

**Company Number 5889034**

**Charity Number 1117883**



# **Hamilton**

College London

**Company limited by guarantee**

**Annual Report and financial statements**

**For the period ended 07 February 2016**

## Contents

	Page
Trustees' Report	3-8
Auditor's report	9
Statement of financial Activities	10
Cash Flow Statement	11
Balance Sheet	12
Notes to the Financial Statements	13-16

The Trustees present their report together with the financial statements of the charity for the period ended 07 February 2016.

The Board of Trustees is satisfied with the performance of the charity during the year and the position at 07 February 2016 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.

#### **Reference and Administrative Details**

**Registered Company Number** 05889034 (England and Wales)

**Registered Charity Number** 1117883

#### **Registered Office**

9 Albert Embankment

London

SE1 7SP

#### **The Trustees**

Mr MA Saad

Mr AS Yasir

Mr A Safeer

Mr AA Shakir

#### **Company Secretary**

Mr MA Saad

#### **Auditors**

Amstor Accountants Ltd

15 Leopold Street,

Birmingham

B12 0UP

#### **Bankers**

Natwest Bank Plc

135 Bishopsgate

London

EC2M 3UR

#### **Solicitors**

Stone King Solicitors

16 St John's Lane

London

EC1M 4BS

### **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. First-degree level Higher Education
2. Post-degree level Higher Education
3. General Secondary Education
4. Technical and Vocational Education
5. Adult and Other Education
6. Consultancy to Higher Education Sector

### **Review of charitable activities 2015-16**

Considering the previous year, 2014-15, in which the College continued to focus on local students and performed quite well in light of the various external difficulties it was confronted with; it left the College with a tall task to continue to excel operationally through cemented internal control effectiveness, while responding to the challenges faced ahead. The College managed these challenges really well and was able to meet its goals and the expectations of its integrally connected stakeholders, the 'Learners'. In a short span of time the College was able to provide extra classes and dedicate extra resources towards the students' success and progress which brought favourable results.

The College's year 2015-16 was confronted with challenges by the awarding bodies to externally verify the results as the major regulatory body, Business Innovation and Skills, had required the Awarding Body, Pearson, to review and verify student performances. This had a dual effect; firstly, of any student registrations posed as pending being recognised for registrations and, secondly, the acknowledgement of the College's tremendous hard work by the Awarding Body, Pearson. The College was informed that the students' work was admirably good and so had the College performed appropriate procedures to fulfil the requirement of the assessment and as a result making it authentic.

It can also be said that the threshold academic standards and quality of education rendered by the charity were confirmed through the recent successful reviews conducted by the Awarding Body in which the College is being recognised as a great centre for its Learners.

A majority of students' Certificate or results were published and released by the Awarding Body and the remaining students' certificates were put on hold for the fact that further assessment verification was required which the College felt of as unreasonable and unfounded considering the preceding event. However, whatever the scenario, the College underwent another review by the

Awarding Body and passed this with considerable ease. All of the learners at the College have now been awarded a qualification which is a great achievement.

During the same year, in February 2016 to be precise, QAA conducted a Higher Education Review at the College after the investigation visit conducted in January 2015 (The investigation visit and the procedures applied in the visit were of dubious nature and highly questionable and disputed by the College).

The nature and scope of this QAA HER review was different and comparatively new for the alternative providers in the industry. Similarly, the outcome of this QAA HER review was based around a total of 20 performance indicators, out of which the College was able to meet expectation in 16 indicators and requires improvement in order to meet the expectation of the remaining four indicators. In accordance with this the College has submitted its Action Plan to the QAA and is currently awaiting a re-review in order to fully demonstrate the compliance with all the indicators.

Furthermore, 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. The College is also hopeful to regain its course designation. 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;

- AA Hamilton College is a UK online centre and therefore anyone who wishes to use the College's computer facilities can do so, free of charge.
- Education and training the public is beneficial to improving the society.
- AA Hamilton College offers scholarships and discounts to students who financially are unable to pay their fee, yet they are exceptionally good students.

## **Revenue Generation**

The charity has received all the income as fee from the students.

## **Decision Making**

Decisions and strategic direction are formulated by the Trustees. These decisions are then executed by the executive director.

## **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 lessen these risks.

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

## **Financial Review**

The tuition fees attributable for the period ended 07<sup>th</sup> February 2016 is £1,778,560.

## **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.

## **Transactions and Financial Position**

The financial statements are set out on pages 10 to 16. The financial statements have been prepared implementing the 2005 Revision of the Statement of recommended Practice for Accounting and Reporting by charities issued by the Charity Commission for England and Wales (effective April 2005) 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**

AA Hamilton College adheres to maintain a good strategy to recruit its trustees. Trustees have the responsibilities to seek 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.

### **Trustees' responsibilities in relation to financial statements**

Law applicable to the charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgement and estimate that are reasonable and prudent;
- State whether applicable accounting standards and statement of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping financial records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that financial statements comply with the Charities Act 2006 and 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.

This report has been prepared in accordance with Statement of Recommended Practice; Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of the Companies Act 2006 relating to small entities.



17-05-2017

.....  
Mr Mansoor Ahmad Saad  
Trustee/Director



**AA Hamilton College Limited**  
**Independent auditors' report**  
**To the member of AA Hamilton College Ltd**

We have audited the accounts of AA Hamilton College Limited for the year ended 7 February 2016 which comprise the Profit and Loss Account, the Balance Sheet, the Statement of Changes in Equity and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'.

This report is made solely to the company'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 company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of directors and auditors**

As explained more fully in the Statement of Directors' Responsibilities, the directors are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors. In accordance with the exemption provided by APB Ethical Standard - Provisions Available for Smaller Entities (Revised), we have prepared and submitted the company's returns to the tax authorities and assisted with the preparation of the accounts.

**Scope of the audit of the accounts**

A description of the scope of an audit of financial statements is provided on the APB's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate)

**Opinion on the accounts**

In our opinion the accounts:

- give a true and fair view of the state of the company's affairs as at 7 February 2016 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion the information given in the Directors' Report for the financial year for which the accounts are prepared is consistent with the accounts.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where 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 accounts are not in agreement with the accounting records and returns; or
- certain disclosures of directors remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the accounts in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the directors' report and take advantage of the small companies exemption from the requirement to prepare a strategic report.



Farhan Khatri FCCA  
(Senior Statutory Auditor)  
For and behalf of  
Amstor Accountants Limited  
Accountants and Statutory Auditors

15 Leopold Street  
High gate  
Birmingham  
West Midlands  
B12 0UP

17 May 2017

**AA Hamilton College Limited**  
**Statement of Financial Activities for**  
**the year ended 7 February 2016**

		Unrestricted	Restricted		
	Notes	Funds	Funds	All Funds	All Funds
		2016	2016	2016	2015
		£	£	£	£
<b>Income resources</b>					
i) Fees receivable	2	1,778,560	0	1,778,560	1,890,119
ii) Bank Interest received					
iii) Rent receivable					
iv) other income					
<b>Total Incoming resources</b>		<u>1,778,560</u>	<u>0</u>	<u>1,778,560</u>	<u>1,890,119</u>
<b>Resources expended</b>					
Costs of generating voluntary income		284,335	0	284,335	231,950
Charitable activities		1,330,555		1,330,555	1,562,231
Governance costs		19,724		19,724	21,486
Other resources					
<b>Total resources expended</b>		<u>1,634,614</u>	<u>0</u>	<u>1,634,614</u>	<u>1,815,667</u>
<b>Net Incoming Resources</b>		143,946	0	143,946	74,452
<b>Net Movement in Funds</b>					
Funds balance brought forward as at 08 February 2015		1,055,312	0	1,055,312	980,860
<b>Funds balance carried forward as at 07 February 2016</b>		<u><u>1,199,258</u></u>	<u><u>0</u></u>	<u><u>1,199,258</u></u>	<u><u>1,055,312</u></u>

**AA Hamilton College Limited**  
**Cash Flow Statement**  
**for the period from 8 February 2015 to 7 February 2016**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b>Cash generated from operations</b>		
Operating Profit/ loss	143,946	74,452
Reconciliation to cash generated from operations:		
Depreciation	46,071	84,427
Amortisation of goodwill	25,500	25,500
(Increase)/decrease in debtors	434,250	(51,338)
Increase/ (Decrease) in creditors	247,597	(35,001)
	<u>897,364</u>	<u>97,990</u>
<b>Cash from other sources</b>		
Proceeds from sale of tangible fixed assets	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
<b>Application of cash</b>		
Purchase of tangible/ intangible fixed assets	<u>-</u>	(33,483)
	<u>-</u>	(33,483)
<b>Net increase / (decrease) in cash</b>	897,364	64,507
Cash at bank and in hand less overdrafts at 8 February	<u>385,777</u>	<u>321,270</u>
<b>Cash at bank and in hand less overdrafts at 7 February</b>	<u>1,283,141</u>	<u>385,777</u>
Consisting of:		
Cash at bank and in hand	<u>1,283,141</u>	<u>385,777</u>

**AA Hamilton College Limited**  
**Balance Sheet**  
**as at 7 February 2016**

	Notes	2016 £	2015 £
<b>Fixed assets</b>			
Intangible assets		25,500	51,000
Tangible assets	4	<u>138,214</u>	<u>184,285</u>
		163,714	235,285
<b>Current assets</b>			
Other debtors		-	434,250
Cash at bank and in hand	5	<u>1,283,141</u>	<u>385,777</u>
		1,283,141	820,027
<b>Liabilities: amounts falling due</b>			
<b>within one year</b>	6	<u>247,597</u>	-
<b>Net current assets</b>		1,035,544	820,027
<b>Net assets</b>		<u>1,199,258</u>	<u>1,055,312</u>
<b>Represented by:</b>			
Unrestricted funds	8	1,199,258	1,055,312
		<u>1,199,258</u>	<u>1,055,312</u>

Approved by the Board of Trustees on 17<sup>th</sup> May 2017 and signed on its behalf by



Mr Masood Ahmad Saad  
 Director/ Trustee

**AA Hamilton College Limited**  
**Notes to the Accounts**  
**for the period from 8 February 2015 to 7 February 2016**

**1 Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding period.

**1.1. Basis of accounting**

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 2006.

**1.2. Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of Grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

**1.3. Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

**1.4. Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, equipment	fittings	and	
			· 25% Reducing Balance

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date. The differences are taken to the profit and loss account.

**AA Hamilton College Limited**  
**Notes to the Accounts**  
**for the period from 8 February 2015 to 7 February 2016**

<b>1 Income</b>			<b>2016</b>	<b>2015</b>
			<b>£</b>	<b>£</b>
Tuition fees			1,778,560	1,890,119
other income			-	-
			<u>1,778,560</u>	<u>1,890,119</u>
<b>2 Other direct charitable expenditure</b>			<b>2016</b>	<b>2015</b>
			<b>£</b>	<b>£</b>
Commission payable			284,335	231,950
Staff welfare			19,724	21,200
			<u>304,059</u>	<u>253,150</u>
<b>3 Management &amp; Administrative Expenditure</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2016</b>	<b>2015</b>
	<b>Funds</b>	<b>Funds</b>	<b>£</b>	<b>£</b>
	<b>£</b>	<b>£</b>		
Heat & light	22,575	-	21,970	21,970
Rates and water	3,121	-	2,482	2,482
Cleaning and security expenses	46,133	-	47,856	47,856
Motor and travel expenses	2,535	-	3,450	3,450
Repairs and maintenance	17,398	-	15,778	15,778
Telephone	5,889	-	14,625	14,625
Professional fees	35,385	-	31,657	31,657
Legal and insurance charges	38,609	-	2,958	2,958
Accountancy and auditing	23,959	-	21,486	21,486
Depreciation	71,571	-	109,927	109,927
Printing, postage, stationery and literature	54,581	-	52,565	52,565
Consultancy fees	93,931	-	83,556	83,556
Bank charges	20	-	70	70
Wages and salaries	328,884	-	465,263	465,263
Freelance teaching staff	67,441	-	224,968	224,968
Sundry expenses	112	-	1,856	1,856
IT expenses	24,416	-	21,029	21,029
Recreational activities/ graduation ceremony	23,354	-	19,310	19,310
Advertising	38,745	-	24,398	24,398
Subscriptions	84,224	-	56,390	56,390
Books & learning material	16,235	-	10,300	10,300
Rent payable	331,437	-	330,623	330,623
	<u>1,330,555</u>	<u>-</u>	<u>1,562,517</u>	<u>1,562,517</u>

**AA Hamilton College Limited**  
**Notes to the Accounts**  
**for the period from 8 February 2015 to 7 February 2016**

**4 Tangible fixed assets**

	<b>Land and buildings £</b>	<b>Furniture &amp; Fittings £</b>	<b>Total £</b>
<b>Cost</b>			
At 8 February 2015	-	422,135	422,135
Additions	-	-	-
Disposals	-	-	-
At 7 February 2016	-	422,135	422,135
<b>Depreciation</b>			
At 8 February 2015	-	237,850	237,850
Charge for the period	-	46,071	46,071
On disposals	-	-	-
At 7 February 2016	-	283,921	283,921
<b>Net book value</b>			
At 7 February 2016	-	138,214	138,214
At 8 February 2015	-	184,285	184,285

**5 Cash in hand and at bank**

Bank - Current account

<b>2016</b>	<b>2015</b>
<b>£</b>	<b>£</b>
1,283,141	385,777

<b>1,283,141</b>	<b>385,777</b>
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**6 Liabilities: amounts falling due within one year**

Trade creditors	(208,873)	-
Other taxes and social security	(28,759)	-
Creditors and accruals	-	-
	<b>(247,597)</b>	<b>-</b>

**7 Employees**

Wages and salaries	328,884	465,263
Average Number of Employees	19	32

**AA Hamilton College Limited**  
**Notes to the Accounts**  
**for the period from 8 February 2015 to 7 February 2016**

**8 Unrestricted Funds**

	<b>At 8 Feb 2015 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>At 07 Feb 2016 £</b>
Unrestricted Funds	1,055,312	1,778,560	(1,634,614)	1,199,258

**Purpose of Unrestricted Funds**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.