**The Leadership Factor Limited Self**

 **Administered Pension Scheme**

 **Financial Statements**

 **For**

 **The** **Year Ended 31 May 2011**

 **Occupational Pensions Regulatory Authority Registration Number** **012/106616**

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**Principal Employer** The Leadership Factor Limited

 Taylor Hill Mill

 Huddersfield

 HD4 6JA

**The** **Trustees** Mr S N Hill

 Mrs J Hill

**Advisors** Thomsons Financial Planning Limited

 1 King Street

 Manchester

 M2 6AW

**Actuary** I.P.M Trustees Limited

 3 Victoria Court

 Bank Square

 Morley

 Leeds

 LS27 9SE

**Accountants** Beever and Struthers

 Chartered Accountants

 St. George's House

 215 - 219 Chester Road

 Manchester

 M15 4JE

The Trustees have pleasure in presenting their report and the financial statements of the scheme for the year ended 31 May 2011.

**Nature of the** **Scheme**

The scheme is a defined benefit scheme and was formed to provide retirement benefits to employees of The Leadership Factor Ltd and their dependents. Benefits are also paid when employees die before retirement age while in the company's service.

**Tax Status of the** **Scheme**

The scheme has been approved by the Inland Revenue as an exempt approved scheme. The trustees are not aware of any matters which might prejudice the tax status of the scheme.

**Changes to the** **Scheme** **Rules**

There have been no changes to the scheme's rules during the period.

**Trustees** **Meetings**

There is no formal procedure in place for trustees meetings. They are called as required.

**Statement of** **Trustees****' Responsibilities**

The Trustees are satisfied that the Trust is entitled to exemption from the provisions of the Occupational Pension Schemes (Requirement to obtain Audited Accounts and a Statement from the Auditor) Regulations 1996 relating to the audit of the financial statements. They are, however, required to obtain accounts that have been prepared in accordance with the Statement of Recommended Practice, 'Financial Reports of Pension Schemes'.

The Trustees are responsible under pensions legislation for ensuring that there is prepared, maintained and from time to time revised a Schedule of Contributions showing the rates of contributions payable towards the scheme by or on behalf of the employer and the active members of the scheme and the dates on or before which such contributions are to be paid.

The Trustees are also responsible for keeping records in respect of contributions received in respect of any active member of the scheme and for monitoring whether contributions are made to the scheme by the Employer in accordance with the Schedule of Contributions. Where breaches of the Schedule occur, the Trustees are required by the Pensions Acts 1995 and 2004 to consider making reports to The Pensions Regulator and the members.

The Trustees also have a general responsibility for ensuring that adequate accounting records are kept and for taking such steps as are reasonably open to them to safeguard the assets of the scheme and to prevent and detect fraud and other irregularities, including the maintenance of an appropriate system of internal control.

**Statement of investment principles**

The trustees have prepared an investment statement in accordance with section 35 of the Pensions Act 1995. A copy of the statement is available on request.

There have been no changes to this statement since the preparation of the last annual report of the scheme.

**Membership**

|  |  |  |
| --- | --- | --- |
|  | **2011** | 2010 |

|  |  |  |
| --- | --- | --- |
| Active members as at 1 June 2010 | **2** | 2 |

|  |  |  |
| --- | --- | --- |
|  | --------------- | --------------- |
| Active members as at 31 May 2011 | **2** | 2 |
|  | =============== | =============== |

|  |  |  |
| --- | --- | --- |
|  | --------------- | --------------- |
| **Total Membership** | **2** | 2 |
|  | =============== | =============== |

The adjustments relate to changes that were notified to the scheme administrator after the cut off date for last year's annual report.

**Financial Development of the** **Scheme**

The funds statement and net asset statement on pages 6 to 7 show that the value of the scheme's assets increased by £2,447,306 to £6,621,693 as at 31 May 2011. The increase was comprised of net withdrawals from dealings with members of £70 together with net returns on investments of £2,447,376.

The financial statements have been prepared and audited in accordance with regulations made under Sections 41(1) and (6) of the Pensions Act 1995.

Further details of the financial developments of the scheme may be found in the audited financial statements on pages 6 to 10.

**Contributions**

Contributions received from members and participating employers were in accordance with the Scheme Rules, the rates recommended by the Actuary and the Schedule of Contributions.

Signed on behalf of the Trustees

Mr S N Hill Mrs J Hill

Trustee Trustee

Approved by the Trustees on ........................

In accordance with our terms of engagement, we have compiled the financial statements of the trust for the year ended 31 May 2011 in accordance with the Statement of Recommended Practice 'Financial reports of Pension Schemes', produced by the Pension Research Accountants Group, which comprise the Fund Account, Net Asset Statement and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Trust's Trustees, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Trust's Trustees that we have done so, and state those matters that we have agreed to state to them in this 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 Trust and the Trust's Trustees, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the net asset statement as at 31 May 2011 your duty to ensure that the trust has kept adequate accounting records and to prepare financial statements. You consider that the trust is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

 BEEVER AND STRUTHERS

St. George's House Chartered Accountants

215 - 219 Chester Road

Manchester

M15 4JE

........................

**Contributions and benefits**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Transfers in | **2** |  | **–** |  | 490,000 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Administrative expenses | **3** |  | **(70)** |  | (213) |
|  |  | --------------- |  | ------------------------------------ |
| **Net additions from dealings with members** |  | **(70)** |  | 489,787 |

**Returns on investments**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Investment income | **4** | **26,385** |  | 60,724 |  |
| Change in market value of investments | **5** | **2,420,991** |  | 799,876 |  |
|  | ---------------------------------------------- |  | ------------------------------------ |  |
| **Net returns on investments** |  | **2,447,376** |  | 860,600 |
|  | ---------------------------------------------- |  | ---------------------------------------------- |
| **Net increase in the fund during the year** | **2,447,306** |  | 1,350,387 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Net assets of the scheme as at 1 June 2010** | **4,174,387** |  | 2,824,000 |
|  | ---------------------------------------------- |  | ---------------------------------------------- |
| **Net assets of the scheme as at 31 May 2011** | **6,621,693** |  | 4,174,387 |
|  | ============================================== |  | ============================================== |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Investments** | **5** |  |  |  |  |
| Managed & unitised funds | **4,981,530** |  | 2,591,025 |  |
| Properties | **195,000** |  | 103,240 |  |
|  | ---------------------------------------------- |  | ---------------------------------------------- |  |
|  |  | **5,176,530** |  | 2,694,265 |

**Current assets**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cash at bank  | **6** |  | **1,447,263** |  | 1,482,222 |

**Current liabilities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Liabilities: Amounts Falling due Within One Year** | **7** |  | **(2,100)** |  | (2,100) |

|  |  |  |  |
| --- | --- | --- | --- |
|  | ---------------------------------------------- |  | ---------------------------------------------- |
| **Net assets of the scheme at 31 May 2011** | **6,621,693** |  | 4,174,387 |
|  | ============================================== |  | ============================================== |

These financial statements were approved by the Trustees on the ........................ and are signed on their behalf by:

.......................... .......................…

Mr S N Hill Mrs J Hill

Scheme Registration Number: 012/106616

**1.** **Accounting Policies**

 **Basis of Accounting**

 The financial statements have been prepared in accordance with the Occupational Pension Schemes (Requirement to obtain Audited Accounts and a Statement from the Auditor) Regulations 1996 and with the guidelines set out in the Statement of Recommended Practice, Financial Reports of Pension Schemes.

 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. The actuarial position of the scheme, which does take account of such obligations is dealt with in the statements by the actuary and these financial statements should be read in conjunction with them.

 **Accruals Basis**

 The financial statements have been prepared on an accruals basis.

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

 Rents receivable are shown net of property outgoings other than management costs on an accruals basis.

 Contributions are included when payable, according to the schedule of contributions agreed with the employer company.

 **Valuation Basis**

 All investments are valued at market value, which is the mid market value on the last day of the period as follows:

 1) Unit trust or managed fund investments are stated at the mid-point of the latest

 prices quoted by the managers prior to 31 May 2008

 3) Unlisted securities are valued by the investment managers, having due regard to

 latest dealings, professional valuation, asset values and other appropriate financial information.

 4) Investment properties are included in the Net Asset Statement at the lower of

 cost or valuation. No depreciation is charged on the property since all properties are maintained for their investment potential.

**2.** **Transfers in**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2011** |  | 2010 |
|  | **£** |  | £ |
| Transfers from company | **–** | 490,000 |
|  | =============== | ==================================== |

**3.** **Administrative Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2011** |  | 2010 |
|  | **£** |  | £ |
| Bank interest payable | **70** | 213 |
|  | =============== | =============== |

**4.** **Investment Income**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2011** |  | 2010 |
|  | **£** |  | £ |
| Dividends from equities | **–** | 25,370 |
| Net rents from properties | **25,000** | 25,000 |
| Interest on cash deposits | **1,385** | 10,354 |
|  | ------------------------------- | ------------------------------- |
|  | **26,385** | 60,724 |
|  | =============================== | =============================== |

**5.** **Investments**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Value brought forward** | **Purchases at cost** | **Sales proceeds** | **Change in market value** | **Value carried forward** |
|  | **£** | **£** | **£** | **£** | **£** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Managed & unitised funds | **2,591,025** | **841,662** | **(780,388)** | **2,329,231** | **4,981,530** |
| Properties | **103,240** | **–** | **–** | **91,760** | **195,000** |
|  | ---------------------------------------------- | ------------------------------------ | ------------------------------------ | ---------------------------------------------- | ---------------------------------------------- |
|  | **2,694,265** | **841,662** | **(780,388)** | **2,420,991** | **5,176,530** |
|  | ============================================== | ==================================== | ==================================== | ============================================== | ============================================== |

 The change in market value of 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.

**6.** **Cash at Bank**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2011** |  | 2010 |
|  | **£** |  | £ |
| Bank deposit account | **1,447,263** |  | 1,482,222 |
|  | ============================================== |  | ============================================== |

 The cash balances above are designated to members.

**7.** **Creditors**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2011** |  | 2010 |
|  | **£** |  | £ |
| Accrued expenses | **2,100** | 2,100 |
|  | ========================== | ========================== |

 The accrued expenses are not designated to members.

**8.** **Related Party Transactions**

 Mr S N Hill and Mrs J Hill are both directors and shareholders of The Leadership Factor Limited. Rental income due for the year comprises £25,000(2010 - £25,000) received from The Leadership Factor Limited. No payments were outstanding at the year end. The rent payable reflects a commercial charge for the property.

**9****.** **Status of Scheme**

 During the course of the year the Trustees of the Leadership Factor Directors Retirement Plan was closed and the assets transferred into three new accounts. The assets were transferred on the following dates:

 Nigel Hill 31st August 2010

 Janet Hill 23rd November 2010

 Retirement plan 23rd November 2010

 The assets within the three new schemes are as follows:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Value on transfer from Scheme** | **Purchases at cost** | **Sales proceeds** | **Change in market value** | **Value carried forward** |
|  | **£** | **£** | **£** | **£** | **£** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mr S N Hill | **1,800,000** | **–** | **–** | **1,662,938** | **3,462,938** |
| Mrs J Hill | **1,800,000** | **–** | **–** | **514,030** | **2,314,030** |
| Retirement plan | **1,033,517** | **581,405** |  **(1,033,517)** | **263,320** | **844,725** |
|  | ---------------------------------------------- | ------------------------------------ | -------------------------------------------- | ---------------------------------------------- | ---------------------------------------------- |
|  | **4,633,517** | **581,405** | **(1,033,517)** | **2,440,288** | **6,621,693** |
|  | ============================================== | ==================================== | =================================================== | ============================================== | ============================================== |