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**OPPORTUNITIES THROUGH TECHNOLOGY**

(A company limited by guarantee)

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**UNAUDITED**

**TRUSTEES REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 OCTOBER 2009**

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**OPPORTUNITIES THROUGH TECHNOLOGY**  
**(A company limited by guarantee)**

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**OPPORTUNITIES THROUGH TECHNOLOGY**  
**(A company limited by guarantee)**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS**  
**FOR THE YEAR ENDED 31 OCTOBER 2009**

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**Trustees**

Dave Lyons, Chair  
Bryan Snaith, Secretary  
Ray Roberts, Trustee  
Catherine Turner, Trustee  
Andrew Millar, Trustee  
Victoria Reaveley, Trustee

**Company registered number**

2987363

**Charity registered number**

1083125

**Registered office**

The Lodge  
Beacon End Farmhouse  
London Road  
Stanway, Colchester  
Essex  
CO3 0NQ

**Company secretary**

B Snaith

**Chief executive officer**

D Lyons

**Accountants**

Lucking Accountancy Ltd  
Chartered Accountants  
The Lodge  
Beacon End Farmhouse  
London Road  
Stanway, Colchester  
Essex  
CO3 0NQ

**Bankers**

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

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**OPPORTUNITIES THROUGH TECHNOLOGY**  
**(A company limited by guarantee)**

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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 OCTOBER 2009**

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The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of Opportunities Through Technology (the company) for the year ended 31 October 2009. The Trustees confirm that the Annual report and financial statements of the company comply with the 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.

**Structure, governance and management**

**a. CONSTITUTION**

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 17 October 2000 .

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

OTT's 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.

**b. 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 .

**c. ORGANISATIONAL STRUCTURE AND DECISION MAKING**

Public benefit from the work of OTT

In setting our objectives and planning our activities our Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

Our audience has two branches

1. Disabled people: we work with a very wide range of disability, sensory, mobility and cognitive. We do this in the courses we run at Colchester Institute, with our drop-in centre, and with our peripatetic work. The latter is itself two-fold.

1. Disable people:

a. We consider that we have a duty of care to current and past clients, and will visit them in their homes if necessary.

b. The purpose of the "Building Bridges" work for the Big Lottery is to work with disabled people and groups who are isolated.

2. Groups that work with disabled people:

a. the chief of these is Colchester Institute, as we run courses in their premises for disabled people, as outlined elsewhere in this report.

We also supply the Institute with expertise for their own disabled students when required, and for disabled staff.

b. The "Building Bridges" project is built around the notion of partnering with other organizations. We work with their clients, and provide the organizations themselves, if needed, with help with our methods so that they can continue some of our work themselves.

The final responsibility for OTT rests with the Trustees of OTT. The project is managed by the Management Committee which reports to the Trustees and the Advisory Committee. The Project Manager is responsible for

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**OPPORTUNITIES THROUGH TECHNOLOGY**  
**(A company limited by guarantee)**

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 OCTOBER 2009**

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the day-to-day management and the marketing of OTT. This arrangement has been modified due to the post of Project Manager being made redundant in response to financial pressures.

Tutorial staff and Learning Support assistants, a partnership provision with the Colchester Institute, report to the Project Manager, whilst retaining their own reporting lines within Colchester Institute. The Senior Tutor, and Assessor are responsible for the 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.

#### **d. 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 and procedures are in place to mitigate our exposure to the major risks.

#### **Objectives and Activities**

##### **a. 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.

#### **Achievements and performance**

##### **a. REVIEW OF ACTIVITIES**

The Trustees and Management Committee met regularly and received reports on OTT, and the OTT/Colchester Institute partnership's, and their continuing activities in developing, expanding and running programmes for disabled people. Clients have been enabled through these programmes to pursue courses in further education, explore possible areas of employment, and achieve improved levels of independent living. These programmes have been tailored to the needs of individuals and utilised a range of different delivery modes. We remain an Open College Network Centre which gives us great flexibility in work with clients aiming for educational qualifications.

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 DSA Scheme.

The Building Bridges has developed with centres of activities being set up in a variety of venues within Essex and Suffolk.

Further outreach work has also been established in association with Lapwing.

OTT has continued to develop links with other agencies and organisations including 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 funding applications have been made to a variety of organisations and charities. A Fundraising Committee made up of clients was formed to assist with the funding of OTT.

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**OPPORTUNITIES THROUGH TECHNOLOGY**  
**(A company limited by guarantee)**

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 OCTOBER 2009**

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**Financial review**

**a. 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 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.

**Plans for the future**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees (who are also directors of Opportunities Through Technology for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company and charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

Company law requires that the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable 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 8 March 2010 and signed on their behalf, by:

**Dave Lyons, Chair**

**Ray Roberts, Trustee**

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**OPPORTUNITIES THROUGH TECHNOLOGY**  
**(A company limited by guarantee)**

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**INDEPENDENT EXAMINERS REPORT**  
**FOR THE YEAR ENDED 31 OCTOBER 2009**

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OPPORTUNITIES THROUGH TECHNOLOGY**

I report on the financial statements of the company for the year ended 31 October 2009 which are set out on pages 6 to 15.

This report is made solely to the company's Trustees, as a body, in accordance with Sections 495 and 496 of the Companies Act 2006. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work, for this report, or for the opinions I have formed.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 43 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the Act; and
- state whether particular matters have come to my attention.

**BASIS OF 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 company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement 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 386 of the Companies Act 2006; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:

Dated: 12 March 2010

Lucking Accountancy Ltd

**OPPORTUNITIES THROUGH TECHNOLOGY**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**  
(incorporating income and expenditure account)  
FOR THE YEAR ENDED 31 OCTOBER 2009

	Note	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Voluntary income	2	37,848	5,400	43,248	43,213
Activities for generating funds	3	-	82,448	82,448	70,161
Other incoming resources	4	-	1,002	1,002	-
<b>TOTAL INCOMING RESOURCES</b>		<b>37,848</b>	<b>88,850</b>	<b>126,698</b>	<b>113,374</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities	8	34,679	81,823	116,502	106,979
Governance costs	6	163	4,717	4,880	6,120
<b>TOTAL RESOURCES EXPENDED</b>		<b>34,842</b>	<b>86,540</b>	<b>121,382</b>	<b>113,099</b>
<b>MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME FOR THE YEAR</b>		<b>3,006</b>	<b>2,310</b>	<b>5,316</b>	<b>275</b>
<i>Total funds at 1 November 2008</i>		<i>3,782</i>	<i>7,568</i>	<i>11,350</i>	<i>11,075</i>
<b>TOTAL FUNDS AT 31 OCTOBER 2009</b>		<b>6,788</b>	<b>9,878</b>	<b>16,666</b>	<b>11,350</b>

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

The notes on pages 7 to 14 form part of these financial statements.

**OPPORTUNITIES THROUGH TECHNOLOGY**  
(A company limited by guarantee)

**BALANCE SHEET**  
**AS AT 31 OCTOBER 2009**

	Note	£	2009 £	£	2008 £
<b>FIXED ASSETS</b>					
Tangible fixed assets	11		316		1,120
<b>CURRENT ASSETS</b>					
Debtors	12	1,225		4,080	
Cash at bank and in hand		19,386		10,503	
		<u>20,611</u>		<u>14,583</u>	
<b>CREDITORS:</b> amounts falling due within one year	13	<u>(4,261)</u>		<u>(4,352)</u>	
<b>NET CURRENT ASSETS</b>			<u>16,350</u>		<u>10,231</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>16,666</u>		<u>11,351</u>
<b>CHARITY FUNDS</b>					
Restricted funds	14		6,788		3,782
Unrestricted funds	14		9,878		7,569
			<u>16,666</u>		<u>11,351</u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 and members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. The Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 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 2009 and of its profit for the year then ended in accordance with the requirements of section 396 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the company.

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 by the Trustees on 8 March 2010 and signed on their behalf, by:

**Dave Lyons, Chair**

**Ray Roberts, Trustee**

The notes on pages 8 to 15 form part of these financial statements.

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**OPPORTUNITIES THROUGH TECHNOLOGY**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2009**

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**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 April 2008). 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 2006.

**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**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2009**

**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. Governance 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. VOLUNTARY INCOME**

	<b>Restricted Funds 2009 £</b>	<b>Unrestricted Funds 2009 £</b>	<b>Total Funds 2009 £</b>	<i>Total Funds 2008 £</i>
Donations	-	5,400	5,400	13,693
The Big Lottery	37,848	-	37,848	29,520
	<hr/>	<hr/>	<hr/>	<hr/>
Voluntary income	<b>37,848</b>	<b>5,400</b>	<b>43,248</b>	43,213
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**3. FUND RAISING ACTIVITIES**

	<b>Restricted Funds 2009 £</b>	<b>Unrestricted Funds 2009 £</b>	<b>Total Funds 2009 £</b>	<i>Total Funds 2008 £</i>
Primary purpose fund raising	-	82,448	82,448	70,161
	<hr/>	<hr/>	<hr/>	<hr/>
	<b>-</b>	<b>82,448</b>	<b>82,448</b>	70,161
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**OPPORTUNITIES THROUGH TECHNOLOGY**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2009**

**4. OTHER INCOMING RESOURCES**

	<b>Restricted Funds 2009 £</b>	<b>Unrestricted Funds 2009 £</b>	<b>Total Funds 2009 £</b>	<i>Total Funds 2008 £</i>
Miscellaneous Income	-	1,002	1,002	-

**5. EXPENDITURE BY CHARITABLE ACTIVITY**

**SUMMARY BY FUND TYPE**

	<b>Restricted Funds 2009 £</b>	<b>Unrestricted Funds 2009 £</b>	<b>Total Funds 2009 £</b>	<i>Total Funds 2008 £</i>
Primary purpose activities	34,679	-	34,679	33,420
Primary purpose activities	-	81,823	81,823	73,559
	<u>34,679</u>	<u>81,823</u>	<u>116,502</u>	<u>106,979</u>

**SUMMARY BY EXPENDITURE TYPE**

	<b>Staff costs 2009 £</b>	<b>Depreciation 2009 £</b>	<b>Other costs 2009 £</b>	<b>Total 2009 £</b>	<i>Total 2008 £</i>
Primary purpose activities - restricted funds	27,233	-	7,446	34,679	33,420
Primary purpose activities - unrestricted funds	68,446	804	12,573	81,823	73,559
	<u>95,679</u>	<u>804</u>	<u>20,019</u>	<u>116,502</u>	<u>106,979</u>

**OPPORTUNITIES THROUGH TECHNOLOGY**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2009**

**6. GOVERNANCE COSTS**

	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total Funds 2009 £	<i>Total Funds 2008 £</i>
Accountancy	-	970	970	1,156
Bookkeeping	-	2,320	2,320	2,623
Recruitment expenses	-	-	-	1,775
Printing, postage and stationery	6	670	676	301
Advertising	-	-	-	57
Bank charges and interest paid	-	166	166	-
Sundry expenses	157	591	748	208
	<u>163</u>	<u>4,717</u>	<u>4,880</u>	<u>6,120</u>

**7. PRIMARY PURPOSE COSTS**

	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total 2009 £	<i>Total 2008 £</i>
Training expenses	20	3,987	4,007	1,420
Insurance	-	366	366	367
Fees and subscriptions	-	184	184	243
Travel & volunteer expenses	4,639	682	5,321	3,348
Primary purpose trading costs	-	5,444	5,444	5,779
Computer equipment and software	2,313	1,910	4,223	7,010
Telephone & room hire	474	-	474	323
Wages and salaries	27,233	66,775	94,008	84,902
Pension cost	-	1,671	1,671	2,142
Depreciation	-	804	804	1,445
	<u>34,679</u>	<u>81,823</u>	<u>116,502</u>	<u>106,979</u>

**8. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES**

	Activities undertaken directly 2009 £	Support costs 2009 £	Total 2009 £	<i>Total 2008 £</i>
Primary purpose activities	117,178	-	117,178	107,280

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**OPPORTUNITIES THROUGH TECHNOLOGY**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2009**

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**9. NET INCOME**

This is stated after charging:

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Depreciation of tangible fixed assets:		
- owned by the charity	<b>804</b>	<b>1,445</b>
Bookkeeping	<b>2,320</b>	<b>2,623</b>
Pension costs	<b>1,671</b>	<b>2,142</b>
	<b>=====</b>	<b>=====</b>

During the year, no Trustees received any remuneration (2008 - £NIL).

During the year, no Trustees received any benefits in kind (2008 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2008 - £NIL).

**10. STAFF COSTS**

Staff costs were as follows:

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>94,008</b>	<b>84,901</b>
Other pension costs	<b>1,671</b>	<b>2,142</b>
	<b>=====</b>	<b>=====</b>
	<b>95,679</b>	<b>87,043</b>

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

	<b>2009</b>	<b>2008</b>
	<b>No.</b>	<b>No.</b>
	<b>6</b>	<b>5</b>
	<b>=====</b>	<b>=====</b>

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

**OPPORTUNITIES THROUGH TECHNOLOGY**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2009**

**11. TANGIBLE FIXED ASSETS**

	<b>Furniture, fittings and equipment £</b>
<b>Cost</b>	
At 1 November 2008 and 31 October 2009	<u>37,599</u>
<b>Depreciation</b>	
At 1 November 2008	36,479
Charge for the year	804
At 31 October 2009	<u>37,283</u>
<b>Net book value</b>	
At 31 October 2009	<u>316</u>
<i>At 31 October 2008</i>	<u><u>1,120</u></u>

**12. DEBTORS**

	<b>2009 £</b>	<b>2008 £</b>
Trade debtors	<u>1,225</u>	<u>4,080</u>

**13. CREDITORS:  
Amounts falling due within one year**

	<b>2009 £</b>	<b>2008 £</b>
Trade creditors	-	734
Social security and other taxes	1,790	2,583
Other creditors	2,471	1,035
	<u>4,261</u>	<u>4,352</u>

**OPPORTUNITIES THROUGH TECHNOLOGY**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2009**

**14. STATEMENT OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
<b>Designated funds</b>				
Designated Fund	7,000	-	-	7,000
<b>General funds</b>				
General Fund	568	88,850	(86,540)	2,878
Total Unrestricted funds	7,568	88,850	(86,540)	9,878
<b>Restricted funds</b>				
Restricted Fund	3,782	37,848	(34,842)	6,788
Total of Funds	<u>11,350</u>	<u>126,698</u>	<u>(121,382)</u>	<u>16,666</u>

**SUMMARY OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
Designated funds	7,000	-	-	7,000
General funds	568	88,850	(86,540)	2,878
	<u>7,568</u>	<u>88,850</u>	<u>(86,540)</u>	<u>9,878</u>
Restricted funds	3,782	37,848	(34,842)	6,788
	<u>11,350</u>	<u>126,698</u>	<u>(121,382)</u>	<u>16,666</u>

**15. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
Tangible fixed assets	-	316	316	1,120
Current assets	6,788	13,823	20,611	14,583
Creditors due within one year	-	(4,261)	(4,261)	(4,353)
	<u>6,788</u>	<u>9,878</u>	<u>16,666</u>	<u>11,350</u>

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**OPPORTUNITIES THROUGH TECHNOLOGY**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2009**

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**16. 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.