

YORKSHIRE PROFICIENCY TEST COMMITTEE

FINANCIAL ACCOUNTS

31ST AUGUST 2018

Registered number: 1006706

HUNTER GEE HOLROYD

CHARTERED ACCOUNTANTS

York

YORKSHIRE PROFICIENCY TEST COMMITTEE

FINANCIAL ACCOUNTS

FOR THE YEAR ENDED

31ST AUGUST 2018

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YORKSHIRE PROFICIENCY TEST COMMITTEE**TRUSTEES REPORT FOR THE YEAR ENDED 31ST AUGUST 2018**

The trustees present their annual report and financial statements of the charity for the year ended 31st August 2018. 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 2018
(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, 2017/18 showed a decrease in net income.

During the year 3,196 tests were completed, compared to 4,120 tests in 2016/17

This was significantly lower than the original target for the year of 4,120.

5. Financial review

The total income from Candidate fees this year has decreased to £258,774 a decrease of £60,970. As a result the SOFA shows net incoming gains for the year of £11,169 compared to £40,679 in 2017.

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 2018 were £534,765 of which £209,114 are regarded as free reserves, after allowing for funds tied up in fixed assets. Actual six month's expenditure totalled £123,969 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 2018
(Continued)

6. Plans for Future Periods

The committee have set a target of tests for 2018/19 of

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 12th November 2018 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 to the trustees on my examination of the accounts of Yorkshire Proficiency Test Committee for the year ended 31st August 2018 which are set out on pages 3 to 7.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('The Act').

I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the charity Commissioner under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

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

- (1) accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirements that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

25th January 2019

YORKSHIRE PROFICIENCY TEST COMMITTEE**STATEMENT OF FINANCIAL ACTIVITIES****YEAR ENDED 31ST AUGUST 2018**

	Note	2018 £	2017 £
<u>Income (unrestricted)</u>			
Income from charitable activities:			
Candidate fees		258,774	319,744
Investment income	2	333	10,638
Total Income		<u>259,107</u>	<u>330,382</u>
<u>Expenditure</u>			
Expenditure on Charitable Activities:			
Operating costs	3	247,938	289,703
Total Expenditure		<u>247,938</u>	<u>289,703</u>
Net Income For The Year		11,169	40,679
<u>Other Recognised Gains and Losses</u>			
Unrealised gain on investments	7	7,336	-
		<u>7,336</u>	<u>-</u>
Net movement in fund for the year		<u>18,505</u>	<u>40,679</u>
Accumulated fund as at 1st September 2017		516,260	475,581
Accumulated fund as at 31st August 2018		<u><u>534,765</u></u>	<u><u>516,260</u></u>

YORKSHIRE PROFICIENCY TEST COMMITTEE**BALANCE SHEET AS AT 31ST AUGUST 2018**

	Note	2018		2017	
		£	£	£	£
<u>Fixed Assets</u>					
Tangible assets	6		18,315		381
Investments	7		307,336		300,000
<u>Current Assets</u>					
Stocks and work in progress		6,000		6,720	
Trade debtors		28,549		27,647	
Other debtors		271		-	
Prepayments		286		-	
Scottish Widows bank account		76,125		76,125	
Cash at bank and in hand		108,874		106,744	
		<u>220,105</u>		<u>217,236</u>	
<u>Creditors: amounts falling due within one year</u>					
Creditors		9,591		-	
Accruals		<u>1,400</u>		<u>1,357</u>	
		<u>10,991</u>		<u>1,357</u>	
<u>Net Current Assets</u>			209,114		215,879
<u>Net Assets</u>			<u>534,765</u>		<u>516,260</u>
<u>Unrestricted Funds</u>			<u>534,765</u>		<u>516,260</u>

Approved by the Trustees on 12th November 2018 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 2018

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
Office	5% reducing balance

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.

g) 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.

YORKSHIRE PROFICIENCY TEST COMMITTEE

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NOTES TO THE ACCOUNTS CONTINUED

2. Investment Income

	2018 £	2017 £
Bank account interest	41	56
Scottish Widows account interest	292	10,582
	<u>333</u>	<u>10,638</u>

3. Operating costs

	2018 £	2017 £
Secretarial expenses	33,982	38,851
Administration support	8,097	8,737
Examiners' fees	86,260	100,224
Registration fees	106,513	127,005
Sundry expenses	229	201
Depreciation	1,326	628
Donations	7,900	7,750
Computer costs	-	269
Training	440	-
Governance costs	3,191	6,038
	<u>247,938</u>	<u>289,703</u>

4. Governance costs

	2018 £	2017 £
Postage and other expenses	1,731	3,248
Bank charges	217	225
Professional fees - new office costs	-	1,365
Accountancy	1,243	1,200
	<u>3,191</u>	<u>6,038</u>

5. Trustees and Related Party Transactions

The Trustees received no remuneration during the year (2017 £nil) and one trustee was reimbursed £150 for their travel expenses in the year (2017 £nil).
One of the trustees received £20,811 in total in respect of assessors fees during the year.

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

	Office £	Equipment £	Total £
Cost			
At 1st September 2017	-	7,549	7,549
Additions	16,532	2,728	19,260
At 31st August 2018	16,532	10,277	26,809
Depreciation			
At 1st September 2017	-	7,168	7,168
Charge for the year	827	499	1,326
At 31st August 2018	827	7,667	8,494
Net book value			
At 31st August 2018	15,705	2,610	18,315
At 31st August 2017	-	381	381

7. Investments

	£
Cost or valuation	
At 1st September 2017	300,000
Valuation changes	7,336
At 31st August 2018	307,336
Carrying amount	
At 31st August 2018	307,336
At 31st August 2017	300,000