

**REGISTERED COMPANY NUMBER: 01828125 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 700171**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2021  
FOR  
LITE LIMITED**

**LITE LIMITED**  
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**FOR THE YEAR ENDED 30 JUNE 2021**

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## **LITE LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2021**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 June 2021. The trustees have adopted the provisions of 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**

##### **Objectives and aims**

The charity's objects and principal activity continues to be to advance the education and training of young persons, in particular students who are working in, or hope to find employment in the fields of veterinary nursing and animal care, recreation and related leisure industries by providing vocational training. There have been no material changes in the objects or policies during the year.

In planning our activities for the year we kept in mind the Charity Commissioner's guidance on public benefit and the Trustees consider that this is met, given the main purposes of the charity as set out above.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Achievements and performance**

During the 2020/21 Education and Skills Funding Agency contract year we had slightly increased numbers of apprentices in learning and maintained the high proportion following veterinary nursing apprenticeships. Our apprenticeship overall success rate increased to 78.7%, this brings us closer to our annual target of 80%. This includes the apprentices who were impacted last year by the Covid Pandemic, most of whom have progressed to achieve. Numbers on animal care and welfare have increased slightly with most following the veterinary care route. The transfer to the new awarding body for veterinary nursing apprenticeships has increased staff workload and been a challenge with the increase in examinations and assignments.

#### **FINANCIAL REVIEW**

##### **Unrestricted Funds**

Most apprentices are on the new apprenticeship standards which has resulted in the now steady income from the ESFA. It also has increased examination and assessment costs. Our other income has reduced as we no longer need to charge employers supplementary fees and the Government has reduced the contribution from small employers. Our expenditure has reduced slightly, primarily because of delivering learning online and working from home during the Pandemic. Most apprentices are now working with large employers who fund the apprenticeship through their apprenticeship levy, this results in us being less dependent on ESFA contracts.

##### **Investment powers and policy**

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the trustees wish.

##### **Reserves policy**

The trustees have reviewed the Charity's need for reserves in line with guidance issued by the Charities Commission and have issued a detailed reserves policy. Reserves are needed to bridge the funding gaps between spending on training and administration and receiving funding from the Education and Skills Funding Agency. Reserves are also held to cover possible emergency repairs and renewals. The trustees believe that in addition to known commitments, there is a need to hold at least two months running costs in reserve. Having regard to the liquidity requirements of operating the organisation the trustees have operated a policy of keeping available funds in an interest bearing deposit account and seek to achieve a rate of deposit interest which matches or exceeds inflation as measured by the retail prices index. The invested funds held on deposit achieve just the low interest rates currently available.

The reserves policy statement provides that the trustees will produce annually a detailed analysis of reserves, both restricted and unrestricted based on the accounts indicating the trustees intentions with regard to the use of those reserves.

For the year ended 30 June 2021, this analysis reveals that of total reserves of £83,248, £9,687 was held as tangible fixed assets. The Trustees recognise their need to build up the charity's free reserves to work towards the objective of maintaining four months running costs.

#### **FUTURE PLANS**

We have reopened the training centre for classes and staff are working on site. We are planning to commence a small group of level 2 dog grooming apprentices on the new standards in summer 2022. We will continue to strive for high apprenticeship success rates and promote our services to new employers.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

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.

## **LITE LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2021**

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The company is limited by guarantee and has no share capital. Under the terms of the Memorandum every member of the company undertakes to contribute to the assets of the company, in the event of being wound up while they are a member, or within one year after they cease to be a member, for payment of debts and liabilities of the company contracted before they ceased to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributors amongst themselves such amount as may be required not exceeding £10.

#### **Recruitment and appointment of new trustees**

As set out in the Articles of Association the trustees are appointed by the members of the charitable company attending the Annual General Meeting. The chair of the board of trustees is elected by the trustees. All members are circulated with invitations to nominate trustees prior to the AGM advising them of retiring trustees and requesting nominations for the AGM.

#### **Induction and training of new trustees**

New trustees undergo an induction to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee, and decision-making process, the business plan and recent financial performance of the charity. During the induction they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of the role.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

01828125 (England and Wales)

##### **Registered Charity number**

700171

##### **Registered office**

3a Church Street  
St Helens  
Merseyside  
WA10 1BA

##### **Trustees**

Mr R D Shopland-Reed

##### **Company Secretary**

Mrs J Shopland-Reed

##### **Independent Examiner**

Mr David Hudd BA FCA  
Institute of Chartered Accountants in England and Wales  
Livesey Spottiswood Ltd  
Chartered Accountants  
17 George Street  
St Helens  
Merseyside  
WA10 1DB

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 30 March 2022 and signed on its behalf by:

Mrs J Shopland-Reed - Secretary

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
LITE LIMITED**

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**Independent examiner's report to the trustees of Lite Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 June 2021.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

 BA FCA

Mr David Hudd BA FCA  
Institute of Chartered Accountants in England and Wales  
Livesey Spottiswood Ltd  
Chartered Accountants  
17 George Street  
St Helens  
Merseyside  
WA10 1DB

30 March 2022

**LITE LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 30 JUNE 2021**

		2021 Unrestricted fund £	2020 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>	Notes		
<b>Charitable activities</b>	4		
Learning and skills		269,456	294,703
Training fees		12,784	20,659
Investment income	3	3	29
Other income	5	2,662	10,162
<b>Total</b>		<u>284,905</u>	<u>325,553</u>
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>	6		
Learning and skills		259,209	287,767
 <b>NET INCOME</b>		<u>25,696</u>	<u>37,786</u>
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		57,552	19,766
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>83,248</u></u>	<u><u>57,552</u></u>

The notes form part of these financial statements

**LITE LIMITED**

**BALANCE SHEET**  
**30 JUNE 2021**

		2021 Unrestricted fund £	2020 Total funds £
	Notes		
<b>FIXED ASSETS</b>			
Tangible assets	10	9,687	8,697
<b>CURRENT ASSETS</b>			
Debtors	11	64,278	29,564
Cash at bank and in hand		44,678	51,696
		<u>108,956</u>	<u>81,260</u>
<b>CREDITORS</b>			
Amounts falling due within one year	12	(35,395)	(32,405)
<b>NET CURRENT ASSETS</b>		<u>73,561</u>	<u>48,855</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		83,248	57,552
<b>NET ASSETS</b>		<u>83,248</u>	<u>57,552</u>
<b>FUNDS</b>	14		
Unrestricted funds		83,248	57,552
<b>TOTAL FUNDS</b>		<u>83,248</u>	<u>57,552</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 30 March 2022 and were signed on its behalf by:

Mr R D Shopland-Reed - Trustee

The notes form part of these financial statements

## LITE LIMITED

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

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#### 1. STATUTORY INFORMATION

Lite Limited is a charitable company, limited by guarantee and has no share capital and is registered in England and Wales. The company's registered number and registered office address can be found in the Report of the Trustees.

The presentation currency of the financial statements is in the Pound Sterling (£).

#### 2. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

##### **Income**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income after any performance conditions have been met, the amounts can be measured reliably and it is probable that the income will be received.

Incoming resources arise primarily from the provision of learning and training.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably.

Interest on deposit account funds held is included when receivable and the amount can be measured reliably by the charity which is normally upon notification of the interest paid or payable by the bank.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Allocation and apportionment of costs**

Costs are allocated according to the nature of the cost. Where items involved more than one category they are apportioned between the categories according to the nature of the cost.

Detailed analysis of the allocation of costs is given in note 6 of the accounts.

##### **Tangible fixed assets**

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

Fixtures and fittings	- 15% on reducing balance
Computer equipment	- 20% on cost

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.



**LITE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 30 JUNE 2021**

**2. ACCOUNTING POLICIES - continued**

**Fund accounting**

All funds for the current and previous year were unrestricted.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Debtors/creditors**

Both Debtors and Creditors are included in the financial statements at transactional value.

**Going concern**

The trustees consider that there are no material uncertainties about the ability of Lite Limited to continue as a going concern.

**3. INVESTMENT INCOME**

	2021	2020
	£	£
Deposit account interest	3	29
	<u>          </u>	<u>          </u>

All the investment income in the previous year related to unrestricted funds.

**4. INCOME FROM CHARITABLE ACTIVITIES**

		2021	2020
	Activity	£	£
Skills Funding Agency	Learning and skills	269,456	294,703
Other income	Training fees	12,784	20,659
		<u>          </u>	<u>          </u>
		282,240	315,362
		<u>          </u>	<u>          </u>

All the charitable activities in the previous year related to unrestricted funds.

**5. OTHER INCOME**

	2021	2020
	£	£
St Helens MBC	2,662	2,662
Covid-19 Business Support grant	-	7,500
	<u>          </u>	<u>          </u>
	2,662	10,162
	<u>          </u>	<u>          </u>

The income from St Helens MBC relates to 80% Mandatory Charitable Relief. This value has also been included in rent and rates in order to comply with the Statement of Recommended Practice on Accounting by Charities.

All the other income in the previous year related to unrestricted funds.

**LITE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 30 JUNE 2021**

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs £	Totals £
Learning and skills	212,443	46,766	259,209

Trainee allowances and training expenses totalling £44,422 (2020 - £34,271) included above are considered to be wholly attributable to charitable activities.

Wages and salaries set out in note 9 include support costs of £39,601 (2020 - £40,929).

Governance costs of £3,060 (2020 - £3,366) are included within support costs. Of the remaining expenses, broadly 10% are considered to be support costs.

All expenditure in relation to charitable activities in the previous year was unrestricted.

**7. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2021 £	2020 £
Depreciation - owned assets	2,697	3,021
Other operating leases	154	413

**8. TRUSTEES' REMUNERATION AND BENEFITS**

**9. STAFF COSTS**

	2021 £	2020 £
Wages and salaries	151,416	173,753
Social security costs	9,823	10,527
Other pension costs	8,548	8,630
	169,787	192,910

The average monthly number of employees during the year was as follows:

	2021	2020
Learning and skills	7	9

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2021	2020
£60,001 - £70,000	1	1

The total remuneration paid in respect of the charity's key management personnel was £63,164 (2020 - £62,164).

**LITE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 30 JUNE 2021**

**10. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 July 2020	29,046	34,836	63,882
Additions	-	3,687	3,687
At 30 June 2021	29,046	38,523	67,569
<b>DEPRECIATION</b>			
At 1 July 2020	28,306	26,879	55,185
Charge for year	111	2,586	2,697
At 30 June 2021	28,417	29,465	57,882
<b>NET BOOK VALUE</b>			
At 30 June 2021	629	9,058	9,687
At 30 June 2020	740	7,957	8,697

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

	2021 £	2020 £
Trade debtors	59,787	23,773
Other debtors	1,749	1,749
Social security and other taxes	-	1,001
Prepayments	2,742	3,041
	<u>64,278</u>	<u>29,564</u>

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

	2021 £	2020 £
Trade creditors	3,060	-
Social security and other taxes	1,183	-
Accruals and deferred income	31,152	32,405
	<u>35,395</u>	<u>32,405</u>

**13. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2021 £	2020 £
Within one year	2,540	-
Between one and five years	-	7,620
	<u>2,540</u>	<u>7,620</u>

**LITE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 30 JUNE 2021**

**14. MOVEMENT IN FUNDS**

	At 1/7/20 £	Net movement in funds £	At 30/6/21 £
<b>Unrestricted funds</b>			
General fund	57,552	25,696	83,248
<b>TOTAL FUNDS</b>	<u>57,552</u>	<u>25,696</u>	<u>83,248</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	284,905	(259,209)	25,696
<b>TOTAL FUNDS</b>	<u>284,905</u>	<u>(259,209)</u>	<u>25,696</u>

Comparatives for movement in funds

	At 1/7/19 £	Net movement in funds £	At 30/6/20 £
<b>Unrestricted funds</b>			
General fund	19,766	37,786	57,552
<b>TOTAL FUNDS</b>	<u>19,766</u>	<u>37,786</u>	<u>57,552</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	325,553	(287,767)	37,786
<b>TOTAL FUNDS</b>	<u>325,553</u>	<u>(287,767)</u>	<u>37,786</u>

**LITE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 30 JUNE 2021**

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**15. EMPLOYEE BENEFIT OBLIGATIONS**

The company operates a defined contribution stakeholder pension scheme. Contributions for the year amounted to £8,548 (2020 - £8,630).

**16. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 30 June 2021.

**17. COMPANY LIMITED BY GUARANTEE**

The Charity is a company Limited by Guarantee and has no share capital.