

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

ANNUAL REPORT

And

FINANCIAL STATEMENT

Registered Charity Number – 514370

For the year ended 31st March 2021

Bankers

NatWest
27/28 St. Peter's Hill
GRANTHAM
NG31 6QG

Independent Auditor

Keith Chambers
Chartered Accountants
Sleaford

LPTC exists to promote the advancement of education and training through City & Guilds Land Based Services awards

Background

The Committee, in accordance with the constitution, consists of members from the NFU, Colleges of Agriculture and Horticulture, County Federation of Young Farmer's Clubs, County Training Groups, Independent Trainers, Representatives of County Assessors and Independent Industrial Members. Wherever possible attempts are made to fill these categories. From these members a Chairman and Vice Chairman are elected. The Centre Organiser, Mrs K Hobson, is the Secretary and Treasurer.

Membership

T – indicates Trustee

Chairman	-	Mr Christopher Foster (T)
Vice Chairman	-	Mr Chris Wray (T)
Committee	-	Mr Andrew Baxter (T) Mrs Louise Boothman (T) Mr Stephen Cock Mr Trevor Cairns (T) Mr Malcolm Dodds Mr Barry Early Mr Mark Leggott (T) Mrs Elena Malloy (T) Mr Andy Reynolds Mrs Victoria Wade (T) Mr Neil Rowbottom (T) Mr Simon Gadd (T) Mr Mark Ireland (T) Mr Stuart Suddaby (T) Mr R Hammond (T)

Trustee Status

There are currently thirteen trustees of the charity. All members who are not in breach of Charity Commission regulations are required to be trustees.

LPTC holds insurance for general liability, professional liability and management liability to cover both training aspects and also trustee indemnity.

Assessment Centre Organiser

The Organiser is self-employed and the Committee adopt a Service Contract at the AGM. The Organiser is paid £ 14.00 for every assessment returned to City & Guilds for certification, apart from those assessments completed by HM Prison Service where assessments are carried out by internal City & Guilds Land Based Services assessors. For these the Organiser is paid £ 7.50 for each assessment returned to City & Guilds.

Assessors

There are currently ten PA assessors regularly used by LPTC.

There are four Chainsaw assessors in the county.

All other qualifications including integrated as well as independent assessments are well covered by existing assessors.

The Pesticide assessors are paid the hourly rate £ 24.00 and chainsaw assessors are paid £ 200.00 per day. Mileage rate is 45 p/mile. LPTC funds the purchase of first aid kits for all their Lincolnshire based assessors and also reimburses the cost of attending mandatory City & Guilds assessor up-dates including mileage for those up-dates held out of county. In addition Assessor First Aid courses are also funded by LPTC.

The number of assessments completed by the Centre between 1st April 2020 to 31st March 2021 is 744. This reflects the effects caused by the Covid 19 pandemic in the last year. Thanks must be extended to training providers, trainers and assessors alike for coping and adapting so well in these difficult circumstances.

Training Providers

LPTC have been pleased to welcome business from SCJ Training, Riseholme College, Rural Training Links, HM Prison Service, Progreen Weed Solutions Ltd, Goole Training, Holderness Training and C J Bee Training. LPTC are grateful to them for referring all their testing through the Lincolnshire Centre.

Marketing

No physical events were held in the last 12 months due to Covid restrictions. The committee were informed in November that the current website host had passed away and that although LPTC have admin access in order to update training courses, they do not own the website. Robert Smith from Sleaford was recommended and will undertake the new build.

Overview

The Lincolnshire Proficiency Tests Committee have held meetings on two occasions since the last AGM in July 2020. The first in November 2020 and the second in February 2021. All meetings are held via the zoom platform until such time we can meet in person.

In addition, a Complaints sub-committee met on 22nd March and the Policy Review sub-committee met on 26th April.

Quality Assurance is a main focus, although no physical observations have taken place the administrator carries out telephone and document checks instead. The Centre Audit took place remotely on 18th August and again the Centre was awarded 'low risk'.

The committee are currently looking at costings for a franking machine to reduce the overall postage costs, and also the possibility of on-line banking.

Again, LPTC has focused on delivering a high standard of customer service and good levels of communication with all involved parties.

This report was presented to the Lincolnshire Proficiency Tests Committee at their Annual General Meeting on Monday, 17th May 2021.

Christopher Foster, Chairman, Lincolnshire Proficiency Tests Committee

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

Registered Charity Number 514370

Financial Statements for the Year Ended 31 March 2021

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

Index to the Financial Statements
for the Year Ended 31 March 2021

	<u>Page</u>
Report of the Independent Examiner	1
Statement of Financial Activities (including Income & Expenditure Account)	2
Balance Sheet	3
Notes to the Financial Statements	4

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2021 which are set out on pages 2 to 4.

Responsibilities and basis of report

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

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

Independent Examiner's Statement

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 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 accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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

.....

Date: 17 May 2021

KEITH CHAMBERS F.C.A. (ICAEW)
CHARTERED ACCOUNTANT
SLEAFORD
LINCOLNSHIRE

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME & EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021

	<u>2021</u>		<u>2020</u>	
	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
<u>INCOME</u>				
FROM CHARITABLE ACTIVITIES:-				
ASSESSMENT FEES (FEPA)	25757.50		52622.50	
ASSESSMENT FEES (CS)	13205.00		19135.00	
ASSESSMENT FEES (OTHER)	8757.00		12813.20	
ASSESSMENT FEES PAID IN ADVANCE - - DECREASE / (INCREASE)	2563.50		(1655.00)	
REGISTRATIONS	24189.00		42680.00	
	<hr/>	74472.00	<hr/>	125595.70
FROM INVESTMENTS:-				
DIVIDENDS	577.52		820.41	
BANK INTEREST	23.37		110.71	
	<hr/>	600.89	<hr/>	931.12
TOTAL INCOME		<hr/> 75072.89		<hr/> 126526.82
<u>EXPENDITURE ON CHARITABLE ACTIVITIES</u>				
EXAMINERS EXPENSES (FEPA)	17166.25		30404.59	
EXAMINERS EXPENSES (CS)	13210.69		17957.25	
EXAMINERS EXPENSES (OTHER)	4017.70		8320.18	
GOLA ADMINISTRATION	4278.15		5652.55	
NPTC REGISTRATIONS	24748.00		40089.00	
ASSESSMENT CENTRE ORGANISER	10357.50		17785.00	
POSTAGE, TELEPHONE, OFFICE EQUIPMENT, STATIONERY & COPIER	2154.42		2989.14	
ROOM HIRE, REFRESHMENTS	-		75.00	
INSURANCES	1738.59		1715.11	
ASSESSOR TRAINING & FIRST AID	194.40		815.20	
ADVERTISING	99.44		139.14	
ACCOUNTANCY COSTS	456.00		444.00	
BAD & DOUBTFUL DEBTS	-		326.00	
PROFESSIONAL CHARGES	152.19		177.88	
EQUIPMENT PURCHASES	-		199.99	
BANK CHARGES	14.00		-	
	<hr/>		<hr/>	
TOTAL EXPENDITURE		<hr/> 78587.33		<hr/> 127090.03
NET MOVEMENT IN FUNDS		<hr/> £ (3514.44)		<hr/> £ (563.21)
TOTAL FUNDS brought forward		<hr/> 89698.29		<hr/> 90261.50
TOTAL FUNDS carried forward		<hr/> £ 86183.85		<hr/> £ 89698.29

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

BALANCE SHEET AT 31 MARCH 2021

	<u>Note</u>	<u>2021</u>		<u>2020</u>	
		<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
<u>CURRENT ASSETS</u>					
DEBTORS			6946.00		16575.20
INVESTMENT - NFU UNIT TRUST			32035.18		31609.85
BANK ACCOUNTS:					
CURRENT ACCOUNT		-		584.00	
BUSINESS RESERVE		61424.76		54520.03	
		<u>61424.76</u>	<u>61424.76</u>	<u>54520.03</u>	<u>55104.03</u>
			100405.94		103289.08
<u>CURRENT LIABILITIES</u>					
CREDITORS OWING	3		14222.09		13590.79
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		£	<u>86183.85</u>	£	<u>89698.29</u>
<u>ACCUMULATED FUNDS</u>					
OPENING BALANCE			89698.29		90261.50
<u>ADD SURPLUS/(DEFICIT) FROM</u>					
INCOME & EXPENDITURE ACCOUNT			(3514.44)		(563.21)
<u>TOTAL RETAINED FUNDS</u>	4	£	<u>86183.85</u>	£	<u>89698.29</u>

Approved by the Trustees on 17 May 2021

and signed on their behalf by C. Foster

.....

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

(1) Accounting Policies

These accounts have been prepared in accordance with:

Financial Reporting Standard 102 and UK GAAP.
Charities SORP (FRS 102) and Update Bulletin 1.
Charities Act 2011 and Regulations made thereunder.

These accounts are prepared under the historical cost accounting rules, using the accruals basis. They are prepared on a going-concern basis as the Trustees are satisfied that this is appropriate for the charity's situation.

Income is recognised when performance has been completed. Expenditure is recognised when contracted for.

(2) Tangible Fixed Assets

The charity has no material Fixed Assets.

(3) Creditors Owing

	<u>2021</u>	<u>2020</u>
	<u>£ : p</u>	<u>£ : p</u>
Routine accounts outstanding	10489.59	7306.79
Assessment Fees received in advance	3276.50	5840.00
Accrual for current year accountancy costs	456.00	444.00
	<u>£ 14222.09</u>	<u>£ 13590.79</u>

(4) Accumulated Funds

Made up of Unrestricted Funds as follows:-

General Fund	86183.85	89698.29
	<u>86183.85</u>	<u>89698.29</u>
and Restricted Funds	-	-
	<u>£ 86183.85</u>	<u>£ 89698.29</u>

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

Registered Charity Number 514370

Financial Statements for the Year Ended 31 March 2021

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

Index to the Financial Statements
for the Year Ended 31 March 2021

	<u>Page</u>
Report of the Independent Examiner	1
Statement of Financial Activities (including Income & Expenditure Account)	2
Balance Sheet	3
Notes to the Financial Statements	4

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2021 which are set out on pages 2 to 4.

Responsibilities and basis of report

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

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

Independent Examiner's Statement

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 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 accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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

.....

Date: 17 May 2021

KEITH CHAMBERS F.C.A. (ICAEW)
CHARTERED ACCOUNTANT
SLEAFORD
LINCOLNSHIRE

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME & EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021

	<u>2021</u>		<u>2020</u>	
	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
<u>INCOME</u>				
FROM CHARITABLE ACTIVITIES:-				
ASSESSMENT FEES (FEPA)	25757.50		52622.50	
ASSESSMENT FEES (CS)	13205.00		19135.00	
ASSESSMENT FEES (OTHER)	8757.00		12813.20	
ASSESSMENT FEES PAID IN ADVANCE - - DECREASE / (INCREASE)	2563.50		(1655.00)	
REGISTRATIONS	24189.00		42680.00	
	<hr/>	74472.00	<hr/>	125595.70
FROM INVESTMENTS:-				
DIVIDENDS	577.52		820.41	
BANK INTEREST	23.37		110.71	
	<hr/>	600.89	<hr/>	931.12
TOTAL INCOME		<hr/> 75072.89		<hr/> 126526.82
<u>EXPENDITURE ON CHARITABLE ACTIVITIES</u>				
EXAMINERS EXPENSES (FEPA)	17166.25		30404.59	
EXAMINERS EXPENSES (CS)	13210.69		17957.25	
EXAMINERS EXPENSES (OTHER)	4017.70		8320.18	
GOLA ADMINISTRATION	4278.15		5652.55	
NPTC REGISTRATIONS	24748.00		40089.00	
ASSESSMENT CENTRE ORGANISER	10357.50		17785.00	
POSTAGE, TELEPHONE, OFFICE EQUIPMENT, STATIONERY & COPIER	2154.42		2989.14	
ROOM HIRE, REFRESHMENTS	-		75.00	
INSURANCES	1738.59		1715.11	
ASSESSOR TRAINING & FIRST AID	194.40		815.20	
ADVERTISING	99.44		139.14	
ACCOUNTANCY COSTS	456.00		444.00	
BAD & DOUBTFUL DEBTS	-		326.00	
PROFESSIONAL CHARGES	152.19		177.88	
EQUIPMENT PURCHASES	-		199.99	
BANK CHARGES	14.00		-	
	<hr/>		<hr/>	
TOTAL EXPENDITURE		<hr/> 78587.33		<hr/> 127090.03
NET MOVEMENT IN FUNDS		<hr/> £ (3514.44)		<hr/> £ (563.21)
TOTAL FUNDS brought forward		<hr/> 89698.29		<hr/> 90261.50
TOTAL FUNDS carried forward		<hr/> £ 86183.85		<hr/> £ 89698.29

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

BALANCE SHEET AT 31 MARCH 2021

	<u>Note</u>	<u>2021</u>		<u>2020</u>	
		<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
<u>CURRENT ASSETS</u>					
DEBTORS			6946.00		16575.20
INVESTMENT - NFU UNIT TRUST			32035.18		31609.85
BANK ACCOUNTS:					
CURRENT ACCOUNT		-		584.00	
BUSINESS RESERVE		61424.76		54520.03	
		<u>61424.76</u>	<u>61424.76</u>	<u>54520.03</u>	<u>55104.03</u>
			100405.94		103289.08
<u>CURRENT LIABILITIES</u>					
CREDITORS OWING	3		14222.09		13590.79
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		£	<u>86183.85</u>	£	<u>89698.29</u>
<u>ACCUMULATED FUNDS</u>					
OPENING BALANCE			89698.29		90261.50
<u>ADD SURPLUS/(DEFICIT) FROM</u>					
INCOME & EXPENDITURE ACCOUNT			(3514.44)		(563.21)
<u>TOTAL RETAINED FUNDS</u>	4	£	<u>86183.85</u>	£	<u>89698.29</u>

Approved by the Trustees on 17 May 2021

and signed on their behalf by C. Foster

.....

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

(1) Accounting Policies

These accounts have been prepared in accordance with:

Financial Reporting Standard 102 and UK GAAP.
Charities SORP (FRS 102) and Update Bulletin 1.
Charities Act 2011 and Regulations made thereunder.

These accounts are prepared under the historical cost accounting rules, using the accruals basis. They are prepared on a going-concern basis as the Trustees are satisfied that this is appropriate for the charity's situation.

Income is recognised when performance has been completed. Expenditure is recognised when contracted for.

(2) Tangible Fixed Assets

The charity has no material Fixed Assets.

(3) Creditors Owing

	<u>2021</u>	<u>2020</u>
	<u>£ : p</u>	<u>£ : p</u>
Routine accounts outstanding	10489.59	7306.79
Assessment Fees received in advance	3276.50	5840.00
Accrual for current year accountancy costs	456.00	444.00
	<u>£ 14222.09</u>	<u>£ 13590.79</u>

(4) Accumulated Funds

Made up of Unrestricted Funds as follows:-

General Fund	86183.85	89698.29
	<u>86183.85</u>	<u>89698.29</u>
and Restricted Funds	-	-
	<u>£ 86183.85</u>	<u>£ 89698.29</u>