

REGISTERED CHARITY NUMBER: 286780

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR  
ENDED 31 MARCH 2016  
FOR  
THE GUILD OF CLEANERS AND LAUNDERERS**

Lemans  
29 Arboretum Street  
Nottingham  
Nottinghamshire  
NG1 4JA

**THE GUILD OF CLEANERS AND LAUNDERERS**

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FOR THE YEAR ENDED 31 MARCH 2016**

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## **THE GUILD OF CLEANERS AND LAUNDERERS**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31 MARCH 2016**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

Executive Council members are appointed, or elected, on an annual basis, with the Honorary General Secretary and the Honorary General Treasurer elected by ballot of the General membership. The Annual General Meeting is held in June each year.

The Guild of Cleaners and Launderers (The Guild) is a charity established by Trust Deed dated 26th May 1983 and is registered with the Charity Commission, No. 286780.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The Guild is established to advance education and technical skills among persons engaged in the fabric care industry and ancillary trades.

Membership is open to individuals who wish to promote the above objective and membership fees are chargeable on a scale relevant to a rank or level of membership. Membership fee income is not the sole income as charges are levied for periodic academic or practical skills examinations and assessments. Other sources of income are derived from the sale of manuals and periodicals, as well as organising conferences.

The country is divided in regions, referred to as Centres, who organise themselves through regional meetings, and elect local committees. The Centres hold discussion groups, invite speakers to address meetings and sometimes raise other funds for suitable deserving charities.

Preparation and provision of examinations and syllabi is an important feature of the Guild activities, and includes the award of Certificates and Diplomas on behalf of the industry. The Guild is responsible for developing thirty one different syllabi.

The Guild pays for work through a service level agreement for secretariat services with TFS Admin, who also provide the accommodation address for the Guild.

#### **ACHIEVEMENT AND PERFORMANCE**

Membership has been fairly static in the period under review but the Guild Council is putting more resource into growing the number by making the industry more aware of our activities.

Reduced attendance at local centre meetings is still causing some concern as the numbers are low at times, and we may need to rethink if these are the best way to reach members. We are a very long way from achieving previous high levels.

Attendance at the National Annual Conference, in Warrington, was the highest for a long time and reflected the additional effort put in by Council members and vindicating the Guild from criticism following the poor attendance at the previous year's Nottingham event. The Exhibition, which is run in conjunction with the Conference, is usually sponsored by industry suppliers allowing conference delegates to attend free of charge, however, this year the entire cost was borne by the Guild because of the poor result in Nottingham. This was a one off event and the reduced surplus in the accounts reflects this additional cost.

We also hold a regional conference in Scotland with a smaller number of delegates attending, although this, thanks to the industry sponsors, does not usually place a burden on Guild resources.

The Guild continues to be responsible for the secretarial duties of TRICE (Textile, Care and Rental Industries Council for Education), which is an honorary duty with expenses only covered by the surplus made from the sale of textbooks.

We are the sole Examination and awarding body for the laundry and dry-cleaning industry for examination of competence, and a fee charged on every candidate registered covers expenses for this activity. Standards for examinations and practical assessments are continually reviewed by the Guild's examination board to ensure that they continue to be relevant for the laundry and professional cleaning sectors of the industry. Examinations and Assessments carried out this year include work carried out within the HMP prison service to enable inmates to gain practical skills that may make them more employable on release.

The Guild website was refurbished and revitalised over the year under review with a new look and with new pages added and member-only information available 24 hours a day, together with online secure membership renewals and the purchase of textbooks etc. and with the help of the Guild Secretariat we continue to have a presence in the social media, with appearances in Facebook, LinkedIn and Twitter. Over the previous two years we have added monthly e-bulletins sent directly to member email addresses to update on Guild news, technical information, and warnings on possible faulty items through an Amber Alert system, plus a quarterly HR bulletin.

## **THE GUILD OF CLEANERS AND LAUNDERERS**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31 MARCH 2016**

#### **ACHIEVEMENT AND PERFORMANCE**

Members views, comments and ideas are always welcome and all of the Executive and General Council are always available to help our members.

#### **FINANCIAL REVIEW**

##### **Investment policy and objectives**

Funds that are surplus to immediate requirements are held in a deposit account. With interest rates as they are, the trustees are always looking for the best deals available for the highest return but our charity status restricts our ability to obtain the best market rates.

##### **Reserves policy**

All reserves are held in the general fund. It is not the Guild's intention to accumulate reserves, but to provide a buffer should a deficit arise in a year of resources expended over those incoming.

##### **Finances**

The attached financial statements show the current state of finances which the Executive Council consider to be satisfactory due to the changes being undertaken and the foreseen challenges.

The accounts indicate a small surplus for the year indicating that ongoing measures taken to improve the efficiency of the administration of the Guild continue but show how reliant on membership the Guild is. All of the Guild accounts and membership are maintained on a Sage accounting system and again our thanks to the Secretariat for the efficient way that this has been carried out.

The Trustees are very grateful for voluntary time given by individuals and by council members, and for other gestures of goodwill.

The Guild's bankers are Lloyds TSB, Cardiff

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

286780

##### **Principal address**

56 Maple Drive  
Larkhall  
South Lanarkshire  
ML9 2AR

##### **Trustees**

K Cupitt	Chairman of Council
D Paterson	Honorary General Secretary
J Knowles	Honorary General Treasurer
K Cupitt	Chairman Exam Board / Publications
B Pearce	Master of the College of Fellows
S Boyd	President

**THE GUILD OF CLEANERS AND LAUNDERERS**

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Independent examiner**

Lemans  
29 Arboretum Street  
Nottingham  
Nottinghamshire  
NG1 4JA

Approved by order of the board of trustees on 15 June 2016 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Mr. Cupitt', with a small flourish at the end.

K Cupitt FGCL - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE GUILD OF CLEANERS AND LAUNDERERS**

I report on the accounts for the year ended 31 March 2016 set out on pages five to nine.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Groves  
Lemans  
29 Arboretum Street  
Nottingham  
Nottinghamshire  
NG1 4JA

16 June 2016

**THE GUILD OF CLEANERS AND LAUNDERERS**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2016**

	Notes	31.3.16 Unrestricted fund £	31.3.15 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies		23,049	24,174
<b>Charitable activities</b>			
Q Star / Laundry Qualification		256	1,523
Examinations, qualifications and conferences		17,844	43,703
Investment income	2	30	22
<b>Total</b>		<u>41,179</u>	<u>69,422</u>
 <b>EXPENDITURE ON</b>			
Raising funds		20,829	33,461
<b>Charitable activities</b>			
AGM		144	181
Q Star / Laundry Qualification		1,125	2,320
Newsletter		1,625	2,804
Charitable Donations		-	1,000
Marketing Fees		312	204
Other		16,753	20,346
<b>Total</b>		<u>40,788</u>	<u>60,316</u>
<b>NET INCOME</b>		<u>391</u>	<u>9,106</u>
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<u>84,210</u>	<u>75,104</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>84,601</u></u>	<u><u>84,210</u></u>

The notes form part of these financial statements

**THE GUILD OF CLEANERS AND LAUNDERERS**

**BALANCE SHEET**  
**AT 31 MARCH 2016**

	Notes	£	31.3.16 Unrestricted fund £	31.3.15 Total funds £
<b>CURRENT ASSETS</b>				
Debtors	6		2,838	8,320
Cash at bank and in hand			84,181	79,496
			<hr/>	<hr/>
			87,019	87,816
<b>CREDITORS</b>				
Amounts falling due within one year	7		(2,418)	(3,606)
			<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>			84,601	84,210
			<hr/>	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			84,601	84,210
			<hr/>	<hr/>
<b>NET ASSETS</b>			84,601	84,210
			<hr/>	<hr/>
<b>FUNDS</b>	8			
Unrestricted funds			84,601	84,210
			<hr/>	<hr/>
<b>TOTAL FUNDS</b>			84,601	84,210
			<hr/>	<hr/>

The financial statements were approved by the Board of Trustees on 15 June 2016 and were signed on its behalf by:



K Cupitt FGCL-Trustee



## THE GUILD OF CLEANERS AND LAUNDERERS

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charity have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

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

Computer equipment - 33% on cost

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

#### 2. INVESTMENT INCOME

	31.3.16	31.3.15
	£	£
Deposit account interest	30	22
	<u>          </u>	<u>          </u>

#### 3. TRUSTEES' REMUNERATION AND BENEFITS

There was no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

##### **Trustees' expenses**

The trustees' were paid expenses of £2,685 for the year ended 31 March 2016 (£6,138 for the year ended 31 March 2015).

**THE GUILD OF CLEANERS AND LAUNDERERS**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	24,174
<b>Charitable activities</b>	
Q Star / Laundry Qualification	1,523
Examinations, qualifications and conferences	43,703
Investment income	22
<b>Total</b>	<u>69,422</u>
<b>EXPENDITURE ON</b>	
Raising funds	33,461
<b>Charitable activities</b>	
AGM	181
Q Star / Laundry Qualification	2,320
Newsletter	2,804
Charitable Donations	1,000
Marketing Fees	204
Other	20,346
<b>Total</b>	<u>60,316</u>
<b>NET INCOME</b>	<u>9,106</u>
<b>RECONCILIATION OF FUNDS</b>	
<b>Total funds brought forward</b>	75,104
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>84,210</u></u>

**5. TANGIBLE FIXED ASSETS**

	Computer equipment £
<b>COST</b>	
At 1 April 2015 and 31 March 2016	<u>5,295</u>
<b>DEPRECIATION</b>	
At 1 April 2015 and 31 March 2016	<u>5,295</u>
<b>NET BOOK VALUE</b>	
At 31 March 2016	<u><u>-</u></u>
At 31 March 2015	<u><u>-</u></u>

**THE GUILD OF CLEANERS AND LAUNDERERS**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016**

**5. TANGIBLE FIXED ASSETS - continued**

The Guild owns valuable chains of office and memorabilia which have not been included in the balance sheet as fixed assets. The Trustees recognise their value to the Guild with the items insured for £6,000.

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

	31.3.16	31.3.15
	£	£
Trade debtors	2,402	8,320
Prepayments	436	-
	<u>2,838</u>	<u>8,320</u>

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

	31.3.16	31.3.15
	£	£
Trade creditors	996	2,208
Other creditors	1,422	1,398
	<u>2,418</u>	<u>3,606</u>

**8. MOVEMENT IN FUNDS**

	At 1.4.15	Net movement in funds	At 31.3.16
	£	£	£
<b>Unrestricted funds</b>			
General fund	84,210	391	84,601
	<u>84,210</u>	<u>391</u>	<u>84,601</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	41,179	(40,788)	391
	<u>41,179</u>	<u>(40,788)</u>	<u>391</u>

**9. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2016.

**THE GUILD OF CLEANERS AND LAUNDERERS**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2016**

	31.3.16	31.3.15
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Subscriptions	22,708	24,014
Donations	341	160
	<hr/>	<hr/>
	23,049	24,174
<b>Investment income</b>		
Deposit account interest	30	22
<b>Charitable activities</b>		
Examinations, qualifications and conferences	17,761	43,539
Books & publications	339	1,687
	<hr/>	<hr/>
	18,100	45,226
	<hr/>	<hr/>
<b>Total incoming resources</b>	41,179	69,422
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Centre / council expenses	17,151	26,552
Postage	1,253	653
Telephone	454	383
Printing and stationery	530	4,276
Computer costs	1,441	597
Training video production	-	1,000
	<hr/>	<hr/>
	20,829	33,461
<b>Charitable activities</b>		
AGM	144	181
Q Star / Laundry qualification	1,125	2,320
Newsletter	1,625	2,804
Charitable donation	-	1,000
Marketing fees	312	204
	<hr/>	<hr/>
	3,206	6,509
<b>Support costs</b>		
<b>Governance costs</b>		
Secretariat fees and other expenses	11,864	11,010
Insurance	409	373
Telephone	454	383
Printing and stationery	530	4,276
Accountancy	1,422	1,398
Computer costs	1,441	597
Training video production	-	1,000
Bank charges	633	904
Carried forward	16,753	19,941

This page does not form part of the statutory financial statements

**THE GUILD OF CLEANERS AND LAUNDERERS**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2016**

	31.3.16	31.3.15
	£	£
<b>Governance costs</b>		
Brought forward	16,753	19,941
Depreciation	-	405
	<hr/>	<hr/>
	16,753	20,346
	<hr/>	<hr/>
<b>Total resources expended</b>	40,788	60,316
	<hr/>	<hr/>
<b>Net income</b>	391	9,106
	<hr/> <hr/>	<hr/> <hr/>

This page does not form part of the statutory financial statements