

PEARSONJONES

STRICTLY PRIVATE & CONFIDENTIAL

Ms Katie King
RMP Financial LLP
Monkswell House
Manse Lane
Knaresborough
HG5 8NQ

Date: 23 December 2013
Our Ref: LJL/AP

Dear Ms King,

JOHN A DOBBINS LTD SELF ADMINISTERED PENSION SCHEME

Further to your letter of 17 December 2013, I can confirm the following;

- HMRC PSTR Number: 00319779RG

I am not able to provide you with the Government Gateway ID and Password, we need to associate the new administrator to the scheme via the HMRC website and once associated and the scheme has been moved we will remove ourselves.

Please could you therefore confirm who will be taking over as the scheme administrator and their Administrator ID and we will arrange for them to be associated to the scheme online.

I can confirm the scheme is not registered with the Pensions Regulator as this is not a requirement due to the scheme only having one member.

The scheme does not have an accountant, Pearson Jones produces the scheme accounts and I attach a copy of the latest accounts for your information.

The scheme bank account details are as follows:

- Bank: Bank of Scotland
- Account Name: John A Dobbins SSAS
- Account Number: 06440918
- Sort Code: 12-26-08

These details may change as this account needs to be closed prior to 31 March 2014, we may have to set up an alternative bank account if the scheme has not been transferred by then.

As the scheme is remaining as a SSAS we do not require transfer discharge forms, all we require is a Deed to be produced removing Pearson Jones and appointing Pension Practitioner.com. We look forward to receiving this in due course.



Pearson Jones plc is authorised and regulated by the Financial Conduct Authority.
Pearson Jones plc is a wholly owned subsidiary of the Skipton Building Society Group.
Registered in England No 01447544. Registered Office: The Bailey, Skipton, North Yorkshire BD23 1DN.
Pearson Jones plc is an associate of the Association of Member Directed Pension Schemes.

Employee Benefits
Pearson Jones plc
Clayton Wood Close
West Park Ring Road
Leeds LS16 6QE

t: 0113 228 0900
f: 0113 228 0904
e: mail@pearson-jones.co.uk
www.pearson-jones.co.uk

As previously mentioned to Matthew Dobbins, the property within the scheme will need to be re-registered to remove Pearson Jones prior to completion of the transfer of the SSAS.

I trust you find this to be in order but should you have any queries, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lisa Linley', with a stylized flourish at the end.

LISA LINLEY
SSAS Administrator
lisa.linley@pearson-jones.co.uk

PEARSONJONES

**JOHN A DOBBINS LIMITED
SELF ADMINISTERED PENSION SCHEME**

**TRUSTEES' ANNUAL REPORT
& FINANCIAL STATEMENTS**

YEAR ENDED 30 SEPTEMBER 2013

Pearson Jones plc
Clayton Wood Close
West Park Ring Road
LEEDS
LS16 6QE
t: 0113 228 0900
e: mail@pearson-jones.co.uk
www: pearson-jones.co.uk

JOHN A DOBBINS LIMITED SELF ADMINISTERED PENSION SCHEME
TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS
YEAR ENDED 30 SEPTEMBER 2013

CONTENTS

| | |
|-------|------------------------------------|
| 1 | TRUSTEES AND PROFESSIONAL ADVISERS |
| 2 - 3 | TRUSTEES REPORT |
| 4 | FUND ACCOUNT |
| 5 | NET ASSETS STATEMENT |
| 6 - 8 | NOTES TO THE FINANCIAL STATEMENTS |
| 9 | COMPLIANCE STATEMENT |

JOHN A DOBBINS LIMITED SELF ADMINISTERED PENSION SCHEME

TRUSTEES AND PROFESSIONAL ADVISERS

Page 1

YEAR ENDED 30 SEPTEMBER 2013

Principal Company

John A Dobbins Limited

Trustees

John Anthony Dobbins

Valerie Lynn Dobbins

Pearson Jones & Company (Trustees) Limited

Administrator

Pearson Jones plc

Pension Consultants

Pearson Jones plc

Leeds

Bankers

Bank of Scotland

PO Box 1000

BX2 1LB

JOHN A DOBBINS LIMITED SELF ADMINISTERED PENSION SCHEME

TRUSTEES REPORT

Page 2

YEAR ENDED 30 SEPTEMBER 2013

Trustees Responsibilities

Pension scheme legislation requires the Trustees to prepare accounts for each scheme year which show a true and fair view of the financial transactions of the scheme during the year and of the amount and disposition, at the end of the scheme year, of the scheme assets and liabilities. Liabilities do not include pensions and benefits to be paid after the end of the scheme year. The Trustees have assumed responsibility for the preparation of these accounts.

In supervising the preparation of these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the accounts have been prepared in accordance with sections 41(1) and 41(6) of the Pensions Act 1995, subject to any material departures disclosed in the accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the scheme will continue in operation.

The Trustees are required to act in accordance with the trust deed and rules for the scheme within the framework of pension and trust law. They are responsible for ensuring that adequate accounting records are kept and for taking such steps as reasonably open to them to safeguard the assets of the scheme and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees

The Trustees of the scheme throughout the year were:

John Anthony Dobbins
Valerie Lynn Dobbins
Pearson Jones & Company (Trustees) Limited

Under the terms of the trust deed, the Trustees have power to appoint new or additional Trustees or to remove any Trustee of the scheme from office.

The number of Trustees shall not be less than two and not more than thirteen.

Pension Consultants

The scheme's pension consultant and administrator is Pearson Jones plc. Pearson Jones & Co (Trustees) Limited act as Professional Trustees of the scheme and are remunerated for this on a fee basis paid by the Fund.

Financial Development of the Scheme

The Financial Statement has been prepared and audited in accordance with regulations made under section 41(1) and 41(6) of the Pensions Act 1995.

JOHN A DOBBINS LIMITED SELF ADMINISTERED PENSION SCHEME

TRUSTEES REPORT (CONTINUED)

Page 3

YEAR ENDED 30 SEPTEMBER 2013

Membership

At the year end, there was 1 member of the scheme. Membership of the scheme is at the discretion of the Principal Company.

Investment Policy and Investment Report

The Trustees decide the overall investment strategy for the Scheme on a unanimous basis. The Trustees have reviewed the investment performance for the year to 30 September 2013 and are satisfied that the performance goes some way to meeting the long term objectives of the Scheme.

A Statement of Investment Principles has been prepared by the Trustees which incorporates the investment strategy.

Approved by the Trustees on

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JOHN A DOBBINS LIMITED SELF ADMINISTERED PENSION SCHEME**FUND ACCOUNT****Page 4****YEAR ENDED 30 SEPTEMBER 2013**

| CONTRIBUTIONS AND BENEFITS | Note | 2013 £ | 2012 £ |
|---|-------------|-----------------------|-----------------------|
| Benefits payable | 3 | 30,000 | 30,000 |
| Administrative expenses | 4 | 4,034 | - |
| | | <u>34,034</u> | <u>30,000</u> |
| Net (withdrawals) from dealings with members | | <u>(34,034)</u> | <u>(30,000)</u> |
| RETURNS ON INVESTMENTS | | | |
| Investment income | 5 | 28,752 | 28,500 |
| Change in market value of investments | 6 | 35,051 | 21,903 |
| Investment management expenses | 7 | (1,571) | (1,385) |
| Net returns on investment | | <u>62,232</u> | <u>49,018</u> |
| Net increase in the fund for the year | | 28,198 | 19,018 |
| NET ASSETS OF THE SCHEME | | | |
| At 01 October 2012 | | <u>484,235</u> | <u>465,217</u> |
| At 30 September 2013 | | <u><u>512,433</u></u> | <u><u>484,235</u></u> |

JOHN A DOBBINS LIMITED PENSION SCHEME

NET ASSETS STATEMENT

Page 5

YEAR ENDED 30 SEPTEMBER 2013

| | Note | 2013 £ | 2012 £ |
|--|------|-----------------------|-----------------------|
| INVESTMENT ASSETS | 7 | | |
| Fixed interest securities | | 11,309 | 11,971 |
| Equities | | 120,961 | 103,465 |
| Pooled investment vehicles | | 196,073 | 174,259 |
| Property | | 175,000 | 175,000 |
| | | <u>503,343</u> | <u>464,695</u> |
| CURRENT ASSETS | 8 | | |
| Cash at bank | | 4,239 | 21,433 |
| Sundry debtors | | <u>6,250</u> | <u>-</u> |
| CURRENT LIABILITIES | | 10,489 | 21,433 |
| Sundry creditors | | <u>1,399</u> | <u>1,893</u> |
| | | (1,399) | (1,893) |
| NET ASSETS OF THE SCHEME AT 30 SEPTEMBER 2013 | | <u><u>512,433</u></u> | <u><u>484,235</u></u> |

Approved by the Trustees on

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JOHN A DOBBINS LIMITED PENSION SCHEME

NOTES TO THE FINANCIAL STATEMENTS

Page 6

YEAR ENDED 30 SEPTEMBER 2013

1 BASIS OF ACCOUNTING

The financial statements have been drawn up in accordance with UK Generally Accepted Accounting Practice and with the guidelines set out in the Statement of Recommended Practice, Financial Reports of Pension Schemes (revised May 2007).

The financial statements summarise the transactions of the scheme and deal with the net assets at the disposal of the Trustees. They do not take account of obligations to pay pensions benefits which fall due after 30 September 2013.

2 ACCOUNTING POLICIES

Contributions

Contributions are credited to income as they become receivable.

Investment income

With the exception of dividend income all income is included in the financial statements on an accruals basis.

3 BENEFITS

| | 2013 | 2012 |
|----------|-------------------|-------------------|
| | £ | £ |
| Pensions | 30,000 | 30,000 |
| | <u> </u> | <u> </u> |

4 ADMINISTRATIVE EXPENSES

| | 2013 | 2012 |
|-------------------------------|-------------------|-------------------|
| | £ | £ |
| Administration and processing | 4,034 | - |
| | <u> </u> | <u> </u> |

All other costs of administration are borne by John A Dobbins Limited

JOHN A DOBBINS LIMITED PENSION SCHEME

NOTES TO THE FINANCIAL STATEMENTS

Page 7

YEAR ENDED 30 SEPTEMBER 2013

| | | | |
|----------|--|----------------|----------------|
| 5 | INVESTMENT INCOME | 2013 | 2012 |
| | | £ | £ |
| | Interest on cash deposits | 7 | 15 |
| | Income from fixed interest securities | 475 | 475 |
| | Dividends and income from equities | 3,270 | 3,010 |
| | Net rents from properties | 25,000 | 25,000 |
| | | <u>28,752</u> | <u>28,500</u> |
| 6 | INVESTMENTS | 2013 | 2012 |
| | | £ | £ |
| | The movements in investments during the year were: | | |
| | Market value at 1 October 2012 | 464,695 | 440,645 |
| | Purchases at cost | 12,857 | 11,241 |
| | Disposals | (9,260) | (9,094) |
| | Change in market value of investments | 35,051 | 21,903 |
| | | <u>503,343</u> | <u>464,695</u> |
| | Market value at 30 September 2013 | 503,343 | 464,695 |
| | Allocated to members | <u>503,343</u> | <u>464,695</u> |
| | Fixed interest securities: | | |
| | UK quoted | <u>11,309</u> | <u>11,971</u> |
| | Equities: | | |
| | UK quoted | 85,620 | 73,740 |
| | Overseas quoted | 35,341 | 29,725 |
| | | <u>120,961</u> | <u>103,465</u> |
| | Pooled investment vehicles: | | |
| | Held with Cofunds Ltd | <u>196,073</u> | <u>174,259</u> |
| | Property: | | |
| | East Ardsley | <u>175,000</u> | <u>175,000</u> |

JOHN A DOBBINS LIMITED PENSION SCHEME

NOTES TO THE FINANCIAL STATEMENTS

Page 8

YEAR ENDED 30 SEPTEMBER 2013

| | | | |
|----------|--|-------------------|-------------------|
| 7 | INVESTMENT MANAGEMENT EXPENSES | 2013 | 2012 |
| | | £ | £ |
| | Administration, management and custody | 1,571 | 1,385 |
| | | <u> </u> | <u> </u> |
| 8 | CURRENT ASSETS | 2013 | 2012 |
| | | £ | £ |
| | Cash at bank: | | |
| | Bank of Scotland | 912 | 16,339 |
| | Investec | 3,327 | 5,094 |
| | Property rent | 6,250 | - |
| | | <u> </u> | <u> </u> |
| | | 10,489 | 21,433 |
| | | <u> </u> | <u> </u> |
| 9 | CURRENT LIABILITIES | 2013 | 2012 |
| | | £ | £ |
| | HMRC Paye | 1,399 | 1,893 |
| | | <u> </u> | <u> </u> |

10 RELATED PARTY TRANSACTIONS

Pearson Jones & Co (Trustees) Limited and Pearson Jones plc are respectively Professional Trustees and Administrators of the Scheme and receive remuneration for these services on a fee basis.

The fund is held for the sole benefit of its member.

JOHN A DOBBINS LIMITED PENSION SCHEME

COMPLIANCE STATEMENT

Page 9

Constitution of the Scheme

The Scheme was established on 29 January 1993 and is governed by a trust deed dated 20 April 1993. The scheme is registered with HM Revenue & Customs (HMRC) under Chapter 2 Part 4 of the Finance Act 2004 with Pension Scheme Tax Reference 00319779RG. The scheme is also registered with the Pensions Regulator. As the Scheme is a registered pension scheme for tax purposes, its income and investment gains are free of taxation.

Related Parties

John Anthony Dobbins is a Trustee and a member of the scheme.
Pearson Jones & Co (Trustees) Limited are Professional Trustees of the Scheme.
Pearson Jones plc are Pension Consultants and Administrators of the Scheme.

Enquiries and Complaints

- 1 Any enquiries regarding the Scheme should be addressed to Pearson Jones plc, Clayton Wood Close, West Park Ring Road, Leeds LS16 6QE.
- 2 The Scheme is registered with the Pensions Regulator whose address is:

The Pensions Regulator
Napier House
Trafalgar Place
Brighton
BN1 4DW

- 3 If a member of the Scheme is dissatisfied with Scheme information that has been received, or is in dispute with the Scheme in relation to his/her entitlement, the member may ask for the assistance of the Pensions Advisory Service (TPAS) which is an independent voluntary organisation with local advisers who are experts in pension matters.

The address of TPAS is:

The Pensions Advisory Service
11 Belgrave Road
London
SW1V 1RB

- 4 If TPAS fail to solve a member's problem, the case may ultimately be referred to the Pensions Ombudsman whose address is:

The Office of the Pensions Ombudsman
11 Belgrave Road
London
SW1V 1RB

The Ombudsman has power to resolve any complaint and his rulings are enforceable in the County Court, although appeals may be made on points of law to the High Court.