

Bognor Regis Business Improvement District

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2020

Bognor Regis Business Improvement District

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Bognor Regis Business Improvement District

Company Information

Directors Jason Allan Passingham
Gregory Charles Burt
Matthew Reynolds
Jeremy Martin Scott Pardey
Mark Peter Halls

Registered office 2 York Road
Bognor Regis
West Sussex
PO21 1LW

Auditors Blue Spire Limited
Chartered Accountants
Cawley Priors
South Pallant
Chichester
West Sussex
PO19 1SY

Bognor Regis Business Improvement District
Directors' Report for the Year Ended 31 March 2020

The directors present their report and the financial statements for the year ended 31 March 2020.

Directors of the company

The directors who held office during the year were as follows:

Jason Allan Passingham

Christopher David Heaps (ceased 9 January 2020)

Mark Richard Hammersley (appointed 9 January 2020 and ceased 4 March 2020)

Gregory Charles Burt (appointed 9 January 2020)

Roger David Clayden (ceased 26 September 2019)

Matthew Reynolds

Joanne Millen (appointed 12 March 2020 and ceased 27 October 2020)

Mr Alan Wheatley (ceased 11 March 2020)

Jeremy Martin Scott Pardey

Paul Christopher Wells (ceased 9 January 2020)

Michael Anthony Donnelly (ceased 11 November 2020)

Mark Peter Halls

Principal activity

The principal activity of the company is activities associated with improving Bognor Regis Business Improvement District.

Disclosure of information to the auditors

Each director has taken steps that they ought to have taken as a director in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information. The directors confirm that there is no relevant information that they know of and of which they know the auditors are unaware.

Small companies provision statement

This report has 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.

Approved by the Board on 27 January 2021 and signed on its behalf by:

Matthew Reynolds

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Matthew Reynolds
Director

Bognor Regis Business Improvement District

Statement of Directors' Responsibilities

The directors acknowledge their responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they 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 these financial statements, the directors are required to:

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

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and 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 2006. 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.

Bognor Regis Business Improvement District

Independent Auditor's Report to the Members of Bognor Regis Business Improvement District

Opinion

We have audited the financial statements of Bognor Regis Business Improvement District (the 'company') for the year ended 31 March 2020, which comprise the Profit and Loss Account, Balance Sheet, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 Section 1A 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2020 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

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Independent Auditor's Report to the Members of Bognor Regis Business Improvement District

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Directors' Report and from the requirement to prepare a Strategic Report.

Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on page 3, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the company to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the company audit. We remain solely responsible for our audit opinion.

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Independent Auditor's Report to the Members of Bognor Regis Business Improvement District

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



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Geoffrey Frost (Senior Statutory Auditor)
For and on behalf of Blue Spire Limited, Statutory Auditor

Cawley Priory
South Pallant
Chichester
West Sussex
PO19 1SY

27 January 2021

Bognor Regis Business Improvement District

Profit and Loss Account for the Year Ended 31 March 2020

	Note	2020 £	2019 £
Turnover		236,927	166,918
Cost of sales		<u>(138,905)</u>	<u>(98,827)</u>
Gross surplus		98,022	68,091
Administrative expenses		<u>(48,962)</u>	<u>(12,613)</u>
Operating surplus		<u>49,060</u>	<u>55,478</u>
Surplus before tax		<u>49,060</u>	<u>55,478</u>
Surplus for the financial year		<u><u>49,060</u></u>	<u><u>55,478</u></u>

The above results were derived from continuing operations.

The company has no recognised gains or losses for the year other than the results above.

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(Registration number: 11198321)
Balance Sheet as at 31 March 2020

	Note	2020 £	2019 £
Current assets			
Debtors	5	18,576	10,139
Cash at bank and in hand		<u>100,647</u>	<u>67,548</u>
		119,223	77,687
Creditors: Amounts falling due within one year	6	<u>(14,685)</u>	<u>(22,209)</u>
Net assets		<u>104,538</u>	<u>55,478</u>
Capital and reserves			
Profit and loss account		<u>104,538</u>	<u>55,478</u>
Shareholders' funds		<u>104,538</u>	<u>55,478</u>

These 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.

Approved and authorised by the Board on 27 January 2021 and signed on its behalf by:

Matthew Reynolds

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Matthew Reynolds
Director

Bognor Regis Business Improvement District

Notes to the Financial Statements for the Year Ended 31 March 2020

1 General information

The company (registration number 11198321) is a company limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

The address of its registered office is:

2 York Road
Bognor Regis
West Sussex
PO21 1LW
England

These financial statements were authorised for issue by the Board on 27 January 2021.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

These financial statements have been prepared in accordance with Financial Reporting Standard 102 Section 1A - 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

Basis of preparation

These financial statements have been prepared using the historical cost convention except that as disclosed in the accounting policies certain items are shown at fair value.

The financial statements are presented in sterling which is the functional currency of the company and rounded to the nearest £.

Revenue recognition

Turnover comprises the fair value of the consideration received or receivable in respect of the BID levy and associated services in the ordinary course of the company's activities. Turnover is shown net of sales/value added tax, returns, rebates and discounts.

The company recognises revenue when:

The amount of revenue can be reliably measured;
it is probable that future economic benefits will flow to the entity;
and specific criteria have been met for each of the company's activities.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

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Notes to the Financial Statements for the Year Ended 31 March 2020

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Share capital

The company is limited by guarantee

Defined contribution pension obligation

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the company has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

3 Staff numbers

The average number of persons employed by the company (including directors) during the year, was 2 (2019 - 1).

4 Auditors' remuneration

	2020 £	2019 £
Audit of the financial statements	<u>950</u>	<u>950</u>

5 Debtors

	2020 £	2019 £
Trade debtors	760	480
Prepayments	13,042	8,579
Other debtors	<u>4,774</u>	<u>1,080</u>
	<u>18,576</u>	<u>10,139</u>

6 Creditors

Creditors: amounts falling due within one year

	2020 £	2019 £
Due within one year		
Trade creditors	11,529	8,699
Taxation and social security	-	327
Accruals and deferred income	2,919	13,183
Other creditors	<u>237</u>	<u>-</u>
	<u>14,685</u>	<u>22,209</u>

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Detailed Profit and Loss Account for the Year Ended 31 March 2020

	2020 £	2019 £
Turnover (analysed below)	236,927	166,918
Cost of sales (analysed below)	<u>(138,905)</u>	<u>(98,827)</u>
Gross surplus	<u>98,022</u>	<u>68,091</u>
Gross surplus (%)	41.37%	40.79%
Administrative expenses		
Employment costs (analysed below)	14,447	2,934
Establishment costs (analysed below)	12,578	3,540
General administrative expenses (analysed below)	<u>21,937</u>	<u>6,139</u>
	<u>48,962</u>	<u>12,613</u>
Operating surplus	<u>49,060</u>	<u>55,478</u>
Surplus before tax	<u><u>49,060</u></u>	<u><u>55,478</u></u>

Bognor Regis Business Improvement District

Detailed Profit and Loss Account for the Year Ended 31 March 2020

	2020 £	2019 £
Turnover		
Sale of goods, UK	186,639	166,918
Other revenue	40,288	-
Grants and subsidies receivable	10,000	-
	236,927	166,918
Cost of sales		
Direct costs	138,905	98,827
Employment costs		
Wages and salaries (excluding directors)	12,623	2,895
Staff NIC (Employers)	790	-
Staff pensions (Defined contribution)	1,034	39
	14,447	2,934
Establishment costs		
Rent	8,969	835
Rates	1,541	-
Light, heat and power	332	-
Insurance	1,276	995
Repairs and maintenance	460	1,710
	12,578	3,540
General administrative expenses		
Telephone and fax	617	406
Computer software and maintenance costs	2,780	-
Printing, postage and stationery	-	96
Trade subscriptions	4,701	812
Charitable donations	200	-
Sundry expenses	35	-
Cleaning	1,147	-
Travel and subsistence	455	27
Advertising	189	-
Accountancy fees	2,516	1,448
Auditor's remuneration - The audit of the company's annual accounts	950	950
Consultancy fees	8,100	300
Legal and professional fees	187	2,100
Sponsorship	60	-
	21,937	6,139