
OPPORTUNITIES THROUGH TECHNOLOGY
(A company limited by guarantee)

UNAUDITED

TRUSTEES REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 OCTOBER 2010

OPPORTUNITIES THROUGH TECHNOLOGY
(A company limited by guarantee)

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OPPORTUNITIES THROUGH TECHNOLOGY
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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 OCTOBER 2010

Trustees

Dave Lyons, Chair
Bryan Snaith, Secretary
Ray Roberts, Trustee
Catherine Turner, Trustee
Andrew Millar, Trustee
Victoria Reaveley, Trustee (resigned 31 July 2010)

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

OPPORTUNITIES THROUGH TECHNOLOGY
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 OCTOBER 2010

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 2010. 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

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 OCTOBER 2010

Committee which reports to the Trustees and the Advisory Committee. The overall day-to-day management and the marketing of OTT has been devolved between the Chair of Trustees, the Trustees and the Management Committee. This modification has been due to the post of Project Manager becoming redundant in response to financial pressures.

Tutorial staff and Learning Support assistants, a partnership provision with the Colchester Institute, report within the above arrangement, 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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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 OCTOBER 2010

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 21 February 2011 and signed on their behalf, by:

Dave Lyons, Chair

Bryan Snaith, Secretary

OPPORTUNITIES THROUGH TECHNOLOGY
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INDEPENDENT EXAMINERS REPORT
FOR THE YEAR ENDED 31 OCTOBER 2010

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 2010 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: 3 March 2011

Lucking Accountancy Ltd

OPPORTUNITIES THROUGH TECHNOLOGY
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STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 31 OCTOBER 2010

	Note	Restricted Funds 2010 £	Unrestricted Funds 2010 £	Total Funds 2010 £	Total Funds 2009 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income	2	28,951	20,706	49,657	43,248
Activities for generating funds	3	-	104,966	104,966	82,448
Other incoming resources	4	-	-	-	1,002
TOTAL INCOMING RESOURCES		28,951	125,672	154,623	126,698
RESOURCES EXPENDED					
Charitable activities	8	33,057	94,312	127,369	116,502
Governance costs	6	-	4,028	4,028	4,880
TOTAL RESOURCES EXPENDED		33,057	98,340	131,397	121,382
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME/(EXPENDITURE) FOR THE YEAR					
		(4,106)	27,332	23,226	5,316
<i>Total funds at 1 November 2009</i>					
		<i>6,788</i>	<i>9,878</i>	<i>16,666</i>	<i>11,350</i>
TOTAL FUNDS AT 31 OCTOBER 2010		2,682	37,210	39,892	16,666

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
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BALANCE SHEET
AS AT 31 OCTOBER 2010

	Note	£	2010 £	£	2009 £
FIXED ASSETS					
Tangible fixed assets	11		-		316
CURRENT ASSETS					
Debtors	12	1,557		1,225	
Cash at bank and in hand		46,041		19,386	
		<u>47,598</u>		<u>20,611</u>	
CREDITORS: amounts falling due within one year	13	(7,706)		(4,261)	
NET CURRENT ASSETS			39,892		16,350
TOTAL ASSETS LESS CURRENT LIABILITIES			39,892		16,666
CHARITY FUNDS					
Restricted funds	14		2,682		6,788
Unrestricted funds	14		37,210		9,878
			<u>39,892</u>		<u>16,666</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 2010 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 9 February 2011 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.

OPPORTUNITIES THROUGH TECHNOLOGY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2010

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
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2010

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

	Restricted Funds 2010 £	Unrestricted Funds 2010 £	Total Funds 2010 £	<i>Total Funds 2009 £</i>
Donations	-	5,806	5,806	5,400
The Big Lottery - Restricted Funds	28,951	-	28,951	37,848
Other Grants - General Funds	-	14,900	14,900	-
	<hr/>	<hr/>	<hr/>	<hr/>
Voluntary income	28,951	20,706	49,657	43,248
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

3. FUND RAISING ACTIVITIES

	Restricted Funds 2010 £	Unrestricted Funds 2010 £	Total Funds 2010 £	<i>Total Funds 2009 £</i>
Primary purpose fund raising	-	104,966	104,966	82,448
	<hr/>	<hr/>	<hr/>	<hr/>
	-	104,966	104,966	82,448
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2010**

4. OTHER INCOMING RESOURCES

	Restricted Funds 2010 £	Unrestricted Funds 2010 £	Total Funds 2010 £	<i>Total Funds 2009 £</i>
Miscellaneous Income	-	-	-	1,002

5. EXPENDITURE BY CHARITABLE ACTIVITY

SUMMARY BY FUND TYPE

	Restricted Funds 2010 £	Unrestricted Funds 2010 £	Total Funds 2010 £	<i>Total Funds 2009 £</i>
Primary purpose activities	33,057	-	33,057	34,679
Primary purpose activities	-	94,312	94,312	81,823
	33,057	94,312	127,369	<i>116,502</i>

SUMMARY BY EXPENDITURE TYPE

	Staff costs 2010 £	Depreciation 2010 £	Other costs 2010 £	Total 2010 £	<i>Total 2009 £</i>
Primary purpose activities - restricted funds	28,127	-	4,930	33,057	34,679
Primary purpose activities - unrestricted funds	79,424	316	14,572	94,312	81,823
	107,551	316	19,502	127,369	<i>116,502</i>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2010**

6. GOVERNANCE COSTS

	Restricted Funds 2010 £	Unrestricted Funds 2010 £	Total Funds 2010 £	<i>Total Funds 2009 £</i>
Accountancy	-	646	646	970
Bookkeeping	-	2,317	2,317	2,320
Printing, postage and stationery	-	443	443	676
Bank charges and interest paid	-	13	13	166
Sundry expenses	-	609	609	748
	<u>-</u>	<u>4,028</u>	<u>4,028</u>	<u>4,880</u>

7. PRIMARY PURPOSE COSTS

	Restricted Funds 2010 £	Unrestricted Funds 2010 £	Total 2010 £	<i>Total 2009 £</i>
Training expenses	-	2,396	2,396	4,007
Insurance	-	374	374	366
Fees and subscriptions	-	184	184	184
Travel & volunteer expenses	3,654	1,139	4,793	5,321
Primary purpose trading costs	-	7,179	7,179	5,444
Computer equipment and software	1,276	2,569	3,845	4,223
Telephone & room hire	-	731	731	474
Wages and salaries	28,127	77,567	105,694	94,008
Pension cost	-	1,857	1,857	1,671
Depreciation	-	316	316	804
	<u>33,057</u>	<u>94,312</u>	<u>127,369</u>	<u>116,502</u>

8. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES

	Activities undertaken directly 2010 £	Support costs 2010 £	Total 2010 £	<i>Total 2009 £</i>
Primary purpose activities	<u>127,369</u>	<u>-</u>	<u>127,369</u>	<u>116,502</u>

OPPORTUNITIES THROUGH TECHNOLOGY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2010

9. NET INCOME / (EXPENDITURE)

This is stated after charging:

	2010	2009
	£	£
Depreciation of tangible fixed assets: - owned by the charity	316	804
Bookkeeping	2,317	2,320
Pension costs	1,857	1,671
	=====	=====

During the year, no Trustees received any remuneration (2009 - £NIL).
During the year, no Trustees received any benefits in kind (2009 - £NIL).
During the year, no Trustees received any reimbursement of expenses (2009 - £NIL).

10. STAFF COSTS

Staff costs were as follows:

	2010	2009
	£	£
Wages and salaries	105,695	94,008
Other pension costs	1,857	1,671
	=====	=====
	107,552	95,679

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

	2010	2009
	No.	No.
	6	6
	=====	=====

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

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2010

11. TANGIBLE FIXED ASSETS

	Furniture, fittings and equipment £
Cost	
At 1 November 2009 and 31 October 2010	<u>37,599</u>
Depreciation	
At 1 November 2009	37,283
Charge for the year	316
At 31 October 2010	<u>37,599</u>
Net book value	
At 31 October 2010	-
<i>At 31 October 2009</i>	<u><u>316</u></u>

12. DEBTORS

	2010 £	2009 £
Trade debtors	<u>1,557</u>	<u>1,225</u>

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

	2010 £	2009 £
Social security and other taxes	2,414	1,790
Other creditors	5,292	2,471
	<u>7,706</u>	<u>4,261</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2010

14. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
Designated funds				
Designated Fund	7,000	-	-	7,000
General funds				
General Fund	2,878	125,672	(98,340)	30,210
Total Unrestricted funds	9,878	125,672	(98,340)	37,210
Restricted funds				
Restricted Fund	6,788	28,951	(33,057)	2,682
Total of Funds	16,666	154,623	(131,397)	39,892

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
Designated funds	7,000	-	-	7,000
General funds	2,878	125,672	(98,340)	30,210
	9,878	125,672	(98,340)	37,210
Restricted funds	6,788	28,951	(33,057)	2,682
	16,666	154,623	(131,397)	39,892

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds 2010 £	Unrestricted Funds 2010 £	Total Funds 2010 £	Total Funds 2009 £
Tangible fixed assets	-	-	-	316
Current assets	2,682	44,915	47,597	20,611
Creditors due within one year	-	(7,705)	(7,705)	(4,261)
	2,682	37,210	39,892	16,666

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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.