

Registration number 00054940

## Bradford Chamber of Commerce & Industry

Directors' Report and Consolidated Financial Statements

for the Year Ended 31 March 2013

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**Bradford Chamber of Commerce & Industry**  
**Company Information**

<b>Directors</b>	R Beattie G A Brown A M Caton S E Clark V Fryer S Kader P H Mackie S Needham E J Robinson M N Sweeney S T Wright P S Young
<b>Company secretary</b>	J A Snook
<b>Registered office</b>	Devere House Vicar Lane Bradford West Yorkshire BD1 5AH
<b>Solicitors</b>	Gordons LLP Forward House 8 Duke Street Bradford West Yorkshire BD1 3QX
<b>Auditors</b>	Watson Buckle LLP Statutory Auditor & Chartered Accountants York House Cottingley Business Park Bradford West Yorkshire BD16 1PE

**Bradford Chamber of Commerce & Industry**  
**Directors' Report for the Year Ended 31 March 2013**

The directors present their report and the consolidated financial statements for the year ended 31 March 2013

**Directors of the company**

The directors who held office during the year were as follows

R Beattie

G A Brown (appointed 24 July 2012)

A M Caton (appointed 16 April 2012)

S E Clark

V Fryer

S Kader

P H Mackie

S Needham

B S Panesar (resigned 24 July 2012)

E J Robinson

E S M Stanners (resigned 24 July 2012)

M N Sweeney

S T Wright

P S Young

**Principal activity**

The principal activity of the group is the support and representation of industry and commerce in the Bradford District. During the year, the group's activities are undertaken by the Bradford Chamber of Commerce and Industry and by Bradford Enterprise Agency Limited.

## **Bradford Chamber of Commerce & Industry**

### **Directors' Report for the Year Ended 31 March 2013**

..... *continued*

#### **Business review**

##### ***Fair review of the business***

The Bradford Chamber Group is involved in the support and representation of industry and commerce mainly in the Bradford District. During the year the group's activities were undertaken by the Bradford Chamber of Commerce and by the Bradford Enterprise Agency Limited. The Bradford Chamber also acted as the corporate Trustee of the John Speak Languages Foundation.

The performance in the last twelve months reflects the local economy. The volume of work increased in the international department, occupancy in managed workspace improved and there was an increase in Chamber membership. Specialist events and information e.g. the Eco Fair (with 800 delegates), manufacturing alliance events and the Keighley Business Network have all proved successful. In March the Chamber International Export Network, in association with the Leeds City Region Local Enterprise Partnership, and the Bradford Executive Membership scheme were launched. The Chamber's flagship event, the Annual Dinner, was held in November with Steve Wright, Chief Executive of Hallmark Cards plc, as the keynote speaker.

The Bradford Chamber has continued to offer free workshops for those wishing to start a business and created a bank of volunteer mentors willing to support new entrepreneurs. We are also pleased to have delivered the second year of professional support to high growth start-up and existing business, under the Rising Stars banner, which is funded by Bradford Council and the European Regional Development Fund.

A significant amount of work was undertaken by the Vice President, Paul Mackie, to develop a network of business ambassadors willing to build effective linkages and opportunities for collaboration between local businesses and schools, colleges and the University of Bradford. As a result an initiative called E3, with funding from Bradford Council, has been established to facilitate business education links. Work has also commenced on involving local companies in the design and organisation of innovative vocational training with a view to competing for national skills funding to increase the skills of the local workforce.

A review was undertaken of the service provided to companies to help them engage through volunteering, sponsorship etc. with the wider community. As a result of input from members, a new scheme, called Raising the Bar, was launched in January. That provides a matching or brokerage service for businesses wanting to engage with activities linked to the community, education, employment or the environment. It also provides an online assessment process to measure activity, which will lead to an awards event in December 2013.

Patrons of the Chamber included Gordon's LLP, PEC Building Services, Bradford College, Clough and Co, Angel Telecom and Amplitude. The quarterly economic survey was also sponsored by Clough and Co. We are grateful for this continuing financial support.

Thanks to regular input from members, through committees, the Chamber Council, surveys and consultations, we have continued to give voice to the concerns of local businesses. A 40% response rate was reached for the Quarterly Economic Survey, which is significantly above average that of the national Chamber network. We have maintained good links with the local authority, the Leeds City Region Local Enterprise Partnership and through the British Chambers of Commerce to central government. We have had meetings with individual Members of Parliament during the year and in March a group meeting with three of the MPs in London. Also in March 2013 we were given the opportunity to invite 130 members and key contacts to an event with the Prime Minister, the Right Honourable David Cameron MP at the premises of Cinetic Landis in Keighley.

The Bradford Chamber has been proactive in obtaining coverage of business issues in the local and the regional media, helping to influence decision-makers. Since late 2012 we have been broadcasting a monthly "Business Matters" programme in partnership with BCB Radio providing news, features and interviews. Meetings have also been hosted to bring together the editors of the "Yorkshire Post" and the "BusinessDesk" with a variety of Bradford businesses to build awareness of the local business community and their views.

**Bradford Chamber of Commerce & Industry**  
**Directors' Report for the Year Ended 31 March 2013**

*..... continued*

We recruited four new members to the Chamber Council and two to the Board in 2012, bringing new voices and skills to our key groups

The Sue Ryder hospice, Manorlands, was chosen as the Chamber's charity for two years until the end of July 2013. Funds were raised through the Annual Dinner and from staff and member activities. During the year support was given to the Positive Bradford activity and Chamber staff were allocated one paid day a year to volunteer to community activities in the Bradford District.

The Chamber's subsidiary company, the Bradford Enterprise Agency Limited, trading as the Business Enterprise Fund, lent money to businesses in West and North Yorkshire that were unable to secure bank finance so helping companies to deal with one of the difficult issues of finding access to finance. The BEF capital fund increased to £4,074,038 and issued £2,010,424 in loans during the year.

BEA Ltd has refurbished a derelict building in Little Germany to provide managed offices on flexible terms and support to companies in the financial and professional sectors. The "City Hub" building was completed in April 2013 and has been funded by the European Regional Development Fund, the Local Enterprise Growth Initiative capital fund and BEA Ltd reserves.

The John Speak Trust has provided bursaries to people undertaking language study overseas with a view to working in international trade. My thanks go to Mark Green, Jo Dawson and Colin Russell who have dealt with sponsorship applicants, tracked the progress of the language students and undertaken a review of the charity's activities with changes being implemented in the new financial year. Bursaries for the year totalled £5,700.

In summary the Bradford Chamber made a profit after tax of £50,680. The Bradford Enterprise Agency Ltd returned a profit after tax of £25,981.

I would like to thank members, non-executive directors, committee members and partners for helping to make Bradford a good place to do business.

**Disclosure of information to the auditors**

Each director has taken steps that they ought to have taken as a director in order to make themselves aware of any relevant audit information and to establish that the group's auditors are aware of that information. The directors confirm that there is no relevant information that they know of and which they know the auditors are unaware of.

**Reappointment of auditors**

The directors have put the audit out for tender, the auditors, Watson Buckle LLP, have expressed their willingness to be reappointed in accordance with section 487 of the Companies Act 2006.

Approved by the Board on 17 June 2013 and signed on its behalf by



S T Wright  
Director

## **Bradford Chamber of Commerce & Industry**

### **Statement of Directors' Responsibilities**

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have 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 directors 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 and the company and of the profit or loss of the group for that period. In preparing these financial statements, the directors are required to

- select suitable accounting policies and apply them consistently,
- make judgements and accounting estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the group's and the company's transactions and disclose with reasonable accuracy at any time the financial position of the group and the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the group and the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Independent Auditor's Report to the Members of Bradford Chamber of Commerce & Industry**

We have audited the financial statements of Bradford Chamber of Commerce & Industry for the year ended 31 March 2013, set out on pages 8 to 31. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 in an auditor's report 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.

### **Respective responsibilities of directors and auditor**

As explained more fully in the Statement of Directors' Responsibilities (set out on page 5), the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the group's and parent company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the directors, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the group's and of the parent company's affairs as at 31 March 2013 and of the group's profit for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Independent Auditor's Report to the Members of  
Bradford Chamber of Commerce & Industry**

*..... continued*

**Matters on which we are required to report by exception**

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 by the parent company, or returns adequate for our audit have not been received from branches not visited by us, or
- the parent company 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

*Watson Buckle LLP*

Susan Sedgwick BSc FCA (Senior Statutory Auditor)  
For and on behalf of Watson Buckle LLP  
Statutory Auditor and Chartered Accountants  
Bradford

17 June 2013



**Bradford Chamber of Commerce & Industry**  
**Consolidated Profit and Loss Account for the Year Ended 31 March 2013**

	Note	2013 £	2012 £
Turnover	2	3,558,370	3,115,628
Cost of sales		<u>(1,829,092)</u>	<u>(1,644,549)</u>
Gross profit		1,729,278	1,471,079
Administrative expenses		<u>(1,607,490)</u>	<u>(1,428,732)</u>
Other operating income		<u>5,452</u>	<u>3,856</u>
Group operating profit	3	127,240	46,203
Income from other fixed asset investments		5,643	5,395
Other interest receivable and similar income	8	6,378	8,657
Interest payable and similar charges	9	<u>(45,297)</u>	<u>(52,860)</u>
Profit on ordinary activities before taxation		93,964	7,395
Tax on profit on ordinary activities	10	<u>(17,303)</u>	<u>(3,739)</u>
Profit for the financial year attributable to members of the parent company	17	<u><u>76,661</u></u>	<u><u>3,656</u></u>

Turnover and operating profit derive wholly from continuing operations

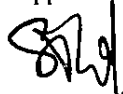
**Bradford Chamber of Commerce & Industry**  
**Consolidated Statement of Total Recognised Gains and Losses for the Year Ended 31 March**  
**2013**

	Note	2013 £	2012 £
Profit for the financial year		76,661	3,656
Unrealised surplus on revaluation of properties		<u>80,887</u>	<u>80,887</u>
Total recognised gains and losses relating to the year		<u><u>157,548</u></u>	<u><u>84,543</u></u>

**Bradford Chamber of Commerce & Industry**  
**Consolidated Balance Sheet at 31 March 2013**

		2013		2012	
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	11		3,098,231		2,518,763
Other investments	12		<u>228,529</u>		<u>217,433</u>
			3,326,760		2,736,196
<b>Current assets</b>					
Debtors	13	4,338,516		3,244,590	
Cash at bank and in hand		<u>574,237</u>		<u>1,173,487</u>	
		4,912,753		4,418,077	
Creditors Amounts falling due within one year	14	<u>(1,510,575)</u>		<u>(1,245,461)</u>	
Net current assets			<u>3,402,178</u>		<u>3,172,616</u>
Total assets less current liabilities			6,728,938		5,908,812
Creditors Amounts falling due after more than one year	15		(1,067,357)		(1,189,929)
Provisions for liabilities	16		<u>(27,200)</u>		<u>(24,997)</u>
Net assets			<u>5,634,381</u>		<u>4,693,886</u>
<b>Capital and reserves</b>					
Grant reserve	17	4,074,038		3,291,091	
Revaluation reserve	17	404,435		323,548	
Accumulated fund	17	<u>1,155,908</u>		<u>1,079,247</u>	
Shareholders' funds	18		<u>5,634,381</u>		<u>4,693,886</u>

Approved by the Board on 17 June 2013 and signed on its behalf by

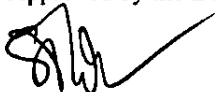


S T Wright  
Director

**Bradford Chamber of Commerce & Industry****(Registration number: 00054940)****Balance Sheet at 31 March 2013**

	Note	2013 £	2012 £
<b>Fixed assets</b>			
Tangible fixed assets	11	2,582,834	2,522,358
Investments	12	228,631	217,535
		<u>2,811,465</u>	<u>2,739,893</u>
<b>Current assets</b>			
Debtors	13	673,038	615,887
Cash at bank and in hand		169,463	272,634
		<u>842,501</u>	<u>888,521</u>
Creditors Amounts falling due within one year	14	(934,055)	(920,099)
Net current liabilities		<u>(91,554)</u>	<u>(31,578)</u>
Total assets less current liabilities		2,719,911	2,708,315
Creditors Amounts falling due after more than one year	15	(1,317,357)	(1,439,929)
Provisions for liabilities	16	(26,000)	(23,399)
Net assets		<u>1,376,554</u>	<u>1,244,987</u>
<b>Capital and reserves</b>			
Revaluation reserve	17	404,435	323,548
Accumulated fund	17	972,119	921,439
Shareholders' funds	18	<u>1,376,554</u>	<u>1,244,987</u>

Approved by the Board on 17 June 2013 and signed on its behalf by

S T Wright  
Director

**Bradford Chamber of Commerce & Industry**  
**Consolidated Cash Flow Statement for the Year Ended 31 March 2013**

**Reconciliation of operating profit/loss to net cash flow from operating activities**

	2013 £	2012 £
Operating profit	127,240	46,203
Depreciation, amortisation and impairment charges	93,331	88,435
Loss on disposal of fixed assets	1,120	912
(Increase)/decrease in debtors	(1,093,926)	212,382
Increase/(decrease) in creditors	29,926	(453,671)
(Profit)/loss on disposal of fixed asset investments	(5,452)	-
Grant reserve - other movement	782,947	426,762
Net cash (outflow)/inflow from operating activities	<u>(64,814)</u>	<u>321,023</u>

**Cash flow statement**

	2013 £	2012 £
Net cash (outflow)/inflow from operating activities	<u>(64,814)</u>	<u>321,023</u>
<b>Returns on investments and servicing of finance</b>		
Interest received	6,378	8,657
Interest paid	(45,298)	(52,864)
Dividends received	5,643	5,395
	<u>(33,277)</u>	<u>(38,812)</u>
Tax paid	<u>(7,708)</u>	<u>-</u>
<b>Capital expenditure and financial investment</b>		
Purchase of tangible fixed assets	(78,274)	(111,383)
Sale of tangible fixed assets	4,000	431
Purchase of investments	(43,820)	(5,393)
Sale of investments	38,177	-
Purchase of asset under construction	(1,180,558)	-
Grant receipts against asset under construction	661,800	82,981
	<u>(598,675)</u>	<u>(33,364)</u>
Net cash (outflow)/inflow before management of liquid resources and financing	<u>(704,474)</u>	<u>248,847</u>
<b>Financing</b>		
Value of new loans obtained during the period	194,832	-
Repayment of loans and borrowings	(87,275)	(91,848)
Repayment of capital element of finance leases and HP contracts	(2,333)	(2,333)
	<u>105,224</u>	<u>(94,181)</u>
(Decrease)/increase in cash	<u>(599,250)</u>	<u>154,666</u>

**Bradford Chamber of Commerce & Industry**  
**Consolidated Cash Flow Statement for the Year Ended 31 March 2013**

..... *continued*

**Reconciliation of net cash flow to movement in net debt**

	Note	2013 £	2012 £
(Decrease)/increase in cash		(599,250)	154,666
Cash inflow from increase in loans		(194,832)	-
Cash outflow from repayment of loans		87,275	91,848
Cash outflow from repayment of capital element of finance leases and hire purchase contracts		<u>2,333</u>	<u>2,333</u>
Change in net debt resulting from cash flows	21	<u>(704,474)</u>	<u>248,847</u>
 Movement in net debt	21	 (704,474)	 248,847
Net funds/(debt) at 1 April	21	<u>120,062</u>	<u>(128,785)</u>
Net (debt)/funds at 31 March	21	<u>(584,412)</u>	<u>120,062</u>

**Bradford Chamber of Commerce & Industry**  
**Notes to the Financial Statements for the Year Ended 31 March 2013**

**1 Accounting policies**

**Basis of preparation**

The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and in accordance with applicable accounting standards

**Basis of consolidation**

The group financial statements consolidate the financial statements of the company and its subsidiary undertakings drawn up to 31 March 2013

Subsidiary undertakings are included using the acquisitions method of accounting. Under this method the group profit and loss account and statement of cashflows include the results and cashflows of subsidiaries from the date of acquisition and to the date of sale outside the group in the case of disposals of subsidiaries. The purchase consideration has been allocated to the assets and liabilities on the basis of fair value at the date of acquisition.

**Going concern**

The financial statements have been prepared on a going concern basis.

**Turnover**

Turnover comprises annual membership fees, provision of services to customers, rental income, and interest and fees chargeable in respect of the provision of loan finance to customers. All turnover is shown net of value added taxes and is recognised on an accruals basis.

**Government grants**

Government grants received for the purpose of providing loans in accordance with the company's principal activity are credited to a deferral account, included within other loans, and are released to a Grant Reserve upon the fulfilment of various conditions relating to the grant.

Government grants on capital expenditure are credited to a deferral account and are released to revenue over the expected useful life of the asset to which they relate. Grants of a revenue nature are credited to income in the period to which the associated expenditure is incurred.

**Depreciation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Fixtures and fittings	3 to 10 years
Freehold property	25 years
Motor vehicles	5 years

## **Bradford Chamber of Commerce & Industry**

### **Notes to the Financial Statements for the Year Ended 31 March 2013**

**..... continued**

#### **Investment properties**

Certain of the group's properties are held for long-term investment. Investment properties are accounted for in accordance with SSAP 19, as follows:

No depreciation is provided in respect of investment properties and they are revalued annually. The surplus or deficit on revaluation is transferred to the revaluation reserve unless a deficit below original cost, or its reversal, on an individual investment property is expected to be permanent, in which case it is recognised in the profit and loss account for the year.

The asset under construction was not complete at 31 March 2013, it has been valued at cost. Revaluation will commence when the property is brought into use.

This treatment as regards the group's investment properties may be a departure from the requirements of the Companies Act concerning the depreciation of fixed assets. However, these properties are not held for consumption but for investment and the directors consider that systematic annual depreciation would be inappropriate. The accounting policy adopted is therefore necessary for the financial statements to give a true and fair view. Depreciation or amortisation is only one of many factors reflected in the annual valuation and the amount which might otherwise have been shown cannot be separately identified or quantified.

Grants receivable in respect of investment properties and assets under construction are credited directly to the cost of the asset. This treatment is not in accordance with Schedule 1 of the Large and Medium sized Companies and Groups (Accounts and Reports Regulations) 2008 which requires fixed assets to be shown at cost and grants as deferred income. The treatment has been adopted in accordance with section 404(5) of the Companies Act 2006 in order to show a true and fair view as, in the opinion of the directors, it is not appropriate to treat grants on investment properties and assets under construction as deferred income. Investment properties are not depreciated and accordingly no basis exists on which to recognise the release of deferred income to the profit and loss account. The accumulated impact of this treatment is to reduce the deferred income and investment property costs by £1,259,775 (2012 - £597,975).

Where grant income is received in advance of expenditure on investment properties and asset under construction, it is recognised in creditors until expenses have been incurred, at which point it is transferred to the cost of the asset.

#### **Fixed asset investments**

Long term investments are classified as fixed assets. Fixed asset investments which are listed on a recognised stock exchange are valued at cost. Provision is made for any permanent diminution in the value of investments.

#### **Deferred tax**

Deferred tax is recognised, without discounting, in respect of all timing differences between the treatment of certain items for taxation and accounting purposes, which have arisen but not reversed by the balance sheet date, except as required by FRS19.

Deferred tax is measured at the rates that are expected to apply in the periods when the timing differences are expected to reverse, based on the tax rates and law enacted at the balance sheet date.

#### **Hire purchase and leasing**

Rentals payable under operating leases are charged in the profit and loss account on a straight line basis over the lease term.



## **Bradford Chamber of Commerce & Industry**

### **Notes to the Financial Statements for the Year Ended 31 March 2013**

..... *continued*

Assets held under finance leases, which are leases where substantially all the risks and rewards of ownership of the asset have passed to the group, are capitalised in the balance sheet as tangible fixed assets and are depreciated over the shorter of the lease term and their useful lives. The capital elements of future obligations under the leases are included as liabilities in the balance sheet. The interest element of the rental obligation is charged to the profit and loss account over the period of the lease and represents a constant proportion of the balance of capital repayments outstanding. Assets held under hire purchase agreements are capitalised as tangible fixed assets and are depreciated over the shorter of the lease term and their useful lives. The capital element of future finance payments is included within creditors. Finance charges are allocated to accounting periods over the length of the contract and represent a constant proportion of the balance of capital repayments outstanding.

#### **Pensions**

The group operates a defined contribution pension scheme. Contributions are recognised in the profit and loss account in the period in which they become payable in accordance with the rules of the scheme.

#### **Income from investments**

Dividends and interest receivable from fixed asset securities and group undertakings are accounted for on a due date basis.

#### **Grant reserve**

Government grants received for the purpose of providing loans to individuals who would otherwise be excluded from mainstream bank finance, are credited to a deferral account, included within other loans, and are released to a Grant Reserve upon the fulfilment of various conditions relating to the grant.

## **2 Income**

The group's income is derived from the following sources:

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Revenue grants receivable	273,874	189,178
Commission and other fees	87,485	128,215
Interest from loans	375,452	237,989
Small firms loan agreement	2,846	3,213
Professional services	30,457	23,592
Business services	1,041,232	919,636
Sales and marketing	311,103	316,960
International	886,362	777,119
Business park	197,041	190,152
Commerce court	325,565	320,377
Management charges receivable	1,500	1,500
Other income	25,453	7,697
	<b>3,558,370</b>	<b>3,115,628</b>

# Bradford Chamber of Commerce & Industry

## Notes to the Financial Statements for the Year Ended 31 March 2013

..... continued

### 3 Operating profit/(loss)

Operating profit/(loss) is stated after charging

	2013 £	2012 £
Operating leases - other assets	95,605	84,221
Loss on sale of tangible fixed assets	1,120	912
Depreciation of owned assets	93,331	88,435
Auditor's remuneration	10,342	11,620
(Profit)/loss on disposal of fixed asset investments	(5,452)	-
Write off old provisions (included in administrative expenses)	(41,626)	-
	<hr/>	<hr/>

### 4 Auditor's remuneration

	2013 £	2012 £
Audit of the financial statements	9,850	9,820
<b>Other fees to auditors</b>		
Tax services	492	1,800
	<hr/>	<hr/>
	10,342	11,620
	<hr/>	<hr/>

£8,150 (2012 - £7,680) of the fee for auditing the financial statements relates to the company

### 5 Exceptional items

The following items are included within administrative expenses

	2013 £	2012 £
Write off deferred mentoring income	-	92,248
	<hr/>	<hr/>

# Bradford Chamber of Commerce & Industry

## Notes to the Financial Statements for the Year Ended 31 March 2013

..... continued

### 6 Particulars of employees

The average number of persons employed by the group (including directors) during the year, analysed by category was as follows

	2013 No.	2012 No.
Administration and support	<u>59</u>	<u>54</u>

The aggregate payroll costs were as follows

	2013 £	2012 £
Wages and salaries	1,343,559	1,297,227
Social security costs	126,199	125,848
Staff pensions	<u>66,407</u>	<u>63,090</u>
	<u>1,536,165</u>	<u>1,486,165</u>

### 7 Directors' remuneration

The directors' remuneration for the year was as follows

	2013 £	2012 £
Remuneration (including benefits in kind)	81,391	81,391
Company contributions paid to money purchase schemes	<u>6,545</u>	<u>6,545</u>

During the year the number of directors who were receiving benefits and share incentives was as follows

	2013 No	2012 No
Accruing benefits under money purchase pension scheme	<u>1</u>	<u>1</u>

### 8 Other interest receivable and similar income

	2013 £	2012 £
Bank interest receivable	<u>6,378</u>	<u>8,657</u>

# Bradford Chamber of Commerce & Industry

## Notes to the Financial Statements for the Year Ended 31 March 2013

..... continued

### 9 Interest payable and similar charges

	2013 £	2012 £
Interest on bank borrowings	45,297	47,827
Other interest payable	-	5,033
Group interest payable and similar charges	<u>45,297</u>	<u>52,860</u>

### 10 Taxation

#### Tax on profit on ordinary activities

	2013 £	2012 £
<b>Current tax</b>		
Corporation tax charge	15,100	7,708
<b>Deferred tax</b>		
Origination and reversal of timing differences	<u>2,203</u>	<u>(3,969)</u>
Total tax on profit on ordinary activities	<u>17,303</u>	<u>3,739</u>

#### Factors affecting current tax charge for the year

Tax on profit on ordinary activities for the year is lower than (2012 - higher than) the standard rate of corporation tax in the UK of 20% (2012 - 20%)

The differences are reconciled below

	2013 £	2012 £
Profit on ordinary activities before taxation	<u>93,964</u>	<u>7,395</u>
Corporation tax at standard rate	18,793	1,479
Capital allowances in excess of capital allowances	(1,536)	1,760
Dividends received not subject to tax	(1,129)	(1,079)
Expenses not deductible	4,972	5,548
Intragroup grant	<u>(6,000)</u>	<u>-</u>
Total current tax	<u>15,100</u>	<u>7,708</u>

#### Factors that may affect future tax charges

The group has tax losses of £73,747 (2012 - £73,747) available to be carried forward against future trading profits, and capital losses of £54,245 (2012 - £54,245) available to be carried forward against future capital gains

# Bradford Chamber of Commerce & Industry

## Notes to the Financial Statements for the Year Ended 31 March 2013

..... continued

### 11 Tangible fixed assets

#### Group

	Freehold land and buildings £	Investment properties £	Fixtures and fittings £	Motor vehicles £	Asset under construction £	Total £
<b>Cost or valuation</b>						
At 1 April 2012	997,035	1,442,541	578,510	8,500	-	3,026,586
Revaluation	-	80,887	-	-	-	80,887
Additions	-	-	78,274	-	1,180,558	1,258,832
Disposals	-	-	(3,634)	(8,500)	-	(12,134)
Grants received	-	-	-	-	(661,800)	(661,800)
At 31 March 2013	997,035	1,523,428	653,150	-	518,758	3,692,371
<b>Depreciation</b>						
At 1 April 2012	152,187	-	351,953	3,683	-	507,823
Charge for the year	25,747	-	66,734	850	-	93,331
Eliminated on disposals	-	-	(2,481)	(4,533)	-	(7,014)
At 31 March 2013	177,934	-	416,206	-	-	594,140
<b>Net book value</b>						
At 31 March 2013	819,101	1,523,428	236,944	-	518,758	3,098,231
At 31 March 2012	844,848	1,442,541	226,557	4,817	-	2,518,763

## Bradford Chamber of Commerce & Industry

### Notes to the Financial Statements for the Year Ended 31 March 2013

..... *continued*

#### Company

	Freehold land and buildings £	Investment properties £	Fixtures and fittings £	Total £
<b>Cost or valuation</b>				
At 1 April 2012	997,035	1,456,761	553,010	3,006,806
Revaluation	-	80,887	-	80,887
Additions	-	-	67,904	67,904
Disposals	-	-	(3,634)	(3,634)
At 31 March 2013	<u>997,035</u>	<u>1,537,648</u>	<u>617,280</u>	<u>3,151,963</u>
<b>Depreciation</b>				
At 1 April 2012	152,187	-	332,261	484,448
Charge for the year	25,747	-	61,415	87,162
Eliminated on disposals	-	-	(2,481)	(2,481)
At 31 March 2013	<u>177,934</u>	<u>-</u>	<u>391,195</u>	<u>569,129</u>
<b>Net book value</b>				
At 31 March 2013	<u>819,101</u>	<u>1,537,648</u>	<u>226,085</u>	<u>2,582,834</u>
At 31 March 2012	<u>844,848</u>	<u>1,456,761</u>	<u>220,749</u>	<u>2,522,358</u>

Included within the total net book value of freehold land & buildings in the group and company is £350,000 (2012 - £350,000) in respect of land, which is not depreciated

The asset under construction was not complete at the year end. Revaluation will commence when the property is brought into use in line with the accounting policies note

Included within the total net book value of investment properties in the company and the group is £400,000 (2012 - £400,000) in respect of land

Included within the total net book value of tangible fixed assets in the group and company is £8,381 (2012 - £11,848) in respect of assets held under finance leases and similar hire purchase contracts. Depreciation for the year on these assets was £3,468 (2012 - £3,468)

#### Charges

City of Bradford Metropolitan District Council holds a limited charge over the investment properties and asset under construction as security of the related grants. The treatment of the grant is detailed in the accounting policies note

#### Revaluations

The directors consider the market value of the investment properties class of fixed assets not to be materially different from the net book value

**Bradford Chamber of Commerce & Industry**  
**Notes to the Financial Statements for the Year Ended 31 March 2013**

..... *continued*

**12 Investments held as fixed assets**

**Group**

**Other investments**

	Listed investments £	Total £
<b>Cost</b>		
At 1 April 2012	217,434	217,434
Additions	43,820	43,820
Disposals	(32,725)	(32,725)
At 31 March 2013	<u>228,529</u>	<u>228,529</u>
<b>Net book value</b>		
At 31 March 2013	<u><u>228,529</u></u>	<u><u>228,529</u></u>

**Company**

	2013 £	2012 £
Shares in group undertakings and participating interests	102	102
Other investments	<u>228,529</u>	<u>217,433</u>
	<u><u>228,631</u></u>	<u><u>217,535</u></u>

**Shares in group undertakings and participating interests**

	Subsidiary undertakings £	Total £
<b>Cost</b>		
At 1 April 2012	<u>102</u>	<u>102</u>
At 31 March 2013	<u>102</u>	<u>102</u>
<b>Net book value</b>		
At 31 March 2013	<u><u>102</u></u>	<u><u>102</u></u>
At 31 March 2012	<u><u>102</u></u>	<u><u>102</u></u>

# Bradford Chamber of Commerce & Industry

## Notes to the Financial Statements for the Year Ended 31 March 2013

..... continued

### Other investments

	Listed investments £	Total £
<b>Cost</b>		
At 1 April 2012	217,434	217,434
Additions	43,820	43,820
Disposals	(32,725)	(32,725)
At 31 March 2013	228,529	228,529
<b>Net book value</b>		
At 31 March 2013	228,529	228,529
At 31 March 2012	217,434	217,434

The market value of the listed investments at the balance sheet date was £262,021 (2012 - £230,502)

The company's investment portfolio is managed by professional investment managers in accordance with a general investment policy set by the Board

### Details of undertakings

Details of the investments in which the group holds 20% or more of the nominal value of any class of share capital are as follows

Undertaking	Holding	Proportion of voting rights and shares held	Principal activity
<b>Subsidiary undertakings</b>			
Bradford Enterprise Agency Limited	Ordinary shares	100%	Provision of loans
Bradford Image Limited	Ordinary shares	100%	Dormant
Commerce Court Limited	Ordinary shares	100%	Dormant



**Bradford Chamber of Commerce & Industry**  
**Notes to the Financial Statements for the Year Ended 31 March 2013**

..... *continued*

**13 Debtors**

	<b>Group</b>		<b>Company</b>	
	<b>2013</b>	<b>2012</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Trade debtors	4,047,718	2,910,895	304,382	268,153
Amounts owed by group undertakings	-	-	282,796	250,000
Other debtors	243,441	254,698	38,503	18,737
Prepayments and accrued income	47,357	78,997	47,357	78,997
	<u>4,338,516</u>	<u>3,244,590</u>	<u>673,038</u>	<u>615,887</u>

Group debtors includes £3,681,496 (2012 - £2,482,091) receivable after more than one year and parent company debtors includes £nil (2012 - £nil) receivable after more than one year

This can be analysed as follows

	<b>Group</b>		<b>Company</b>	
	<b>2013</b>	<b>2012</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Trade debtors	<u>3,681,496</u>	<u>2,482,091</u>	<u>-</u>	<u>-</u>

**14 Creditors: Amounts falling due within one year**

	<b>Group</b>		<b>Company</b>	
	<b>2013</b>	<b>2012</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Trade creditors	217,709	110,792	68,245	91,550
Bank loans and overdrafts	98,000	67,000	98,000	67,000
Other loans	194,832	75,000	-	-
Obligations under finance lease and hire purchase contracts	2,333	2,333	2,333	2,333
Payments received on account	125,822	113,726	125,822	113,726
Corporation tax	15,100	7,708	8,000	918
Other taxes and social security	32,284	1,800	94,118	69,802
Other creditors	331,798	316,708	136,933	166,969
Accruals and deferred income	492,697	550,394	400,604	407,801
	<u>1,510,575</u>	<u>1,245,461</u>	<u>934,055</u>	<u>920,099</u>

**Bradford Chamber of Commerce & Industry**  
**Notes to the Financial Statements for the Year Ended 31 March 2013**

..... *continued*

Creditors amounts falling due within one year includes the following liabilities, on which security has been given by the group/company

**Group**

	2013 £	2012 £
Other creditors	-	149,739

The City of Bradford Metropolitan District Council held a limited charge over the asset under construction as security for the related grant in 2012. The treatment of the grant is as detailed in the accounting policies note

**15 Creditors Amounts falling due after more than one year**

	<b>Group</b>		<b>Company</b>	
	2013 £	2012 £	2013 £	2012 £
Bank loans and overdrafts	850,112	968,387	850,112	968,387
Obligations under finance lease and hire purchase contracts	13,372	15,705	13,372	15,705
Amounts owed to group undertakings	-	-	250,000	250,000
Other creditors	200,000	200,000	200,000	200,000
Accruals and deferred income	3,873	5,837	3,873	5,837
	<u>1,067,357</u>	<u>1,189,929</u>	<u>1,317,357</u>	<u>1,439,929</u>
	<b>Group</b>		<b>Company</b>	
	2013 £	2012 £	2013 £	2012 £
After more than five years by instalments	<u>67,833</u>	<u>99,657</u>	<u>67,833</u>	<u>99,657</u>

Included within accruals and deferred income due after more than one year in the group and company are capital grants received of £3,873 (2012 - £5,837)

Bank loans are the aggregate of two distinct loans

Loan A is secured on the group's freehold property. Repayments are by instalments and interest is charged at 0.95% above the bank's base rate, except for the first ten years when 80% of the loan is charged at a fixed rate of 5.49%.

Loan B is secured on one of the group's investment properties. Repayments are by instalments and interest is charged at 0.85% above the bank's base rate, capped at 6.5%.

**Bradford Chamber of Commerce & Industry**

**Notes to the Financial Statements for the Year Ended 31 March 2013**

*..... continued*

**Obligations under finance leases and HP contracts**

**Amounts repayable:**

	<b>Group</b>		<b>Company</b>	
	<b>2013</b>	<b>2012</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
In one year or less on demand	2,333	2,333	2,333	2,333
Between one and two years	<u>13,372</u>	<u>15,705</u>	<u>13,372</u>	<u>15,705</u>
	<u>15,705</u>	<u>18,038</u>	<u>15,705</u>	<u>18,038</u>

Obligations under finance leases and hire purchase contracts are secured on the assets concerned

**Bradford Chamber of Commerce & Industry**  
**Notes to the Financial Statements for the Year Ended 31 March 2013**

..... *continued*

**16 Provisions**

**Group**

	<b>Deferred tax £</b>	<b>Total £</b>
At 1 April 2012	24,997	24,997
Utilised during the year	<u>2,203</u>	<u>2,203</u>
At 31 March 2013	<u><u>27,200</u></u>	<u><u>27,200</u></u>

**Analysis of deferred tax**

	<b>2013 £</b>	<b>2012 £</b>
Accelerated capital allowances	<u><u>27,200</u></u>	<u><u>24,997</u></u>

**Company**

	<b>Deferred tax £</b>	<b>Total £</b>
At 1 April 2012	23,399	23,399
Utilised during the year	<u>2,601</u>	<u>2,601</u>
At 31 March 2013	<u><u>26,000</u></u>	<u><u>26,000</u></u>

**Analysis of deferred tax**

	<b>2013 £</b>	<b>2012 £</b>
Accelerated capital allowances	<u><u>26,000</u></u>	<u><u>23,399</u></u>

**Bradford Chamber of Commerce & Industry**  
**Notes to the Financial Statements for the Year Ended 31 March 2013**

..... continued

**17 Reserves**

**Group**

	Grant reserve £	Revaluation reserve £	Accumulated fund £	Total £
At 1 April 2012	3,291,091	323,548	1,079,247	4,693,886
Profit for the year	-	-	76,661	76,661
Surplus on property revaluation	-	80,887	-	80,887
Other reserve movements	782,947	-	-	782,947
At 31 March 2013	<u>4,074,038</u>	<u>404,435</u>	<u>1,155,908</u>	<u>5,634,381</u>

**Company**

	Revaluation reserve £	Accumulated fund £	Total £
At 1 April 2012	323,548	921,439	1,244,987
Profit for the year	-	50,680	50,680
Surplus on property revaluation	80,887	-	80,887
At 31 March 2013	<u>404,435</u>	<u>972,119</u>	<u>1,376,554</u>

**Bradford Chamber of Commerce & Industry**  
**Notes to the Financial Statements for the Year Ended 31 March 2013**

..... *continued*

**18 Reconciliation of movement in shareholders' funds**

**Group**

	2013 £	2012 £
Profit attributable to the members of the group	76,661	3,656
Other recognised gains and losses relating to the year	80,887	80,887
Other capital redemption reserve movements	782,947	426,762
Net addition to shareholders' funds	940,495	511,305
Shareholders' funds at 1 April	4,693,886	4,182,581
Shareholders' funds at 31 March	<u>5,634,381</u>	<u>4,693,886</u>

**Company**

	2013 £	2012 £
Profit/(loss) attributable to the members of the company	50,680	(20,691)
Other recognised gains and losses relating to the year	80,887	80,887
Net addition to shareholders' funds	131,567	60,196
Shareholders' funds at 1 April	1,244,987	1,184,791
Shareholders' funds at 31 March	<u>1,376,554</u>	<u>1,244,987</u>

**19 Pension schemes**

**Defined contribution pension scheme**

The group operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the group to the scheme and amounted to £72,952 (2012 - £63,090).

Contributions totalling £Nil (2012 - £Nil) were payable to the schemes at the end of the year.

**Bradford Chamber of Commerce & Industry**  
**Notes to the Financial Statements for the Year Ended 31 March 2013**

..... *continued*

**20 Commitments**

**Capital commitments**

Amounts contracted for but not provided in the financial statements amounted to £73,000 (2012 - £nil)

**Operating lease commitments**

**Group**

As at 31 March 2013 the group had annual commitments under non-cancellable operating leases as follows

Operating leases which expire

	2013 £	2012 £
<b>Land and buildings</b>		
Over five years	<u>58,277</u>	<u>58,277</u>
<b>Other</b>		
Within one year	1,536	12,150
Within two and five years	<u>14,724</u>	<u>14,724</u>
	<u>16,260</u>	<u>26,874</u>

**Company**

As at 31 March 2013 the company had annual commitments under non-cancellable operating leases as follows

Operating leases which expire

	2013 £	2012 £
<b>Land and buildings</b>		
Over five years	<u>58,277</u>	<u>58,277</u>
<b>Other</b>		
Within one year	1,536	12,150
Within two and five years	14,724	-
Over five years	<u>-</u>	<u>14,724</u>
	<u>16,260</u>	<u>26,874</u>

## Bradford Chamber of Commerce & Industry

### Notes to the Financial Statements for the Year Ended 31 March 2013

..... *continued*

#### 21 Analysis of net debt

	At 1 April 2012 £	Cash flow £	At 31 March 2013 £
Cash at bank and in hand	1,173,487	(599,250)	574,237
Debt due within one year	(67,000)	(199,832)	(266,832)
Debt due after more than one year	(968,387)	92,275	(876,112)
Finance leases and hire purchase contracts	(18,038)	2,333	(15,705)
Net debt	<u>120,062</u>	<u>(704,474)</u>	<u>(584,412)</u>

#### 22 Related party transactions

##### Other related party transactions

During the year the company made the following related party transactions

##### The John Speak Foundation

(Bradford Chamber of Commerce & Industry is the corporate Trustee of the charity)

During the year, Bradford Chamber of Commerce & Industry charged The John Speak Foundation a management fee of £1,500 (2012 - £1,500), and website costs of £2,075 (2012 - £Nil) At the balance sheet date the amount due from/(to) The John Speak Foundation was £100 (2012 - £nil)

#### 23 Company status

The parent company is a private company limited by guarantee and consequently does not have share capital Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation

The company is controlled by the directors