

Company Number: 2788160
Charity Registration Number: 1017372

**ROAD HAULAGE AND
DISTRIBUTION TRAINING
COUNCIL**
(A Company Limited by Guarantee)

**Financial Statements
for the year ended 31st March 2004**



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ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
(A Company Limited by Guarantee)

Legal and Administration information

for the year ended 31st March 2004

Company Number:

2788160

Charity Registration Number:

1017372

Chief Executive Officer and Company Secretary:

Mr I R Hetherington

Trustees:

Mr L A Boyle (Resigned 9 July 2003)
Mr A M Callaghan (Resigned 9 July 2003)
Mr J E Hill (Resigned 9 July 2003)
Mr J Hookham (Resigned 9 July 2003)
Mrs R J Jenkins (Resigned 9 July 2003)
Mr C F Lomas (Resigned 9 July 2003)
Mr R Monks (Resigned 9 July 2003)
Mr M D Price (Resigned 9 July 2003)
Mr K Rogers (Resigned 9 July 2003)
Mr G R Westcott (Resigned 13 October 2003)
Mr R D King (Appointed 9 July 2003)
Mr R D Syers (Appointed 9 July 2003)
Mr R K Turner (Appointed 9 July 2003)

Registered Office:

14 Warren Yard
Warren Farm Office Village
Stratford Road
Milton Keynes
MK12 5NW

Auditors:

Keens Shay Keens
- Milton Keynes -
Sovereign Court
230 Upper 5th Street
Central Milton Keynes
MK9 2HR

Bankers:

Barclays Bank Plc

Investment managers:

Barclays Personal Investment Management Services

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
(A Company Limited by Guarantee)

Index

for the year ended 31st March 2004

Page Number

1 to 2	Trustees' Report
3	Auditors' Report
4	Statement of Financial Activities
5	Balance Sheet
6 to 12	Notes to the Financial Statements

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
(A Company Limited by Guarantee)

Trustees' Report

for the year ended 31st March 2004

Road Haulage and Distribution Training Council is a company limited by guarantee, incorporated on 9 February 1993, and a registered charity, governed by its memorandum and articles of association.

The trustees, who are also the directors of the company for the purpose of the Companies Acts, submit their report together with the audited financial statements for the year ended 31st March 2004.

Trustees' Statement

Charity and Company Law requires the trustees 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 for that period. In preparing these financial statements the trustees are required to:

Select suitable accounting policies and then apply them consistently;

Make judgments 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 trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity and to enable them to ensure the financial statements comply with the Companies Act 1985, Financial Reporting Standards in so far as they are appropriate to the company, and with the Statement of Recommended Practice issued by the Charity Commission.

Objects of the Charity

The objects of the Charity are to provide, advance and assist in the training in Great Britain of persons employed or intending to be employed in the road freight and distribution industry.

Development Activities and Achievement

During the year, the company has consolidated its involvement on the three high profile 'Modernisation Fund Projects' in England supported by the Department for Transport. Similar programmes have also commenced in Scotland, supported by the Scottish Executive.

Last year we referred to the trustees' active support of plans to develop a Sector Skills Council for the 'Freight Logistics' sector. To this end, staff time and resources were provided for the development of a new organisation which was incorporated in July 2003 as 'Skills for Logistics', a separate charitable company limited by guarantee. With the agreement of both sets of trustees, the RHDTC's on-going activities and commitments were transferred, together with the staff and fixed assets, to Skills for Logistics with effect from 1 October 2003. Since that date, RHDTC has provided long term loan finance to support the initial operations of the new company.

Reserves Policy

It has been the Council's policy generally to maintain reserves at a level of at least one year of operating costs and to maximise contributions from those reserves. The Council also has a policy of maintaining reserves with consideration of future general and project expenditure.

Risk Policy

The Council is currently considering the implementation of a formal risk management process to assess business risks and implement risk management strategies.

(A Company Limited by Guarantee)

Trustees' Report

for the year ended 31st March 2004

Investment Policy and Performance

In accordance with the trust deed, the trustees have the power to invest in such stocks, shares, investments and property in the UK as they see fit. The Trustees engaged Barclays Plc as investment managers. The policy is to adopt a medium risk investment strategy based on maximising income and maintaining the value of funds held.

Trustees

A full list of the trustees who served during the period is shown in the legal information.

The trustees are appointed by each of the company's members, and other designated organisations, within the numbers specified in the Articles of Association.

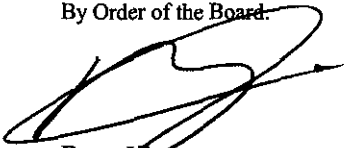
Cashflow Statement

In the opinion of the trustees as the directors, the company qualifies as a small company and as such no cashflow statement has been prepared.

Auditors

The Auditors, Keens Shay Keens, Milton Keynes, Chartered Accountants, have indicated that they are willing to be reappointed at the forthcoming Annual General Meeting.

By Order of the Board.



Roger King
Trustee

6 August 2004

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
(A Company Limited by Guarantee)

Auditors' Report to the Members

on the Accounts for the year ended 31st March 2004

We have audited the financial statements on pages 4 to 12, which have been prepared under the historical cost convention and the accounting policies set out on pages 6 - 7.

This report is made solely to the trustees, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the trustees 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 company and the trustees as a body for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the trustees and auditors

The trustees' responsibility for preparing the Annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Governance and Internal Control in the Trustees Report.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Report is not consistent with the financial statements, if the 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 trustees' transactions with the company is not disclosed.

We read other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. Our responsibilities do not extend to any other information.


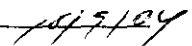
Basis of Auditors' Opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes an independent 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 judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all 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, other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of the information in the financial statements.

Auditors' Opinion

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31st March 2004 and of the charity's income resources and resources expended, including its income and expenditure, for the year ended and have been properly prepared in accordance with the Companies Act 1985.


Keens Shay Keens
- Milton Keynes -
Chartered Accountants
and Registered Auditors


Sovereign Court
230 Upper 5th Street
Central Milton Keynes
MK9 2HR

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
(A Company Limited by Guarantee)

Statement of Financial Activities (including Income and Expenditure Account)
for the year ended 31st March 2004

		Total	Total
		2004	2003
		£	£
Incoming Resources	Note		
Activities to further the charity's objects:			
Project income		728,916	657,455
Investment income	2	11,268	11,400
Other incoming resources	3	100,130	70,378
Total incoming resources		<u>840,314</u>	<u>739,233</u>
Outgoing Resources			
Expenditure to further the charity's objects		646,018	351,243
Support costs		228,802	356,353
Management & administration		14,450	22,154
Total outgoing resources	4	<u>889,270</u>	<u>729,750</u>
Net incoming (outgoing) resources	5	(48,956)	9,483
Net gain/(loss) on investment assets		44,144	(93,733)
Net movement in funds		<u>(4,812)</u>	<u>(84,250)</u>
Fund balances brought forward		681,640	765,890
Fund balances carried forward		<u>676,828</u>	<u>681,640</u>

The main activity of the charity ceased on 30 September 2003.

All gains and losses recognised in the year are included above. The deficit for the year for Companies Act purposes comprises the net incoming resources for the year less realised losses on investments and was £26,344. (2003: Deficit £19,651)

The notes on pages 6 to 12 form part of these financial statements.


ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
(A Company Limited by Guarantee)

Balance Sheet as at 31st March 2004

	Notes	2004 £	2004 £	2003 £	2003 £
Fixed Assets					
Tangible fixed assets	8		-		58,350
Investments	9		314,962		267,260
			<u>314,962</u>		<u>325,610</u>
Current Assets					
Debtors due within one year	10	81,921		243,158	
Debtors due after one year	10	99,400		-	
Cash at bank and in hand		184,050		216,417	
		<u>365,371</u>		<u>459,575</u>	
Creditors					
Amounts falling due within one year	11	<u>(3,505)</u>		<u>(103,545)</u>	
Net Current Assets			361,866		356,030
Total Net Assets			<u>676,828</u>		<u>681,640</u>
Income Reserves					
Unrestricted	13		676,828		356,030
Designated	14		-		325,610
Total Reserves			<u>676,828</u>		<u>681,640</u>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

The accounts on pages 4 to 12 were approved by the Board on 6 August 2004 and were signed on its behalf by:



Roger King
Trustee

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
(A Company Limited by Guarantee)

Notes forming part of the financial statements for the year ended 31st March 2004

1. Principal Accounting Policies

Basis of preparation

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the "Statement of Recommended Practice (SORP), Accounting and Reporting by Charities" published in October 2000 and applicable accounting standards

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with use of resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out on the premises.

Management and administration costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

Tangible fixed assets and depreciation

All tangible fixed assets are capitalised at cost.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost over their expected useful economic lives as follows:

Motor vehicles	25% reducing balance
Furniture and equipment	25% straight line

Investments

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluations and disposals throughout the year.

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
(A Company Limited by Guarantee)

Notes forming part of the financial statements for the year ended 31st March 2004

Contribution to Pension Funds

The pension costs charged against profits represent the amount of the contribution payable to the scheme in respect of the accounting period.

Leased Assets

Assets held under finance leases and hire purchase contracts are capitalised in the Balance Sheet and depreciated over their expected useful lives. The interest element of leasing payments represents a constant proportion of the capital balance outstanding and is charged to the SOFA over the period of the lease.

All other leases are regarded as operating leases and the payments made under them are charged to the SOFA on a straight-line basis over the lease term.

2. Investment income

	2004	2003
	£	£
Bank interest received	899	2,193
Loan interest received	3,628	-
Dividends received on fixed asset investments	6,622	6,624
Interest received on fixed asset investments	119	2,583
	<u>11,268</u>	<u>11,400</u>

3. Other incoming resources

	2004	2003
	£	£
Sector Skills Council Development Grant	100,000	-
RTTB Services Limited (see note 19)	-	65,200
Miscellaneous income	130	5,178
	<u>100,130</u>	<u>70,378</u>

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
(A Company Limited by Guarantee)

Notes forming part of the financial statements for the year ended 31st March 2004

4. Total outgoing resources

	Direct Costs	Support Costs	Admin Costs	Total	Total
	2004 £	2004 £	2004 £	2004 £	2003 £
Project expenditure	646,018	-	-	646,018	351,243
Staff costs & expenses	-	161,762	-	161,762	244,264
Premises and office costs	-	51,908	-	51,908	76,389
Travelling and motor expenses	-	6,750	1,985	8,735	26,463
Audit fees	-	-	2,500	2,500	2,350
Accountancy and professional fees	-	-	9,965	9,965	12,758
Depreciation	-	8,212	-	8,212	14,729
Loss on disposal of fixed assets	-	-	-	-	1,411
Miscellaneous	-	170	-	170	143
	<u>646,018</u>	<u>228,802</u>	<u>14,450</u>	<u>889,270</u>	<u>729,750</u>

Included within premises and office costs is an amount of £1,890 in respect of indemnity insurance.

5. Net incoming (outgoing) resources for the year

This is stated after charging

	2004 £	2003 £
Amounts payable to the auditors in respect of audit services	2,500	2,350
Amounts payable to the auditors in respect of non-audit services	5,631	7,142
Depreciation - owned assets	<u>8,212</u>	<u>14,729</u>

The trustees neither received nor waived emoluments during the year (2003 : nil). Travel and subsistence expenses amounting to £688 were reimbursed to two trustees (2003 : £999 : one).

6. Interest Payable

	2004 £	2003 £
Hire purchase interest	<u>-</u>	<u>238</u>

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
(A Company Limited by Guarantee)

Notes forming part of the financial statements for the year ended 31st March 2004

7. Staff costs and numbers

Staff costs were as follows:

	2004	2003
	£	£
Wages and salaries (including social security costs)	161,298	233,396
Other pension costs	-	-
	<u>161,298</u>	<u>233,396</u>

The average monthly number of employees during the year were categorised as follows:

	2004	2003
Administration	7	6
Technical and Management	4	3
	<u>11</u>	<u>9</u>

The number of employees whose emoluments exceeded £50,000 for the year were as follows:

	2004	2003
£50,001 - £60,000	<u>-</u>	<u>1</u>

All directors are non-executive and none of them has received remuneration in the year. All employees were transferred under TUPE to Skills for Logistics on 1st October 2003.

8. Tangible Fixed Assets

	Motor vehicles £	Furniture & equipment £	Total £
Cost			
At 1st April 2003	67,445	56,926	124,371
Additions	-	633	633
Disposals	(67,445)	(57,559)	(125,004)
At 31st March 2004	<u>-</u>	<u>-</u>	<u>-</u>
Depreciation			
At 1st April 2003	18,489	47,532	66,021
Charge for the year	6,559	1,653	8,212
Disposals	(25,048)	(49,185)	(74,233)
At 31st March 2004	<u>-</u>	<u>-</u>	<u>-</u>
Net Book Value			
At 31st March 2004	<u>-</u>	<u>-</u>	<u>-</u>
At 31st March 2003	<u>48,956</u>	<u>9,394</u>	<u>58,350</u>

The fixed assets were transferred to Skills for Logistics on 1st October 2003 at net book value.

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
(A Company Limited by Guarantee)

Notes forming part of the financial statements for the year ended 31st March 2004

9. Investments	2004	2003
	£	£
Market value as at 1st April 2003	267,260	355,259
Additions	126,084	69,290
Disposals	(125,298)	(60,093)
Net investment gain/(loss) (including movement in investment cash balances)	46,916	(97,196)
Market value at 31st March 2004	<u>314,962</u>	<u>267,260</u>
Historical cost at 31st March 2004	<u>316,278</u>	<u>316,306</u>
Listed investments are represented by:		
Fixed interest funds	28,668	49,271
UK Equity shares	204,435	154,362
Managed funds - all overseas	74,145	58,127
Cash	7,714	5,500
	<u>314,962</u>	<u>267,260</u>

Investments in individual entities held at 31st March 2004 which are over 5% of portfolio by value are:

BGI	- Market value £16,200
Vodafone Group	- Market value £17,667
Schroder Unit Trusts	- Market value £21,253
Credit Suisse Asset Management Funds (UK)	- Market value £15,777
DWS Investment Funds	- Market value £15,742

10. Debtors	2004	2003
	£	£
Short term:		
Trade debtors	3,152	102,640
Other debtors	15,920	3,081
Amounts due from Skills for Logistics	62,849	-
Prepayments	-	124,889
Accrued income	-	12,548
	<u>81,921</u>	<u>243,158</u>
Long term:		
Loan to Skills for Logistics	99,400	-
	<u>181,321</u>	<u>243,158</u>

The loan to Skills for Logistics is unsecured and is repayable in instalments by 30th September 2008. Interest is payable on the balance remaining unpaid at the daily rate of 1% above the Bank of England base rate.

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
(A Company Limited by Guarantee)

Notes forming part of the financial statements for the year ended 31st March 2004

11. Creditors: Amounts falling due within one year	2004	2003
	£	£
Trade creditors	-	85,893
Taxation and social security costs	-	7,696
Other creditors	-	781
Accruals	3,505	2,350
Deferred income (see note 12)	-	6,825
	<u>3,505</u>	<u>103,545</u>

12. Deferred income	2004	2003
	£	£
Balance at 1st April 2003	6,825	8,628
Amount released to incoming resources	(6,825)	(8,628)
Amount deferred in the year	-	6,825
	<u>-</u>	<u>6,825</u>
Balance at 31st March 2004	<u>-</u>	<u>6,825</u>

13. Unrestricted Funds	2004	2003
	£	£
Balance at beginning of year	356,030	382,231
Net movement of funds	(4,812)	(84,250)
Transfer from/(to) designated funds	325,610	58,049
	<u>676,828</u>	<u>356,030</u>

14. Designated Funds	2004	2003
	£	£
Balance at beginning of year	325,610	383,659
Transfer (to)/from unrestricted funds	(325,610)	(58,049)
	<u>-</u>	<u>383,659</u>

Unrestricted funds were designated to cover any possibility of a significant drop in project income, but such designation is no longer considered necessary as the company is not currently trading.

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
(A Company Limited by Guarantee)

Notes forming part of the financial statements for the year ended 31st March 2004

15. Capital Commitments

There were no capital commitments as at 31st March 2004.

16. Commitments under operating leases

At 31st March 2004, there were annual commitments under operating leases as set out below:

	2004	2003
	£	£
Land and buildings - within 2 to 5 years	<u>36,848</u>	<u>36,848</u>

17. Contingent Liabilities

There were no contingent liabilities as at 31st March 2004.

18. Guarantees

The liability of each member is limited.

Every member of the company undertakes to contribute £1 to the assets of the company, in the event of it being wound up while he is a member, or within one year after he ceases to be a member.

As at 31st March 2004, there were 3 Members (2003: 3) of the Company. These were the Road Haulage Association, the Freight Transport Association and the British Association of Removers.

19. Pensions - Defined Benefit Scheme

The company operates a defined benefit pension scheme for the benefit of the employees. The assets of the scheme are administered by trustees in a fund independent from those of the company.

In each of the years ended 31st March 2004 and 31st March 2003, due to the central ITB Pension Fund having accumulated excess actuarial reserves, employer contributions to the Scheme have been met from those reserves. The financial statements reflect the full amount of contributions from the reserves.

20. Unsecured debtor

The Council had a five year contract (commencing 1st April 1998) with RTITB Services Limited ("RTITB") whereby RTITB provided an annual grant of £160,000 to assist the Council in setting, monitoring and maintaining occupational standards within the road transport industry.

On 22nd April 1998 RTITB Services Limited was placed in administration by the High Court, and contractual payments to the Council were suspended.

The Council was listed among the unsecured creditors of RTITB Services Limited (in administration). Payments representing 88p in the pound had been received to 31st March 2003, but no further payments are anticipated.

21. Related parties

Other than referred to in notes 8 and 10, and as described in the Trustees Report, there are no further related party transactions to be disclosed.