

**Company Number: 2429781**  
**Charity Number: 803333**

**INCLUDE**  
**TRUSTEE'S REPORT**  
**AND**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2008**

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# ANNUAL REPORT AND FINANCIAL STATEMENTS

## TRUSTEE'S REPORT

The Trustee presents the annual report and audited financial statements for the period ended 31 March 2008.

The Trustee believes that the financial statements comply with current statutory requirements and with the requirements of the charity's governing document.

### 1 REFERENCE AND ADMINISTRATIVE INFORMATION

#### 1.1 Reference Information

<b>Name</b>	INCLUDE
<b>Registered Charity</b>	Number 803333
<b>Company Limited by Guarantee</b>	Number 2429781
<b>Registered Office (Principal Office)</b>	60 Queens Road, Reading RG1 4BS
<b>Website</b>	<a href="http://www.include.org.uk">www.include.org.uk</a>
<b>Email</b>	<a href="mailto:enquiries@cftb.com">enquiries@cftb.com</a>
<b>Telephone</b>	0118 902 1000
<b>Fax</b>	0118 902 1434

#### 1.2 Trustees

The Corporate Trustee and Director, CfBT Education Trust, is in post at 11 September 2008 and served throughout the period to which this report relates.

As at 6 September 2007, the Trustee Directors of CfBT Education Trust are:

<b>Chairman</b>	John Harwood DL
<b>Trustees</b>	Cameron Bowles
	Graham Colls
	John Fielden
	Marion Headicar
	Anita Higham
	Sara Hodson
	Iain MacArthur

Professor Stephen Yeo

John Webb

**Company Secretary**

Clive Adderley

## **2 GOVERNANCE & MANAGEMENT**

### **2.1 Governing Document and Constitution**

INCLUDE was incorporated as a company limited by guarantee on 5 October 1989 (registered number 2429781). On 17 July 1990 INCLUDE obtained charitable status.

The governing document of the charity is the Memorandum of Association, as drawn up on 5 October 1989 and subsequently amended by Special Resolution on 24 May 1990, 23 May 1998, 30 May 2000 and 14 September 2000.

### **2.2 Involvement with CfBT Education Trust**

On 14 September 2000, CfBT Education Trust, a charity (registered number 270901) and company limited by guarantee (company number 867944) agreed to become the sole member and trustee of INCLUDE. CfBT Education Trust has nominated a representative. The terms of the member's guarantee are outlined in note 1 to these financial statements. All expenditure related to the governance of INCLUDE is reported within the financial statements of CfBT Education Trust.

INCLUDE's trade and assets were transferred to the ultimate parent company, CfBT Education Trust, on 1 April 2006 and there has been no trading activity within INCLUDE since that date. As at the end of the financial year, the Trustee does not foresee any further activity.

## **3 FINANCIAL REVIEW**

### **3.1 Trustee Responsibilities**

Company law requires the Trustee to prepare financial statements for each financial period of the company, which give a true and fair view of the state of the affairs of the company and of the surplus or deficit for that period. In preparing those financial statements, the Trustee is required to:

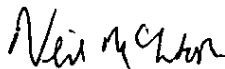
- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare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

The Trustee is overall responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable the Trustee to ensure that the financial statements comply with the Companies Act 1985 (as amended). The Trustee is responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustee believes that it has taken all the necessary steps to inform itself and the Charity's auditors of all the necessary information of which the auditors have not been informed.

On 1 April 2006, INCLUDE's trade and assets were transferred to CfBT Education Trust for which a donation of £891,911 was made. This donation eliminates the accumulated deficits brought forward.

By order of the Board



N McIntosh  
On behalf of the Corporate Trustee  
11 September 2008

**STATEMENT OF FINANCIAL ACTIVITIES**  
*for the year ended 31 March 2008*

**Income and Expenditure**

	<i>Notes</i>	<b>Restricted funds £</b>	<b>Unrestricted funds £</b>	<b>Total 2007/08 £</b>	<b>Total 2006/07 £</b>
<b>Incoming resources</b>					
<b>Activities for generating funds</b>					
Voluntary income		-	-	-	891,911
<b>Total incoming resources &amp; net incoming resources for the year</b>		-	-	-	<b>891,911</b>
<b>Balances brought forward at beginning of year</b>		-	-	-	<b>(891,911)</b>
Transfer between Funds		-	-	-	-
<b>Balances carried forward for the year</b>		-	-	-	<b>0</b>

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

**Balance Sheet**  
**As at 31 March 2008**

<b>Notes</b>	<b>As at 31/03/08 £</b>	<b>As at 31/03/08 £</b>	<b>As at 31/03/07 £</b>	<b>As at 31/03/07 £</b>
<b>Net current assets</b>		-		-
		<hr/>		<hr/>
<b>Accumulated funds</b>				
<b>Unrestricted funds</b>		-		-
		<hr/>		<hr/>

The financial statements on pages 5 to 7 were approved by the Corporate Trustee on 11 September 2008 and were authorised for issue on its behalf by :

*Neil McIntosh*

**N McIntosh**  
*On behalf of the Corporate Trustee*

**NOTES TO THE FINANCIAL STATEMENTS**  
*For the Year Ended 31st March 2008*

**1 Memorandum of Association**

The company is limited by guarantee. At 31 March 2008 there was 1 member, who has undertaken to contribute £1 to the company's assets in the event of the company being wound up.

**2 Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the company's financial statements.

*Basis of accounting*

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" published in April 2005 and applicable accounting standards.

*Going concern*

INCLUDE'S trade and assets were transferred to the ultimate parent company CfBT Education Trust on 1st April 2006. There has been no trading activity within the charity since that date. As at the end of the period the Trustees do not foresee any future activity being undertaken within INCLUDE.

*Income*

Voluntary Income is accounted for on receipt.

**3 Transactions with related parties**

The company has taken advantage of the exemption conferred by Financial Reporting Standard 8, "Related Party Transactions", not to disclose transactions with entities that are included in the consolidated financial statements of CfBT Education Trust.

**4 Ultimate Parent Company**

The immediate and ultimate parent company and controlling party of the company is CfBT Education Trust, a company incorporated in England. Copies of this company's consolidated financial statements may be obtained from 60 Queens Road, Reading, RG1 4BS.

## **AUDITORS' REPORT**

### **To the Sole Member**

We have audited the financial statements of INCLUDE for the year ended 31 March 2008 on pages 5 to 7 which have been prepared under the accounting policies set out on page 7.

### **Respective responsibilities of the sole corporate trustee and auditors**

The trustee's responsibilities for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Trustee's Report.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and have been properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustee's Report is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustee remuneration and transactions with the charitable company and other members of the group is not disclosed.

We read the Trustee's Report and consider the implications for our report if we become aware of any apparent misstatements within it. Our report has been prepared pursuant to the requirements of the Companies Act 1985 and for no other purpose. No person is entitled to rely on this report unless such a person is a person entitled to rely upon this report by virtue of and for the purpose of the Companies Act 1985 or has been expressly authorised to do so by our prior written consent. Save as above, we do not accept responsibility for this report to any other person or for any other purpose and we hereby expressly disclaim any and all such liability.

### **Basis of opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the group's circumstances, consistently applied and adequately disclosed.

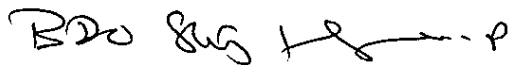
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity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

### **Opinion**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the Company's affairs as at 31 March 2008 and of its results for the year then ended;

- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustee's Report is consistent with the financial statements.



BDO Stoy Hayward LLP

Chartered Accountants and Registered Auditors  
Epsom, Surrey

