

HAMPSHIRE CHAMBER OF COMMERCE
REPORT OF THE DIRECTORS AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

Rothmans Audit LLP
Statutory Auditors
Chartered Accountants
Fryern House
125 Winchester Road
Chandlers Ford
Hampshire
SO53 2DR

HAMPSHIRE CHAMBER OF COMMERCE
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FOR THE YEAR ENDED 31 MARCH 2017

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HAMPSHIRE CHAMBER OF COMMERCE

**COMPANY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2017**

DIRECTORS: E A Clarke
A J Finney
S J Gates
M C O'Dwyer
N H Barwood
D R Chartres
H W J Taylor
M Y Frost
P A Griffiths
M B Thixton
S Sesodia
D Joel
K E Stansfield
E Trevor
E L Watts-Gaskin
G L Thomas

SECRETARY: L M Hall

REGISTERED OFFICE: Wates House Ground Floor
Wallington Hill
Fareham
Hampshire
PO16 7BJ

REGISTERED NUMBER: 00009806 (England and Wales)

AUDITORS: Rothmans Audit LLP
Statutory Auditors
Chartered Accountants
Fryern House
125 Winchester Road
Chandlers Ford
Hampshire
SO53 2DR

HAMPSHIRE CHAMBER OF COMMERCE

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2017

The directors present their report with the financial statements of the company for the year ended 31 March 2017.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 April 2016 to the date of this report.

E A Clarke
A J Finney
S J Gates
M C O'Dwyer
N H Barwood
D R Chartres
H W J Taylor
M Y Frost
P A Griffiths
M B Thixton
S Sesodia

Other changes in directors holding office are as follows:

J A McLatch - resigned 22 July 2016
A C Tilley - resigned 23 September 2016
D Joel - appointed 12 October 2016
K E Stansfield - appointed 23 September 2016
E Trevor - appointed 29 November 2016
E L Watts-Gaskin - appointed 22 July 2016
G L Thomas - appointed 25 October 2016

J E Ward and A S Dunn ceased to be directors after 31 March 2017 but prior to the date of this report.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors 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 directors 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 company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

Rothmans Audit LLP will be proposed for re-appointment at the forthcoming annual general meeting.

HAMPSHIRE CHAMBER OF COMMERCE

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2017**

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

ON BEHALF OF THE BOARD:

.....
L M Hall - Secretary

Date:

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HAMPSHIRE CHAMBER OF COMMERCE**

We have audited the financial statements of Hampshire Chamber of Commerce for the year ended 31 March 2017 on pages six to twelve. 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), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 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 a Report of the Auditors 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 explained more fully in the Statement of Directors' Responsibilities set out on page two, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. 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 company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Directors to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 company's affairs as at 31 March 2017 and of its loss 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 requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit, the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements, and has been prepared in accordance with applicable legal requirements. In the light of the knowledge and understanding of the company and its environment, we have not identified any material misstatements in the Report of the Directors.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HAMPSHIRE CHAMBER OF COMMERCE**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

Robin Lloyd (Senior Statutory Auditor)
for and on behalf of Rothmans Audit LLP
Statutory Auditors
Chartered Accountants
Fryern House
125 Winchester Road
Chandlers Ford
Hampshire
SO53 2DR

Date:

HAMPSHIRE CHAMBER OF COMMERCE

INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2017

| | Notes | 2017 £ | 2016 £ |
|---|-------|------------------------|-----------------------|
| TURNOVER | | 1,329,521 | 1,359,537 |
| Cost of sales | | <u>486,088</u> | <u>454,174</u> |
| GROSS PROFIT | | 843,433 | 905,363 |
| Administrative expenses | | <u>871,682</u> | <u>883,267</u> |
| OPERATING (LOSS)/PROFIT | 4 | (28,249) | 22,096 |
| Exceptional items | 5 | <u>-</u> | <u>103,202</u> |
| | | (28,249) | 125,298 |
| Interest receivable and similar income | | <u>930</u> | <u>761</u> |
| | | (27,319) | 126,059 |
| Interest payable and similar expenses | | <u>-</u> | <u>261</u> |
| (LOSS)/PROFIT BEFORE TAXATION | | (27,319) | 125,798 |
| Tax on (loss)/profit | 6 | <u>-</u> | <u>137</u> |
| (LOSS)/PROFIT FOR THE FINANCIAL YEAR | | <u>(27,319)</u> | <u>125,661</u> |

The notes form part of these financial statements

BALANCE SHEET
31 MARCH 2017

| | Notes | 2017 | | 2016 | |
|--|-------|----------------|----------------|----------------|----------------|
| | | £ | £ | £ | £ |
| FIXED ASSETS | | | | | |
| Intangible assets | 7 | | 69,122 | | - |
| Tangible assets | 8 | | 21,492 | | 28,578 |
| Investments | 9 | | 1,001 | | 1,001 |
| | | | <u>91,615</u> | | <u>29,579</u> |
| CURRENT ASSETS | | | | | |
| Stocks | | 3,540 | | 3,982 | |
| Debtors | 10 | 181,690 | | 245,004 | |
| Cash at bank | | 457,709 | | 526,645 | |
| | | <u>642,939</u> | | <u>775,631</u> | |
| CREDITORS | | | | | |
| Amounts falling due within one year | 11 | 445,572 | | 488,909 | |
| NET CURRENT ASSETS | | | <u>197,367</u> | | <u>286,722</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | <u>288,982</u> | | <u>316,301</u> |
| RESERVES | | | | | |
| Other reserves | 13 | | 100 | | 100 |
| Retained earnings | 13 | | 288,882 | | 316,201 |
| | | | <u>288,982</u> | | <u>316,301</u> |

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

The financial statements were approved by the Board of Directors on and were signed on its behalf by:

.....
M Y Frost - Director

HAMPSHIRE CHAMBER OF COMMERCE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

1. **STATUTORY INFORMATION**

Hampshire Chamber of Commerce is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

The presentation currency of the financial statements is the £ sterling.

2. **ACCOUNTING POLICIES**

Basis of preparing the financial statements

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Turnover

Turnover represents amounts chargeable, net of value added tax, in respect of the sale of goods and services to customers.

Intangible assets

Intangible assets are initially measured at cost. After initial recognition, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Licences are being amortised evenly over their estimated useful life of 10 years.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| | | |
|--|---|--------------------------|
| Fixtures and fittings - Southampton Chamber assets | - | 15% or 30% straight line |
| Fixtures & fittings - Portsmouth and North Hants Chambers assets | - | 15% or 30% straight line |

Stocks

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stocks. Net realisable value is based on selling price less anticipated costs to completion and selling costs.

Taxation

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

Hire purchase and leasing commitments

Rentals payable under operating leases are charged in the profit and loss account on a straight line basis over the lease term.

HAMPSHIRE CHAMBER OF COMMERCE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2017

2. **ACCOUNTING POLICIES - continued**

Pensions

The company operates a defined contribution pension scheme. Contributions are recognised in the profit and loss account in the period in which they become payable in accordance with the rules of the scheme.

Fixed asset investments

Fixed asset investments are stated at historical cost less provision for any diminution in value.

3. **EMPLOYEES AND DIRECTORS**

The average number of employees during the year was 29.

4. **OPERATING (LOSS)/PROFIT**

The operating loss (2016 - operating profit) is stated after charging:

| | 2017 | 2016 |
|--------------------------------|-------------------|-------------------|
| | £ | £ |
| Depreciation - owned assets | 14,808 | 14,877 |
| Computer Software amortisation | 7,680 | - |
| Auditors' remuneration | 4,000 | 4,000 |
| Pension costs | 31,386 | 22,614 |
| | <u> </u> | <u> </u> |

5. **EXCEPTIONAL ITEMS**

| | 2017 | 2016 |
|-------------------|-------------------|-------------------|
| | £ | £ |
| Exceptional items | - | 103,202 |
| | <u> </u> | <u> </u> |

The exceptional item in the prior year relates to the sale of Bugle House, the property was sold on the 30 June 2015.

6. **TAXATION**

Analysis of the tax charge

The tax charge on the loss for the year was as follows:

| | 2017 | 2016 |
|------------------------------------|-------------------|-------------------|
| | £ | £ |
| Current tax: | | |
| UK corporation tax | - | 152 |
| Over/under provision in prior year | - | (15) |
| | <u> </u> | <u> </u> |
| Tax on (loss)/profit | <u> </u> | <u> </u> |

The company has utilised tax losses of £Nil against its current year tax profits, and has tax losses amounting to £521,544 to use against future taxable profits.

HAMPSHIRE CHAMBER OF COMMERCE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2017

7. INTANGIBLE FIXED ASSETS

| | Computer Software £ |
|-----------------------|---------------------------|
| COST | |
| Additions | 76,802 |
| At 31 March 2017 | <u>76,802</u> |
| AMORTISATION | |
| Amortisation for year | 7,680 |
| At 31 March 2017 | <u>7,680</u> |
| NET BOOK VALUE | |
| At 31 March 2017 | <u><u>69,122</u></u> |

8. TANGIBLE FIXED ASSETS

| | Fixtures and fittings £ |
|-----------------------|----------------------------------|
| COST | |
| At 1 April 2016 | 64,933 |
| Additions | 7,722 |
| At 31 March 2017 | <u>72,655</u> |
| DEPRECIATION | |
| At 1 April 2016 | 36,355 |
| Charge for year | 14,808 |
| At 31 March 2017 | <u>51,163</u> |
| NET BOOK VALUE | |
| At 31 March 2017 | <u><u>21,492</u></u> |
| At 31 March 2016 | <u><u>28,578</u></u> |

9. FIXED ASSET INVESTMENTS

| | Other investments £ |
|--------------------------------------|---------------------------|
| COST | |
| At 1 April 2016 and 31 March 2017 | 1,001 |
| NET BOOK VALUE | |
| At 31 March 2017 | <u><u>1,001</u></u> |
| At 31 March 2016 | <u><u>1,001</u></u> |

HAMPSHIRE CHAMBER OF COMMERCE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2017

10. **DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

| | 2017 | 2016 |
|--------------------------------|----------------|----------------|
| | £ | £ |
| Trade debtors | 107,024 | 159,810 |
| Other debtors | 47,470 | 41,137 |
| Prepayments and accrued income | 27,196 | 44,057 |
| | <u>181,690</u> | <u>245,004</u> |

11. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

| | 2017 | 2016 |
|---------------------------------|----------------|----------------|
| | £ | £ |
| Trade creditors | 29,785 | 46,428 |
| Corporation tax | - | 152 |
| Social security and other taxes | 41,898 | 46,109 |
| Other creditors | 80,976 | 71,288 |
| Accruals and deferred income | 292,913 | 324,932 |
| | <u>445,572</u> | <u>488,909</u> |

12. **LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

| | 2017 | 2016 |
|----------------------------|----------------|----------------|
| | £ | £ |
| Within one year | 62,988 | 62,987 |
| Between one and five years | 80,715 | 143,702 |
| | <u>143,703</u> | <u>206,689</u> |

13. **RESERVES**

| | Retained earnings £ | Other reserves £ | Totals £ |
|----------------------|---------------------------|------------------------|----------------|
| At 1 April 2016 | 316,201 | 100 | 316,301 |
| Deficit for the year | (27,319) | | (27,319) |
| At 31 March 2017 | <u>288,882</u> | <u>100</u> | <u>288,982</u> |

14. **PENSION SCHEMES**

Defined contribution pension scheme

The company operates a defined contribution pension scheme. The pension costs charged for the year represents contributions payable by the company to the scheme and amounted to £31,386 (2016 - £22,614).

Contributions totalling £3,801 (2016 - £3,475) were payable to the scheme at the end of the year and are included in creditors.

15. **CLIENT FUNDS**

At the balance sheet date, the company held client funds relating to carnet funds of £29,887 (2016: £62,928). Since these funds are held as bailee, the company segregates such monies from the company's own funds. Accordingly the client funds have not been accounted for as a company asset and no liability to the beneficial owners has been recognised in relation to them.

HAMPSHIRE CHAMBER OF COMMERCE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2017

16. **LIMITED BY GUARANTEE**

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £5 towards the assets of the company in the event of liquidation.

HAMPSHIRE CHAMBER OF COMMERCE
TRADING AND PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2017

| | 2017 | | 2016 | |
|---|----------------|-----------------|----------------|----------------|
| | £ | £ | £ | £ |
| Sales | | 1,329,521 | | 1,359,537 |
| Cost of sales | | | | |
| Opening stock | 3,982 | | 4,789 | |
| Purchases | 485,646 | | 453,367 | |
| | <u>489,628</u> | | <u>458,156</u> | |
| Closing stock | (3,540) | | (3,982) | |
| | | <u>486,088</u> | | <u>454,174</u> |
| GROSS PROFIT | | 843,433 | | 905,363 |
| Other income | | | | |
| Bank interest receivable | | 930 | | 761 |
| | | <u>844,363</u> | | <u>906,124</u> |
| Expenditure | | | | |
| Utilities | - | | 1,316 | |
| Directors' salaries | 102,263 | | 102,963 | |
| Salaries | 473,687 | | 466,723 | |
| Pensions | 31,386 | | 22,614 | |
| Hire of plant and machinery | 16,792 | | 19,221 | |
| Committee expenses | 1,543 | | 2,530 | |
| Printing, postage and stationary | 19,591 | | 22,793 | |
| Travelling and subsistence | 18,499 | | 18,677 | |
| General maintenance | 2,691 | | 4,224 | |
| Rent, rates and services costs | 89,472 | | 88,345 | |
| Insurance | 4,886 | | 6,947 | |
| Repairs and renewals | - | | (264) | |
| Computer expenses | 23,729 | | 30,680 | |
| Cleaning | 2,936 | | 4,254 | |
| Subscriptions | 1,011 | | 26,043 | |
| Telephone and fax | 8,427 | | 14,742 | |
| Sundry expenses | 3,625 | | 2,350 | |
| Staff training | 2,495 | | 1,124 | |
| Accountancy | 451 | | 1,400 | |
| Legal and professional | 34,944 | | 11,707 | |
| Auditors' remuneration | 4,000 | | 4,000 | |
| Amortisation of intangible fixed assets | 7,680 | | - | |
| Depreciation of tangible fixed assets | 14,808 | | 14,877 | |
| Bad debts | (407) | | 7,607 | |
| Donations | 150 | | 480 | |
| | | <u>864,659</u> | | <u>875,353</u> |
| | | (20,296) | | 30,771 |
| Finance costs | | | | |
| Bank charges | 7,023 | | 7,914 | |
| Bank interest | - | | 261 | |
| | | <u>7,023</u> | | <u>8,175</u> |
| Carried forward | | (27,319) | | 22,596 |

This page does not form part of the statutory financial statements

HAMPSHIRE CHAMBER OF COMMERCE
TRADING AND PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2017

| | 2017 | | 2016 | |
|--------------------------|------|-----------------|------|----------------|
| | £ | £ | £ | £ |
| Brought forward | | (27,319) | | 22,596 |
| Exceptional items | | | | |
| Exceptional items | | - | | 103,202 |
| NET (LOSS)/PROFIT | | <u>(27,319)</u> | | <u>125,798</u> |

This page does not form part of the statutory financial statements