Company Number: SC047161
Charity Number: SC016904

EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED
(BY GUARANTEE)

ANNUAL REPORT

YEAR ENDED 31 JULY 2011

THURSDAY
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COMPANIES HOUSE

EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED

COMPANY INFORMATION

Directors	Mrs Rosemary Laird (Chairperson) Mr Andrew Allan (Vice Chairperson) Mr Douglas Skinner Mr Alan Hook Mr Brian Smith Mr George Curley Mr Colin Irvine Mr George Curley
Secretary	Mrs Margaret Campbell
Company Number	SC047161
Charity Number	SC016904
Registered Office	Fleming House Kinnaird Park Edinburgh EH15 3RD
Auditor	PKF (UK) LLP Citypoint 65 Haymarket Terrace Edinburgh EH12 5HD
Solicitors	Stuart & Stuart 23 Rutland Street Edinburgh EH1 2RN
Bankers	Clydesdale Bank Plc 4 Bernard Street Edinburgh EH6 6PX

EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED

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EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED

DIRECTORS' REPORT
YEAR ENDED 31 JULY 2011

The directors submit their report and the financial statements for the year ended 31 July 2011.

Principal activity and review of the business

The principal activity of the company during the year continued to be that of the supply of training services.

The background of EDETA

EDETA (Edinburgh & District Engineering Training Scheme) was set up in 1966. The name was then changed in 2003 to "Edinburgh and District Employers' Training Association Limited". It is a Limited Company with charitable status under the Companies Acts, 1948 to 1967. EDETA was initially located in Dock Street and moved to Kinnaird Park in January, 2002.

The Chief Executive Officer is responsible to a Board of Directors appointed from member companies of the Association.

For over forty years the main activity of the Association has been the provision of training for engineering apprentices and also health and safety training.

EDETA is approved to deliver Engineering Apprenticeships; Engineering Leadership; Administration and I.T. training to VQ standards, a variety of Health and Safety courses, Forklift Truck instruction and First Aid at Work courses.

Governance

EDETA is governed by a Board of Directors appointed from member companies of the Association. The Directors are nominated by the member companies and are elected to the Board by the existing Directors. The nominee attends a meeting as an observer prior to election as part of the induction process. Further briefing is given by the Chief Executive as to the background of the Association and the responsibilities of the Directors.

The Board meets four times a year on a voluntary basis when the Chief Executive Officer gives a report on the Association activities, budgets are considered and fees for services are fixed. Any requests for capital equipment are made and authorised.

The day to day management of the Association is the responsibility of the Chief Executive Officer.

Directors who served during the year were

Mrs Rosemary Laird	-	British Energy	- Chairperson
Mr Andrew Allan	-	McMillan (Coppersmith) Ltd	- Vice Chairperson
Mr Douglas Skinner	-	WL Gore Associates Ltd.	
Mr Alan Hook	-	Bruntons Aero Products Ltd.	
Mr Brian Smith	-	Aerospace Machining Technology Ltd	
Mr Colin Irvine	-	Findlay Irvine Limited	
Mr George Curley	-	NHS Lothian	

None of the Directors had any notifiable interest in the company at any time during the year.

Mrs Margaret Campbell	-	EDETA	- Secretary/Treasurer

DIRECTORS' REPORT
YEAR ENDED 31 JULY 2011

The Objectives of the Association

- Advance the theoretical and practical education and training of persons working or intending to work in industry and other organisations.
- Provide training, instruction and carry out the assessing and verification of training.
- Provide the most effective, efficient and economic training.
- Continue to improve the quality of training offered.
- Market the services offered effectively.
- Train and assist staff to develop their skills and expertise.
- Be aware of changing needs in industry and commerce to ensure that the training and courses delivered are appropriate.
- Not to discriminate against persons in employment, seeking employment or in training with the Association.
- Ensure training carried out by or on behalf of the Association is done within the appropriate Awarding Body; Health and safety regulations and current legislation.
- Finance the organisation by charging fees and obtaining grants for training.

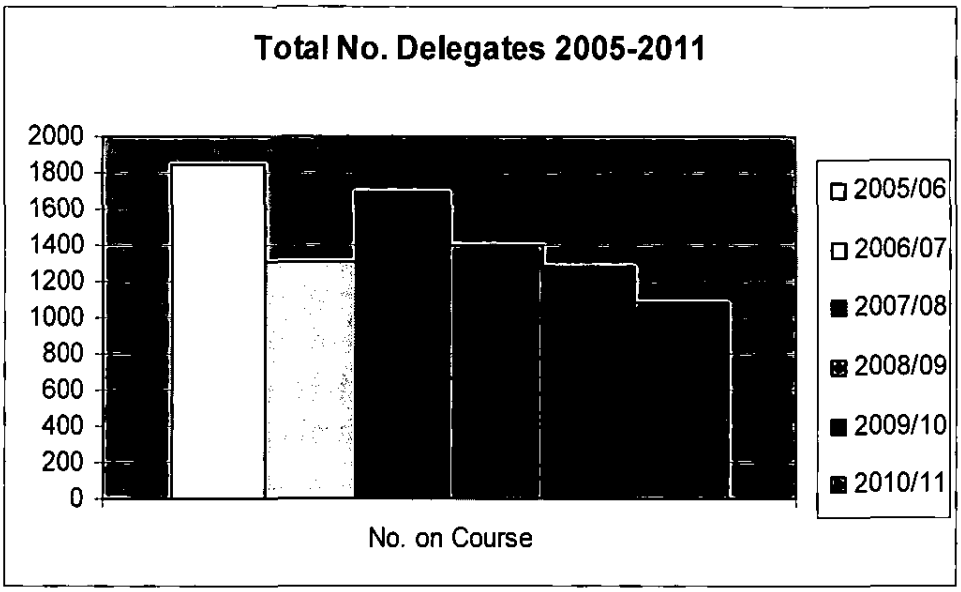
Financial Review

Income has increased from £482,622 to £487,356 in the year. Expenditure has decreased from £451,044 to £436,101 in the year. This has resulted in a surplus of £51,255 in the year compared with a surplus of £31,578 in the prior year.

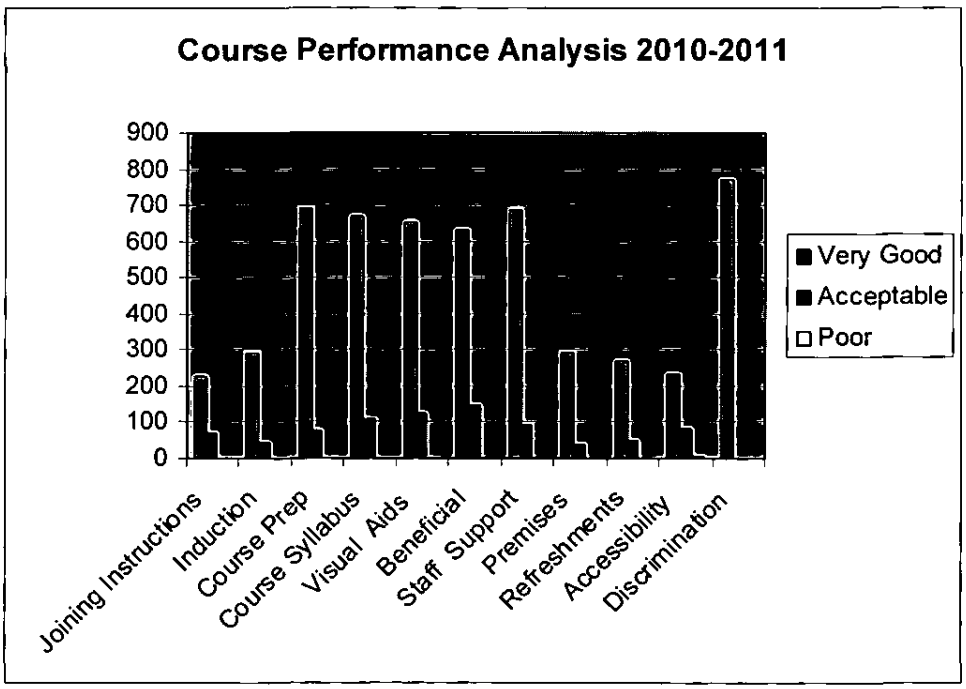
Performance during the past year

Apprentice Training – There is currently one hundred and twenty three apprentices on the Skills Development Scotland funded Skillseeker Training Scheme. Our success rate over the past three years for apprentices achieving their Modern Apprenticeship was 90.47% for 2008/09, 93.4% for 2009/10 and 71.43 % for 2010/11. The reason for the drop in the success rate for this year is due to the delay in certification of the apprentices from the College which enables us to claim the final payment from Skills Development Scotland. When we receive the certification our success rate will again be over 90% for the year. Skills Development Scotland considers EDETA to be a low risk category training provider.

Health and Safety Training –



The above chart shows the number of delegates who attended health and safety training courses at EDETA over the past five years. This shows an increased number over the year despite the current recession.



The analysis of the course reviews indicated that 84% of the delegates were completely satisfied with the delivery; the training content and services provided and 16% were satisfied. None of the delegates were unhappy with the service provided. The analysis includes all delegates attending both in house and in company courses. The questions relating to premises, refreshments and accessibility are not appropriate to delegates attending courses held in their employer's premises and this is reflected in the graph.

EDETA is now an approved training provider for the Nuclear Skills Academy.

Developments and actions being considered for this coming year

- Encourage new organisations to use the services provided by EDETA
- Encourage new companies to join EDETA as Members.
- Marketing the Association services to encourage employers to recruit apprentices who have not done so in the past. This will be an ongoing exercise throughout the year.
- Continue to develop the good relationship we have with the employers, apprentices, delegates attending courses and the Colleges.
- Submit an application to Constructionline this is a database of approved companies for councils and other large organisations.
- Consider applying to City and Guilds for accreditation as a training provider.

Reserves

The reserve fund represents a build up of surpluses from past operating results and represents the free reserves of the company. The directors have reviewed the requirement to maintain a level of free reserves and have concluded that the most appropriate level is twelve months of operational expenditure. The current level of free reserves is £327,644 which equates to approximately nine months operating expenditure.

Risk Policy

Having regard to the Charity Commission requirements on risk, the charity has undertaken an assessment of the major risks facing the charity, in particular those relating to the operations and finances of the charity and are satisfied that systems are in place to mitigate the exposure to major risks.

Investments

The directors adopt a low risk policy whilst maximising the annual return for the investments.

Auditors

It is the directors' assessment that there is no relevant audit information which the auditors have not been made aware of and they have taken all necessary steps to ensure that the auditors have been made aware of all relevant audit information.

PKF (UK) LLP is eligible for re-appointment as auditor to the company and a resolution proposing its re-appointment will be proposed at the AGM.

EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED

DIRECTORS' REPORT
YEAR ENDED 31 JULY 2011

Basis of preparation

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

On behalf of the board



Mrs M Campbell
Secretary

STATEMENT OF DIRECTORS' RESPONSIBILITIES
YEAR ENDED 31 JULY 2011

The trustees are responsible for preparing the directors' annual report and the financial statements in accordance with applicable law and regulations.

Company and charity law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including its income and expenditure, of the charity for the year.

In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate and proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities and Trustee Investment Scotland Act 2005 , regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended) the requirements of the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of the financial statements and other information included in annual reports may differ from legislation in other jurisdictions.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND DIRECTORS OF EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED (BY GUARANTEE)

We have audited the financial statements of Edinburgh and District Employers Training Association Limited (by guarantee) for the year ended 31 July 2011 which comprise statement of financial activities (incorporating income and expenditure account), the balance sheet and the related notes. The financial reporting 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 solely to the charity's members, as a body, in accordance with Chapter 3 of part 16 of the Companies Act 2006 and to the charity's trustees, as a body, in accordance with regulations made under section 44 of the Charities and Trustee Investment (Scotland) Act 2005. Our audit work has been undertaken so that we might state to the charity's members and trustees 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 charity, the charity's members as a body and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the statement of trustees' responsibilities, the trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with those Acts. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the financial statements to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 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 Charities and Trustee Investment Scotland Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and with the requirements of the Companies Act 2006.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND DIRECTORS OF EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED (BY GUARANTEE)

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where regulations made under the Charities and Trustee Investment (Scotland) Act 2005 and where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept in respect of the charity, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements do not accord with the accounting records; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- any information or explanation to which we are entitled has not been afforded to us.

PKF (UK) LLP

24 January 2012

Martin Gill (Senior statutory auditor)
for and on behalf of PKF (UK) LLP, Statutory auditor
Edinburgh, UK
PKF (UK) LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 JULY 2011

	Notes	2011 £	2010 £
Incoming Resources			
Incoming resources from generated funds:			
Investment income		**1,327**	1,464
Incoming resources from charitable activities:			
Provision of training and education		**486,029**	481,158
Total Incoming Resources	**4**	**487,356**	482,622
Resources Expended			
Charitable activities:			
Provision of training and education		**431,416**	446,339
Governance costs	**7**	**4,685**	4,705
Total Resources Expended	**5**	**436,101**	451,044
Net Movement in Funds	**3**	**51,255**	31,578
Balances brought forward at 1 August 2010		**276,389**	244,811
Balances carried forward at 31 July 2011	**17**	**327,644**	276,389

All income and expenditure in the year related to unrestricted reserves.

Company Number: SC047161

EDINBURGH AND DISTRICT EMPLOYERS TRAINING ASSOCIATION LIMITED

BALANCE SHEET
31 JULY 2011

	Notes		2011		2010
		£	£	£	£
FIXED ASSETS					
Tangible	**9**		-		13,115
Investments	**10**		**66,000**		66,000
			66,000		79,115
CURRENT ASSETS					
Debtors	**11**	**102,495**		63,264	
Cash at bank and in hand		**175,298**		166,495	
		277,793		229,759	
CREDITORS: amounts falling due within one year	**12**	**(16,149)**		(32,485)	
NET CURRENT ASSETS			**261,644**		197,274
NET ASSETS			**327,644**		276,389
Unrestricted funds	**17**		**327,644**		276,389

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved and authorised for issue by the board on 19.1.12

Signed on behalf of the board of directors

R Laird Rosemary Laird

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2011

1. ACCOUNTING POLICIES

(a) Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention with the exception of investments, which are included at market value, in accordance with the Statement of Recommended Practice (SORP), Accounting & Reporting by Charities (revised 2005) and the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Charities Accounts (Scotland) Regulations 2006.

(b) Incoming resources

Incoming resources comprise charges to Government bodies and private concerns for employee training facilities, courses etc, net of value added tax and is recognised in the Statement of financial activities either upon the completion of the relevant stage of the apprentice training or on the completion of the training course.

Course fees are recognised in the accounting period in which the course takes place.

Investment income is recognised in the period to which it relates.

Any income received in advance is treated as deferred income.

(c) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at the following rates per annum on a straight line basis. Items below £1,000 are not capitalised.

Leasehold improvements	10%
Equipment	20%

(d) Operating leases

Operating lease rentals are charged in the income and expenditure account on a straight line basis over the lease term.

(e) Investments

Investments are included in the balance sheet at market value.

(f) Grants

Revenue grants are included within turnover in the year in which they are due. Capital grants are credited to the Statement of Financial Activities in the year in which they are due.

(g) Taxation

The association has been granted charitable status by the Inland Revenue and is not therefore liable for taxation.

(h) Pensions

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension charge in the income and expenditure account represents the amounts payable by the company to the fund in respect of the year.

(i) Resources expended

Direct costs consisting of training expenses are charged to the charitable activity. 70% of staff cost, premises cost and general expenses are also allocated to direct cost, the remaining 30% is allocated to support costs.

Governance costs are charged directly to the Statement of Financial Activities when incurred and consist of external audit fees and board expenses.

2. TURNOVER

All turnover arose within the United Kingdom.

3. NET MOVEMENT IN FUNDS

The net movement in funds is stated after charging/(crediting):

	2011 £	2010 £
Depreciation		
- owned by the company	**13,115**	16,906
Auditors' remuneration - audit fee	**4,550**	3,975
Auditors' remuneration - non - audit services	**135**	730
Operating lease rentals:		
- land and buildings	**39,873**	34,170
Pension cost	**12,777**	11,850

4. INCOMING RESOURCES

	2011 £	2010 £
Incoming resources from generated funds		
Investment income	**1,327**	1,464
Incoming resources from charitable activities		
Provision of training and education		
Training grants	**294,222**	286,939
Training fees	**49,398**	49,219
Course fees	**120,329**	125,248
Validation fees	**20,881**	18,652
Other	**1,199**	1,100
Subtotal	**486,029**	481,158
Total incoming resources	**487,356**	482,622

5. RESOURCES EXPENDED

	Activities undertaken	Support costs	Governance costs	2011 Total	2010 Total
	£	£	£	£	£
Charitable activities					
Provision of training and education	**321,488**	**109,928**	-	**431,416**	446,339
Governance costs	-	-	**4,685**	**4,685**	4,705
Total resources expended	**321,488**	**109,928**	**4,685**	**436,101**	451,044

6. SUPPORT COST ALLOCATION

	Provision of training and education
	£
Staff costs	**75,652**
Premises costs	**21,135**
General expenses	**13,141**
	109,928

7. GOVERNANCE COSTS

	2011	2010
	£	£
Audit and accountancy	**4,685**	4,705

8. STAFF COSTS

	2011	2010
		£
Wages and salaries	**208,102**	204,024
Social security costs	**21,867**	21,306
Pension costs	**12,777**	11,850
	242,746	237,180

The average number of employees during the year analysed by function was as follows:

	2011 Number	2010 Number
Training services	**4**	4
Management and administration	**3.8**	3.5
	7.8	7.5

No employees earned over £60,000 (2010: Nil).

No director received any emoluments or reimbursed for expenses during the year (2010: £NIL).

9. TANGIBLE FIXED ASSETS

	Leasehold improvements	Fixtures, fittings and equipment	Total
	£	£	£
Cost			
At 1 August 2010 and 31 July 2011	**149,501**	**90,380**	**239,881**
Depreciation			
At 1 August 2010	136,386	90,380	226,766
Charge for year	13,115	-	13,115
At 31 July 2011	**149,501**	**90,380**	**239,881**
Net book amount			
At 31 July 2011	-	-	-
At 31 July 2010	13,115	-	13,115

All fixed assets were held for direct charitable use.

10. FIXED ASSET INVESTMENTS

	National Savings Bonds
	£
Cost and valuation	
At 1 August 2010 and 31 July 2011	**66,000**

All fixed asset investments are unlisted and held within the United Kingdom.

11. DEBTORS

	2011	2010
	£	£
Due after more than one year:		
Prepayments and accrued income	-	-
Due within one year:		
Trade debtors	**88,746**	43,229
Prepayments and accrued income	**13,749**	20,035
	102,495	63,264

12. CREDITORS:

Amounts falling due within one year

	2011	2010
	£	£
Trade creditors	**739**	4,733
Other tax and social security	**7,891**	6,988
Accruals and deferred income	**5,731**	19,154
Pension	**1,788**	1,610
	16,149	32,485

13. DEFERRED INCOME

	2011	2010
		£
Deferred income at 1 August	**8,633**	-
Released during the year	**(8,633)**	-
Income deferred in the year	**-**	8,633
Deferred income at 31 July	**-**	8,633

Deferred income relates to courses occurring after the year end which have been paid for in advance.

14. OTHER COMMITMENTS

At 31 July 2010 the company had annual commitments under operating leases as follows:

	Land and buildings	
	2011	2010
	£	£
Expiry date:		
Less than 1 year	-	34,170
Between 1 and 5 years	-	-
Over 5 years	**39,330**	-
Total	**39,330**	34,170

15. TRANSACTIONS WITH RELATED PARTIES

There are no items required to be disclosed under Financial Reporting Standard number 8.

16. PENSION COSTS

The company operates a defined contribution pension scheme, the assets of which are held separately from those of the company in an independently administered fund.

Contributions made by the company to the scheme during the year amounted to £12,777 (2010: £11,850).

17. FUNDS

	2011
	£
UNRESTRICTED	
Members' fund at 1 August 2010	**276,389**
Surplus/(deficit)	**51,655**
Members' funds at 31 July 2011	**328,044**

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2011

		2011		2010
	£	£	£	£
INCOME				
Training fees		**49,398**		49,219
Per capita		**899**		900
Courses		**115,429**		120,576
Training grant		**294,222**		286,939
Validation fees		**20,881**		18,652
Hire of lecture room		**300**		200
ILA		**4,900**		4,672
		486,029		481,158
OPERATING EXPENSES				
PERSONNEL COSTS				
Salaries, wages and N.I.	**216,540**		215,015	
Staff pension and other costs	**26,207**		22,165	
Staff training	**723**		670	
Travel expenses	**8,701**		8,836	
		(252,171)		(246,686)
PREMISES COSTS				
Rent	**39,873**		39,467	
Rates	**3,579**		2,060	
Power, heat and light	**9,381**		5,135	
Cleaning	**2,163**		1,837	
Repairs and maintenance	**2,340**		2,025	
Depreciation- Leasehold improvements	**13,115**		16,096	
		(70,451)		(66,620)
TRAINING EXPENSES				
College fees	**56,564**		71,715	
Visual aids	**644**		536	
Publications and subscriptions	**1,012**		1,434	
First aid and safety	**441**		-	
Validation expenses	**6,329**		9,448	
		(64,990)		(83,133)

DETAILED INCOME AND EXPENDITURE ACCOUNT (continued)
YEAR ENDED 31 JULY 2011

		2011		2010
	£	£	£	£
GENERAL EXPENSES				
Printing and stationery	**3,145**		3,958	
Postage and telephone	**2,554**		3,356	
Insurance	**3,183**		2,377	
Recruitment and visitors	**1,674**		475	
Audit and accountancy	**4,685**		4,705	
Sundries	**653**		63	
Course expenses	**24,319**		31,383	
Marketing	**1,930**		1,133	
Computer costs	**4,600**		3,831	
Legal fees	**50**		15	
Bad debts	**1,696**		3,309	
		(48,489)		(54,605)
		(436,101)		(451,044)
OPERATING (DEFICIT)/SURPLUS		**49,928**		30,114
INTEREST RECEIVABLE AND SIMILAR ITEMS				
Income from fixed asset investments		**1,327**		1,464
SURPLUS/(DEFICIT) FOR THE YEAR		**51,255**		31,578