



Report and accounts  
for the year ended 31 March 2008

**Helm Training Limited**  
**(A company limited by guarantee)**

**Report and accounts**  
**for the year ended 31 March 2008**

**Registered Number SC099885**

**Scottish Charity Number SC008580**

**Helm Training Limited**  
(A company limited by guarantee)

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**Helm Training Limited**  
(A company limited by guarantee)

**Company information**

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<b>Directors</b>	David Smart (Chairman) Brian A Bullions Roger Clegg W Graham Hay James Kelly Dr Harry Leadbitter Mrs Brenda Massie Alan Brown
<b>Secretary</b>	Brian A Bullions
<b>Chief Executive</b>	Peter Friend
<b>Management team</b>	Dee McIntosh Martin Just
<b>Registered Office</b>	Sea Captain's House 48 St Andrews Lane Dundee DD1 2EY
<b>Registered Number</b>	SC099885
<b>Charity Number</b>	SC008580
<b>Auditors</b>	Henderson Loggie Chartered Accountants Royal Exchange Panmure Street Dundee DD1 1DZ
<b>Solicitors</b>	Blackadders LLP 30 & 34 Reform Street Dundee DD1 1RJ
<b>Principal Bankers</b>	Royal Bank of Scotland plc 288 Brook Street Broughty Ferry Dundee DD5 2AP

**Helm Training Limited**  
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**Directors' report**

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The directors present their annual report with the accounts of the company for the year ended 31 March 2008.

**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 in office at the date of this report and throughout the year were as follows:

David Smart  
Brian A Bullions  
Roger Clegg  
W Graham Hay  
James Kelly  
Dr Harry Leadbitter  
Mrs Brenda Massie  
Alan Brown (appointed 27 June 2007)

In accordance with the Company's Articles of Association WG Hay and D Smart 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.

# **Helm Training Limited**

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## **Directors' report (continued)**

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### **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 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 client needs and adopting a client centred approach to training and development.
- Providing flexible training delivered to recognised quality standards with continuous support to the individual.
- Regularly reviewing and monitoring client progress and providing aftercare when the client moves into work.

### **Financial review**

The results for the year are set out in the income and expenditure account on page 10.

During the year the main focus for the ongoing work of Helm Training continued to be with young people who are in the More Choices, More Chances grouping (previously called NEET, Not in Education, Employment or Training).

## **Helm Training Limited**

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### **Directors' report (continued)**

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#### **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 four 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 issues.

Drama, Art and Music, are used as enabling activities to address many of these issues. We also use our on site kitchen to teach independent living skills to the young people and a range of leisure activities include 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.

A new project for young parents - HYPE - was introduced during the year providing an opportunity for 42 young parents 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.

Work was completed on the exterior of Sea Captain's House with external lime plastering and painting bringing the building back to its impressive appearance.

Our Employment Liaison Officer continues to source work experience placements and job opportunities for young people who are ready to progress to employment. 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 86% (2007 66%) of our contracted delivery for trainee weeks on the personal development, core skills and vocational skills programme of GRfW. The Lifeskills strand achieved a 72% delivery of contracted weeks. We are dependent on referrals from Careers Scotland.

25 young people entered jobs, 28 progressed to further education courses and 4 progressed to Level 2 training.

62 positive outcomes were achieved in Dundee and Angus against our Scottish Enterprise Tayside (SET) target of 46 – an excellent performance for the year.

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

The objectives were to increase attendance and performance. During the period August 2007 – April 2008, 57 students were referred to Helm Training, of those 49% (2007 - 46%) attending the project managed to sustain an attendance rate of 60%+ (3 days a week or more) and 42% (2007 – 58%) managed to achieve one or more of the SQA accredited core skills modules of numeracy, communication, IT, problem solving or working with others. Of the young people who attended at Helm Training Limited, 6 have already progressed to the GRfW programme. A further 16 young people transferred to GRfW at the end of their course in June 2008.

# **Helm Training Limited**

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## **Directors' report (continued)**

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### **Angus**

The project is based at Dishlandtown Street, Arbroath, Angus. It attracts young people from Angus and provides training on the lifeskills strand of Get Ready for Work (GRfW). The Lifeskills strand achieved a 95% delivery of contracted weeks. Good communication and co-operation with other training providers and agencies in the area have increased referrals to the project with 31 young people attending and 5 finding employment outcomes. 8 others progressed to undertake further GRfW training with other training providers. In addition a similar smaller scheme to Dundee Pathways has been operating with 4 students attending. During the year the IT suite was also refurbished.

### **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 11 adults with a learning disability in mainstream employment.

The Dundee Individual Initiative Fund (DIIF) supported 21 adults to undertake training to equip them for new employment opportunities. In addition the 2007 Training Fund supported 77 ex-NCR employees in retraining and career development following the closure of the production facility.

### **Company Achievements for the year**

- 169 young people attended the GRfW training programme.
- 30 young people progressed into open employment.
- 11 people maintained in supported employment.
- 52 young people benefited from work experience opportunities.
- 28 young people accessed Further Education College opportunities.
- 4 young people progressed to Level 2 training.
- 98 adults were helped with retraining to develop new career paths.
- Continued development and operation of an allotment project – ‘Helm’s Harvest’ in Dundee.
- Development of a new project for young parents – HYPE.
- Increased use of volunteers to assist the young people, including volunteers from Project Scotland
- Launch of Student Council in Dundee.
- Launch of ‘Friends of Helm’ scheme for our supporters

### **Future developments**

Our plans for the coming year include:

- Continue to investigate further expansion opportunities in North East Scotland.
- Deliver 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.
- Deliver a new ‘Word Station’ project to improve literacy skills.
- Review existing and introduce new programmes to continue to positively attract and engage young people.
- Explore further opportunities to maximise use of training facilities in Dundee and Arbroath.
- Explore development of Social Enterprises/Firms in co-operation with other agencies.
- Completion of the external renovation/decoration of Calendar Warehouse and redesigning of the garden area.
- Celebration of Helm Training’s 25<sup>th</sup> Anniversary with a range of activities including a Civic Reception in Dundee.
- Recruitment of additional directors.

**Helm Training Limited**  
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**Directors' report (continued)**

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**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 between 3 and 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 £143,437 (2007 - £Nil) do not reach this target level and the directors are considering ways in which additional unrestricted funds will be raised.

**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;
- 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.

**Helm Training Limited**  
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**Directors' report (continued)**

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**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.

**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



**Brian A Bullions**  
Company Secretary

27 August 2008

**Helm Training Limited**  
(A company limited by guarantee)

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

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This report is issued in respect of an audit under Section 235 of the Companies Act 1985 and Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005.

We have audited the accounts of Helm Training Limited for the year ended 31 March 2008 which comprise the income and expenditure account, the balance sheet, the statement of financial activities and the related notes. These accounts have been prepared under the historical cost convention and 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**

As described in the statement of directors' responsibilities, the company's directors are responsible for the preparation of the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice (UK GAAP)).

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

We report to you whether in our opinion the information given in the directors' report is consistent with the accounts.

**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 directors in the preparation of the accounts, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all 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 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 accounts.

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

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**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 the company's affairs as at 31 March 2008 and of its incoming resources and application of resources including its income and expenditure for the year then ended;
- the accounts have been properly prepared in accordance with the Charities and Trustee Investment (Scotland) Act 2005, Regulation 8 of the Charities Accounts (Scotland) Regulations 2006 and the Companies Act 1985; and
- the information given in the directors' report is consistent with the accounts.



**Henderson Loggie**  
Chartered Accountants  
Registered Auditors  
Dundee

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

27 August 2008

**Helm Training Limited**  
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**Income and expenditure account for the year ended 31 March 2008**

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	Note	£	2008 £	£	2007 £
<b>Turnover</b>	2		<b>906,646</b>		749,948
Administrative expenses			<b>(845,382)</b>		(706,793)
			<b>61,264</b>		43,155
Other operating income			<b>42,176</b>		27,086
<b>Operating surplus</b>	3 - 5		<b>103,440</b>		70,241
Net interest receivable/(payable)	11		<b>5,226</b>		(12)
<b>Surplus for the financial year</b>			<b>108,666</b>		70,229

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.

**Helm Training Limited**  
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**Balance sheet at 31 March 2008**

	Note	£	2008 £	£	2007 £
<b>Fixed assets</b>					
Tangible assets	13		<b>668,476</b>		649,825
<b>Current assets</b>					
Debtors	14	<b>92,805</b>		77,326	
Cash at bank and in hand		<b>265,985</b>		122,345	
			<u><b>358,790</b></u>	<u>199,671</u>	
<b>Creditors</b>					
Amounts falling due within one year	15	<b>126,349</b>		83,486	
				<u>83,486</u>	
<b>Net current assets</b>			<u><b>232,441</b></u>		116,185
<b>Total assets less current liabilities</b>			<u><b>900,917</b></u>		<u>766,010</u>
<b>Capital and reserves</b>					
Restricted reserves	16		<b>533,197</b>		486,880
Designated reserves	16		<b>60,992</b>		121,340
Revenue reserve	16		<b>306,728</b>		157,790
			<u><b>900,917</b></u>		<u>766,010</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 27 August 2008 and signed on its behalf by



**Dr Harry Leadbitter**  
Director

The notes on pages 13 to 25 form part of these accounts.

**Helm Training Limited**  
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**Statement of financial activities for the year ended 31 March 2008**

		2008			2007
	Note	Unrestricted funds designated £	Unrestricted Funds £	Restricted Funds £	Total Funds £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income					
- Donations		-	9,477	29,423	38,900
- Capital grants received		-	-	46,327	46,327
<b>Incoming resources from charitable activities</b>					
- Revenue grants received	3	-	-	906,646	906,646
<b>Activities for generating funds</b>					
- Other income		-	-	3,276	3,276
- Bank interest received		-	5,230	-	5,230
- Rental income		-	-	-	80
<b>Total incoming resources</b>		-	14,707	985,672	1,000,379
<b>Resources expended</b>					
<b>Cost of generating funds</b>					
		-	3,875	-	3,875
		-	10,832	985,672	996,504
<b>Charitable activities</b>					
Operation of training centre	8, 9	49,008	80,638	716,745	846,391
<b>Governance costs</b>	7, 8	-	15,206	-	15,206
<b>Total resources expended</b>		49,008	95,844	716,745	861,597
<b>Net (outgoing)/incoming resources</b>		(49,008)	(85,012)	268,927	134,907
<b>Transfer between funds</b>		(11,340)	233,950	(222,610)	-
<b>Net (outgoing)/incoming resources</b>		(60,348)	148,938	46,317	134,907
Fund balances brought forward 1 April 2007		121,340	157,790	486,880	766,010
<b>Fund balances carried forward 31 March 2008</b>	16	60,992	306,728	533,197	900,917

**Helm Training Limited**  
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**Notes to the accounts**

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**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. 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, the European Social Fund, 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).

**Helm Training Limited**  
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**Notes to the accounts (continued)**

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**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 training centre, 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.

**Helm Training Limited**  
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**Notes to the accounts (continued)**

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**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	2008			2007		
		Turnover £	Other Income £	Attributable surplus/ (deficit) £	Turnover £	Other income £	Attributable surplus/ (deficit) £
	European Social Fund projects	-	-	-	247	-	-
	Workstep Employment Scheme	51,227	-	17,385	57,318	-	21,308
	Scottish Enterprise Tayside	454,772	-	26,667	414,605	-	6,131
	Pathways	233,646	-	127,490	219,030	-	113,147
	Scottish Enterprise Tayside training contribution	-	3,173	-	-	-	-
	LIVE It	-	20,000	19,930	-	-	-
	Dundee Individual Initiative Fund (DIIF)	32,416	-	9,762	42,556	-	4,644
	New Deal	-	-	-	371	-	340
	HYPE	36,323	2,000	10,725	-	-	(3,900)
	The 2007 Training Fund	94,607	-	30,000	-	-	-
	Allotment Fund donations	2,951	-	(3,962)	-	-	-
	Word Station	-	4,250	4,108	-	-	-
	WEPS	-	3,276	156	-	3,276	156
	Future Builders	(12)	-	(15)	11,685	-	(133)
	Awards for All	-	-	-	4,136	8,250	7,936
	Project Scotland	276	-	-	-	-	-
	University of Dundee	440	-	440	-	-	-
		<u>906,646</u>	<u>32,699</u>	<u>242,686</u>	<u>749,948</u>	<u>11,526</u>	<u>149,629</u>
		=====	=====	=====	=====	=====	=====
	Other common costs			(148,727)			(94,960)
	Other operating income			9,477			15,560
	Bank interest received			5,230			-
				<u>108,666</u>			<u>70,229</u>
				=====			=====

**Helm Training Limited**  
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Notes to the accounts (continued)

<b>4</b>	<b>Operating surplus</b>	<b>2008</b>	2007
		£	£
	<b>Operating surplus is stated:</b>		
	<b>After charging/(crediting):</b>		
	Depreciation of fixed assets	<b>31,204</b>	30,405
	Release from capital grants	<b>(20,086)</b>	(20,393)
	Auditors' remuneration	<b>4,872</b>	4,324
	Operating lease – land and building	<b>6,000</b>	6,000
	– plant and machinery	<b>8,353</b>	7,555
		<b>=====</b>	<b>=====</b>
<b>5</b>	<b>Staff costs</b>	<b>2008</b>	2007
		£	£
	Wages and salaries	<b>364,902</b>	348,974
	Social security costs	<b>31,363</b>	30,168
	Pension costs	<b>9,841</b>	9,801
		<b>=====</b>	<b>=====</b>
		<b>406,106</b>	388,943
		<b>=====</b>	<b>=====</b>

The average weekly number of employees engaged in management and operations during the year was 23 (2007 - 22).

No employee was paid more than £60,000 (2007 - £60,000) during this or the previous financial year.

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

**Helm Training Limited**  
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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:

	<b>2008</b>	2007
	£	£
<b>Gross incoming resources</b>	<b>1,000,379</b>	777,034
Total expenditure on charitable activities	<b>(713,709)</b>	(631,990)
Support costs	<b>(151,763)</b>	(95,208)
<b>Net incoming resources</b>	<b>134,907</b>	49,836
Total funds brought forward	<b>766,010</b>	716,174
<b>Total funds carried forward</b>	<b>900,917</b>	766,010
	=====	=====
<b>Represented by</b>		
Restricted funds	<b>533,197</b>	486,880
Unrestricted funds	<b>367,720</b>	279,130
	<b>900,917</b>	766,010
	=====	=====

**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).

	<b>Fundraising</b>	<b>Charitable</b>	<b>Governance</b>	<b>Total</b>
	<b>activities</b>	<b>Activities</b>		
	£	£	£	£
<b>Support costs</b>				
Staff costs	3,687	78,610	10,552	<b>92,849</b>
Office costs	188	54,072	4,654	<b>58,914</b>
	-----	-----	-----	-----
	3,875	132,682	15,206	<b>151,763</b>
	=====	=====	=====	=====

**Helm Training Limited**  
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Notes to the accounts (continued)

**8 Analysis of charitable expenditure**

	Charitable activities (Note 9) £	Governance (note 7) £	2008 Total £	2007 Total £
Staff costs	317,233	-	317,233	306,304
Client / student costs	264,007	-	264,007	184,930
Property and equipment costs	92,972	-	92,972	109,707
Office costs	39,497	-	39,497	31,049
Support costs (note 7)	132,682	15,206	147,888	91,333
	<u>846,391</u>	<u>15,206</u>	<u>861,597</u>	<u>723,323</u>
	=====	=====	=====	=====

**9 Operation of training centres**

	2008 £	2007 £
Staff costs (including travel)	399,016	378,286
Student allowances and expenses	172,498	110,625
Workstep expenditure	-	32,205
DIIF expenditure	76,850	27,621
Teaching equipment	14,659	13,257
Rent, rates and insurance	16,468	17,007
Heating and lighting	11,816	7,637
Cleaning and sundries	19,968	19,512
Repairs and servicing	62,524	35,254
Licences	273	269
Postage	933	519
Telephone	6,051	5,690
Office stationery	17,055	11,669
Depreciation	31,204	30,405
Advertising	3,527	906
Legal fees	545	316
Professional fees	3,597	10,710
Audit and accountancy	317	-
Bank interest and charges	1,329	1,500
Subscriptions	244	677
Training costs	7,647	3,561
Miscellaneous expenditure	620	2,275
Gain on disposal of fixed assets	(750)	-
	<u>846,391</u>	<u>709,901</u>
	=====	=====

**Helm Training Limited**  
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Notes to the accounts (continued)

<b>10 Support costs</b>	<b>2008</b>	2007
	£	£
Staff costs (including travel)	<b>92,849</b>	84,926
Student costs	-	(1,222)
Advertising	<b>15</b>	15
Legal fees	-	331
Audit and accountancy	<b>4,872</b>	4,324
Professional fees	<b>3,915</b>	5,796
Bank interest and charges	<b>279</b>	250
Staff training	<b>746</b>	-
Property repairs	<b>49,008</b>	-
Telephone	-	(128)
Office stationery	<b>316</b>	-
Gain on sale of fixed assets	<b>(750)</b>	-
Subscriptions	<b>432</b>	237
Miscellaneous expenses	<b>81</b>	679
	<u><b>151,763</b></u>	<u>95,208</u>
	=====	=====

**11 Net interest receivable/(payable)**

Bank interest received	<b>5,230</b>	-
On bank loans and overdrafts	<b>(4)</b>	(12)
	<u><b>5,226</b></u>	<u>(12)</u>
	=====	=====

**12 Pension costs**

**Defined contribution scheme**

The pension cost charge represents contributions payable by the company and amounted to £9,841 (2007 - £9,801).

**Helm Training Limited**  
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Notes to the accounts (continued)

**13 Tangible fixed assets**

	<b>Land &amp; Buildings £</b>	<b>Equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2007	787,529	319,744	1,107,273
Additions	-	49,855	49,855
Disposals	(180)	(69,130)	(69,310)
	<u>787,349</u>	<u>300,469</u>	<u>1,087,818</u>
<b>Depreciation</b>			
At 1 April 2007	165,421	292,027	457,448
Charge for year	15,747	15,457	31,204
On disposals	(180)	(69,130)	(69,310)
	<u>180,988</u>	<u>238,354</u>	<u>419,342</u>
<b>Net book value</b>			
<b>At 31 March 2008</b>	<u><u>606,361</u></u>	<u><u>62,115</u></u>	<u><u>668,476</u></u>
At 31 March 2007	<u>622,108</u>	<u>27,717</u>	<u>649,825</u>

**14 Debtors**

	<b>2008 £</b>	<b>2007 £</b>
Trade debtors	<b>71,606</b>	63,693
Prepayments and accrued income	<b>21,199</b>	13,633
	<u><b>92,805</b></u>	<u>77,326</u>

**15 Creditors**

Amounts falling due within one year

Trade creditors	<b>23,040</b>	7,738
Taxes and social security costs	<b>9,132</b>	8,100
Accruals and deferred income	<b>94,177</b>	67,648
	<u><b>126,349</b></u>	<u>83,486</u>

**Helm Training Limited**  
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Notes to the accounts (continued)

16 Reserves	Balance at 1 April 2007 £	Income in year £	Expenditure in year £	Release in year £	Transfers between funds £	Balance at 31 March 2008 £
<b>Restricted reserves</b>						
Capital fund for assets since April 1995	478,944	-	-	(17,694)	-	461,250
Scottish Enterprise Tayside capital grant	-	46,327	-	(2,392)	-	43,935
HYPE	-	38,323	(27,598)	-	(10,725)	-
Scottish Enterprise Tayside training contribution	-	3,173	(3,173)	-	-	-
Allotment Fund donations	7,936	2,951	(6,913)	-	-	3,974
LIVE It	-	20,000	(70)	-	-	19,930
Workstep Employment Scheme	-	51,227	(33,842)	-	(17,385)	-
Scottish Enterprise Tayside Pathways	-	454,772	(428,105)	-	(26,667)	-
Dundee Individual Initiative Fund (DIIF)	-	233,646	(106,156)	-	(127,490)	-
WEPS	-	32,416	(22,654)	-	(9,762)	-
The 2007 Training Fund	-	3,276	(3,120)	-	(156)	-
Future Builders	-	94,607	(64,607)	-	(30,000)	-
University of Dundee	-	(12)	(3)	-	15	-
Word Station	-	440	-	-	(440)	-
Project Scotland	-	4,250	(142)	-	-	4,108
	-	276	(276)	-	-	-
<b>Total restricted reserves</b>	<b>486,880</b>	<b>985,672</b>	<b>(696,659)</b>	<b>(20,086)</b>	<b>(222,610)</b>	<b>533,197</b>

**Helm Training Limited**  
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Notes to the accounts (continued)

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**16 Reserves (continued)**

**Purposes of restricted reserves**

<b>HYPE</b>	Funding received to support the HYPE project in Dundee.
<b>Scottish Enterprise Tayside capital grant</b>	Capital funding to fund the purchase of computers and other equipment.
<b>Scottish Enterprise Tayside training contribution</b>	Funding received to fund staff training.
<b>Allotment Fund donations</b>	Donations received to fund Helm's Harvest, the allotment project.
<b>LIVE It</b>	Donations received to support development of the LIVE It project
<b>Workstep Employment Scheme</b>	Funding received to support the individuals on the Workstep Employment Scheme
<b>Scottish Enterprise Tayside</b>	Funding received to support the Get Ready for Work programme in Dundee and Angus.
<b>Pathways</b>	Funding received to support the Pathways Programme in Dundee and Angus.
<b>Dundee Individual Initiative Fund</b>	Funding received from Scottish Enterprise Tayside in respect of the support of retraining activities for adults
<b>WEPS</b>	Income received from CJ Lang to support individuals on the scheme.
<b>The 2007 Training Fund</b>	Funding received from Scottish Enterprise Tayside in respect of the support of retraining activities for adults.
<b>Future Builders</b>	Grant from Communities Scotland to support the business development officer post
<b>University of Dundee</b>	Funding received to support placement of Community Education students.
<b>Word Station</b>	Donation from Hillcrest Housing Association.
<b>Project Scotland</b>	Funding received to support placement of Project Scotland volunteer.

**Helm Training Limited**  
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Notes to the accounts (continued)

16 Reserves (continued)	Balance at 1 April 2007 £	Income in year £	Expenditure in year £	Release in year £	Transfers between funds £	Balance at 31 March 2008 £
<b>Restricted reserves brought forward</b>	<b>486,880</b>	<b>985,672</b>	<b>(696,659)</b>	<b>(20,086)</b>	<b>(222,610)</b>	<b>533,197</b>
<b>Revenue reserves</b>	<b>157,790</b>	<b>14,707</b>	<b>(99,719)</b>	<b>-</b>	<b>233,950</b>	<b>306,728</b>
<b>Designated reserves</b>						
Sports equipment sinking fund	11,340	-	-	-	(11,340)	-
Building repairs	110,000	-	(49,008)	-	-	60,992
<b>Total designated reserves</b>	<b>121,340</b>	<b>-</b>	<b>(49,008)</b>	<b>-</b>	<b>(11,340)</b>	<b>60,992</b>
<b>Total reserves</b>	<b>766,010</b>	<b>1,000,379</b>	<b>(845,386)</b>	<b>(20,086)</b>	<b>-</b>	<b>900,917</b>

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 2007, to help cover the expected cost of repairs to the building at Sea Captain's House and the Calender Warehouse.

The sports equipment that the sports equipment sinking fund related to has now been replaced using alternative funding, and the sinking fund is therefore no longer required.

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Notes to the accounts (continued)

**17 Analysis of net assets between funds**

	Unrestricted £	Designated £	Restricted revenue £	Restricted capital £	Total £
Tangible fixed assets	163,291	-	-	505,185	668,476
Cash at bank	176,981	60,992	28,012	-	265,985
Other net current liabilities	(33,544)	-	-	-	(33,544)
	<u>306,728</u>	<u>60,992</u>	<u>28,012</u>	<u>505,185</u>	<u>900,917</u>
	=====	=====	=====	=====	=====

**18 Leasing commitments**

At 31 March 2008 the company had the following annual commitments under non-cancellable operating leases as follows:

	<b>Plant and machinery</b>	
	2008	2007
	£	£
Agreements expiring within 12 months	219	-
Agreements expiring within 2 - 5 years	8,345	7,327
	<u>8,564</u>	<u>7,327</u>
	=====	=====