

REGISTERED COMPANY NUMBER 1880192  
REGISTERED CHARITY NUMBER 516117

REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR  
ENDED 31ST MARCH 2013  
FOR  
THE SOUTH STAFFORDSHIRE TRAINING  
ASSOCIATION

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**THE SOUTH STAFFORDSHIRE TRAINING  
ASSOCIATION**

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FOR THE YEAR ENDED 31ST MARCH 2013**

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## **THE SOUTH STAFFORDSHIRE TRAINING ASSOCIATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2013**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

1880192

**Registered Charity number**

516117

**Registered office**

34 Ridding Lane  
Wednesbury  
West Midlands  
WS10 9AA

**Trustees**

Mr P Grubb  
Mr A Siddons  
Mr J Kelly

**Independent examiner**

Guy & Co Chartered Certified Accountants  
12 Johnson Street  
Woodcross  
Coseley  
West Midlands  
WV14 9RL

**Solicitors**

FBC Manby Bowdler  
11/12 New Road  
Willenhall  
West Midlands

**Bankers**

LloydsTSB Bank Plc  
111 Walsall Street  
Wednesbury  
West Midlands  
WS10 9BY

#### **CESSATION OF TRADING**

The charitable company ceased activities on 31st March 2012.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The South Staffordshire Training Association was incorporated in England on 23rd January 1985. The company is governed by a legally defining Memorandum of Association, implemented by a management committee which consists of chair, vice chair, treasurer, secretary and councillors.

**Recruitment and appointment of new trustees**

SSTA recruited trustees from its membership whom were then voted onto the committee, induction and training was given as and when required.

**THE SOUTH STAFFORDSHIRE TRAINING  
ASSOCIATION**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2013**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Related parties**

There are no connected charities or companies to The South Staffordshire Training Association Limited

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Each year major risks to the organisation are reviewed and measures and contingencies are updated or put in place to combat any such event.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

SSTA ceased on 31 March 2012, winding up proceedings will follow and the balance of any funds will be passed to a like minded organisation, this remains the current plan for the trustees.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The overall performance of the organisation has suffered over the past three years. However 2011/12 saw a dramatic fall and further decline of income levels which lead to the decision to cease trading on 31 March 2012.

**FINANCIAL REVIEW**

**Reserves policy**

The reserves policy of the company was to allow for two years overhead costs including any legal and statutory related expenses that would be incurred with the winding up of the company. Any remaining reserves will be used in the furtherance of the company's aims and objectives as detailed in the Memorandum and Articles of Association.

**Investment policy and objectives**

Any investments must be made in accordance with the Memorandum and Articles of Association and under the agreement of the board of Trustees.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD**



Mr A Siddons - Trustee

Date 12-12-13

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE SOUTH STAFFORDSHIRE TRAINING  
ASSOCIATION**

I report on the accounts for the year ended 31st March 2013 set out on pages four to nine

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below

**Independent examiner's statement**

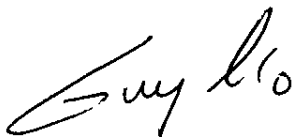
In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

have not been met, or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Guy & Co Chartered Certified Accountants  
12 Johnson Street  
Woodcross  
Coseley  
West Midlands  
WV14 9RL

Date 19/12/13

**THE SOUTH STAFFORDSHIRE TRAINING  
ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2013**

	Notes	31 3 13 Unrestricted funds £	31 3 12 Total funds £
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income		-	771
Investment income	2	2	668
<b>Incoming resources from charitable activities</b>			
Provision of training services		-	77,797
<b>Total incoming resources</b>		2	79,236
<b>RESOURCES EXPENDED</b>			
<b>Charitable activities</b>			
Provision of training services		-	190,412
<b>Governance costs</b>		398	25,757
<b>Other resources expended</b>		7,033	-
<b>Total resources expended</b>		7,431	216,169
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>			
		(7,429)	(136,933)
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		236,363	373,296
<b>TOTAL FUNDS CARRIED FORWARD</b>		228,934	236,363

The notes form part of these financial statements

**THE SOUTH STAFFORDSHIRE TRAINING  
ASSOCIATION**

**BALANCE SHEET  
AT 31ST MARCH 2013**

	Notes	31 3 13 Unrestricted funds £	31 3 12 Total funds £
<b>CURRENT ASSETS</b>			
Debtors	6	-	12,994
Cash at bank		229,459	266,084
		<u>229,459</u>	<u>279,078</u>
 <b>CREDITORS</b>			
Amounts falling due within one year	7	(525)	(42,715)
		<u>228,934</u>	<u>236,363</u>
<b>NET CURRENT ASSETS</b>			
		<u>228,934</u>	<u>236,363</u>
 <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<u>228,934</u>	<u>236,363</u>
 <b>NET ASSETS</b>			
		<u>228,934</u>	<u>236,363</u>
 <b>FUNDS</b>	8		
Unrestricted funds			
General fund		228,934	236,363
<b>TOTAL FUNDS</b>		<u>228,934</u>	<u>236,363</u>

The notes form part of these financial statements

**THE SOUTH STAFFORDSHIRE TRAINING  
ASSOCIATION**

**BALANCE SHEET - CONTINUED**  
**AT 31ST MARCH 2013**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2013

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2013 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on 12/12/13 and were signed on its behalf by



Mr A Siddons -Trustee



**THE SOUTH STAFFORDSHIRE TRAINING  
ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2013**

**1 ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources

**Taxation**

The charity is exempt from corporation tax on its charitable activities

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate

**2. INVESTMENT INCOME**

	31 3 13	31 3 12
	£	£
Deposit account interest	2	668
	<u>          </u>	<u>          </u>

**3 NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting)

	31 3 13	31 3 12
	£	£
Auditors' remuneration	-	3,675
Depreciation - owned assets	-	220
Deficit on disposal of fixed asset	-	2,840
	<u>          </u>	<u>          </u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2013 nor for the year ended 31st March 2012

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st March 2013 nor for the year ended 31st March 2012

**THE SOUTH STAFFORDSHIRE TRAINING  
ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31ST MARCH 2013**

**5 STAFF COSTS**

	31 3 13	31 3 12
	£	£
Wages and salaries	-	84,035
Social security costs	-	8,689
Other pension costs	-	2,055
	<u>-</u>	<u>94,779</u>

The average monthly number of employees during the year was as follows

	31 3 13	31 3 12
Trustees	-	3
Management staff/Training officers	-	2
Administration staff	-	1
	<u>-</u>	<u>6</u>

**6 DEBTORS AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31 3 13	31 3 12
	£	£
Trade debtors	-	11,791
VAT	-	1,203
	<u>-</u>	<u>12,994</u>

**7 CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31 3 13	31 3 12
	£	£
Trade creditors	-	32,757
Social security and other taxes	-	8,608
Accrued expenses	525	1,350
	<u>525</u>	<u>42,715</u>

**8 MOVEMENT IN FUNDS**

	At 1 4 12	Net movement	At 31 3 13
	£	in funds	£
		£	
<b>Unrestricted funds</b>			
General fund	236,363	(7,429)	228,934
	<u>236,363</u>	<u>(7,429)</u>	<u>228,934</u>
<b>TOTAL FUNDS</b>	<u>236,363</u>	<u>(7,429)</u>	<u>228,934</u>

**THE SOUTH STAFFORDSHIRE TRAINING  
ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2013**

**8 MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	2	(7,431)	(7,429)
<b>TOTAL FUNDS</b>	<u>2</u>	<u>(7,431)</u>	<u>(7,429)</u>

**9 ULTIMATE CONTROLLING PARTY**

During the year the company was under the control of the trustees

**10 GOING CONCERN**

The South Staffordshire Training Association ceased trading on the 31 March 2012. The organisation is therefore no longer a going concern and winding up procedures will be taken by the trustees. Final resources after all statutory obligations have been met will be passed to a like minded organisation.

**THE SOUTH STAFFORDSHIRE TRAINING  
ASSOCIATION**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2013**

	31 3 13 £	31 3 12 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Grants	-	771
<b>Investment income</b>		
Deposit account interest	2	668
<b>Incoming resources from charitable activities</b>		
Care training income	-	15,840
Course fees	-	24,933
Train2gain	-	36,458
Membership fees	-	566
	-	77,797
<b>Total incoming resources</b>	2	79,236
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Course fees	-	12,935
Train2gain fees	-	46,526
	-	59,461
<b>Governance costs</b>		
Interest & charges	-	280
Accountancy	398	-
Auditors' remuneration	-	3,675
Redundancy costs	-	21,802
	398	25,757
<b>Support costs</b>		
<b>Management</b>		
Wages	-	84,035
Social security	-	8,689
Pensions	-	2,055
Rent, rates & service charges	-	8,314
Insurance	-	3,150
Light and heat	324	1,434
Telephone	110	876
Printing, postage & stationery	4,088	3,128
Sundries	821	2,331
Repairs & maintenance	-	12,123
Travelling	-	1,260
Entertaining	-	136
Consultancy	-	360
Carried forward	5,343	127,891

This page does not form part of the statutory financial statements

**THE SOUTH STAFFORDSHIRE TRAINING  
ASSOCIATION**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2013**

	31 3 13 £	31 3 12 £
<b>Management</b>		
Brought forward	5,343	127,891
Bad debts	1,440	-
Fixtures and fittings	-	220
Loss on sale of tangible fixed assets	-	2,840
	<hr/>	<hr/>
	6,783	130,951
<b>Finance</b>		
Bank charges	250	-
	<hr/>	<hr/>
<b>Total resources expended</b>	7,431	216,169
	<hr/>	<hr/>
<b>Net expenditure</b>	<u>(7,429)</u>	<u>(136,933)</u>

This page does not form part of the statutory financial statements