

Company Number: SC047161  
Charity Number: SC016904

**EDINBURGH AND DISTRICT EMPLOYERS TRAINING  
ASSOCIATION LIMITED  
(BY GUARANTEE)**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 JULY 2019**



# **EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED**

## **COMPANY INFORMATION**

<b>Directors</b>	Mr Alan Hook	(Chairperson)
	Mr Norman Lee	(Vice Chairperson)
	Miss Michelle Seymour	
	Miss Ganaelle Larquemin	(resigned 6 December 2018)
	Mr Andrew Allan	(resigned 6 December 2018)
	Mr Andrew Haston	
	Mr Ian Alton	
	Mr John Hay	
<b>Secretary</b>	Mr Brian Thorpe	
<b>Company Number</b>	SC047161	
<b>Charity Number</b>	SC016904	
<b>Registered Office</b>	Fierning House Kinnaird Park Edinburgh EH15 3RD	
<b>Auditor</b>	BDO LLP Citypoint 65 Haymarket Terrace Edinburgh EH12 5HD	
<b>Solicitors</b>	Stuart & Stuart 23 Rutland Street Edinburgh EH21 2RN	
<b>Bankers</b>	Clydesdale Bank Plc 4 Bernard Street Edinburgh EH6 6PX	

**EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED**

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## **EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED**

### **DIRECTORS' REPORT YEAR ENDED 31 JULY 2019**

The Directors submit their report and the financial statements for the year ended 31<sup>st</sup> July 2019.

#### **Principal activity and review of the business**

The principal activity of the company during the year continued to be that of the supply of training services.

#### **The background of EDETA**

EDETA (Edinburgh & District Engineering Training Scheme) was set up in 1966 The name was then changed in 2003 to "Edinburgh and District Employers' Training Association Limited". It is a Limited Company with charitable status under the Companies Acts, 1948 to 1967. EDETA was initially located in Dock Street and moved to Kinnaird Park in January 2002.

The Chief Executive Officer reports to a Board of Directors appointed from member companies of the Association.

For over fifty years the main activity of the Association has been the provision of training for engineering apprenticeships and also health and safety training.

EDETA is approved to deliver Engineering Apprenticeships; Engineering Leadership to VQ standards, a variety of Health and Safety courses, Forklift Truck instruction and First Aid at Work courses.

#### **Governance**

EDETA is governed by a Board of Directors appointed from member companies of the Association. The Directors are nominated by the member companies and are elected to the Board by the existing Directors. The nominee attends a meeting as an observer prior to election as part of the induction process. Further briefing is given by the Chief Executive as to the background of the Association and the responsibilities of the Directors.

The Board meets four times a year on a voluntary basis when the Chief Executive Officer gives a report on the Association activities, budgets are considered and fees for services are fixed. Any requests for capital equipment is made and authorised if appropriate by the board.

The day to day management of the Association is the responsibility of the Chief Executive Officer.

Directors who served during the year were

Mr Alan Hook (Chairman)	Bruntons Aero Products Ltd
Mr Norman Lee (Vice Chairperson)	NHS Lothian
Mr Ian Hay (Hon Treasurer)	MacTaggart Scott Ltd
Mr Andrew Allan	Archibald MacMillans Limited (resigned 6 December 2018)
Mr Andrew Haston	Heriot Watt University
Mrs Ganaelle Larquemin	JBT (resigned 6 December 2018)
Mrs Michelle Quinn	Almond Engineering
Mr Ian Alton	Veolia Water

None of the Directors had any notifiable interest in the company at any time during the Year.

Mr Brian Thorpe (Secretary)                      EDETA

# **EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED**

## **DIRECTORS' REPORT YEAR ENDED 31 JULY 2019**

### **The Objectives of the Association**

- Advance the theoretical and practical education and training of persons working or intending to work in industry and other organisations.
- Provide training, instruction and carry out the assessing and verification of training.
- Provide the most effective, efficient and economic training.
- Continue to improve the quality of training offered.
- Market the services offered effectively.
- Train and assist staff to develop their skills and expertise.
- Be aware of changing needs in industry and commerce to ensure that the training and courses delivered are appropriate.
- Not to discriminate against persons in employment, seeking employment or in training with the Association.
- Ensure training carried out by or on behalf of the Association is done within the appropriate Awarding Body; Health and safety regulations and current legislation.
- Finance the organisation by charging fees and obtaining grants for training.

## EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED

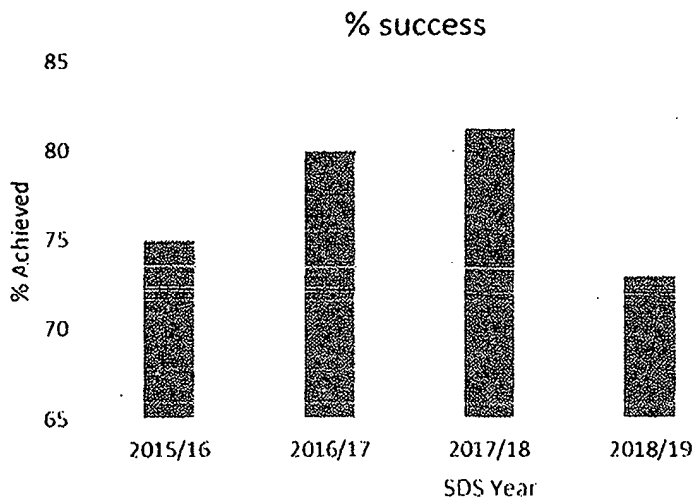
### DIRECTORS' REPORT YEAR ENDED 31 JULY 2019

#### Financial Review

Income has decreased from £467,672 to £437,178 in the year. Expenditure has decreased from £499,305 to £423,775 in the year. This has resulted in a surplus of £13,403 in the year compared with a deficit of £31,633 in the prior year. This is slightly below expectations but the operating figures are broadly in line with the figures projected in our budget for the year.

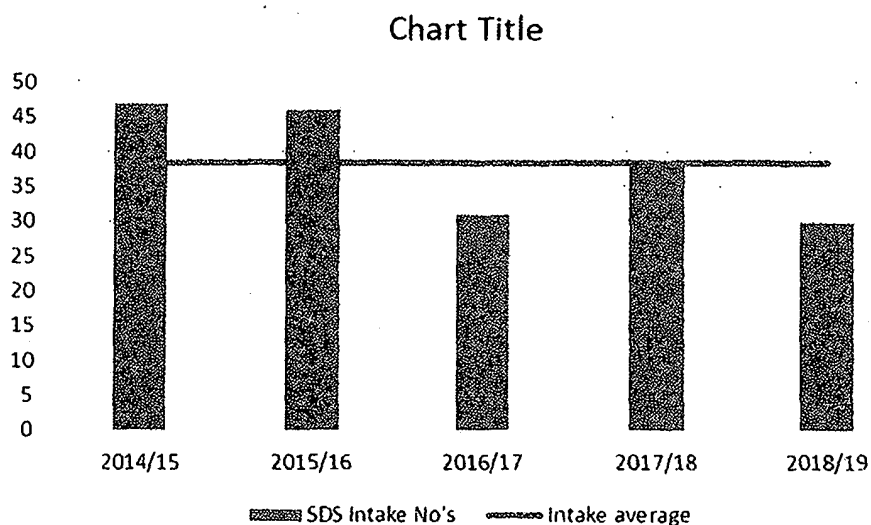
#### Performance during the past year

**Apprentice Training** – There are currently one hundred and forty-three apprentices on the Skills Development Scotland funded Skill Seeker Training Scheme. Our success rate over the past three years for apprentices achieving their Modern Apprenticeship was 75% for 2015/16, 80% for 2016/17 and 81% for 2017/18 and 73% for 2018/19. The 73% is our lowest in the past four years and this coincides with a lower intake year and a few early leavers. Skills Development Scotland continues to consider EDETA to be a low risk category training provider.



The chart above plots the association's performance in terms of percentage success in apprentices achieving their qualifications in relation to the SDS sponsored programmes. It shows that the performance is consistently above the 70% mark and stands comparison with the majority of providers across Scotland.

**DIRECTORS' REPORT**  
**YEAR ENDED 31 JULY 2019**



The Association's apprentice intake is key to our business plans and the chart above shows a levelling off in the numbers taken on in the last three years compared to the previous two. The figures now suggest that somewhere between 30 and 40 is now the norm.

**Health and Safety Training** – The association has maintained in the past 12 months a good level of numbers in Training Courses delivered particularly out in the field and continues to provide good quality Training in the following area's First Aid, Fork Lift Truck, MEWPS, NPORS, IOSH Working and Managing Safely, Safety Passport Alliance and many more.

EDETA continue to be the approved provider to the Scottish Prison Service for their engineering apprenticeship programme, the contract is now in its seventh year and this, however, is likely to be their seventh and final year.

EDETA continues to be an approved training provider for the Nuclear Skills Academy and as a result have picked up some business on the apprenticeship side.

EDETA in the past twelve months has worked hard to consolidate its apprenticeship programs with a steady intake in the past year maintaining a steady level and encouraging others to participate.

**Developments and actions being considered for this coming year**

- Continue to encourage new and existing customers to use the services provided by EDETA.
- Membership a good response was received from our companies that use our services as many renewed membership and newer companies became members of the association.
- Marketing the Association services to encourage employers to recruit apprentices who have not done so in the past. This will be an ongoing exercise throughout the year.
- Continue to develop the good relationship we have with the employers, apprentices, delegates attending courses and the Colleges.

## **EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED**

### **DIRECTORS' REPORT YEAR ENDED 31 JULY 2019**

#### **Reserves**

The reserve fund represents a build-up of surpluses from past operating results and represents the free reserves of the company. The directors have reviewed the requirement to maintain a level of free reserves and have concluded that the most appropriate level is between six and twelve months of operational expenditure. The current level of free reserves after allowing for fixed assets is £403,211 (2018 - £384,173) which equates to approximately 11.5 (2018 – 9) months operating expenditure.

#### **Risk Policy**

Having regard to the Charity Commission requirements on risk, the charity has undertaken an assessment of the major risks facing the charity, in particular those relating to the operations, finances and staffing of the charity and are satisfied that systems are in place to mitigate the exposure to major risks.

#### **Investments**

The directors whilst adopting a low risk policy increased our investment in income bonds whilst maximising the annual return for the investment.

#### **Auditor**

It is the director's assessment that there is no relevant audit information which the auditor has not been made aware of and they have taken all necessary steps to ensure that the auditor has been made aware of all relevant audit information.

BDO LLP is eligible for re-appointment as auditor to the company and a resolution proposing its re-appointment will be proposed at the AGM.

#### **Basis of preparation**

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

The directors are responsible for preparing the directors' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

On behalf of the board



**N Lee**  
Director

5/12/19



**STATEMENT OF DIRECTORS' RESPONSIBILITIES  
YEAR ENDED 31 JULY 2019**

The directors are responsible for preparing the Annual report and the financial statements in accordance with applicable law and regulations.

Company and charity law requires the directors to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

Under company law and charity law the Directors 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 charity and of the incoming resources of the charity for that period.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK 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 charity will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and 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 2006 and the Charities and Trustee Investment (Scotland) Act 2005. 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.

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS AND DIRECTORS OF EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED (BY GUARANTEE)**

### **Opinion**

We have audited the financial statements of Edinburgh and District Employees Training Association Limited ("the Charitable Company") for the year ended 31 July 2019 which comprise the statement of financial activities, the balance sheet and the notes to the financial statements, 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 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, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006, as amended in 2010.

### **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 Auditor's 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 relevant to our audit of the financial statements in the UK, including the FRC'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 related 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 Directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Directors 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.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS AND DIRECTORS OF EDINBURGH  
AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED (BY GUARANTEE)**

**Other information**

The other information comprises the information included in the Annual Report, other than the financial statements and our auditor's report thereon. The other information comprises the directors' report. The Directors are responsible for the other information.

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 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.

**Opinions 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 Directors' Report prepared for the purposes of Company Law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the Charitable Company and its environment obtained in the course of the audit, we have not identified material misstatement in the Strategic report or the Director's report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities and Trustee Investment (Scotland) Act 2005 requires us to report to you if, in our opinion;

- proper and 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 Directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors 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 directors' report and from the requirement to prepare a strategic report.

# **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS AND DIRECTORS OF EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED (BY GUARANTEE)**

## **Responsibilities of Directors**

As explained more fully in the Directors' responsibilities statement, the Directors (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 Directors 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 Directors 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 Directors either intend to liquidate the Charitable Company or to cease operations, or have no realistic alternative but to do so.

## **Auditor's responsibilities for the audit of the financial statements**

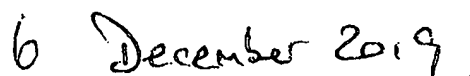
We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with the Acts and relevant regulations made or having effect thereunder.

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 auditor's 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 at the Financial Reporting Council's ("FRC's") website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's 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, and to the Charitable Company's directors, as a body, in accordance with the Charities and Trustee Investment (Scotland) Act 2005. Our audit work has been undertaken so that we might state to the Charitable Company's members and directors those matters we are required to state to them in an auditor's 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, the Charitable Company's members as a body and the Charitable Company's directors as a body, for our audit work, for this report, or for the opinions we have formed.



**Martin Gill** (Senior Statutory Auditor)  
For and on behalf of BDO LLP, statutory auditor  
Edinburgh, UK

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

**EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
YEAR ENDED 31 JULY 2019**

	Notes	2019 £	2018 £
<b>Income from:</b>			
Investments		2,065	1,495
Charitable activities:			
Provision of training and education		435,113	466,177
<b>Total Income</b>	<b>3</b>	<b>437,178</b>	<b>467,672</b>
<b>Expenditure on:</b>			
Charitable activities:			
Provision of training and education		423,775	499,305
<b>Total Expenditure</b>	<b>4</b>	<b>423,775</b>	<b>499,305</b>
<b>Net income/(expenditure) for the year</b>	<b>7</b>	<b>13,403</b>	<b>(31,633)</b>
<b>Reconciliation of funds</b>			
Total funds brought forward		396,376	428,009
<b>Total funds carried forward</b>	<b>15</b>	<b>409,779</b>	<b>396,376</b>

All income and expenditure in the current and prior year related to unrestricted funds.

All income and expenditure relates to continuing operations.

The notes on pages 12 to 18 form part of these financial statements.

## EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED

BALANCE SHEET  
AS AT 31 JULY 2019

	Notes	2019	2018
		£	£
<b>FIXED ASSETS</b>			
Tangible	8	9,762	12,203
Investments	9	150,000	150,000
		<u>159,762</u>	<u>162,203</u>
<b>CURRENT ASSETS</b>			
Debtors	10	79,333	97,385
Cash at bank and in hand		220,249	190,652
		<u>299,582</u>	<u>288,037</u>
<b>CREDITORS: amounts falling due within one year</b>	11	(49,565)	(53,864)
<b>NET CURRENT ASSETS</b>		<u>250,017</u>	<u>234,173</u>
<b>NET ASSETS</b>		<u>409,779</u>	<u>396,376</u>
<b>Represented by:</b>			
Unrestricted funds	15	<u>409,779</u>	<u>396,376</u>

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved and authorised for issue by the board on 5 December 2019.

Signed on behalf of the board of directors

  
N Lee  
Director

The notes on pages 12 to 18 form part of these financial statements.

# **EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED**

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

### **1. ACCOUNTING POLICIES**

#### **(a) 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 section 1a) (effective 1 January 2015) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 section 1a), the Charity and Trustee Investment (Scotland) Act 2005 and the Companies Act 2006.

Assets and liabilities are recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The preparation of the financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires the charity to exercise judgement in applying the entity accounting policies (see Note 2 below).

Edinburgh and District Employers Training Association Limited constitutes a public benefit entity as defined by FRS102.

The company is limited by guarantee and was incorporated in Scotland, UK. The company registration number and registered office is noted on the company information page within these financial statements. The principal activity is stated in the directors' report.

The functional currency of the company is pounds sterling and the level of rounding applied is to the nearest £1.

#### **(b) Going concern**

The charity has reserves of £409,779 (2018: £396,376) which includes cash and debtors of £299,582 (2018: £288,037) and investments of £150,000 (2017: £150,000) which can be converted into cash if required. The directors have secured grant funding in the coming year for new trainees and existing trainees already in the scheme. The directors believe the grant funding, reserves and training income will cover the costs of the organisation for the foreseeable future.

#### **(c) Income**

Income comprises charges to Government bodies and private concerns for employee training facilities, courses etc. net of value added tax and is recognised in the Statement of Financial Activities either upon the completion of the relevant stage of the apprentice training or on the completion of the training course.

Course fees are recognised in the accounting period in which the course takes place.

Investment income is recognised in the period to which it relates.

Any income received in advance is treated as deferred income.

#### **(d) Grants**

Revenue grants are included within turnover in the year in which they are due. Capital grants are credited to the Statement of Financial Activities in the year in which they are due.

# **EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED**

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

### **1. ACCOUNTING POLICIES (continued)**

#### **(e) Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at the following rates per annum on a straight line basis. Items below £1,000 are not capitalised.

Leasehold improvements	10%
Fixtures, fittings and equipment	20%

#### **(f) Operating leases**

Operating lease rentals are charged in the income and expenditure account on a straight line basis over the lease term.

#### **(g) Investments**

Investments are included in the balance sheet at cost as the investments are unlisted thus we cannot obtain a reliable estimate of the fair value.

#### **(h) Taxation**

The association has been granted charitable status by HMRC and has no current trading activities which are liable for corporate taxation.

#### **(i) Pensions**

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension charge in the income and expenditure account represents the amounts payable by the company to the fund in respect of the year.

#### **(j) Expenditure**

Direct costs consisting of training expenses are charged to the charitable activity. 65% of staff cost, premises cost and general expenses are also allocated to direct cost, the remaining 35% is allocated to support costs.

Governance costs are charged directly to the Statement of Financial Activities when incurred and consist of external audit fees and board expenses.

#### **(k) Holiday pay**

In applying FRS 102, the accounting policies now require the recognition of a liability for unpaid holiday pay. A liability is recognised to the extent of any unused holiday pay entitlement which has accrued at the balance sheet date and carried forward to future periods. This is measured at the discounted salary cost of the future holiday entitlement so accrued at the balance sheet date.

#### **(l) Cash and cash equivalents**

Cash is represented by cash in hand. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value. In the Statement of Cash Flows, cash and cash equivalents are shown as cash in hand and are repayable on demand and form an integral part of the charity's cash management.



# EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED

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

### 1. ACCOUNTING POLICIES (continued)

#### (m) Financial Instruments

The charitable company only enters into basic financial instruments. Financial assets are initially measured at transaction price (including transaction costs) and subsequently held at cost, less any impairment. Financial liabilities are classified according to the substance of the financial instrument's contractual obligations, rather than the financial instrument's legal form. Financial liabilities are initially measured at transaction price (including transaction costs) and subsequently held at amortised cost.

### 2. JUDGEMENTS AND ESTIMATES

In preparing these financial statements, the directors do not believe that any significant judgements or estimates were required.

### 3. INCOME

	2019 £	2018 £
<b>Income from:</b>		
Investments	2,065	1,495
<b>Charitable activities</b>		
Provision of training and education		
Training grants	279,831	252,013
Training fees	99,198	134,683
Course fees	35,802	47,958
Validation fees	17,120	23,257
Other	3,162	8,266
<b>Total Income from charitable activities</b>	<b>435,113</b>	<b>466,177</b>
<b>Total income</b>	<b>437,178</b>	<b>467,672</b>

### 4. EXPENDITURE

	Activities undertaken £	Support costs (note 5) £	2019 Total £	2018 Total £
<b>Charitable activities</b>				
Provision of training and education	306,653	117,122	423,775	499,305
<b>Total expenditure</b>	<b>306,653</b>	<b>117,122</b>	<b>423,775</b>	<b>499,305</b>

# EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED

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

### 5. SUPPORT COST ALLOCATION

	Provision of training and education	
	2019	2018
	£	£
Staff costs	73,539	97,972
Premises costs	21,610	21,262
General expenses	16,573	16,299
Governance costs – auditor's remuneration	5,400	5,200
	<u>117,122</u>	<u>140,733</u>

### 6. STAFF COSTS

	2019	2018
	£	£
Wages and salaries	183,997	242,825
Social security costs	18,419	25,613
Pension costs	7,695	11,480
	<u>210,111</u>	<u>279,918</u>

The average number of employees during the year analysed by function was as follows:

	2019 Number	2018 Number
Training services	2	2
Management and administration	4	5
	<u>6</u>	<u>7</u>

No director received any emoluments or reimbursed for expenses during the year (2018: none).

The number of employees whose emoluments exceeded £60,000:

	2019	2018
£60,000 - £69,999	<u>1</u>	<u>-</u>

**EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED**

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

**7. NET EXPENDITURE**

The net expenditure is stated after charging:

	2019 £	2018 £
Depreciation	2,441	2,947
Auditor's remuneration – audit fee	5,400	5,200
Operating lease rentals:		
- land and buildings	34,170	34,170
Pension cost	7,695	11,480

**8. TANGIBLE FIXED ASSETS**

	Leasehold improvements £	Fixtures, fittings and equipment £	Total £
<b>Cost</b>			
At 1 August 2018	149,501	93,726	243,227
At 31 July 2019	149,501	93,726	243,227
<b>Depreciation</b>			
At 1 August 2018	149,501	81,523	231,024
Charge in year	-	2,441	2,441
At 31 July 2019	149,501	83,964	233,465
<b>Net book value</b>			
At 31 July 2019	-	9,762	9,762
At 31 July 2018	-	12,203	12,203

**9. FIXED ASSET INVESTMENTS**

	National Savings Bonds £
<b>Cost and valuation</b>	
At 1 August 2018 and 31 July 2019	150,000

All fixed asset investments are unlisted and held within the United Kingdom.

# EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED

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

### 10. DEBTORS

	2019	2018
	£	£
<b>Due within one year:</b>		
Trade debtors	31,664	57,295
Prepayments and other debtors	47,669	40,090
	<u>79,333</u>	<u>97,385</u>

### 11. CREDITORS:

#### Amounts falling due within one year

	2019	2018
	£	£
Trade creditors	31,101	28,889
Other tax and social security	5,304	6,620
Accruals and other creditors	11,854	18,859
Pension	1,496	1,496
	<u>49,565</u>	<u>53,864</u>

### 12. OTHER COMMITMENTS

As at 31 July 2019 the charity had total commitments under non-cancellable operating leases as follows:

	2019	2018
	£	£
<b>Operating leases which expire:</b>		
Within one year	34,170	34,170
Later than one year and not more than five years	43,251	77,421
Later than five years	-	-
Total commitment	<u>77,421</u>	<u>111,591</u>

### 13. TRANSACTIONS WITH RELATED PARTIES

No transactions with related parties were undertaken such as are required to be disclosed under section 33 of Financial Reporting Standard 102.

Key management personnel are those with responsibilities for planning, directing and controlling the activities of the charity, directly or indirectly, including any director (whether executive or otherwise) of the charity. This definition includes directors and those members of staff who are the senior management personnel to whom the directors have delegated significant authority or responsibility in the day-to-day running of the charity. The total amount of remuneration for key management personnel is £61,260 (2018: £58,892).

# EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED

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

### 14. PENSION COSTS

The company operates a defined contribution pension scheme, the assets of which are held separately from those of the company in an independently administered fund.

Contributions made by the company to the scheme during the year amounted to £7,695 (2018: £11,480). Outstanding contributions at the year end are disclosed in note 11.

### 15. FUNDS

	£
<b>UNRESTRICTED</b>	
Funds at 1 August 2018	396,376
Net income for the year	13,403
<b>Funds at 31 July 2019</b>	<b>409,779</b>

### 16. FINANCIAL INSTRUMENTS

	2019	2018
	£	£
Unlisted investments measured at cost	150,000	150,000
Financial assets measured at amortised cost	251,913	247,947
	<u>401,913</u>	<u>397,947</u>
Financial liabilities measured at amortised cost	<u>44,261</u>	<u>47,244</u>

Unlisted investments measured at cost represent the National Savings Bond (note 9).

Financial assets at amortised cost represent cash at bank and trade debtors.

Financial liabilities at amortised cost represent trade creditors, accruals and pension creditor.