

APPENDIX C

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2001

STATEMENT OF THE NATIONAL EXECUTIVE'S RESPONSIBILITIES

It is the responsibility of the National Executive to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and of the surplus or deficit of the Association for that period. In preparing those financial statements, the National Executive is required to

- (a) select suitable accounting policies and then apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- (d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue its activities.

The National Executive is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association. It is also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**AUDITORS' REPORT TO THE MEMBERS OF
THE NATIONAL ASSOCIATION OF ROUND TABLES OF GREAT BRITAIN AND IRELAND**

We have audited the financial statements on pages X to X which have been prepared under the historical cost convention and on the basis of the accounting policies set out on page X.

Respective responsibilities of the National Executive and auditors

As described on the preceding page the National Executive is responsible for the preparation of financial statements. It is our responsibility to form an independent opinion based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the National Executive in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Association's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of affairs of the Association as at 31 May 2001 and of its results and cash flow for the year then ended.

**Nettleton House
Calthorpe Road
Edgbaston
Birmingham
B15 1RL**

**CLEMENT KEYS
Chartered Accountants
Registered Auditor**

2 March 2002

NATIONAL ASSOCIATION OF ROUND TABLES OF GREAT BRITAIN AND IRELAND

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MAY 2001

Income	Note	Year ended 31.5.2001 £	Year ended 31.5.2000 £	Budget 31.5.2001 £
Capitation		312,149	331,391	353,450
Entrance fees		24,181	27,651	19,688
Sales service charge		21,000	21,000	21,000
Sales (loss)/profit	A	(522)	14,962	7,120
Administration fee - ex Tablers Clubs		10,905	10,537	10,905
Investment income received (net)		21,739	26,550	27,000
Public liability insurance contributions (net)	M	2,391	3,245	-
VAT refund received		-	40,657	-
		<u>391,843</u>	<u>475,993</u>	<u>439,163</u>
Expenditure				
Headquarters outgoings	B	174,473	160,411	166,600
Administration expenses	C	52,706	60,317	50,300
Finance and operating costs	D	80,455	83,058	72,660
Membership of other organisations	E	9,046	13,128	5,200
International	F	22,507	17,171	19,900
Magazine and PR	G	43,490	47,113	26,900
Membership and development	H	57,672	48,738	50,000
Sports and social	I	2,032	1,690	2,600
Community service liaison	J	5,489	6,043	8,000
Conference and General meetings	K	21,948	23,044	23,000
Forward planning and sponsorship		-	-	500
Website	N	7,250	12,500	13,000
		<u>477,068</u>	<u>473,213</u>	<u>438,660</u>
(Deficit)/surplus for the year on normal activities		(85,225)	2,780	503
Surplus/(deficit) on National events	L	<u>36,585</u>	<u>(17,909)</u>	<u>-</u>
		(48,640)	(15,129)	503
Retained surplus brought forward		<u>244,973</u>	<u>260,102</u>	<u>-</u>
Retained surplus carried forward		<u>196,333</u>	<u>244,973</u>	<u>503</u>

NATIONAL ASSOCIATION OF ROUND TABLES OF GREAT BRITAIN AND IRELAND

BALANCE SHEET AS AT 31 MAY 2001

	Note	2001	2000
		£	£
Fixed assets			
Tangible assets	2	22,302	32,757
Current assets			
Stocks		33,514	35,713
Debtors	3	122,188	147,129
Loan	4	10,736	10,736
Investments	5	237,744	227,499
Cash at bank and in hand		<u>309,333</u>	<u>347,758</u>
		713,515	768,835
Creditors: amounts falling due within one year	6	<u>85,295</u>	<u>112,409</u>
Net current assets		<u>628,220</u>	<u>656,426</u>
Total assets less current liabilities		<u>650,522</u>	<u>689,183</u>
Reserves			
Income and expenditure account		196,333	244,973
Specific reserves	7	<u>454,189</u>	<u>444,210</u>
		<u>650,522</u>	<u>689,183</u>

These financial statements were approved by the National Executive on 1 March 2002.

National President

Nick Lawton

Treasurer

Adrian Gibbons

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2001

1 Accounting policies

The financial statements have been prepared in accordance with applicable accounting standards using the following accounting policies.

Accounting convention

The financial statements are prepared under the historical cost convention.

Income

Income represents net amounts invoiced by the Association during the course of the year excluding discounts and value added tax .

Depreciation

Depreciation is provided at the following annual rates, calculated to write off the cost of each asset over its expected useful life:

Computer hardware and software	20%/25% on cost
Office equipment	20% on cost
Office furniture and fittings	15% on cost
Car registration number plate	Nil

The car number plate (RTB 1) has not been depreciated as it is considered that the asset has a value in excess of cost.

Stocks

Stocks have been valued at the lower of cost or net realisable value on a "first in/first out" basis consistent with previous years. Stocks comprise solely of goods for resale.

Taxation

Corporation Tax has been provided on investment income at a rate of 20%. The remainder of the Association's income is exempt from Corporation Tax under s490 of the Income and Corporation Taxes Act 1988.

Appeal funds

Appeal funds held by the Association on trust do not form part of the assets of the Association but are disclosed in note 8.

Pension contributions

The association operates a defined contribution pension scheme the assets of which are held separately from those of the association in an independently administered fund. Contributions payable by the association are charged to the income and expenditure account in the period to which they relate.

Cash flow

The Association has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2001

2	Fixed assets	Computer equipment £	Office furniture fittings and equipment £	Car number plate £	Total £
	Cost				
	At 1 June 2000	20,894	59,400	156	80,450
	Additions	725	539	-	1,264
	Scrappings	-	(22,668)	-	(22,668)
	At 31 May 2001	21,619	37,271	156	59,046
	Depreciation				
	At 1 June 2000	5,223	42,470	-	47,693
	Charge for year	5,405	6,314	-	11,719
	Scrappings	-	(22,668)	-	(22,668)
	At 31 May 2001	10,628	26,116	-	36,744
	Net book value				
	At 31 May 2001	10,991	11,155	156	22,302
	At 31 May 2000	15,671	16,930	156	32,757
3	Debtors			2001	2000
				£	£
	Sales debtors			33,758	52,703
	Other debtors			38,458	59,523
	Interest free loans - conference etc			49,972	34,903
				122,188	147,129
4	Loan				

The loan account reflects transactions between the Association and the National Association of Round Tables of Great Britain and Ireland Limited, which is a company incorporated in the United Kingdom, to acquire and hold freehold and leasehold property used by the Association. The loan is interest free.

No movement in the loan took place during the year.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2001

5	Investments			2001	2000
				£	£
	Listed Government Securities - cost			116,563	113,906
	Listed equities - cost			<u>121,181</u>	<u>113,593</u>
				237,744	227,499
				=====	=====
	The market value of the investments at 31 May 2001 was £230,286 (2000 £248,280).				
6	Creditors : amounts falling due within one year			2001	2000
				£	£
	Trade creditors			25,844	30,797
	Corporation tax			4,789	8,143
	Other creditors			<u>54,662</u>	<u>73,469</u>
				85,295	112,409
				=====	=====
7	Specific reserves	At	Transfers	Transfers	At
		1.6.2000	in	out	31.5.2001
		£	£	£	£
	General Conference	50,000	-	-	50,000
	Sporting weekend	3,000	-	-	3,000
	Disaster reserve	2,500	-	-	2,500
	President's discretionary	1,241	1,059	(800)	1,500
	VAT refund	275,903	-	-	275,903
	Bank interest on VAT refund (net)	93,742	12,720	-	106,462
	Benevolent fund	<u>17,824</u>	<u>10,000</u>	<u>(13,000)</u>	<u>14,824</u>
		444,210	23,779	(13,800)	454,189
		=====	=====	=====	=====
8	Special and Appeal Funds			2001	2000
				£	£
	Children's Trust			374,932	253,611
	John Watts Travel			6,166	297
	WoCo Club to Club Projects			1,831	2,759
	Denis Tizard Memorial Trust			30,987	30,596
	Monthly RTBI Lottery Draw			<u>244</u>	-
				414,160	287,263
				=====	=====

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2001

	Year ended 31.5.2001	Year ended 31.5.2000	Budget 31.5.2001
	£	£	£
A Sales			
Turnover	171,673	202,919	200,000
Cost of sales	<u>(123,322)</u>	<u>(139,451)</u>	<u>140,000</u>
	48,351	63,468	60,000
Net profit on Christmas cards	-	657	500
Sundry income	<u>125</u>	<u>44</u>	<u>-</u>
	48,476	64,169	60,500
	=====	=====	=====
Salaries and National Insurance	19,214	18,315	20,000
Staff pensions	995	939	1,080
Postage, telephone and delivery	1,511	1,048	2,000
Stationery	1,238	1,133	600
Catalogues	-	-	2,000
Staff travel and sundries	397	951	600
Depreciation of furniture	378	390	600
Advertising and promotion	1,314	826	1,500
WoCo Club to Club aid	-	-	500
Service charge	21,000	21,000	21,000
41 Club commission	2,951	3,068	3,500
Bad debts	<u>-</u>	<u>1,537</u>	<u>-</u>
	48,998	49,207	53,380
	=====	=====	=====
Sales (loss)/profit	<u>(522)</u>	<u>14,962</u>	<u>7,120</u>
	=====	=====	=====
B Headquarters outgoings			
Rent, rates and water	5,145	4,446	5,100
Lighting and heating	3,374	4,808	3,500
Cleaning and equipment maintenance	7,358	8,826	4,480
Property maintenance	4,118	4,589	4,870
Insurance - general	16,700	14,932	16,700
Salaries and National Insurance	100,820	97,819	107,500
Staff pension scheme contributions	5,993	5,308	6,700
Miscellaneous	1,235	834	750
Headquarters travel and subsistence	3,742	191	500
Computer support and software	3,551	4,344	5,000
Legal and professional	7,546	1,499	2,000
Training	3,550	-	-
Provision for property repairs	-	1,000	1,000
Depreciation - computers	5,405	5,458	5,500
Depreciation - other	<u>5,936</u>	<u>6,357</u>	<u>3,000</u>
	174,473	160,411	166,600
	=====	=====	=====

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2001

	Year ended 31.5.2001	Year ended 31.5.2000	Budget 31.5.2001
	£	£	£
C Administration expenses			
Benevolent fund	10,000	8,000	3,000
Presentations	1,012	1,042	800
Printing and stationery	6,919	13,040	10,500
Agenda and minutes	7,083	6,902	5,000
Postage	12,636	13,928	15,000
Telephone	7,156	8,259	6,000
Directory	7,900	9,146	10,000
	<u>52,706</u>	<u>60,317</u>	<u>50,300</u>
D Finance and operating costs			
Accountancy fees	1,900	4,598	2,500
Audit fees	4,500	1,700	4,500
National Council meetings and expenses	18,306	20,518	15,000
National Executive meetings and expenses	11,034	10,062	8,500
Committee meetings	8,329	8,304	8,000
Representation of President	4,259	5,233	4,000
President's travel and expenses	11,856	14,299	10,800
Contribution towards President's expenses	4,240	4,160	4,240
Contribution to President's Discretionary Reserve	1,014	-	-
Contribution to Vice President's expenses	2,398	2,080	2,120
Liaison with Rotary and other Associations	570	581	500
Joint liaison meeting	7,264	7,802	7,500
Offshore support fund	3,383	2,981	3,000
Investment management charge	1,402	740	2,000
	<u>80,455</u>	<u>83,058</u>	<u>72,660</u>
E Membership of other organisations			
Capitation fees - WoCo	5,222	5,688	5,200
Capitation fees - RT International	-	2,728	-
Capitation fees - EMA	3,824	4,712	-
	<u>9,046</u>	<u>13,128</u>	<u>5,200</u>

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2001

	Year ended 31.5.2001	Year ended 31.5.2000	Budget 31.5.2001
	£	£	£
F International			
Delegates to World Council	6,935	4,285	5,000
Contributions to President's overseas visits	5,797	3,209	3,500
European Rally (EMA)	3,330	3,475	2,800
Hosting President at Conference	-	700	2,500
European directory	252	348	100
Attendance at European AGMs	5,015	3,025	3,000
Vice President's visits	824	292	600
Reception at WoCo/RTI/EMA	354	387	500
Hosting overseas guests	-	750	500
Members travel to EMA (Travel bingo)	-	700	1,400
	<u>22,507</u>	<u>17,171</u>	<u>19,900</u>
G Magazine and PR			
Printing	68,789	65,555	50,000
Postage and packing	18,118	19,106	15,000
Conference edition	1,006	955	2,000
Forum expenses	-	120	-
	<u>87,913</u>	<u>85,736</u>	<u>67,000</u>
Less			
Advertising revenue	(40,371)	(38,509)	(40,000)
Magazine sales	<u>(4,052)</u>	<u>(114)</u>	<u>(100)</u>
	<u>43,490</u>	<u>47,113</u>	<u>26,900</u>
H Membership and development			
Membership forms	213	733	-
Membership research project	-	2,675	3,000
Vice-Chairmen's seminars and manuals	5,322	5,696	7,500
Membership promotion and literature	50,335	37,780	37,000
New Members Kits	1,802	1,237	1,500
Membership expenses for visits	-	617	1,000
	<u>57,672</u>	<u>48,738</u>	<u>50,000</u>

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2001

	Year ended 31.5.2001	Year ended 31.5.2000	Budget 31.5.2001
	£	£	£
I Sports and social			
Other liaison	-	200	400
National Sporting Weekend liaison	1,570	970	1,500
Debating competition	-	150	200
Quiz competition	-	149	200
Football competition	24	-	300
Caravan Rally liaison	<u>438</u>	<u>221</u>	<u>-</u>
	2,032	1,690	2,600
	<u><u>2,032</u></u>	<u><u>1,690</u></u>	<u><u>2,600</u></u>
J Community service liaison			
Authorised projects	<u>5,489</u>	<u>6,043</u>	<u>8,000</u>
	5,489	6,043	8,000
	<u><u>5,489</u></u>	<u><u>6,043</u></u>	<u><u>8,000</u></u>
K Conference and general meetings			
Annual General Meeting	15,548	15,000	16,000
AGM delegates expenses	(5)	528	500
AGM overseas	1,590	-	-
Headquarters costs	2,379	2,842	2,000
Local conference committee meetings	2,224	3,257	4,000
Investigation of conference venues	162	475	-
New members at conference	-	-	500
Civic awards	<u>50</u>	<u>942</u>	<u>-</u>
	21,948	23,044	23,000
	<u><u>21,948</u></u>	<u><u>23,044</u></u>	<u><u>23,000</u></u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2001

	Year ended 31.5.2001	Year ended 31.5.2000	Budget 31.5.2001
	£	£	£
L Surplus/(deficit) on national events			
Torbay	17,400	-	-
Family Weekend Milton Keynes 2000	-	330	-
Birmingham 1998	-	714	-
Manchester 1999 (see below)	12,823	(10,000)	-
NSW Canterbury 2000	5,082	(8,953)	-
NSW Loughborough	<u>1,280</u>	<u>-</u>	<u>-</u>
	36,585	(17,909)	-
	<u><u>36,585</u></u>	<u><u>(17,909)</u></u>	<u><u>-</u></u>
Manchester Conference			
Reconciliation of adjustment to the accounts for the overprovision of losses on Manchester Conference	£		
Loss per the audited accounts	(45,228)		
Past provisions added back	72,000		
Added creditor adjusted for	6,051		
Added debtor adjusted for	(5,000)		
Adjustment for conference loan account	<u>(15,000)</u>		
Adjustment to the accounts for 31 May 2001	<u>12,823</u>		
	<u><u>12,823</u></u>		
M Public liability insurance			
Public liability insurance fees	59,040	62,451	(56,050)
Public liability insurance costs	<u>56,649</u>	<u>59,206</u>	<u>56,050</u>
	2,391	3,245	-
	<u><u>2,391</u></u>	<u><u>3,245</u></u>	<u><u>-</u></u>
N Website			
Development	7,250	5,000	12,000
Maintenance	<u>-</u>	<u>7,500</u>	<u>1,000</u>
	7,250	12,500	13,000
	<u><u>7,250</u></u>	<u><u>12,500</u></u>	<u><u>13,000</u></u>