

LINCOLNSHIRE PROFICIENCY TEST COMMITTEE

England & Wales · Charity number 514370

Details

Other names LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE, LPTC

Status Registered

Legal form Other

Registered 1983-11-09

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

Contact

Address Mill Farm
Moorhouses
New Bolingbroke
Boston Lincolnshire
PE22 7LG

Phone 01205481018

Email karenhobsonfarm@gmail.com

Website www.lptc.org.uk

Activities

Objects: THE ADVANCEMENT OF EDUCATION BY MEANS OF COLLABORATION WITH THE NATIONAL PROFICIENCY TESTS COUNCIL IN THE ADMINISTRATION AND PROVISION OF PROFICIENCY TESTS IN PRACTICAL AGRICULTURE AND HORTICULTURE WITHIN THE COUNTY.

Activities: The object of LPTC shall be advancement of education and training by means of collaboration with City & Guilds Land Based Services in the administration and provision of certificates of competence in practical agriculture, horticulture and forestry.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** Children/young People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** LINCOLNSHIRE
- Leicestershire
- Lincolnshire
- Nottinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£113,636	£115,268	-	-
2024-03-31	£111,524	£109,590	-	-
2023-03-31	£113,155	£115,694	-	-
2022-03-31	£124,252	£118,673	-	-
2021-03-31	£75,073	£78,587	-	-

Trustees

Name	Role	Appointed
ANDREW BAXTER		
CHRISTOPHER WRAY		2016-10-23
MARK LEGGOTT		
Mark Ireland		2016-10-23
Neil Rowbottom		2014-01-27
Richard Hammond		2021-02-17
STUART GEOFFREY SUDDABY		
Simon Gadd		2016-10-23

LINCOLNSHIRE PROFICIENCY TEST COMMITTEE

England & Wales - Charity number 514370

Accounts

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

ANNUAL REPORT

And

FINANCIAL STATEMENT

Registered Charity Number – 514370

For the year ended 31st March 2025

Bankers

NatWest
27/28 St. Peter's Hill
GRANTHAM
NG31 6QG

Independent Auditor

Keith Chambers
Chartered Accountants
Sleaford

LPTC exists to promote the advancement of education and training through City & Guilds Land Based Services awards

Background

The Committee, in accordance with the constitution, consists of members from the NFU, Colleges of Agriculture and Horticulture, County Federation of Young Farmer's Clubs, County Training Groups, Independent Trainers, Representatives of County Assessors and Independent Industrial Members. Wherever possible attempts are made to fill these categories. From these members a Chairman and Vice Chairman are elected. The Centre Organiser, Mrs K Hobson, is the Secretary and Treasurer.

Membership

T – indicates Trustee

Chairman	-	Mr Chris Wray (T)
Vice Chairman	-	Mr Simon Gadd (T)
Committee	-	Mr Andrew Baxter (T) Mr R Butter Mr Adam Cock (T) Mr Trevor Cairns (T) Mr Malcolm Dodds Mr Barry Early Mr Christopher Foster (T) Mr Tom Hall Mr George Hobson (T) Mr Mark Leggott (T) Mrs Ann Dickinson (T) Mr Neil Rowbottom (T) Mr Mark Ireland (T) Mr Stuart Suddaby (T) Mr Richard Hammond (T) Mr Andrew Wright Mr Richard Wheatcroft (T)

Trustee Status

There are currently fourteen trustees of the charity. All members who are not in breach of Charity Commission regulations are required to be trustees.

LPTC holds insurance for general liability, professional liability and management liability to cover both independent and integrated qualifications and trustee indemnity.

Assessment Centre Organiser

The Organiser is self-employed and the Committee adopt a Service Contract at the AGM. The Organiser is paid £ 15.00 for every assessment returned to City & Guilds for certification.

Assessors

There are currently ten PA assessors regularly used by LPTC and four Chainsaw assessors in the county.

All other qualifications including integrated as well as independent assessments are well covered by existing assessors.

Following ratification by the committee at the AGM last year, the pesticide assessors are paid the hourly rate £ 29.00 and chainsaw assessors are paid £ 240.00 per day. Mileage rate is 45 p/mile. LPTC funds the purchase of first aid kits for all their Lincolnshire based assessors and also reimburses the cost of attending mandatory City & Guilds assessor up-dates including mileage for those up-dates held out of county. In addition Assessor First Aid courses are also funded by LPTC.

The number of assessments completed by the Centre between 1st April 2024 to 31st March 2025 is 976. Thanks must be extended to training providers, trainers and assessors alike for your continued support and work with LPTC over the last year.

Training Providers

LPTC have been pleased to welcome business from Riseholme College, Rural Training Links, HM Prison Service, Progreen Weed Solutions Ltd, Cola Training Services, Pilgrims Europe, Employ Recruitment and Holderness Training. LPTC are grateful to them for referring all their testing through the Lincolnshire Centre.

Marketing

LPTC shared stand space with Cola Training Services Ltd at the Newark Midland Machinery Show in November 2024. The website has a dedicated training course page listing all the scheduled training provider courses, which has generated many enquiries.

Overview

The Lincolnshire Proficiency Tests Committee have held meetings on two occasions since the last AGM in May 2024. The first in November 2024 and the second in January 2025. LPTC agreed to move to on-line banking at the AGM in May and this was implemented by July 2024. This has been beneficial with the dual authorisation facility in making payments direct to suppliers and assessors and is carefully monitored.

The committee has been pleased to welcome one new member to the committee since the last AGM. George Hobson as Young Farmers representative. Stephen Cock retired from the committee after over 40 years' service with the Proficiency Tests Committee. He was presented with a retirement gift of a picture at the November meeting in respect of his many years of loyal service. Mrs Elena Malloy stepped down from the committee at the end of the year.

The Chainsaw assessors/trainers held their first county up-date meeting in March, and the Pesticide/Machinery assessors and trainers met last week giving them a chance to share and discuss information across their sector. We look forward to hearing the reports from these meetings later on.

In addition, the Policy Review sub-committee met on 22nd April 2025 and thanks to those who attended and will feed back to this meeting later on.

Quality Assurance is a main focus of the Centre and continued document checks and physical observations of assessors are planned and undertaken throughout the year. The Centre Audit took place on 23rd September 2023 when the Centre was awarded 'low risk'. The next audit will be remote sampling activity scheduled for September.

LPTC has applied for and been granted City & Guilds pesticide refresher units and will roll this out to the training providers over the summer.

Again, LPTC has focused on delivering a high standard of customer service and good levels of communication with all involved parties.

This report was presented to the Lincolnshire Proficiency Tests Committee at their Annual General Meeting on Monday, 19th May 2025.

Chris Wray, Chairman, Lincolnshire Proficiency Tests Committee

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

Registered Charity Number 514370

Financial Statements for the Year Ended 31 March 2025

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

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for the Year Ended 31 March 2025

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LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2025 which are set out on pages 2 to 4.

Responsibilities and basis of report

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

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

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

1. accounting records were not kept as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....

Date: 19 May 2025

KEITH CHAMBERS F.C.A. (ICAEW)
CHARTERED ACCOUNTANT
SLEAFORD
LINCOLNSHIRE

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME & EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025

	<u>2025</u>		<u>2024</u>	
	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
<u>INCOME</u>				
FROM CHARITABLE ACTIVITIES:-				
ASSESSMENT FEES (FEPA)	46900.00		49110.00	
ASSESSMENT FEES (CS)	14775.00		13600.00	
ASSESSMENT FEES (OTHER)	9994.30		9141.00	
ASSESSMENT FEES PAID IN ADVANCE - - DECREASE / (INCREASE)	385.00		40.00	
REGISTRATIONS	40032.00		38092.00	
	<u> </u>	112086.30	<u> </u>	109983.00
FROM INVESTMENTS:-				
DIVIDENDS	965.24		855.13	
BANK INTEREST	584.95		685.98	
	<u> </u>	1550.19	<u> </u>	1541.11
TOTAL INCOME		113636.49		111524.11
<u>EXPENDITURE ON CHARITABLE ACTIVITIES</u>				
EXAMINERS EXPENSES (FEPA)	27701.40		29712.39	
EXAMINERS EXPENSES (CS)	12280.47		11576.46	
EXAMINERS EXPENSES (OTHER)	5569.68		5267.23	
GOLA ADMINISTRATION	5801.60		5670.55	
NPTC REGISTRATIONS	41850.00		36545.00	
ASSESSMENT CENTRE ORGANISER	14853.85		15081.20	
POSTAGE, TELEPHONE, OFFICE EQUIPMENT, STATIONERY & COPIER	3622.26		3029.07	
ROOM HIRE, REFRESHMENTS	66.00		125.00	
INSURANCES	1175.29		1164.16	
ASSESSOR TRAINING & FIRST AID	988.70		344.40	
ADVERTISING	155.64		270.04	
ACCOUNTANCY COSTS	618.00		564.00	
PROFESSIONAL CHARGES	208.00		176.78	
BANK CHARGES	166.34		63.70	
RETIREMENT GIFT	211.16		-	
	<u> </u>	115268.39	<u> </u>	109589.98
NET MOVEMENT IN FUNDS		£ (1631.90)		£ 1934.13
TOTAL FUNDS brought forward		91322.05		89387.92
TOTAL FUNDS carried forward		<u>£ 89690.15</u>		<u>£ 91322.05</u>

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

BALANCE SHEET AT 31 MARCH 2025

	<u>Note</u>	<u>2025</u>		<u>2024</u>	
		<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
<u>CURRENT ASSETS</u>					
DEBTORS			27635.50		6094.00
INVESTMENT - NFU UNIT TRUST	3		34278.74		33521.29
BANK ACCOUNTS:					
CURRENT ACCOUNT		-		-	
UNITY TRUST ACCOUNT		21074.28		-	
BUSINESS RESERVE		12417.45		72517.33	
		<u> </u>	33491.73	<u> </u>	72517.33
			95405.97		112132.62
<u>CURRENT LIABILITIES</u>					
CREDITORS OWING	4		5715.82		20810.57
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		£	<u>89690.15</u>	£	<u>91322.05</u>
<u>ACCUMULATED FUNDS</u>					
OPENING BALANCE			91322.05		89387.92
<u>ADD SURPLUS/(DEFICIT) FROM</u>					
INCOME & EXPENDITURE ACCOUNT			(1631.90)		1934.13
<u>TOTAL RETAINED FUNDS</u>	5	£	<u>89690.15</u>	£	<u>91322.05</u>

Approved by the Trustees on 19 May 2025

and signed on their behalf by C. Wray

.....

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

(1) Accounting Policies

These accounts have been prepared in accordance with:

Financial Reporting Standard 102 and UK GAAP.
Charities SORP (FRS 102) and Update Bulletin 1.
Charities Act 2011 and Regulations made thereunder.

These accounts are prepared under the historical cost accounting rules, using the accruals basis. They are prepared on a going-concern basis as the Trustees are satisfied that this is appropriate for the charity's situation.

Income is recognised when performance has been completed. Expenditure is recognised when contracted for.

(2) Tangible Fixed Assets

The charity has no material Fixed Assets.

(3) Investment

The Unit Trust investment is shown at cost to date. The current valuation is £47516 (2024 =

(4) Creditors Owing

	<u>2025</u>	<u>2024</u>
	<u>£ : p</u>	<u>£ : p</u>
Routine accounts outstanding	2712.82	17476.57
Assessment Fees received in advance	2385.00	2770.00
Accrual for current year accountancy costs	618.00	564.00
	<u>£ 5715.82</u>	<u>£ 20810.57</u>

(5) Accumulated Funds

Made up of Unrestricted Funds as follows:-

General Fund	89690.15	91322.05
	<u>89690.15</u>	<u>91322.05</u>
and Restricted Funds	-	-
	<u>£ 89690.15</u>	<u>£ 91322.05</u>

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

Registered Charity Number 514370

Financial Statements for the Year Ended 31 March 2025

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

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for the Year Ended 31 March 2025

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England & Wales - Charity number 514370

Accounts

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

ANNUAL REPORT

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FINANCIAL STATEMENT

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The committee has been pleased to welcome four new members to the committee since the last AGM. Ann Dickinson as Rural Training Links representative, Adam Cock as Cola Training representative, Andrew Wright as HMP representative and Richard Wheatcroft as Industrial Member representative. Stephen Cock gave notice at the AGM in 2023 that he would be stepping down from the committee after over 40 years' service with the Proficiency Tests Committee. Unfortunately, he is unable to attend the meeting tonight, but we will arrange a presentation later in the year in respect of his many years of loyal service. He will be replaced on the committee by Rodney Butter at the next committee meeting.

The Pesticide/Machinery assessors and trainers met last week giving them a chance to share and discuss information across their sector.

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Chris Wray, Chairman, Lincolnshire Proficiency Tests Committee

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

Registered Charity Number 514370

Financial Statements for the Year Ended 31 March 2024

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

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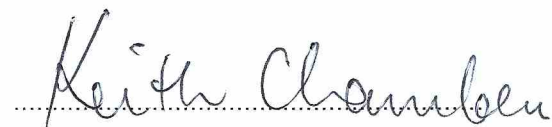
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

1. accounting records were not kept as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Date: 20 May 2024

KEITH CHAMBERS F.C.A. (ICAEW)
CHARTERED ACCOUNTANT
SLEAFORD
LINCOLNSHIRE

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME & EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024

	<u>2024</u>		<u>2023</u>	
	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
<u>INCOME</u>				
FROM CHARITABLE ACTIVITIES:-				
ASSESSMENT FEES (FEPA)	49110.00		57237.00	
ASSESSMENT FEES (CS)	13600.00		12055.00	
ASSESSMENT FEES (OTHER)	9141.00		7280.00	
ASSESSMENT FEES PAID IN ADVANCE - - DECREASE / (INCREASE)	40.00		2.50	
REGISTRATIONS	38092.00		35725.00	
	<u> </u>	109983.00	<u> </u>	112299.50
FROM INVESTMENTS:-				
DIVIDENDS	855.13		637.30	
BANK INTEREST	685.98		217.84	
	<u> </u>	1541.11	<u> </u>	855.14
TOTAL INCOME		<u>111524.11</u>		<u>113154.64</u>
<u>EXPENDITURE ON CHARITABLE ACTIVITIES</u>				
EXAMINERS EXPENSES (FEPA)	29712.39		34443.91	
EXAMINERS EXPENSES (CS)	11576.46		11409.20	
EXAMINERS EXPENSES (OTHER)	5267.23		4656.12	
GOLA ADMINISTRATION	5670.55		6113.20	
NPTC REGISTRATIONS	36545.00		38124.00	
ASSESSMENT CENTRE ORGANISER	15081.20		14689.80	
POSTAGE, TELEPHONE, OFFICE EQUIPMENT, STATIONERY & COPIER	3029.07		3143.87	
ROOM HIRE, REFRESHMENTS	125.00		96.50	
INSURANCES	1164.16		1134.30	
ASSESSOR TRAINING & FIRST AID	344.40		829.00	
ADVERTISING	270.04		360.04	
ACCOUNTANCY COSTS	564.00		522.00	
PROFESSIONAL CHARGES	176.78		172.21	
BANK CHARGES	63.70		-	
	<u> </u>	109589.98	<u> </u>	115694.15
NET MOVEMENT IN FUNDS		£ 1934.13		£ (2539.51)
TOTAL FUNDS brought forward		<u>89387.92</u>		<u>91927.43</u>
TOTAL FUNDS carried forward		<u>£ 91322.05</u>		<u>£ 89387.92</u>

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

BALANCE SHEET AT 31 MARCH 2024

	Note	2024		2023	
		<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
<u>CURRENT ASSETS</u>					
DEBTORS			6094.00		13615.00
INVESTMENT - NFU UNIT TRUST	3		33521.29		32842.67
BANK ACCOUNTS:					
CURRENT ACCOUNT		-		-	
BUSINESS RESERVE		72517.33		57615.90	
		<u> </u>	72517.33	<u> </u>	57615.90
			112132.62		104073.57
<u>CURRENT LIABILITIES</u>					
CREDITORS OWING	4		20810.57		14685.65
			<u> </u>		<u> </u>
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		£	<u>91322.05</u>	£	<u>89387.92</u>
			<u> </u>		<u> </u>
<u>ACCUMULATED FUNDS</u>					
OPENING BALANCE			89387.92		91927.43
<u>ADD SURPLUS/(DEFICIT) FROM</u>					
INCOME & EXPENDITURE ACCOUNT			1934.13		(2539.51)
			<u> </u>		<u> </u>
<u>TOTAL RETAINED FUNDS</u>	5	£	<u>91322.05</u>	£	<u>89387.92</u>
			<u> </u>		<u> </u>

Approved by the Trustees on 20 May 2024

and signed on their behalf by C. Wray

.....

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

(1) Accounting Policies

These accounts have been prepared in accordance with:

Financial Reporting Standard 102 and UK GAAP.
Charities SORP (FRS 102) and Update Bulletin 1.
Charities Act 2011 and Regulations made thereunder.

These accounts are prepared under the historical cost accounting rules, using the accruals basis. They are prepared on a going-concern basis as the Trustees are satisfied that this is appropriate for the charity's situation.

Income is recognised when performance has been completed. Expenditure is recognised when contracted for.

(2) Tangible Fixed Assets

The charity has no material Fixed Assets.

(3) Investment

The Unit-Trust investment is shown at cost to date (the current valuation is £46153).

(4) Creditors Owing

	<u>2024</u>	<u>2023</u>
	<u>£ : p</u>	<u>£ : p</u>
Routine accounts outstanding	17476.57	11353.65
Assessment Fees received in advance	2770.00	2810.00
Accrual for current year accountancy costs	564.00	522.00
	<u>£ 20810.57</u>	<u>£ 14685.65</u>

(5) Accumulated Funds

Made up of Unrestricted Funds as follows:-

General Fund	<u>91322.05</u>	<u>89387.92</u>
	91322.05	89387.92
and Restricted Funds	<u>-</u>	<u>-</u>
	<u>£ 91322.05</u>	<u>£ 89387.92</u>

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

Registered Charity Number 514370

Financial Statements for the Year Ended 31 March 2024

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

Index to the Financial Statements
for the Year Ended 31 March 2024

	<u>Page</u>
Report of the Independent Examiner	1
Statement of Financial Activities (including Income & Expenditure Account)	2
Balance Sheet	3
Notes to the Financial Statements	4

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2024 which are set out on pages 2 to 4.

Responsibilities and basis of report

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

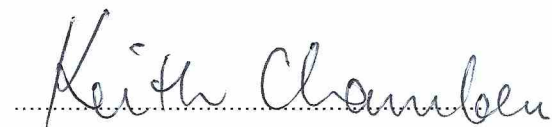
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

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I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Date: 20 May 2024

KEITH CHAMBERS F.C.A. (ICAEW)
CHARTERED ACCOUNTANT
SLEAFORD
LINCOLNSHIRE

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME & EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024

	<u>2024</u>		<u>2023</u>	
	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
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LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

BALANCE SHEET AT 31 MARCH 2024

	Note	2024		2023	
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Approved by the Trustees on 20 May 2024

and signed on their behalf by C. Wray

.....

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

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LINCOLNSHIRE PROFICIENCY TEST COMMITTEE

England & Wales - Charity number 514370

Accounts

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

ANNUAL REPORT

And

FINANCIAL STATEMENT

Registered Charity Number – 514370

For the year ended 31st March 2023

Bankers

NatWest
27/28 St. Peter's Hill
GRANTHAM
NG31 6QG

Independent Auditor

Keith Chambers
Chartered Accountants
Sleaford

LPTC exists to promote the advancement of education and training through City & Guilds Land Based Services awards

Background

The Committee, in accordance with the constitution, consists of members from the NFU, Colleges of Agriculture and Horticulture, County Federation of Young Farmer's Clubs, County Training Groups, Independent Trainers, Representatives of County Assessors and Independent Industrial Members. Wherever possible attempts are made to fill these categories. From these members a Chairman and Vice Chairman are elected. The Centre Organiser, Mrs K Hobson, is the Secretary and Treasurer.

Membership

T – indicates Trustee

Chairman	-	Mr Christopher Foster (T)
Vice Chairman	-	Mr Chris Wray (T)
Committee	-	Mr Andrew Baxter (T) Mr Stephen Cock Mr Trevor Cairns (T) Mr Malcolm Dodds Mr Barry Early Mr Mark Leggott (T) Mrs Elena Malloy (T) Mr Tom Hall Mrs Victoria Wade (T) Mr Neil Rowbottom (T) Mr Simon Gadd (T) Mr Mark Ireland (T) Mr Stuart Suddaby (T) Mr Richard Hammond (T)

Trustee Status

There are currently twelve trustees of the charity. All members who are not in breach of Charity Commission regulations are required to be trustees.

LPTC holds insurance for general liability, professional liability and management liability to cover both training aspects and also trustee indemnity.

Assessment Centre Organiser

The Organiser is self-employed and the Committee adopt a Service Contract at the AGM. The Organiser is paid £ 14.00 for every assessment returned to City & Guilds for certification.

Assessors

There are currently ten PA assessors regularly used by LPTC.

There are four Chainsaw assessors in the county, with a new assessor due to be verified in June joining the team.

All other qualifications including integrated as well as independent assessments are well covered by existing assessors.

Following ratification by the committee at the AGM last year, the pesticide assessors are paid the hourly rate £ 27.50 and chainsaw assessors are paid £ 225.00 per day. Mileage rate is 45 p/mile. LPTC funds the purchase of first aid kits for all their Lincolnshire based assessors and also reimburses the cost of attending mandatory City & Guilds assessor up-dates including mileage for those up-dates held out of county. In addition Assessor First Aid courses are also funded by LPTC.

The number of assessments completed by the Centre between 1st April 2022 to 31st March 2023 is 1044. Thanks must be extended to training providers, trainers and assessors alike for your continued support and work with LPTC over the last year.

Training Providers

LPTC have been pleased to welcome business from Riseholme College, Rural Training Links, HM Prison Service, Progreen Weed Solutions Ltd, Goole Training and Holderness Training. LPTC are grateful to them for referring all their testing through the Lincolnshire Centre.

Marketing

LPTC shared stand space with Cola Training Services Ltd at the Newark Midland Machinery Show in November 2022.

Overview

The Lincolnshire Proficiency Tests Committee have held meetings on two occasions since the last AGM in May 2022. The first in November 2022 and the second in January 2023. LPTC have agreed to move to on-line banking and this is the process of being completed. The Pesticide/Machinery assessors and trainers met in February giving them a chance to share and discuss information across their sector. The committee raised a concern by the trainers/training providers with City & Guilds regarding on-screen tests for candidates where English is their second language.

In addition, the Constitution Review sub-committee met on 12th April 2023 and thanks to those who attended and will feed back to this meeting later on.

Quality Assurance is a main focus of the Centre and continued document checks and physical observations of assessors are planned and undertaken throughout the year. The Centre Audit took place on 13th September 2022 when the Centre was awarded 'low risk'. The next audit will be remote sampling activity scheduled for September.

Again, LPTC has focused on delivering a high standard of customer service and good levels of communication with all involved parties.

This report was presented to the Lincolnshire Proficiency Tests Committee at their Annual General Meeting on Monday, 22nd May 2023.

Christopher Foster, Chairman, Lincolnshire Proficiency Tests Committee



LINCOLNSHIRE PROFICIENCY TEST COMMITTEE

England & Wales - Charity number 514370

Accounts

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

ANNUAL REPORT

And

FINANCIAL STATEMENT

Registered Charity Number – 514370

For the year ended 31st March 2022

Bankers

NatWest
27/28 St. Peter's Hill
GRANTHAM
NG31 6QG

Independent Auditor

Keith Chambers
Chartered Accountants
Sleaford

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Membership

T – indicates Trustee

Chairman	-	Mr Christopher Foster (T)
Vice Chairman	-	Mr Chris Wray (T)
Committee	-	Mr Andrew Baxter (T) Mrs Louise Boothman (T) Mr Stephen Cock Mr Trevor Cairns (T) Mr Malcolm Dodds Mr Barry Early Mr Mark Leggott (T) Mrs Elena Malloy (T) Mr Andy Reynolds Mrs Victoria Wade (T) Mr Neil Rowbottom (T) Mr Simon Gadd (T) Mr Mark Ireland (T) Mr Stuart Suddaby (T) Mr Richard Hammond (T)

Trustee Status

There are currently thirteen trustees of the charity. All members who are not in breach of Charity Commission regulations are required to be trustees.

LPTC holds insurance for general liability, professional liability and management liability to cover both training aspects and also trustee indemnity.

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The Organiser is self-employed and the Committee adopt a Service Contract at the AGM. The Organiser is paid £ 14.00 for every assessment returned to City & Guilds for certification.

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There are currently ten PA assessors regularly used by LPTC.

There are four Chainsaw assessors in the county.

All other qualifications including integrated as well as independent assessments are well covered by existing assessors.

The Pesticide assessors are paid the hourly rate £ 25.00 and chainsaw assessors are paid £ 210.00 per day. Mileage rate is 45 p/mile. LPTC funds the purchase of first aid kits for all their Lincolnshire based assessors and also reimburses the cost of attending mandatory City & Guilds assessor up-dates including mileage for those up-dates held out of county. In addition Assessor First Aid courses are also funded by LPTC.

The number of assessments completed by the Centre between 1st April 2021 to 31st March 2022 is 1132. Thanks must be extended to training providers, trainers and assessors alike for coping and adapting so well during the difficult times of the Covid pandemic.

Training Providers

LPTC have been pleased to welcome business from Riseholme College, Rural Training Links, HM Prison Service, Progreen Weed Solutions Ltd, Goole Training and Holderness Training. LPTC are grateful to them for referring all their testing through the Lincolnshire Centre.

Marketing

LPTC shared stand space with Cola Training Services Ltd at the Newark Midland Machinery Show in November 2021.

The website underwent a rebuild in the summer 2021.

Overview

The Lincolnshire Proficiency Tests Committee have held meetings on two occasions since the last AGM in May 2021. The first in November 2021 and the second in February 2022. Both of these meetings held via the zoom platform and this AGM will be the first time we meet in person for 2 years.

In addition, the Constitution Review sub-committee met on 27th April and thanks to those who attended and will feed back to this meeting later on.

Quality Assurance is a main focus, although no physical observations have taken place the administrator carries out telephone and document checks instead. The last Centre Audit took place remotely on 18th August 2020 when the Centre was awarded 'low risk'. The next audit has been scheduled for 18th July.

Again, LPTC has focused on delivering a high standard of customer service and good levels of communication with all involved parties.

This report was presented to the Lincolnshire Proficiency Tests Committee at their Annual General Meeting on Monday, 23rd May 2022.

Christopher Foster, Chairman, Lincolnshire Proficiency Tests Committee

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

Registered Charity Number 514370

Financial Statements for the Year Ended 31 March 2022

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

Index to the Financial Statements
for the Year Ended 31 March 2022

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Report of the Independent Examiner	1
Statement of Financial Activities (including Income & Expenditure Account)	2
Balance Sheet	3
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LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2022 which are set out on pages 2 to 4.

Responsibilities and basis of report

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

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

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

1. accounting records were not kept as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
Date: 23 May 2022

KEITH CHAMBERS F.C.A. (ICAEW)
CHARTERED ACCOUNTANT
SLEAFORD
LINCOLNSHIRE

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME & EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022

	<u>2022</u>		<u>2021</u>	
	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
<u>INCOME</u>				
FROM CHARITABLE ACTIVITIES:-				
ASSESSMENT FEES (FEPA)	57697.50		25757.50	
ASSESSMENT FEES (CS)	16400.00		13205.00	
ASSESSMENT FEES (OTHER)	10655.00		8757.00	
ASSESSMENT FEES PAID IN ADVANCE - - DECREASE / (INCREASE)	464.00		2563.50	
REGISTRATIONS	38510.00		24189.00	
	<hr/>	123726.50	<hr/>	74472.00
FROM INVESTMENTS:-				
DIVIDENDS	520.77		577.52	
BANK INTEREST	5.32		23.37	
	<hr/>	526.09	<hr/>	600.89
TOTAL INCOME		124252.59		75072.89
 <u>EXPENDITURE ON CHARITABLE ACTIVITIES</u>				
EXAMINERS EXPENSES (FEPA)	35519.28		17166.25	
EXAMINERS EXPENSES (CS)	12645.40		13210.69	
EXAMINERS EXPENSES (OTHER)	6290.45		4017.70	
GOLA ADMINISTRATION	5553.50		4278.15	
NPTC REGISTRATIONS	35978.00		24748.00	
ASSESSMENT CENTRE ORGANISER	15848.00		10357.50	
POSTAGE, TELEPHONE, OFFICE EQUIPMENT, STATIONERY & COPIER	3005.54		2154.42	
ROOM HIRE, REFRESHMENTS	-		-	
INSURANCES	2063.62		1738.59	
ASSESSOR TRAINING & FIRST AID	229.20		194.40	
ADVERTISING	703.60		99.44	
ACCOUNTANCY COSTS	480.00		456.00	
PROFESSIONAL CHARGES	178.42		152.19	
BANK CHARGES	14.00		14.00	
	<hr/>		<hr/>	
TOTAL EXPENDITURE		118509.01		78587.33
 NET MOVEMENT IN FUNDS		£ 5743.58		£ (3514.44)
 TOTAL FUNDS brought forward		86183.85		89698.29
TOTAL FUNDS carried forward		£ 91927.43		£ 86183.85
		<hr/> <hr/>		<hr/> <hr/>

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

BALANCE SHEET AT 31 MARCH 2022

	Note	2022		2021	
		£ : p	£ : p	£ : p	£ : p
<u>CURRENT ASSETS</u>					
DEBTORS			19668.50		6946.00
INVESTMENT - NFU UNIT TRUST			32377.53		32035.18
BANK ACCOUNTS:					
CURRENT ACCOUNT		-		-	
BUSINESS RESERVE		56064.11		61424.76	
			<u>56064.11</u>		<u>61424.76</u>
			108110.14		100405.94
<u>CURRENT LIABILITIES</u>					
CREDITORS OWING	3		<u>16182.71</u>		<u>14222.09</u>
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		£	<u><u>91927.43</u></u>	£	<u><u>86183.85</u></u>
<u>ACCUMULATED FUNDS</u>					
OPENING BALANCE			86183.85		89698.29
<u>ADD SURPLUS/(DEFICIT) FROM</u>					
INCOME & EXPENDITURE ACCOUNT			<u>5743.58</u>		<u>(3514.44)</u>
<u>TOTAL RETAINED FUNDS</u>	4	£	<u><u>91927.43</u></u>	£	<u><u>86183.85</u></u>

Approved by the Trustees on 23 May 2022

and signed on their behalf by C. Foster

.....

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

(1) Accounting Policies

These accounts have been prepared in accordance with:

Financial Reporting Standard 102 and UK GAAP.
Charities SORP (FRS 102) and Update Bulletin 1.
Charities Act 2011 and Regulations made thereunder.

These accounts are prepared under the historical cost accounting rules, using the accruals basis. They are prepared on a going-concern basis as the Trustees are satisfied that this is appropriate for the charity's situation.

Income is recognised when performance has been completed. Expenditure is recognised when contracted for.

(2) Tangible Fixed Assets

The charity has no material Fixed Assets.

(3) Creditors Owing

	<u>2022</u>	<u>2021</u>
	<u>£ : p</u>	<u>£ : p</u>
Routine accounts outstanding	12890.21	10489.59
Assessment Fees received in advance	2812.50	3276.50
Accrual for current year accountancy costs	480.00	456.00
	<u>£ 16182.71</u>	<u>£ 14222.09</u>

(4) Accumulated Funds

Made up of Unrestricted Funds as follows:-

General Fund	<u>91927.43</u>	<u>86183.85</u>
	91927.43	86183.85
and Restricted Funds	<u>-</u>	<u>-</u>
	<u>£ 91927.43</u>	<u>£ 86183.85</u>

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

Registered Charity Number 514370

Financial Statements for the Year Ended 31 March 2022

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

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for the Year Ended 31 March 2022

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Statement of Financial Activities (including Income & Expenditure Account)	2
Balance Sheet	3
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LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2022 which are set out on pages 2 to 4.

Responsibilities and basis of report

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

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

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

1. accounting records were not kept as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
Date: 23 May 2022

KEITH CHAMBERS F.C.A. (ICAEW)
CHARTERED ACCOUNTANT
SLEAFORD
LINCOLNSHIRE

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME & EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022

	<u>2022</u>		<u>2021</u>	
	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
<u>INCOME</u>				
FROM CHARITABLE ACTIVITIES:-				
ASSESSMENT FEES (FEPA)	57697.50		25757.50	
ASSESSMENT FEES (CS)	16400.00		13205.00	
ASSESSMENT FEES (OTHER)	10655.00		8757.00	
ASSESSMENT FEES PAID IN ADVANCE - - DECREASE / (INCREASE)	464.00		2563.50	
REGISTRATIONS	38510.00		24189.00	
	<hr/>	123726.50	<hr/>	74472.00
FROM INVESTMENTS:-				
DIVIDENDS	520.77		577.52	
BANK INTEREST	5.32		23.37	
	<hr/>	526.09	<hr/>	600.89
TOTAL INCOME		124252.59		75072.89
<u>EXPENDITURE ON CHARITABLE ACTIVITIES</u>				
EXAMINERS EXPENSES (FEPA)	35519.28		17166.25	
EXAMINERS EXPENSES (CS)	12645.40		13210.69	
EXAMINERS EXPENSES (OTHER)	6290.45		4017.70	
GOLA ADMINISTRATION	5553.50		4278.15	
NPTC REGISTRATIONS	35978.00		24748.00	
ASSESSMENT CENTRE ORGANISER	15848.00		10357.50	
POSTAGE, TELEPHONE, OFFICE EQUIPMENT, STATIONERY & COPIER	3005.54		2154.42	
ROOM HIRE, REFRESHMENTS	-		-	
INSURANCES	2063.62		1738.59	
ASSESSOR TRAINING & FIRST AID	229.20		194.40	
ADVERTISING	703.60		99.44	
ACCOUNTANCY COSTS	480.00		456.00	
PROFESSIONAL CHARGES	178.42		152.19	
BANK CHARGES	14.00		14.00	
	<hr/>		<hr/>	
TOTAL EXPENDITURE		118509.01		78587.33
NET MOVEMENT IN FUNDS		£ 5743.58		£ (3514.44)
TOTAL FUNDS brought forward		86183.85		89698.29
TOTAL FUNDS carried forward		£ 91927.43		£ 86183.85

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

BALANCE SHEET AT 31 MARCH 2022

	Note	2022		2021	
		£ : p	£ : p	£ : p	£ : p
<u>CURRENT ASSETS</u>					
DEBTORS			19668.50		6946.00
INVESTMENT - NFU UNIT TRUST			32377.53		32035.18
BANK ACCOUNTS:					
CURRENT ACCOUNT		-		-	
BUSINESS RESERVE		56064.11		61424.76	
			<u>56064.11</u>		<u>61424.76</u>
			108110.14		100405.94
<u>CURRENT LIABILITIES</u>					
CREDITORS OWING	3		<u>16182.71</u>		<u>14222.09</u>
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		£	<u><u>91927.43</u></u>	£	<u><u>86183.85</u></u>
<u>ACCUMULATED FUNDS</u>					
OPENING BALANCE			86183.85		89698.29
<u>ADD SURPLUS/(DEFICIT) FROM</u>					
INCOME & EXPENDITURE ACCOUNT			<u>5743.58</u>		<u>(3514.44)</u>
<u>TOTAL RETAINED FUNDS</u>	4	£	<u><u>91927.43</u></u>	£	<u><u>86183.85</u></u>

Approved by the Trustees on 23 May 2022

and signed on their behalf by C. Foster

.....

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

(1) Accounting Policies

These accounts have been prepared in accordance with:

Financial Reporting Standard 102 and UK GAAP.
Charities SORP (FRS 102) and Update Bulletin 1.
Charities Act 2011 and Regulations made thereunder.

These accounts are prepared under the historical cost accounting rules, using the accruals basis. They are prepared on a going-concern basis as the Trustees are satisfied that this is appropriate for the charity's situation.

Income is recognised when performance has been completed. Expenditure is recognised when contracted for.

(2) Tangible Fixed Assets

The charity has no material Fixed Assets.

(3) Creditors Owing

	<u>2022</u>	<u>2021</u>
	<u>£ : p</u>	<u>£ : p</u>
Routine accounts outstanding	12890.21	10489.59
Assessment Fees received in advance	2812.50	3276.50
Accrual for current year accountancy costs	480.00	456.00
	<u>£ 16182.71</u>	<u>£ 14222.09</u>

(4) Accumulated Funds

Made up of Unrestricted Funds as follows:-

General Fund	<u>91927.43</u>	<u>86183.85</u>
	91927.43	86183.85
and Restricted Funds	<u>-</u>	<u>-</u>
	<u>£ 91927.43</u>	<u>£ 86183.85</u>

LINCOLNSHIRE PROFICIENCY TEST COMMITTEE

England & Wales - Charity number 514370

Accounts

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

ANNUAL REPORT

And

FINANCIAL STATEMENT

Registered Charity Number – 514370

For the year ended 31st March 2021

Bankers

NatWest
27/28 St. Peter's Hill
GRANTHAM
NG31 6QG

Independent Auditor

Keith Chambers
Chartered Accountants
Sleaford

LPTC exists to promote the advancement of education and training through City & Guilds Land Based Services awards

Background

The Committee, in accordance with the constitution, consists of members from the NFU, Colleges of Agriculture and Horticulture, County Federation of Young Farmer's Clubs, County Training Groups, Independent Trainers, Representatives of County Assessors and Independent Industrial Members. Wherever possible attempts are made to fill these categories. From these members a Chairman and Vice Chairman are elected. The Centre Organiser, Mrs K Hobson, is the Secretary and Treasurer.

Membership

T – indicates Trustee

Chairman	-	Mr Christopher Foster (T)
Vice Chairman	-	Mr Chris Wray (T)
Committee	-	Mr Andrew Baxter (T) Mrs Louise Boothman (T) Mr Stephen Cock Mr Trevor Cairns (T) Mr Malcolm Dodds Mr Barry Early Mr Mark Leggott (T) Mrs Elena Malloy (T) Mr Andy Reynolds Mrs Victoria Wade (T) Mr Neil Rowbottom (T) Mr Simon Gadd (T) Mr Mark Ireland (T) Mr Stuart Suddaby (T) Mr R Hammond (T)

Trustee Status

There are currently thirteen trustees of the charity. All members who are not in breach of Charity Commission regulations are required to be trustees.

LPTC holds insurance for general liability, professional liability and management liability to cover both training aspects and also trustee indemnity.

Assessment Centre Organiser

The Organiser is self-employed and the Committee adopt a Service Contract at the AGM. The Organiser is paid £ 14.00 for every assessment returned to City & Guilds for certification, apart from those assessments completed by HM Prison Service where assessments are carried out by internal City & Guilds Land Based Services assessors. For these the Organiser is paid £ 7.50 for each assessment returned to City & Guilds.

Assessors

There are currently ten PA assessors regularly used by LPTC.

There are four Chainsaw assessors in the county.

All other qualifications including integrated as well as independent assessments are well covered by existing assessors.

The Pesticide assessors are paid the hourly rate £ 24.00 and chainsaw assessors are paid £ 200.00 per day. Mileage rate is 45 p/mile. LPTC funds the purchase of first aid kits for all their Lincolnshire based assessors and also reimburses the cost of attending mandatory City & Guilds assessor up-dates including mileage for those up-dates held out of county. In addition Assessor First Aid courses are also funded by LPTC.

The number of assessments completed by the Centre between 1st April 2020 to 31st March 2021 is 744. This reflects the effects caused by the Covid 19 pandemic in the last year. Thanks must be extended to training providers, trainers and assessors alike for coping and adapting so well in these difficult circumstances.

Training Providers

LPTC have been pleased to welcome business from SCJ Training, Riseholme College, Rural Training Links, HM Prison Service, Progreen Weed Solutions Ltd, Goole Training, Holderness Training and C J Bee Training. LPTC are grateful to them for referring all their testing through the Lincolnshire Centre.

Marketing

No physical events were held in the last 12 months due to Covid restrictions. The committee were informed in November that the current website host had passed away and that although LPTC have admin access in order to update training courses, they do not own the website. Robert Smith from Sleaford was recommended and will undertake the new build.

Overview

The Lincolnshire Proficiency Tests Committee have held meetings on two occasions since the last AGM in July 2020. The first in November 2020 and the second in February 2021. All meetings are held via the zoom platform until such time we can meet in person.

In addition, a Complaints sub-committee met on 22nd March and the Policy Review sub-committee met on 26th April.

Quality Assurance is a main focus, although no physical observations have taken place the administrator carries out telephone and document checks instead. The Centre Audit took place remotely on 18th August and again the Centre was awarded 'low risk'.

The committee are currently looking at costings for a franking machine to reduce the overall postage costs, and also the possibility of on-line banking.

Again, LPTC has focused on delivering a high standard of customer service and good levels of communication with all involved parties.

This report was presented to the Lincolnshire Proficiency Tests Committee at their Annual General Meeting on Monday, 17th May 2021.

Christopher Foster, Chairman, Lincolnshire Proficiency Tests Committee

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

Registered Charity Number 514370

Financial Statements for the Year Ended 31 March 2021

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

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for the Year Ended 31 March 2021

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LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2021 which are set out on pages 2 to 4.

Responsibilities and basis of report

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

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

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

1. accounting records were not kept as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....

Date: 17 May 2021

KEITH CHAMBERS F.C.A. (ICAEW)
CHARTERED ACCOUNTANT
SLEAFORD
LINCOLNSHIRE

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

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

	<u>2021</u>		<u>2020</u>	
	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
<u>INCOME</u>				
FROM CHARITABLE ACTIVITIES:-				
ASSESSMENT FEES (FEPA)	25757.50		52622.50	
ASSESSMENT FEES (CS)	13205.00		19135.00	
ASSESSMENT FEES (OTHER)	8757.00		12813.20	
ASSESSMENT FEES PAID IN ADVANCE - - DECREASE / (INCREASE)	2563.50		(1655.00)	
REGISTRATIONS	24189.00		42680.00	
	<hr/>	74472.00	<hr/>	125595.70
FROM INVESTMENTS:-				
DIVIDENDS	577.52		820.41	
BANK INTEREST	23.37		110.71	
	<hr/>	600.89	<hr/>	931.12
TOTAL INCOME		<hr/> 75072.89		<hr/> 126526.82
<u>EXPENDITURE ON CHARITABLE ACTIVITIES</u>				
EXAMINERS EXPENSES (FEPA)	17166.25		30404.59	
EXAMINERS EXPENSES (CS)	13210.69		17957.25	
EXAMINERS EXPENSES (OTHER)	4017.70		8320.18	
GOLA ADMINISTRATION	4278.15		5652.55	
NPTC REGISTRATIONS	24748.00		40089.00	
ASSESSMENT CENTRE ORGANISER	10357.50		17785.00	
POSTAGE, TELEPHONE, OFFICE EQUIPMENT, STATIONERY & COPIER	2154.42		2989.14	
ROOM HIRE, REFRESHMENTS	-		75.00	
INSURANCES	1738.59		1715.11	
ASSESSOR TRAINING & FIRST AID	194.40		815.20	
ADVERTISING	99.44		139.14	
ACCOUNTANCY COSTS	456.00		444.00	
BAD & DOUBTFUL DEBTS	-		326.00	
PROFESSIONAL CHARGES	152.19		177.88	
EQUIPMENT PURCHASES	-		199.99	
BANK CHARGES	14.00		-	
	<hr/>		<hr/>	
TOTAL EXPENDITURE		<hr/> 78587.33		<hr/> 127090.03
NET MOVEMENT IN FUNDS		<hr/> £ (3514.44)		<hr/> £ (563.21)
 TOTAL FUNDS brought forward		<hr/> 89698.29		<hr/> 90261.50
 TOTAL FUNDS carried forward		<hr/> £ 86183.85		<hr/> £ 89698.29

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

BALANCE SHEET AT 31 MARCH 2021

	<u>Note</u>	<u>2021</u>		<u>2020</u>	
		<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
<u>CURRENT ASSETS</u>					
DEBTORS			6946.00		16575.20
INVESTMENT - NFU UNIT TRUST			32035.18		31609.85
BANK ACCOUNTS:					
CURRENT ACCOUNT		-		584.00	
BUSINESS RESERVE		61424.76		54520.03	
		<u>61424.76</u>	<u>61424.76</u>	<u>54520.03</u>	<u>55104.03</u>
			100405.94		103289.08
<u>CURRENT LIABILITIES</u>					
CREDITORS OWING	3		14222.09		13590.79
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		£	<u>86183.85</u>	£	<u>89698.29</u>
<u>ACCUMULATED FUNDS</u>					
OPENING BALANCE			89698.29		90261.50
<u>ADD SURPLUS/(DEFICIT) FROM</u>					
INCOME & EXPENDITURE ACCOUNT			(3514.44)		(563.21)
<u>TOTAL RETAINED FUNDS</u>	4	£	<u>86183.85</u>	£	<u>89698.29</u>

Approved by the Trustees on 17 May 2021

and signed on their behalf by C. Foster

.....

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

(1) Accounting Policies

These accounts have been prepared in accordance with:

Financial Reporting Standard 102 and UK GAAP.
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These accounts are prepared under the historical cost accounting rules, using the accruals basis. They are prepared on a going-concern basis as the Trustees are satisfied that this is appropriate for the charity's situation.

Income is recognised when performance has been completed. Expenditure is recognised when contracted for.

(2) Tangible Fixed Assets

The charity has no material Fixed Assets.

(3) Creditors Owing

	<u>2021</u>	<u>2020</u>
	<u>£ : p</u>	<u>£ : p</u>
Routine accounts outstanding	10489.59	7306.79
Assessment Fees received in advance	3276.50	5840.00
Accrual for current year accountancy costs	456.00	444.00
	<u>£ 14222.09</u>	<u>£ 13590.79</u>

(4) Accumulated Funds

Made up of Unrestricted Funds as follows:-

General Fund	86183.85	89698.29
	<u>86183.85</u>	<u>89698.29</u>
and Restricted Funds	-	-
	<u>£ 86183.85</u>	<u>£ 89698.29</u>

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

Registered Charity Number 514370

Financial Statements for the Year Ended 31 March 2021

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

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for the Year Ended 31 March 2021

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LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2021 which are set out on pages 2 to 4.

Responsibilities and basis of report

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

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

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

1. accounting records were not kept as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
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I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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Date: 17 May 2021

KEITH CHAMBERS F.C.A. (ICAEW)
CHARTERED ACCOUNTANT
SLEAFORD
LINCOLNSHIRE

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

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

	<u>2021</u>		<u>2020</u>	
	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
<u>INCOME</u>				
FROM CHARITABLE ACTIVITIES:-				
ASSESSMENT FEES (FEPA)	25757.50		52622.50	
ASSESSMENT FEES (CS)	13205.00		19135.00	
ASSESSMENT FEES (OTHER)	8757.00		12813.20	
ASSESSMENT FEES PAID IN ADVANCE - - DECREASE / (INCREASE)	2563.50		(1655.00)	
REGISTRATIONS	24189.00		42680.00	
	<hr/>	74472.00	<hr/>	125595.70
FROM INVESTMENTS:-				
DIVIDENDS	577.52		820.41	
BANK INTEREST	23.37		110.71	
	<hr/>	600.89	<hr/>	931.12
TOTAL INCOME		<hr/> 75072.89		<hr/> 126526.82
<u>EXPENDITURE ON CHARITABLE ACTIVITIES</u>				
EXAMINERS EXPENSES (FEPA)	17166.25		30404.59	
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GOLA ADMINISTRATION	4278.15		5652.55	
NPTC REGISTRATIONS	24748.00		40089.00	
ASSESSMENT CENTRE ORGANISER	10357.50		17785.00	
POSTAGE, TELEPHONE, OFFICE EQUIPMENT, STATIONERY & COPIER	2154.42		2989.14	
ROOM HIRE, REFRESHMENTS	-		75.00	
INSURANCES	1738.59		1715.11	
ASSESSOR TRAINING & FIRST AID	194.40		815.20	
ADVERTISING	99.44		139.14	
ACCOUNTANCY COSTS	456.00		444.00	
BAD & DOUBTFUL DEBTS	-		326.00	
PROFESSIONAL CHARGES	152.19		177.88	
EQUIPMENT PURCHASES	-		199.99	
BANK CHARGES	14.00		-	
	<hr/>		<hr/>	
TOTAL EXPENDITURE		78587.33		127090.03
NET MOVEMENT IN FUNDS		<hr/> £ (3514.44)		<hr/> £ (563.21)
TOTAL FUNDS brought forward		<hr/> 89698.29		<hr/> 90261.50
TOTAL FUNDS carried forward		<hr/> £ 86183.85		<hr/> £ 89698.29

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

BALANCE SHEET AT 31 MARCH 2021

	<u>Note</u>	<u>2021</u>		<u>2020</u>	
		<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
<u>CURRENT ASSETS</u>					
DEBTORS			6946.00		16575.20
INVESTMENT - NFU UNIT TRUST			32035.18		31609.85
BANK ACCOUNTS:					
CURRENT ACCOUNT		-		584.00	
BUSINESS RESERVE		61424.76		54520.03	
		<u> </u>	61424.76	<u> </u>	55104.03
			100405.94		103289.08
<u>CURRENT LIABILITIES</u>					
CREDITORS OWING	3		14222.09		13590.79
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		£	<u>86183.85</u>	£	<u>89698.29</u>
<u>ACCUMULATED FUNDS</u>					
OPENING BALANCE			89698.29		90261.50
<u>ADD SURPLUS/(DEFICIT) FROM</u>					
INCOME & EXPENDITURE ACCOUNT			(3514.44)		(563.21)
<u>TOTAL RETAINED FUNDS</u>	4	£	<u>86183.85</u>	£	<u>89698.29</u>

Approved by the Trustees on 17 May 2021

and signed on their behalf by C. Foster

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LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

(1) Accounting Policies

These accounts have been prepared in accordance with:

Financial Reporting Standard 102 and UK GAAP.
Charities SORP (FRS 102) and Update Bulletin 1.
Charities Act 2011 and Regulations made thereunder.

These accounts are prepared under the historical cost accounting rules, using the accruals basis. They are prepared on a going-concern basis as the Trustees are satisfied that this is appropriate for the charity's situation.

Income is recognised when performance has been completed. Expenditure is recognised when contracted for.

(2) Tangible Fixed Assets

The charity has no material Fixed Assets.

(3) Creditors Owing

	<u>2021</u>	<u>2020</u>
	<u>£ : p</u>	<u>£ : p</u>
Routine accounts outstanding	10489.59	7306.79
Assessment Fees received in advance	3276.50	5840.00
Accrual for current year accountancy costs	456.00	444.00
	<u>£ 14222.09</u>	<u>£ 13590.79</u>

(4) Accumulated Funds

Made up of Unrestricted Funds as follows:-

General Fund	86183.85	89698.29
	<u>86183.85</u>	<u>89698.29</u>
and Restricted Funds	-	-
	<u>£ 86183.85</u>	<u>£ 89698.29</u>