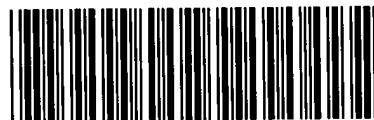


**COUNCIL MEMBERS REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020**

FOR

**DONCASTER ROTHERHAM AND DISTRICT
MOTOR TRADES GROUP TRAINING
ASSOCIATION LIMITED**

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**DONCASTER ROTHERHAM AND DISTRICT MOTOR TRADES
GROUP TRAINING ASSOCIATION LIMITED**

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FOR THE YEAR ENDED 31 JULY 2020**

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REPORT OF THE COUNCIL FOR THE
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The Council present their Report with the audited financial statements of the company for the year ended 31 July 2020.

REFERENCE AND ADMINISTRATIVE INFORMATION

Statutory references:

Charity name: Doncaster, Rotherham and District Motor Trades Group
Training Association Limited

Charity registration number: 518473

Company registration number: 01909956. The Company is Limited by Guarantee

Registered office & operational address: Rands Lane Industrial Estate
Rands Lane
Armthorpe
Doncaster
DN3 3DY

Council members: * P Coggan
* G M Thompson
* G C Harmer
* M Wainwright
* M Miller
* L Wright
A Stockham (Resigned 10.12.19)
M Stead
A Scott

*Denotes member of the Executive Council

Secretary: A Scott

Group Training Manager: J Mace

Auditors: D & J Randles Ltd
Chartered Accountants & Registered Auditors
203 Askern Road
Bentley
Doncaster
DN5 0JR

Bankers and investment advisors: Barclays Bank PLC
High Street
Doncaster
DN1 1EG

Lloyds TSB
High Street
Doncaster
DN1 1BH

**DONCASTER ROTHERHAM AND DISTRICT MOTOR TRADES
GROUP TRAINING ASSOCIATION LIMITED
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STRUCTURE GOVERNANCE AND MANAGEMENT

GOVERNING DOCUMENT

The Group Training Association is a charitable Company Limited by Guarantee incorporated on the 30 April 1985 and registered as a charity on 10 February 1987. The Company was established under a Memorandum of Association that established the objects and powers of the charity and is governed under its Articles of Association. In the event of the Group Training Association being wound up, members are required to contribute an amount not exceeding £10.

RECRUITMENT AND APPOINTMENT OF COUNCIL

The Directors of the Group Training Association are also Charity Trustees for the purpose of Charity Law and are also known as Members of the Council. Under the requirements of the Memorandum & Articles of Association, the Members of the Council are elected to serve until resignation.

All Council Members have direct links with the motor trade through their own business or by way of current or past employment within the motor trade. Most Council Members have served the Group Training Association for a long time, however, from time to time new members are elected who are known to have the interest of the Association at heart. Given their in-depth knowledge of the industry, a specific training programme is not considered necessary, however, the Chairman, the Group Training Manager and other Council Members assist any new members in understanding their obligations and responsibilities under the Companies and Charities Acts.

ORGANISATIONAL STRUCTURE

The Organisational Structure of the Group Training Association is made up of a Board of Council Members elected from the membership of the Company. The Council is responsible for the strategic direction and policy of the Group Training Association. Structured monthly meetings are held to determine policy and procedures. The Executive Council members meet every other month and there is a whole Council meeting in the intervening months. Meetings are minuted by the Company Secretary and minutes are circulated to all members.

A scheme of delegation is in place and day to day responsibility for the provision of training services rests with the Group Training Manager who attends council meetings but who does not have a vote. The Group Training Manager is responsible for ensuring that the Company delivers the training services and ensuring that key performance indicators are met. They is also responsible for the day to day operational management of the Company.

The educational and training activities of the Group Training Association are managed by a total of thirty two staff employed throughout the Training Association's two Centres and five departments.

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STAFF DESIGNATION BY OCCUPATIONAL ROLE

	<u>Doncaster Centre</u>	<u>Sheffield Centre</u>
Management	4	
Technical Tutors	10	2
LGV Driver and FLT Tutors	3	
Administrative Staff	4	1
Special Studies Tutor	1	
Business Studies Tutors	1	
Health and Safety Officer	1	
Marketing	1	
Driver/Verifier	2	
Cleaners	2	

Bi-monthly full staff meetings take place in the Doncaster and Sheffield Centres that are mandatory for all staff to attend to ensure staff are fully informed of Company developments. The Sheffield Centre staff are present for the meetings via internet Skype link to Doncaster. This method of communication has now been applied to the majority of meetings. On the intervening months a Quality Team meeting takes place at Doncaster to look at ways of improving training programmes. The meetings have a set agenda and ensure operational activities are assisted by an informed team of administrative and tutorial personnel.

The entire workforce, including Managers and Supervisors have direct experience of delivering training programmes. They are responsible for delivering a highly successful Government funded apprentice training contract and continue to provide high quality courses evidenced by minimal problems and sustained improvements in participation.

A total of thirty two staff are employed by the Company. Five of these staff members work on a part-time role. During the year there have been some tutorial staff changes, with tutorial staff who have left the Company being replaced by younger members recruited with up-to-date industrial knowledge and skills. A new staff role was created for a construction Tutor due to the organisation obtaining a contract with a Local Authority to deliver construction training for school learners.

OUR AIMS

The main aims and principal activities of the Group Training Association are stated in the Memorandum and Articles of Association being the Governing Instrument, which are the provision of training and education for learners employed or to prepare, assist or enable them to be employed or engaged in activities connected to the Retail Motor Trade or Road Transport Industry.

OUR OBJECTIVES

In setting our objectivities and planning our activities, our Council has given careful consideration to the Charity Commission's guidance on public benefit and, in particular, to its supplementary public benefit guidance on advancing education and fee charging.

We aim to provide the benefit of first class education and training to assist any individual employed or considering employment in the Retail Motor Trade or Road Transport Industry with a view to developing their skills, education and abilities. The Group Training Association admits persons of all social backgrounds. There is still a particular emphasis on providing training in a safe environment to young people (14 to 16 year age group) and apprentices.

**DONCASTER ROTHERHAM AND DISTRICT MOTOR TRADES
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The Group Training Association has to meet the standards of external quality audits in terms of Quality Management, a formal inspection by Ofsted, Education and Skills Funding Agency (ESFA), Local Authorities, Matrix Standard, Contractors Health and Safety Assessment Scheme and Investor in People Award for which the Mission Statement is a defined objective:-

To be the first choice training organisation delivering occupational training in Automobile, Transport Logistics and Business Studies.

Our corporate objectives are:-

1. *To provide the quality and reliability of products and service required by customers.*
2. *To provide the most cost effective course and value to our customers.*
3. *To be the leader in each occupational area in which we train.*
4. *To strive to develop all employees, through the provision of training in order to help us achieve our business goals.*
5. *To be financially strong in order that the most up to date facilities and equipment can be provided to benefit course delegates.*
6. *To maintain the active pursuit of advanced technology and determine the markets where developing new skills is evidenced and to provide accordingly.*
7. *To understand our customer needs and to react with our provision accordingly.*

ACCESS TO TRAINING AND COMPANY ETHOS

Our training facilities are available to anyone considering a career or currently employed in the Retail Motor Trade or the Road Transport Industry. The training is normally sponsored by a school, employer or the ESFA so that no individual needs to make any financial contribution towards the cost of training. In addition, we are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, disability or age.

The Charity's aims are to provide education and training to assist learners in progression towards or gaining vocational qualifications to prepare, assist or enable them to be employed or engaged in apprenticeships connected to the motor vehicle repair industry or road transport industry.

The Group Training Association provides motor vehicle education and training courses for a range of learners from the age of fourteen onwards. The training courses benefit learners at school, learners excluded from school, employed and unemployed learners.

QUALITY OF PROVISION AND AUDIT OF STANDARDS

In May 2016 the Government's educational national inspection regime Ofsted visited the Group Training Association to carry out a three day inspection involving a team of four inspectors. The previous inspection was in May 2011. Although Ofsted inspectors can visit the GTA at any time, the next scheduled visit should be in 2020.

Inspections are graded as follows:-

Grade 1	Outstanding
Grade 2	Good
Grade 3	Improvement required
Grade 4	Inadequate

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The Group Training Association was awarded the following Grades in May 2016:

➤ Effectiveness of provision	Grade 2
➤ Capacity to improve	Grade 2
➤ Outcomes for learners	Grade 2
➤ Quality of provision	Grade 2
➤ Leadership and management	Grade 2
➤ Safeguarding	Grade 2
➤ Equality and diversity	Grade 2
➤ Engineering (Motor Vehicle)	Grade 2
➤ Business Studies	Grade 2

The Group Training Association has now been awarded a Grade 2 - Good by Ofsted since 2004.

Improvements to the operation of the Group Training Association are conducted by an in-house Quality Team. A range of specific audit items has been produced to form a Quality Calendar that specifies the date for assessment. Audit reviews cover twenty five specific areas and include:-

- Group Three Year Development Plan
- Apprentice Journey
- Meetings
- Learner Health and Safety Measures
- Staff Reviews
- Equality and Diversity
- The Prevent Duty
- British Values
- Self-Assessment Report
- Quality System Review
- Learner Progression and Success
- Observation of Tutorial Delivery
- Internal Verification of Skills Assessors

STAFF DEVELOPMENT

The Company progresses Tutors on a formal teaching qualification. All staff involved in teaching or training learners on Government funded programmes are expected to progress to an assessor and, or, teaching qualification.

Staff have attended a broad range of training courses totalling one hundred forty one days of attendance in relation to improving learner training programmes and technical updating.

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QUALITY STANDARDS

The Company has held the Investors in People Award since 1994. We achieved re-certification for a further three years in January 2020 and will need to be re-accredited in January 2023 which will be assessed against the new standard.

Other quality standards held are Matrix (for Information Advice and Guidance) and CHAS (Contractors Health and Safety Scheme for work with Local Authorities).

The Group Training Association has maintained good programme assessments via Sheffield Local Education Authority contract monitoring during 2019-2020 for the provision of 14-16 school vocational programmes in Sheffield. Sheffield Centre is currently risk banded as green, low risk.

RANGE OF QUALIFICATIONS AND AWARDS

The Group Training Association is registered with the major Qualification Award Bodies and meets the appraisal requirements of:-

- City & Guilds of London Institute
- Institute of the Motor Industry
- Oxford, Cambridge & Royal Society of Arts (OCR)
- Road Transport Industry Training Board
- Department of Transport
- Automotive Technician Accreditation
- Scottish Qualifications Authority
- Driving Standards Agency

Costs related to Apprentice and School courses are high as they include:-

- Related staff wages
- Safety Officer costs
- Mini-coach transport costs
- Vehicle costs and diesel for weekly assessment visits to learner placements
- Classroom and workshop costs, overalls, training equipment etc.
- Registration fees and lesson costs
- Rates, heat, light, power, insurances
- Building maintenance costs
- New course development costs – equipment etc
- Apprentice End Point Assessment and re-sit costs
- Perishable or once used items

ACHIEVEMENTS AND PERFORMANCE

Trustees and Council members meet each month and have a formal agenda for each meeting. A management report is presented to all Council Members and provides a statistical analysis of learner achievement and performance against objectives set in Contracts held for each programme or training activity.

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APPRENTICES

The Group Training Association tendered for a Government funded contract with the Education and Skills Funding Agency. This Government legislated contract has an important significance to the Group Training Association as it accounts for over sixty percent of the course income funding. In June 2017 the Group Training Association was awarded Government funding apprentice training contract for levy paying employers despite fierce competition from colleges and other training organisations that operate on a national basis.

Since 2017 there have been continued changes to every part of an apprenticeship from the funding through to assessment and qualifications. Implemented by the Education and Skills Funding Agency Apprenticeship Frameworks will no longer be funded from 31 July leaving only Apprenticeship Standards approved for Government funding. With the introduction of a training levy for larger employers and changes to funding for medium to small employers. Standards are structured with an emphasis on end testing for assessment of an apprentices competence. However the lack of available standards for some motor vehicle specialisms i.e. Auto-Electrical means we are unable currently to recruit apprentices for some of these disciplines. This is likely to have a negative impact on the recruitment of apprentices, and subsequently income, of the Group Training Association. The COVID-19 Pandemic has also had severe impact on employers recruiting apprentices. Data published by the Department for Education has shown a dramatic drop in available vacancies advertised for apprenticeships. In May 2020 there had been a reduction of 85% nationally in available opportunities as compared to the previous year. May 2019 12,580 and May 2020 1,850.

The training programme's success is measured by the number of Learners on programme and the attainment of Apprenticeship Frameworks achieved in their respective career specialism. The targets are challenging and, due to the continuing difficult trading that garages are experiencing combined with the impact of the pandemic and now the reduction in approved apprenticeship standards for the motor industry, there is a reduced uptake in apprentice work placements that is affecting apprentice numbers on our training programme. The Qualification Award Bodies inspection regime (IMI, OCR, SQA, EDI, RTITB, JAAPT and City & Guilds) audit all Group Training Association qualification systems and procedures in order to grant their approval to provide a full qualification structure for the students. A Group Training Association Management Team will complete quality audits and assessments to identify and address any concerns.

The Group Training Association opened a Training Centre in Sheffield in September 2007 to enable it to take up a contract with Sheffield LEA to deliver motor vehicle vocational programmes for schools in the Sheffield region. Sheffield LEA has once again re-contracted with the Group Training Association for the academic year from September 2019 to July 2020. The Group Training Association also has forty four apprentices following their training programmes at the Sheffield Centre.

The Group Training Association is continually seeking to offer additional training to enhance the range of training work. Changes to the car testing regime by the Government offered opportunities for the Group Training Association to become involved in providing training for prospective car and motorcycle MOT testing. The Group Training Association has purchased all the required equipment to enable the provision of the MOT testing and assessment.

With the introduction of the new apprenticeship Standards and the requirement for new end point assessments by a separate End Point Assessment centre (EPA) the Group Training Association has identified the possible need for this apprenticeship service for existing manufactures on the Doncaster site for light and heavy vehicle as well as panel and paint.

We have also invested in equipment to operate the IMI Accreditation DSV A MOT qualifications to include Service Technician, Vehicle Air Conditioning, Vehicle Inspection and Vehicle Refinishing from our Doncaster Centre. Motorcycle ATA was approved to operate from our Sheffield Centre by IMI during 2013 and again in 2019.

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The Group Training Association continues its relationship with motor vehicle manufacturers and is presently involved with Raytheon Services Solutions representing Vauxhall UK and Honda. Depending upon car sales and market share the manufacturers increase or decrease the amount of work carried out by the Group Training Association.

PERFORMANCE AGAINST PROFILE

Education Skills Funding Agency Apprentice Programme

2016 – 2017

AGE	APPRENTICES	ACHIEVERS	GTA SUCCESS RATE	NATIONAL AVERAGE SUCCESS RATE
16-18	119	79	66.39%	70.95%
19-21	77	62	80.52%	70.2%
TOTAL	196	141	71.94%	70.57%

2017 – 2018

AGE	APPRENTICES	ACHIEVERS	GTA SUCCESS RATE	NATIONAL AVERAGE SUCCESS RATE
16-18	62	52	83.87%	69.5%
19-21	54	40	74.07%	69.7%
TOTAL	116	92	78.97%	69.6%

2018 – 2019

AGE	APPRENTICES	ACHIEVERS	GTA SUCCESS RATE	NATIONAL AVERAGE SUCCESS RATE
16-18	77	64	83.12%	67.4%
19-21	41	29	70.74%	67.5%
TOTAL	118	93	78.81%	67.5%

2019 – 2020 Provisional

AGE	APPRENTICES	ACHIEVERS	GTA SUCCESS RATE	NATIONAL AVERAGE SUCCESS RATE
16-18	83	72	86.75%	Not Yet Published
19-21	43	34	79.07%	Not Yet Published
TOTAL	126	106	84.13%	Not Yet Published

The Group Training Associations apprenticeship programme qualification success rate has consistently, for the past nine years, been above the national average as shown in the tables above.

SCHOOLS PROGRAMMES

The Group Training Association has been providing motor vehicle vocational training programmes for schools in South Yorkshire at its Training Centres and at school premises for a number of years. Due to changes in the Government League Tables for schools these programmes have again reduced in numbers. At present some ten schools have programmes operated by the Group Training Association with no school learners at the Doncaster Centre and thirty eight school learners at the Sheffield Centre.

Due to the Government's Spending Review limiting the budgets of schools and changes to the qualification points systems, schools are continuing to review their vocational programmes and are reducing the number of learners on these programmes.

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In 2016 The Sheffield Local Authority enquired if the Group Training Association was able to provide construction training for learners still at school. The Group Training Association started a pilot scheme on construction training in 2018 as consequence an additional vocationally experienced tutor has been employed to operate this programme.

OTHER TRAINING PROGRAMMES

In August 2016 the Group Training Association took the decision to apply for direct approval and to produce all of its own training material for Driver Certificate of Competence (Driver CPC). This has been successfully carried out and the Group Training Association has direct approval to operate the Driver CPC courses via JAUPT. Ten days of courses were re-approved in August 2020.

SAFEGUARDING, PREVENT & BRITISH VALUES

The GTA considers that employee and learner involvement is essential to its continuing success and uses a variety of methods to inform, consult and involve employees and learners. These include questionnaires, meetings, Every Child Matters, Prevent Duties, Safeguarding, British Values, Radicalisation Awareness and E-safety. The Group Training Association has an appointed member of staff responsible for all Equality, Diversity & Safeguarding.

All staff and apprentices under-take Safeguarding and Prevent training, all staff who work with young people are subject to DBS checks. In addition we have held the Investors in People Award since 1994, for which we were re-accredited in January 2020.

RISK MANAGEMENT

The Council confirms that systems have been established to identify any major risks to which the Company may be exposed and the perceived risks are reviewed monthly to mitigate these risks.

A Treasurer's report is presented as a fixed and formal agenda item at the Council's bi-monthly meetings. Funds held for investment are confirmed at this meeting. An annual review of Internal Financial Controls using the Charity Commission self-checklist is carried out and evaluated against guidelines.

The Council has reviewed spending and investment policies and maintained a reduced capital spending programme over the past few years, this has enabled the organisation to maintain a yearly surplus of income over expenditure until this financial year when a small deficit has been recorded. Redevelopment of the Doncaster Forklift Truck Centre into a new training Centre for Training and Educational purposes is being considered as well as the possible improvements to other premises that the organisation owns. The organisation still has a clear focus on extending the area that the Company operates in to increase the amount of business into the company. Re-development in Doncaster will involve substantial capital expenditure to be sourced from the organisations own funds.

Over the past few years staff levels have been reduced to reflect the reduction in income received by the Company. Staff numbers are now stable but due to the financial impact a review of staff requirements will be carried out in 2020-2021.

The council have also explored the utilisation of the GTA's assets and in-particular buildings and property. The funds raised from the leasing property is expected to be reinvested into the apprentice programme, providing much needed financial stability at a time where the biggest changes in apprenticeships have been made since the introduction of the Modern Apprenticeship which started in the early 1990's.

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The investment policy for surplus monies was reviewed in 2011 and an account was opened with Lloyds Bank that has produced improved interest rates for deposits. These interest rates from Lloyds have now reduced and are closer to the rates offered by Barclays. The Council decided to increase the deposit amounts in Lloyds over the coming months and maintain a good reserve of monies to minimise possible cash flow problems due to the economic climate following the changes in Apprenticeship funding and Britain's decisions to leave the European Union.

MAIN RISKS

The continued changes to the Apprentice qualification structure and ESFA payment system which are expected through 2019/2020 and into 2021 may have an impact on achievement rates, apprentice recruitment and financial income. All employers now have to adjust to using the Digital Account Service (DAS) for funding apprenticeships.

With the introduction of the apprenticeship Standards and the existing Frameworks from July 2020 no longer being funded this has created extra burden on employers which previously did not exist. Employers are now responsible for funding setup and allocations for apprenticeships. This is proving more problematic for smaller employers who not necessarily have the time or resource to perform these processes.

Due to the raising of the school leaving age and the large number of school learners who have not achieved a grade A to C or 4 to 9 in GCSE English and Maths, the Government has made it an apprentice contract requirement that all apprentices are taught English and Maths up to Level 2.

The Education & Skills Funding Agency introduced a minimum contract value (MCV) for contracting with training suppliers. This was initially set at £500,000 for 2011-12 contract period and has remained constant since then for each contract year but may increase in following years. The MCV at present does not impact on the Group Training Association contract value, but may in future years unless the GTA is able to maintain and increase apprentice numbers via the current Standards offered and by increasing and the diversity of apprenticeships offered.

With the increase in the school leaving age schools are encouraging learners to stay in school rather than take up an apprenticeship. This has led to schools starting to set up their own motor vehicle workshops to keep vocational training within the school premises.

Due to the Government's Spending Review limiting the budgets of schools and changes to the qualification points systems, in 2014 there was approximately 3000 approved courses by Ofqual, there are now between 200-300. Schools are reviewing their motor vehicle vocational programmes and are reducing the number of learners on these programmes.

In order to reduce the risk to income and expenditure the Group Training Association:-

- Monitors the ESFA contract progression on a monthly basis in order to ensure that it is delivering against contract requirements.
- Employs staff in a specific marketing role to engage apprentice placement companies in order to maintain and if possible increase apprentice numbers.
- Has expanded the geographical area that it operates in for apprenticeships.
- Has continued to contain costs associated with the companies operation whilst income has reduced.
- Has a renewed focus on the company's electronic systems and social media for marketing purposes.
- Continues to monitor the motor and logistics sector for changes manufactures trends, advancing technologies, changes in government legislation and public opinion.

The short and long term effects on the economy due to COVID-19 pandemic are still unknown and are likely to have a negative impact on the motor trade and training industry for some time to come.

To reduce this risk the GTA continue to operate within the constraints of Government guidance, changing our delivery methods and adapting to the ever changing climate in an attempt to stabilise the delivery of training.

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FUTURE CENTRE DEVELOPMENTS AND OBJECTIVES 2019 / 2020

- Continue placement marketing in an effort to expand apprentice contract numbers
- To expand the operation area for the apprenticeship programme to include all of South Yorkshire and the Sheffield City Region
- To maintain VCQ/VRQ Framework targets and achievements for apprentices on programme
- Implement the new ESFA apprentice funding system
- To continue development of driver training courses car and trailer (B + E) and off road 4 x 4 driver training
- Progress, if viable, the new MOT Testers training programme
- Develop the school learner's construction programme further
- Expand the business administration and related apprenticeships
- Invest in training facilities and equipment to be more in line with the latest technological developments in the sector
- Monitor Government directives on proposed changes to programmes
- To uphold the staff development programme
- Provide facilities and support for all Manufacturers' courses

We are continuing to modify our training course portfolio and build our existing dedicated educational resources to meet new demands. Change is not only about investments in bricks and mortar. It must be people led and owned. Our Group Training Association recognises the support that it must provide to be at the heart of future ambitions of our young learners.

Plans are underway for a re-furbishment programme of the teaching block in the main workshop. This will provide vital improvements for both staff and learners.

FINANCIAL REVIEW

During the year under review resources expended have exceeded incoming resources by £73,947, compared to a deficit of £102,263 in 2019, an improvement of £28,316. Although total income has fallen in the year by £29,302, expenditure has also fallen by £57,618, to give the net reduction in the deficit of £28,316. The Council is carefully monitoring projected income and expenditure levels to ensure that the GTA continues to have a financially viable operation. It should be noted that there is a surplus before depreciation of £22,995 compared to a deficit of £2,687 in 2019. This means that even in this most difficult of years due to the virus, the GTA has still generated a positive cash flow from its operations.

RESERVES POLICY

The Group Training Association reserves at the year-end are represented by the accumulated fund of £5,466,982 (2019 - £5,540,929) shown on the balance sheet. Of this amount, £3,541,415 (2019 - £3,485,743) is represented by the Company's fixed assets, investment and working capital. The Group Training Association free reserves are represented by cash held at the bank amounting to £1,925,567 (2019 - £2,055,186). The free reserves are held at this level because the Council are particularly mindful of the operating costs of Motor Vehicle Training Workshops and in particular the promotion of a safe environment for training in vehicle body repair and paint operations, not to mention unforeseen circumstances.

The level of free reserves therefore held and available to be applied to the council's discretion in furtherance of the Charity's objects, is determined by reference to the specific requirements for capital and refurbishment expenditure in the short and medium term together with contingency plans to meet any urgent Training Centre financial requirements and contingencies. In particular, the Council are considering:

- (a) the redevelopment of the Doncaster Forklift Truck building (although on hold for the time being)
- (b) purchasing a property in Sheffield to replace the current rented property when its lease expires in either 2021 (due to the break clause) or 2022 (the end of the lease).
- (c) the GTA has an obligation to purchase a unit currently rented in Doncaster when the lease expires in 2023

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(d) the renovation of classrooms, scheduled for 2021

It is the prudent purchase and construction of property from past surpluses which has created a sound financial basis for the GTA, since otherwise there would be a large exposure to rental liabilities. It is also considered that the level of free reserves is necessary to cover any deficits that may arise in the future from a loss of revenue arising from companies or other institutions cutting back their training programmes, as noted in the "Main Risk" section of this report. The downturn in income in certain past years demonstrates that this is not a theoretical risk.

Although the impact of the coronavirus has not had a particularly adverse financial impact so far, it does demonstrate that it is impossible to predict what is "round the corner" however, the level of reserves held by the GTA does mean that the GTA should be able to deal with any unforeseen liabilities that might arise in the future.

INVESTMENT POLICY

Short-term funds are principally invested on the money markets, with other monies being held in bank deposits. The potential risks in the Stock Market were recognised by the Council in October 2007 when the Council decided to liquidate its investment portfolio with Barclays Bank Plc. Since then, the company has only invested in bank and money market deposits. When interest rates were high, this produced a good return for the GTA but the continuing decrease in interest rates has meant that the company's income from interest has continued to decrease over the years, to what is now a very low figure in relation to the amounts held. Current deposits are held with Barclays Bank Plc and Lloyds Bank Plc.

If these banks decide to stop paying interest, the Council will have to consider alternative institutions if it is to obtain investment income in the future. The Group Training Association invites Barclays Bank Plc (with whom it has a thirty nine year history of banking) and Lloyds Bank Plc to its Annual General Meeting to discuss longer term investment funds along with the Auditors.

At the Annual General Meeting, Senior Bank personnel attend on invitation from the Council together with the Auditor, who is asked to present the Annual accounts and make comment. These valued observations and advice are implemented by the Council at the meeting following the Annual General Meeting and throughout the financial year.

RESPONSIBILITIES OF THE COUNCIL

The council are responsible for preparing the Report of the Council and the financial statements in accordance with applicable law and regulations.

Company Law requires the Council to prepare financial statements for each financial year. Under that law the council has elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

Under company law the council must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Group Training Association and of its incoming resources and application of resources, including income and expenditure, for that period. In preparing these financial statements, the council are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Company will continue on that basis

The Council is responsible for keeping proper accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

**DONCASTER ROTHERHAM AND DISTRICT MOTOR TRADES
GROUP TRAINING ASSOCIATION LIMITED
REPORT OF THE COUNCIL FOR THE
YEAR ENDED 31 JULY 2020**

The council is also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

MEMBERS OF THE COUNCIL

Members of the Council who are Directors for the purposes of Company Law and Trustees for the purposes of Charity Law, who served during the year and up to the date of this report, are set out on page 1.

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he should have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

D & J Randles Ltd will be proposed for re-appointment at the forthcoming annual general meeting.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued March 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Council and signed on its behalf:-



_____ G THOMPSON

8 December 2020

**REPORT OF THE INDEPENDANT AUDITORS
TO THE MEMBERS OF
DONCASTER, ROTHERHAM & DISTRICT
MOTOR TRADES GROUP TRAINING ASSOCIATION LIMITED**

Opinion

We have audited the financial statements of Doncaster, Rotherham & District Motor Trades Group Training Association Limited (the 'company') for the year ended 31 July 2020 which comprise the Statement of Financial Activities, Balance Sheet and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 July 2020 and of its deficit 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Council for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Council has been prepared in accordance with applicable legal requirements.

**REPORT OF THE INDEPENDANT AUDITORS
TO THE MEMBERS OF
DONCASTER, ROTHERHAM & DISTRICT
MOTOR TRADES GROUP TRAINING ASSOCIATION LIMITED**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Council.

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 financial statements 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 financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Council.

Responsibilities of directors

As explained more fully in the Council's Responsibilities set out on page thirteen, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Auditors.

Use of our Report

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 a Report of the Auditors 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.

David F Randles FCA
Senior Statutory Auditor
for and on behalf of
D & J Randles Limited
Chartered Accountants
Statutory Auditors
203 Askern Road
Bentley
Doncaster
South Yorkshire
DN5 0JR



Date: 8 December 2020

**DONCASTER ROTHERHAM AND DISTRICT MOTOR TRADES
GROUP TRAINING ASSOCIATION LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING THE INCOME AND EXPENDITURE ACCOUNT)**

FOR THE YEAR ENDED 31 JULY 2020

	Notes	Unrestricted Funds	
		31.7.20 £	31.7.19 £
INCOME:			
Charitable activities:			
Course Fees		1,235,460	1,372,067
Rents receivable		99,575	13,564
Membership Fees		240	270
Government Grants		17,177	0
Investment income:			
Investments - Deposit account interest		15,779	11,632
Total		1,368,231	1,397,533
EXPENDITURE:			
Charitable activities:			
Provision of training services	4	1,419,993	1,477,005
Governance costs	6	22,185	22,791
Total		1,442,178	1,499,796
NET (EXPENDITURE)		(73,947)	(102,263)
NET INCOMING RESOURCES FOR THE YEAR/ NET MOVEMENT IN FUNDS IN YEAR		(73,947)	(102,263)
RECONCILIATION OF FUNDS:			
TOTAL FUNDS BROUGHT FORWARD		5,540,929	5,643,192
TOTAL FUNDS CARRIED FORWARD		5,466,982	5,540,929

The notes on pages 18 to 23 form part of these accounts

**DONCASTER ROTHERHAM AND DISTRICT MOTOR TRADES
GROUP TRAINING ASSOCIATION LIMITED**

**BALANCE SHEET
AT 31 JULY 2020**

	Notes	31.7.20		31.7.19	
		£	£	£	£
FIXED ASSETS:					
Tangible assets	8		3,513,300		3,401,911
Investments	9		100		100
Total fixed assets			3,513,400		3,402,011
CURRENT ASSETS:					
Debtors	10	156,073		164,322	
Cash at bank and in hand		1,925,567		2,055,186	
Total current assets		2,081,640		2,219,508	
LIABILITIES:					
Creditors: Amounts falling due within one year	11	128,058		80,590	
NET CURRENT ASSETS			1,953,582		2,138,918
NET ASSETS			5,466,982		5,540,929
THE FUNDS OF THE CHARITY:					
Unrestricted funds					
Unrestricted funds	12		5,466,982		5,540,929
TOTAL CHARITY FUNDS			5,466,982		5,540,929

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Council on 8 December 2020.

and signed on its behalf by:



G THOMPSON

The notes on pages 18 to 23 form part of these accounts

**DONCASTER ROTHERHAM AND DISTRICT MOTOR TRADES
GROUP TRAINING ASSOCIATION LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020**

1. COMPANY STATUS

The company is limited by guarantee and is a Registered Charity, number 518473. The company's registered number and registered office address can be found in the Report of the Council on Page 1.

2. ACCOUNTING POLICIES

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

Basis of accounting

The financial statements have been prepared under the historical cost convention with items recognised at cost unless otherwise stated in the relevant notes to these accounts.

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. The company meets the definition of a public benefit entity under FRS102.

Fund accounting

Unrestricted funds are available for use at the discretion of the council in furtherance of the general activities of the company.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

In the opinion of the council, all the funds held by the company are unrestricted.

Income and endowments

All income is included in the Statement of Financial Activities when the company is entitled to the income. The following specific policies are applied to particular categories of income:

Course fees are accounted for when earned

Investment income is accounted for when receivable

Grants are accounted for when the company is entitled to receive them

Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes attributable VAT which cannot be recovered because the company is not registered for VAT and is reported as part of the expenditure to which the VAT relates.

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

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SoFA either by direct allocation or apportioned on a basis of the staff time attributable to each category.

**DONCASTER ROTHERHAM AND DISTRICT MOTOR TRADES
GROUP TRAINING ASSOCIATION LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020**

2. ACCOUNTING POLICIES (continued)

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Freehold property	2% on a reducing balance basis
Short leasehold property	Over the remaining period of the lease
Plant and machinery	20% on a reducing balance basis 33% on a straight line basis
Fixtures and fittings	20 - 33% on a reducing balance basis 25% on a straight line basis (computers)
Motor vehicles	25% on a reducing balance basis
Investment property	Investment property is shown at its most recent valuation. Any surplus or deficit arising is recognised through the income and expenditure account.

The council's policy is not to capitalise capital expenditure incurred at a cost of under £1,000.

Pensions

The company operates a defined contribution pension scheme. Contributions payable for the year are charged in the income and expenditure account.

Preparation of consolidated financial statements

The financial statements contain information about Doncaster Rotherham & District Motor Trades Group Training Association Ltd as an individual limited company and do not contain consolidated financial information as the parent of a group. The company has taken the option under Section 398 of the Companies Act 2006 not to prepare consolidated financial statements.

Taxation

As a Registered Charity, the company is not subject to corporation tax.

3. NET INCOMING RESOURCES FOR THE YEAR

Net incoming resources for the year are stated after charging:

	31.7.20	31.7.19
	£	£
Depreciation - owned assets	98,942	93,530
Auditors remuneration: Audit services	3,834	3,720
Accountancy services	3,012	3,318
Operating lease expenses - land & buildings	71,086	70,410
Pension costs	29,971	30,347
	<u>29,971</u>	<u>30,347</u>

**DONCASTER ROTHERHAM AND DISTRICT MOTOR TRADES
GROUP TRAINING ASSOCIATION LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020**

4. PROVISION OF TRAINING SERVICES	31.7.20	31.7.19
	£	£
Costs directly allocated to activities		
Direct staff costs	708,783	714,008
Training & workshop costs	195,404	226,195
Premises costs	297,648	304,455
Support costs	84,342	93,188
Management & administration	133,816	139,159
	<u>1,419,993</u>	<u>1,477,005</u>

5. STAFF COSTS AND NUMBERS	31.7.20	31.7.19
	£	£
Staff costs were as follows:		
Salaries and wages	739,906	733,306
Social security costs	63,986	61,356
Pension costs	29,971	30,347
	<u>833,863</u>	<u>825,009</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year was as follows:

	31.7.20	31.7.19
Tutors	18	18
Administration	4	5
Health and safety, quality control & marketing	4	4
Management	4	4
Cleaners	2	-
	<u>32</u>	<u>31</u>

6. GOVERNANCE COSTS	31.7.20	31.7.19
	£	£
Salaries and office costs	13,200	13,100
Trustees meeting expenses	2,139	2,653
Audit fees	3,834	3,720
Accountancy costs	3,012	3,318
	<u>22,185</u>	<u>22,791</u>

**DONCASTER ROTHERHAM AND DISTRICT MOTOR TRADES
GROUP TRAINING ASSOCIATION LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020**

7. COUNCIL REMUNERATION AND RELATED PARTY TRANSACTIONS

Certain members of the executive council received expenses during the year.

The total amount payable amounted to £2,139 (2019 - £2,653).

No council member or other person related to the company had any personal interest in any contract or transaction entered into by the company during the year.

8. TANGIBLE FIXED ASSETS

	Freehold property £	Investment property £	Short Lease property £	
COST:				
At 1.8.19	3,953,812	528,984	72,980	
Additions	99,828	-	-	
Disposals	-	-	-	
At 31.7.20	<u>4,053,640</u>	<u>528,984</u>	<u>72,980</u>	
DEPRECIATION:				
At 1.8.19	1,075,862	132,058	71,320	
Charge for year	58,389	-	1,651	
Eliminated on disposals	-	-	-	
At 31.7.20	<u>1,134,251</u>	<u>132,058</u>	<u>72,971</u>	
NET BOOK VALUE:				
At 31.7.20	<u>2,919,389</u>	<u>396,926</u>	<u>9</u>	
At 31.7.19	<u>2,877,950</u>	<u>396,926</u>	<u>1,660</u>	

	Plant & machinery £	Fixtures & fittings £	Motor vehicles £	Totals £
COST:				
At 1.8.19	825,460	350,829	219,745	5,951,810
Additions	103,625	7,052	-	210,505
Disposals	-	-	(17,427)	(17,427)
At 31.7.20	<u>929,085</u>	<u>357,881</u>	<u>202,318</u>	<u>6,144,888</u>
DEPRECIATION:				
At 1.8.19	746,084	334,544	190,031	2,549,899
Charge for year	27,746	3,726	7,430	98,942
Eliminated on disposals	-	-	(17,253)	(17,253)
At 31.7.20	<u>773,830</u>	<u>338,270</u>	<u>180,208</u>	<u>2,631,588</u>
NET BOOK VALUE:				
At 31.7.20	<u>155,255</u>	<u>19,611</u>	<u>22,110</u>	<u>3,513,300</u>
At 31.7.19	<u>79,376</u>	<u>16,285</u>	<u>29,714</u>	<u>3,401,911</u>

In the opinion of the council, the market value of the company's investment property as at the year end is not materially different to its net book value.

**DONCASTER ROTHERHAM AND DISTRICT MOTOR TRADES
GROUP TRAINING ASSOCIATION LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020**

9. FIXED ASSET INVESTMENTS	31.7.20	31.7.19	
	£	£	
Cost of Investment in Subsidiary Company	100	100	

The investment is a 100% shareholding in GTA Assessments Ltd which was incorporated during the last financial year. This company has not yet commenced trading.

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	31.7.20	31.7.19	
	£	£	
Trade debtors	95,581	106,433	
Prepayments and accrued income	60,492	57,889	
	<u>156,073</u>	<u>164,322</u>	

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	31.7.20	31.7.19	
	£	£	
Trade creditors	43,230	30,501	
Social security & other taxes	13,807	16,893	
Accrued expenses and deferred income	70,921	33,096	
Amount owed to subsidiary	100	100	
	<u>128,058</u>	<u>80,590</u>	

12. FUNDS	General Funds	Total	
	(Unrestricted)		
	£	£	£
B/f 1 August 2019	5,540,929	5,540,929	5,643,192
Incoming resources	1,368,231	1,368,231	1,397,533
Resources expended	(1,442,178)	(1,442,178)	(1,499,796)
C/f 31 July 2020	<u>5,466,982</u>	<u>5,466,982</u>	<u>5,540,929</u>

The fund balances carried forward at 31 July 2020 are represented by :

Other net assets	28,115	28,115	134,773
Tangible fixed assets	3,513,300	3,513,300	3,401,911
Cash at bank and in hand	1,925,567	1,925,567	2,004,245
	<u>5,466,982</u>	<u>5,466,982</u>	<u>5,540,929</u>

**DONCASTER ROTHERHAM AND DISTRICT MOTOR TRADES
GROUP TRAINING ASSOCIATION LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020**

13. OPERATING LEASE COMMITMENTS

The company has the following total non-cancellable commitments in respect of operating leases relating to land & buildings:

	31.7.20	31.7.19
	£	£
Expiring within 1 year	38,542	50,875
Expiring within 2 - 5 years	61,275	-

**DONCASTER ROTHERHAM AND DISTRICT MOTOR TRADES
GROUP TRAINING ASSOCIATION LIMITED**

**DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 JULY 2020**

	31.7.20		31.7.19	
	£	£	£	£
INCOME:				
Membership fees	240		270	
Own course fees	198,411		280,337	
Other course fees & recharges	1,037,049	1,235,700	1,091,730	1,372,337
OTHER INCOME:				
Rents receivable	99,575		13,564	
Government grants	17,177		-	
Deposit account interest	15,779	132,531	11,632	25,196
TOTAL INCOME		1,368,231		1,397,533
EXPENDITURE:				
Wages	803,892		794,662	
Redundancy	-		15,000	
Pensions	29,971		30,347	
Telephone	29,242		25,020	
Post and stationery	17,737		20,520	
Advertising	2,547		4,289	
Motor expenses	22,093		23,902	
Training and workshop expenses	165,933		194,032	
Trainee lunches	3,725		12,502	
Meeting expenses	7,148		9,677	
Sundry expenses	11,008		9,351	
Cleaning	7,379		20,757	
Auditors remuneration	3,834		3,720	
Accountancy	3,012		3,318	
Payroll preparation	3,589		3,166	
Rates & water	38,034		33,088	
Doncaster rent	19,656		19,350	
Sheffield occupancy costs	67,490		66,507	
Insurance	19,864		21,797	
Light & heat	39,378		46,470	
Legal & professional fees	8,744		-	
Bank charges	2,790		3,036	
Repairs & renewals	38,170	1,345,236	39,709	1,400,220
SURPLUS/(DEFICIT) BEFORE DEPRECIATION		22,995		(2,687)
DEPRECIATION				
Freehold property	58,389		58,240	
Short leasehold property	1,651		1,651	
Plant & machinery	27,746		19,661	
Fixtures & fittings	3,726		4,069	
Motor vehicles	7,430		9,909	
Loss on disposal of freehold property	-		6,335	
(Profit) on disposal of plant & machinery	(2,000)		-	
(Profit) on disposal of vehicles	-	96,942	(289)	99,576
NET (DEFICIT) FOR THE YEAR		(73,947)		(102,263)

This page does not form part of the statutory financial statements

**DONCASTER ROTHERHAM AND DISTRICT MOTOR TRADES
GROUP TRAINING ASSOCIATION LIMITED**

**INCOME AND EXPENDITURE ACCOUNT - workings only
FOR THE YEAR ENDED 31 JULY 2020**

EXPENDITURE:

	Direct Classification	Total £	% Charitable	Direct Charitable Expenditure £	Management & Admin £
Wages	Staff costs	803,892	85.00%	683,308	120,584
Redundancy	Staff costs	-	85.00%	-	-
Pensions	Staff costs	29,971	85.00%	25,475	4,496
Recruitment costs	Staff costs	-	100.00%	-	-
Telephone	Support	29,242	85.00%	24,856	4,386
Post and stationery	Support	17,737	85.00%	15,076	2,661
Advertising	n/a	2,547	0.00%	-	2,547
Motor expenses	Support	22,093	85.00%	18,779	3,314
Vehicle leases	Support	-	85.00%	-	-
Training & workshop expenses	Workshop	165,933	100.00%	165,933	-
Trainee lunches	Workshop	3,725	100.00%	3,725	-
Meeting expenses	Support	7,148	95.00%	6,791	357
Sundry expenses	Support	11,008	85.00%	9,357	1,651
Cleaning	Premises	7,379	85.00%	6,272	1,107
Auditors remuneration	n/a	3,834	0.00%	-	3,834
Accountancy	n/a	3,012	0.00%	-	3,012
Payroll preparation	Support	3,589	0.00%	-	3,589
Rates & water	Premises	38,034	100.00%	38,034	-
Rent	Premises	19,656	100.00%	19,656	-
Sheffield occupancy costs	Premises	67,490	100.00%	67,490	-
Insurance	Premises	19,864	100.00%	19,864	-
Light & heat	Premises	39,378	100.00%	39,378	-
Legal & professional	Premises	8,744	100.00%	8,744	-
Bank charges	n/a	2,790	0.00%	-	2,790
Repairs & renewals	Premises	38,170	100.00%	38,170	-
		1,345,236		1,190,908	154,328
DEPRECIATION					
Freehold property	Premises	58,389	100.00%	58,389	-
Short leasehold property	Premises	1,651	100.00%	1,651	-
Plant & machinery	Workshop	27,746	100.00%	27,746	-
Fixtures & fittings	Support	3,726	85.00%	3,167	559
Motor vehicles	Support	7,430	85.00%	6,316	1,114
Investment property	Premises	-	100.00%	-	-
Loss on disposal of freehold property	Support	-	85.00%	-	-
(Profit) on disposal of plant & machinery	Workshop	(2,000)	100.00%	(2,000)	-
(Profit) on disposal of vehicles	Support	-	85.00%	-	-
		96,942		95,269	1,673
TOTAL		1,442,178		1,286,177	156,001

This page does not form part of the statutory financial statements

**DONCASTER ROTHERHAM AND DISTRICT MOTOR TRADES
GROUP TRAINING ASSOCIATION LIMITED**

**INCOME AND EXPENDITURE ACCOUNT - workings only
FOR THE YEAR ENDED 31 JULY 2019**

EXPENDITURE:	Direct Classification	Total £	% Charitable	Direct Charitable Expenditure £	Management & Admin £
Wages	Staff costs	794,662	85.00%	675,463	119,199
Redundancy	Staff costs	15,000	85.00%	12,750	2,250
Pensions	Staff costs	30,347	85.00%	25,795	4,552
Recruitment costs	Staff costs	0	100.00%	0	
Telephone	Support	25,020	85.00%	21,267	3,752
Post and stationery	Support	20,520	85.00%	17,442	3,078
Advertising	n/a	4,289	0.00%	0	4,289
Motor expenses	Support	23,902	85.00%	20,317	3,586
Vehicle leases	Support	0	85.00%	0	0
Training & workshop expenses	Workshop	194,032	100.00%	194,032	0
Trainee lunches	Workshop	12,502	100.00%	12,502	0
Meeting expenses	Support	9,677	95.00%	9,193	484
Sundry expenses	Support	9,351	85.00%	7,948	1,403
Cleaning	Premises	20,757	85.00%	17,643	3,114
Auditors remuneration	n/a	3,720	0.00%	0	3,720
Accountancy	n/a	3,318	0.00%	0	3,318
Payroll preparation	Support	3,166	0.00%	0	3,166
Rates & water	Premises	33,088	100.00%	33,088	0
Rent	Premises	19,350	100.00%	19,350	0
Sheffield occupancy costs	Premises	66,507	100.00%	66,507	0
Insurance	Premises	21,797	100.00%	21,797	0
Light & heat	Premises	46,470	100.00%	46,470	0
Legal & professional		0	100.00%	0	0
Bank charges	n/a	3,036	0.00%	0	3,036
Repairs & renewals	Premises	39,709	100.00%	39,709	0
		<u>1,400,220</u>		<u>1,241,273</u>	<u>158,947</u>
DEPRECIATION					
Freehold property	Premises	58,240	100.00%	58,240	0
Short leasehold property	Premises	1,651	100.00%	1,651	0
Plant & machinery	Workshop	19,661	100.00%	19,661	0
Fixtures & fittings	Support	4,069	85.00%	3,459	610
Motor vehicles	Support	9,909	85.00%	8,423	1,486
Loss on disposal of freehold property	Support	6,335	85.00%	5,385	950
(Profit) on disposal of vehicles	Support	(289)	85.00%	(246)	(43)
		<u>99,576</u>		<u>96,573</u>	<u>3,003</u>
TOTAL		<u>1,499,796</u>		<u>1,337,846</u>	<u>161,950</u>

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**DONCASTER ROTHERHAM AND DISTRICT MOTOR TRADES
GROUP TRAINING ASSOCIATION LIMITED**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 JULY 2020**

	31.7.20		31.7.19	
	£	£	£	£
NET (DEFICIT) FOR THE YEAR		(73,947)		(102,263)
Adjustments for:				
Depreciation charges		98,942		93,530
Loss/(Profit) on disposal of fixed assets		(2,000)		6,046
Decrease in debtors		8,249		42,536
Increase/(Decrease) in creditors		47,468		12,783
Net cash generated by operating activities		78,712		52,632
Cash flows from other sources:				
Proceeds from the sale of fixed assets		2,174		294,608
Application of cash:				
Purchase of plant and equipment		(210,505)		(26,604)
Investment in subsidiary		-		-
NET (DECREASE)/INCREASE IN CASH		(129,619)		320,636
Cash at bank and in hand at the beginning of the year		2,055,186		1,734,550
CASH AT BANK AND IN HAND AT THE END OF THE YEAR		1,925,567		2,055,186

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