

COMPANY REGISTRATION NUMBER: 01853527

CHARITY REGISTRATION NUMBER: 290458

Petans Limited
Company Limited by Guarantee
Financial statements
30 September 2022

Petans Limited

Company Limited by Guarantee

Financial statements

Year ended 30 September 2022

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Petans Limited

Company Limited by Guarantee

Trustees' annual report (incorporating the directors' report)

Year ended 30 September 2022

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 30 September 2022.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

Reference and administrative details

Registered charity name	Petans Limited
Charity registration number	290458
Company registration number	01853527
Principal office and registered office	The Training Centre Imperial Way Horsham St Faith Norwich Norfolk NR10 3GJ

The trustees

The trustees who served during the year and at the date of approval were as follows:

M L Goodall (Chairman)
J W R Best
C Fowler (appointed 19 April 2022)
S P Rose
E A Symonds (appointed 14 June 2022)

Petans Limited

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Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 30 September 2022

Business manager	A Marshall
Training and Operations Manager	I Richards
Company Secretary and Accountant	P Ludkin
 Auditor	 Lovewell Blake LLP Chartered accountants & statutory auditor Bankside 300 Peachman Way Broadland Business Park Norwich NR7 0LB
 Bankers	 National Westminster Bank 11 Market Place Great Yarmouth Norfolk NR30 1LY

Petans Limited

Company Limited by Guarantee

Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 30 September 2022

Objectives and activities

The primary aim of the Charity is to promote and advance the theoretical and practical training and education of persons engaged in the energy industry, and the public generally. There have been no material changes in the policies of the Charity since the last annual report.

The Charity has successfully continued in these stated aims and will continue to further develop its training provision with diversification into new areas where and when appropriate.

Petans strategy for achieving this is to provide specific training that is required to allow persons to work within the energy industries. In this we have particular regard to the provision of training to standards accepted within these industries. Principal amongst these are accredited training to OPITO standards for the offshore Oil and Gas industry, STCW training for the maritime business and GWO training for Wind energy industry.

In order to provide a suitable location for this offer we develop and maintain extensive practical and theoretical training facilities at Norwich and Lowestoft.

Public Benefit

The Trustees have due regard to the Charity Commission's guidance on public benefit and review the position annually.

The charitable status of Petans allows us to offer public benefit in the following ways:

We are a fully open and non-discriminating organisation, where any person may apply for the training we offer. We do not discriminate by any status.

We operate two grant programmes, New Entrant and Experience Worker, both funded entirely from within Petans.

Our New Entrant grant offers non-returnable funding of up to 33% off basic safety initial course costs for offshore, maritime or wind energy courses to eligible persons entering the energy sector who are either on an approved Government Apprenticeship, Armed Forces Resettlement Programmes or have relevant skills but are currently unemployed and receiving state benefits.

Our Experienced Worker programme recognises the need for those individuals recently made redundant or on notice of redundancy to keep their training up to date to better support the chance of reemployment in the energy sector. This scheme also offers, eligible workers, the opportunity to receive grants on courses which enable them to gain transferable skills to work in other industries within the energy sector. This supports both the individual and the sector by supporting diversity to keep valuable experience within the wider energy sector so it is not lost to other areas.

Both grant programmes are also open to applications from employers who offer positions to eligible persons.

During the financial year of 2021/22 Petans have maintained their course prices throughout another challenging year. Costs have continued to increase and with no substantial or sustained improvement in demand for offshore training services Petans have introduced a number of cost increases however these were not implemented until October 1 2022. To further support our sector and the companies within it Petans continue to provide benefit to companies and individuals by running courses below minimum resource and financial thresholds by using its charitable funds in a way that may not be afforded to a purely commercial operation.

Petans Limited

Company Limited by Guarantee

Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 30 September 2022

Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

Achievements and performance

The year has continued to be challenging as although the effects of the pandemic have continued to diminish throughout the spring and summer of 2022 we were still impacted by Covid cancellations during the autumn and winter. The largest impact to this year's financial performance which has seen an improvement in sales is the costs rises caused by spiralling expenditure particularly related, both directly and indirectly, to the increase in prices of gas and electricity. The Russian invasion of Ukraine and the leaving of the EU can both be attributed to rising prices and there is little that Petans can do to prevent the cost increases experienced.

There are some positives on the horizon and we have seen an increase in initial BOSIET and GWO courses during August and September 2022. July and August sales were above those seen in 2019 and the improvement looks to be continuing into the autumn with an increase in take up courses.

OPITO remain the only awarding body to maintain a grace period due to the pandemic. Delegates can currently complete their training up to 2 months after their expiry date (although they cannot work on an expired ticket), there is no visibility from OPITO when this will end.

With the exception of the MCA who are yet to advise of their audit plans all audits have been successfully completed for 2022. In a welcome return these have all been conducted on site for the first time since 2019.

We had hoped that there would be some stability after two years of Covid disruption, this has not happen and we have faced a year of spiralling costs. Most notably we have experienced a 76% rise in heating and lighting and a 26% increase in catering costs. With inflation at a 40 year high at over 10% it is anticipated that this will continue. We have signed a two year fixed energy contract to give us stability and we have been assured that this will see us benefitting from the government announced Energy Price Guarantee Business Support.

Petans have six Mental Health First Aiders. All operational managers hold General NEBOSH Health & Safety, with the Training & Operations Manager also hold Environmental NEBOSH. All managers hold ILM level 3 or above or an equivalent. Development is key for staff and managers a like and remains a key objective.

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Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 30 September 2022

Achievements and performance *(continued)*

We have had two new members join the Board of Trustees in May 2022. Petans' Articles and Memorandums have been reviewed by Clapham & Collinge and are in the process of being approved by the Charity Commission, once the update is accepted they will need signing and publishing with both the Charity Commission and Companies House.

We completed the majority of our capital expenditure plans which include a new dual fuel heli prop for the fire ground and new staff welfare facilities. A new compressor was installed to ensure our operation is not interrupted by redundancy. As cost control continues to be key to our activities all expenditure will continue to be done through a process of priority with the decision being made using key markers such as health and safety, quality and value. We are not alone in experiencing higher operating costs, especially when purchasing utilities and fuel required for operational purposes. We continue the aspiration of developing a proactive plan to site maintenance.

We continue to work on a cycle of continuous improvement and have implemented a Management Framework focusing on the principals of Plan, Do, Check, Act.

The Charity remains strong with healthy reserves and continues to provide cost effective training of the highest calibre, focusing on quality and best value. Through careful management of our reserves and a strong base of effective cost management our cash flow position is strong even in such difficult and unprecedented times.

The Board looks forward to the Charity's continued provision of high quality training to the industry and fully supports it in this aim.

Financial review

Total income amounted to £2,504,165 (2021: £2,472,771) and, after incurring charitable expenditure of £2,541,179 (2021: £2,333,033), the net expenditure in the year before gains on investment was £37,014 (2021: net income £139,738). Net losses on investments were £262,651 (2021: net gains £231,842) leaving net expenditure of £299,665 (2021: net income £371,580).

Reserves policy

Free reserves within the general fund at 30 September 2022 amounted to £1.1m (2021: £0.9m), together with designated funds of £1.9m (2021: £1.3m).

Our policy on reserves has been to maintain them at a level equivalent to a minimum of six months income and operating costs as defence against a reduction in activity by the offshore energy companies. This policy served us very well during the continuing industry downturn and the impact of spiralling costs attributed in part to Covid-19, Brexit and Russia's invasion of Ukraine proving our stance.

Reserves will also be held as capital for the continued development of the site to ensure equipment and assets are available to carry out our training and development plans and to replace life expired assets. Together these actions ensure we maintain our position as a provider of the best quality training using facilities specifically built for the purpose.

Investment policy

The Trustees have reviewed and considered the most appropriate method for investing our funds. A portion of the charity's funds is invested in a low risk investment plan managed by a reputable fund management organisation and the balance is held on deposit. This mix is reviewed regularly in light of interest rates available to us.

Three monthly reviews of the investments will be carried out to monitor performance.

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Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 30 September 2022

Financial review *(continued)*

Principal funding source

The principal funding source is from the fees charged to the groups and individuals who attend the training centre.

Principal risks and uncertainties

In keeping with good governance, the Trustees recognise the importance of being aware of any uncertainties faced by the Charity and to identify and record the Principal risks to the charity.

The Trustees will be the owners of this, and the senior management in Petans will manage those risks, ensuring that actions or plans are in place to mitigate or minimise them. The Risk Register will be a live document and to ensure this important matter has ongoing visibility, the subject of Risk and uncertainty is a standing item on the agenda for Board meetings.

The main risks to the Charity are:

1. The downturn in the energy sector shows little sign of significant or sustainable improvement and whilst there has been a glimmer of improvement recruitment into the industry is proving to be a challenging and slow process. Whilst this limits the number of people to train the growing competition between the awarding bodies continues to put pressure on training providers such as Petans, as we are required to put on more courses but for fewer people meaning lower income and higher cost of delivery.
2. The awarding bodies changing the standards so that fire training can no longer be completed using simulation training (gas props/modules) but requires training to only be delivered via the burning of real fuel.
3. Finding qualified and experienced staff with the appropriate and relevant background to satisfy the awarding bodies requirements. Petans are unable to train instructors in certain areas such as firefighting, emergency response and maritime and therefore have a limited pool of people to choose from who have the right background.

Plans for future periods

The Charity intends to continue the activities outlined in this report in future years. We will maintain our principal aim of delivering high quality training under an ethical governance that provides our customers with good value. As our core market continues to provide a challenge we look for appropriate areas for diversification. Any new training opportunities will continue to be reviewed researched and considered carefully, particularly where significant investment is required. We will continue to assure our clients of a quality product by maintaining our approvals and accreditations ISO, OPITO, MCA, GWO, City & Guilds and HSE as appropriate. We will ensure a proactive strategy of training and development for staff and careful investment in our resources so that we are able to adapt and adjust to market conditions appropriately.

Our staff remain our highest asset and we will continue to ensure that they receive the training and support required to do their roles in a way that keeps everyone safe and delivers best value to our end user.

We still anticipate changes in the plans to develop Norwich Airport and have seen some changes to the plans around the NDR. We will continue to ensure that we monitor these closely to ensure we are able to be proactive with our planning ensuring that negative and positive impacts are considered at all times. We had anticipated a planning response to Norwich Airport's Plans relating to Imperial Park Development during 2022 but as at the time of this report this is still not available.

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Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 30 September 2022

Structure, governance and management

Governing document

Petans Limited is a charitable company limited by guarantee, incorporated on 7 September 1984 and registered as a Charity on 16 November 1984. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10. The company has 5 members.

Recruitment and appointment of Trustees

Trustees are recruited as necessary, from the ranks of the energy industry or from relevant onshore occupations. We seek to identify and recruit Trustees who have an awareness of the industry we serve or those who bring knowledge and experience to the Charity.

Trustee induction and training

All Trustees are provided with copies of:

- The Memorandum and Articles of the Charity
- The latest accounts of the Charity
- Charity Commission guidance notes CC3 - "The Essential Trustee - What you need to know, what you need to do."

In addition, Trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

Risk management

The Trustees have conducted their own review of risks to which the Charity is exposed and systems have been established to mitigate those risks. Formal Risk Assessment programmes are in place for all ongoing activities associated with the training and Task Risk Assessment is in place for every activity throughout the day-to-day operation of the site.

There is a continual management review process in place, with our ISO 9000 accreditation monitoring these practices. Environmental risks are similarly assessed during procedures set out in our ISO 14001 policy.

The Charity operates a fully integrated management system incorporating the requirements of ISO 9000 and 14001 alongside Health and Safety Management in line with the Best Practice as per ISO 45001.

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Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 30 September 2022

Structure, governance and management *(continued)*

Organisational structure

The Board of Trustees consisted of five individuals, one of whom is appointed Chairman, who meet on a quarterly basis. The Company Secretary is Petans Company Accountant.

Petans operates a management framework structure where the Business Manager reports into the Trustees and provides regular updates as to the performance of the charity. The Business Manager has overall accountability for the performance of the Management Team who are responsible for the effective day to day management of the charity.

All staff at all levels have direct access to all members of the Management Team and to the Trustees' representative at any time.

Petans holds ISO 9000(2000) Quality Management, ISO 14001 Environmental Management and ISO 45001 Health and Safety management qualifications.

These form part of our integrated management system which clearly set out the operation and the methodology of the management of the charity in accordance with national best practice. All qualifications and the management system itself are externally audited at least annually.

Senior management pay policy

The board of Trustees and the senior management team are the key management personnel of the charity. They are in charge of directing and controlling, running and operating the Charity on a day to day basis. All Trustees give of their time freely and no trustee received remuneration for this role in the year. Details of expenses and related party transactions are disclosed in note 28 to these accounts.

The pay of the Charity's senior staff is reviewed annually, and normally increased in accordance with average earnings. In view of the nature of the charity, the trustees benchmark against pay levels in other provincial charities of a similar size.

The remuneration bench-mark is the mid-point of the range paid for similar roles adjusted for a weighting of up to 30% for any additional responsibilities.

If recruitment has proven difficult in the past a market addition is also paid, but the pay maximum no greater than the highest benchmarked salary for a comparable role.

Auditor reappointment

The auditor, Lovewell Blake LLP, is willing to continue in office and a resolution to reappoint Lovewell Blake LLP will be proposed at the annual general meeting.

Trustees' responsibilities statement

The trustees (who are also directors for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company for that period.

Petans Limited

Company Limited by Guarantee

Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 30 September 2022

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

Auditor

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

The trustees' annual report and the strategic report were approved on 13 December 2022 and signed on behalf of the board of trustees by:

M L Goodall (Chairman)
Trustee

Petans Limited

Company Limited by Guarantee

Independent auditor's report to the members of Petans Limited

Year ended 30 September 2022

Opinion

We have audited the financial statements of Petans Limited (the 'charity') for the year ended 30 September 2022 which comprise the statement of financial activities (including income and expenditure account), balance sheet, statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 30 September 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Petans Limited

Company Limited by Guarantee

Independent auditor's report to the members of Petans Limited *(continued)*

Year ended 30 September 2022

Other information

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

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

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the strategic report and the trustees' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the strategic report and the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

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Independent auditor's report to the members of Petans Limited *(continued)*

Year ended 30 September 2022

Responsibilities of trustees

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

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

Auditor's responsibilities for the audit of the financial statements

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

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

- Enquiry of management and those charged with governance;
- Enquiry of entity staff compliance functions to identify any instances of non-compliance with laws and regulations;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the rationale of significant transactions outside the normal course of activity and reviewing accounting estimates for bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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Independent auditor's report to the members of Petans Limited *(continued)*

Year ended 30 September 2022

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

Use of our report

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Mark Proctor FCA DChA (Senior Statutory Auditor)

For and on behalf of
Lovewell Blake LLP
Chartered accountants & statutory auditor
Bankside 300
Peachman Way
Broadland Business Park
Norwich
NR7 0LB

26 April 2023

Petans Limited

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Statement of financial activities (including income and expenditure account)

Year ended 30 September 2022

		2022		2021
		Unrestricted funds	Total funds	Total funds
	Note	£	£	£
Income and endowments				
Charitable activities	5	2,438,862	2,438,862	2,274,504
Other trading activities	6	37,595	37,595	28,628
Investment income	7	27,384	27,384	21,156
Other income	8	324	324	148,483
Total income		<u>2,504,165</u>	<u>2,504,165</u>	<u>2,472,771</u>
Expenditure				
Raising funds				
Investment management costs	9	(4,503)	(4,503)	(4,392)
Charitable activities	10	(2,536,676)	(2,536,676)	(2,328,641)
Total expenditure		<u>(2,541,179)</u>	<u>(2,541,179)</u>	<u>(2,333,033)</u>
Net (expenditure)/income and net movements in funds before gains and losses on investments		(37,014)	(37,014)	139,738
Net (losses)/gains on investments	11	(262,651)	(262,651)	231,842
Net (expenditure)/income and net movement in funds		<u>(299,665)</u>	<u>(299,665)</u>	<u>371,580</u>
Reconciliation of funds				
Total funds brought forward		7,230,991	7,230,991	6,859,411
Total funds carried forward		<u>6,931,326</u>	<u>6,931,326</u>	<u>7,230,991</u>

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

The notes on pages 17 to 27 form part of these financial statements.

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Balance sheet

30 September 2022

	Note	2022 £	£	2021 £	£
Fixed assets					
Tangible fixed assets	15		3,161,422		3,044,326
Investments	16		1,752,424		1,992,934
			<u>4,913,846</u>		<u>5,037,260</u>
Current assets					
Debtors	17	998,968		1,077,246	
Cash at bank and in hand		<u>1,273,461</u>		<u>1,359,069</u>	
		2,272,429		2,436,315	
Creditors: Amounts falling due within one year	19	<u>(254,949)</u>		<u>(242,584)</u>	
Net current assets			2,017,480		2,193,731
Total assets less current liabilities			<u>6,931,326</u>		<u>7,230,991</u>
Net assets			<u>6,931,326</u>		<u>7,230,991</u>
Funds of the charity					
Unrestricted funds			6,931,326		7,230,991
Total charity funds	22		<u>6,931,326</u>		<u>7,230,991</u>

These financial statements were approved by the board of trustees and authorised for issue on 13 December 2022, and are signed on behalf of the board by:

M L Goodall (Chairman)
Trustee

Company registration number: 01853527

The notes on pages 17 to 27 form part of these financial statements.

Petans Limited

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Statement of cash flows

Year ended 30 September 2022

	2022 £	2021 £
Cash flows from operating activities		
Net (expenditure)/income	(299,665)	371,580
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	320,088	308,268
Net (losses)/gains on investments	262,651	(231,842)
Dividends, interest and rents from investments	(26,644)	(21,052)
Other interest receivable and similar income	(740)	(104)
<i>Changes in:</i>		
Trade and other debtors	78,278	135,546
Trade and other creditors	12,365	(56,427)
Cash generated from operations	346,333	505,969
Interest received	740	104
Net cash from operating activities	<u>347,073</u>	<u>506,073</u>
Cash flows from investing activities		
Dividends, interest and rents from investments	26,644	21,052
Purchase of tangible assets	(437,184)	(194,857)
Purchases of other investments	(26,644)	(21,052)
Proceeds from sale of other investments	4,503	4,392
Net cash used in investing activities	<u>(432,681)</u>	<u>(190,465)</u>
Net (decrease)/increase in cash and cash equivalents	(85,608)	315,608
Cash and cash equivalents at beginning of year	<u>1,359,069</u>	<u>1,043,461</u>
Cash and cash equivalents at end of year	<u>1,273,461</u>	<u>1,359,069</u>

The notes on pages 17 to 27 form part of these financial statements.

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Notes to the financial statements

Year ended 30 September 2022

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Training Centre, Imperial Way, Horsham St Faith, Norwich, Norfolk, NR10 3GJ.

2. Statement of compliance

The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The charity constitutes a public benefit entity as defined by FRS 102.

3. Accounting policies

(a) Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets measured at fair value through income or expenditure.

(b) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(c) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Petans Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 30 September 2022

3. Accounting policies *(continued)*

(d) Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Investment income is earned through holding assets for investment purposes such as shares. It includes dividends and interest. Where it is not practicable to identify investment management costs incurred within a scheme with reasonable accuracy the investment income is reported net of these costs. It is included when the amount can be measured reliably. Interest income is recognised using the effective interest method and dividend and rent income is recognised as the charity's right to receive payment is established.
- Income from charitable activities is accounted for in the period in which the service is delivered.
- Trading income is inclusive of income generated from lunches and rental income.

(e) Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the company will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

(f) Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

(g) Tangible assets

All fixed assets are initially recorded at cost. Capital expenditure of less than £1,000 is charged to the Statement of Financial Activities in the year in which it is incurred.

Petans Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 30 September 2022

3. Accounting policies *(continued)*

(h) Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Leasehold property	-	2% - 33% straight line
Training equipment	-	5% - 50% straight line
Plant and machinery	-	5% - 25% straight line
Office equipment	-	20% - 50% straight line

(i) Investments

Listed investments are measured at fair value with changes in fair value being recognised in the SOFA.

(j) Operating leases

Rents payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

(k) Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

(l) Defined contribution plans

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expenses as they become payable.

4. Limited by guarantee

Petans Limited is a registered charity and company limited by guarantee with no share capital. The liability of each member in the event of a winding up is limited to £1.

Petans Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 30 September 2022

5. Charitable activities

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Survival at sea	914,942	914,942	879,682	879,682
Offshore helicopter operations	340,417	340,417	252,541	252,541
Seagoing safety - OSTP	159,763	159,763	189,127	189,127
Fire fighting	311,807	311,807	261,266	261,266
Practical safety	104,771	104,771	83,435	83,435
Management safety	40,100	40,100	32,980	32,980
STCW	222,283	222,283	245,194	245,194
Opito registration	72,046	72,046	75,863	75,863
GWO	272,733	272,733	254,416	254,416
	<u>2,438,862</u>	<u>2,438,862</u>	<u>2,274,504</u>	<u>2,274,504</u>

6. Other trading activities

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Rental income	26,560	26,560	19,760	19,760
Lunch money	11,035	11,035	8,868	8,868
	<u>37,595</u>	<u>37,595</u>	<u>28,628</u>	<u>28,628</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Income from listed investments	26,644	26,644	21,052	21,052
Interest received	740	740	104	104
	<u>27,384</u>	<u>27,384</u>	<u>21,156</u>	<u>21,156</u>

8. Other income

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Other income	324	324	373	373
Covid-19 Job Retention Scheme	—	—	148,110	148,110
	<u>324</u>	<u>324</u>	<u>148,483</u>	<u>148,483</u>

Government grant income received was £Nil (2021: £148,110).

Petans Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 30 September 2022

9. Investment management costs

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Portfolio management	<u>4,503</u>	<u>4,503</u>	<u>4,392</u>	<u>4,392</u>

10. Expenditure on charitable activities

	Activities undertaken directly £	Support costs £	Total funds 2022 £	Total fund 2021 £
Staff costs	992,792	198,145	1,190,937	1,158,738
Consultancy fees	–	–	–	5,250
External costs	537,386	–	537,386	432,572
Meals	138,472	–	138,472	110,088
Other direct costs	223,937	–	223,937	201,692
Support costs	–	111,025	111,025	95,925
Depreciation	320,088	–	320,088	308,268
Governance costs	–	14,831	14,831	16,108
	<u>2,212,675</u>	<u>324,001</u>	<u>2,536,676</u>	<u>2,328,641</u>

Analysis of governance costs:

	2022 £	2021 £
Audit fees	9,610	8,900
Auditors remuneration for non audit services	5,221	7,208
	<u>14,831</u>	<u>16,108</u>

During the years ended 30 September 2022 and 2021 all expenditure in respect of costs of charitable activities was unrestricted.

11. Net (losses)/gains on investments

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Gains/(losses) on listed investments	<u>(262,651)</u>	<u>(262,651)</u>	<u>231,842</u>	<u>231,842</u>

12. Net (expenditure)/income

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

	2022 £	2021 £
Depreciation of tangible fixed assets	320,088	308,268
Fees payable for the audit of the financial statements	9,610	8,900
Operating lease rentals	108,953	98,284
Fees payable from non-audit services	<u>5,221</u>	<u>7,208</u>

Petans Limited

Company Limited by Guarantee

Notes to the financial statements (continued)

Year ended 30 September 2022

13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2022 £	2021 £
Wages and salaries	1,063,947	1,022,577
Social security costs	82,718	78,335
Employer contributions to pension plans	44,272	57,826
	<u>1,190,937</u>	<u>1,158,738</u>

The average head count of employees during the year was 56 (2021: 54).

The number of employees whose remuneration for the year fell within the following bands, were:

	2022 No.	2021 No.
£60,000 to £69,999	<u>1</u>	<u>1</u>

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £193,539 (2021:£196,528).

14. Trustee remuneration and expenses

No Trustees received any remuneration or expenses payments during the year.

For payments to organisations to which the Trustees are related, please refer to note 27.

15. Tangible fixed assets

	Leasehold property £	Training equipment £	Plant and machinery £	Office equipment £	Total £
Cost					
At 1 October 2021	4,803,105	2,590,169	657,383	207,345	8,258,002
Additions	108,355	325,822	—	3,007	437,184
At 30 September 2022	<u>4,911,460</u>	<u>2,915,991</u>	<u>657,383</u>	<u>210,352</u>	<u>8,695,186</u>
Depreciation					
At 1 October 2021	3,615,071	749,934	655,529	193,142	5,213,676
Charge for the year	115,568	197,159	403	6,958	320,088
At 30 September 2022	<u>3,730,639</u>	<u>947,093</u>	<u>655,932</u>	<u>200,100</u>	<u>5,533,764</u>
Carrying amount					
At 30 September 2022	<u>1,180,821</u>	<u>1,968,898</u>	<u>1,451</u>	<u>10,252</u>	<u>3,161,422</u>
At 30 September 2021	<u>1,188,034</u>	<u>1,840,235</u>	<u>1,854</u>	<u>14,203</u>	<u>3,044,326</u>

Petans Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 30 September 2022

16. Investments

	Listed investments £
Cost or valuation	
At 1 October 2021	1,992,934
Additions	26,644
Disposals	(4,503)
Fair value movements	(262,651)
At 30 September 2022	<u>1,752,424</u>
Impairment	
At 1 October 2021 and 30 September 2022	
Carrying amount	
At 30 September 2022	<u>1,752,424</u>
At 30 September 2021	<u>1,992,934</u>

All investments shown above are held at valuation.

Financial assets held at fair value

The fair value of listed investments is determined by reference to the quoted price for these assets in an active market at the balance sheet date.

Investments comprise the following:

	2022 £	2021 £
Listed securities	<u>1,752,424</u>	<u>1,992,934</u>

17. Debtors

	2022 £	2021 £
Trade debtors	210,700	216,253
Prepayments and accrued income	788,113	860,839
Other debtors	155	154
	<u>998,968</u>	<u>1,077,246</u>

Included in prepayments is £736,902 (2021: £813,132) relating to an advanced lease charge for the land occupied by the charity under lease until 2031. Of the £736,902 included in prepayments £660,672 was due after more than 1 year.

Petans Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 30 September 2022

18. Cash and cash equivalents

Cash and cash equivalents consist of:

	2022	2021
	£	£
Cash at bank and in hand	21	1,457
Short term deposits	1,358,914	1,041,870
Petty cash	134	134
	<u>1,359,069</u>	<u>1,043,461</u>

19. Creditors: Amounts falling due within one year

	2022	2021
	£	£
Trade creditors	49,794	69,505
Accruals and deferred income	103,123	83,716
Social security and other taxes	96,587	83,798
Other creditors	5,445	5,565
	<u>254,949</u>	<u>242,584</u>

20. Deferred income

	2022	2021
	£	£
At 1 October 2021	51,230	58,741
Amount released to income	(51,230)	(58,741)
Amount deferred in year	67,568	51,230
At 30 September 2022	<u>67,568</u>	<u>51,230</u>

Deferred income relates to monies received in advance of courses for the 2022/23 financial year.

21. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £44,272 (2021: £57,826).

Petans Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 30 September 2022

22. Analysis of charitable funds

Year ended 30 September 2022

	At 1 October 2021 £	Income £	Expenditure £	Transfers £	Gains and losses £	At 30 September 2022 £
Unrestricted Income Funds						
Decommissioning Fund (Designated)	800,000	—	—	200,000	—	1,000,000
Capital Projects Fund (Designated)	500,000	—	—	400,000	—	900,000
General Funds	5,930,991	2,504,165	(2,541,179)	(600,000)	(262,651)	5,031,326
	<u>7,230,991</u>	<u>2,504,165</u>	<u>(2,541,179)</u>	<u>—</u>	<u>(262,651)</u>	<u>6,931,326</u>

Year ended 30 September 2021

	At 1 October 2021 £	Income £	Expenditure £	Transfers £	Gains and losses £	At 30 September 2022 £
Unrestricted Income Funds						
Decommissioning Fund (Designated)	600,000	—	—	200,000	—	800,000
Capital Projects Fund (Designated)	500,000	—	—	—	—	500,000
General Funds	5,759,411	2,472,771	(2,333,033)	(200,000)	231,842	5,930,991
	<u>6,859,411</u>	<u>2,472,771</u>	<u>(2,333,033)</u>	<u>—</u>	<u>231,842</u>	<u>7,230,991</u>

The Capital Projects Fund was set up by the Trustees to set aside funds for capital expenditure.

The Decommissioning Fund was set up by the Trustees to set aside funds for the potential future clearance of the site that the charity occupies.

Transfers

Transfers for the year ended 30 September 2022 from the General Fund amounted to the following:

	£
Annual transfer to decommissioning fund	(200,000)
Transfer from Capital Projects fund for fixed asset additions	437,184
Transfer to Capital Projects fund for future projects	(837,184)
	<u>(600,000)</u>

Petans Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 30 September 2022

Transfers for the year ended 30 September 2021 from the General Fund amounted to the following:

	£
Annual transfer to decommissioning fund	(200,000)

23. Analysis of net assets between funds

Year ended 30 September 2022

	Tangible fixed assets £	Investments £	Net current assets £	Total £
Unrestricted Income Funds				
Designated Funds	–	1,000,000	900,000	1,900,000
General Funds	3,161,422	752,424	1,117,480	5,031,326
	<u>3,161,422</u>	<u>1,752,424</u>	<u>2,017,480</u>	<u>6,931,326</u>

Year ended 30 September 2021

	Tangible fixed assets £	Investments £	Net current assets £	Total £
Unrestricted Income Funds				
Designated Funds	–	–	1,300,000	1,300,000
General Funds	3,044,326	1,992,934	893,731	5,930,991
	<u>3,044,326</u>	<u>1,992,934</u>	<u>2,193,731</u>	<u>7,230,991</u>

24. Financial instruments

The carrying amount for each category of financial instrument is as follows:

	2022 £	2021 £
Financial assets measured at fair value through income and expenditure		
Fixed asset listed investments (note 16)	<u>1,752,424</u>	<u>1,992,934</u>

25. Analysis of changes in net debt

	At 1 October 2021 £	Cash flows £	At 30 September 2022 £
Cash at bank and in hand	<u>1,359,069</u>	<u>(85,608)</u>	<u>1,273,461</u>

Petans Limited

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 30 September 2022

26. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2022	2021
	£	£
Not later than 1 year	28,263	32,095
Later than 1 year and not later than 5 years	101,634	101,943
Later than 5 years	55,060	76,472
	<u>184,957</u>	<u>210,510</u>

27. Related parties

In the year ended 30 September 2021 the Charity obtained membership from the East of England Energy Group, a company of which M Goodall was a director until 7 October 2021. The expenditure in relation to this amounted to £1,548 with £1,548 balance owing by the Charity at the year end. Due to M Goodall's resignation there are no related party transactions to disclose for the year ended 30 September 2022.

M Ludkin, daughter of P Ludkin (member of key management personnel) is employed by the charity. M Ludkin's appointment was made in open competition and P Ludkin was not involved in the decision-making process regarding appointment. M Ludkin is paid within the normal pay scale for her role and receives no special treatment as a result of her relationship with a member of key management personnel.