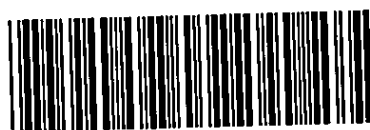


**Agskills Limited**  
**(A company limited by guarantee)**  
**Report and financial statements**  
**for the year ended 31 January 2009**

**Charity Number 1091213**  
**Company Number 3824061**

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**Agskills Limited**  
**Report and financial statements**  
**for the year ended 31 January 2009**  
**Contents**

Legal and Administrative Information for the year ended 31 January 2009 .....	1
Trustees' report for the year ended 31 January 2009.....	2
Accountants' report to the shareholders on the unaudited accounts of Agskills Limited.....	5
Statement of financial activities (incorporating an income and expenditure account) for the year ended 31 January 2009 .....	6
Balance sheet as at 31 January 2009.....	7
Accounting policies .....	8
Notes to the financial statements for the year ended 31 January 2009 .....	10

# **Agskills Limited**

## **Legal and Administrative Information for the year ended 31 January 2009**

### **Constitution**

Agskills Limited is a company limited by guarantee governed by its memorandum and articles of association. Charity number 1091213. Company number 3824061.

### **Directors**

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as "the trustees". As set out in the articles of association, the trustees are appointed by the members in the general meeting, with one third of the trustees retiring by rotation at each annual general meeting.

The trustees who served during the year and since were as follows:

S J Guise  
R Longthorp  
J R Rowbottom  
T S Rymer  
M S Ward  
D Morgan  
R Smith  
R Lister  
M J Barker  
P Stephenson  
J Walgate

### **Secretary**

R Longthorp

### **Accountants**

David Turner & Co  
Studio 701  
17 Princess Street  
HULL  
HU2 8BJ

### **Solicitors**

Andrew Jackson  
Essex House  
Manor Street  
HULL  
HU1 1XH

### **Registered Office and Principal Address**

Burland  
Holme Road  
Howden  
Goole  
DN14 7LY

### **Bankers**

HSBC Bank plc  
16 Market Place  
Howden  
Goole  
DN14 7BN

# **Agskills Limited**

## **Trustees' report for the year ended 31 January 2009**

The trustees present their report and the financial statements of the charity for the year ended 31 January 2009.

The legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice – Accounting and Reporting for Charities.

### **Objects and activities of the charity**

The objects of the charity are to further education, and in particular to establish a framework for the provision of, and to provide, high quality and relevant training within the agricultural industry in the United Kingdom.

To achieve these objects the charity aims:

- To establish and promote a structured career path within the industry, for those already in place and for those looking for a career in the industry.
- To develop links with the educational establishments to promote the agricultural industry as a career.
- To promote and provide for agricultural businesses an advisory service related to current and future needs of training and education of their staff.
- To develop a series of "Best Practice" training programs covering craft and technical training, and supervisory and management skills.
- To be an industry approved training centre running a Modern Apprenticeship/National Traineeship scheme linked to National Vocational Qualifications and an Association Training Centre.
- To be an approved NPTC "Hub" for the administration and assessment of Certificates of Competence.
- To enable owners, managers and staff to comply with current and future codes of practice as dictated by legislation and customer demand.
- To advise and assist the National Training Strategy and Implementation Group on the development of the national scheme, including running a pilot scheme to develop best practice.
- To work closely with the BPEX Knowledge Transfer team to ensure best practice to be adopted across the industry.
- To raise funds by way of donations, grants, sponsorship and subscription to carry out the aims of the charity.

# Agskills Limited

## Organisation

A board of trustees meets bimonthly to administer the charity. The day to day operations of the charity are managed by the charity's secretary.

Due to its size and nature, the Charity has no formal policy for the induction and training of trustees.

## Investment powers

Under the memorandum and articles of association, the charity has the power to make any investment which the trustees see fit.

## Achievements and performance

During the year the charity has sought to achieve its objectives by:

- Continuing to contract with the Learning and Skills Councils as a modern apprenticeship training provider and registered with City & Guilds to provide National Vocational Qualifications.
- Producing a quarterly newsletter to publicise the achievement of the charity trainees, to attract new members, and to promote the benefit of training. The newsletter is circulated to members and selectively throughout the industry.
- Liaising with the National Proficiency Tests Council and BPEX to deliver and continue to develop Level 1, 2 and 3 pig production qualifications.
- Assisting with the development of the National Pig Industry Training Strategy and Implementation Groups including advice and personnel resource to develop and promote.
- Securing donations from businesses engaged in the agricultural and food industry to further develop the skills development strategy in pig production.
- Providing supplementary off-farm training for farm employees for members and on a contracted basis.
- Continuing to receive funding from the Rural Development Programme for England via the Regional Development Agencies.
- Continuing delivery of the training days funded by the Rural Development Programme for England.
- Continue to work with the industry sector Skills Council, (LANTRA), to develop and provide skills development across the agricultural sector.

Resources expended during the year exceeded incoming resources by £21,204. In the prior year incoming resources exceeded resources expended by £28,118.

## Plans for future periods

In the coming year the charity plans to:

- Continue to increase the number of training days for farm employees.
- Continue to provide management and personal development style training to suit members' requirements.
- Continue to provide information on changes to animal welfare, food safety practices, health and safety, and equal opportunities.
- Continue to assist with the National Pig Industry Training Implementation Group including piloting the scheme in the North.

# Agskills Limited

- Continue working with others to promote and encourage CPD throughout the agricultural sector.
- Investigate with BPEX widening scope of activity to encompass a wider range of industry and to specifically include the area of animal health and welfare.

## **Reserves policy**

The trustees have continued to review the reserves of the charity.

The trustees have concluded that a reduced reserves level in the region of £15,000 will be required for the coming years as a result of BPEX undertaking some of the work previously undertaken by Agskills Limited.

## **Risk management**

The trustees have reviewed the major risks to which the charity is exposed and confirm that systems have been established to minimise these risks.

## **Statement of trustees' responsibilities**

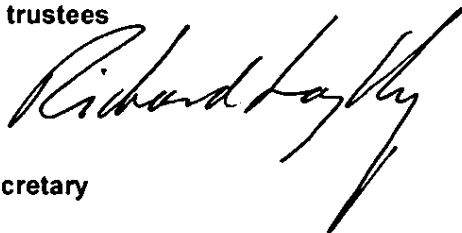
The trustees are required by charity law to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the surplus or deficit for that year.

The trustees confirm that suitable accounting policies have been used and applied consistently, and reasonable and prudent judgements and estimates have been made in the preparation of the financial statements for the year ended 31 January 2009. The trustees also confirm that applicable accounting standards have been followed and that the financial statements have been prepared on the going concern basis. The financial statements have been prepared under Statement of Recommended Practice 2005.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **By order of the trustees**

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R Longthorp  
Trustee and Secretary

# **Agskills Limited**

## **Accountants' report to the shareholders on the unaudited accounts of Agskills Limited**

We report on the accounts for the year ended 31 January 2009 set out on pages 6 to 12.

### **Respective responsibilities of directors and reporting accountants**

As described on page 4 the company's directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.


### **Basis of opinion**

Our work was conducted in accordance with Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

### **Opinion**

In our opinion;

- (a) the accounts are in agreement with the accounting records kept by the company under Section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in these accounting records;
  - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act; and
  - (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in Section 249A(4) of the Act as modified by Section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1).



**David Turner & Co**  
Chartered Accountant  
Hull

# Agskills Limited

## Statement of financial activities (incorporating an income and expenditure account) for the year ended 31 January 2009

	Note	Total Unrestricted fund 2009 £	Total Unrestricted fund 2008 £
<b><u>Incoming resources</u></b>			
<b>Incoming resources from generated funds</b>			
Voluntary income			
- Grants		67,206	45,611
- Donations	2	-	5,939
Investment income		704	634
<b>Incoming resources from Charitable Activities</b>			
Income from the provision of training and training material		46,714	109,005
Membership subscriptions		-	1,225
<b>Total incoming resources</b>		<b>114,624</b>	<b>162,414</b>
<b><u>Resources expended</u></b>			
<b>Cost of Charitable activities</b>			
Expenditure for training and training material	3	118,952	127,283
Governance costs	4	7,143	7,013
<b>Total resources expended</b>		<b>126,095</b>	<b>134,296</b>
Net incoming/(outgoing) resources for the year	9	(11,471)	28,118
Fund brought forward		48,871	20,753
<b>Fund carried forward</b>	9	<b>37,400</b>	<b>48,871</b>

Movements in funds are disclosed in note 9 to the financial statements.

All of the above fund comprises unrestricted funds.



# Agskills Limited

## Balance sheet as at 31 January 2009

	Note	2009 £	2009 £	2008 £	2008 £
<b>Fixed assets</b>	6		-		550
<b>Current assets</b>					
Debtors	7	16,154		52,357	
Cash at bank		43,069		19,921	
		59,223		72,278	
<b>Creditors: amounts falling due within one year</b>	8	(21,823)		(23,957)	
<b>Net current assets</b>			37,400		48,321
<b>Net assets</b>			37,400		48,871
<b>Unrestricted funds</b>					
General	9		37,400		48,871.

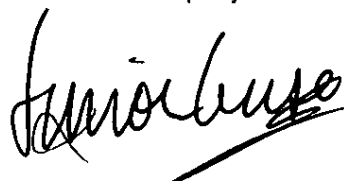
Advantage has been taken of the audit exemptions available for small companies conferred by Section 249A(2) of the Companies Act 1985 on the grounds:

- that for the year ended 31 January 2009 the company was entitled to the exemption from a statutory audit under Section 249A(2) of the Companies Act 1985; and
- that no notice has been deposited under section 249B(2) of the Companies Act 1985 in relation to the financial statements for the financial year.

The directors acknowledge their responsibilities for:

- ensuring that the Company keeps proper accounting records which comply with Section 221 of the Companies Act 1985; and
- preparing financial statements which give a true and fair view of the state of affairs of the Company at 31 January 2009 and of its profit or loss for the year then ended in accordance with the requirement of Section 226 of the Companies Act 1985, and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements so far as applicable to the Company.

S J Guise  
Trustee



# **Agskills Limited**

## **Accounting policies**

### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (revised 2005) "Accounting and Reporting by Charities", the Financial Reporting Standard for Smaller Entities (effective January 2007) and the Companies Act 1985.

### **Incoming resources**

#### **Donations and grants**

Income from donations and grants is included in incoming resources when these are receivable, except as follows:

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When donors specify that income or grants, including capital grants, are for particular restricted purposes which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

#### **Income from charitable activities**

Income from the provision of training and training material, including funding from the Learning and Skills Council and under the Rural Development Programme for England, is included in incoming resources when the relevant training takes place or the material is supplied.

Income from members' subscriptions is included in incoming resources when receivable.

#### **Interest receivable**

Interest is included when receivable by the charity.

#### **Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Training costs are those costs relating directly to the provision of training or training material in furtherance of the charity's activities. Management and administration costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

#### **Fixed assets**

Fixed assets are stated at cost or valuation, less depreciation charged.

# **Agskills Limited**

## **Depreciation**

Depreciation of tangible fixed assets is charged by annual instalments commencing with the year of acquisition at rates estimated to write off their cost or valuation less any residual value over their expected useful lives. The rates used are as follows:

Computer equipment      33% on written down value

## **Fund accounting**

All funds held by the charity are unrestricted general funds which can be used by the charity in accordance with the charitable objects at the discretion of the trustees.

# Agskills Limited

## Notes to the financial statements for the year ended 31 January 2009

### 1 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £10.

### 2 Donations

	2009	2008
	£	£
Corporate donors	-	5,939

### 3 Training costs

	2009	2008
	£	£
Establishment and delivery of training programmes	118,952	126,890
City & Guilds registration	-	393
	118,952	127,283

### 4 Governance costs

	2009	2008
	£	£
Secretarial services	2,727	3,724
Depreciation of computer equipment	-	271
Loss on disposal of fixed assets	550	-
Accountant's fees	715	690
Insurance	805	1,374
NPTC Certification	1,983	97
Sundry expenses	363	857
	7,143	7,013

### 5 Trustees' remuneration

The trustees were not paid, or reimbursed for any expenses, during the year.

# Agskills Limited

## 6 Fixed assets

	Computer equipment £
<b>Cost</b>	
31 January 2008	4,137
Disposal	(4,137)
<b>31 January 2009</b>	-
<b>Depreciation</b>	
31 January 2008	3,587
Disposals	(3,587)
<b>31 January 2009</b>	-
<b>Net book value</b>	
<b>31 January 2009</b>	-
31 January 2008	550

## 7 Debtors

	2009 £	2008 £
Training fees receivable	4,392	32,549
Prepayments and accrued income	9,484	18,889
Other debtors	2,278	919
	<b>16,154</b>	<b>52,357</b>

## 8 Creditors – Amounts falling due within one year

	2009 £	2008 £
Training expenses	17,511	19,367
Other creditors and accruals	4,312	4,590
	<b>21,823</b>	<b>23,957</b>

# Agskills Limited

## 9 Statement of funds

	General fund £
31 January 2008	48,871
Net incoming resources for the year	(11,471)
<b>31 January 2009</b>	<b>37,400</b>

The general fund is an unrestricted fund.

## 10 Related party transactions

Training is provided for employees of businesses in which the trustees have an interest. The training is provided on the same basis as for all other training provided by the Charity.