



London College of Business Studies

**Company Limited by Guarantee
Annual Report and Financial Statements**

For The Year Ended 31 July 2019

LONDON COLLEGE OF BUSINESS STUDIES

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LONDON COLLEGE OF BUSINESS STUDIES COMPANY INFORMATION FOR THE YEAR ENDED 31 JULY 2019

Trustees	Mr Mansoor Ahmad Saad Mr Ahmad Ayyaz Shakir Mr Ahmad Sarfaraz Yasir
Company Number	05889034 (England and Wales)
Registered Charity Number	1117883
Registered Office	277 Cranbrook Road Ilford IG1 4TG United Kingdom
Solicitors	Stone King Solicitors 16 St John's Lane London EC1M 4BS

**LONDON COLLEGE OF BUSINESS STUDIES
(COMPANY NO: 05889034 ENGLAND AND WALES)
TRUSTEES' REPORT**

The Trustees present their report together with the financial statements of the charity for the period ended 31 July 2019.

The Board of Trustees is satisfied with the performance of the charity during the year and the position at 31 July 2019 and considers the charity in a reasonable position to continue its activities during the coming year and that the charity assets are adequate to fulfil its obligations.

Trustees

The following Trustees held office during the whole of the period:

Mr Mansoor Ahmad Saad
Mr Ahmad Ayyaz Shakir
Mr Ahmad Sarfaraz Yasir

Nature of governing document and constitution of the charity

Memorandum and Articles of Association Incorporated on 27 July 2006 as amended by special resolution dated September 2006 and January 2007.

Objectives and Activities of the Charity

Objects of the charity as set out in its governing document.

The Objects of the Charity are to advance education by provision of courses to home and international students.

The charity's main objectives for the year;

- | | |
|---|--|
| 1 | Delivering Higher Education at Higher National Diploma Level |
| 2 | Technical and Vocational Education |
| 3 | Adult and Other Education |
| 4 | Consultancy to Higher Education Sector |

Review of charitable activities 2018-19

After being granted course designation in June 2018, the College was able to recruit learners on its undergraduate programme, Higher National Diploma in Business. This was the time during which the College had to go through the process of implementing its policies and oversight structures which it had prudently developed over the recent years through experience of delivering higher education programmes and knowledge obtained through external stakeholders, specifically the regulatory bodies. The College had already achieved a very good outcome in its Academic Management Review through the awarding body, Pearson, and this gave the College further confidence in discharging and materialising its policies in the best way possible. The College was committed to following a strict approach to sticking to the policies, with a room for some flexibility, but only where it was to the benefit of its learners. The objective was to mainly and wholeheartedly work towards the improvement of student experience and provide value for the learners at the College. Qualified and competent teaching and administrative staff members were appointed in order to allow the College to fulfil its objectives and establish a concrete base for goal congruence. In a short time period, the College fuelled its Committee Structure, ensuring that these were able to fulfil and follow their objects. Recognising the need for a quick involvement of student participation in the governance and management of the Higher Education provision, the College followed a process of appointing student representatives from all student groups with a view of improving the quality and services through the first hand view from the learners at the receiving end. The College was able to determine the need of making additional improvements through the involvement and meeting with learners. Regular feedback was also collected to ensure that every learner has the opportunity to put forward any comments or suggestions they may have. The feedback was vigilantly monitored by the senior management for implement where possible.

With all the process effectively in place, the College was fully prepared to operate at its desired potential and capacity. The College also understood the need to further enhance learner experience and for this reason it moved to a much larger and better premises with enhanced facilities in Ilford. However, due to the cap on number of learners that the centre could recruit annually, the College was unable to operate as per its planned capacity and this pushed the College to also focus on its short training programmes. College also submitted its registration application to Office for Students (OfS), the new regulator of Higher Education as it is now a requirement for all Higher Education providers to register with the OfS in order to continue to allow its learners to access funding.

College's activities related to 2018-19 have also involved the strengthening of its operational and strategic effectiveness and control in order to effectively, efficiently and economically fulfil its purpose and objectives. This, together with, prudent financial measures, the College has mitigated risks in order to continue to sustain and maintain despite difficult external circumstances.

Throughout the financial year, the College continued to review its processes and procedures in order to find the optimum work techniques that are able to assist in goal congruence and achievement of objectives in order to ensure that it is able to achieve its objectives as well as work towards continuous improvement. There is no place for complacency in the implementation and review of quality control as it is a continuous process. The College will continue to use all endeavours in order to ensure the delivery of good quality services and benefits to the community and the establishment of growth and prosperity. With the recent developments and progress of the Charity, we are optimistic about steady growth and success as an organisation and hope to achieve a lot more in the near future.

Public Benefit

The Trustees have considered the Charity Commission's guidance on public benefit when reviewing the aim and objectives and in planning future activities. The Trustees are mindful that they need to consider and explain how the charity fulfils its charitable object and confers appreciable public benefit. They consider that effectively all the operations of the charity tend towards that end, for example;

7 London College of Business Studies is a UK online centre and therefore anyone who wishes to use the College's computer facilities can do so, free of charge.

8 Educating and training the public is beneficial to improving the society, especially learners from non-traditional routes and disadvantaged backgrounds

9 London College of Business Studies offers scholarships and discounts to students who are financially unable to pay their fee, but are exceptionally good students.

Revenue Generation

The charity has received all the income as fee from education and training provided.

Decision Making

Decisions and strategic direction are formulated by the Trustees. These decisions are then executed by the Senior Management Team.

Risk

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that the systems have been established to enable regular reports to be produced so that the necessary steps can be taken to mitigate these risks. A Risk Profiling Document is maintained in order to determine, evaluate and manage all risks associated to the organisation.

To mitigate against any financial misappropriation, Trustees and accounting staff regularly monitor and supervise the financial affairs of the charity.

Financial Review

The college has produced 12 months account. The income attributable for the period ended 31st July 2019 is £422,109. The college has seen a successive financial gain in this year after being in surplus in the previous financial period. This is another positive sign as despite the College not being able to operate at its full potential and capacity, it was able to sustain financially with the view of moving forward with no compromise of the quality of the operations.

Reserve Policy

The Trustees consider holding reserves amounting to approximately three months' average expenditure. The free reserve ensures the charity does not need to obtain overdraft facilities during the year. Additionally, in line with its plans for growth, development and enhancement of learning, the College may also plan systematic holding of additional reserves in order to reinvest these for the said objectives.

Transactions and Financial Position

The financial statements are set out on pages 8 to 13. The financial statements have been prepared implementing the 2014 Revision of the Statements of Recommended Practice (SORP) for Accounting and Reporting by charities issued by the Charity Commission for England and Wales (effective January 2015) and in accordance with the Financial Reporting Standard for the Smaller Entities (effective April 2008). As stated in the introduction of this report, the Trustees consider the financial performance by the Charity during the year to have been satisfactory.

Specific changes in Fixed Assets

Changes in fixed assets are shown in detail in the notes to the accounts.

Share Capital

The company is limited by guarantee and therefore has no share capital.

Recruitment of Trustees

London College of Business Studies adheres to maintain a good strategy to recruit its trustees. Trustees have the responsibilities to seek and induct the applicants in order to find the best and suitable candidate who will be an asset to the charity in its establishment and growth.

Accounting Policies

The accounting policies adopted by the charity are detailed in Note 1 to the financial statements. There have been no changes to the accounting policies during the period.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the Trustees to prepare accounts for each financial year. Under that law, the Trustees have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

Small company provisions

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

Signed on behalf of the Board of Trustees



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Mr Mansoor Ahmad Saad

Trustee

Approved by the board on: 28 April 2020

Independent examiner's report on the accounts

Report to the Trustees of: London College of Business Studies
On Accounts for the year ended: 31 July 2019
Charity No: 1117883
Set out on pages: 8 to 12

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2019.

Responsibilities and basis of report

As the charity's 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 Trust's accounts carried out under section 145 of the 2011 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

The charity's gross income exceeded £250,000 and the firm is qualified to undertake the examination by being a qualified member of Institute of Financial Accountants (IFA).

I have completed my examination. In addition to the accounts, I have also reviewed the Trustees' report. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.



Signature

Name: Muhammad Masood, ACCA

Date 28th April 2020

AHEA Accountants and Business Advisors
45 Chester Road
London
E7 8QT

LONDON COLLEGE OF BUSINESS STUDIES
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2019

	2019	2018
	£	£
Income	422,109	200,510
Cost of Generating	(24,465)	(7,690)
Gross Income	<u>397,644</u>	<u>192,820</u>
Resources Expended	(392,945)	(186,081)
Operating Income	<u>4,699</u>	<u>6,739</u>
Income from ordinary activities before taxation	<u>4,699</u>	<u>6,739</u>
Tax on income from ordinary activities	-	-
Net incoming resources/ (deficit)	<u><u>4,699</u></u>	<u><u>6,739</u></u>

LONDON COLLEGE OF BUSINESS STUDIES
CASH FLOW STATEMENT
FOR THE PERIOD FROM 01/08/2018 TO 31/07/2019

	2019	2018
	£	£
Cash generated from operations		
Operating Profit/ (loss)	4,699	6,739
Reconciliation to cash generated from operations:		
Depreciation	35,548	26,398
Amortisation of goodwill	-	-
(Increase)/decrease in debtors	(100,885)	(7,499)
Increase/ (Decrease) in creditors	(15,162)	(8,080)
	<u>(75,800)</u>	<u>17,558</u>
Cash from other sources		
Proceeds from sale of tangible fixed assets	-	-
	<u>-</u>	<u>-</u>
Application of cash		
Purchase of tangible/ intangible fixed assets	(63,000)	-
	<u>-</u>	<u>-</u>
Net increase / (decrease) in cash	(138,800)	17,558
Cash at bank and in hand less overdrafts at 01 August	<u>252,996</u>	<u>235,438</u>
Cash at bank and in hand less overdrafts at 31 July	<u>114,196</u>	<u>252,996</u>
 Consisting of:		
Cash at bank and in hand	<u>114,196</u>	<u>252,996</u>

LONDON COLLEGE OF BUSINESS STUDIES
STATEMENT OF FINANCIAL POSITION
AS AT 31 JULY 2019

	Notes	2019 £	2018 £
Fixed assets			
Tangible assets	4	106,644	79,192
Current assets			
Debtors	5	174,335	73,450
Cash at bank and in hand		114,196	252,996
		<u>288,531</u>	<u>326,446</u>
Creditors: amounts falling due within one year	6	(3,190)	(18,352)
Net current assets		<u>285,341</u>	<u>308,094</u>
Net assets		<u>391,985</u>	<u>387,286</u>
Capital and reserves			
Profit and loss account		391,985	387,286
Shareholders' funds		<u>391,985</u>	<u>387,286</u>

For the year ending 31 July 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section 1A - Small Entities.

Approved by the Board on 28 April 2020.



Mr Mansoor Ahmad Saad
 Director/ Trustee

LONDON COLLEGE OF BUSINESS STUDIES
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2019

1. Statutory information

London College of Business Studies is a private company, limited by shares, registered in England and Wales, registration number 05889034. The registered office is 277 Cranbrook Road, Ilford, IG1 4TG, United Kingdom.

2. Compliance with accounting standards

The accounts have been prepared in accordance with the provisions of FRS 102 Section 1A Small Entities. There were no material departures from that standard.

3. Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year, and also have been consistently applied within the same accounts.

Basis of preparation

The accounts have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets.

Presentation currency

The accounts are presented in £ sterling.

Tangible fixed assets and depreciation

Tangible assets are included at cost less depreciation and impairment. Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives:

Plant & machinery	25 %
Fixtures & fittings	25%
Computer equipment	25%
Other tangible fixed assets	25%

4. Tangible fixed assets

	Fixtures & fittings
	£
Cost or valuation	At cost
At 1 August 2018	105,590
Additions	63,000
	<hr/>
At 31 July 2019	168,590
	<hr/>
Depreciation	
At 1 August 2018	26,398
Charge for the year	35,548
	<hr/>
At 31 July 2019	61,946
	<hr/>
Net book value	
At 31 July 2019	106,644
	<hr/>
At 31 July 2018	79,192
	<hr/>

5. Debtors

	2019	2018
	£	£
Trade debtors	174,335	73,450
	<hr/>	<hr/>

LONDON COLLEGE OF BUSINESS STUDIES
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2019

6. Creditors: amounts falling due within one year	2019	2018
	£	£
Trade creditors	3,190	18,352
	<u> </u>	<u> </u>

7. Average number of employees

During the year the average number of employees was 12 (2018: 3).

LONDON COLLEGE OF BUSINESS STUDIES
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2019

	2019	2018
	£	£
Turnover		
Fees	422,109	200,510
Cost of sales		
Commissions payable	24,465	7,690
Gross Income	<u>397,644</u>	<u>192,820</u>
Administrative expenses		
Wages and salaries	130,347	40,791
Staff training and welfare	6,952	3,050
Travel and subsistence	1,265	-
Entertaining	2,290	700
Rent	66,521	41,096
Rates	1,064	-
Light and heat	3,256	-
Cleaning	11,760	-
Telephone and fax	4,483	5,585
Stationery and printing	12,590	18,896
Information and publications	15,550	6,059
Subscriptions	29,892	3,023
Bank charges	-	20
Software	13,212	4,888
Repairs and maintenance	5,526	851
Depreciation	35,548	26,398
Sundry expenses	388	60
Accountancy fees	10,130	11,500
Consultancy fees	8,230	-
Advertising and PR	15,900	3,788
Other legal and professional	18,041	19,376
	<u>392,945</u>	<u>186,081</u>
Operating Income	<u>4,699</u>	<u>6,739</u>
Net surplus on ordinary activities before taxation	<u><u>4,699</u></u>	<u><u>6,739</u></u>