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# **CITY & GUILDS COLLEGE ASSOCIATION**

## **YEAR 2004 ACCOUNTS**

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### **STATEMENT OF THE RESPONSIBILITIES OF THE OFFICERS AND GENERAL COMMITTEE**

The Rules of the Association require the Officers and General Committee to prepare an annual statement of the funds of the Association and of the receipts and payments during each financial year. It is recognised that, in the preparation of such accounts, the Association is required to:

- maintain proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Association;
- 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 accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Association will continue to operate.

The Officers and General Committee are responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the preparation and detection of fraud and other irregularities.

### **AUDITORS' REPORT TO THE MEMBERS OF THE CITY & GUILDS COLLEGE ASSOCIATION**

We have audited the accounts on pages 2 to 4, which have been prepared under the historical cost convention and the accounting policies set out on page 3.

This report is made solely to the Association's members, as a body. Our audit work has been undertaken so that we might state to the Association'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 Association and the Association's members as a body, for our audit work, for this report or for the opinions we have formed.

#### **Respective Responsibilities of Officers, General Committee and Auditors**

As described above, the Association's officers are responsible for the preparation of accounts. It is our responsibility to audit the accounts in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards. We report to you our opinion as to whether the accounts give a true and fair view. We also report to you if, in our opinion, the Association has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

#### **Basis of Opinion**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the officers in the preparation of the accounts, and of whether the accounting policies are appropriate to the Association'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 accounts 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 accounts.

#### **Opinion**

In our opinion, the accounts give a true and fair view of the state of the Association's affairs as at 31 December 2004 and of its surplus for the year then ended.

**COOPER GIBSON**  
**Chartered Accountants and Registered Auditors**

32 Parkfield Gardens, Harrow, Middlesex, HA2 6JR

11 March 2005

# CITY & GUILDS COLLEGE ASSOCIATION

## YEAR 2004 ACCOUNTS

### INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2004

		2004		2003	
Notes	£	£	£	£	£
<b>INCOME</b>					
Annual subscriptions		19153		20071	
Investment income		5922		6143	
Ties and sundry income		215		213	
Dinners and receptions	8	9146		10600	
Advertising in Imperial College Engineer	9	175		150	
VAT rebate from previous year		<u>1903</u>		<u>504</u>	
<b>OPERATING INCOME</b>		<b>36514</b>		<b>37681</b>	
<b>DIRECT COSTS</b>					
Ties and sundries		14		89	
Dinners and receptions	8	14482		17525	
Imperial College Engineer	9	<u>14649</u>		<u>7062</u>	
		29145		24676	
<b>OVERHEADS</b>					
Database and accounting support		1685		4215	
Printing, postage and stationery		2012		3278	
Subscriptions to London Clubs		650		600	
Audit and accountancy		2250		2150	
General expenses		1223		2050	
Depreciation		58		60	
Bank charges		<u>450</u>		<u>590</u>	
<b>TOTAL OPERATING EXPENDITURE</b>		<b><u>37473</u></b>		<b><u>37619</u></b>	
<b>OPERATING (DEFICIT)/SURPLUS</b>		<b>(959)</b>		<b>62</b>	
Realised (Loss) on sale of investments		-		(9350)	
Unrealised Profit on revaluation of investments		<u>7149</u>		<u>20475</u>	
		<u>7149</u>		<u>11125</u>	
		6190		11187	
<b>LESS: EXCEPTIONAL EXPENDITURE</b>					
Donation to Boat Club		<u>1000</u>		<u>1000</u>	
		5190		10187	
Less: Taxation		<u>(355)</u>		<u>-</u>	
<b>SURPLUS TO ACCUMULATED RESERVES</b>		<b>£ <u>5545</u></b>		<b>£ <u>10187</u></b>	

# CITY & GUILDS COLLEGE ASSOCIATION YEAR 2004 ACCOUNTS

## BALANCE SHEET AS AT 31 DECEMBER 2004

	Notes	2004		2003	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	2		-		58
<b>INVESTMENTS</b>	3		128868		121719
<b>CURRENT ASSETS</b>					
Stock of wine	4	11515		10765	
Stock of ties		425		439	
Debtors and prepayments	5	2081		435	
Cash with investment advisors		4249		9913	
Cash at bank and in hand		<u>8963</u>		<u>6756</u>	
		27233		28308	
<b>LESS: CURRENT LIABILITIES</b>					
Creditors: Amounts falling due within one year	6	<u>23937</u>		<u>23466</u>	
<b>NET CURRENT ASSETS</b>			<u>3296</u>		<u>4842</u>
<b>NET ASSETS</b>			<u>£132164</u>		<u>£126619</u>
<b>FINANCED BY:</b>					
Accumulated reserves	7		131693		126148
Membership List Reserve	7		<u>471</u>		<u>471</u>
<b>ASSOCIATION FUNDS</b>			<u>£132164</u>		<u>£126619</u>

The accounts were approved by the members of the General Committee on 11 March 2005.

Barry Brooks, President

Peter Chase, Hon. Treasurer

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2004

### 1. ACCOUNTING POLICIES

- (a) **Basis of Accounting**  
The accounts are prepared under the Historical Cost Convention, modified to include investments at market valuation.
- (b) **Accumulated Reserves**  
The revenue account, general reserve and life membership reserve have been combined and are stated as accumulated reserves.
- (c) **Subscriptions**  
Subscriptions are recognised as income in the year of receipt.
- (d) **Tangible Fixed Assets and Depreciation**  
Tangible fixed assets are stated at cost less depreciation.  
Depreciation is provided on all tangible fixed assets, on a straight-line basis, at rates calculated to write off the cost of each asset over its expected useful life as follows:  
Computer equipment                      -                      25% per annum
- (d) **Stock**  
Stocks of wine and ties are stated at cost.
- (e) **Taxation Status**  
The Association is liable to Corporation Tax at 19% (2003: 19%) on all investment income and Capital Gains above £10000 per annum.

### 2. TANGIBLE FIXED ASSETS: Computer Equipment

	2004	2003
	£	£
<b>Cost</b>		
At 1 January	4976	4976
Additions	<u>-</u>	<u>-</u>
At 31 December	<u>£4976</u>	<u>£4976</u>
<b>Depreciation</b>		
At 1 January	4918	4858
Charge for the year	<u>58</u>	<u>60</u>
At 31 December	<u>£4976</u>	<u>£4918</u>
<b>Net Book Value</b>		
At 31 December	<u>£ -</u>	<u>£ 58</u>

# CITY & GUILDS COLLEGE ASSOCIATION

## YEAR 2004 ACCOUNTS

### NOTES TO THE ACCOUNTS (*continued*)

<b>3.</b>	<b>INVESTMENTS</b>	<b>2004</b>	<b>2003</b>
		<b>£</b>	<b>£</b>
	Historical cost at 31 December	<u>£133577</u>	<u>£133577</u>
	The investments are registered in the name of RCM (UK) Limited, who act as investment advisors to the City & Guilds College Association.		
<b>4.</b>	<b>STOCK OF WINE</b>		
	Estimated market value at 31 December	<u>£ 13000</u>	<u>£ 13000</u>
<b>5.</b>	<b>DEBTORS AND PREPAYMENTS: Due within one year</b>		
	Sundry debtors and prepayments	2081	201
	VAT recoverable	<u>-</u>	<u>234</u>
		<u>£ 2081</u>	<u>£ 435</u>
<b>6.</b>	<b>CREDITORS: Amounts falling due within one year</b>		
	Corporation tax	-	355
	Creditors and accruals	<u>23937</u>	<u>23111</u>
		<u>£ 23937</u>	<u>£ 23466</u>
<b>7.</b>	<b>ACCUMULATED RESERVES</b>		
	<b>Revenue Account</b>		
	Balance at 1 January	126148	115961
	Surplus/(Deficit) for the year	<u>5545</u>	<u>10187</u>
	<b>Accumulated Reserves</b>	<u>£131693</u>	<u>£126148</u>
	<b>Membership List Reserve</b>		
	Balance at 1 January	471	13942
	Less: Expenses incurred	<u>-</u>	<u>13471</u>
	Balance at 31 December	<u>£ 471</u>	<u>£ 471</u>

<b>8.</b>	<b>DINNERS AND RECEPTIONS</b>	<b>2004</b>			<b>2003</b>		
		<b>Cost</b>	<b>Receipts</b>	<b>Net Income/ (Net Cost)</b>	<b>Cost</b>	<b>Receipts</b>	<b>Net Income/ (Net Cost)</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	Evening Walks	595	655	60	1075	353	(722)
	Christmas Lunch	1418	1114	(304)	1885	1173	(712)
	Annual Dinner	7561	4760	(2801)	7703	5200	(2503)
	In and Out Dinner	487	170	(317)	870	209	(661)
	Committee Dinners & Presidents Evening	2104	1019	(1085)	2479	1665	(814)
	Decade Reunion	1114	860	(254)	1589	1287	(302)
	Networking Reception	1203	568	(635)	1924	713	(1211)
		<u>£14482</u>	<u>£ 9146</u>	<u>£ (5336)</u>	<u>£17525</u>	<u>£10600</u>	<u>£ (6925)</u>

**NB:** Net costs are expected against most events in order to promote student attendance, pay for guests and to promote the Association.

<b>9.</b>	<b>'IMPERIAL COLLEGE ENGINEER'</b>	<b>2004</b>			<b>2003</b>		
		<b>Cost</b>	<b>Receipts</b>	<b>Net Cost</b>	<b>Cost</b>	<b>Receipts</b>	<b>Net Cost</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	Spring Issue	7651	175	7476	7062	150	6912
	Autumn Issue	6998	-	6998	-	-	-
		<u>£14649</u>	<u>£ 175</u>	<u>£14474</u>	<u>£ 7062</u>	<u>£ 150</u>	<u>£ 6912</u>