

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

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

WEST BERKSHIRE TRAINING CONSORTIUM

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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 (Printed Name, 30/11/2021 15:23:00)

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

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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 £
<u>Income from:</u>					
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	-
Total income		1,902,367	56,124	1,958,491	2,681,879
<u>Expenditure on:</u>					
Raising funds	6	519,473	-	519,473	593,827
Charitable activities	7	1,381,779	3,511	1,385,290	2,071,455
Total resources expended		1,901,252	3,511	1,904,763	2,665,282
Net income for the year/ Net movement in funds		1,115	52,613	53,728	16,597
Fund balances at 1 August 2020		543,157	-	543,157	526,560
Fund balances at 31 July 2021		544,272	52,613	596,885	543,157

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 £	£
Fixed assets					
Tangible assets	11		82,412		32,484
Current assets					
Debtors	12	175,087		320,453	
Cash at bank and in hand		529,403		654,609	
		<u>704,490</u>		<u>975,062</u>	
Creditors: amounts falling due within one year	13	(190,017)		(464,389)	
Net current assets			514,473		510,673
Total assets less current liabilities			<u>596,885</u>		<u>543,157</u>
Income funds					
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 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	19		(54,139)		112,641
Investing activities					
Purchase of tangible fixed assets		(72,987)		(33,466)	
Investment income received		1,920		-	
Net cash used in investing activities			(71,067)		(33,466)
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(125,206)		79,175
Cash and cash equivalents at beginning of year			654,609		575,434
Cash and cash equivalents at end of year			<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
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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
Grants receivable for core activities				
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
	1,761,229	56,124	1,817,353	2,512,593

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
	139,218	169,286

5 Investments

	Unrestricted funds	Total
	2021 £	2020 £
Interest receivable	1,920	-

WEST BERKSHIRE TRAINING CONSORTIUM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

6 Raising funds

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Fundraising and publicity		
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	<u>519,473</u>	<u>593,827</u>

7 Charitable activities

	Charitable activities	Charitable activities
	2021	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>
Analysis by fund		
Unrestricted funds	1,381,779	2,071,455
Restricted funds	3,511	-
	<u>1,385,290</u>	<u>2,071,455</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
Employment costs	2021	2020
	£	£
Wages and salaries	644,147	832,017
Social security costs	65,089	76,645
Other pension costs	32,230	37,391
	741,466	946,053

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	-

WEST BERKSHIRE TRAINING CONSORTIUM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

11 Tangible fixed assets

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

12 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
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/>

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/>

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 1 August 2020	Incoming resources	Resources expended	Balance at 31 July 2021
	£	£	£	£
LEP grant	-	56,124	(3,511)	52,613

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
	544,272	52,613	596,885	543,157

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

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

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.

19 Cash generated from operations	2021 £	2020 £
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
Cash (absorbed by)/generated from operations	(54,139)	112,641

20 Analysis of changes in net funds

The Charity had no debt during the year.