

Bognor Regis Business Improvement District Limited

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2022

Bognor Regis Business Improvement District Limited

Contents

Company Information	1
Directors' Report	2
Statement of Directors' Responsibilities	3
Independent Auditor's Report	4 to 6
Profit and Loss Account	7
Balance Sheet	8
Statement of Changes in Equity	9
Notes to the Financial Statements	10 to 12
Detailed Profit and Loss Account	13 to 15

Bognor Regis Business Improvement District Limited

Company Information

Directors Matthew Reynolds
Angela Mary Vanderpump
Nicola Jane Ratcliffe

Registered office 10 The Arcade
Bognor Regis
West Sussex
PO21 1LH

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

Bognor Regis Business Improvement District Limited

Directors' Report for the Year Ended 31 March 2022

The directors present their report and the financial statements for the year ended 31 March 2022.

Directors of the company

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

Jason Allan Passingham (ceased 10 March 2022)

Gregory Charles Burt (ceased 10 March 2022)

Aidatul Akmar Kaman (ceased 1 November 2021)

Matthew Reynolds

Jeremy Martin Scott Pardey (ceased 26 October 2022)

Mark Peter Halls (ceased 25 May 2021)

Angela Mary Vanderpump

Darrell James Hardy (ceased 10 March 2022)

George Mitchell (ceased 25 March 2022)

The following director was appointed after the year end:

Nicola Jane Ratcliffe (appointed 26 October 2022)

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 and authorised by the Board on 22 December 2022 and signed on its behalf by:

Matthew Reynolds

.....
Matthew Reynolds

Director

Bognor Regis Business Improvement District Limited

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 Limited

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

Opinion

We have audited the financial statements of Bognor Regis Business Improvement District Limited (the 'company') for the year ended 31 March 2022, which comprise the Profit and Loss Account, Balance Sheet, Statement of Changes in Equity, 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 2022 and of its loss 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 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.

Material uncertainty related to going concern

As described in note 8, the Company's ability to continue for a period of 12 months from the date of signing the accounts is dependent on the successful outcome in the ballot of eligible levy paying businesses to secure a second term of the Bognor Regis Business Improvement District.

Our opinion is not modified in this respect.

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:

Bognor Regis Business Improvement District Limited

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

- 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 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Bognor Regis Business Improvement District Limited

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

Based on our understanding of the company and the industry in which it operates, we identified that the principal laws and regulations that directly affect the financial statements to be Companies Act 2006 and the financial reporting framework applicable to the company is FRS102. We assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items.

In addition, the company is subject to many other laws and regulations such as employment law, health and safety regulations and data protection. These specific laws and regulations were considered throughout the audit and addressed with the procedures below.

Audit procedures performed by the engagement team included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims;
- Enquiry of management to identify any instances of non-compliance with laws and regulations;
- Review of meeting minutes for detection of any non-compliance;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of any significant transactions outside the normal course of business and reviewing accounting estimates for bias;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

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.



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

Cawley Priory
South Pallant
Chichester
West Sussex
PO19 1SY

22 December 2022

Bognor Regis Business Improvement District Limited

Profit and Loss Account for the Year Ended 31 March 2022

	Note	2022 £	2021 £
Turnover		240,357	195,511
Cost of sales		<u>(158,533)</u>	<u>(130,304)</u>
Gross surplus		81,824	65,207
Administrative expenses		(99,495)	(86,886)
Other operating income		<u>6,090</u>	<u>1,129</u>
Operating deficit		(11,581)	(20,550)
Other interest receivable and similar income		<u>2</u>	<u>-</u>
Deficit before tax	5	<u>(11,579)</u>	<u>(20,550)</u>
Deficit for the financial year		<u><u>(11,579)</u></u>	<u><u>(20,550)</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.


Bognor Regis Business Improvement District Limited

(Registration number: 11198321)
Balance Sheet as at 31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets		488	-
Current assets			
Debtors	6	35,369	23,151
Cash at bank and in hand		<u>62,167</u>	<u>73,585</u>
		97,536	96,736
Creditors: Amounts falling due within one year	7	<u>(25,615)</u>	<u>(12,748)</u>
Net current assets		<u>71,921</u>	<u>83,988</u>
Net assets		<u>72,409</u>	<u>83,988</u>
Reserves			
Retained earnings		<u>72,409</u>	<u>83,988</u>
Surplus		<u>72,409</u>	<u>83,988</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 22 December 2022 and signed on its behalf by:


.....
Matthew Reynolds
Director

Bognor Regis Business Improvement District Limited

Statement of Changes in Equity for the Year Ended 31 March 2022

	Retained earnings £	Total £
At 1 April 2021	83,988	83,988
Deficit for the year	<u>(11,579)</u>	<u>(11,579)</u>
At 31 March 2022	<u>72,409</u>	<u>72,409</u>
	Retained earnings £	Total £
At 1 April 2020	104,538	104,538
Deficit for the year	<u>(20,550)</u>	<u>(20,550)</u>
At 31 March 2021	<u>83,988</u>	<u>83,988</u>

Bognor Regis Business Improvement District Limited

Notes to the Financial Statements for the Year Ended 31 March 2022

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:

10 The Arcade
Bognor Regis
West Sussex
PO21 1LH

These financial statements were authorised for issue by the Board on 22 December 2022.

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 smaller entities - 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' and the Companies Act 2006 (as applicable to companies subject to the small companies' regime).

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.

Bognor Regis Business Improvement District Limited

Notes to the Financial Statements for the Year Ended 31 March 2022

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 (2021 - 2).

4 Auditors' remuneration

	2022	2021
	£	£
Audit of the financial statements	<u>950</u>	<u>950</u>

5 Loss before tax

Arrived at after charging/(crediting)

	2022	2021
	£	£
Depreciation expense	<u>128</u>	<u>-</u>

6 debtors

	2022	2021
	£	£
Trade debtors	1,145	2,256
Prepayments	22,782	9,363
Other debtors	<u>11,442</u>	<u>11,532</u>
	<u>35,369</u>	<u>23,151</u>

Bognor Regis Business Improvement District Limited

Notes to the Financial Statements for the Year Ended 31 March 2022

7 Creditors

Creditors: amounts falling due within one year

	2022 £	2021 £
Due within one year		
Trade creditors	19,484	10,325
Accruals and deferred income	6,204	2,200
Other creditors	(73)	223
	<u>25,615</u>	<u>12,748</u>

8 Post balance sheet events and material uncertainties relating to going concern

Following the year end the BID submitted its second term proposal to Arun District Council. The ballot of eligible levy paying businesses is set to take place in February 2023 and thus the outcome of the ballot is currently unknown and will not be known prior to signing off these financial statements. Although the BID is willing to continue for the foreseeable future there is material uncertainty due to the unknown result of the ballot.

Bognor Regis Business Improvement District Limited

Detailed Profit and Loss Account for the Year Ended 31 March 2022

	2022 £	2021 £
Turnover (analysed below)	240,357	195,511
Cost of sales (analysed below)	<u>(158,533)</u>	<u>(130,304)</u>
Gross surplus	<u>81,824</u>	<u>65,207</u>
Gross surplus (%)	34.04%	33.35%
BID operations expenses		
Employment costs (analysed below)	62,712	52,193
General administrative expenses (analysed below)	36,654	34,693
Finance charges (analysed below)	1	-
Depreciation costs (analysed below)	<u>128</u>	<u>-</u>
	99,495	86,886
Other operating income (analysed below)	<u>6,090</u>	<u>1,129</u>
Operating deficit	(11,581)	(20,550)
Other interest receivable and similar income (analysed below)	<u>2</u>	<u>-</u>
Deficit before tax	<u><u>(11,579)</u></u>	<u><u>(20,550)</u></u>

Bognor Regis Business Improvement District Limited

Detailed Profit and Loss Account for the Year Ended 31 March 2022

	2022 £	2021 £
Turnover		
General market income	9,235	4,830
Parking income	36,533	33,368
BID levy income	128,038	116,326
POP! unit income	20,247	-
Welcoming town grant income	46,304	40,987
	<u>240,357</u>	<u>195,511</u>
Direct costs		
Direct costs	-	130,304
Night time economy	4,836	-
Parking production costs	13,773	-
Welcoming town	98,320	-
Well known town	41,604	-
	<u>158,533</u>	<u>130,304</u>
Employment costs		
Wages and salaries (excluding directors)	60,671	50,443
Staff NIC (Employers)	736	536
Staff pensions (Defined contribution)	1,305	1,139
Staff training	-	75
	<u>62,712</u>	<u>52,193</u>
BID operations		
Rent	9,210	10,560
Rates	3,878	465
Light, heat and power	326	259
Insurance	1,637	2,249
Repairs and maintenance	337	613
Specific renewal activity	4,092	-
Footfall monitoring	3,390	3,254
Telephone and internet	521	897
Computer software and maintenance costs	2,113	1,427
Printing, postage and stationery	2,062	870
Communication with businesses	681	-
Trade subscriptions	691	2,427
Charitable donations	-	500
Sundry expenses	1,086	33
Cleaning	548	270
Travel and subsistence	7	-
Accountancy fees	3,638	3,213
Auditor's remuneration - The audit of the company's annual accounts	950	950
Consultancy fees	100	5,200
Legal and professional fees	1,387	6
Sponsorship	-	1,500
	<u>36,654</u>	<u>34,693</u>

This page does not form part of the statutory financial statements.

Bognor Regis Business Improvement District Limited

Detailed Profit and Loss Account for the Year Ended 31 March 2022

	2022 £	2021 £
Finance charges		
Bank charges	(1)	-
Depreciation costs		
Depreciation of office equipment (owned)	128	-
Other operating income		
Other operating income	6,090	-
Government job retention scheme	-	1,129
	<u>6,090</u>	<u>1,129</u>
Other interest receivable and similar income		
Bank interest receivable	2	-