
OPPORTUNITIES THROUGH TECHNOLOGY
(Limited by Guarantee)

UNAUDITED
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2008

OPPORTUNITIES THROUGH TECHNOLOGY
(Limited by Guarantee)

CONTENTS

	Page
Reference and administrative details of the charity, its trustees and advisers	1
Trustees' report	2 - 4
Accountants' report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 - 14

OPPORTUNITIES THROUGH TECHNOLOGY
(Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 OCTOBER 2008

Trustees

Dave Lyons, Chair
Bryan Snaith, Secretary
Ray Roberts, Trustee
Catherine Turner, Trustee
Andrew Millar, Trustee
Victoria Reaveley, Trustee
Michelle McCarthy, Trustee (deceased)

Company registered number

2987363

Charity registered number

1083125

Registered office

Graphic House, 11 Magdalen Street, Colchester, Essex, CO1 2JT

Principal operating office

The Colchester Institute, Sheepen Road, Colchester, Essex, CO3 3LL

Company secretary

B Snaith

Accountants

Holm Lucking, Graphic House, 11 Magdalen Street, Colchester, Essex, CO1 2JT

Bankers

Barclay's Bank, Colchester High Street, 9 High Street, Colchester, Essex, CO1 1DD

OPPORTUNITIES THROUGH TECHNOLOGY

(Limited by Guarantee)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 OCTOBER 2008

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements of Opportunities Through Technology (the company) for the year ended 31 October 2008. The Trustees confirm that the annual report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

Constitution

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 17/10/00.

OTT exist to give disabled people access to educational, vocational, and training opportunities through using technology.

Its objectives are to advance education amongst disabled people particularly but not exclusively above the age of 19 within North East Essex (in general terms but not exclusively defined by the boundaries of Colchester District Council and Tendring District Council) 'the area of benefit', by the provision of training in new technology. To assist such people in obtaining employment or self-employment.

Method of appointment or election of Trustees

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

Organisational structure and decision making

The final responsibility for OTT rests with the Trustees of OTT. The project is managed by the Management Committee who reports to the Trustees and the Advisory Committee. The Project Manager is responsible for the overall day-to-day management and the marketing of OTT. This arrangement was modified due to the post of the Project Manager being made redundant due to financial pressures.

Tutorial staff and Learning support assistants, for the partnership provision with the Colchester Institute, report to the Project Manager, whilst retaining their own reporting lines within Colchester Institute. The Senior Tutor, Project Manager and Assessor are responsible for design of the OTT courses including the development of Open College Network units. The Senior Tutor is responsible for content and delivery of the courses. All staff involved are responsible for the standards and maintenance of quality.

Support volunteer staff are recruited by the Project Manager and will report to him. The Office Manager, the Assessor and Technician report directly to the Project Manager.

Risk management

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems are in place to mitigate our exposure to the major risks.

Policies and objectives

OTT exists to empower disabled people through the use of technology, by facilitating access to education and training, employment and social opportunities.

OPPORTUNITIES THROUGH TECHNOLOGY
(Limited by Guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 OCTOBER 2008

Review of activities

The Trustees were saddened by the death of Michelle McCarthy their Co-Trustee in July 2008.

The Trustees met regularly and received reports on the OTT and Colchester Institute partnership's continuing activities in developing, expanding and running programmes for disabled people. Clients were enabled through these programmes to pursue courses in further education, explore possible areas of employment, and achieve improved levels of independent living. These programmes were tailored to the needs of individuals and utilised a range of different modes of delivery.

OTT's activities have been expanded by further development of the Easy Access Learning Centre. Further grant assistance was received from a variety of sources including support from the Council, Essex Community Foundation, and the Nationwide Foundation. During this period OTT has continued to provide Disabled Student Allowance Assessments for the Local Education Authorities and also provide IT support sessions for these students under the DSA Scheme.

The Building Bridges has developed with the recruitment of a Project Manager and a co-worker.

OTT has continued to develop links with other agencies and organisations including Work Skills Essex, Signpost, Essex County Council Sensory Team, and the Essex Development and Regeneration Agency. Information and expertise relating to specialist equipment for disabled people have been acquired in parallel with a continuing monitoring of new technological developments in this specialist area.

With the assistance of a funding consultant, successful applications for funding have been made to a variety of organisations and charities. A Fundraising Committee was formed by and made up of clients to assist with funding OTT.

Reserves policy

Now that the charity is in the position of being an employer, the trustees feel that it needs to have a certain reserve available. This should be in the region of 3 three months salary calculated at £28,500. A Designated Fund has been established from the General Fund to cover this Reserve. At the balance sheet date we have been able to provide Designated Funds of £7,000.

Trustees' responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to 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 those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and 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 operation.

OPPORTUNITIES THROUGH TECHNOLOGY
(Limited by Guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 OCTOBER 2008

The Trustees are responsible for keeping proper accounting records that 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 1985. 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.

This report was approved by the Trustees on 3 April 2009 and signed on its behalf, by:

Bryan Snaith, Secretary

Ray Roberts, Trustee

OPPORTUNITIES THROUGH TECHNOLOGY
(Limited by Guarantee)

AUDIT EXEMPTION REPORT
FOR THE YEAR ENDED 31 OCTOBER 2008

ACCOUNTANT'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF OPPORTUNITIES THROUGH TECHNOLOGY

We report on the accounts for the year ended 31 October 2008 set out on pages 6 to 14.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND REPORTING ACCOUNTANTS

As described on page 2 the Trustees, who are also directors of the charity for the purposes of the Companies Act, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

BASIS OF OPINION

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurances expressed in our opinion.

OPINION

In our opinion:

- a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985, as amended;
- b) having regard only to, and on the basis of, the information contained in those accounting records:
 - i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in the Statement of Recommended Practice, Accounting and Reporting by Charities, and in section 249C(6) of the Act; and
 - ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

Signed:

Dated: 6 April 2009

Holm Lucking
Graphic House
11 Magdalen Street
Colchester
Essex
CO1 2JT

OPPORTUNITIES THROUGH TECHNOLOGY
(Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 31 OCTOBER 2008

	Note	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income	2	30,285	12,928	43,213	39,733
Incoming resources from charitable activities	3	-	70,161	70,161	61,493
TOTAL INCOMING RESOURCES		30,285	83,089	113,374	101,226
RESOURCES EXPENDED					
Charitable activities	7	33,420	73,860	107,280	109,987
Governance costs	5	1,775	4,044	5,819	979
TOTAL RESOURCES EXPENDED		35,195	77,904	113,099	110,966
NET INCOME / (EXPENDITURE) BEFORE TRANSFERS		(4,910)	5,185	275	(9,740)
Transfers between Funds	13	4,910	(4,910)	-	-
NET INCOME / (EXPENDITURE) FOR THE YEAR		-	275	275	(9,740)
NET MOVEMENT IN FUNDS FOR THE YEAR		-	275	275	(9,740)
<i>Total funds at 1 November 2007</i>		3,782	7,293	11,075	20,815
TOTAL FUNDS AT 31 OCTOBER 2008		3,782	7,568	11,350	11,075

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 8 to 14 form part of these financial statements.

OPPORTUNITIES THROUGH TECHNOLOGY
(Limited by Guarantee)

BALANCE SHEET
AS AT 31 OCTOBER 2008

	Note	£	2008 £	£	2007 £
FIXED ASSETS					
Tangible fixed assets	10		1,120		2,565
CURRENT ASSETS					
Debtors	11	4,080		3,378	
Cash at bank and in hand		10,503		7,077	
		<u>14,583</u>		<u>10,455</u>	
CREDITORS: amounts falling due within one year	12	(4,353)		(1,945)	
NET CURRENT ASSETS			<u>10,230</u>		<u>8,510</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>11,350</u>		<u>11,075</u>
CHARITY FUNDS					
Restricted funds	13		3,782		3,782
Unrestricted funds	13		7,568		7,293
			<u>11,350</u>		<u>11,075</u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 249A(1) of the Companies Act 1985 and members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 249B(2) of the Act. The Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 221 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 October 2008 and of its profit for the year then ended in accordance with the requirements of section 226 of the Act and which otherwise comply with the requirements of the Companies Act 1985 relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Trustees on 3 April 2009 and signed on their behalf, by:

Bryan Snaith, Secretary

Ray Roberts, Trustee

The notes on pages 8 to 14 form part of these financial statements.

OPPORTUNITIES THROUGH TECHNOLOGY
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2008

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 1985.

1.2 Company status

The company is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.4 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

OPPORTUNITIES THROUGH TECHNOLOGY
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2008

1. ACCOUNTING POLICIES (continued)

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Overheads have been allocated on the basis of allocation

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Management and administration costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

1.6 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:

Computer Equipment - 20% straight line

2. DONATIONS, LEGACIES AND SIMILAR INCOMING RESOURCES

	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	<i>Total Funds 2007 £</i>
Donations	765	12,928	13,693	13,651
Other Grants - Restricted funds	440	-	440	6,895
Other Grants - General funds	-	-	-	19,187
Big Lottery - Restricted funds	29,080	-	29,080	-
	<hr/>	<hr/>	<hr/>	<hr/>
Donations, legacies and similar incoming resources	30,285	12,928	43,213	39,733
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

3. INCOMING RESOURCES FROM ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTS

	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	<i>Total Funds 2007 £</i>
Primary purpose trading	-	70,161	70,161	61,493
	<hr/>	<hr/>	<hr/>	<hr/>

OPPORTUNITIES THROUGH TECHNOLOGY
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2008

4. EXPENDITURE BY CHARITABLE ACTIVITY

SUMMARY BY FUND TYPE

	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	<i>Total Funds 2007 £</i>
Primary purpose activities	33,420	73,860	107,280	109,987
Governance	1,775	4,044	5,819	979
	<u>35,195</u>	<u>77,904</u>	<u>113,099</u>	<u>110,966</u>

SUMMARY BY EXPENDITURE TYPE

	Staff costs 2008 £	Depreciation 2008 £	Other costs 2008 £	Total 2008 £	<i>Total 2007 £</i>
Primary purpose activities	87,043	1,445	18,792	107,280	109,987
Governance	-	-	5,819	5,819	979
	<u>87,043</u>	<u>1,445</u>	<u>24,611</u>	<u>113,099</u>	<u>110,966</u>

5. GOVERNANCE COSTS

	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	<i>Total Funds 2007 £</i>
Accountancy	-	1,155	1,155	883
Bookkeeping	-	2,623	2,623	-
Recruitment expenses	1,775	-	1,775	-
Advertising	-	57	57	-
Sundry expenses	-	209	209	96
	<u>1,775</u>	<u>4,044</u>	<u>5,819</u>	<u>979</u>

OPPORTUNITIES THROUGH TECHNOLOGY
(Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2008**

6. DIRECT COSTS

	Primary purpose activities £	<i>Total 2007 £</i>
Training costs	1,419	-
Insurance	367	367
Fees and subscriptions	243	2,518
Printing, postage and stationery	301	322
Travel & volunteer expenses	3,348	2,089
Primary purpose trading costs	5,779	961
Computer equipment and software	7,012	2,702
Telephone & room hire	323	212
Wages and salaries	84,901	95,647
Pension cost	2,142	2,104
Depreciation	1,445	3,065
	<u>107,280</u>	<u>109,987</u>

7. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES

	Activities undertaken directly 2008	Support costs 2008	Total 2008	<i>Total 2007</i>
Primary purpose activities	<u>107,280</u>	<u>-</u>	<u>107,280</u>	<u>109,987</u>

8. NET INCOME / (EXPENDITURE)

This is stated after charging:

	2008 £	<i>2007 £</i>
Depreciation of tangible fixed assets: - owned by the charity	1,445	3,065
Recruitment expenses	1,775	-
Pension costs	2,142	2,104
	<u>5,362</u>	<u>5,174</u>

During the year, no Trustees received any remuneration (2007 - £NIL).

During the year, no Trustees received any benefits in kind (2007 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2007 - £NIL).

OPPORTUNITIES THROUGH TECHNOLOGY
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2008

9. STAFF COSTS

Staff costs were as follows:

	2008	<i>2007</i>
	£	£
Wages and salaries	84,901	95,647
Other pension costs	2,142	2,104
	87,043	97,751
	87,043	97,751

The average monthly number of employees during the year was as follows:

	5	<i>4</i>
	5	<i>4</i>

No employee received remuneration amounting to more than £60,000 in either year.

10. TANGIBLE FIXED ASSETS

	Furniture, fittings and equipment
	£
Cost	
At 1 November 2007 and 31 October 2008	37,599
Depreciation	
At 1 November 2007	35,034
Charge for the year	1,445
At 31 October 2008	36,479
Net book value	
At 31 October 2008	1,120
<i>At 31 October 2007</i>	<i>2,565</i>

11. DEBTORS

	2008	<i>2007</i>
	£	£
Trade debtors	4,080	3,378
	4,080	3,378
	4,080	3,378

OPPORTUNITIES THROUGH TECHNOLOGY
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2008

12. CREDITORS:
Amounts falling due within one year

	2008 £	2007 £
Trade creditors	734	-
Social security and other taxes	2,583	-
Other creditors	1,036	1,945
	4,353	1,945

13. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/(out) £	Carried Forward £
Designated funds					
Designated Fund	7,000	-	-	-	7,000
	7,000	-	-	-	7,000
General funds					
General Fund	293	83,089	77,904	(4,910)	568
	293	83,089	77,904	(4,910)	568
Total unrestricted funds	7,293	83,089	77,904	(4,910)	7,568
Restricted funds					
Restricted Funds	3,782	1,205	1,205	-	3,782
Big Lottery	-	29,080	33,990	4,910	-
	3,782	30,285	35,195	4,910	3,782
Total of Funds	11,075	113,374	113,099	-	11,350

OPPORTUNITIES THROUGH TECHNOLOGY
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2008

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/(out) £	Carried Forward £
Designated Funds	7,000	-	-	-	7,000
General Funds	293	83,089	(77,904)	(4,910)	568
Other	7,293	83,089	(77,904)	(4,910)	7,568
Restricted Funds	3,782	30,285	(35,195)	4,910	3,782
	11,075	113,374	(113,099)	-	11,350

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	<i>Total Funds 2007 £</i>
Tangible fixed assets	-	1,120	1,120	2,566
Current assets	3,782	10,800	14,582	10,454
Creditors due within one year	-	(4,352)	(4,352)	(1,945)
	3,782	7,568	11,350	11,075

15. PENSION COMMITMENTS

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund.