

Helm Training Limited
(A company limited by guarantee)

Report and accounts
for the year ended 31 March 2011

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for the year ended 31 March 2011

Registered Number SC099885

Scottish Charity Number SC008580

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Helm Training Limited
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Company information

Directors	David Smart (Chairman) Alan Brown Brian A Bullions Katherine Crawford Alan M Duncan W Graham Hay David J Hutchinson Brenda Massie Brian Ogilvie
Secretary	Brian A Bullions
Chief Executive	Peter Friend
Management Team	Dee McIntosh Martin Just Ann Naughton Anthea Coulter
Registered Office	Sea Captain's House 48 St Andrews Lane Dundee DD1 2EY
Registered Number	SC099885
Charity Number	SC008580
Auditors	Henderson Loggie Chartered Accountants Royal Exchange Panmure Street Dundee DD1 1DZ
Solicitors	Blackadders LLP 30 & 34 Reform Street Dundee DD1 1RJ
Principal Bankers	The Royal Bank of Scotland plc 288 Brook Street Broughty Ferry Dundee DD5 2AP Scottish Widows Bank plc 67 Morrison Street Edinburgh EH3 8YJ

Helm Training Limited
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Directors' report

The directors present their annual report with the accounts of the company for the year ended 31 March 2011.

Reference and administrative details

The company information set out on page 1 forms part of this report. The accounts comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Directors

The directors, who for the purposes of charity law are also the trustees, in office at the date of this report and throughout the year were as follows:

David Smart
Alan Brown
Brian A Bullions
Katherine Crawford
Alan M Duncan
W Graham Hay
David J Hutchinson
Brenda Massie
Brian Ogilvie

Alan M Duncan was appointed a director on 9 December 2010, and David J Hutchinson was appointed a director on 26 January 2011.

It is with regret that the directors record the death of Dr Harry Leadbitter, who had been a director since 18 May 2004, on 9 June 2011. They would like to express their appreciation for the dedication and commitment he has given to Helm Training Limited over the years.

In accordance with the Company's Articles of Association Alan Brown and W Graham Hay retire by rotation and, being eligible, offer themselves for re-election. In accordance with the company's Articles of Association Alan M Duncan and David J Hutchison, having been appointed since the last annual general meeting, offer themselves for re-election.

Structure, governance and management

Constitution and objects

Helm Training Limited is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. Company No SC099885, Scottish Charity No SC008580.

Appointment of directors

We will continue to take a 'pro-active' approach of advertising for suitable candidates in order to broaden the skills base of the Board.

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Directors' report (continued)

Director induction and training

New directors undertake a comprehensive induction to the organisation. This includes identifying their particular skills and interests. Directors continue to take regular formal and informal internal and external opportunities to develop their knowledge base and update their skills.

Organisation

The directors are responsible for setting the strategic direction of the company and ensuring that proper accounting records are maintained to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. Directors are also responsible for ensuring that the company has an active, effective approach to managing Health & Safety risks.

The day-to-day management and operation of the company is the responsibility of the Chief Executive who is assisted in this role by a management team comprising the Project Manager, the Project Leaders and the company's Finance Officer. A Systems Administrator provides IT support and manages day to day Health & Safety issues within the company.

Objectives and activities

The principal objects of the company are:

- to promote the welfare and to advance the education and skills of (i) disabled people and (ii) people whose employment prospects are impaired by the lack of education and/or training (hereinafter referred to as "educationally disadvantaged") in Scotland by whatever means may be deemed appropriate including, without prejudice to the foregoing generality, the promotion, establishment and maintenance of one or more centres for the benefit, education, advancement and general welfare of disabled or educationally disadvantaged people in Scotland;
- to promote and encourage the provision of more adequate public facilities for disabled people and to advance the education and awareness of the public in Tayside of the needs of disabled and/or educationally disadvantaged people; and
- to promote, encourage and assist in research into ways of improving and furthering the welfare, education and skills of disabled or educationally disadvantaged people generally.

Strategy

The principal activities of creating opportunities for personal and vocational development for people who have problems with learning have been achieved by:

- providing initial assessment of individual student needs and adopting a student centred approach to learning and development.;
- providing flexible learning delivered to recognised quality standards with continuous support to the individual;
- regularly reviewing and monitoring student progress and providing aftercare when the student moves into work.

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Directors' report (continued)

Financial review

The results for the year are set out in the income and expenditure account on page 11.

During the year the main focus for the ongoing work of Helm Training continued to be providing employment and lifeskills learning opportunities for young people who are identified in the 'More Choices, More Chances' grouping.

Helm undertook a rebranding exercise during the year, introducing a new logo and image and upgrading its website. It also decided to use the shortened Helm name, for day to day use, whilst retaining the Helm Training Limited full name for company registration and other legal purposes.

Dundee

The young persons' learning and employment project is located at Sea Captain's House, St. Andrews Lane, Dundee. The project provides additional support in the areas of work, training and learning development to disadvantaged young people aged 16-18 who often have difficulties with learning and with behaviours that challenge. It also works with young people aged 15 who are in the transitional stage between their final six months of statutory education and entering work or progressing to college.

Those aged 16-18 years can enter one of two programmes depending on their individual needs on the Get Ready for Work Programme (GRfW). These are a lifeskills programme or a vocational skills programme. These programmes include the core skills of numeracy, literacy, problem solving, IT and working with others, along with social skills, communication and addressing health and other issues that will have an impact on future employment opportunities.

Art, music and sports activities continue to be used as enabling activities to address many of these issues.

Helm received a significant grant from the Scottish Government's Third Sector Enterprise Fund which allowed us to consolidate some of our existing work and launch three new social enterprise initiatives during the year.

The work of the existing plant nursery and allotment projects were consolidated into the new '*Green Shoots*' enterprise. In addition a garage project was launched under the '*Spick and Spanners*' name which provides basic car maintenance and valeting services. Thirdly a new hairdressing and beauty salon has been working at Sea Captain's House introducing this area of potential work to many learners. We also provided an 'outreach service' of nail and beauty treatments under the '*Beauty for All*' enterprise to elderly people in sheltered housing accommodation. In addition the existing café based at Sea Captain's House has been re-launched under the name, *Captain's Table* and our learning crèche which is a joint project with St. Andrew's Family Support Project, is now named *Play and Learn* both with their own identities and logos.

Helm was delighted to have won the highly regarded Dundee Community Partnership Awards for a second time, with partners Servite Housing Association, for its work this time in the Environment category.

The LIVE It! project continued during the year focusing on our on site kitchen to teach independent living skills to the young people as well as the provision of 'healthy' breakfasts and lunches and a range of health and leisure focused activities. This enterprise has been re-launched and rebranded as the '*Captain's Table*'. The use of the fully-equipped gym at Sea Captain's House continues to provide opportunities for physical leisure activities and 'Zumba' dancing was introduced as a fun way to improve fitness and encourage participation.

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Directors' report (continued)

The HYPE project for young parents gave an opportunity for 60 young parents, including 30 new attendees during the year, to gain a range of skills relevant to their lives and explore the different opportunities available in the world of work. It also focused on the health and nutrition of young women and young families with Helm taking a new extended role in the NHS Tayside Growwell project with 53 attendees. It also provides an opportunity for social networking among the young parents.

Our Employment Liaison Officers (ELO) continue to source work experience placements and job opportunities for young people who are ready to progress to employment and have developed a wide range of opportunities with varied employers. We are pleased to recognise the employers' considerable support with the 'Friends of Helm' award scheme. ELOs will also identify suitable courses for those who wish to enter further education/training opportunities and continue to support them in making the transition to work or college.

We achieved 97% (2010 132%) of our contracted delivery for learner weeks on the vocational skills programme of GRfW. The Lifeskills strand achieved a 114% (2010 87%) delivery of contracted weeks.

22 young people entered jobs and 40 progressed to FE courses.

62 positive outcomes were achieved in Dundee and Angus against our Skills Development Scotland (SDS) target of 52 – an excellent performance for the year in a challenging economic climate.

The Helm's Pathway project is aimed at those aged 15 who are in their final six/twelve months of statutory education and whose attendance and performance at school has been erratic. They follow an alternative option to school, developing their personal, educational and social skills and improving their self-confidence and self-esteem, supporting the transition from school to employment or further education.

The project objectives were to increase attendance and performance. During the period April 2010 – March 2011, 43 students were referred and attended at Helm, all 43 students improved their attendance, one has achieved 100% attendance compared with 0% at school and 6 students have achieved attendance rates of 90% or more. The average school attendance for this year's students was 17% whilst at Helm the average has increased to 76% attendance. 90% (2010 – 62%) managed to achieve one or more of the SQA accredited core skills modules of numeracy, communication, IT, problem solving or working with others. 15 of the young people who attended at Helm have already progressed to the GRfW programme and 8 have applied to start at college in September 2011.

Angus

The project was based at Dishlandtown Street, Arbroath, Angus. It attracted young people from Angus and provided learning on the Lifeskills and the vocational strand of the Get Ready for Work (GRfW) programme. The Lifeskills strand achieved a 59% (2010 – 100%) delivery of contracted weeks. The project was attended by 17 young people with 2 progressing to employment and 1 progressing to a Further Education place. Five people also gained work placements. In addition a smaller scheme, similar to Dundee Pathways, has been operating with 1 student attending. Regrettably we were unable to achieve sufficient funding for the Angus project to continue, and it closed in April 2011.

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Directors' report (continued)

Other services

The Dundee and Angus Individual Initiative Fund (DAIIF) Training for Work Programme supported adults to undertake qualification training to equip them for new employment opportunities. 26 achieved successful job outcomes with an additional 9 opting for self-employment.

Company Achievements for the year

- 22 young people progressed into employment.
- 94 young people benefited from work experience opportunities.
- 40 young people accessed Further Education College opportunities.
- 44 students attended the Pathway programme in Dundee and Angus.
- 35 adults successfully helped with retraining to develop new career paths.
- Rebranding of Helm and development of five new social enterprise areas.
- Further development of the project for young parents – HYPE, including the learning crèche, with St. Andrew's Family Project.
- Delivery with NHS Tayside of the Growwell project focusing on women's nutrition.

Future developments

Our plans for the coming year include:

- Continue to investigate further expansion opportunities in Tayside using a social enterprise model.
- Introduce new employability programmes to continue to positively attract and engage young people in the current difficult economic circumstances.
- Explore further opportunities to maximise use of our range of learning facilities in Dundee by working with additional service user groups.

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Directors' report (continued)

Statement of Directors' responsibilities

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

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

Investment powers and policy

Under the Memorandum and Articles of Association, the company has the power to invest in any way the directors wish. The directors, having regard to the liquidity requirement of the company, and the reserves policy, have created a policy of keeping available funds in an interest bearing deposit account.

Risk management

A risk assessment has been carried out in relation to the strategic, operational and financial risks which the charity faces and systems have been established to enable regular reports to be produced so that any necessary steps can be taken to manage these risks. A contract has been entered into with Mentor (Royal Bank of Scotland) to provide an HR support and advice service.

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Directors' report (continued)

Reserves policy

The directors have established a policy whereby the unrestricted funds not designated, committed or invested in tangible fixed assets ('the free reserves') held by the charity should be in the region of 6 months of the resources expended. At this level, the directors feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed. At present the free reserves, amounting to £410,492 (2010 - £297,972) do not reach this target level and the directors are considering ways in which additional unrestricted funds will be raised.

Statement of disclosure of information to auditors

The directors of the company who held office at the date of approval of this report are set out above. Each confirms that insofar as they are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the directors have taken all the steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

Small company exemptions

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

By order of the Board



Brian A Bullions
Director

17 August 2011

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Independent auditor's report to the directors and members of Helm Training Limited

We have audited the accounts of Helm Training Limited for the year ended 31 March 2011 which comprise the income and expenditure account, balance sheet, statement of financial activities and the related notes. The financial framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made exclusively to the 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 Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the members and the charitable company's 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, its members as a body and its directors as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As explained more fully in the statement of directors' responsibilities set out on page 7, the directors (who are also the trustees of the charitable company for the purposes of charity law) are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

We have been appointed auditors under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report to you in accordance with those Acts.

Our responsibility is to audit and express an opinion on the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board (APBs) Ethical Standards for Auditors.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the directors' report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on accounts

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2011 and of its incoming resources and application of resources, including its income and expenditure, 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 Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

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Independent auditor's report to the directors and members of Helm Training Limited
(continued)

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the directors' report for the financial year for which the accounts are prepared is consistent with the accounts.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you, if, in our opinion:

- the charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts 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 trustees were not entitled to prepare the accounts in accordance with the small companies regime



Ian Cameron [Senior Statutory Auditor]

For and on behalf of Henderson Loggie, Statutory Auditor
Dundee

Henderson Loggie is eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

17 August 2011

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Income and expenditure account for the year ended 31 March 2011

	Note	2011 £	2010 £
Turnover		993,816	812,046
Administrative expenses		(950,106)	(813,231)
		43,710	(1,185)
Other operating income		62,091	57,816
Operating surplus	3 - 5	105,801	56,631
Interest receivable	11	3,081	242
Surplus for the financial year		108,882	56,873

There were no recognised gains or losses for the above two financial years other than the surplus recognised in the income and expenditure account.

A statement of reserves is given in note 16.

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Balance sheet at 31 March 2011

	Note	£	2011 £	£	2010 £
Fixed assets					
Tangible assets	13		584,225		603,692
Current assets					
Debtors	14	85,424		75,863	
Cash at bank and in hand		437,254		331,381	
			<u>522,678</u>	<u>407,244</u>	
Creditors					
Amounts falling due within one year	15	84,899		79,659	
			<u>437,779</u>	<u>327,585</u>	
Net current assets			<u>437,779</u>	<u>327,585</u>	
Total assets less current liabilities			<u>1,022,004</u>	<u>931,277</u>	
Capital and reserves					
Restricted reserves	16		463,447		483,928
Unrestricted revenue reserves	17		558,557		447,349
			<u>1,022,004</u>	<u>931,277</u>	

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts were approved by the board of directors on 17 August 2011 and signed on its behalf by



David Smart
Director

The notes on pages 14 to 26 form part of these accounts.

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Statement of financial activities for the year ended 31 March 2011

	Note	Unrestricted Funds £	Restricted Funds £	2011 Total Funds £	2010 Total Funds £
Incoming resources					
Incoming resources from generated funds					
Voluntary income					
- Donations		17,594	43,804	61,398	54,540
- Capital grants		-	5,129	5,129	-
Incoming resources from charitable activities					
- Revenue grants received	3	-	993,816	993,816	812,046
Activities for generating funds					
- Other income		-	693	693	3,276
- Bank interest received		3,081	-	3,081	242
Total incoming resources		20,675	1,043,442	1,064,117	870,104
Resources expended					
Cost of generating funds		7,465	-	7,465	8,769
Charitable activities					
Operation of training centre	9	92,695	856,320	949,015	812,578
Governance costs	7, 8	16,910	-	16,910	16,174
Total resources expended		117,070	856,320	973,390	837,521
Net (outgoing)/incoming resources		(96,395)	187,122	90,727	32,583
Transfers between funds		207,603	(207,603)	-	-
Net incoming/(outgoing) resources		111,208	(20,481)	90,727	32,583
Fund balances brought forward 1 April 2010					
		447,349	483,928	931,277	898,694
Fund balances carried forward 31 March 2011	16	558,557	463,447	1,022,004	931,277

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Notes to the accounts

1 Status of company and liability of members

On the winding up of the company every member has undertaken to contribute to the assets of the company for the payment of the debts and liabilities and of the cost of winding up of the company, such amount as may be required, not exceeding one pound. If the winding up occurs within one year of a member ceasing to be a member then the above applies for debts and liabilities of the company contracted for before he ceased to be a member.

2 Accounting policies

Basis of accounting

The accounts are prepared under the historical cost convention and include the results of the company's operations as indicated in the directors' report, all of which are continuing. The accounts incorporate the requirements of the Statement of Recommended Practice - "Accounting and Reporting by Charities" (SORP 2005), applicable accounting standards, the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The following is a summary of the significant accounting policies adopted by the company in the preparation of the accounts.

Cashflow

The accounts do not include a cashflow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash Flow Statements".

Turnover

Turnover represents income receivable for social skills training, education services and job training provided under agreements with Skills Development Scotland, Dundee City Council and Department of Work and Pensions during the year.

Funds

With the adoption of the SORP all income and expenditure is dealt with through the statement of financial activities. In the statement of financial activities funds are classified as either restricted funds or unrestricted funds, defined as follows:

Restricted funds are funds subject to specific purposes, which may be declared by the donor or with their authority (eg. by the restrictive wording of an appeal).

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Notes to the accounts (continued)

2 Accounting policies (continued)

Unrestricted funds are expendable at the discretion of the Board in furtherance of the objects of Helm Training Limited.

A transfer is made from unrestricted funds to restricted funds to compensate fully all restricted funds which would otherwise be in deficit at the accounting date.

Incoming resources

Donations

Donations are included within the accounts when received by the charity.

Interest receivable

Interest is included when receivable by the charity.

Grants

Government grants in respect of capital expenditure are credited to the income and expenditure account over the estimated useful life of the relevant fixed assets. The grants shown in the balance sheet represent the total grants receivable to date less the amount so far credited to the income and expenditure account.

Government and other grants towards revenue expenditure are credited to revenue in the year to which they relate.

Resources expended

Resources expended are included in the accounts on an accruals basis.

- Costs of generating funds are those incurred in attracting voluntary income, and those incurred in trading activities that raise funds.
- Charitable activities include expenditure associated with running the learning centres, and include both the direct costs and support costs relating to these activities.
- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of size of activity within the company's whole operation.

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Notes to the accounts (continued)

2 Accounting policies (continued)

Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Operating leases

Rentals are charged to the income and expenditure account on a straight line basis over the period of the lease.

Pension costs

The company operates a defined contribution pension scheme. Contributions payable to this scheme are charged to the income and expenditure account in the period to which they relate. These contributions are invested separately from the company's assets.

Depreciation of tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its useful life:

Freehold land and buildings	-	2% on cost
Equipment, fixtures etc	-	20% - 33.3% on cost
Tenants improvements	-	over 5 years

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Notes to the accounts (continued)

3 Analysis of turnover and surplus for year	2011			2010		
	Turnover £	Other income £	Attributable surplus/ (deficit) £	Turnover £	Other income £	Attributable surplus/ (deficit) £
Workstep Employment Scheme	31,182	-	11,238	41,267	-	8,183
Skills Development Scotland	467,932	-	32,127	455,668	-	24,262
Pathways	230,000	-	104,086	230,717	-	105,719
LIVE It!	45,052	7,087	10,151	39,546	5,748	166
Dundee and Angus Individual Initiative Fund (DAIIF)	160,853	691	47,823	41,897	-	14,054
HYPE	-	29,581	(1,265)	-	19,752	2,281
University of Dundee Placements	-	1,200	3,238	2,951	-	-
Allotment Fund donations	-	-	-	-	-	(457)
WEPS	-	693	33	-	3,276	156
Green Shoots	100	176	(4,781)	-	12,000	9,999
Third Sector Enterprise Fund	55,697	-	(748)	-	-	-
Future Job Fund	-	5,069	1,746	-	-	-
Spick and Spanners Fund	3,000	-	3,000	-	-	-
	<u>993,816</u>	<u>44,497</u>	<u>206,648</u>	<u>812,046</u>	<u>40,776</u>	<u>164,363</u>
Other common costs			(118,441)			(124,772)
Other operating income			17,594			17,040
Bank interest received			3,081			242
			<u>108,882</u>			<u>56,873</u>

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Notes to the accounts (continued)

4	Operating surplus	2011	2010
	Operating surplus is stated:	£	£
	After charging/(crediting):		
	Depreciation of fixed assets	33,125	35,102
	Release from capital grants	(23,284)	(24,290)
	Loss/(gain) on sale of fixed assets	40	(200)
	Auditor's remuneration	4,884	4,025
	Operating lease - land and building	8,202	6,458
	- plant and machinery	7,367	8,399
		=====	=====
5	Staff costs		
	Wages and salaries	459,586	407,422
	Social security costs	37,305	33,770
	Pension costs	10,285	10,279
		-----	-----
		507,176	451,471
		=====	=====

The number of employees engaged in management and operations during the year was 33 (2010 - 30).

No employee was paid more than £60,000 during this or the previous financial year.

None of the directors received any remuneration or were reimbursed expenses during this or the previous financial year.

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Notes to the accounts (continued)

6 Financial activities of the charity

The summary of the financial activities undertaken by the charity is set out below:

	2011	2010
	£	£
Gross incoming resources	1,064,117	870,104
Total expenditure on charitable activities	(855,960)	(713,907)
Support costs	(117,430)	(123,614)
Net incoming resources	90,727	32,583
Total funds brought forward	931,277	898,694
Total funds carried forward	1,022,004	931,277
Represented by		
Restricted funds	558,557	483,928
Unrestricted funds	463,447	447,349
	1,022,004	931,277

7 Allocation of support costs

The charity allocates its support costs shown in the table below and then further apportions these costs between the charitable activities undertaken (see note 10).

	Fundraising	Charitable	Governance	Total
	activities	activities	£	£
	£	£		
Support costs				
Staff costs	7,177	90,698	12,232	110,107
Office costs	288	2,021	130	2,439
Audit fees	-	336	4,548	4,884
	7,465	93,055	16,910	117,430

Helm Training Limited
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Notes to the accounts (continued)

8 Analysis of charitable expenditure and governance costs

	Charitable activities (Note 9) £	Governance (Note 7) £	2011 Total £	2010 Total £
Staff costs	397,069	-	397,069	342,660
Student costs	293,663	-	293,663	233,559
Property and equipment costs	77,862	-	77,862	71,279
Office costs	87,366	-	87,366	66,409
Support costs (note 7)	93,055	16,910	109,965	114,845
	<u>949,015</u>	<u>16,910</u>	<u>965,925</u>	<u>828,752</u>
	=====	=====	=====	=====

9 Operation of learning centres

	2011 £	2010 £
Staff costs (including travel)	487,767	430,982
Student allowances and expenses	173,176	194,620
DAIIF expenditure	98,338	24,181
Teaching equipment	22,149	14,758
Rent, rates and insurance	19,370	18,330
Heating and lighting	16,442	14,193
Cleaning and sundries	26,770	23,933
Repairs and servicing	15,485	14,823
Licences	293	286
Postage	1,371	886
Telephone	5,066	5,348
Office stationery	18,186	16,422
Depreciation	33,125	35,102
Advertising	6,734	2,189
Audit fees	336	-
Legal fees	472	755
Professional fees	14,454	5,648
Bank interest and charges	2,148	1,605
Subscriptions	381	391
Training costs	3,915	5,544
Miscellaneous expenditure	2,997	2,782
Loss/(gain) on disposal of fixed assets	40	(200)
	<u>949,015</u>	<u>812,578</u>
	=====	=====

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Notes to the accounts (continued)

10 Support costs	2011	2010
	£	£
Staff costs (including travel)	110,107	108,811
Heat and light	89	-
Postage	37	-
Advertising	338	119
Legal fees	464	568
Audit and accountancy	4,884	4,025
Professional fees	33	5,579
Staff training	-	2,631
Property repairs	116	27
Office stationery	92	91
Subscriptions	669	647
Bank charges	40	-
Miscellaneous expenses	521	1,116
Depreciation	40	-
	<hr/>	<hr/>
	117,430	123,614
	<hr/> <hr/>	<hr/> <hr/>

11 Interest receivable

Bank interest received	3,081	242
	<hr/> <hr/>	<hr/> <hr/>

12 Pension costs

Defined contribution scheme

The pension cost charge represents contributions payable by the company and amounted to £10,285 (2010 - £10,279). There was no outstanding liability at the year end (2010 – none).

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Notes to the accounts (continued)

13 Tangible fixed assets

	Land & Buildings £	Equipment £	Total £
Cost			
At 1 April 2010	787,349	306,465	1,093,814
Additions	-	13,817	13,817
Disposals	-	(4,151)	(4,151)
	<u>787,349</u>	<u>316,131</u>	<u>1,103,480</u>
At 31 March 2011	787,349	316,131	1,103,480
Depreciation			
At 1 April 2010	212,482	277,640	490,122
Charge for year	15,747	17,378	33,125
On disposals	-	(3,992)	(3,992)
	<u>228,229</u>	<u>291,026</u>	<u>519,255</u>
At 31 March 2011	228,229	291,026	519,255
Net book value			
At 31 March 2011	559,120	25,105	584,225
	<u>574,867</u>	<u>28,825</u>	<u>603,692</u>
At 31 March 2010	574,867	28,825	603,692

14 Debtors

	2011 £	2010 £
Trade debtors	68,228	65,551
Prepayments and accrued income	17,196	10,312
	<u>85,424</u>	<u>75,863</u>
	<u>85,424</u>	<u>75,863</u>

15 Creditors

Amounts falling due within one year

Trade creditors	13,414	10,514
Taxes and social security costs	10,827	10,083
Accruals and deferred income	60,658	59,062
	<u>84,899</u>	<u>79,659</u>
	<u>84,899</u>	<u>79,659</u>

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Notes to the accounts (continued)

16 Reserves	Balance at 1 April 2010 £	Income in year £	Expenditure in year £	Release in year £	Transfers between funds £	Balance at 31 March 2011 £
Restricted reserves						
Capital fund for assets since April 1995	434,104	-	-	(11,901)	-	422,203
Scottish Enterprise Tayside capital grant	20,211	-	-	(10,289)	-	9,922
Third Sector Enterprise Fund capital grant	-	5,129	-	(1,094)	-	4,035
HYPE	3,640	29,581	(30,846)	-	5,054	7,429
Allotment Fund donations	723	-	(101)	-	(365)	257
LIVE It!	14,604	52,139	(43,178)	-	(12,474)	11,091
Workstep Employment Scheme	-	31,182	(19,944)	-	(11,238)	-
Skills Development Scotland	-	467,932	(433,821)	-	(34,111)	-
Pathways	-	230,000	(125,774)	-	(104,226)	-
Dundee and Angus Individual Initiative Fund (DAIIF)	-	161,544	(113,721)	-	(47,823)	-
WEPS	-	693	(660)	-	(33)	-
Green Shoots	10,479	276	(5,056)	-	(189)	5,510
University of Dundee Placements	-	1,200	-	-	(1,200)	-
Word Station	167	-	(167)	-	-	-
Future Job Fund	-	5,069	(3,323)	-	(1,746)	-
Third Sector Enterprise Fund	-	55,697	(56,445)	-	748	-
Spick and Spanners Fund	-	3,000	-	-	-	3,000
Total restricted reserves	483,928	1,043,442	(833,036)	(23,284)	(207,603)	463,447
	=====	=====	=====	=====	=====	=====

Helm Training Limited
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Notes to the accounts (continued)

16 Reserves (continued)

Purposes of restricted reserves

Scottish Enterprise Tayside capital grant	Capital funding to fund the purchase of computers and other equipment.
HYPE	Funding received to support the HYPE project in Dundee.
Allotment Fund donations	Donations received to fund Green Shoots, the allotment project.
LIVE It!	Donations received to support development of the LIVE It! project.
Workstep Employment Scheme	Funding received to support the individuals on the Workstep Employment Scheme.
Skills Development Scotland	Funding received to support the Get Ready for Work programme in Dundee and Angus.
Pathways	Funding received to support the Pathways Programme in Dundee and Angus.
Dundee and Angus Individual Initiative Fund (DAIIF)	Funding received from Skills Development Scotland in respect of the support of retraining activities for adults.
WEPS	Income received from CJ Lang to support individuals on the scheme.
Green Shoots (Previously called Helm's Herbaceous)	Funding from a number of sources received to support the Green Shoots plant nursery project.
University of Dundee Placement	Funding received for students on social work and community education training placements.
Word Station	Donation from Hillcrest Housing Association.
Future Jobs Fund	Funding received to support an individual on a Scottish Government employment programme.
Third Sector Enterprise Fund	Funding received from Scottish Government to encourage the development of social enterprise activities.
Spick and Spanners Fund	Funding received to support the Spick and Spanners garage enterprise.

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Notes to the accounts (continued)

16 Reserves (continued)	Balance at 1 April 2010 £	Income in year £	Expenditure in year £	Release in year £	Transfers between funds £	Balance at 31 March 2011 £
Restricted reserves brought forward	483,928	1,043,442	(833,036)	(23,284)	(207,603)	463,447
Unrestricted revenue reserves	447,349	20,675	(117,070)	-	207,603	558,557
Total reserves	931,277	1,064,117	(950,106)	(23,284)	-	1,022,004

Skills Development Scotland funding received in the year is used to fund project costs related to the purpose of the funding received. Any surplus remaining at the year end can be used for any other purpose within the company's objectives, therefore a transfer is made from restricted to unrestricted funds of these surplus funds.

Workstep Employment Scheme, and Pathways funds relate to work services provided by the company under an agreed contract. Any surplus or deficit is not restricted.

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Notes to the accounts (continued)

17 Unrestricted revenue reserves

	£
At 1 April 2010	447,349
Surplus for the year	108,882
Movement on HYPE restricted reserve	(3,789)
Movement on Allotment Fund donations restricted reserve	466
Movement on LIVE It! restricted reserve	3,513
Movement on Green Shoots restricted reserve	4,969
Movement on Word Station restricted reserve	167
Movement on Third Sector Enterprise Fund restricted reserve	(3,000)
	558,557
	558,557

18 Analysis of net assets between funds

	Unrestricted £	Restricted Revenue £	Restricted Capital £	Total £
Tangible fixed assets	148,065	-	436,160	584,225
Cash at bank	409,967	27,287	-	437,254
Other net current assets	525	-	-	525
	558,557	27,287	436,160	1,022,004
	558,557	27,287	436,160	1,022,004

19 Leasing commitments

At 31 March 2011 the company had the following annual commitments under non-cancellable operating leases as follows:

	Plant and machinery	
	2011	2010
	£	£
Agreements expiring within 12 months	233	98
Agreements expiring within 2 - 5 years	7,190	7,269
	7,423	7,367
	7,423	7,367

20 Control

The company is jointly controlled by the directors