



ACCOUNTANTS AND REGISTERED AUDITORS

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Mr Gavin McCloskey  
Pension Practitioner.com  
33/35 Daws Lane  
London NW7 4SD

Our ref: NAS/WHA/J5/EPS

16 August 2011

Dear Gavin

**Re: John Dingle Project Planning Limited - Executive Pension Scheme**

Further to our recent conversation, please find enclosed the signed approved accounts for the above Pension Scheme for the year ended 31 March 2011. No doubt as soon as you have received the necessary from the previous Administrator, you can arrange to file the Tax Return form for the Pension Scheme. Please find enclosed a self explanatory letter received from the Company in relation to the repayment of the loan that the previous Administrators left in limbo. If they had been told that they needed to repay it, they would have done so. It has been fully repaid with interest accordingly.

Should you have any queries please do not hesitate to contact me.

With kind regards.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Nikki Spoor', with a long, sweeping horizontal line extending to the right.

Nikki Spoor FCCA – Partner  
White Hart Associates LLP

Encs.



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White Hart Associates LLP is registered by the Institute of Chartered Accountants in England and Wales to carry out company audit work.  
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Partners: C. Photi · M. Siddiqui · M. Siddiqui · N. Spoor · M. Caldicott

Hollyhurst  
Mill Lane  
Chiddingfold  
SURREY GU8 4SJ

12 August 2011

**STRICTLY PRIVATE & CONFIDENTIAL**

Mrs N Spoor  
White Hart Associates LLP  
East House  
109 South Worple Way  
LONDON SW14 8TN

Dear Nikki,

**Re: John Dingle Project Planning Ltd – Executive Pension Scheme Year end 31 March 2011**

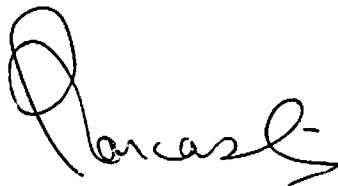
Thank-you for your letter and enclosures dated 28<sup>th</sup> July 2011. As requested, please find enclosed two signed copies of the Pension Scheme accounts for the year ended 31 March 2011.

I can confirm the failure to repay the loan to the pension scheme was an administrative and accountancy oversight which was rectified by a repayment in full earlier this month. At the same time I cancelled the interest payment of £100 per month from the company to the pension scheme. The company does not need a further loan. Should the company require a loan in future we will of course handle the matter with you and Gavin to ensure we meet any current pension scheme requirements.

I have registered White Hart as agents for the Pension Scheme on the government gateway should any enquiries on either side arise now or in the future. I also intend to register Gavin and his company for the same purpose.

Kind regards,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Patricia Lancaster', with a stylized, flowing script.

Patricia Lancaster

**ANNUAL REPORT**

**For the year ended 31 March 2011**

**For**

**John Dingle Project Planning Ltd  
Pension Scheme**

**WHITE HART ASSOCIATES LLP  
REGISTERED AUDITORS  
EAST HOUSE  
109 SOUTH WORPLE WAY  
LONDON SW14 8TN**

**John Dingle Project Planning Ltd  
Pension Scheme**

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for the year ended 31 March 2011**

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**John Dingle Project Planning Ltd  
Pension Scheme**

**Trustees and Advisers  
For the year ended 31 March 2011**

<b>TRUSTEES:</b>	J E Dingle Mrs P T Lancaster
<b>SPONSORING EMPLOYER:</b>	John Dingle Project Planning Limited Hollyhurst House Mill Lane Chiddingfold Godalming Surrey GU8 4SJ
<b>ACTUARY:</b>	Pension Practitioner.com Ltd 33/35 Daws Lane London NW7 4SD
<b>ACCOUNTANTS:</b>	White Hart Associates LLP East House 109 South Worple Way London SW14 8TN
<b>INVESTMENT MANAGERS:</b>	AWD Chase de Vere Wealth Management First Floor, Goldvale House 27/41 Church Street West Woking Surrey GU21 6DH
<b>BANKERS:</b>	HSBC (Midland) 19 High Street Haslemere Surrey GU27 2HQ

**John Dingle Project Planning Ltd  
Pension Scheme**

**Report of the Trustees  
for the year ended 31 March 2011**

The trustees present their report for the year ended 31 March 2011.

The scheme is a Small Self Administered Pension Scheme and was formed to provide retirement benefits to employees of John Dingle Project Planning Limited and their dependants. The scheme has been approved as an exempt approved scheme under chapter 1 of Part XIV of the Income and Corporation Taxes Act 1988 and is contracted into the state earnings related pension scheme.

**MANAGEMENT OF THE SCHEME**

The trustees during the year under review were:

J E Dingle  
Mrs P T Lancaster

The trustees are responsible for the administration and investment policy of the scheme.

The trust deed contains provisions for the appointment and removal of trustees. The trustees are appointed and may be removed by the principal employer.

A copy of the statement on pension trust principles issued by the Occupational Pension Board is available for inspection from J E Dingle, Hollyhurst House, Mill Lane, Chiddingfold, Godalming, Surrey GU8 4SJ.

**SPONSORING EMPLOYER**

John Dingle Project Planning Limited  
Hollyhurst House  
Mill Lane  
Chiddingfold  
Godalming  
Surrey GU8 4SJ

**FINANCIAL DEVELOPMENT**

The Financial Statements on pages 5 and 6 show that the value of the scheme's assets increased by £131,681 to £917,380 as at 31 March 2011. This change was comprised of net additions from dealings with members of £100,000 with a high net return on investments due to an increase in the market value.

Further details to the financial developments of the scheme can be found in the notes to the financial statements on pages 7 to 9.

**John Dingle Project Planning Ltd  
Pension Scheme**

**Report of the Trustees  
for the year ended 31 March 2011**

**MEMBERSHIP**

Details of membership of the scheme during the year are shown below:

	At 1.4.10	Increase	Decrease	At 31.3.11
Active members	2	-	-	2
Pensioners	-	-	-	-
Deferred pensioners	-	-	-	-
	<u>2</u>	<u>-</u>	<u>-</u>	<u>2</u>

**INVESTMENT REPORT**

Further details of investment performance are set out in the investment report included in the Annual Report.

**COMPLIANCE STATEMENT**

Additional information and statutory disclosures are given in the compliance statement included in the Annual Report.

**TRUSTEES' MEETINGS**

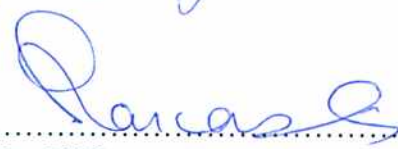
Trustees' meetings are held as and when required for the purposes of making decisions regarding the scheme.

**CONTRIBUTIONS**

Contributions received during the year from members and the participating employer were paid in accordance with the scheme rules and totalled £100,000 (2010 £31,450).

Signed by the Trustees:

  
.....  
J E Dingle

  
.....  
Mrs P T Lancaster

Date: 12 August 2011 .....

**Report of the Accountants to the Trustees of  
John Dingle Project Planning Ltd  
Pension Scheme**

In accordance with instructions given to us we have prepared without carrying out an audit the annexed financial statements from information and explanations supplied to us by the trustees.



White Hart Associates LLP  
East House  
109 South Worple Way  
London SW14 8TN

Date 29/7/2011



**John Dingle Project Planning Ltd  
Pension Scheme**

**Fund Account  
For the year ended 31 March 2011**

		<b>2011</b>	<b>2010</b>
	Notes		
<b>CONTRIBUTIONS &amp; BENEFITS</b>			
Contributions	2	<u>100,000</u>	<u>31,450</u>
<b>Net additions from dealings With members</b>		<u>100,000</u>	<u>31,450</u>
<b>RETURNS ON INVESTMENTS</b>			
Investment income	4	16,207	15,031
Change in market value of investments	5	15,495	75,886
Investment management expenses	6	<u>( 21 )</u>	<u>-</u>
		<u>31,681</u>	<u>90,917</u>
<b>NET INCREASE/(DECREASE) IN THE FUND DURING THE YEAR</b>		131,681	122,367
<b>NET ASSETS OF THE SCHEME</b>			
<b>AT 1 April 2010</b>		<u>785,699</u>	<u>663,332</u>
<b>AT 31 March 2011</b>		<u>917,380</u>	<u>785,699</u>

**John Dingle Project Planning Ltd  
Pension Scheme**

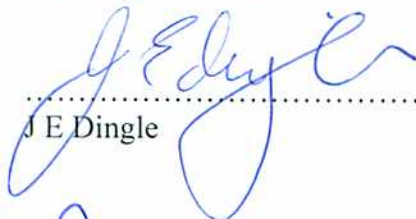
**Net Assets Statement  
31 March 2011**


		2011	2010
	Notes		
Investment assets	5	553,492	534,997
Current assets	7	366,700	251,827
Current liabilities	8	<u>( 2,812)</u>	<u>( 1,125)</u>
<b>Net Assets of the scheme at 31 March 2011</b>		<b><u>917,380</u></b>	<b><u>785,699</u></b>

The financial statements summarise the transactions of the scheme and deal with the net assets at the disposal of the trustees. They do not take account of obligations to pay pensions and benefits which fall due after the end of the scheme year.

These financial statements were approved by the Trustees on .....

Signed by the Trustees:

  
.....  
J E Dingle

  
.....  
Mrs P T Lancaster

**John Dingle Project Planning Ltd  
Pension Scheme**

**Notes to the Financial Statements  
for the year ended 31 March 2011**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements have been prepared in accordance with the guidelines set out in the Statement of Recommended Practice, Financial Reports of Pension Schemes (revised May 2007).

The financial statements summarise the transactions of the scheme and deal with the net assets at the disposal of the trustees. They do not take account of obligations to pay pensions and benefits which fall due after the end of the scheme year.

**Valuation of investments**

All investments are valued at their market value at 31 March 2011 determined as follows:

- i) Listed securities are valued at the mid-market value ruling at the balance sheet date.
- ii) Unit Trust or managed fund investments are stated at the mid-point of the latest prices quoted by the managers prior to 31 March 2011.
- iii) Unlisted securities are valued by the investment managers, having due regard to latest dealings, professional valuations, asset values and other appropriate financial information.

**Property**

Property is valued at its open market value at the balance sheet date by the trustees.

**Contribution income**

Contributions relating to wages and salaries earned up to 31 March 2011 have been included in the financial statements.

**Investment income**

Interest and dividends, together with imputed tax credits (where applicable) are accounted for on an accruals basis.

**2. CONTRIBUTIONS**

	2011 £	2010 £
Employers	<u>100,000</u>	<u>31,450</u>
Normal		

**John Dingle Project Planning Ltd  
Pension Scheme**

**Notes to the Financial Statements  
for the year ended 31 March 2011**

**3. ADMINISTRATIVE EXPENSES**

All administrative expenses are borne directly by John Dingle Project Planning Ltd

**4. INVESTMENT INCOME**

	<b>2011</b>	<b>2010</b>
Interest on loan to principal employer	1,200	-
Interest on cash deposits	7	31
Rent receivable	<u>15,000</u>	<u>15,000</u>
	<u>16,207</u>	<u>15,031</u>

**5. INVESTMENTS**

Investments purchased by the scheme are allocated to provide benefits to the individuals on whose behalf the corresponding contributions were paid. Accordingly, any assets identified as designated to members in the net assets statement do not form a common pool of assets available for members generally. Members receive an annual statement confirming the contributions paid on their behalf and the value of their money purchase rights.

The movements in investments during the year were:

	Value at 1.04.10	Purchases (Sales)	Change in market value	Value at 31.03.11
	£	£	£	£
Managed funds	297,301	3,000	15,495	315,796
Property	190,000	-	-	190,000
Other investments	<u>47,696</u>	<u>-</u>	<u>-</u>	<u>47,696</u>
	<u>534,997</u>	<u>3,000</u>	<u>15,495</u>	<u>553,492</u>

The change in market value of the investments during the year comprises all increases and decreases in the market value of investments held at any time during the year, including profits and losses realised on sales of investments during the year.

**Pooled investment vehicles**

	<b>2011</b>	<b>2010</b>
	£	£
Managed funds		
Other	<u>315,796</u>	<u>297,301</u>

**John Dingle Project Planning Ltd  
Pension Scheme**

**Notes to the Financial Statements  
for the year ended 31 March 2011**

**Property**

	2011 £	2010 £
UK	<u>190,000</u>	<u>190,000</u>

The scheme has more than 5% of its net assets invested in managed funds with Sun Life. These policies are Executive Pension arrangements, allocated to individual members.

The policies are valued by Sun Life at the year end based on a bid value. The trustees are not committed to pay any future premiums and if premiums were discontinued the units would be carried forward until such time as the trustees choose to sell them.

The scheme has more than 5% of its net assets invested in freehold property and land. The property and land are currently being leased to the employer at a market rate.

**6. INVESTMENT MANAGEMENT EXPENSES**

All investment management expenses are borne directly by John Dingle Project Planning Limited.

**7. CURRENT ASSETS**

	2011 £	2010 £
Rent debtor	-	-
Bank balances	366,700	251,827
Deposit account	<u>-</u>	<u>-</u>
	<u>366,700</u>	<u>251,827</u>

**8. CURRENT LIABILITIES**

	2011 £	2010 £
VAT	<u>2,812</u>	<u>1,125</u>

**John Dingle Project Planning Ltd  
Pension Scheme**

**Notes to the Financial Statements  
for the year ended 31 March 2011**

**9. RELATED PARTY DISCLOSURES**

Included within investments is a loan balance of £47,696 (2010 £47,696) due from John Dingle Project Planning Ltd, the principal employer. Of this £47,696 (2010 £47,696) is due within 1 year and £nil (2010 - £nil) is due after more than 1 year. The final instalment of the loan is due in December 2011.

Rent is payable by the principal employer to the scheme; the charge for the year was £15,000 (2010 £15,000). There was rent of £nil outstanding at the year end (2010 – £nil).

Accountancy fees are met by the principal employer.

**John Dingle Project Planning Ltd  
Pension Scheme**

**Investment Report  
for the year ended 31 March 2011**

**INVESTMENT MANAGERS**

The investments of the scheme are managed by the trustees with advice from AWD Chase de Vere Wealth Management. The advisor is responsible for selecting appropriate investments in accordance with the Trustees' statement of investment principals, and for managing the investment portfolio, with the exception of the property investments.

The performance of the investment manager is reviewed at the quarterly trustees meetings, at which a presentation is given by a member of staff from the investment manager.

**INVESTMENT PRINCIPLES**

The trustees have produced a statement of investment principles as required by Section 35 of the Pensions Act 1995, a copy of which is available on request.

**DEPARTURES FROM INVESTMENT PRINCIPLES**

There have been no departures from investment principles during the year.

**CUSTODIAL ARRANGEMENTS**

The investment manager provides a custodial service in respect of the investments of the scheme, with the exception of cash deposits and properties. All investments are registered in the name of the scheme and the trustees obtain confirmation from the investment advisors on a quarterly basis that this remains the case. The investment manager has in the past outlined the system of internal control in place within the organisation to secure safe custody of the scheme's assets, and the trustees are satisfied with these arrangements.

The title deeds of the freehold property are registered in the name of the scheme.

**John Dingle Project Planning Ltd  
Pension Scheme**

**Compliance Statement  
for the year ended 31 March 2011**

**TAX STATUS OF SCHEME**

The scheme has been approved H M Revenue & Customs as an exempt approved scheme. The trustees are not aware of any matters which might prejudice the tax status of the scheme.

The scheme's income and chargeable gains are free of UK income and capital gains tax, and the tax recoverable on the scheme's income is treated as part of that income.