

REGISTERED COMPANY NUMBER: 02868750 (England and Wales)
REGISTERED CHARITY NUMBER: 1029526

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 July 2021
for
Basingstoke ITEC Limited

Turner & Co
Chartered Accountants
10a White Hart Parade
London Road
Blackwater
Camberley
Surrey
GU17 9AD

Basingstoke ITEC Limited

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for the Year Ended 31 July 2021

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TRUSTEES

Ms G Cheesewright (resigned 7.9.20)
 Ms C B Flower (resigned 19.10.21)
 M Jones (appointed 7.9.20)
 Ms J McKinney (resigned 7.9.20)
 H Putty
 P Richards (appointed 7.9.20)
 Ms M A Robins
 Ms N K South (resigned 25.3.21)
 Ms M L Hart (appointed 4.11.20)

COMPANY SECRETARY

P B Turner

REGISTERED OFFICE

Desk Lodge Belvedere House
 Basing View
 Basingstoke
 Hampshire
 RG21 4HG

REGISTERED COMPANY NUMBER

02868750 (England and Wales)

REGISTERED CHARITY NUMBER

1029526

INDEPENDENT EXAMINER
 Turner & Co
 Chartered Accountants
 10a White Hart Parade
 London Road
 Blackwater
 Camberley
 Surrey
 GU17 9AD

SOLICITORS

Clarke & Son
 Manor House
 8 Winchester Road
 Basingstoke
 Hampshire
 RG21 8UG

Basingstoke ITFC Limited
Reference and Administrative Details
for the Year Ended 31 July 2021

BANKERS

Metro Bank
Unit 1
Chiswick House
Festival Place
Basingstoke
RG21 7LD

Considering the uncertainty of the previous 2 years, ITFC has maintained stability. Not only dealing with a global pandemic, working from home, ever changing government policy on keeping staff safe and furlough payments, but with changes in employees. Let alone moving premises. We've had a turnaround of 3 long term staff, which could have rocked the boat. However, the changes have allowed us to improve service and efficiency, partly due to hybrid working. Bringing on new trainers with more diversity, has allowed us to keep ahead of the times in terms of teaching methods and feeds in to Mark's strategy to improve the training provision going forward. Winning a national award for the Sales, Marketing and Procurement Apprenticeship has cemented our ambition to be an apprenticeship provider of choice.

Moving during a pandemic was no mean feat. However, the environment at Belvedere House is more professional and in keeping with the "outside world" environment of the IT industry. Something we should always be mindful of when choosing premises. The flexibility of serviced offices will also mean we can grow without the pain of constantly moving.

Hybrid working has opened new opportunities not only to us but to our employers and the world at large. A disappointing start to Higher Education due to the pandemic has afforded the apprenticeship community a spotlight on the obvious advantages to practical learning; something that local educators need to engage in more. ITFC is ideally placed to maximise on this opportunity with our business development strategy of networking and employer engagement.

The global staff shortage is affecting every industry, not least IT. However, this also affords ITFC opportunity. Marketing the ability to "upskill" current staff is part of our business development strategy. It should also be used as an anti-redundancy tool. We should aim to educate more employers in this. This would feed into the forecast for growth and help to backfill any deficits in profitability.

The training of trustees on safeguarding has begun, however this should never be seen as finished. We need to ensure that our trustees fully understand their obligations, not only as a charity, but also to the company, our trainers and learners. With this in mind, I suggest a programme of learning be implemented for new and existing trustees.

Safeguarding is not only obligatory but should be endemic in everything we undertake. The extended training for learners on sexual health, Incel, extremism and harassment will underpin our commitment to this.

Figures wise, we can always do better. However, to have endured the last 12 months and be in a stronger position is testimony to Mark and his team's determination.

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 July 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and activities Objectives and activities

The Charity's aims, and differences it seeks to make through its activities.

The advancement, education and training of young people (and the upskilling of older workers) through the development of their IT and business skills thus providing a solid foundation for their future careers.

The Charity's strategies for achieving these aims

Supporting the recruitment and training of apprentices for learners in skill shortage areas, such as IT and business-related areas.

The advancement, education and training of adults on selected courses only (from the above income sources). We will provide enrichment training courses in addition to the apprenticeship requirements. Including mental health, sexual health, sexual harassment and career development.

Achievement of these objectives encourages employers to retain apprenticeship learners and to integrate them into their companies. Allowing companies to retain and grow allows us to draw down planned Education and Skills Funding Agency ("ESFA")

Maximising ESFA funding and procuring income from levy payers, non-procured and procured contract, through the newly implemented digital employer accounts, through levy transfer, and through West Berkshire Training Contract.

The significant activities undertaken to the achievement of the aims and objectives

The company trains and finds employment for approximately 60 apprentices and trainees each year in Information Communications, Cyber Security, Digital Support Technician, IT Salesperson, Business Administration, Customer Service or Digital Marketing.

The directors have paid due regard to guidance issued by the Charity Commission in deciding which activities the company should undertake.

The measures it uses to assess success against aims

The achievement and performance of the strategic priorities, aims and objectives are reviewed at board meetings and measured against the ESFA contract and associated agencies' performance measures.

The company is funded by the ESFA depending on how many apprentices are recruited by the employer we create relationships with. Additionally we draw income for the traineeship programme which is funded by the ESFA. The amount we can draw down for this programme depends on the success of the previous year and current DWP policies. All Apprenticeship standards have different funding levels which are decided by the ESFA.

Completion Rates - a completion is a learner who completes all aspects of their training programme, i.e. Certificate or a Diploma, Technical Certificate and where required Functional skills. Additionally, this may include an End Point Assessment for apprentices on the new apprenticeship standards.

The organisation has a strategy document in place which sets out the steps needed to achieve its aims and objectives, including targets for tendering, recruiting apprentices and trainees, both levy and non-levy, obtaining transfers of unspent levy funding and maximising funding from the traineeship programme. The board review progress against these targets quarterly.

The organisation has a marketing strategy which sets expectations for the regular business development activities and promotion of the ITEC brand to levy and non-levy employers including a social media strategy, and continuous development of the website. The board review progress against these targets quarterly.

Public benefit

Due to the pandemic, all promotions of our services have been delivered remotely to schools, colleges and universities across Basingstoke and the wider geographical network that we serve. During 2020/2021 we continued to use our hardship fund to support all unemployed young learners, this included money for interview and work clothes when starting work and money when the learner gained employment to help with switching to a monthly salary.

The achievement of our aims has enabled us to meet the charity's legal purposes.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The aims of the company in training young people were vigorously pursued in line with our objectives and those of the Education and Skills Funding Agency. 61 learners were enrolled during the accounting period. Although the number of enrolments are slightly, this is offset by higher funding levels for each enrolment.

Our learners on programme numbers have slowly started to increase during this accounting period.

The overall completion rate for this accounting period is 84%; this is compared with a Provider Type average of 68% and a national average of 70%.

FINANCIAL REVIEW

Financial position

Against the backdrop of limited resources and uncertainties over funding, it is difficult to plan more than one year ahead. At the year end the company had net assets of £192,937 and made a deficit of £63,303 (2020: deficit £77,747; 2019 £107,707). Accordingly, the Board of Management have had regular quarterly meetings and are confident that the outlook is more positive for the coming year.

Reserves policy

The reserves policy for the company is to hold 6-8 month's expenditure as free reserves. Currently reserves are within this range.

There are two sources of funding:

Education Skills Funding Agency

Around 86% (up 2% on previous year) of our funding comes from the ESFA, this funding is paid on the number of learners in training and the outcomes of these learners.

Employers

Employer contributions count for approximately 2.1% of our annual income and we received approximately

11.5% (up 2%) of income through delivery of subcontracted contracts.

The company plans continuing the activities outlined above in the forthcoming years subject to

The company plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements and relationships with prime contractors

The directors meet quarterly and are updated regularly on the surplus and deficit and the effects of the new funding and are confident of that although the next year might be challenging the projections are looking favourable and will be constantly monitored.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The organisation is a registered charity number 1029526 started in 1984 and incorporated on 3 November 1993

The company was established under a Memorandum and Articles of Association, which set out the objectives and rules of the company. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

The directors who served during the year and up to the end of the year were as follows:

Mrs Maxine Hart

Mr Michael Jones

Mr Paul Richards

Mrs M A Robins

Mrs C B Flower (Resigned 19.10.21)

Mr H Putty

Recruitment and appointment of directors Method of recruitment of directors

The directors of the company are also the trustees for the purpose of Charity Law. The company is governed by a Board of Management. Members are elected to serve for a period of one year after which they must be re-elected at the next Annual General Meeting.

Recruitment of new members is carried out by the existing members and the aim is to include a balance of members, for example: business, local council and other interested parties. We also try to ensure we represent the community in terms of equality and diversity.

Qualifying third party indemnity provisions

The company has made qualifying third party indemnity provisions for the benefit of its directors during the year. These provisions remain in force at the reporting date.

Organisational structure

At present Basingstoke ITFC Limited has a Board of Management of five members (2020 - five), which includes the Chairman. The Secretary also sits on the Board of Management but has no voting rights. The Board of Management have delegated the day to day responsibilities of the company to the manager (Mr Mark Hammond).

The Board of Management meets every quarter and the Chairman meets with the manager every four weeks to discuss day to day issues.

Basingstoke ITFC Limited

Report of the Trustees
for the Year Ended 31 July 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

All new members attend induction training, which is carried out by the manager of the company. This includes the following:

Background of the company
Obligation of Board of Management Committee Members
Accounts
Current statistics
Safeguarding Training
Criminal and DBS checks
Strategic and Marketing aims

Future plans and objectives (Business Plan)

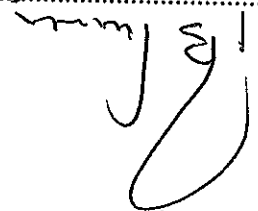
New members will also be invited to meet the learners to gain a good understanding of our client base and their needs.

Related parties

Most funding is received from central Government (via the Education Skills Funding Agency). This is the main partner of the company. Other parties are local employers who work with our learners and the local council -

Basingstoke and Deane Borough Council.

Approved by order of the board of trustees on 28th April 2022 and signed on its behalf by:



P B Turner - Secretary

Independent examiner's report to the trustees of Basingstoke ITFC Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCA which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Margaret Turner
FCA

Turner & Co

Chartered Accountants

10a White Hart Parade

London Road

Blackwater

Camberley

Surrey

GU17 9AD

28 April 2022

	Unrestricted fund	Total funds
	£	£
INCOME AND ENDOWMENTS	31.7.21	31.7.20
FROM		
Charitable activities	334,024	402,364
Charitable activities		
Investment income	1	95
Other income	59,708	-
Total	393,733	402,459
EXPENDITURE ON		
Charitable activities	457,036	480,207
Charitable activities		
NET INCOME/(EXPENDITURE)	(63,303)	(77,748)
RECONCILIATION OF FUNDS		
Total funds brought forward	256,240	333,988
TOTAL FUNDS CARRIED FORWARD	192,937	256,240

The notes form part of these financial statements

	Unrestricted fund	Total funds
FIXED ASSETS		
Tangible assets	2,019	791
CURRENT ASSETS		
Debtors	43,514	33,875
Cash at bank	194,169	251,118
	<u>237,683</u>	<u>284,993</u>
CREDITORS		
Amounts falling due within one year	(46,765)	(29,544)
	<u>190,918</u>	<u>255,449</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	192,937	256,240
NET ASSETS	192,937	256,240
FUNDS		
Unrestricted funds	192,937	256,240
TOTAL FUNDS	192,937	256,240

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2021 in accordance with Section 476 of the Companies Act 2006.

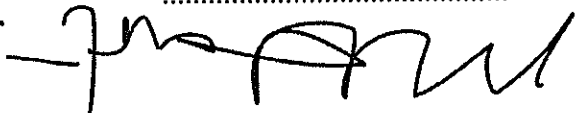
The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.
The financial statements were approved by the Board of Trustees and authorised for issue on 28 April 2022 and were signed on its behalf by:


.....
M L Hart - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on cost
Computer equipment	- 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

1. ACCOUNTING POLICIES - continued

Hire purchase and leasing commitments
Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INVESTMENT INCOME

Deposit account interest	31.7.21	31.7.20
	£	£
	1	95

3. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

Depreciation - owned assets	31.7.21	31.7.20
	£	£
	1,814	2,983
Other operating leases	31,731	26,244

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2021 nor for the year ended 31 July 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2021 nor for the year ended 31 July 2020.

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

Administration	2020	2021
	31.7.20	31.7.21
	12	11

No employees received emoluments in excess of £60,000.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

Unrestricted fund	2020	2021
INCOME AND ENDOWMENTS FROM		
Charitable activities	402,364	402,459
Charitable activities	95	480,207
Investment income		
Total	402,459	882,666
EXPENDITURE ON		
Charitable activities		
Charitable activities		
NET INCOME/(EXPENDITURE)	(77,748)	472,918
RECONCILIATION OF FUNDS		
Total funds brought forward	333,988	333,988
TOTAL FUNDS CARRIED FORWARD	256,240	807,176

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 August 2020	2,283	31,958	34,241
Additions	-	2,261	2,261
Disposals	(1,117)	(15,963)	(17,080)
At 31 July 2021	1,166	18,256	19,422
DEPRECIATION			
At 1 August 2020	1,611	31,839	33,450
Charge for year	422	1,392	1,814
Eliminated on disposal	(867)	(16,994)	(17,861)
At 31 July 2021	1,166	16,237	17,403
NET BOOK VALUE			
At 31 July 2021	-	2,019	2,019
At 31 July 2020	672	119	791
8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
Trade debtors	33,702	14,456	48,158
Other debtors	-	7,191	7,191
Prepayments	9,812	12,228	22,040
	31,721	31,720	63,441

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.7.21	31.7.20
Trade creditors	£	£
Social security and other taxes	2,066	3,099
Other creditors	1,162	953
Accruals and deferred income	4,525	2,862
Accrued expenses	32,097	16,592
	<u>46,765</u>	<u>29,544</u>

10. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

Within one year	31.7.21	31.7.20
	£	£
	-	27,600

11. MOVEMENT IN FUNDS

	At 1.8.20	At movement in funds	At 31.7.21
Unrestricted funds	£	£	£
General fund	256,240	(63,303)	192,937
TOTAL FUNDS	<u>256,240</u>	<u>(63,303)</u>	<u>192,937</u>
Net movement in funds, included in the above are as follows:			
Incoming resources	£	Resources expended	£
393,733		(457,036)	
General fund	393,733	(457,036)	(63,303)
TOTAL FUNDS	<u>393,733</u>	<u>(457,036)</u>	<u>(63,303)</u>

Net movement in funds, included in the above are as follows:

Unrestricted funds			
General fund			
Incoming resources	£	Resources expended	£
393,733		(457,036)	(63,303)
<u>393,733</u>		<u>(457,036)</u>	<u>(63,303)</u>
TOTAL FUNDS			

11. MOVEMENT IN FUNDS - continued**Comparatives for movement in funds**

	At movement in funds £	333,988	(77,748)	256,240
Unrestricted funds				
General fund		333,988	(77,748)	256,240
TOTAL FUNDS		333,988	(77,748)	256,240

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	402,459	(480,207)	(77,748)
Unrestricted funds				
General fund		402,459	(480,207)	(77,748)
TOTAL FUNDS		402,459	(480,207)	(77,748)

A current year 12 months and prior year 12 months combined position is as follows:

	At movement in funds £	At 1.8.19 £	333,988	(141,051)	192,937
Unrestricted funds					
General fund			333,988	(141,051)	192,937
TOTAL FUNDS			333,988	(141,051)	192,937

11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
£	£	£	£
Unrestricted funds			
General fund	796,192	(937,243)	(141,051)
TOTAL FUNDS	796,192	(937,243)	(141,051)

12. RELATED PARTY DISCLOSURES

Remuneration of key management personnel

The remuneration of key personnel is as follows:

	2021	2020
£	£	£
Aggregate compensation	49,500	49,500

£ 31.7.21
£ 31.7.20

INCOME AND ENDOWMENTS

Investment income		
Deposit account interest	1	95
Charitable activities		
Commercial trading	27,445	25,169
Co-investment cost for training services	6,207	7,389
Education & skills funding agency grants	292,372	356,306
Government employers incentive	8,000	13,500
income	334,024	402,364
Other income		
Furlough grant received	59,708	-
Total incoming resources	393,733	402,459

EXPENDITURE

Support costs		
Management		
Wages	272,943	279,462
Social security	21,165	25,619
Pensions	5,336	6,132
Rent re operating leases	31,731	26,244
Insurance	4,738	4,959
Telephone	3,628	4,652
Printing, postage & stationery	1,812	1,910
Advertising	3,251	3,979
Office supplies	2,306	2,190
Trainee allowance & other training		
related costs	25,718	17,312
Staff training	1,888	1,248
Premises costs	5,631	7,075
Repairs & maintenance	2,822	2,601
Carried forward	382,969	383,383

This page does not form part of the statutory financial statements

Basingstoke ITFC Limited

Detailed Statement of Financial Activities
for the Year Ended 31 July 2021

	£	£
Management		
Brought forward	382,969	383,383
Travel costs	794	4,289
Subcontract costs	36,385	52,530
Hardship fund	8	754
Bank charges	180	(3,803)
Computer running costs	5,906	3,129
Subscriptions	3,833	785
Staff welfare	819	1,058
Government employers incentive	7,500	13,500
expenses	1,032	2,983
Depreciation of tangible and heritage	439,426	458,608
assets		
Governance costs		
Accountancy	361	6,348
Legal and professional	14,249	12,251
Independent examination fee	3,000	3,000
Total resources expended	17,610	21,599
	457,036	480,207
Net expenditure	(63,303)	(77,748)

This page does not form part of the statutory financial statements

