

For signature

Training 4 Transition Limited
(Company number 3343741, Registered Charity number 1136411)
Financial statements
for the year ended 30 April 2012

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Training 4 Transition Limited
Directors' report (incorporating the trustees' annual report)
for the year ended 30 April 2012

The trustees, who are also directors of the charity for the purpose of the Companies Act, submit their annual report and the financial statements for the year ended 30 April 2012.

Full name Training 4 Transition Limited

Registered charity number 1136411

Registered company number 3343741

Registered address 370 Cranbrook Road, Gants Hill, Ilford Essex, IG2 6HY

Directors (Trustees)

Sharon Susan Gordon, (Chair)

Marjan Corina Langton, (resigned 26/09/2011)

Robert Jackson (Treasurer), resigned 19/01/2012

Mrs Diane Wynne-Fitzgerald

Catherine Rowan

Trevor Richard Quinton

Company secretary

Trevor Richard Quinton - Acting

Senior Staff Member(s)

Trevor Richard Quinton, Project Manager

Governing document

The charity is operated under the rules of its memorandum and articles of association dated 2 April 1997 and recently amended 23 April 2010.

It is also a company limited by guarantee and therefore has no share capital.

Overall management of the charity is the responsibility of the trustees, who are elected and co-opted under the terms of the memorandum and articles of association. Day to day project activity is managed and carried out by volunteers and/or paid staff.

Bankers

HSBC Bank, 9 Market Place, Romford, Essex, RM1 3AF

Independent examiner

Joseph Yongo, ACE (Accounting for Community Enterprises), Community House 19/21 Eastern Road, Romford, Essex, RM1 3NH.

ACE is part of Havering Association of Voluntary and Community Organisations.

**Training 4 Transition Limited
Directors' (Trustees') report (continued)
for the year ended 30 April 2012**

Exemptions

The trustees have taken advantage of the exemptions available to small companies, including the audit exemption (see statement on balance sheet).

Aims and organisation

The charity's objects are:

- To relieve people with learning difficulties, physical difficulties and multiple needs in North East London who are in need by the provision of inclusive training and employment; and
- To relieve the poverty of disabled people with regard to their education, training, day care and employment.

Activities

We work to enable people with disability to improve their lives through horticulture and training and other work related pastimes. We encourage and foster a sense of wellbeing for people who might be disadvantaged or excluded from the local community due to disability.

We mostly use gardening to teach practical and creative ways to relieve the general poverty of opportunities that people with learning and physical disabilities encounter.

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. Through our work with people with learning difficulties and through the provision of volunteering opportunities for people with, and without, learning difficulties, Training 4 Transition have been able to improve the standing of the local public space including a park and our community training garden.

We charge fees when individuals or organisations request uninterrupted access to our services.

We work in partnership with the Arthritis Self Help Network (ASNET), a charity for people with arthritis and we network with other organisations such as the London borough of Redbridge, Vision – Redbridge Culture and Leisure, and the Care Homes run by Norwood and RCHL, and the Disabled Asian Women's Network. We are also keen to make links with other groups.

Summary of the main achievements during the period

We provided supported employment for one employee and were able to provide training to people with learning difficulties. People with learning difficulties who attended our training were able to develop life skills in a very conducive environment. We allowed respite for carers of people with learning difficulties whilst they were attending our services.

**Training 4 Transition Limited
Directors' (Trustees') report (continued)
for the year ended 30 April 2012**

We offered volunteer opportunities for people with, and without, learning difficulties to work together in our Community Garden and local Park. This allowed our volunteers and clients to learn about gardening and the environment whilst gaining work experience in a protected and supported environment. These mixed sessions provided the opportunity for more people to have positive contact with people with learning difficulties across the community.

We seek to maintain partnerships and support other organisations and work towards increasing inclusion of people with learning difficulties in the local community.

Appreciation

We would like to offer our sincere thanks for the help and support of our funders, clients, volunteers and our employees during the year.

The company's policy on reserves

The trustees believe the Charity should hold unrestricted reserves because its income is inevitably subject to fluctuation. The trustees believe that the minimum level of unrestricted reserves should be the equivalent of three months' operating costs calculated and reviewed annually. At the end of the current financial year, this was estimated to be £5,019. Actual reserves were £819 which falls short of the target. The trustees intend to build up to the desired level in stages consistent with the charity's overall position and its need to maintain and develop its charitable activities.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity trustees:

Signed S. S. Gordon. Date 29.01.2013
Sharon Susan Gordon, Chair

**Independent examiner's report to the directors of
Training 4 Transition Limited
for the year ended 30 April 2012**

I report on the accounts of the charity, which are set out on pages six to eleven.

Respective responsibilities of directors and examiner

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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 needed.

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;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

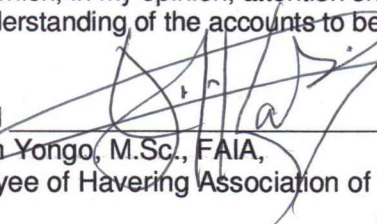
Basis of independent examiner's report

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 statement 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 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.

Signed  Date 29/01/2013
Joseph Yongo, M.Sc., FAIA,
Employee of Havering Association of Voluntary and Community Organisations

Training 4 Transition Limited
Statement of financial activities
(incorporating the income and expenditure account)
for the year ended 30 April 2012

2011			Unrestricted Funds	Restricted Funds	2012 Total Funds
£		Note	£	£	£
	Incoming resources				
618	Grants & donations	2	826	25,190	26,016
1,725	Royal London Society for the Blind		-	-	-
10,546	Gardening and plant sales		10,619	-	10,619
-	Bank interest		-	-	-
9,347	Training and work experience		2,378	-	2,378
150	Sundry income		616	-	616
<u>22,386</u>	Total incoming resources	6	<u>14,439</u>	<u>25,190</u>	<u>39,629</u>
	Resources expended				
16,462	Wages, NI & pension	8	12,250	3,700	15,950
261	Payroll, bookkeeping & accountancy	10	277	-	277
-	Staff training		210	-	210
1,345	Garden supplies		927	-	927
222	Rent & room hire		-	-	-
74	Repairs & maintenance		-	-	-
1,151	Insurance		1,174	-	1,174
449	Telephone		214	-	214
184	Printing, postage, stationery & publicity		-	-	-
-	Administration		-	100	100
788	Staff expenses		254	-	254
350	Independent examination		480	-	480
29	Sundry expenditure		92	-	92
531	Depreciation		398	-	398
<u>21,846</u>	Total resources expended	6	<u>16,276</u>	<u>3,800</u>	<u>20,076</u>
540	Net incoming/(outgoing) resources		(1,837)	21,390	19,553
<u>3,866</u>	Total funds brought forward	6	<u>2,656</u>	<u>1,750</u>	<u>4,406</u>
<u>4,406</u>	Total funds carried forward	6	<u>819</u>	<u>23,140</u>	<u>23,959</u>

Training 4 Training Limited
Balance sheet
at 30 April 2012

2011 £		Note	£	2012 £
	Fixed assets			
1,593	Tangible assets	3	<u>1,195</u>	
<u>1,593</u>	<i>total fixed assets</i>			1,195
	Current assets			
100	Stocks and work in progress		-	
3,073	Debtors	4	14,052	
<u>132</u>	Cash at bank and in hand		<u>9,566</u>	
<u>3,305</u>	<i>total current assets</i>		23,618	
	Liabilities			
	Creditors:			
<u>492</u>	amounts falling due within one year	5	<u>854</u>	
2,813	Net current assets			22,764
<u>4,406</u>	Net assets			<u>23,959</u>
	The funds of the charity			
2,656	Unrestricted income funds	6		819
<u>1,750</u>	Restricted funds	6		<u>23,140</u>
<u>4,406</u>	<i>total funds</i>			<u>23,959</u>

For the period ended 30 April 2012, the company is entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- *The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and*
- *The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.*

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The trustees declare that they have approved the accounts above.
Signed on behalf of the trustees:

Signed S. S. Gordon Date 29. 01. 2013
Sharon Susan Gordon, Chair

Training 4 Transition Limited
Notes to the accounts
for the year ended 30 April 2012

1. Accounting policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP revised 2005), and applicable accounting standards and the Companies Act 2006.

Change in basis

There are no changes to the accounting policies (valuation rules and methods of accounting) since last year.

Fund Accounting

The following types of funds are maintained:-

Unrestricted funds

These represent funds that are expendable at the discretion of the trustees in furtherance of the objects of the charity.

Restricted funds

These represent funds, donations and other types of income which are allocated by their donors for specific purposes.

Incoming resources

All material incoming resources have been included on a receivable basis – i.e. they are included if they relate to the period covered by these accounts.

Resources expended

These have been analysed using a natural classification.

Depreciation

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets over their expected useful lives on a reducing balance method.

The rates applicable are:

Plants and equipment	25%	Motor Vehicles	25%
Office equipment	25%		

Stocks

Stocks are stated at the lower of cost and net realisable value. Cost incurred in bringing each product to its present location and condition is based on purchase cost on a first-in, first-out basis, including transport and handling.

Training 4 Transition Limited
Notes to the accounts (continued)
for the year ended 30 April 2011

2. Grants & donations

	Unrestricted	Restricted	Total	2011
	£	£	£	£
East London Community Fund	-	7,900	7,900	-
London Borough of Redbridge	-	4,090	4,090	-
Bailey Thomas Trust Fund	-	10,000	10,000	-
Ellingham Employment Services	-	3,200	3,200	-
Sundry grants & donations	826	-	826	618
	826	25,190	26,016	618

3. Fixed assets

	Plant and equipment	Office equipment	Total
	£	£	£
Cost			
At 1 May 2011	1,862	8,116	9,978
Additions	-	-	-
Disposals	-	-	-
At 30 April 2012	1,862	8,116	9,978
Depreciation			
At 1 May 2011	1,227	7,158	8,385
Disposals	-	-	-
Charge this period	159	239	398
At 30 April 2012	1,386	7,397	8,783
Net book value			
At 30 April 2012	476	719	1,195
At 30 April 2011	635	958	1,593

Training 4 Transition Limited
Notes to the accounts (continued)
for the year ended 30 April 2012

4. Debtors

	2012	2011
	£	£
Trade debtors	852	3,073
Other debtors	13,200	-
	<u>14,052</u>	<u>3,073</u>

5. Creditors

	2012	2011
	£	£
Taxes and social security costs	-	83
Accruals and deferred income	24	59
Other creditors	830	350
	<u>854</u>	<u>492</u>

6. Movements in funds

	Opening balance	Incoming resources	(Resources expended)	Transfers	Closing balance
	£	£	£	£	£
Restricted funds					
W Beales	1,000	-	-	-	1,000
Redbridge Voluntary Care East London Community Foundation	750	-	-	-	750
Bailey Thomas Trust Fund	-	7,900	-	-	7,900
Ellingham Employment Services	-	10,000	(400)	-	9,600
London Borough of Redbridge	-	3,200	(3,200)	-	-
	-	4,090	(200)	-	3,890
	<u>1,750</u>	<u>25,190</u>	<u>(3,800)</u>	-	<u>23,140</u>
Unrestricted funds	<u>2,656</u>	<u>14,439</u>	<u>(16,276)</u>	-	<u>819</u>

7. Analysis of net assets by fund

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Fixed assets	195	1,000	1,195
Net current assets	624	22,140	22,764
	<u>819</u>	<u>23,140</u>	<u>23,959</u>

Training 4 Transition Limited
Notes to the accounts (continued)
for the year ended 30 April 2012

8. Staff costs and numbers

Staff costs were as follows:

	<i>2012</i>	<i>2011</i>
	£	£
Gross Salaries	15,564	15,875
Employer's NIC	386	587
	15,950	16,462

No employee received emoluments of more than £60,000.
The average weekly number of employees during the year was 2.

9. Benefits in kind

Training 4 Transition received accounting advice from R L Jackson & Co, who have not supplied an estimate of its market value. Consequently, its monetary equivalent has not been included in these financial statements.

From October 2011, the company entered into a licence with Vision – Redbridge Culture and Leisure to use part of the Pavilion in Seven Kings Park in return for providing horticultural services.

10. Directors' remuneration, benefits and expenses

Trevor Richard Quinton is an employee of the charity and as such receives remuneration.

Robert Jackson is a partner in the accountancy firm R L Jackson & Co. This firm is engaged to maintain the records of the charity and provide a payroll service. The fees charged for this service during the year were £277. (2011: £261)

11. Related party transactions

No person connected with the trustees has received or is due to receive any remuneration for the year directly or indirectly from the charity's funds.