

YORKSHIRE PROFICIENCY TEST COMMITTEE

FINANCIAL ACCOUNTS

31ST AUGUST 2017

Registered number: 1006706

HUNTER GEE HOLROYD

CHARTERED ACCOUNTANTS

York

YORKSHIRE PROFICIENCY TEST COMMITTEE

FINANCIAL ACCOUNTS

FOR THE YEAR ENDED

31ST AUGUST 2017

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YORKSHIRE PROFICIENCY TEST COMMITTEE**TRUSTEES REPORT FOR THE YEAR ENDED 31ST AUGUST 2017**

The trustees present their annual report and financial statements of the charity for the year ended 31st August 2017. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 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 (FRS102).

1. Reference and administrative information

The Trustees who served during the year were:

Mr R Searby	Mr G Wilson
Mr C Rooke	Ms K Searby

Secretary: Mrs J Rooke

Charity Number: 1006706

Bankers

HSBC Bank plc
Bridge Street
Boroughbridge
York
YO51 9LE

Independent Examiner

Hunter Gee Holroyd
Club Chambers
Museum Street
York
YO1 7DN

Solicitors

Grays
Duncombe Place
York
YO1 7DY

Principal Address

Beeches Farm
Tollerton Lane
Newton on Ouse
York
YO30 2BZ

2. Structure governance and management

The charity was created by a trust deed dated 26th November 1974 as amended 17th July 1991, 19th October 1994 and 26th March 1996.

The committee consists of members of the National Farmers Union, Transport & General Worker's Union, Young Farmer's Clubs and Further Education Providers. It may also include co-opted members as required.

The committee shall meet a sufficient number of times each year to carry out the work before them and as requested by the chairman.

Trustees are appointed by the committee.

The induction process for newly appointed trustees comprises an initial meeting with the trustees to brief them on their legal obligations under charity law, the decision making processes of the charity and its policies and procedures.

The committee is responsible for all matters, including the assessing, monitoring and maintaining of standards relating to awards within the geographical area of jurisdiction and shall act on recommendation of the National Proficiency Tests Council.

It shall seek to promote and publicise awards wherever possible.

It shall provide facilities to enable access to awards for any persons who may require them.

It shall recruit, train and appoint examiners and or assessors for awards to the criteria determined by the Council and ensure that such examiners and assessors are regularly updated in accordance with the policies of the Council. It shall review annually its lists of examiners and assessors.

It shall submit an annual report to interested bodies and will receive recommendations from participating bodies.

Continued

YORKSHIRE PROFICIENCY TEST COMMITTEE

TRUSTEES REPORT FOR THE YEAR ENDED 31ST AUGUST 2017 (Continued)

3. Objects and activities

The objectives are the advancement of education by means of collaboration with the National Proficiency Tests Council in the administration of:

- 1) Schemes of proficiency tests within the county of Yorkshire and South Cleveland and such surrounding geographical area as the committee, at the request of the council, may from time to time decide.
- 2) Vocational qualifications, certificates of qualification and other such awards in agriculture, horticulture, forestry and other industries within the county of Yorkshire and South Cleveland and surrounding geographical area as the committee shall from time to time decide.

In planning the activities for the year the trustees have kept in mind the Charity Commission's guidance on public benefit at the trustee meetings.

4. Achievements and performance

Compared to last year, 2016/17 showed a decrease in net income.
During the year 4,120 tests were completed, compared to 4,170 tests in 2015/16.
This was slightly ahead of the original target for the year of 4,060.

5. Financial review

The total income from Candidate fees this year has increased to £319,744 an increase of £2,852. As a result the SOFA shows net incoming gains for the year of £40,679 compared to £29,649 in 2016.

Reserves policy:

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to six month's expenditure. This provides sufficient funds to cover management and administration costs and to cover Examiner's Fees which arise. The balance held as unrestricted funds at 31st August 2017 were £516,260 of which £182,869 are regarded as free reserves, after allowing for funds tied up in fixed assets. Actual six month's expenditure totalled £144,537 and hence the target reserves were maintained throughout the year in order to build up reserves due to the anticipated decline in future income.

Risk management:

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen the risks.

Investment powers and policy:

Under the trust deed, the charity has the power to make any investment which the members see fit, in accordance with the objectives of the Committee.

The trustees have not adopted an ethical investment policy.

Continued

YORKSHIRE PROFICIENCY TEST COMMITTEE

TRUSTEES REPORT FOR THE YEAR ENDED 31ST AUGUST 2017
(Continued)

6. Plans for Future Periods

The committee have set a target of tests for 2017/18 of 4,120.

As a result of various external factors affecting the charity, future plans are to maintain testing at current levels for the foreseeable future.

7. Trustees' responsibilities in relation to the financial statements

Law applicable to 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 should follow best practice and:

- a) Select suitable accounting policies and then apply them consistently;
- b) Make judgements and estimates that are reasonable and prudent;
- c) State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.
- d) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with applicable law, regulations and trust deed. The trustees 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.

The report was approved by the Trustees on 13th November 2017 and signed on their behalf by:

Mr R Searby

Mr C R Rooke

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
YORKSHIRE PROFICIENCY TEST COMMITTEE

I report on the accounts of the charity for the year ended 31st August 2017 which are set out on pages 3 to 7.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioner (under section 145 (5) (b) of the 2011 Act); and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Nigel Peter Atkinson FCA
Hunter Gee Holroyd
Club Chambers
Museum Street
York YO1 7DN

22nd November 2017

YORKSHIRE PROFICIENCY TEST COMMITTEE**STATEMENT OF FINANCIAL ACTIVITIES****YEAR ENDED 31ST AUGUST 2017**

	Note	2017 £	2016 £
<u>Income (unrestricted)</u>			
Income from charitable activities:			
Candidate fees		319,744	316,892
Investment income	2	10,638	9,228
Total Income		330,382	326,120
<u>Expenditure</u>			
Expenditure on Charitable Activities:			
Operating costs	3	289,703	296,471
Total Expenditure		289,703	296,471
Net Income For The Year		40,679	29,649
Accumulated fund as at 1st September 2016		475,581	445,932
Accumulated fund as at 31st August 2017		516,260	475,581

YORKSHIRE PROFICIENCY TEST COMMITTEE**BALANCE SHEET AS AT 31ST AUGUST 2017**

	Note	£	2017 £	£	2016 £
<u>Fixed Assets</u>					
Tangible assets	6		381		1,009
Investments			300,000		0
<u>Current Assets</u>					
Stocks and work in progress		6,720		8,000	
Debtors		27,647		22,899	
Scottish Widows bank account		76,125		300,000	
Cash at bank and in hand		106,744		159,815	
		<u>217,236</u>		<u>490,714</u>	
<u>Creditors: amounts falling due within one year</u>					
Creditors		0		14,785	
Accruals		<u>1,357</u>		<u>1,357</u>	
		<u>1,357</u>		<u>16,142</u>	
<u>Net Current Assets</u>			215,879		474,572
<u>Net Assets</u>			<u>516,260</u>		<u>475,581</u>
<u>Unrestricted Funds</u>			<u>516,260</u>		<u>475,581</u>

Approved by the Trustees on 13th November 2017 and signed on their behalf by:

Mr R Searby

Mr C R Rooke

YORKSHIRE PROFICIENCY TEST COMMITTEE**NOTES TO THE ACCOUNTS****YEAR ENDED 31ST AUGUST 2017****1. Accounting Policies****a) Basis of preparation**

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Charities Act 2011.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

b) Investment income

Investment income is accounted for in the period in which the charity is entitled to receipt.

c) Income recognition

Income from candidate fees is included in incoming resources in the period in which they are receivable.

d) Expenditure recognition

Expenditure is included on an accruals basis.

Charitable activities include expenditure associated with the provision of proficiency tests and includes both direct and support costs.

Governance costs comprise the costs for the running of the charity itself as an organisation.

e) Tangible Fixed assets

Fixed assets are stated at cost less accumulated depreciation.

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

Equipment 15% reducing balance and 3 years straight line

f) Fixed asset investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

f) Stocks and work in progress

Stocks and work in progress are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items. No element of profit is included in the valuation of work in progress.

2. Investment Income

	2017 £	2016 £
Bank account interest	56	49
Scottish Widows account interest	10,582	9,179
	<u>10,638</u>	<u>9,228</u>

YORKSHIRE PROFICIENCY TEST COMMITTEE**NOTES TO THE ACCOUNTS CONTINUED****3. Operating costs**

	2017 £	2016 £
Secretarial expenses	38,851	32,352
Administration support	8,737	13,995
Examiners' fees	100,224	111,288
Registration fees	127,005	125,926
Sundry expenses	201	50
Depreciation	628	640
Donations	7,750	7,450
Computer costs	269	259
Governance costs	6,038	4,511
	<u>289,703</u>	<u>296,471</u>

4. Governance costs

	2017 £	2016 £
Postage and other expenses	3,248	2,886
Bank charges	225	305
Professional fees - new office costs	1,365	0
Accountancy	1,200	1,320
	<u>6,038</u>	<u>4,511</u>

5. Remuneration

The Trustees received no remuneration during the year (2016 £nil) and were not reimbursed for any of their expenses in the year (2016 £nil).

One of the trustees received £24,981 in total in respect of assessors fees during the year.

NOTES TO THE ACCOUNTS CONTINUED**6. Tangible fixed assets**

	Equipment £
Cost	
At 1st September 2016	7,549
At 31st August 2017	<u>7,549</u>
Depreciation	
At 1st September 2016	6,540
Charge for the year	628
At 31st August 2017	<u>7,168</u>
Net book value	
At 31st August 2017	<u>381</u>
At 31st August 2016	<u>1,649</u>