



Report and accounts for the year ended 31 March 2009



Helm Training Limited
(A company limited by guarantee)

Report and accounts
for the year ended 31 March 2009

Registered Number SC099885

Scottish Charity Number SC008580

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(A company limited by guarantee)

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Helm Training Limited
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Company information

Directors	David Smart (Chairman) Alan Brown Brian A Bullions Roger Clegg Katherine Crawford W Graham Hay Harry Leadbitter Brenda Massie Brian Ogilvie
Secretary	Brian A Bullions
Chief Executive	Peter Friend
Management team	Dee McIntosh Martin Just Ann Naughton Maggie Strachan
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	Royal Bank of Scotland plc 288 Brook Street Broughty Ferry Dundee DD5 2AP

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 2009.

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
Roger Clegg
Katherine Crawford (appointed 25 February 2009)
W Graham Hay
Harry Leadbitter
Brenda Massie
Brian Ogilvie (appointed 14 January 2009)

James Kelly was a director until his resignation on 25 September 2008.

In accordance with the Company's Articles of Association Brian Ogilvie and Katherine Crawford, having been appointed as directors during the year, offer themselves for re-election. Brian Bullions and Harry Leadbitter retire by rotation and, being eligible, 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

In the past, directors have been appointed based on personal recommendation. Last year, a more 'pro-active' approach of advertising for suitable candidates in order to broaden the skills base of the Board was undertaken successfully. This will be continued to fill future vacancies.

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.

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Directors' report (continued)

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 1985. 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.

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 life-skills learning opportunities for young people who are in the 'More Choices, More Chances' grouping.

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Directors' report (continued)

Financial review (continued)

Helm Training celebrated its 25th Anniversary during the year with a Civic Reception at Dundee City Chambers for all our supporters, a Director's Dinner for past and present Directors and other activities that involved staff members and students.

Dundee

The young persons training 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 development to disadvantaged young people aged 16-18 who have difficulties with learning or special training needs and often challenging behaviours. 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 4 programmes depending on their individual needs on the Get Ready for Work Programme (GRfW). These are, a lifeskills programme, personal development programme, core skills programme or 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. Drama, Art, Music and sports activities are used as enabling activities to address many of these issues.

The LIVE It project started 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 also includes the use of the fully equipped gym at Sea Captain's House. During the year the allotment project – Helm's Harvest continued, at the Law Allotments, to give young people the opportunity to experience land based activities and develop their skills and interests in this very new area of activity for most of them. Helm's Harvest expanded into a second allotment and provided a range of vegetables for use in our kitchen. The LIVE It project celebrated its success by winning the Dundee Community Partnership Award for Health and Care for 2008.

The HYPE project for young parents gave an opportunity for 32 young parents during the year to gain new employability skills and explore the different opportunities available in the world of work. It also provided an opportunity for social networking among the young parents who completed a range of activities including the writing and production of a book – 'Little Book of Little Stories' assisted by the 16 - 24 Literacy Project.

Renovation work was completed to the exterior of the Calender Warehouse to complement the work undertaken in the previous year on Sea Captain's House.

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

We achieved 94% (2008 - 86%) of our contracted delivery for learner weeks on the personal development, core skills and vocational skills programme of GRfW. The Lifeskills strand achieved a 77% (2008 - 72%) delivery of contracted weeks. We are dependent on referrals from Careers Scotland.

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Directors' report (continued)

Dundee (continued)

18 young people entered jobs, 39 progressed to Further Education courses and 5 progressed to Level 2 training. A total of 62 positive outcomes were achieved in Dundee and Angus against our SET target of 55 – an excellent performance for the year.

The Helm's Pathway project is aimed at those aged 15 who are in their final six 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 August 2008 – April 2009 62 students were referred to Helm Training, of those 80% (2008 - 49%) of those attending the project managed to sustain an attendance rate of 60%+ (3 days a week or more) and 71% (2008 – 42%) managed to achieve one or more of the SQA accredited core skills modules of numeracy, communication, IT, problem solving or working with others. In addition 63% also achieved an ASDAN qualification. Of the young people who attended at Helm Training, 3 have already progressed to the GRfW programme. A further 12 young people have transferred to GRfW at the end of their course in June 2009.

Angus

The project is based at Dishlandtown Street, Arbroath, Angus. It attracts young people from Angus and provides training on the Lifeskills and for this year the vocational strand of the GRfW programme. The staff team was strengthened with a new Employment Liaison Officer position. The Lifeskills strand achieved a 78% delivery of contracted weeks. The project was attended by 28 young people with 1 progressing to employment and 4 progressing to Further Education places. Twenty young people also gained work placements. In addition a similar smaller scheme to Dundee Pathways has been operating with 2 students attending.

Other services

The Workstep programme (a supported employment programme for people with disabilities) working with the Department of Work and Pensions (DWP) continues to support 10 adults with a learning disability in mainstream employment.

The Dundee and Angus Individual Initiative Fund (DAIIF) supported 31 adults to undertake training to equip them for new employment opportunities.

Company Achievements for the year

- 180 young people attended the GRfW training programme.
- 18 young people progressed into open employment.
- 10 people maintained in supported employment.
- 79 young people benefited from work experience opportunities.
- 39 young people accessed Further Education College opportunities.
- 5 young people progressed to Level 2 training.
- 43 students attended the Pathway programme in Dundee and Angus.

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Directors' report (continued)

Company Achievements for the year (continued)

- 31 adults were helped with retraining to develop new career paths.
- Delivery of a new 'healthy living' project - LIVE It, linking work within the allotment, the kitchen facilities and the gym together with sexual health, smoking reduction and drugs awareness sessions.
- Continued development and operation of the allotment project – 'Helm's Harvest' in Dundee with the acquisition and renovation of a second allotment.
- Further development of the project for young parents – HYPE.
- Increased use of volunteers to assist the young people.
- Learners involved in new 16+ Learning through Volunteering Programme.
- Recruitment of 2 new Directors of Helm Training Limited.

Future developments

Our plans for the coming year include:

- Continue to investigate further expansion opportunities in Tayside.
- Introduce new employability programmes to continue to positively attract and engage young people in the current difficult economic circumstances.
- Explore further opportunities to maximise the use of training facilities in Dundee and Arbroath by working with additional service user groups.
- Explore development of Social Enterprises/Firms in co-operation with other agencies in creating a plant nursery.
- Completion of the internal redecoration of Calendar Warehouse and Sea Captain's House and redesign of the garden area to provide an additional resource for young people.
- Conclusion of the Celebration of Helm Training's 25th Anniversary year.

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.

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 £240,116 (2008 - £143,437) do not reach this target level and the directors are considering ways in which additional unrestricted funds will be raised.

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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 laws and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law the directors have elected to prepare the accounts in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The accounts are required by law to 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 surplus or deficit 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;
- 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 1985, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 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.

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.

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:

- So far as they are aware, there is no relevant audit information (information needed by the company's auditors in connection with preparing their report) of which the company's auditors are unaware; and
- They 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 company's auditors are aware of that information.

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Directors' report (continued)

Small company exemptions

The above report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

By order of the Board

A handwritten signature in blue ink, appearing to read "Bullions", with a horizontal line underneath the signature.

Brian A Bullions
Company Secretary

26 August 2009

Helm Training Limited
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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 2009 which comprise the income and expenditure account, the balance sheet, the statement of financial activities and the related notes. The accounts have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985, and to the charity's trustees, as a body, in accordance with Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the company's members 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 company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

The directors' responsibilities for preparing the Directors' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Directors' Responsibilities.

We have been appointed auditors under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 1985 and report to you in accordance with those Acts.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006 and whether the information given in the Directors' Report is consistent with those accounts.

We also report to you if, in our opinion, the charity has not kept proper accounting records, if the charity's accounts are not in agreement with these accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the charity is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

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

Basis of audit opinion (continued)

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 accounts are free from material misstatements, 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 accounts.

Opinion

In our opinion:

- the accounts give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of affairs of the charity as at 31 March 2009, and of its incoming resources and application of resources, including its income and expenditure, for the year end;
- the accounts have been properly prepared in accordance with the Companies Act 1985, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006; and
- the information given in the Directors' Report is consistent with the accounts.



Henderson Loggie

Chartered Accountants

(Eligible to act as an auditor in terms of Section 25 of the Companies Act 1989)

Registered Auditors

Dundee

26 August 2009

Helm Training Limited
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Income and expenditure account for the year ended 31 March 2009

	Note	2009 £	2008 £
Turnover	2	821,192	906,646
Administrative expenses		(844,194)	(845,382)
		(23,002)	61,264
Other operating income		39,941	42,176
Operating surplus	3 - 5	16,939	103,440
Net interest receivable	11	7,418	5,226
Surplus for the financial year		24,357	108,666

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 2009

	Note	£	2009 £	£	2008 £
Fixed assets					
Tangible assets	13		634,822		668,476
Current assets					
Debtors	14	105,939		92,805	
Cash at bank and in hand		261,592		265,985	
			<u>367,531</u>	<u>358,790</u>	
Creditors					
Amounts falling due within one year	15	103,659		126,349	
			<u>263,872</u>		232,441
Net current assets					
			<u>898,694</u>		<u>900,917</u>
Total assets less current liabilities					
			<u>898,694</u>		<u>900,917</u>
Capital and reserves					
Restricted reserves	16		502,362		533,197
Designated reserves	16		-		60,992
Revenue reserve	16		396,332		306,728
			<u>898,694</u>		<u>900,917</u>

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The accounts were approved by the board of directors on 26 August 2009 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 2009

		2009		2008		
	Note	Unrestricted funds designated £	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
Incoming resources						
Incoming resources from generated funds						
Voluntary income						
- Donations		-	21,585	15,080	36,665	38,900
- Capital grants received		-	-	-	-	46,327
Incoming resources from charitable activities						
- Revenue grants received	3	-	-	821,192	821,192	906,646
Activities for generating funds						
- Other income		-	-	3,276	3,276	3,276
- Bank interest received		-	7,418	-	7,418	5,230
Total incoming resources		-	29,003	839,548	868,551	1,000,379
Resources expended						
Cost of generating funds						
		-	5,504	-	5,504	3,875
		-	23,499	839,548	863,047	996,504
Charitable activities						
Operation of training centre						
	8, 9	59,294	84,029	705,927	849,250	846,391
Governance costs	7, 8	-	16,020	-	16,020	15,206
Total resources expended		59,294	100,049	705,927	865,270	861,597
Net (outgoing)/incoming resources		(59,294)	(76,550)	133,621	(2,223)	134,907
Transfer between funds		(1,698)	166,154	(164,456)	-	-
Net (outgoing)/incoming resources		(60,992)	89,604	(30,835)	(2,223)	134,907
Fund balances brought forward 1 April 2008		60,992	306,728	533,197	900,917	766,010
Fund balances carried forward 31 March 2009	16	-	396,332	502,362	898,694	900,917

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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) issued in March 2005, applicable accounting standards, the Companies Act 1985, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

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 Scottish Enterprise Tayside, Dundee City Council, Lloyds TSB Foundation, Scottish Enterprise and Jobcentre Plus 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)

Designated funds are unrestricted funds earmarked by the Board for identifiable future expenditure.

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

Interest receivable

Interest is included when receivable by the charity.

Rental income

Rental income received in respect of the care and support operations is included in the period in which the company is entitled to receipt.

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)

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	2009			2008		
		Turnover £	Other Income £	Attributable surplus/ (deficit) £	Turnover £	Other income £	Attributable surplus/ (deficit) £
	Workstep Employment Scheme	46,473	-	17,510	51,227	-	17,385
	Scottish Enterprise Tayside	449,597	-	32,473	454,772	-	26,667
	Pathways	232,732	-	105,837	233,646	-	127,490
	Scottish Enterprise Tayside training contribution	-	-	-	-	3,173	-
	LIVE It	33,228	2,480	6,019	-	20,000	19,930
	Dundee Individual Initiative Fund (DIIF)	40,150	-	11,921	32,416	-	9,762
	HYPE	-	12,100	(1,976)	36,323	2,000	10,725
	The 2008 Training Fund	17,692	-	-	94,607	-	30,000
	Allotment Fund	-	-	(2,794)	2,951	-	(3,962)
	Word Station	-	-	(3,941)	-	4,250	4,108
	WEPS	-	3,276	156	-	3,276	156
	Future Builders	-	-	-	(12)	-	(15)
	Project Scotland	1,320	-	-	276	-	-
	University of Dundee	-	-	-	440	-	440
	25th Anniversary Booklet	-	500	(228)	-	-	-
		<u>821,192</u>	<u>18,356</u>	<u>164,977</u>	<u>906,646</u>	<u>32,699</u>	<u>242,686</u>
		=====	=====	=====	=====	=====	=====
	Other common costs			(169,623)			(148,727)
	Other operating income			21,585			9,477
	Bank interest received			7,418			5,230
				<u>24,357</u>			<u>108,666</u>
				=====			=====

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Notes to the accounts (continued)

4	Operating surplus		
		2009	2008
	Operating surplus is stated:	£	£
	After charging/(crediting):		
	Depreciation of fixed assets	36,105	31,204
	Release from capital grants	(26,580)	(20,086)
	Gain on sale of fixed assets	-	(750)
	Auditor's remuneration	4,231	4,872
	Operating lease - land and building	6,000	6,000
	- plant and machinery	8,353	8,353
		=====	=====

5 **Staff costs**

Wages and salaries	403,738	364,902
Social security costs	34,348	31,363
Pension costs	10,137	9,841
	-----	-----
	448,223	406,106
	=====	=====

The average weekly number of employees engaged in management and operations during the year was 26 (2008 - 23).

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. A retiral gift with a monetary value of £60 was paid to one director.

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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:

	2009	2008
	£	£
Gross incoming resources	868,551	1,000,379
Total expenditure on charitable activities	(695,099)	(713,709)
Support costs	(175,675)	(151,763)
Net (outgoing)/incoming resources	(2,223)	134,907
Total funds brought forward	900,917	766,010
Total funds carried forward	898,694	900,917
Represented by		
Restricted funds	502,362	533,197
Unrestricted funds	396,332	367,720
	898,694	900,917

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	5,288	88,938	11,774	106,000
Office costs	216	65,213	4,246	69,675
	5,504	154,151	16,020	175,675

Helm Training Limited
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Notes to the accounts (continued)

8 Analysis of charitable expenditure

	Charitable activities (Note 9) £	Governance (Note 7) £	2009 Total £	2008 Total £
Staff costs	342,223	-	342,223	317,233
Student costs	218,265	-	218,265	264,007
Property and equipment costs	101,908	-	101,908	92,972
Office costs	32,703	-	32,703	39,497
Support costs (note 7)	154,151	16,020	170,171	147,888
	<u>849,250</u>	<u>16,020</u>	<u>865,270</u>	<u>861,597</u>
	=====	=====	=====	=====

9 Operation of learning centres

	2009 £	2008 £
Staff costs (including travel)	431,161	399,016
Student allowances and expenses	160,091	172,498
DIIF expenditure	39,471	76,850
Teaching equipment	18,703	14,659
Rent, rates and insurance	17,726	16,468
Heating and lighting	15,360	11,816
Cleaning and sundries	22,666	19,968
Repairs and servicing	69,346	62,524
Licences	281	273
Postage	861	933
Telephone	6,106	6,051
Office stationery	15,745	17,055
Depreciation	36,105	31,204
Advertising	3,462	3,527
Legal fees	355	545
Professional fees	3,078	3,597
Audit and accountancy	-	317
Bank interest and charges	1,473	1,329
Subscriptions	657	244
Training costs	4,853	7,647
Miscellaneous expenditure	1,750	620
Gain on disposal of fixed assets	-	(750)
	<u>849,250</u>	<u>846,391</u>
	=====	=====

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Notes to the accounts (continued)

10 Support costs

	2009	2008
	£	£
Staff costs (including travel)	106,000	92,849
Advertising	1,532	15
Legal fees	370	-
Audit and accountancy	4,231	4,872
Professional fees	2,760	3,915
Bank interest and charges	-	279
Staff training	285	746
Property repairs	59,293	49,008
Office stationery	150	316
Gain on sale of fixed assets	-	(750)
Subscriptions	675	432
Miscellaneous expenses	379	81
	<u>175,675</u>	<u>151,763</u>
	=====	=====

11 Net interest receivable/(payable)

Bank interest received	7,418	5,230
On bank loans and overdrafts	-	(4)
	<u>7,418</u>	<u>5,226</u>
	=====	=====

12 Pension costs

Defined contribution scheme

The pension cost charge represents contributions payable by the company and amounted to £10,137 (2008 - £9,841). There was no outstanding liability at the year end (2007 – none).

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Notes to the accounts (continued)

13 Tangible fixed assets	Land & Buildings £	Equipment £	Total £
Cost			
At 1 April 2008	787,349	300,469	1,087,818
Additions	-	2,451	2,451
Disposals	-	(427)	(427)
	<hr/>	<hr/>	<hr/>
At 31 March 2009	787,349	302,493	1,089,842
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 April 2008	180,988	238,354	419,342
Charge for year	15,747	20,358	36,105
On disposals	-	(427)	(427)
	<hr/>	<hr/>	<hr/>
At 31 March 2009	196,735	258,285	455,020
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 March 2009	590,614	44,208	634,822
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 March 2008	606,361	62,115	668,476
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
14 Debtors		2009	2008
		£	£
Trade debtors		88,688	71,606
Prepayments and accrued income		17,251	21,199
		<hr/>	<hr/>
		105,939	92,805
		<hr/> <hr/>	<hr/> <hr/>
15 Creditors			
Amounts falling due within one year			
Trade creditors		11,668	23,040
Taxes and social security costs		9,792	9,132
Accruals and deferred income		82,199	94,177
		<hr/>	<hr/>
		103,659	126,349
		<hr/> <hr/>	<hr/> <hr/>

Helm Training Limited
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Notes to the accounts (continued)

16 Reserves	Balance at 1 April 2008 £	Income in year £	Expenditure in year £	Release in year £	Transfers between funds £	Balance at 31 March 2009 £
Restricted reserves						
Capital fund for assets since April 1995	461,250	-	-	(14,718)	-	446,532
Scottish Enterprise Tayside capital grant	43,935	-	-	(11,862)	-	32,073
HYPE	-	12,100	(15,352)	-	3,252	-
LIVE It - grant funding	-	33,228	(33,189)	-	(39)	-
Allotment Fund donations	3,974	-	(2,794)	-	-	1,180
LIVE It	19,930	2,480	-	-	-	22,410
Workstep Employment Scheme	-	46,473	(28,963)	-	(17,510)	-
Scottish Enterprise Tayside	-	449,597	(417,124)	-	(32,473)	-
Pathways	-	232,732	(126,895)	-	(105,837)	-
Dundee Individual Initiative Fund (DIIF)	-	40,150	(28,229)	-	(11,921)	-
WEPS	-	3,276	(3,120)	-	(156)	-
The 2008 Training Fund	-	17,692	(17,692)	-	-	-
25th Anniversary Booklet	-	500	(728)	-	228	-
Word Station	4,108	-	(3,941)	-	-	167
Project Scotland	-	1,320	(1,320)	-	-	-
Total restricted reserves	533,197	839,548	(679,347)	(26,580)	(164,456)	502,362

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Notes to the accounts (continued)

16 Reserves (continued)

Purposes of restricted reserves

HYPE	Funding received to support the HYPE project in Dundee.
Scottish Enterprise Tayside capital grant	Capital funding to fund the purchase of computers and other equipment.
Scottish Enterprise Tayside training contribution	Funding received to fund staff training.
Allotment Fund donations	Donations received to fund Helm's Harvest, 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.
Scottish Enterprise Tayside	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 Individual Initiative Fund	Funding received from Scottish Enterprise Tayside in respect of the support of retraining activities for adults.
WEPS	Income received from CJ Lang to support individuals on the scheme.
The 2008 Training Fund	Funding received from Scottish Enterprise Tayside in respect of the support of retraining activities for adults.
25th Anniversary Booklet	Funding received from Brakes towards the cost of the 25 th Anniversary commemorative booklet.
Word Station	Donation from Hillcrest Housing Association.
Project Scotland	Funding received to support placement of Project Scotland volunteer.

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Notes to the accounts (continued)

16 Reserves (continued)	Balance at 1 April 2008 £	Income in year £	Expenditure in year £	Release in year £	Transfers between funds £	Balance at 31 March 2009 £
Restricted reserves brought forward	533,197	839,548	(679,347)	(26,580)	(164,456)	502,362
Revenue reserves	306,728	29,003	(105,553)	-	166,154	396,332
Designated reserves						
Building repairs	60,992	-	(59,294)	-	(1,698)	-
Total designated reserves	60,992	-	(59,294)	-	(1,698)	-
Total reserves	900,917	868,551	(844,194)	(26,580)	-	898,694

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

The building repairs designated fund was created during the year to 31 March 2008, to help cover the expected cost of repairs to the building at Sea Captain's House and the Calender Warehouse.

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Notes to the accounts (continued)

17 Analysis of net assets between funds

	Unrestricted £	Restricted revenue £	Restricted capital £	Total £
Tangible fixed assets	156,216	-	478,606	634,822
Cash at bank	237,836	23,756	-	261,592
Other net current assets	2,280	-	-	2,280
	<u>396,332</u>	<u>23,756</u>	<u>478,606</u>	<u>898,694</u>

18 Leasing commitments

At 31 March 2009 the company had the following annual commitments under non-cancellable operating leases as follows:

	Plant and machinery	
	2009	2008
	£	£
Agreements expiring within 12 months	143	219
Agreements expiring within 2 - 5 years	8,256	8,345
	<u>8,399</u>	<u>8,564</u>