	27
	<u>22</u>	<u>27</u>
<b>Employment costs</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	644,147	832,017
Social security costs	65,089	76,645
Other pension costs	32,230	37,391
	<u>741,466</u>	<u>946,053</u>

Termination settlement costs represent redundancy settlements paid during the period. Of the total amount paid, £2,512 was contractual (2020: £35,089) and £12,500 was non-contractual (2020: £36,440). These amounts are recognised when all criteria are met for WBTC to have an obligation to pay. No balance remain outstanding at year-end in respect of these payments.

The number of employees whose annual remuneration was £60,000 or more were:

	2021 Number	2020 Number
£75,001 - £80,000	-	1
£90,001 - £95,000	1	-
	<u>1</u>	<u>-</u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

### 11 Tangible fixed assets

	Fixtures and fittings £
<b>Cost</b>	
At 1 August 2020	54,308
Additions	72,987
	<hr/>
At 31 July 2021	127,295
	<hr/>
<b>Depreciation and impairment</b>	
At 1 August 2020	21,824
Depreciation charged in the year	23,059
	<hr/>
At 31 July 2021	44,883
	<hr/>
<b>Carrying amount</b>	
At 31 July 2021	82,412
	<hr/> <hr/>
At 31 July 2020	32,484
	<hr/> <hr/>

### 12 Debtors

	2021 £	2020 £
<b>Amounts falling due within one year:</b>		
Trade debtors	123,288	215,888
Other debtors	4,181	19,950
Prepayments and accrued income	47,618	84,615
	<hr/>	<hr/>
	175,087	320,453
	<hr/> <hr/>	<hr/> <hr/>

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

	2021 £	2020 £
Other taxation and social security	16,564	-
Trade creditors	38,684	122,460
Amounts owed to fellow group undertakings	-	60,905
Other creditors	53,151	58,512
Accruals and deferred income	81,618	222,512
	<hr/>	<hr/>
	190,017	464,389
	<hr/> <hr/>	<hr/> <hr/>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

### 14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Balance at 31 July 2021 £
	Balance at 1 August 2020 £	Incoming resources £	Resources expended £	
LEP grant	-	56,124	(3,511)	52,613
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

### 15 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £
Fund balances at 31 July 2021 are represented by:				
Tangible assets	29,799	52,613	82,412	32,484
Current assets/(liabilities)	514,473	-	514,473	510,673
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	<u>544,272</u>	<u>52,613</u>	<u>596,885</u>	<u>543,157</u>

### 16 Operating lease commitments

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021 £	2020 £
Within one year	4,223	5,749
	<u>          </u>	<u>          </u>

### 17 Related party transactions

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2021 £	2020 £
Aggregate compensation	105,757	168,665
	<u>          </u>	<u>          </u>

# WEST BERKSHIRE TRAINING CONSORTIUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

### 18 Controlling Party

The membership of the charity was transferred on 1 August 2018 to Basingstoke College of Technology (BCoT), a further education corporation and exempt charity with the principal purpose of providing education. BCoT exert control over the Charity by virtue of the right to appoint Directors under the governing document of the Charity. BCoT produce consolidated financial statements, which include the Charity's accounts and can be obtained from Worting Road, Basingstoke, Hampshire, RG21 8TN.

<b>19 Cash generated from operations</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Surplus for the year	53,729	16,597
Adjustments for:		
Investment income recognised in statement of financial activities	(1,920)	-
Depreciation and impairment of tangible fixed assets	23,058	12,529
Movements in working capital:		
Decrease in debtors	145,366	14,540
(Decrease)/increase in creditors	(274,372)	68,975
<b>Cash (absorbed by)/generated from operations</b>	<b>(54,139)</b>	<b>112,641</b>

### 20 Analysis of changes in net funds

The Charity had no debt during the year.