

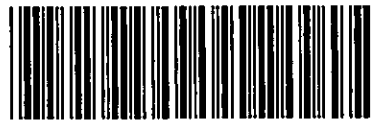
Registered number 03000723

Business Support Kent Community Interest Company

Directors' report and financial statements

For the year ended 31 March 2012

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COMPANIES HOUSE

Business Support Kent Community Interest Company

Company Information

Directors M T Adam (appointed 13 September 2011 & resigned 8 June 2012)
B W C Bond
R R Clewley
J W Faulkner (resigned 10 May 2011)
S Holt (resigned 13 September 2011)
R C Jones (resigned 9 August 2011)
A J Ledger (resigned 1 November 2011)
J R Ollis (appointed 13 September 2011)
E F Russell (appointed 13 September 2011)
P C Winter
S Wood

Company number 03000723

Registered office Foord Annexe
High Street
Rochester
Kent
ME1 1EW

Auditor Reeves & Co LLP
Statutory Auditor & Chartered Accountants
Montague Place
Quayside
Chatham Maritime
Chatham
Kent
ME4 4QU

Business Support Kent Community Interest Company

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Business Support Kent Community Interest Company

Directors' report For the year ended 31 March 2012

The directors present their report and the financial statements for the year ended 31 March 2012

Principal activity and business review

The principal activity of the company during the year was to improve the competitiveness of small and medium sized enterprises through the impartial delivery of a variety of services and by providing access to the information, skills, knowledge and advice they need to succeed

The company is also an active partner with a number of key stakeholders in Kent and throughout the South East that seek to promote the economic prosperity of the region

The status of Community Interest Company accords with the role the business has in serving communities in Kent

The Company benefits the following sections of the community through its operations, services and the application of its financial resources and through its influence

- 1 Local communities primarily in Kent, particularly those in designated areas of social deprivation, regeneration or growth, where stimulation of the enterprise economy will bring positive benefits to the economic and social well being of the community
- 2 Individuals who need or want to start a business or commence self-employment, particularly those from sections of the community who are under-represented or disadvantaged in the enterprise economy
- 3 Small and medium sized businesses and their employees, particularly those in designated areas of social deprivation, regeneration or growth Small and medium sized businesses account for the majority of new job creation and make a significant positive contribution to the economy

Key achievements

Financial

The company has generated a pre-tax deficit on ordinary activities of £109,000 during the year The year has been one of continued reorganisation and adjustment to deliver an organisation that is highly skilled but flexible in meeting the demands of the business going forward

Reserves are £310,000 and are currently considered adequate for the immediate future, subject to change in business requirements

Other Key Performance Results

The company continues to be successful in delivering business improvement programmes across a range of initiatives but has increasingly been focussed on internationalisation, innovation and high growth potential businesses, and sustainability and renewable resources

The company continues to win or renew programme delivery contracts, and works in collaboration with a number of partner organisations in the private and public sectors on local, national, and international initiatives

Principal risks and uncertainties

The company will be dependent on securing additional project funding from both Europe and the UK in the short to medium term The uncertainties associated with the economic situation for both sources and the overall focus on austerity programmes across the European Union will probably result in the business continuing to reduce in scale

Business Support Kent Community Interest Company

Directors' report For the year ended 31 March 2012

Directors

The directors who served during the year were

M T Adam (appointed 13 September 2011 & resigned 8 June 2012)
B W C Bond
R R Clewley
J W Faulkner (resigned 10 May 2011)
S Holt (resigned 13 September 2011)
R C Jones (resigned 9 August 2011)
A J Ledger (resigned 1 November 2011)
J R Ollis (appointed 13 September 2011)
E F Russell (appointed 13 September 2011)
P C Winter
S Wood

Directors' responsibilities statement

The directors are responsible for preparing the Directors' report 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 surplus or deficit 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 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 company will continue in business

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

Provision of information to auditor

Each of the persons who are directors at the time when this Directors' report is approved has confirmed that

- so far as that director is aware, there is no relevant audit information of which the company's auditor is unaware, and
- that director has taken all the steps that ought to have been taken as a director in order to be aware of any information needed by the company's auditor in connection with preparing its report and to establish that the company's auditor is aware of that information

Business Support Kent Community Interest Company

Directors' report
For the year ended 31 March 2012


Auditor

Burgess Hodgson resigned as auditor on 29 May 2012 and Reeves & Co LLP have been appointed as auditor in their place

Under section 487(2) of the Companies Act 2006, Reeves & Co LLP will be deemed to have been reappointed as auditor 28 days after these financial statements were sent to members or 28 days after the latest date prescribed for filing the accounts with the registrar, whichever is earlier

In preparing this report, the directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006

This report was approved by the board on 13th November 2012 and signed on its behalf



R R Clewley
Director

Business Support Kent Community Interest Company

Independent auditor's report to the shareholders of Business Support Kent Community Interest Company

We have audited the financial statements of Business Support Kent Community Interest Company for the year ended 31 March 2012, set out on pages 6 to 13. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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 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 auditor

As explained more fully in the Directors' responsibilities statement, 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 Directors' report 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 company's affairs as at 31 March 2012 and of its deficit for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, 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 the information given in the Directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements.

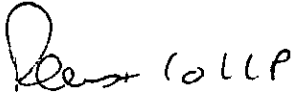
Business Support Kent Community Interest Company

Independent auditor's report to the shareholders of Business Support Kent Community Interest Company

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 in preparing the Directors' report



Susan Robinson BA FCA FCIE DChA MCMI (Senior statutory auditor)

for and on behalf of
Reeves & Co LLP

Statutory Auditor
Chartered Accountants

Chatham Maritime

Date 14 December 2012

Business Support Kent Community Interest Company

**Income and expenditure account
For the year ended 31 March 2012**

	Note	2012 £	2011 £
Turnover	1	3,921,994	5,042,700
Cost of sales		(1,886,726)	(2,512,364)
		<hr/>	<hr/>
Gross surplus		2,035,268	2,530,336
Administrative expenses		(2,144,795)	(2,766,636)
		<hr/>	<hr/>
Operating deficit	2	(109,527)	(236,300)
Interest receivable and similar income		824	16,205
		<hr/>	<hr/>
Deficit on ordinary activities before taxation		(108,703)	(220,095)
Tax on deficit on ordinary activities	4	(173)	(2,063)
		<hr/>	<hr/>
Deficit for the financial year	10	(108,876)	(222,158)
		<hr/> <hr/>	<hr/> <hr/>

The notes on pages 8 to 13 form part of these financial statements

Business Support Kent Community Interest Company
Registered number: 03000723

Balance sheet
As at 31 March 2012

	Note	£	2012 £	£	2011 £
Fixed assets					
Tangible assets	5		15,456		76,229
Investments	6		40		50
			<u>15,496</u>		<u>76,279</u>
Current assets					
Debtors	7	1,533,712		2,300,619	
Cash at bank and in hand		13,189		215,630	
		<u>1,546,901</u>		<u>2,516,249</u>	
Creditors' amounts falling due within one year	8	(1,252,479)		(2,173,734)	
Net current assets			<u>294,422</u>		<u>342,515</u>
Net assets			<u>309,918</u>		<u>418,794</u>
Capital and reserves					
Called up share capital	9		6		8
Capital redemption reserve	10		2		-
Income and expenditure account	10		309,910		418,786
Shareholders' funds			<u>309,918</u>		<u>418,794</u>

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 13th November 2012.



R R Clewley
Director

The notes on pages 8 to 13 form part of these financial statements

Business Support Kent Community Interest Company

Notes to the financial statements For the year ended 31 March 2012

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

1.2 Turnover

Turnover comprises revenue recognised by the company represents amounts invoiced during the year, exclusive of Value Added Tax. Also included in turnover are grants received and receivable from UK and European governments as the income relates to activities performed in the year

1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Leasehold improvements	-	3 years straight line
Furniture and office equipment	-	3 years straight line
Computer equipment	-	3 years straight line

1.4 Investments

Investments held as fixed assets are shown at cost less provision for impairment

1.5 Operating leases

Rentals under operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the income and expenditure account on a straight line basis over the lease term

1.6 Foreign currencies

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at rates of exchange ruling at the balance sheet date

Transactions in foreign currencies are translated into sterling at the rate ruling on the date of the transaction

Exchange gains and losses are recognised in the income and expenditure account

1.7 Pensions

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

Business Support Kent Community Interest Company

**Notes to the financial statements
For the year ended 31 March 2012**

2. Operating deficit

The operating deficit is stated after charging

	2012 £	2011 £
Depreciation of tangible fixed assets - owned by the company	51,488	53,648
Auditor's remuneration	4,350	9,600
Pension costs	63,109	79,337
	<u>63,109</u>	<u>79,337</u>

3. Directors' remuneration

	2012 £	2011 £
Aggregate emoluments	211,080	76,096
	<u>211,080</u>	<u>76,096</u>

During the year retirement benefits were accruing to 1 director (2011 - 1) in respect of defined contribution pension schemes

4. Taxation

	2012 £	2011 £
UK corporation tax charge on deficit for the year	173	2,063
	<u>173</u>	<u>2,063</u>

Business Support Kent Community Interest Company, due to its not for profit status, is exempt from a charge to Corporation Tax on its surpluses and deficits. The tax charge is based solely on its investment income in the year.

Business Support Kent Community Interest Company

**Notes to the financial statements
For the year ended 31 March 2012**

5. Tangible fixed assets

	Leasehold improvements £	Furniture and office equipment £	Computer equipment £	Total £
Cost				
At 1 April 2011	56,847	102,177	69,277	228,301
Disposals	(56,847)	(13,511)	(5,713)	(76,071)
At 31 March 2012	-	88,666	63,564	152,230
Depreciation				
At 1 April 2011	48,045	71,399	32,628	152,072
Charge for the year	8,802	20,396	22,290	51,488
On disposals	(56,847)	(6,557)	(3,382)	(66,786)
At 31 March 2012	-	85,238	51,536	136,774
Net book value				
At 31 March 2012	-	3,428	12,028	15,456
At 31 March 2011	8,802	30,778	36,649	76,229

6 Fixed asset investments

	Investments in subsidiary companies £	Investments in associates £	Total £
Cost or valuation			
At 1 April 2011	30	20	50
Disposals	(10)	-	(10)
At 31 March 2012	20	20	40
Net book value			
At 31 March 2012	20	20	40
At 31 March 2011	30	20	50

Subsidiary undertakings

The following were subsidiary undertakings of the company

Name	Class of shares	Holding
Business Link Kent Limited	Ordinary	100%
Taktix Limited	Ordinary	100%

Business Support Kent Community Interest Company

**Notes to the financial statements
For the year ended 31 March 2012**

6. Fixed asset investments (continued)

The aggregate of the share capital and reserves as at 31 March 2012 and of the profit or loss for the year ended on that date for the subsidiary undertakings were as follows

Name	Aggregate of share capital and reserves £	Profit/(loss) £
Business Link Kent Limited	10	-
Taktix Limited	10	-
	<u>20</u>	<u>0</u>

Participating interests

The company held one third of the allotted share capital of Skills South East Limited at 31 March 2012. Business Support Kent Community Interest Company exercises significant influence over Skills East Limited.

The most recent audited financial statements of Skills South East Limited for 31 July 2011 show net liabilities of £39,945 (2010 £101,693) and a loss of £136,638 (2010 £80,450).

7. Debtors

	2012 £	2011 £
Trade debtors	74,992	90,026
Amounts owed by group undertakings	106,293	48,133
Prepayments and accrued income	1,346,823	2,156,475
Other debtors	5,604	5,985
	<u>1,533,712</u>	<u>2,300,619</u>

**8. Creditors
Amounts falling due within one year**

	2012 £	2011 £
Bank loans and overdrafts	202,994	-
Trade creditors	20,786	63,785
Corporation tax	173	2,141
Social security and other taxes	43,087	80,267
Other creditors	985,439	2,027,541
	<u>1,252,479</u>	<u>2,173,734</u>

Business Support Kent Community Interest Company

**Notes to the financial statements
For the year ended 31 March 2012**

9. Share capital

	2012 £	2011 £
Allotted, called up and fully paid		
6 (2011 - 8) Ordinary shares of £1 each	<u>6</u>	<u>8</u>

The company repurchased 2 of its ordinary shares at par on 17 June 2011

10 Reserves

	Capital redemption reserve £	Income and expenditure account £
At 1 April 2011		418,786
Deficit for the year		(108,876)
Transfer on purchase of own shares	2	
At 31 March 2012	<u>2</u>	<u>309,910</u>

11. Contingent liabilities

Included in reserves is a provision of £97,000 (2011 £97,000) relating to the termination of a contract with SEEDA, which is contingent upon staff movements in the future, attached to the closure of the Business Link contract

12. Operating lease commitments

At 31 March 2012 the company had annual commitments under non-cancellable operating leases as follows

	Land and buildings		Other	
	2012 £	2011 £	2012 £	2011 £
Expiry date.				
Within 1 year	-	9,250	-	-
Between 2 and 5 years	<u>102,500</u>	<u>82,500</u>	<u>25,112</u>	<u>25,152</u>

13. Related party transactions

The company has taken advantage of the exemptions conferred by Financial Reporting Standard for Smaller Entities (effective April 2008) not to disclose transactions with members of the group headed by BSK-Group CIC group on the grounds that 100% of the voting rights in the company are controlled within that group and the company is included in the consolidated financial statements

Business Support Kent Community Interest Company

**Notes to the financial statements
For the year ended 31 March 2012**

14. Ultimate parent undertaking and controlling party

The immediate and ultimate parent company is BSK-Group CIC, incorporated in England and Wales

The results of the company are consolidated in BSK-Group CIC. Copies of the consolidated financial statements are available from Companies House

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CIC 34

Community Interest Company Report

For official use
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Please complete in typescript, or in bold black capitals.

Company Name in full

Business Support Kent Community Interest Company

Company Number

03000723

Year Ending

31 March 2012

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a fair and accurate description of how they have benefited the community, or section of the community, which the company is intended to serve.

At BSK we believe in helping businesses and individuals to make a real difference to their performance and profitability. To this end, for the last five years we have focused on running funded programmes in four key areas, sustainability, innovation and growth, competitiveness, and knowledge transfer. We have adapted our own business model whilst retaining the spirit, atmosphere, and enthusiasm of our outstanding people as we respond to change, and encourage change in our business community. We provide a range of business development, primarily subsidised, through European programmes such as regional ERDF, Interreg, CIP and Lifelong Learning, local Authorities, primarily Medway and Kent County Councils and the UK government, to commercially developed B2B activity such as our Kent2020 Vision Live event. Additionally we also provide bid writing and consultancy support for other like minded groups wanting to draw down funding to support business growth and innovation.

(If applicable, please just state "A social audit report covering these points is attached")

(Please continue on separate continuation sheet if necessary)



PART 2 – CONSULTATION WITH STAKEHOLDERS – Please indicate who the company's stakeholders are, how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear

Our SMEs customers form a major stakeholder group for the company. We ensure that all our programmes include feedback opportunities for companies involved in our work and use this to guide our activity. Our second major stakeholder group comprises our funders, which for 2011-12 included European funding agencies, local Councils, and other public service providers. Consultation and discussion was ongoing with all these groups at all levels of the company. Additionally we invited 3 new members onto our CIC board as observers to help guide our future activity, They represent Kent County Council, Medway Council and Canterbury City Council

Our third stakeholder group is our regional partners (local authorities), HE and FE colleges, Universities, Chambers of Commerce, government agencies (BIS, DECC & DEFRA), environmental organisations and European programme partners. Each were consulted as part of our ongoing relationship with them

(If applicable, please just state "A social audit report covering these points is attached")

PART 3 – DIRECTORS' REMUNERATION – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes) If no remuneration was received you must state that "no remuneration was received" below

The directors' aggregate emoluments were

	£

Aggregate emoluments	211,080
	=====

PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that "no transfer of assets other than for full consideration has been made" below

No transfer of assets other than for full consideration has been made

(Please continue on separate continuation sheet if necessary)

(N.B. Please enclose a cheque for £15 payable to Companies House)

PART 5 – SIGNATORY

The original report must be signed by a director or secretary of the company

Signed Jeddis

Date 17 12 12

Office held (tick as appropriate) Director Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

jane.allis@bsk-cic.co.uk	
Telephone	01634 820477
DX Number	DX Exchange

When you have completed and signed the form, please send it to the Registrar of Companies at:

For companies registered in England and Wales: Companies House, Crown Way, Cardiff, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland: Companies House, 4th Floor, Edinburgh Quay 2, 139
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

For companies registered in Northern Ireland: Companies House, 2nd Floor, The Linenhall, 32-38
Linenhall Street, Belfast, BT2 8BG

CIC 34

CONTINUATION SHEET

Please complete in typescript, or in bold black capitals.

Company Name in full	Business Support Kent Community Interest Company
Company Number	03000723
Year Ending	31 March 2012

PLEASE CLEARLY INDICATE THE PART YOU ARE CONTINUING HERE
PART 1

Highlights for the year ending March 31st included

- High Growth Coaching advice was provided by our High Growth Kent team to 230 companies supporting them with planning, marketing, IP and access to finance Over £10m of investment was raised to help Kent companies and 130 new jobs created during the year
- We continue to operate the Enterprise Europe Network South East – supporting local companies into over 600 European and International partners in 44 countries The programme also ran an extremely positive matchmaking event for companies at Eco-build in March 2012 with over 300 companies involved from 22 countries and is supporting export activity through our 2 Seas Trade programme
- BSK-CiC has many years of experience in helping people start up and develop new businesses We continue to run Medway Councils start up programme and assisted 140 people to begin their own companies
- We continue to support the Low Carbon construction sector with the opening of the Build 4 Demo Centre in Dover in March 2011 and to provide an information and development programme for SMEs wanting to expand and diversify into the sustainable construction market, including renewable energy
- Support for Eco Enterprise, Sustainable Design and resource efficiency were provided to over 1500 companies across Europe through our EU funded Ecomind, Low Carbon Essentials and Energy Grant programmes