

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

ANNUAL REPORT

And

FINANCIAL STATEMENT

Registered Charity Number – 514370

For the year ended 31st March 2022

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 Richard 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.

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 £ 25.00 and chainsaw assessors are paid £ 210.00 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 2021 to 31st March 2022 is 1132. Thanks must be extended to training providers, trainers and assessors alike for coping and adapting so well during the difficult times of the Covid pandemic.

Training Providers

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

Marketing

LPTC shared stand space with Cola Training Services Ltd at the Newark Midland Machinery Show in November 2021.
The website underwent a rebuild in the summer 2021.

Overview

The Lincolnshire Proficiency Tests Committee have held meetings on two occasions since the last AGM in May 2021. The first in November 2021 and the second in February 2022. Both of these meetings held via the zoom platform and this AGM will be the first time we meet in person for 2 years.

In addition, the Constitution Review sub-committee met on 27th April and thanks to those who attended and will feed back to this meeting later on.

Quality Assurance is a main focus, although no physical observations have taken place the administrator carries out telephone and document checks instead. The last Centre Audit took place remotely on 18th August 2020 when the Centre was awarded 'low risk'. The next audit has been scheduled for 18th July.

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, 23rd May 2022.

Christopher Foster, Chairman, Lincolnshire Proficiency Tests Committee

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

Registered Charity Number 514370

Financial Statements for the Year Ended 31 March 2022

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

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for the Year Ended 31 March 2022

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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 2022 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: 23 May 2022

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 2022

	<u>2022</u>		<u>2021</u>	
	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
<u>INCOME</u>				
FROM CHARITABLE ACTIVITIES:-				
ASSESSMENT FEES (FEPA)	57697.50		25757.50	
ASSESSMENT FEES (CS)	16400.00		13205.00	
ASSESSMENT FEES (OTHER)	10655.00		8757.00	
ASSESSMENT FEES PAID IN ADVANCE - - DECREASE / (INCREASE)	464.00		2563.50	
REGISTRATIONS	38510.00		24189.00	
	<hr/>	123726.50	<hr/>	74472.00
FROM INVESTMENTS:-				
DIVIDENDS	520.77		577.52	
BANK INTEREST	5.32		23.37	
	<hr/>	526.09	<hr/>	600.89
TOTAL INCOME		124252.59		75072.89
<u>EXPENDITURE ON CHARITABLE ACTIVITIES</u>				
EXAMINERS EXPENSES (FEPA)	35519.28		17166.25	
EXAMINERS EXPENSES (CS)	12645.40		13210.69	
EXAMINERS EXPENSES (OTHER)	6290.45		4017.70	
GOLA ADMINISTRATION	5553.50		4278.15	
NPTC REGISTRATIONS	35978.00		24748.00	
ASSESSMENT CENTRE ORGANISER	15848.00		10357.50	
POSTAGE, TELEPHONE, OFFICE EQUIPMENT, STATIONERY & COPIER	3005.54		2154.42	
ROOM HIRE, REFRESHMENTS	-		-	
INSURANCES	2063.62		1738.59	
ASSESSOR TRAINING & FIRST AID	229.20		194.40	
ADVERTISING	703.60		99.44	
ACCOUNTANCY COSTS	480.00		456.00	
PROFESSIONAL CHARGES	178.42		152.19	
BANK CHARGES	14.00		14.00	
	<hr/>		<hr/>	
TOTAL EXPENDITURE		118509.01		78587.33
NET MOVEMENT IN FUNDS		£ 5743.58		£ (3514.44)
TOTAL FUNDS brought forward		86183.85		89698.29
TOTAL FUNDS carried forward		£ 91927.43		£ 86183.85

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

BALANCE SHEET AT 31 MARCH 2022

	Note	2022		2021	
		£ : p	£ : p	£ : p	£ : p
<u>CURRENT ASSETS</u>					
DEBTORS			19668.50		6946.00
INVESTMENT - NFU UNIT TRUST			32377.53		32035.18
BANK ACCOUNTS:					
CURRENT ACCOUNT		-		-	
BUSINESS RESERVE		56064.11		61424.76	
			<u>56064.11</u>		<u>61424.76</u>
			108110.14		100405.94
<u>CURRENT LIABILITIES</u>					
CREDITORS OWING	3		<u>16182.71</u>		<u>14222.09</u>
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		£	<u><u>91927.43</u></u>	£	<u><u>86183.85</u></u>
<u>ACCUMULATED FUNDS</u>					
OPENING BALANCE			86183.85		89698.29
<u>ADD SURPLUS/(DEFICIT) FROM</u>					
INCOME & EXPENDITURE ACCOUNT			<u>5743.58</u>		<u>(3514.44)</u>
<u>TOTAL RETAINED FUNDS</u>	4	£	<u><u>91927.43</u></u>	£	<u><u>86183.85</u></u>

Approved by the Trustees on 23 May 2022

and signed on their behalf by C. Foster

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LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

(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>2022</u>	<u>2021</u>
	<u>£ : p</u>	<u>£ : p</u>
Routine accounts outstanding	12890.21	10489.59
Assessment Fees received in advance	2812.50	3276.50
Accrual for current year accountancy costs	480.00	456.00
	<u>£ 16182.71</u>	<u>£ 14222.09</u>

(4) Accumulated Funds

Made up of Unrestricted Funds as follows:-

General Fund	<u>91927.43</u>	<u>86183.85</u>
	91927.43	86183.85
and Restricted Funds	<u>-</u>	<u>-</u>
	<u>£ 91927.43</u>	<u>£ 86183.85</u>

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

Registered Charity Number 514370

Financial Statements for the Year Ended 31 March 2022

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