

Registered number
1756188

NEWHAM COMMUNITY EMPLOYMENT PROJECT LIMITED
(LANDMARK TRAINING)

Report and Accounts

31 March 2003

CHARITY NO:288271



MANS & ASSOCIATES
Registered Auditors
Gravesend, Kent

NEWHAM COMMUNITY EMPLOYMENT PROJECT LIMITED
(LANDMARK TRAINING)
Report and accounts
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**NEWHAM COMMUNITY EMPLOYMENT PROJECT LIMITED
(LANDMARK TRAINING)
Company Information**

Directors

Rev P E Regan - Chairman and Secretary
M R Smith
R Smith

Secretary

Rev P E Regan

Auditors

MANS & ASSOCIATES
Chartered Certified Accountants
Registered Auditors
20 East Milton Road
Gravesend
Kent
DA12 2JL

Bankers

Natwest Bank
Plaistow Branch
386 Barking Road
London. E13 8JB

Trading Name

Landmark Training

Registered office

43 West Ham Lane
London
E15 4PH

Registered number

1756188

Charity Registration Number - 288271

**NEWHAM COMMUNITY EMPLOYMENT PROJECT LIMITED
(LANDMARK TRAINING)
REPORT OF THE TRUSTEES**

The trustees submit their report and audited financial statements for the year ended 31 March 2003.

Principal activities

The company's principal activity during the year continued to be promoting the education and training of young people aged between 16-25 years living in East London.

The company is a registered charity and is limited by guarantee without share capital.

Review of the business and future developments

A summary of the results for the year is given on page 6 of the financial statements.

The directors proposed the transfer of retained deficit in the year of £25,422 to reserves and the board has adopted new policies and controls that aims at eliminating the current year deficit.

The organisation is committed to the development of Life, Social and Work skills to enable young people, especially those with additional needs, to gain the skills, confidence and qualifications to gain employment and become economically active citizens. Our objectives are to offer training that is appropriate to the needs, skills and interests of young people in Newham and East London by offering : -

- Training towards nationally recognised qualifications.
- Relevant and appropriate training as a pathway to employment.
- Guidance and support to young people during and following their training.
- A learning environment which meets young people's training needs.

In the past year we have focussed primarily on the strategic design, management and delivery of core activities in the areas of NVQ (Business Administration, Retail and Customer Care) and Lifeskills training. In addition to this an NVQ Early years & Childcare course was provided until August 2002, when there were a number of difficulties in maintaining this course primarily due to its staffing requirements and was deemed to be unviable for the longer term. The organisation was able to secure training elsewhere for the trainees, the majority of whom secured a qualification.

The organisation was able to focus all its energy and resources on a restructuring process which resulted in a cohesive and strategic staffing structure, organised and accredited training courses including centralised Basic Skills and recruitment services, and greater consultation with learners and employers.

The lifeskills course has seen a significant increase in capacity and activity resulting in a structured approach to learning provision and outcomes for young people. There has been a deliberate agenda to publicise the organisation as a specialist provider in this aspect which has been successful. A detailed analysis of self assessment took place involving all staff and learners and this has contributed to the growing sense of 'ownership' perceived by all stakeholders. The annual contract with the Learning and Skills Council (LSC) was renewed in August 02, when concerns were raised about the lack of systematic structure. The organisation responded via a robust plan of systematic developments; since then significant progress has been achieved which has been acknowledged and welcomed by the LSC.

**NEWHAM COMMUNITY EMPLOYMENT PROJECT LIMITED
(LANDMARK TRAINING)
REPORT OF THE TRUSTEES**

Future strategy

Landmark Training continues to plan activities as outlined above in the forthcoming years subject to satisfactory funding arrangements. Plans are also being implemented in respect of support services to be provided to those young people who are most at risk, or not in education, employment or training. The organisation expects to achieve greater income in the future from the hire of rooms and services from its well equipped and maintained premises, and expects to diversify its current programmes on offer to include shorter courses in partnership with specialist agencies in the London East Connexions Partnership area.

Risk review

The management committee has conducted its own review of the major risks to which Landmark is exposed and systems have been established to mitigate those risks. Internal risks have been controlled by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures will be periodically reviewed to ensure that they continue to meet the needs of Landmark Training.

Directors

The directors who served throughout the year are as follows:

Rev P E Regan (Chairman and Secretary)

M R Smith

R Smith

Directors' responsibilities

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss for that period. In preparing those accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are 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.

**NEWHAM COMMUNITY EMPLOYMENT PROJECT LIMITED
(LANDMARK TRAINING)
REPORT OF THE TRUSTEES**

We are always very grateful to all members of the management committee and our staff for their continued help and wish to express our sincere thanks to all our funders, bankers and auditors for their efficient service.

Auditors

A resolution to reappoint MANS & ASSOCIATES as auditors will be put to the members at the Annual General Meeting.

Small company special provisions

The report of the directors has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.



.....
M R Smith
Treasurer

Approved on behalf of the board on.....29/1/04

**NEWHAM COMMUNITY EMPLOYMENT PROJECT LIMITED
(LANDMARK TRAINING)**

**Independent Auditors' Report To The Trustees of Newham Community
Employment Project Limited**

We have audited the financial statements on pages 6 to 10 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out on page 7.

Respective responsibilities of directors and auditors

As described on page 3, the company's directors are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those financial statements and to report our opinion to you.

Basis of opinion


We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

As described in Note 1, no depreciation has been provided on freehold buildings as required by the Financial Reporting Standard practice note - FRS 15 and Schedule 4 of the Companies Act 1985.

Except for the failure to depreciate freehold buildings, in our opinion, the financial statements give a true and fair view of the state of the company's affairs at 31 March 2003 and of its incoming and application of resources for the year then ended and have been properly prepared in accordance with the Charities Act 1993, the Charities (Accounts and Reports) Regulations 1995 and the Companies Act 1985.



MANS & ASSOCIATES
Chartered Certified Accountants
Registered Auditors
20 East Milton Road
Gravesend
Kent
DA12 2JL

Date: 30th January 2004

NEWHAM COMMUNITY EMPLOYMENT PROJECT LIMITED
(LANDMARK TRAINING)
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 March 2003

	Notes	Un-Restricted Funds	Restricted Funds	TOTAL 2003 £	2002 £
Incoming Resources:					
Learning & Skills Council Grant		-	420,289	420,289	358,301
Other Grants Received		6,672		6,672	23,835
Other Operating income		3,000	-	3,000	2,187
Interest Received		2,271	-	2,271	4,845
		<u>11,943</u>	<u>420,289</u>	<u>432,232</u>	<u>389,168</u>
Resources Expended:					
Direct charitable expenditure	2	53,114	350,070	403,184	406,877
Management and Administration	3	35,673	18,797	54,470	78,940
		<u>88,787</u>	<u>368,867</u>	<u>457,654</u>	<u>485,817</u>
Total Resources Expended					
Net (Outgoing)/Incoming resources		(76,844)	51,422	(25,422)	(96,649)
Transfer between funds		56,422	(56,422)	-	-
Total funds brought forward at 1 April		623,345	5,000	628,345	724,994
Funds carried forward at 31 March		<u>602,923</u>	<u>-</u>	<u>602,923</u>	<u>628,345</u>

Continuing operations

None of the charitable company's activities were acquired or discontinued during the above two financial years.

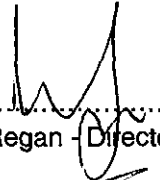
Statement of total recognised gains and losses

There were no recognised gains or losses other than those included in the statement of financial activities.

NEWHAM COMMUNITY EMPLOYMENT PROJECT LIMITED
(LANDMARK TRAINING)
Balance Sheet
as at 31 March 2003

	Notes	2003 £	2002 £
Fixed assets			
Tangible assets	4	515,058	516,066
		<u>515,058</u>	<u>516,066</u>
Current assets			
Debtors	5	72,792	19,333
Cash at bank and in hand		81,680	168,649
		<u>154,472</u>	<u>187,982</u>
Creditors: amounts falling due within one year	6	(66,607)	(75,703)
Net current assets		<u>87,865</u>	<u>112,279</u>
Total assets less current liabilities		<u>602,923</u>	<u>628,345</u>
Net assets		<u>602,923</u>	<u>628,345</u>
Fund Balances			
Unrestricted funds		602,923	623,345
Restricted funds		-	5,000
Total funds	7	<u>602,923</u>	<u>628,345</u>

The accounts have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985.


P Regan - Director

Approved by the board of directors on.....

29/1/04


M R Smith - Director

NEWHAM COMMUNITY EMPLOYMENT PROJECT LIMITED
(LANDMARK TRAINING)
Notes to the Accounts
for the year ended 31 March 2003

1 Accounting policies

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The accounts includes the result of the charity's operations which are described in the Trustees' report and all of which are continuing, and they have been prepared in compliance with the Statement of Recommended Practice: Accounting for Charities.

Grants

Grants are recognised in full in the statement of financial activities in the year in which they are received. Capital grants received specifically for capital projects are transferred to a restricted fund and utilised in accordance with the provisions of the grant.

Grants are accounted for on an accruals basis and donations received on a cash basis.

Unrestricted funds

These are grants, donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds

Restricted funds are to be used for the purposes specified by the donor. Expenditure which meets this criteria is identified to the fund.

Value Added Tax

VAT is not recoverable by the charity and is included in the relevant costs in the accounts.

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Plant and machinery	20% on net book value
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No depreciation is provided on freehold buildings as the company adopts a policy of regular *maintenance and annual revaluation to its open market value.*

This policy represents a departure from statutory accounting principles which require depreciation to be provided on all fixed assets.

Whilst the depreciation of such properties is required by Schedule 4 of the Companies Act 1985, the directors believe that the procedure adopted is necessary for the financial statements to give a true and fair view because current values and changes in current values are of prime importance rather than the calculation of systematic annual depreciation.

Depreciation 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.

Pensions

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

**NEWHAM COMMUNITY EMPLOYMENT PROJECT LIMITED
(LANDMARK TRAINING)**

**Notes to the Accounts
for the year ended 31 March 2003**

2 Direct Charitable Expenditure			2003	2002
	Restricted Funds	Unrestricted Funds	£	£
Cleaning & rubbish removal		6,582	6,582	6,878
Bank charges		1,053	1,053	2,239
Audit & accountancy		2,000	2,000	1,761
Employer's NIC	18,408		18,408	20,061
Wages & salaries	174,362		174,362	177,075
Equipment hire		20,069	20,069	5,359
Insurances	6,377		6,377	5,680
Light & heat		4,513	4,513	3,080
Staff pension costs	3,336		3,336	7,081
Postage		1,658	1,658	82
Rates & services		2,739	2,739	2,016
Repairs & maintenance		4,608	4,608	748
Stationery & printing	6,726		6,726	13,796
Sundry expenses		1,284	1,284	905
Telephone & fax		5,338	5,338	4,523
Temps & recruitment	29,335		29,335	3,453
Trainee Allowances	104,424		104,424	132,965
Trainee courses & exam fees	7,102		7,102	11,689
Staff training & welfare		2,262	2,262	6,478
Depreciation		1,008	1,008	1,008
			-	
(a) Youth Training	<u>350,070</u>	<u>53,114</u>	<u>403,184</u>	<u>406,877</u>
(b) Un-restricted Expenses include:			2003	2002
Auditors' Remuneration			2,000	1,761
Depreciation			<u>1,008</u>	<u>1,008</u>
3 Management and Administration			2003	2002
			£	£
Salaries and staff costs			35,673	36,225
Legal & professional			11,569	17,735
Advertising & PR			<u>7,228</u>	<u>24,980</u>
			<u>54,470</u>	<u>78,940</u>

NEWHAM COMMUNITY EMPLOYMENT PROJECT LIMITED
(LANDMARK TRAINING)
Notes to the Accounts
for the year ended 31 March 2003

4 Tangible fixed assets

	Freehold Property £	Plant and machinery £	Total £
Cost			
At 1 April 2002	512,032	84,347	596,379
Additions	-	-	-
At 31 March 2003	<u>512,032</u>	<u>84,347</u>	<u>596,379</u>
Depreciation			
At 1 April 2002	-	80,313	80,313
Charge for the year	-	1,008	1,008
At 31 March 2003	<u>-</u>	<u>81,321</u>	<u>81,321</u>
Net book value			
At 31 March 2003	<u>512,032</u>	<u>3,026</u>	<u>515,058</u>
At 31 March 2002	<u>512,032</u>	<u>4,034</u>	<u>516,066</u>

5 Debtors

	2003 £	2002 £
Prepayments	2,494	1,390
Accrued Income	70,298	17,943
	<u>72,792</u>	<u>19,333</u>

6 Creditors: amounts falling due within one year

	2003 £	2002 £
Sundry creditors and accruals	58,281	19,338
Other Taxes and Social Security	8,326	56,365
	<u>66,607</u>	<u>75,703</u>

7 Fund Balances

	Restricted	Unrestricted	TOTAL
At 1 April 2002	5,000	623,345	628,345
Net outgoing resources in year	51,422	(76,844)	(25,422)
Fund transfers	(56,422)	56,422	-
At 31 March 2003	<u>-</u>	<u>602,923</u>	<u>602,923</u>