

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 2002**



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

Legal and Administration information

for the year ended 31st March 2002

Company Number:

2788160

Charity Registration Number:

1017372

Chief executive officer:

Mr I Hetherington

Trustees:

Mr A M Callaghan (Appointed 5 July 2001)
Mr J E Hill
Mr J Hookham (Appointed 6 February 2002)
Mrs R J Jenkins
Mr C F Lomas
Mr R Monks (Appointed 6 March 2002)
Mr D Orrell (Appointed 22 April 2002)
Mr M D Price
Mr G R Westcott
Mr R Hardie (Resigned 4 July 2001)
Mr R J Marshall (Resigned 6 March 2002)
Dr J C Massey (Resigned 17 August 2001)
Mrs R Pott (Resigned 18 April 2001)
Mr C L Wright (Appointed 3 May 2001, resigned 22 April 2002)
Mr K Rogers

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

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
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for the year ended 31st March 2002

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ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
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Trustees' Report

for the year ended 31st March 2002

The trustees submit their report together with the audited financial statements for the year ended 31st March 2002.

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 Charities and Companies Acts. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention, detection of fraud and other irregularities.

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

The company has embarked on a wide range of existing and new endeavours during the year. These were aimed at addressing key skills shortages and gaps that had been clearly identified by the workforce development plan that had been researched and published in the previous year.

In addition to the progressive maintenance of national occupational standards across all key occupations a new set of qualifications for drivers was developed and piloted.

RHDTTC has played a central role in developing the agenda for the £5million training component of the government Road Haulage Modernisation fund.

Implementing the resultant programmes including the Young LGV Driver Scheme re-launch and the Modern Apprentice Demonstration Project commenced in the latter half of the year and will demand a substantial increase in staffing levels and project overhead in future years.

Surpluses on the ordinary activities of the company were boosted by a further payment from the administrators of RTITB Services Limited (in administration).

It is anticipated that RTITB will finally be wound up during the year 2002/2003 with a final dividend of around £90,000 being paid.

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ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
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Trustees' Report

for the year ended 31st March 2002

Development Activities and Achievement continued

This year RHDTC has made a significant impact in Scotland gaining the respect and attention of the Scottish Parliament and starting to address the issues facing employers in Scotland.

The end of this financial year marks the end of another era with the end to the recognition of National Training Organisations and the launch of larger better resourced Sector Skills Councils. RHDTC was one of the first NTOs to be recognised by the Government in June 1997 and looking back the trustees can reflect with some pride to the distance that has been travelled.

We must however look to the future as we respond to the UK logistics industry's demand for strong well resourced Skills Council for Logistics.

Reserves Policy

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

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.

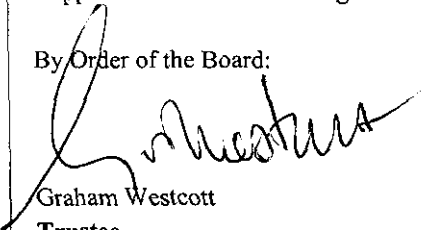
Cashflow Statement

In the opinion of 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:


Graham Westcott
Trustee

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
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Auditors' Report to the Members

on the Accounts for the year ended 31 March 2002

We have audited the financial statements on pages 4 to 13, which have been prepared under the historical cost convention and the accounting policies set out on pages 6 - 7.

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.

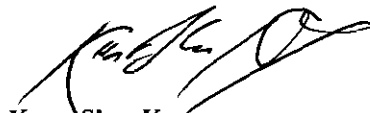
Basis of Auditors' Opinion

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 2002 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

14/10/02

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
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Statement of Financial Activities (including Income and Expenditure Account)
for the year ended 31 March 2002

		Total	Total
		2002	2001
		£	£
Incoming Resources	Note		
Activities to further the charity's objects:			
Project income		481,285	288,438
Investment income	2	10,821	12,084
Other incoming resources	3	366,750	285,250
Total incoming resources		<u>858,856</u>	<u>585,772</u>
Outgoing Resources	4		
Expenditure to further the charity's objects		229,847	118,940
Support costs		223,138	199,643
Management & administration		20,174	22,740
Total outgoing resources (see note 4)		<u>473,159</u>	<u>341,323</u>
Net incoming (outgoing) resources	5	385,697	244,449
Net gains on investment assets		20,543	-
Net movement in funds		<u>406,240</u>	<u>244,449</u>
Fund balances brought forward		359,650	115,201
Fund balances carried forward	16	<u>765,890</u>	<u>359,650</u>

All amounts relate to continuing activities.

All gains and losses recognised in the year are included above. The surplus for the year for Companies Act purposes comprises the net incoming resources for the year plus realised gains on investments and was £384,491 (2001: nil).

The notes on pages 6 to 13 form part of these financial statements.

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
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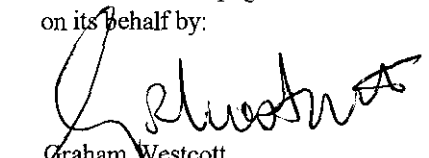
Balance Sheet as at 31 March 2002

	Note	2002 £	2002 £	2001 £	2001 £
Fixed Assets					
Tangible fixed assets	8		28,400		21,768
Investments	9		355,259		
			<u>383,659</u>		
Current Assets					
Debtors	10	223,471		87,180	
Cash at bank and in hand		248,882		325,384	
		<u>472,353</u>		<u>412,564</u>	
Creditors					
Amounts falling due within one year	11	(90,122)		(70,309)	
		<u></u>		<u></u>	
Net Current Assets			382,231		342,255
Creditors					
Amounts falling due after more than one year	13		-		(4,373)
Total Net Assets			<u>765,890</u>		<u>359,650</u>
			<u><u>765,890</u></u>		<u><u>359,650</u></u>
Income Reserves					
Unrestricted	15		382,231		359,650
Designated	16		383,659		
Total Reserves			<u>765,890</u>		<u>359,650</u>
			<u><u>765,890</u></u>		<u><u>359,650</u></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 13 were approved by the Board on
on its behalf by:

2002 and were signed


Graham Westcott
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 2002

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 a 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 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
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Notes forming part of the financial statements for the year ended 31st March 2002

Contribution to Pension Funds

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

	2002 £	2001 £
Bank interest received	8,105	26,860
Dividends received on fixed asset investments	1,174	-
Interest received on fixed asset investments	1,542	-
	<u>10,821</u>	<u>26,860</u>
	=====	=====

3. Other incoming resources

	2002 £	2001 £
RTITB Services Limited (see note 21)	366,750	285,250
	<u>366,750</u>	<u>285,250</u>
	=====	=====

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
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Notes forming part of the financial statements for the year ended 31st March 2002

4. Total resources expended

	Direct Costs	Support Costs	Admin Costs	Total	Total
	2002	2002	2002	2002	2001
	£	£	£	£	£
Project expenditure	229,848	-	-	229,848	118,941
Staff costs & expenses	-	140,573	2,647	143,220	136,202
Premises and office costs	-	57,807	-	57,807	48,439
Travelling and motor expenses	-	2,464	6,834	9,298	12,584
Audit fees	-	-	2,350	2,350	2,265
Accountancy and professional fees	-	-	8,342	8,342	7,113
Depreciation	-	15,300	-	15,300	15,143
Loss on disposal of fixed assets	-	5,404	-	5,404	0
Miscellaneous	-	1,590	-	1,590	636
	<u>229,848</u>	<u>223,138</u>	<u>20,173</u>	<u>473,159</u>	<u>341,323</u>

5. Net incoming (outgoing) resources for the year

This is stated after charging

	2002	2001
	£	£
Amounts payable to the auditors in respect of audit services	2,350	2,265
Amounts payable to the auditors in respect of non-audit services	3,411	3,236
Depreciation - owned assets	13,717	9,832
Depreciation - leased assets	1,582	5,311
	<u>21,060</u>	<u>20,644</u>

The trustees neither received nor waived emoluments during the year (2001 nil) and claimed no expenses.

6. Interest Payable

	2002	2001
	£	£
Bank loans and overdrafts	56	213
Hire purchase interest	1,148	2,238
	<u>1,204</u>	<u>2,451</u>

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
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Notes forming part of the financial statements for the year ended 31st March 2002

7. Staff costs and numbers

Staff costs were as follows:

	2002 £	2001 £
Wages and salaries (including social security costs)	138,490	122,988
Other pension costs	-	-
	<u>138,490</u>	<u>122,988</u>

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

	2002	2001
Administration	3	3
Technical and Management	3	3
	<u>6</u>	<u>6</u>

All directors are non-executive and none of them have received remuneration in the year.

No employee received emoluments of more than £50,000.

8. Tangible Fixed Assets

	Motor vehicles £	Furniture & equipment £	Total £
Cost			
At 1st April 2001	37,766	44,045	81,811
Additions	29,284	2,252	31,536
Disposals	(22,766)	-	(22,766)
At 31st March 2002	<u>44,284</u>	<u>46,297</u>	<u>90,581</u>
Depreciation			
At 1st April 2001	21,832	38,211	1,000
Charge for the year	8,903	6,396	15,299
Disposals	(13,161)	-	(13,161)
At 31st March 2002	<u>17,574</u>	<u>44,607</u>	<u>3,138</u>
Net Book Value			
At 31st March 2002	<u>26,710</u>	<u>1,690</u>	<u>28,400</u>
At 31st March 2001	<u>15,934</u>	<u>5,834</u>	<u>21,768</u>

Motor vehicles includes assets with a net book value of £4,747 (2001: £15,933) held under finance leases.

ROAD HAULAGE AND DISTRIBUTION TRAINING COUNCIL
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Notes forming part of the financial statements for the year ended 31st March 2002

9. Investments	2002	2001
	£	£
Market value as at 1 April 2001	-	-
Additions	353,660	-
Disposal proceeds	(40,438)	-
Net investment gain	42,037	-
Market value at 31 March 2002	<u>355,259</u>	<u>-</u>
Historical cost at 31 March 2002	<u>312,016</u>	<u>-</u>
Listed investments are represented by:		
Fixed interest funds	26,793	-
UK Equity shares	256,625	-
Managed funds - all overseas	47,641	-
Cash	24,200	-
	<u>355,259</u>	<u>-</u>

Investments in individual entities held at 31st March 2002 which are over 5% of portfolio by value are:

BP	-	Market value £27,325
Glaxosmithkline	-	Market value £22,130
Deutsche Investment Funds	-	Market value £21,575

10. Debtors	2002	2001
	£	£
Trade debtors	160,682	14,492
Other debtors	6,028	597
Prepayments	46,751	38,038
Accrued income	10,010	34,053
	<u>223,471</u>	<u>87,180</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 2002

11. Creditors: Amounts falling due within one year	2002	2001
	£	£
Trade creditors	70,440	40,203
Taxation and social security costs	4,092	4,692
Other creditors	277	-
Obligations under finance leases (see notes 13 and 14)	4,335	10,669
Accruals	2,350	7,270
Deferred income (see note 12)	8,628	7,475
	<u>90,122</u>	<u>70,309</u>
	=====	=====
12. Deferred income	2002	2001
	£	£
Balance at 1 April 2001	7,475	11,508
Amount released to incoming resources	(7,475)	(11,508)
Amount deferred in the year	8,628	7,475
	<u>8,628</u>	<u>7,475</u>
	=====	=====
13. Creditors: Amounts falling due after more than one year	2002	2001
	£	£
Obligations under finance leases	-	4,373
	<u>-</u>	<u>4,373</u>
	=====	=====
14. Obligations under Hire Purchase and Finance Leases	2002	2001
	£	£
Obligations under finance leases and hire purchase contracts are analysed as follows:		
Within one year	4,335	10,669
Between one and two years	-	4,373
	<u>4,335</u>	<u>15,042</u>
	=====	=====

Obligations under finance leases and hire purchase contracts are secured on the assets concerned.

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

Notes forming part of the financial statements for the year ended 31st March 2002

15. Unrestricted Funds

	2002 £	2001 £
Balance at beginning of year	359,650	115,201
Net movement of funds	406,240	244,449
Transfer to designated funds	(383,659)	-
Balance at end of year	<u>382,231</u>	<u>359,650</u>

16. Designated Funds

Transfer from unrestricted funds	383,659	-
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Transfer of unrestricted funds have been designated in the year to cover any possibility of a significant drop in project income.

17. Capital Commitments

There were no capital commitments as at 31st March 2002.

18. Contingent Liabilities

There were no contingent liabilities as at 31st March 2002.

19. 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 31 March 2002, there were 3 Members (2001: 3) of the Company. These were the Road Haulage Association, the Freight Transport Association and the British Association of Removers.

20. Pensions - Defined Contribution Scheme

The company operates a defined contribution 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 the year ended 31 March 2002, due to 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.

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

Notes forming part of the financial statements for the year ended 31st March 2002

21. Unsecured debtor

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

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

The Council is listed among the unsecured creditors of RTITB Services Limited (in administration). A payment representing 80p in the pound has been received to 31 March 2002. It is anticipated by the Administrators that the unsecured creditors could ultimately receive 0.91p in the £1, which leaves an outstanding debt, at 31 March 2002, of £89,650.