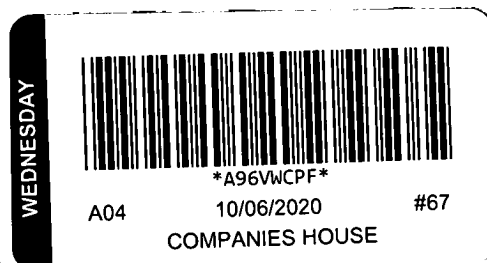


REG

Registered number: 1802908
Charity number: 515473

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019



EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
(A company limited by guarantee)

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EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 JULY 2019**

Trustees	H Biddle (resigned 17 July 2019) Cllr W Fitzaden-Gray (resigned 11 March 2019) L G Harman Cllr S R Kirk P McCooey Cllr H Matthews (resigned 7 February 2019) A Flack (resigned 10 July 2019) L J Duckett (appointed 5 August 2019)
Company registered number	1802908
Charity registered number	515473
Registered office	Milford Court Warwick Road Lincolnshire LN11 0YB
Company secretary	P McCooey
Chief executive officer	I Dickinson
Independent auditors	Streets Audit LLP Chartered Accountants and Statutory Auditor Tower House Lucy Tower Street Lincoln LN1 1XW
Solicitors	Langleys Olympic House 995 Doddington Road Lincoln LN6 3SE
Bankers	Lloyds TSB Nottingham BSC 11 Low Pavement Nottingham NG1 7DQ

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JULY 2019

The Trustees present their annual report together with the audited financial statements for the period 1 August 2018 to 31 July 2019. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and Activities

POLICIES AND OBJECTIVES

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit.

It is understood that our services need to be beneficial in general and to a wide section of the community to comply with The Charity Commission.

The charity's objectives as set out within the Memorandum of Association of East Lindsey Information Technology Centre are:

1. The promotion and advancement of education and training of the public, including the long term unemployed to acquire vocational qualifications and work related skills as required by local employers and industries as well as meeting national government targets by means of both instructor led, self study courses and the provision of practical experience.
2. The relief of unemployment for the public benefit in such a way as may be thought fit, including assistance to find employment.

Additionally set out within our business plan we have the following company objectives:

1. To remain financially viable
2. To provide high quality learning services
3. To adhere to our customer service values
4. To provide staff with a positive, rewarding and safe working environment

The company vision is to deliver high quality learning that raises participation and attainment while meeting the individual needs of learners through collaborative partnership working and employer engagement. First College is established to promote and provide for the advancement of the education and training of young persons and adults.

First College works closely with some 200 local employers and with Schools and Colleges of Further Education. First College primarily serves the East Lindsey area to the benefit of young people and adults with training, leading to the attainment of recognised qualifications and employment. First College is a member of the Work Based Learning Alliance Ltd of Lincolnshire and Rutland, and also a member of the Association of Employment Learning Providers, which is the national body representing provider views. The Business Manager is a Director of the Work Based Learning Alliance Ltd and is on the Board of the Employment Skills Board of the Greater Lincolnshire Local Enterprise Partnership.

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

Achievements and performance

REVIEW OF ACTIVITIES

Planned Developments 2018/19 and results

Take all opportunities to interface with potential customers on a face to face basis

- Team Leaders have become more involved in meeting with the Employers and Learners at the initial stages of recruitment.
- We continued to attend a significant number of events throughout the year involving potential customers. All realistic opportunities to do so were taken.

Improve the IT infrastructure to achieve full GDPR compliance and receive Cyber Essentials Plus accreditation whilst controlling costs

- Major steps have been taken to achieve Cyber Essentials and build our IT infrastructure. This action to complete continues into the new year.

Continue to be proactive with non-levy business partners in this crucial first year of Non- Levy Apprenticeship working for the benefit of any additional funding availability.

- Through establishing a business working relationship with Lagat College we have ensured our deliver of 16-18 non levy Apprenticeships however 19 + was withdrawn during the year.
- No other funding was available despite many attempts with local and national partners.

Develop the First Meals business model to be able to offer food to a wider audience

- Open discussions with staff took place and some ideas cropped up however nothing that has turned into different revenue during the year.

Continue to be proactive with GLLEP/ESB and Collaboration group partners for the benefits of future joint bidding as and when opportunities become available

- Attended and been involved with The Employment Skills Board and Collaboration groups. The Business Manager acts as the contact for independent providers.
- First College have bid for contracts in collaboration with existing partners.

Enhance interest in First College via social media by upping the supply of content and staff sharing

- First College have a good presence on most social media platforms. Staff sharing could still be improved as could the flow of success stories.

Encourage diversified attendance at meetings

- Throughout the year staff attended meetings usually restricted to senior managers on at least 4 occasions. These included attending prime contractors' meetings, awarding body organisations. There was an occasion quality was discussed directly Assessors/Tutors rather than Team Leaders.

Introduce Apprenticeship Standards and End-point assessment activity across all occupational areas.

- Standards that have been developed for our occupational areas have been implemented.
- We remain with approved awarding bodies for end point assessment activity.

Celebrate the success of First College Learners and encourage Employers to run joint events to promote Learning

- During Apprenticeship week and beyond there were many activities and presentation events involving Employers.
- Success is celebrated via social media.
- Active with the Public Service Compact and successful at the Learner Awards events.

Seek to develop Full Cost provision opportunities to directly control a more significant part of our revenue

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

- Many short courses are delivered now that were not previously including World Host, Food Safety, Bookkeeping, Bespoke learning, IT at levels 1 and 2. Whilst these were not completely full cost the activity and approach is moving us towards delivering in line with Employer requests and the local communities skills needs.

Develop a Marketing / Strategic plan that defines our likely customers and explores developing the business whilst protecting existing provision

- A marketing plan was completed and used during the year.

Financial review

RESERVES POLICY

The Charity holds reserves to ensure funds are available to maintain high quality training facilities, including up to date equipment and a safe working environment. In addition, Reserves are held to ensure continuity in the event of a large variation in the net income and to bridge any cash flow problems. The Board aims to maintain an adequate level of reserves. This is expected to be 3 months running costs and the cost of a planned and managed closure of the Charity.

Reserves at year end totalled £1.285M (of which £14k are Restricted Funds).

Reserves have decreased by £223,507 from activities during the year ended 31 July 2019. The main contributing factor for the deficit was the loss of the Non-Levy contract.

Three months running costs and a planned closure are estimated at £628k. The Board actively seeks ways to utilise the organisation's reserves to advance the organisation relative to its business objectives.

GOING CONCERN

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

Structure, governance and management

CONSTITUTION

East Lindsey Information Technology Centre is a registered charity, number 515473, and a registered company, number 1802908. Its governing document is its Articles of Association.

The company carries out its activities under the trading name of "First College".

The financial statements comply with current statutory requirements and the company's governing document and Statement of Recommended Practice Accounting and Reporting by Charities.

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The company may by ordinary resolution appoint a person willing to act as a trustee. For appointment at an AGM, formal notice is required as specified in the memorandum and articles. The existing trustees may appoint a person who is willing to act as a trustee. There is no maximum number of trustees but there must be at least 3 in office at any time.

POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

On appointment, all new trustees will be provided with the following documents:

- Memorandum of Association
- Articles of Association
- Charity Commission Guidance CC3 - Responsibility of Charity Trustees
- The latest Strategic Business Plan and a copy of the latest Financial Statements

ORGANISATIONAL STRUCTURE AND DECISION MAKING

The registered office and names and addresses of Advisers are set out on the Index page.

The Trustees during the year under review are set out on the Index page. No remuneration was paid nor expenses reimbursed to them during the year. However, some of the trustees represent companies that purchase training services from the company detailed in note 20.

The Company's premises are in Louth and Skegness. First College provides learning through its centres, outreach delivery and employers premises.

East Lindsey ITeC is sponsored by 6 local organisations, including the East Lindsey District Council and Lincolnshire County Council. Each sponsor organisation provides up to two people to serve as directors and trustees on the East Lindsey ITeC Board. The Board sets policy, monitors progress and strives to provide good and sound governance.

The Senior Management function for First College has been deployed between two equal Senior Manager Roles, which report directly to the Board of Trustees. These are the Business Manager and the Learning Contracts Manager.

The **Business Manager** is responsible for leading company strategic planning and the implementation of policy, whilst ensuring that the company meets all legislative requirements including those related to personnel, charity commission, health and safety, safeguarding and equality and diversity. In addition, the Business Manager has responsibility for the company's finance, administrative activities and the securing of new contracts/new opportunities.

The **Learning Contracts Manager** is responsible for the delivery of all learning operations of the college including contract delivery, as well as ensuring that the college meets all self-assessment and quality requirements including internal and external audits and/or inspections. In addition, the Learning Contracts Manager supports strategic planning and the implementation of policy.

The First College organisational structure is based on the **Learning & Business Function**. The areas are Business, Early Years, Employability, Hospitality, ICT, Recruitment, Employer Engagement and School Meals. Each learning area has one person designated as a Team Leader. Team Leaders take a leading role in operational, performance and quality development matters.

The **Health & Safety Manager/Customer Assurance Adviser** is responsible for leading Health & Safety, Safeguarding and Equality & Diversity. This includes maintaining operating manuals, company health & safety

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

setups and ongoing checks. The Customer Assurance side of the role involves activities including audits to implement, maintain and review customer focused quality systems of work.

The **Learning Development Manager** is responsible for identifying creative and innovative solutions to achieving learner aims that both integrate and streamline all learning delivery whilst promoting effective and efficient team working. The Learning Development Manager will review and implement revised learner processes providing staff with clear instruction.

The **Catering Manager – School Meals** is responsible for the delivery of school meals at two premises ensuring that quality is mirrored and maintained. The role includes working with schools to promote healthy eating in general and increase take up of school meals. Supporting the Food for Life Partnership and attending meetings to assist schools in becoming accredited themselves.

The **Lead Internal Quality Assurer (LIQA)** is responsible for ensuring that learning programmes, support provided to staff, processes and systems are continually monitored for maximum effectiveness and cross college consistency. The Lead Internal Quality Assurer will take a lead role in all matters relating to quality improvement including assessment, internal verification, awarding body liaison and ENVQ.

The **Quality Assurance Team (QA)** consists of the Quality Assurance representative from each learning function, the Learning Development Manager and is led by the Learning Contracts Manager. The role of the Quality Assurance Team is to ensure that Learning Programmes are delivered in accordance with Contract, Inspectorate and External Body requirements. The Quality Assurance Team is tasked to provide best practice in quality related matters including continuous improvement for the benefit of all Learners, the recognition and implementation of good practice and the monitoring of performance against targets and objectives, taking preventative and corrective actions as appropriate and necessary. Other staff are invited to attend quality assurance meetings to cover specific agenda items.

Working Groups

The organisational structure is supplemented and supported by Working Groups comprising of staff from various areas to concentrate on specific topics and tasks. Wide involvement by staff is welcomed and encouraged. The Working Groups listed here were active in 17/18.

- Strategy Group
- Compliance Group
- Communication Group
- Quality Systems / Self Assessment and Inspection Working Group (QSWG)
- Internal Quality Assurance and Assessment Standardisation Group

Strategy Group

The Strategy Group is led by the Business Manager and comprises of the Learning Contracts Manager and Finance Manager. The Strategy Group considers operational and strategic issues. It consults and liaises with Staff, Managers and Trustees as appropriate.

Internal Quality Assurance Assessment and Standardisation Group

The Learning Development Manager/Lead IQA leads this group, which is responsible for ensuring best practice and standardisation across the whole college with all internal quality assurance and assessment processes. The group is attended by all Internal Quality Assurance staff.

Compliance Group

The Compliance Group exists to ensure the company remains legal in relation to all areas affecting our

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

business. The group consists of the Business Manager, the Health and Safety Manager and the Personnel Adviser. The Health and Safety Manager advises on First College legal obligations in relation to Health and Safety, Safeguarding, Welfare and Equality and Diversity. The group maintain all policies relating to these areas. The Business Manager will bring some other legal obligations to the meeting where appropriate, these can include Employment Law, Company Law and Charity Commission rules and regulations. The Business Manager is responsible for all staff employment conditions which include the contents of the Staff Handbook and all policy documents. These other policy documents are also reviewed within the Compliance Group.

Communication Group

The Communication Group exists to ensure that there is an ongoing and clear understanding of Contracts Performance, Quality Assurance and other factors affecting First College. The group will review and discuss Contract performance, Financial performance, delivery in accordance with Contract, Inspectorate and External Body requirements, Self-Assessment, Business Support including Marketing, Legal obligations, Infrastructure including Premises and IT. The Learning Contracts Manager will lead on matters relating to the Learning Function of First College and the Business Manager will lead on matters relating to the Business Function of First College. The Learning Contracts Manager and the Business Manager will agree agenda items in advance of meetings. The Learning Contracts Manager will Chair the meetings. Attending the meetings will be all Teams Leaders, the Learning Development Manager and the Health and Safety Manager. Other staff are invited to attend quality assurance meetings to cover specific agenda items.

Quality Systems / Self-Assessment and Inspection Working Group (QSWG)

The Quality Assurance Manager leads this group which keeps First College up to date on best practice in quality related matters. The Group maintains the Quality Management Manual (QMM). The group takes a leading role in all matters relating to self assessment, audit, action planning and external inspection, whilst liaising closely with the Internal Quality Assurance Assessment and Standardisation and Compliance Groups. The group is also attended by the Learning Development Manager LQA/LIQA and the Customer Assurance Advisors.

Equality and Diversity

The Board will consider Equality and Diversity issue at its Board Meetings on an ongoing basis and will annually review all policies and other communication that relate to Equality and Diversity.

Data Protection

The Board will consider Data Protection issues at its Board Meetings on an ongoing basis and will annually review all policies that relate to Data Protection.

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

Safeguarding

The Board will consider Safeguarding issues at its Board Meetings on an ongoing basis and will annually review all policies that relate to Safeguarding.

Note: Other Staff Groups and/or Forums are brought together from time to time to address matters that may require a specific input; these can include Marketing etc.

Board Committee

Remuneration Committee

A selected group of Trustees and the Business Manager carry out an annual review of staff terms and conditions of service including salary, pension and travel arrangements that will be applied to all staff (including key management) annually. Any amendments required during the year as a result of a change in performance or job content are enacted by the Business Manager (working with in a +/- 10%) and reported to the Committee. The Board will follow Remuneration Committee recommendations.

RISK MANAGEMENT

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

Plans for future periods

FUTURE DEVELOPMENTS

1. Complete all activities to comply with Cyber Essentials Plus and IASME Certification
2. Roll out the full use of Egress Managed Workspace as an encrypted communication tool
3. Continue to tender for / secure Levy Employer Contracts and consider expanding our geographic coverage
4. Re-engage with our Non-Levy Employer customer base for the delivery of Digital Accounts
5. Introduce new learning to achieve the Adult Education Budget contract profiles
6. Develop staff in the direction of training delivery to fit with funded guided learning activities
7. Continue to be proactive with GLLEP/ESB and Collaboration group partners for the benefits of future joint bidding as and when opportunities become available
8. Enhance interest in First College via social media by upping the supply of content and staff sharing
9. Introduce Apprenticeship Standards and End-point assessment activity across all occupational areas and partner organisations
10. Develop Full Cost provision ideas into revenue producing activities through the Think Tank model and investment where required
11. Develop marketing materials to be up to date and appropriate
12. Tender for the procurement of school's meals delivery at Seathorne School BM/CM
13. Successful re-assessment against the Matrix Standard in June 2020 in support of changes in the Common Inspection Framework Trustee.
14. Trustees to be named in relation to specific learning activities

INFORMATION ON FUNDRAISING PRACTICES

First College does not fundraise.

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of East Lindsey Information Technology Centre for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

DISCLOSURE OF INFORMATION TO AUDITORS

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the company's auditors are unaware, and
- each Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the company's auditors in connection with preparing their report and to establish that the company's auditors are aware of that information.

This report was approved by the Trustees, on 5 March 2020 and signed on their behalf by:


.....
P McCooey
Trustee

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF EAST LINDSEY INFORMATION
TECHNOLOGY CENTRE**

OPINION

We have audited the financial statements of East Lindsey Information Technology Centre (the 'charitable company') for the year ended 31 July 2019 which comprise the Statement of financial activities incorporating income and expenditure account, the Balance sheet, the Statement of cash flows and the related notes, 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 charitable company's affairs as at 31 July 2019 and of its incoming resources and application of resources, including its income and expenditure 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.

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 charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council'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 Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable 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 Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, 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

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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**INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF EAST LINDSEY INFORMATION
TECHNOLOGY CENTRE**

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 Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which 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 Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) 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 Trustees determine is 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 Trustees are responsible for assessing the charitable 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 Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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**INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF EAST LINDSEY INFORMATION
TECHNOLOGY CENTRE**

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 an Auditors' report 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 Auditors' report.

USE OF OUR REPORT

This report is made solely to the charitable 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 charitable company's members those matters we are required to state to them in an Auditors' 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 charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Robert Anderson FCA (Senior statutory auditor)

for and on behalf of

Streets Audit LLP

Chartered Accountants and Statutory Auditor

Tower House
Lucy Tower Street
Lincoln
LN1 1XW
24 March 2020

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 JULY 2019**

	Note	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
INCOME FROM:					
Donations and legacies	2	5,000	-	5,000	-
Charitable activities	3	-	1,321,219	1,321,219	1,556,073
Investments	4	-	974	974	613
TOTAL INCOME		5,000	1,322,193	1,327,193	1,556,686
EXPENDITURE ON:					
Charitable activities	6,5	1,158	1,549,542	1,550,700	1,714,182
TOTAL EXPENDITURE		1,158	1,549,542	1,550,700	1,714,182
NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES					
		3,842	(227,349)	(223,507)	(157,496)
NET MOVEMENT IN FUNDS		3,842	(227,349)	(223,507)	(157,496)
RECONCILIATION OF FUNDS:					
Total funds brought forward		10,645	1,497,667	1,508,312	1,665,808
TOTAL FUNDS CARRIED FORWARD		14,487	1,270,318	1,284,805	1,508,312

The notes on pages 16 to 29 form part of these financial statements.

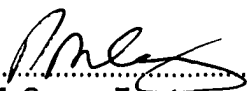
EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
(A company limited by guarantee)
REGISTERED NUMBER: 1802908

BALANCE SHEET
AS AT 31 JULY 2019

	Note	£	2019 £	£	2018 £
FIXED ASSETS					
Tangible assets	9		243,401		255,764
CURRENT ASSETS					
Consumable stocks	11	1,922		1,696	
Debtors	12	161,420		203,280	
Cash at bank and in hand		981,999		1,168,691	
		<u>1,145,341</u>		<u>1,373,667</u>	
CREDITORS: amounts falling due within one year	13	(103,937)		(121,119)	
NET CURRENT ASSETS			<u>1,041,404</u>		<u>1,252,548</u>
NET ASSETS			<u><u>1,284,805</u></u>		<u><u>1,508,312</u></u>
CHARITY FUNDS					
Restricted funds	14		14,487		10,645
Unrestricted funds	14		1,270,318		1,497,667
TOTAL FUNDS			<u><u>1,284,805</u></u>		<u><u>1,508,312</u></u>

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 5 March 2020 and signed on their behalf, by:



 P McCooey, Trustee

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 JULY 2019

	Note	2019 £	2018 £
Cash flows from operating activities			
Net cash used in operating activities	16	<u>(174,139)</u>	<u>(183,308)</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		974	613
Purchase of tangible fixed assets		<u>(13,530)</u>	<u>(6,232)</u>
Net cash used in investing activities		<u>(12,556)</u>	<u>(5,619)</u>
Change in cash and cash equivalents in the year		(186,695)	(188,927)
Cash and cash equivalents brought forward		<u>1,168,694</u>	<u>1,357,621</u>
Cash and cash equivalents carried forward	17	<u>981,999</u>	<u>1,168,694</u>

The notes on pages 16 to 29 form part of these financial statements.

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

1. ACCOUNTING POLICIES

1.1 General Information

As set out in the trustees' report, East Lindsey Information Technology Centre is an incorporated charity registered in England and Wales. The address of their registered office is Millford Court, Warwick Road, Lincolnshire, LN11 0YB.

These financial statements have been prepared in sterling, which is the functional currency of the entity.

1.2 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

East Lindsey Information Technology Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.3 Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

(i) Depreciation charges

The annual depreciation charge for tangible assets is sensitive to changes in the useful economic lives and residual values of the assets. These are reviewed periodically by the director to ensure that they reflect both external and internal factors.

1.4 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

1. ACCOUNTING POLICIES (continued)

1.5 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.6 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

1.7 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters.

Charitable activities and Governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

1.8 Tangible fixed assets and depreciation

All assets costing more than £1,000 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

1. ACCOUNTING POLICIES (continued)

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	4% straight line (land is not depreciated)
S/Term Leasehold Property	-	10% straight line
Office equipment	-	25% straight line
Computer equipment	-	33% straight line

1.9 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities incorporating income and expenditure account.

1.10 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

1.11 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

1.12 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.13 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

1. ACCOUNTING POLICIES (continued)

1.14 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.15 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

1. ACCOUNTING POLICIES (continued)

1.16 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

1.17 Taxation

The company is a registered charity and the accounts are prepared on the basis that its activities are not liable for income tax or corporation tax.

Any input VAT deemed to be irrecoverable by virtue of the company being partially exempt by the nature of its income is separately recognised in the statement of financial activities.

2. INCOME FROM DONATIONS AND LEGACIES

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Donations	5,000	-	5,000	-

3. INCOME FROM CHARITABLE ACTIVITIES

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Adult income	-	130,820	130,820	218,500
Youth income	-	1,044,558	1,044,558	1,168,468
Commercial training and services	-	145,841	145,841	169,105
	-	1,321,219	1,321,219	1,556,073
<i>Total 2018</i>	-	1,556,073	1,556,073	

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

4. INVESTMENT INCOME

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Bank interest	-	974	974	613
	-	974	974	613
<i>Total 2018</i>	-	613	613	

5. DIRECT COSTS

	Charitable Activities £	Total 2019 £	Total 2018 £
Materials and purchases	250,661	250,661	309,736
Subcontract tutors	86,626	86,626	112,484
Staff travel	36,537	36,537	39,831
Trainee allowances	488	488	-
Telephone	8,933	8,933	9,386
Wages and salaries	839,910	839,910	905,822
National insurance	64,375	64,375	69,899
Pension cost	51,109	51,109	53,501
	1,338,639	1,338,639	1,500,659
<i>Total 2018</i>	1,500,659	1,500,659	

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

6. SUPPORT COSTS

	Total 2019 £	Total 2018 £
Rent and rates	29,034	27,674
Light and heat	8,382	8,866
Repairs and renewals	54,541	61,505
Advertising	5,506	2,366
Staff related costs	5,640	6,799
Printing, postage and stationery	6,259	8,541
Insurance	6,658	7,147
Legal and professional	4,984	7,573
Bank charges	-	10
VAT absorbed	19,120	16,949
Sundry	29,705	21,437
Hire of equipment	9,805	9,849
Governance costs- audit	6,725	5,700
Bad debt provision	(190)	-
Depreciation	25,892	29,107
	<u>212,061</u>	<u>213,523</u>
<i>Total 2018</i>	<u>213,523</u>	

7. NET INCOME/(EXPENDITURE)

This is stated after charging:

	2019 £	2018 £
Depreciation of tangible fixed assets:		
- owned by the charity	25,893	29,107
Auditors' remuneration - audit	5,700	5,700
	<u>31,593</u>	<u>34,807</u>

During the year, no Trustees received any remuneration (2018 - £NIL).

During the year, no Trustees received any benefits in kind (2018 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2018 - £NIL).

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

8. STAFF COSTS

Staff costs were as follows:

	2019 £	2018 £
Wages and salaries	839,910	905,822
Social security costs	64,375	69,899
Pension costs	51,109	53,501
	<u>955,394</u>	<u>1,029,222</u>

During the year no termination benefits were paid (2018: £NIL).

The average number of persons employed by the company during the year was as follows:

	2019 No.	2018 No.
Administration	5	5
Recruitment/Sales	3	3
Trainers	19	19
Schools Meal Team	11	11
Management	2	2
Employer Engagement	1	1
	<u>41</u>	<u>41</u>

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity are the Business Manager and the Contracts Manager. The total employee benefits paid to the two members of key management personnel (2018: two) was £112,607 (2018: £110,400).

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

9. TANGIBLE FIXED ASSETS

	Freehold property £	S/Term Leasehold Property £	Office equipment £	Computer equipment £	Total £
Cost					
At 1 August 2018	572,829	94,138	159,402	242,757	1,069,126
Additions	-	-	6,175	7,355	13,530
At 31 July 2019	572,829	94,138	165,577	250,112	1,082,656
Depreciation					
At 1 August 2018	348,974	93,227	131,535	239,626	813,362
Charge for the year	12,316	302	10,584	2,691	25,893
At 31 July 2019	361,290	93,529	142,119	242,317	839,255
Net book value					
At 31 July 2019	211,539	609	23,458	7,795	243,401
At 31 July 2018	223,855	911	27,867	3,131	255,764

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

10. FIXED ASSET INVESTMENTS

Both The Big Idea Lincolnshire (CIC) and First Meals Limited were dormant for the year ended 31 July 2019 and 31 July 2018.

11. STOCKS

	2019 £	2018 £
Consumable Stocks	1,922	1,696

12. DEBTORS

	2019 £	2018 £
Trade debtors	45,516	109,413
Other debtors	75,026	54,021
Prepayments and accrued income	40,878	39,846
	<u>161,420</u>	<u>203,280</u>

13. CREDITORS: Amounts falling due within one year

	2019 £	2018 £
Trade creditors	34,024	30,177
Other taxation and social security	37,951	38,447
Pension	6,150	5,405
Credit card	267	-
Accruals and deferred income	25,545	47,090
	<u>103,937</u>	<u>121,119</u>

Deferred income

Deferred income at 1 August 2018	10,064
Resources deferred during the year	6,574
Amounts released from previous years	(10,064)
Deferred income at 31 July 2019	<u>6,574</u>

Deferred income constitute employer charges received in advance of the 2019/2020 year.

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

14. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 August 2018 £	Income £	Expenditure £	Balance at 31 July 2019 £
Unrestricted funds				
General Funds	1,497,667	1,322,193	(1,549,542)	1,270,318
Restricted funds				
Restricted Fund- Learning & Skills Council	10,645	-	(670)	9,975
Traineeship Bursary	-	5,000	(488)	4,512
	10,645	5,000	(1,158)	14,487
Total of funds	1,508,312	1,327,193	(1,550,700)	1,284,805

General Funds are funds for the use in the general futherance of the charitable objectives.

Restricted funds- Learning and Skills Council- constitutes a balance previously donated to be used in respect of the renovation of the Ida Road property. This is being reduced in line with depreciation of the property.

Restricted funds- Traineeship Bursary- represents a balance for providing training grants.

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 August 2017 £	Income £	Expenditure £	Balance at 31 July 2018 £
General Funds	1,654,493	1,556,686	(1,713,512)	1,497,667
Restricted funds				
Restricted funds- learning & skills council	11,315	-	(670)	10,645
Total of funds	1,665,808	1,556,686	(1,714,182)	1,508,312

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 August 2018 £	Income £	Expenditure £	Balance at 31 July 2019 £
General funds	1,497,667	1,322,193	(1,549,542)	1,270,318
Restricted funds	10,645	5,000	(1,158)	14,487
	<u>1,508,312</u>	<u>1,327,193</u>	<u>(1,550,700)</u>	<u>1,284,805</u>

SUMMARY OF FUNDS - PRIOR YEAR

	Balance at 1 August 2017 £	Income £	Expenditure £	Balance at 31 July 2018 £
General funds	1,654,493	1,556,686	(1,713,512)	1,497,667
Restricted funds	11,315	-	(670)	10,645
	<u>1,665,808</u>	<u>1,556,686</u>	<u>(1,714,182)</u>	<u>1,508,312</u>

The Restricted funds are funds to be used in respect of the renovation of the Ida Road property.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	9,974	233,427	243,401
Current assets	4,513	1,140,828	1,145,341
Creditors due within one year	-	(103,937)	(103,937)
	<u>14,487</u>	<u>1,270,318</u>	<u>1,284,805</u>

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS (continued)

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	<i>Restricted funds 2018 £</i>	<i>Unrestricted funds 2018 £</i>	<i>Total funds 2018 £</i>
Tangible fixed assets	10,645	245,119	255,764
Fixed asset investments	-	3	3
Current assets	-	1,373,667	1,373,667
Creditors due within one year	-	(121,122)	(121,122)
	<u>10,645</u>	<u>1,497,667</u>	<u>1,508,312</u>

16. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2019 £	2018 £
Net expenditure for the year (as per Statement of Financial Activities)	(223,507)	(157,496)
Adjustment for:		
Depreciation charges	25,893	29,107
Dividends, interest and rents from investments	(974)	(613)
(Increase)/decrease in stocks	(226)	352
Decrease/(increase) in debtors	41,860	(21,554)
Decrease in creditors	(17,185)	(33,104)
Net cash used in operating activities	<u>(174,139)</u>	<u>(183,308)</u>

17. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2019 £	2018 £
Cash in hand	981,999	1,168,694
Total	<u>981,999</u>	<u>1,168,694</u>

EAST LINDSEY INFORMATION TECHNOLOGY CENTRE
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

18. PENSION COMMITMENTS

The company operates a defined contribution personal pension plan that is open to all employees after completion of probationary service. The company contributes toward the pension scheme and employee contributions are optional. The scheme is not contracted out. Free life assurance for an amount equal to annual salary is provided for those who join the pension scheme.

19. OPERATING LEASE COMMITMENTS

At 31 July 2019 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	Land and buildings		Other operating leases	
	2019	2018	2019	2018
			£	£
Other operating leases				
Within 1 year	15,728	20,208	2,336	9,346
Between 1 and 5 years	-	15,312	-	3,890
Total	15,728	35,520	2,336	13,236

20. RELATED PARTY TRANSACTIONS

Some of the trustees represent companies that purchase training services from the company. The services provided are not on preferential terms.

	Services Provided at 31.07.19 £	Services Provided at 31.07.18 £	Balance- Outstanding at 31.07.19 £	Balance Outstanding at 31.07.18 £
Lincolnshire County Council	291,454	240,596	3,202	8,827
Duncan & Toplis	8,075	-	-	-
Batemans Brewery	-	250	-	-
	299,529	240,846	3,202	8,827

21. COMPANY LIMITED BY GUARANTEE

The company has no shares but is limited by guarantee.