

Trading as Responsible Jewellery Council

Contents

# Council for Responsible Jewellery Practices Limited

trading as Responsible Jewellery Council

(A company limited by guarantee)

Directors' Report and Financial Statements

for the Year Ended 31 December 2012

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**trading as Responsible Jewellery Council**  
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The following pages do not form part of the statutory financial statements:

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**Council for Responsible Jewellery Practices Limited**  
**trading as Responsible Jewellery Council**  
**Company Information**

**Directors who held office in the year are as follows:**

<b>Director</b>	<b>Member</b>	<b>Appointed</b>	<b>Retired</b>
Allchin, M	The Birmingham Assay Office	2 July 2009	
Baker, DM	Gemological Institute of America, Inc	2 July 2009	
Batson, R	American Gem Society	2 May 2006	
Bonas, C	Bonas & Co. Ltd.	2 May 2006	
Bonaparte, D	Jewelers of America	1 January 2013	
Brenner, J	Jaybee Trading Inc t/a xamdiamonds.com	22 May 2012	
Chaudri, F	Exelco	24 May 2011	
Courage, J C	Platinum Guild International	1 January 2013	
Cox, B	Rio Tinto	1 January 2009	22 May 2012
Cunningham, V	H. Cunningham Fine Jewellery Inc	14 May 2007	1 June 2012
De Blanchard, D	Cristofol Paris	24 May 2011	
Fornas, B	Cartier	11 May 2005	
Grandi, V	Rio Tinto	26 July 2012	
Hall, J	Rio Tinto	15 July 2008	26 July 2012
Hoare, M	National Association of Goldsmiths	11 May 2005	
Jenkins, M	Signet Group Plc	16 December 2005	
Leake, M	BHP Billiton Diamonds Inc	6 September 2010	
Leopold-Metzger, P	Piaget	2 May 2006	
Lussier, S	De Beers Group	11 May 2005	
Prevel, P M	Christian Bernard Group	24 May 2011	14 May 2012
Miyamoto, C	Rosy Blue NV	30 November 2011	
Morrison, S	Metalor	22 May 2012	
Palmer, D	Pluczenik Diamond Company NV	24 May 2011	
Pinet, Cuoq, B	Union Francaise, BJOP	27 November 2009	
Runci, M	Jewelers of America	11 May 2005	31 December 2012
Simelane, Y	AngloGold Ashanti Limited	22 May 2012	
Suzman, J	De Beers Group	14 May 2009	
Taylor, R	The Fair Trade Jewellery Co	27 July 2012	

**Alternates**

Ait-Hocine, N	Cartier	19 May 2010	
Backaert, D	Bonas & Co. Ltd.	1 December 2006	
Chaussepied, C	Piaget	22 May 2012	
Headley, R	Jewelers of America	10 March 2010	31 December 2012

Individuals listed as directors are statutory directors of the company and are appointed by the Council's members as their representative on the board of the Council for Responsible Jewellery Practices Limited. Alternates are not statutory officers of the company but are appointed by individual directors to temporarily act on their behalf in relation to the company's affairs when required.

**Council for Responsible Jewellery Practices Limited**  
**trading as Responsible Jewellery Council**  
**Company Information**

*..... continued*

**Registered office** First Floor Dudley House  
34-38 Southampton Street  
London  
WC2E 7HF

**Auditors** Critchleys LLP  
Registered Auditors  
Greyfriars Court  
Paradise Square  
Oxford  
OX1 1BE

**Council for Responsible Jewellery Practices Limited**  
**trading as Responsible Jewellery Council**  
**Directors' Report for the Year Ended 31 December 2012**

The directors present their report and the financial statements for the year ended 31 December 2012.

**Principal activity**

The principal activity of the company is to promote responsible, ethical, social and environmental practices throughout the industry from mine to retail.

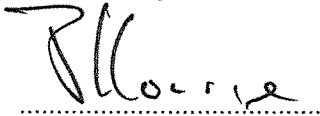
**Disclosure of information to the auditors**

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 which they know the auditors are unaware of.

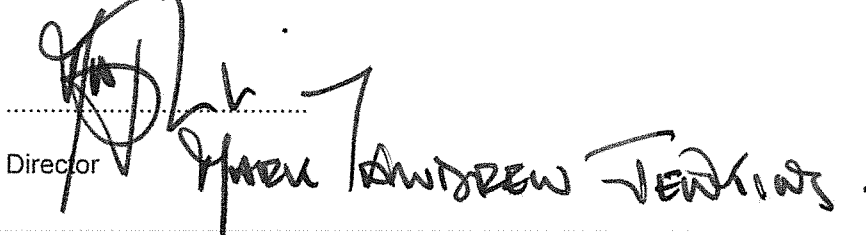
**Small company provisions**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board on 15/4/13 and signed on its behalf by:



Director JAMES CHRISTOPHER COURAGE



Director

**Council for Responsible Jewellery Practices Limited**  
**trading as Responsible Jewellery Council**  
**Statement of Directors' Responsibilities**

The directors are responsible for preparing the Directors' 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; and
- 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.

**Independent Auditor's Report to the Members of  
Council for Responsible Jewellery Practices Limited**

We have audited the financial statements of Council for Responsible Jewellery Practices Limited for the year ended 31 December 2012, set out on pages 7 to 12. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (Effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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.

**Respective responsibilities of directors and auditors**

As explained more fully in the Statement of Directors' Responsibilities (set out on page 4), the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB'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 company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on the financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2012 and of its deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

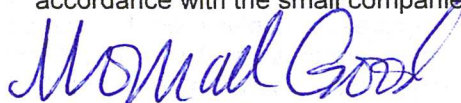
**Independent Auditor's Report to the Members of  
Council for Responsible Jewellery Practices Limited**

..... *continued*

**Matters on which we are required to report by exception**

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:

- 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 and the Directors' Report in accordance with the small companies regime.



.....  
Michael Good (Senior Statutory Auditor)  
For and on behalf of Critchleys LLP, Statutory Auditor

Greyfriars Court  
Paradise Square  
Oxford  
OX1 1BE

Date: 14/6/13



**Council for Responsible Jewellery Practices Limited**  
trading as Responsible Jewellery Council

**Income and Expenditure Account for the Year Ended 31 December 2012**

	Note	2012 £	2011 £
Income		1,050,125	1,095,190
Administrative expenses		<u>(1,133,562)</u>	<u>(997,924)</u>
Operating (deficit)/surplus		(83,437)	97,266
Other interest receivable and similar income		<u>152</u>	<u>140</u>
(Deficit)/surplus on ordinary activities before taxation		(83,285)	97,406
Tax on (deficit)/surplus on ordinary activities	3	<u>(30)</u>	<u>(28)</u>
(Deficit)/surplus for the financial year	8	<u><u>(83,315)</u></u>	<u><u>97,378</u></u>

The above figures have been prepared in accordance with the provisions of the Companies Act 2006 and the Companies (Accounts) Regulations 2008. The figures are based on the records of the Council and are subject to audit.

*[Handwritten signatures and notes are present in this section, including a signature that appears to read "John" and another that appears to read "Michael".]*

Council for Responsible Jewellery Practices Limited - Registration number: 05449042

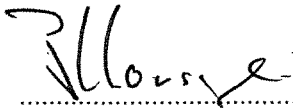
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Balance Sheet at 31 December 2012

	Note	2012		2011	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	4		16,438		21,877
<b>Current assets</b>					
Debtors	5	67,295		49,435	
Cash at bank and in hand		479,552		592,478	
		546,847		641,913	
Creditors: Amounts falling due within one year	6	(31,803)		(48,993)	
Net current assets			515,044		592,920
Net assets			531,482		614,797
<b>Capital and reserves</b>					
Income and expenditure account	8		531,482		614,797

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective 2008).

Approved by the Board on 15/04/13 and signed on its behalf by:



Director JAMES CHRISTOPHER COURAGE



Director MARK ANDREW JENKINS

**Council for Responsible Jewellery Practices Limited**  
**trading as Responsible Jewellery Council**  
**Notes to the Financial Statements for the Year Ended 31 December 2012**

**1 Accounting policies**

**Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The accounts do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirements to prepare such a statement.

**Income**

Income, which excludes value added tax, represents the invoiced value of membership subscriptions and expenses recharged. Turnover is accounted for on an accruals basis.

**Depreciation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Computer equipment	4 years straight line basis
Office Furniture and Fittings	5 years straight line basis

**Foreign currency**

Income and expenditure account transactions in foreign currencies are translated into sterling at the exchange rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the closing rates at the balance sheet date and the exchange differences are included in the income and expenditure account.

**Pensions**

The company operates a defined contribution pension scheme. Contributions are recognised in the income and expenditure account in the period in which they become payable in accordance with the rules of the scheme.

**2 Operating (deficit)/surplus**

Operating (deficit)/surplus is stated after charging:

	2012 £	2011 £
Auditor's remuneration	2,700	2,700
Depreciation of tangible fixed assets	<u>13,382</u>	<u>14,233</u>

**Council for Responsible Jewellery Practices Limited**

**trading as Responsible Jewellery Council**

**Notes to the Financial Statements for the Year Ended 31 December 2012**

..... continued

**3 Taxation**

The company has received dispensation due to its accepted mutual status such that it is not liable for corporation tax on any operating surplus. However corporation tax is payable on bank interest received by the company.

**Tax on (deficit)/surplus on ordinary activities**

	2012 £	2011 £
<b>Current tax</b>		
Corporation tax charge	<u>30</u>	<u>28</u>

**4 Tangible fixed assets**

	Office furniture and fittings £	Computer equipment £	Total £
<b>Cost or valuation</b>			
At 1 January 2012	52,283	23,257	75,540
Additions	<u>4,014</u>	<u>3,929</u>	<u>7,943</u>
At 31 December 2012	<u>56,297</u>	<u>27,186</u>	<u>83,483</u>
<b>Depreciation</b>			
At 1 January 2012	33,875	19,788	53,663
Charge for the year	<u>11,057</u>	<u>2,325</u>	<u>13,382</u>
At 31 December 2012	<u>44,932</u>	<u>22,113</u>	<u>67,045</u>
<b>Net book value</b>			
At 31 December 2012	<u>11,365</u>	<u>5,073</u>	<u>16,438</u>
At 31 December 2011	<u>18,408</u>	<u>3,469</u>	<u>21,877</u>

**Council for Responsible Jewellery Practices Limited**  
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**Notes to the Financial Statements for the Year Ended 31 December 2012**

..... continued

**5 Debtors**

	2012 £	2011 £
Trade debtors	2,750	10,605
Other debtors	3,408	16,593
Prepayments and accrued income	61,137	22,237
	<u>67,295</u>	<u>49,435</u>

**6 Creditors: Amounts falling due within one year**

	2012 £	2011 £
Trade creditors	12,667	20,096
Corporation tax	36	35
Other taxes and social security	3,400	7,092
Other creditors	1,650	233
Accruals and deferred income	14,050	21,537
	<u>31,803</u>	<u>48,993</u>

**7 Company status**

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £10 towards the assets of the company in the event of liquidation.

**8 Reserves**

	Income and expenditure account £	Total £
At 1 January 2012	614,797	614,797
Deficit for the year	<u>(83,315)</u>	<u>(83,315)</u>
At 31 December 2012	<u>531,482</u>	<u>531,482</u>

**Council for Responsible Jewellery Practices Limited**  
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**Notes to the Financial Statements for the Year Ended 31 December 2012**

..... continued

**9 Pension schemes**

**Defined contribution pension scheme**

The company operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the company to the scheme and amounted to £43,960 (2011 - £33,357).

Contributions totalling £825 (2011 - £233) were payable to the scheme at the end of the year and are included in creditors.

**10 Commitments**

**Operating lease commitments**

As at 31 December 2012 the company had annual commitments under non-cancellable operating leases as follows:

Operating leases which expire:

	2012 £	2011 £
<b>Other</b>		
Within one year	47,746	-
Within two and five years	-	47,746
	<u>47,746</u>	<u>47,746</u>

**Council for Responsible Jewellery Practices Limited**  
**trading as Responsible Jewellery Council**

**Detailed Income and Expenditure Account for the Year Ended 31 December 2012**

	2012		2011	
	£	£	£	£
Income		1,050,125		1,095,190
<b>Administrative expenses (analysed below)</b>				
Employment costs	581,455		447,181	
General administrative expenses	538,725		536,510	
Depreciation costs	13,382		14,233	
		<u>(1,133,562)</u>		<u>(997,924)</u>
Operating (deficit)/surplus		(83,437)		97,266
Other interest receivable and similar income (analysed below)		152		140
(Deficit)/surplus on ordinary activities before taxation		<u>(83,285)</u>		<u>97,406</u>

**Council for Responsible Jewellery Practices Limited**  
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**Detailed Income and Expenditure Account for the Year Ended 31 December 2012**

..... continued

	2012 £	2011 £
<b>Income</b>		
Membership income	989,302	1,073,911
Supporters	13,343	14,416
Auditor accreditation	47,480	6,863
	<u>1,050,125</u>	<u>1,095,190</u>
<b>Employment costs</b>		
Wages and salaries	509,583	392,323
Staff NIC (Employers)	27,912	21,501
Staff pensions	43,960	33,357
	<u>581,455</u>	<u>447,181</u>
<b>General administrative expenses</b>		
Office expenses	109,834	109,739
Communications and PR services	54,418	31,620
Sundry expenses	5,955	8,036
General project implementation and management	177,475	162,653
Auditor's remuneration	2,700	2,700
Auditors' remuneration - non audit work	450	650
Legal services	20,707	10,153
Tax and company secretarial services	16,826	16,503
Directors insurance	11,077	11,412
Staff travel & other expenses	139,283	183,044
	<u>538,725</u>	<u>536,510</u>
<b>Depreciation costs</b>		
Depreciation of office furniture and fittings	11,057	10,442
Depreciation of computer equipment	2,325	3,791
	<u>13,382</u>	<u>14,233</u>
<b>Other interest receivable and similar income</b>		
Bank interest receivable	152	140
	<u>152</u>	<u>140</u>