

**Report of the Directors and
Financial Statements for the Year Ended 31 May 2011
for
Caithness Chamber of Commerce
(Limited by Guarantee)**

Reid & Fraser
Chartered Accountants
15 Princes Street
Thurso
Caithness
KW14 7BQ

**Caithness Chamber of Commerce
(Limited by Guarantee) (Registered number: SC350926)**

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for the Year Ended 31 May 2011**

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**Caithness Chamber of Commerce
(Limited by Guarantee)**

**Company Information
for the Year Ended 31 May 2011**

DIRECTORS:

S Sutherland
Ms T Morris
W Baxter
N Robertson
R Bremner
S Bremner
D Craig
D Brookfield
G Jenkins
Mrs K MacNab
S R Middlemas
Mrs S I Kirk
Mrs K MacDougall
M R Wenban
M A Bain

REGISTERED OFFICE:

Caithness Horizons
Old Town Hall
Thurso
KW14 8AJ

REGISTERED NUMBER:

SC350926 (Scotland)

ACCOUNTANTS:

Reid & Fraser
Chartered Accountants
15 Princes Street
Thurso
Caithness
KW14 7BQ

Caithness Chamber of Commerce
(Limited by Guarantee) (Registered number: SC350926)

Report of the Directors
for the Year Ended 31 May 2011

The directors present their report with the financial statements of the company for the year ended 31 May 2011.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of the representation and provision of business services to its members within the United Kingdom.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 June 2010 to the date of this report.

S Sutherland
Ms T Morris
W Baxter
N Robertson
R Bremner
S Bremner
D Craig
D Brookfield
G Jenkins

Other changes in directors holding office are as follows:

D Koster - resigned 16 August 2010
Mrs K MacNab - appointed 16 August 2010
S R Middlemas - appointed 16 August 2010
Mrs S I Kirk - appointed 16 August 2010
Mrs K MacDougall - appointed 16 August 2010
M R Wenban - appointed 16 August 2010
M A Bain - appointed 16 August 2010

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:

.....
Ms T Morris - Director

Date:

**Caithness Chamber of Commerce
(Limited by Guarantee) (Registered number: SC350926)**

**Profit and Loss Account
for the Year Ended 31 May 2011**

	Notes	2011 £	2010 £
TURNOVER		75,996	65,552
Cost of sales		<u>(47,087)</u>	<u>(34,863)</u>
GROSS PROFIT		28,909	30,689
Administrative expenses		<u>(164,891)</u>	<u>(92,696)</u>
		(135,982)	(62,007)
Other operating income		<u>174,661</u>	<u>96,372</u>
OPERATING PROFIT	2	38,679	34,365
Interest receivable and similar income		<u>1,352</u>	<u>186</u>
		40,031	34,551
Interest payable and similar charges		<u>(1)</u>	<u>-</u>
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		40,030	34,551
Tax on profit on ordinary activities	3	<u>(3,567)</u>	<u>(2,889)</u>
PROFIT FOR THE FINANCIAL YEAR		<u>36,463</u>	<u>31,662</u>

The notes form part of these financial statements

Caithness Chamber of Commerce
(Limited by Guarantee) (Registered number: SC350926)

Balance Sheet
31 May 2011

	Notes	2011 £	2010 £
FIXED ASSETS			
Intangible assets	4	3,150	-
Tangible assets	5	7,787	1,575
		<u>10,937</u>	<u>1,575</u>
CURRENT ASSETS			
Debtors	6	49,213	25,820
Cash at bank and in hand		273,942	45,554
		<u>323,155</u>	<u>71,374</u>
CREDITORS			
Amounts falling due within one year	7	(261,036)	(36,356)
		<u>62,119</u>	<u>35,018</u>
NET CURRENT ASSETS			
		<u>73,056</u>	<u>36,593</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>73,056</u>	<u>36,593</u>
RESERVES			
Profit and loss account	8	73,056	36,593
		<u>73,056</u>	<u>36,593</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 May 2011.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 May 2011 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The notes form part of these financial statements

Caithness Chamber of Commerce
(Limited by Guarantee) (Registered number: SC350926)

Balance Sheet - continued
31 May 2011

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

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

.....
Ms T Morris - Director

The notes form part of these financial statements

**Notes to the Financial Statements
for the Year Ended 31 May 2011**

1. ACCOUNTING POLICIES

Accounting convention

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).

Turnover

Turnover comprises members' subscriptions and amounts derived from the provision of services to members, excluding value added tax.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 25% reducing balance and 15% reducing balance

Government Grants

Government grants in respect of capital expenditure are credited to a deferred income account and released to the profit and loss account over the useful lives of the relevant assets.

Grants of a revenue nature are credited to income so as to match them with the expenditure to which they relate.

Deferred Income

Membership subscription income is deferred to the extent that it relates to future years.

2. OPERATING PROFIT

The operating profit is stated after charging:

	2011	2010
	£	£
Depreciation - owned assets	1,915	400
Invest Caithness website amortisation	1,050	-
	<u><u> </u></u>	<u><u> </u></u>
Directors' remuneration and other benefits etc	42,000	42,000
	<u><u> </u></u>	<u><u> </u></u>

3. TAXATION

Analysis of the tax charge

The tax charge on the profit on ordinary activities for the year was as follows:

	2011	2010
	£	£
Current tax:		
UK corporation tax	3,567	2,889
	<u><u> </u></u>	<u><u> </u></u>
Tax on profit on ordinary activities	3,567	2,889
	<u><u> </u></u>	<u><u> </u></u>

Notes to the Financial Statements - continued
for the Year Ended 31 May 2011

4. INTANGIBLE FIXED ASSETS

	Other intangible assets £
COST	
Additions	4,200
At 31 May 2011	<u>4,200</u>
AMORTISATION	
Charge for year	1,050
At 31 May 2011	<u>1,050</u>
NET BOOK VALUE	
At 31 May 2011	<u><u>3,150</u></u>

5. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
COST	
At 1 June 2010	2,323
Additions	8,127
At 31 May 2011	<u>10,450</u>
DEPRECIATION	
At 1 June 2010	748
Charge for year	1,915
At 31 May 2011	<u>2,663</u>
NET BOOK VALUE	
At 31 May 2011	<u><u>7,787</u></u>
At 31 May 2010	<u><u>1,575</u></u>

A number of items of plant & machinery was donated to the company during the year. These assets have not been included in the tangible fixed assets noted above.

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2011 £	2010 £
Trade debtors	12,067	7,341
Other debtors	37,146	18,479
	<u><u>49,213</u></u>	<u><u>25,820</u></u>

Notes to the Financial Statements - continued
for the Year Ended 31 May 2011

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2011	2010
	£	£
Trade creditors	10,165	3,575
Tax	3,567	2,889
Social security and other taxes	3,219	1,476
VAT	-	1,682
Other creditors	7,496	3,561
Deferred income	13,672	22,429
Deferred government grants	222,917	744
	<u>261,036</u>	<u>36,356</u>

8. RESERVES

	Profit and loss account £
At 1 June 2010	36,593
Profit for the year	36,463
At 31 May 2011	<u>73,056</u>

9. RELATED PARTY DISCLOSURES

Controlling Parties:

The company is not controlled by any single party, as the company is limited by guarantee.

Related party transactions:

During the year, the Chamber bid for a number of projects as part of the HIE inward investment framework. Local consultants were involved in the bids and for those that were successful, follow-on services were contracted. Kirren & Co. Ltd, the personal company of one of the directors, Neil Robertson, was used to provide services over 3 months, at a cost of £6,480, in connection with the pharmaceutical sector. Additional income is retained by the Chamber.

No other related party transactions took place during the year, other than transactions as part of the company's normal operations, with other entities in which directors of the company have an interest.

All transactions have been undertaken on an arm's length basis on normal commercial terms.

10. CHARITY EVENT

During the year to 31 May 2010, the Women in Business group organised a charity masked ball to benefit clicSargent and Enable charities in Caithness. Donations totalling £4,430 were received in the year and a profit of £751 made on the organisation of the ball. These amounts were held by the Chamber on behalf of the charities at the year end and passed on to the charities in July 2010.

**Caithness Chamber of Commerce
(Limited by Guarantee)**

**Report of the Accountants to the Directors of
Caithness Chamber of Commerce
(Limited by Guarantee)**

As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended 31 May 2011 set out on pages three to eight and you consider that the company is exempt from an audit.

In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Reid & Fraser
Chartered Accountants
15 Princes Street
Thurso
Caithness
KW14 7BQ

Date:

Caithness Chamber of Commerce
(Limited by Guarantee) (Registered number: SC350926)

Trading and Profit and Loss Account
for the Year Ended 31 May 2011

	2011		2010	
	£	£	£	£
Turnover				
Business Membership	26,086		22,068	
Premier Membership	21,000		18,000	
Affiliate Membership	1,346		586	
Events Income	27,434		24,789	
WiB Membership	130		109	
	<u> </u>	75,996	<u> </u>	65,552
 Cost of sales				
Affiliation & service fees	16,217		5,001	
Events costs	22,961		22,611	
Membership Costs	7,909		7,251	
	<u> </u>	47,087	<u> </u>	34,863
 GROSS PROFIT		28,909		30,689
 Other income				
Other income	24,781		5,795	
Other Grants	46,587		33,413	
Government grants	103,293		57,164	
Bank interest received	1,352		186	
	<u> </u>	176,013	<u> </u>	96,558
		204,922		127,247
 Expenditure				
Rent & rates	3,776		4,695	
Grant funded project costs	32,511		-	
Insurance	1,222		1,171	
Light and heat	675		-	
Directors' salaries	42,000		42,000	
Directors' social security	4,480		4,644	
Other Salaries	42,654		22,556	
Hire of equipment	1,051		-	
Telephone	2,378		902	
Post and stationery	2,562		1,626	
Advertising & promotion	7,443		1,862	
Travelling	7,059		6,113	
IT Support & Licences	2,443		2,060	
Sundry expenses	3,561		1,797	
Accountancy	1,750		1,150	
Professional fees	5,763		1,434	
	<u> </u>	161,328	<u> </u>	92,010
 Carried forward		43,594		35,237

This page does not form part of the statutory financial statements

Caithness Chamber of Commerce
(Limited by Guarantee) (Registered number: SC350926)

Trading and Profit and Loss Account
for the Year Ended 31 May 2011

	2011		2010	
	£	£	£	£
Brought forward		43,594		35,237
Finance costs				
Bank charges	598		286	
Bank interest	1		-	
	<u> </u>	599	<u> </u>	286
		42,995		34,951
Depreciation				
Computer software	1,050		-	
Plant and machinery	265		140	
Fixtures and fittings	503		-	
Computer equipment	1,147		260	
	<u> </u>	2,965	<u> </u>	400
NET PROFIT		40,030		34,551
		<u> </u>		<u> </u>

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