



## **Jersey Business Venture Incorporated 2010 Annual Report & Accounts**

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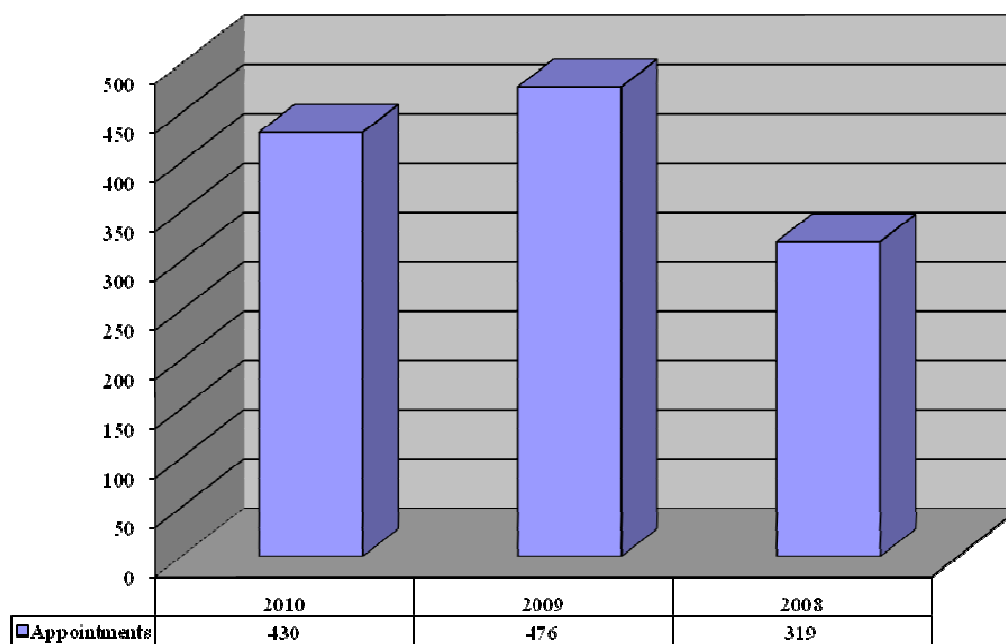
### About Jersey Business Venture

Jersey Business Venture, 'JBV', has been established for 25 years and since 1994 has received States funding to provide friendly, professional assistance and advice to those already in business, or thinking of setting up a new venture. Operating from our 'One Stop Shop' at 33 Gloucester St, St Helier, JBV's services are **confidential, practical, independent** and **free**. Guidance and literature is available on statutory requirements and we offer impartial objectivity in evaluating the viability of any new venture. JBV work to build long-term relationships with businesses, providing guidance at any stage along the way. With hands on business experience and access to specialists we are committed to providing the very best tailor made support. Clients may 'walk in' between the hours of 9.00 and 5.00 Monday to Friday, or make an appointment at any time by telephoning 619222.

JBV is a non-profit organisation which receives a grant from the Economic Development Department but also relies on contributions from sponsors within the business community and benefits from strategic, voluntary input from private sector Board members.

**A JBV office was first opened 17 years ago and (notwithstanding the duplication resulting from Jersey Enterprise opening a business advice arm in 2008 and targeting many of our potential clients) our client appointments increased significantly during 2009 and in 2010 remained at similar levels to those of the last 5 years.**

JBV Appointments 2008-2010





## **Jersey Business Venture Incorporated 2010 Annual Report & Accounts**

### **Sponsors**

The Board of Management wish to record their thanks to all the individuals, organisations and companies that either sponsored specific activities, or provided assistance to JBV throughout the year. These include:-

### **ECONOMIC DEVELOPMENT DEPARTMENT**

#### **HSBC**

#### **NatWest**

Alex Picot  
Bestwick Bone & Allbut  
CB Richard Ellis  
CCV Jersey  
Clear Concepts  
Direct Input  
Foxleigh Knight & Co  
Grant Thornton Ltd  
Guiton Group Ltd  
HLB Jackson Fox  
Infinite Support Ltd  
Islands Insurance  
Jersey Electricity plc  
Jersey Telecom  
Le Gallais & Luce  
Moore Stephens  
PricewaterhouseCoopers  
Rosscot Chartered Accountants  
Sandpiper CI Ltd  
Signtech  
Simalls Ltd  
Veerleft IT Support Services  
Walkers Advocates



## **Jersey Business Venture Incorporated 2010 Annual Report & Accounts**

### **2010 in Numbers**

<b>2,702</b>	<b>Total Contacts for the year</b>
<b>1,707</b>	<b>Enquiries</b>
<b>565</b>	<b>Newsletter subscribers</b>
<b>430</b>	<b>Total Appointments (min 1 hour from a team of 1 FTE employee)</b>
<b>404</b>	<b>Start Up Pack Consultations (in addition to appointments)</b>
<b>259</b>	<b>New Clients seen for appointment</b>
<b>171</b>	<b>Subsequent Appointments held</b>
<b>130</b>	<b>£ Thousand Grant received from the States of Jersey</b>
<b>7</b>	<b>Honorary Board Members</b>
<b>7</b>	<b>£ Thousand from private sponsors</b>
<b>2.5</b>	<b>FTE Staff Members from a team of 5</b>
<b>1</b>	<b>Website with 3,225 unique hits</b>

Further detailed statistics are available upon request



## **Jersey Business Venture Incorporated 2010 Annual Report & Accounts**

### **Chair's Statement in respect of the year ended 28 February 2011**

I referred in the Chair's statement for the last Annual Report and Accounts to the wish that "*ultimately we will achieve a secure and clear future for JBV at the end of the process that is likely to dominate the Board's focus for 2010*".

To the extent that I predicted that the process would dominate the Board's focus for the year, I was correct. Unfortunately my hope that JBV would be assured of a secure and clear future by the end of 2010 has not been met. I repeat that aspiration for 2011 in the hope that it will be achievable.

Against a stormy background which has consumed a great deal of the time of both the Board and frontline staff, the operational team at JBV has continued to ensure that the interests of its clients come first. Lydia and Amanda made a welcome recovery and return. Felicity stepped down as ED at the end of 2010 to take unpaid maternity leave; we look forward to welcoming her back to the team in the Autumn.

In common with many business sectors the volume of JBV enquiries was slightly lower in 2010 than in the previous year although there has been a greater emphasis on more in-depth interviews which in turn has ensured that the maximum benefit is provided to those seeking JBV's assistance.

The Board remains unchanged and continues to provide JBV with input from members with experience in a wide range of businesses and professions. This has proved most valuable given the many occasions on which the Board has had to address high level issues with EDD.

It is my fervent hope that I and the Board will be able to protect and build upon JBV's experience and reputation during 2011 which is set to be a challenging year.

**Julie Melia**  
**Chair**

**4<sup>th</sup> May 2011**



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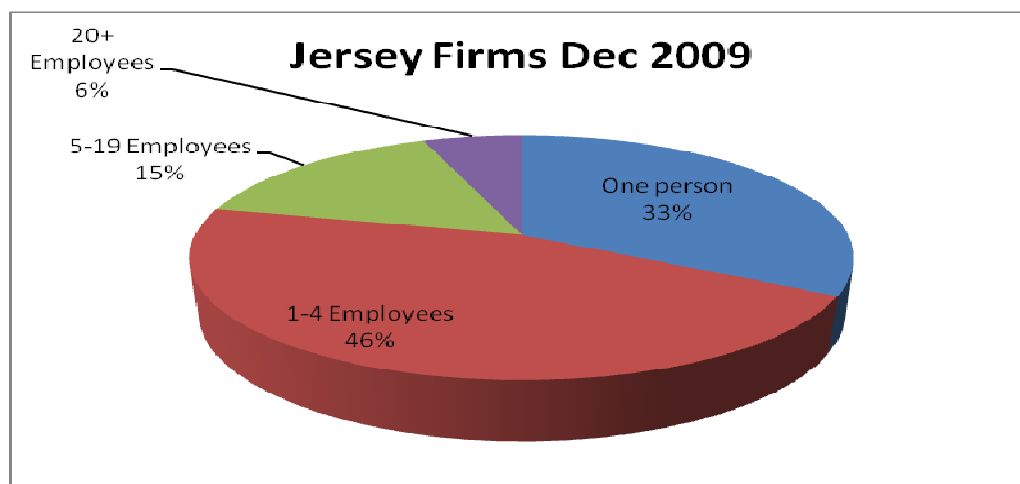
### Report of the Executive Director for the year ended 28 February 2011

JBV experienced a difficult year with 2 members of the advisory team on long term (unpaid) sick leave. In spite of this, the 430 appointments were only 10% below that of 2009 and still 40% higher than that of 2007/8, which was prior to an alternative government option being provided by Jersey Enterprise. This was in addition to over 1,700 enquiries and other services provided.

Our newsletter readership continues to rise and there are now over 565 firms and individuals who receive these. Our aim remains to provide practical, user friendly information that clients can apply directly to their business. It is produced in house, at minimum cost, allowing us to focus on the topical issues we hear from clients day to day.

Clients are still keen to receive advice from an organisation which is independent of government, which is confirmed by the fact that in spite of no money spent on marketing our contacts remain at similar levels and over 75% come on recommendation from previous clients. We do not cold call, but advise that we are always there for any stage of a business whether established or in its embryonic stage. We follow up any initial appointment with a satisfaction survey also reminding clients of this. I am delighted to say that since 1999 we have received a 100% recommendation of our organisation from the survey respondents.

As at Jan 2010 (Jersey in Figures Dec 2009) there were just over 6,000 firms on the Island, of which 2,000 were one person enterprises, 2,790 employed less than 5 and there were 950 firms who employed 5-19 people and 350 firms employing more than 20 staff. This ratio of staff numbers / employers is shown below and indeed 99% of our contacts fall into the bracket of self employed individuals and firms employing less than 5 staff. We do not have the resources to be proactive with existing firms, but 28% of our appointments are from organisations established for more than a year, along with a considerable number of our 1,700 enquiries received annually.



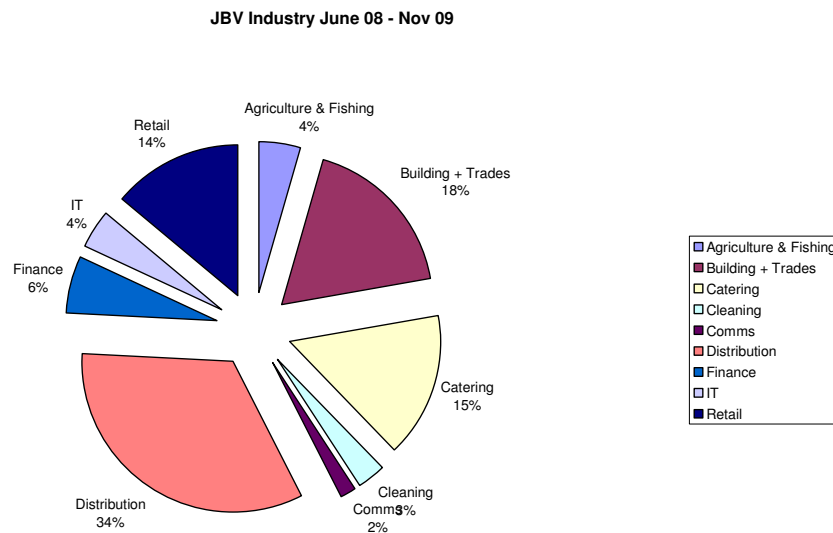


## Jersey Business Venture Incorporated 2010 Annual Report & Accounts

### Executive Directors Report Continued

In the recent economic climate, financial analysis of any proposed venture or for an existing organisation, remains crucial. This is provided from a team of in-house advisers including Amanda Trotman, Richard Smith, Felicity Denton and myself. Mikhaila Young is available to ably assist with general queries and talk through the process of legal requirements for establishing a firm, whether it be a sole trader, partnership or limited company. My thanks go to all the staff and the Board, who remain totally committed to the aims of JBV in what has been a difficult year.

In early 2010 we contacted all clients seen for appointments between the 18 month period of June 08 and Nov 09, to establish their views on our service. The following chart shows the Industries of those clients and is our typical client base. We asked our clients if the service should remain independent of government and over 85% responded that we should and the additional comments we received are shown on Page 8.



JBV - an independent organisation offering free, practical advice to small local businesses has served the island well for 25 yrs. We remain committed to this service.

**Lydia Cook**  
Executive Director

**4<sup>th</sup> May 2011**



## Jersey Business Venture Incorporated 2010 Annual Report & Accounts

### Client Comments in 2010 about JBV remaining Independent

The independence ensures that JBV's advice is what is best for the client. If a subsidiary of government the advice would be coloured by the view of the states.

There is already support from Jersey Enterprise which is government run. It's important to be able to receive it which is independent from any government run organisation so that a balanced and unbiased view can be obtained.

Government don't exactly have a good track record. JBV with links to independent business advisors that can be matched to individual's requirements has a much better chance to provide the correct advice.

It will stop political interference and inefficiencies.

I felt able to speak openly with them about issues which I had not yet made final decisions about. They were able to offer impartial advice with regards the best course of action for me.

I was able to act or not act on the advice given with no consequences, I did not feel at any point that I had to take a decision and stick to it.

So you can get full honest confidential advice. My business is to do with me not the government.

Being independent means clients can completely trust its confidentiality and impartial advice.

Advice is needed for a variety of reasons which without proper guidance one could accidentally fall foul of the law. JBV also sets up a proper structure and question as to the feasibility of the business venture. It is also an unbiased service therefore helping the individual without any other incentive in mind.

Really just because I know that someone I talk to within JBV will store those details securely and whatever I discuss will not have any implications i.e. legally.

It would appear that JBV has an overlap with Jersey Enterprise. Whilst both are funded by the states - JBV has been in existence for longer and is independent of government interference. We don't need two services.

The general public and in particular many businesses have no trust or confidence in the Public sector particularly when it comes to being up to date and aware of current considerations. Many Public sector staff have not had the necessary experience to give credibility to the advice they give.

Impartial non political advice. Business, not entrenched politics. At the moment the states are only interested in furthering the finance industry, so any business is considered/helped based on how that would further the finance industry e.g. the building trade that had a huge cash injection.

If possible this would be good. One of the partners of our new business was still employed but the states whilst we were setting up the project. We would have been concerned about the confidentiality of any service that was linked to the states.

Allows the advice to be more impartial and allows business to approach with matters they otherwise wouldn't.



## **Jersey Business Venture Incorporated 2010 Annual Report & Accounts**

### **Report of the Board of Management for the year ended 31 December 2010**

The Board of Management present their report and the audited accounts for the year ended 31 December 2010.

#### **Incorporation**

The association is incorporated in Jersey, Channel Islands.

#### **Board of management's responsibilities for the accounts**

The Board of Management are responsible for preparing accounts which shall be in accordance with generally accepted accounting principles and show a true and fair view of the income or deficit of the association for the year and of the state of the association's affairs at the end of the year.

In preparing accounts the Board of Management should:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the association will continue in operation.

The Board of Management are also responsible for keeping accounting records which are sufficient to show and explain the association's transactions and are such as to disclose with reasonable accuracy, at any time, the financial position of the association. They are also responsible for safeguarding the assets of the association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Board of Management are responsible for the maintenance and integrity of the financial information included on the association's website.

#### **Principal activities**

The income and expenditure account for the year is set out on page 14. The principal activities of the association are unchanged and are to:-

- provide a free advice service for those who either already run or wish to start up a business;
- foster the establishment and growth of new local businesses from within the community; and
- encourage existing businesses to improve their management standards in order to maintain commercial viability and profitable growth.



## **Jersey Business Venture Incorporated 2010 Annual Report & Accounts**

### **Board of Management**

The Board of Management of the association were:

Advocate Julie Melia (Chair)  
Mr Michael Rothwell (Appointed as Vice Chair 16 August 10)  
Ms Lydia Cook (Appointed as Executive Director 13 December 2010)  
Mrs Felicity Denton (Resigned as Executive Director 13 December 2010)  
Mr David Green  
Mr Barry Jenkins (Resigned as Vice Chair 16 August 10)  
Mr Bill Sarre  
Mr David Warr  
Mr Mark Syvret  
Mr David Walliker

Members of the Board of Management are eligible for re-election and shall be elected at the annual general meeting in accordance with the association's constitution.

### **Secretary**

The secretary of the association at 31 December 2010 was Ms L Cook, who had been secretary from 1<sup>st</sup> January 2010 to 26 April 2010 and re-appointed from 13 December 2010. Mrs F Denton was appointed secretary between 26 April 2010 and 13 December 2010.

### **Auditors**

A resolution to re-appoint the honorary auditors, Grant Thornton Limited, will be proposed at the Annual General Meeting.

**By order of the board**

**Place of operation:**

**33 Gloucester St  
St. Helier  
Jersey**

**L J Cook, Secretary  
4<sup>th</sup> May 2011**



## **Jersey Business Venture Incorporated 2010 Annual Report & Accounts**

### **INDEPENDENT AUDITORS' REPORT to the members of Jersey Business Venture Incorporated**

We have audited the financial statements of Jersey Business Venture Incorporated for the year ended 31 December 2010 which comprise the Balance Sheet, the Income and Expenditure Account, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in the preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the association's members, as a body. Our audit work has been undertaken so that we might state to the association's members those matters we are required to state to them in an auditors' 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 association and the association's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of directors and auditors**

As described in the Report of the Board of Management the association's board members are responsible for the preparation of financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit the financial statements in accordance with applicable legal and regulatory requirements and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the board of management; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we became aware of any apparent material misstatements or inconsistencies we consider the implications for our report.



## **Jersey Business Venture Incorporated 2010 Annual Report & Accounts**

### **NDEPENDENT AUDITORS' REPORT Continued**

#### **Opinion on the financial statements**

In our opinion the financial statements:

- give a true and fair view of the association's affairs as at 31 December 2010 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom General Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the applicable law.

#### **Emphasis of a matter – going concern**

In forming our opinion on the financial statements, which is not modified, we have considered the adequacy of the disclosure made in note 1 to the financial statements concerning JBV's ability to continue as a going concern. JBV has only secured funding commitment from the States of Jersey Economic Development Department to 30 June 2011 with a view to establishing a new outside government body to combine the services of JBV and Jersey Enterprise. These conditions indicate the existence of a material uncertainty which may cast significant doubt about the JBV's ability to continue as a going concern. The financial statements do not include the adjustments that would result if the association was unable to continue as a going concern.

Grant Thornton Limited  
Chartered Accountants  
St Helier, Jersey, Channel Islands  
Date: May 2011



## Jersey Business Venture Incorporated 2010 Annual Report & Accounts

### Balance sheet at 31 December 2010

	<i>Notes</i>	<b>At 31 December 2010</b>	<b>At 31 December 2009</b>
		£	£
<b>Fixed assets</b>			
Tangible assets	3	-	-
<b>Current assets</b>			
Debtors and prepayments		5,110	5,105
Bank and cash		<u>28,613</u>	<u>25,642</u>
		<u>33,723</u>	<u>30,747</u>
<b>Creditors: amounts falling due within one year</b>			
Creditors and accruals	4	<u>5,188</u>	<u>6,058</u>
<b>Net current assets</b>		<u>28,535</u>	<u>24,689</u>
<b>Net assets</b>		<u>28,535</u>	<u>24,689</u>
<b>Reserves</b>			
Accumulated fund	5	<u>28,535</u>	<u>24,689</u>

The accounts on pages 13 to 18 were approved by the Board of Management on 4 May 2011 and signed on its behalf by:

J Melia  
Chair

L Cook  
Executive Director

The notes on pages 16 - 18 form part of these accounts.  
Auditor's report page 11-12.



## Jersey Business Venture Incorporated 2010 Annual Report & Accounts

### Income and expenditure account for the year ended 31 December 2010

	<i>Notes</i>	Year ended 31 December 2010 £	Year ended 31 December 2009 £
<b>Income</b>			
States Grant		130,000	130,000
Sponsorships received		6,750	6,750
Bank interest		21	25
Moving Grant – revenue		-	6,689
		<b>136,771</b>	143,464
<b>Expenditure</b>			
Admin and employment costs		105,908	104,718
Rent		19,480	19,480
Heat & Light		1,968	1,587
Insurance		2,409	2,359
Advertising and promotion		559	368
Sundry expenses		2,601	3,635
Depreciation		-	8,439
		<b>132,925</b>	140,586
<b>Net income / (deficit) on ordinary activities before taxation</b>		<b>3,846</b>	2,878
<b>Taxation</b>		-	-
<b>Net income / (deficit) for the year</b> 5		<b>3,846</b>	2,878

Movements in reserves are set out in note 5.

**Continuing operations;** all the items dealt with in arriving at the net result for the year ended 31 December 2010 relate to continuing activities.

The association has no recognised gains or losses other than those included in the net result above, and therefore no separate statement of recognised gains and losses has been prepared.

There is no difference between the income on ordinary activities before taxation and the retained income for the periods stated above, and their historical cost equivalents.

The notes on pages 16-18 form part of these accounts. Auditor's report page 11-12.



## Jersey Business Venture Incorporated 2010 Annual Report & Accounts

### Cash flow statement for the year ended 31 December 2010

	Year Ended 31 December 2010 £	Year Ended 31 December 2009 £
<b>Operating activities</b>		
Operating income for the year	3,846	2,878
Depreciation	-	8,439
(Increase) in debtors and prepayments	(5)	(19)
(Decrease) in creditors	(870)	(6,824)
<b>Net cash inflow from operating activities</b>	<b>2,971</b>	<b>4,474</b>
<b>Net cash inflow for the year</b>	<b>2,971</b>	<b>4,474</b>
<b>Reconciliation of cash inflow / (outflow) to change in net funds</b>		
Cash inflow for the year	2,971	4,474
Net funds at beginning of year	25,642	21,168
<b>Net funds at end of year</b>	<b>28,613</b>	<b>25,642</b>

The notes on pages 16 - 18 form part of these accounts.  
Auditor's report page 11 – 12.



## **Jersey Business Venture Incorporated 2010 Annual Report & Accounts**

### **Notes to the accounts 31 December 2010**

#### **1. Fundamental accounting policy**

The board of management have prepared these accounts on a going concern basis as the Jersey Business Venture Incorporated is dependent upon continued funding by the States of Jersey. The management have been in discussions with the Economic Development Department for the last 2 years about a new outside government body to combine the services of Jersey Business Venture and Jersey Enterprise. As at May 4<sup>th</sup> those discussions are ongoing but funding has been secured for the first half of 2011. The period considered in assessing the going concern status of JBV is less than one year from the date of the approval of the financial statements.

#### **2. Principal accounting policies**

The accounts are prepared under the historical cost convention and in accordance with accounting principles generally accepted in the United Kingdom. A summary of the more important accounting policies is set out below.

##### **Tangible fixed assets**

Tangible fixed assets are initially recorded at their purchase price, including any incidental expenses of acquisition. Depreciation is charged on office equipment on a straight line basis over an estimated useful life of 2 years. Improvements to leasehold premises are depreciated over the agreed terms of tenancy.

##### **Friends of the Jersey Business Venture Incorporated**

Income from the friends of the Jersey Business Venture Incorporated is credited to the income and expenditure account on a receipts basis.

##### **Grant Income**

Grant income is credited to the income and expenditure account in the period to which it relates.

##### **Taxation**

With effect from the year 2009 year of assessment the standard rate of tax in Jersey has changed. For the year ended 31 December 2009 and subsequent periods, the Association will be taxable at the standard rate of tax of 0%.



## Jersey Business Venture Incorporated 2010 Annual Report & Accounts

### Notes to the accounts 31 December 2010 continued

#### Operating leases

Operating lease rentals are charged to the profit and loss account on a straight line basis over the period of the lease.

#### 3. Tangible fixed assets

	Leasehold Improvements £	Office Equipment £	Total £
<b>Cost</b>			
At 31 December 2009	8,982	17,934	26,916
At 31 December 2010	8,982	17,934	26,916
<b>Depreciation</b>			
At 31 December 2009	8,982	17,934	26,916
At 31 December 2010	8,982	17,934	26,916
<b>Net book value</b>			
At 31 December 2010	-	-	-
At 31 December 2009	-	-	-

#### 4. Creditors: amounts falling due within one year

	2010 £	2009 £
<b>Creditors and accruals</b>		
Sundry creditors	5,188	6,058
	5,188	6,058

#### 5. Accumulated fund

	2010 £	2009 £
Accumulated fund at beginning of the year	24,689	21,811
Net income / (deficit) for the year	3,846	2,878
Accumulated fund at end of the year	28,535	24,689



## Jersey Business Venture Incorporated 2010 Annual Report & Accounts

### Notes to the accounts 31 December 2010 continued

#### 6. Related party transactions

The Jersey Business Venture receives sponsorship from a number of companies. The following have a member on the Board of Management:- CB Richard Ellis – Mr Bill Sarre; HSBC – Mr David Walliker; Moore Stephens – Mr David Green.

#### 7. Operating lease commitments

Annual commitments under non-cancellable operating leases are as follows:

	2010	2009
	£	£
Operating leases which expire:-		
Within one year	-	-
In the second to fifth years inclusive	19,480	19,480
Over five years	-	-
	<u>19,480</u>	<u>19,480</u>