

WOKINGHAM JOB SUPPORT CENTRE

England & Wales · Charity number 1039801

Details

Other names WOKINGHAM JOB SUPPORT CLUB, W J S C, WJSC

Status Registered

Legal form Other

Registered 1994-07-28

Register [View on the Charity Commission register](#)

Contact

Address The Cornerstone
Norreys Avenue
Wokingham
Berkshire
RG40 1UE

Phone 01189770517

Email jobsearch@wjsc.org.uk

Website www.wjscadvisors.org.uk

Activities

Objects: TO ADVANCE THE EDUCATION AND TRAINING OF PERSONS IN WOKINGHAM AND DISTRICT WHO ARE IN NEED AND UNABLE TO GAIN EMPLOYMENT, IN PARTICULAR THROUGH THE SUPERVISED PROVISION OF SERVICES AND FACILITIES NOT OTHERWISE PROVIDED BY THE EMPLOYMENT SERVICE.

Activities: Assistance to job seekers resident in the Wokingham Borough and Bracknell Town. Services include advice on finding a job, writing a CV and preparing for a job interview. Clients have access a library and can use the Internet. The service is free to clients with costs covered by sponsorship from Wokingham Borough Council, other town and parish councils in the district and other donations.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Economic/community Development/employment
- **Who:** Other Defined Groups

Geography

- **Area of benefit:** WOKINGHAM AND DISTRICT
- Bracknell Forest
- Wokingham

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£34,289	£34,404	-	-
2024-03-31	£29,046	£31,413	-	-
2023-03-31	£26,074	£26,965	-	-
2022-03-31	£26,590	£27,768	-	-
2021-03-31	£26,255	£25,212	-	-

Trustees

Name	Role	Appointed
Andrew Vincent MacNaughton		2022-03-14
Clare Louise Lee		2023-12-05
Darren John Briggs		2026-03-05
David Anthony Newbold		2021-09-20
Richard Haydn Middleton		2023-12-05

WOKINGHAM JOB SUPPORT CENTRE

England & Wales - Charity number 1039801

Accounts

WOKINGHAM JOB SUPPORT CENTRE



WJSC

Wokingham Job Support Centre
Helping you find a job



REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31ST MARCH 2025

Registered Charity Number: 1039801



WOKINGHAM JOB SUPPORT CENTRE

Address: The Cornerstone,
Norreys Avenue
WOKINGHAM
Berks RG40 1UE

Bankers: Lloyds TSB
High Street
BRACKNELL
Berks RG12 1BT

Hampshire Trust Bank
55 Bishopsgate
London EC2N 3AS

Independent Examiner: David Lee FCA
14 Chestnut Avenue
Wokingham
Berks RG41 3HX



WOKINGHAM JOB SUPPORT CENTRE

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31ST MARCH 2025

The Trustees present their Report and Financial Statements for the Year ended 31st March 2025.

The Financial Statements have been prepared in accordance with the accounting policies set out in note 1 to the Financial Statements and comply with the Charity's governing document, the Charity's Act 2011 and the 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).

Objectives and Activities

The Charity aims to assist both those looking for a better job and also unemployed residents of the Wokingham and Bracknell Forest areas, to gain employment through the supervised provision of services and facilities not otherwise provided by the Employment Service.

Job seekers are offered a blend of support, including: assessment, coaching, advice, support on online applications, IT skills and skills workshops covering interviewing, writing CVs, use of social media and a specific workshop for the over 50 age group. Workshops are also provided to help and support clients who wish to set up their own business.

The Charity was set up because there is no Job Centre in the Wokingham Borough, a Unitary Authority currently with circa 177,500 inhabitants with an expected population of over 192,000 by 2040. An important element of the Charity's activities is to give job seekers time to talk about their issues, to build their self-confidence and to boost their morale.

The Trustees are responsible both for overseeing the strategic direction of the Charity and for the management of the organisation and trained volunteers who provide the interface with the clients. Administrative office work is performed by paid part-time employees. Trustees and volunteers are not remunerated for their work; they are however, entitled to reimbursement of expenses incurred when undertaking Charity business.

Achievements and Performance

The Trustees have had regard to the Charity Commissioners' guidance on public benefit and consider that the Charity provides identifiable benefits to those seeking employment in the Wokingham and Bracknell Forest areas. During the year to 31st March 2025 there were 246 new clients (2024 – 180), making, in total, 519 (2024 – 293) client visits to the centre.

Clients were able to take advantage of advice, coaching, training, and counselling by trained volunteers and to use the Charity's facilities and technology to identify and pursue employment opportunities. Additionally, clients are now able to make use of the WJSC free advisory documents and guides on-line. A total of 78 clients gave formal feedback on our performance, 54 rating as excellent and 15 rating as very good amounting to 90% of the feedback. A total of 24 clients took the time to inform us that they had found a job, but we believe the number that found employment much higher. We continue to find it difficult to garner more information on the client outcomes but strive to find ways to improve our data recording/statistics.



WOKINGHAM JOB SUPPORT CENTRE

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31ST MARCH 2025 (cont.)

Over the last 32 years the Charity has helped more than 11,000 local job seekers back into work. Supporting local residents back into work has a major benefit to the local economy, a significant impact on community cohesion and reduces the costs of Benefits, Social Services, the NHS and Policing and hugely improves the household finances, health and wellbeing of each job seeker and their families.

Financial Review

The Charity continues to try to closely balance income and expenditure such that our finances remain both strong and roughly in equilibrium. We have successfully continued our policy of both prudence and frugality.

The Charity has relied upon local councils for grants in this year. Total of all grants amounted to £26,260 (2024 - £28,300) in the year, to fund the continuation of its activities. Income from all sources including bank interest was £34,289 (2024 - £29,046) and expenses of £34,404 (2024 - £31,413) were incurred resulting in a loss for the year of £115 (2024 - £2,367 loss).

As the Charity provides a vital and unique community service, the Trustees seek to hold sufficient reserves to run the Centre for two years, so that there is sufficient time to explore options and alternatives if revenues were to be severely reduced.

The Charity Commissioners require organisations such as the charity to establish reserves to cover the eventuality of the Charity ceasing to operate and to unwind in an orderly fashion whilst meeting all its financial and operational obligations. To this end the Trustees have set a terminal reserves policy of £25,803 on 31st March 2025. This was achieved on 31st March 2025 when unrestricted reserves, which comprise cash balances, were £51,837 (2024 - £51,952). At the current run rate, the charity must gain increased support from grants or other donations to keep a sustainable footing for the future and has sufficient reserves to see it through this period of transition.

It should be noted that the charity benefited from an exceptional one off donation of £5,000 from Wokingham United Charities in the year for which they are very grateful but this is not expected again in the future.

The Trustees are also aware of the risk to the Charity's funds from fraudulent misappropriation and in order to minimise this risk, financial control and authorisation procedures are operated and the Trustees receive regular summarised financial information. The Trustees are also actively looking for ways to reduce costs where ever possible.



WOKINGHAM JOB SUPPORT CENTRE

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31ST MARCH 2025 (cont.)

Structure, Governance and Management

Wokingham Job Support Centre (WJSC) is an unincorporated association (the "Charity") registered with the Charity Commission No. 1039801 and its principal address is The Cornerstone, Norreys Avenue, Wokingham, Berks RG40 1UE. The Charity was set up in 1992 and operates under an updated Constitution approved on 17th July 2013.

The Trustees who held office during the year and at the date of this report comprised:

David Newbold	Chairman
Richard Middleton	Treasurer
Clare Lee	Secretary
Andrew MacNaughton	Trustee
Jenny Mitchell	Trustee
Brian Stainton	Trustee (appointed July 2024)

Trustees are elected annually at the Annual General Meeting. The Trustees are fully aware of the need for succession planning and aware of the age profile of both the Trustees and Volunteer Advisors.

Where a Trustee resigns a temporary Trustee may be appointed by the Trustees.

Day to day activities of the Charity are overseen by Trustees (as there is no management structure) supported by the Office Supervisors and the Management Committee, which comprises the Trustees and such staff, volunteers and other supporters of the organisation as the Trustees invite.

The Annual Report was approved by the Trustees and signed on their behalf on:

Date: 24th July 2025

David Newbold
Chairman



WOKINGHAM JOB SUPPORT CENTRE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31st MARCH 2025

The Charity's Trustees are responsible for preparing the Trustees' Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs and the incoming resources and application of resources for that year.

In preparing these Financial Statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures being disclosed and explained in the Financial Statements; and
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the Financial Statements comply with the Charities Act 2011 and as amended Charities Act 2022, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



WOKINGHAM JOB SUPPORT CENTRE

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2025

	<u>2025</u>	<u>2024</u>
<u>Income from:</u>	£	£
Donations and Grants (Note 2)	32,018	28,512
Interest Received (Note 2)	2,271	534
	<u>34,289</u>	<u>29,046</u>
<u>Expenditure on Charitable Activities:</u>		
Salaries (support staff) (Note 7)	20,592	16,519
Rent, Service Charges & Room Booking	7,037	8,347
Office, Printing, Postage, Stationery	1,913	480
Telephone	536	436
Insurance	244	266
Meeting Refreshments & Sundries	157	404
Computer & Internet	1,829	2,046
Dues & Subscriptions	55	86
Book keeping	1,345	1,215
Gifts & Other Expenses	151	100
Marketing	107	1,409
Depreciation	-	105
Training & DBS Checks	438	-
Total	<u>34,404</u>	<u>31,413</u>
<u>Net Movement of Funds</u>	<u>(115)</u>	<u>(2,367)</u>
<u>Brought Forward:</u>	<u>51,952</u>	<u>54,319</u>
<u>Accumulated Unrestricted Funds:</u>	<u>51,837</u>	<u>51,952</u>



WOKINGHAM JOB SUPPORT CENTRE

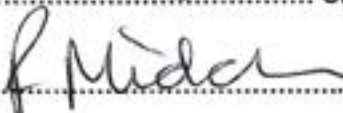
BALANCE SHEET

AS AT 31ST MARCH 2025

<u>FIXED ASSETS:</u>	<u>2025</u>	<u>2024</u>
	£	£
Tangible Assets	0	418
less Depreciation	-	418
Net Assets (Note 3)	<u>0</u>	<u>0</u>
CURRENT ASSETS:		
Cash at Bank/In Hand (Note 4)	54,783	54,444
Debtors & Prepayments (Note 5)	137	107
	54,920	54,551
CURRENT LIABILITIES: (due within one year) (Note 6)	3,083	2,599
NET ASSETS:	<u>51,837</u>	<u>51,952</u>
REPRESENTED BY:		
Accumulated Unrestricted Funds:	<u>51,837</u>	<u>51,952</u>

Approved by the Trustees and signed on their behalf by:

David Newbold:  Chairman

Richard Middleton:  Treasurer

Date: 24th July 2025

The accompanying notes are an integral part of these Financial Statements.



WOKINGHAM JOB SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2025

1. ACCOUNTING POLICIES

1.1 Accounting Convention

The Financial Statements have been prepared under the historic cost convention with items recognised at cost or transaction value unless otherwise stated in the notes to these Financial Statements.

The Financial Statements have been prepared in accordance with the Charities Act 2022 (as amended March 2024), the Statement of Recommended Practice – Accounting and Reporting by Charities preparing their Financial Statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 1A) as updated March 2021 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 1A).

The Charity constitutes a public benefit entity as defined by FRS 102 1A.

The Financial Statements are prepared in Sterling which is the functional currency of the Charity.

1.2 Going Concern

At the time of approving the Financial Statements the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The Trustees therefore, continue to adopt the going concern basis of accounting in preparing the Financial Statements.

1.3 Charitable Funds

All of the Charity's funds are unrestricted and available for use at the discretion of the Trustees in furtherance of the Charity's objectives.

1.4 Income

Income is recognised when the Charity is legally entitled to it, the amounts can be measured reliably and it is more likely than not that the income will be received.

1.5 Expenditure

Expenditure is accounted for on an accruals basis, inclusive of VAT, when applicable, which cannot be recovered.



WOKINGHAM JOB SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2025

1.6 Fixed Assets

Fixed assets comprise office and computer equipment the cost of which is depreciated at 33.3% per annum on a straight line basis.

1.7 Cash

The Charity has cash on deposit with a maturity date of 1 year held for investment purposes rather than to meet short term commitments as they fall due.

1.8 Debtors

Debtors are shown at the value that is expected to be received.

1.9 Current Liabilities

Current liabilities are shown at the value that is expected to be paid.

2. DONATIONS AND GRANTS:	<u>2025</u>	<u>2024</u>
	£	£
<u>Borough</u>		
Wokingham	16,600	18,200
<u>Town & Parish Councils</u>		
Earley	500	300
Bracknell	500	1,500
Shinfield	500	200
Wokingham Town	5,000	5,000
Wokingham Without	250	200
Arborfield & Newland	200	200
Barkham	350	400
Winnersh	500	500
Crowthorne	500	500
Finchampstead	1,100	1,000
Twyford	0	300
Hurst	260	0
	=====	=====
	26,260	28,300
<u>Other Receipts</u>		
Rotary Club of Wokingham	300	200
Charities Aid Foundation	958	12
Wokingham United Charities	5,000	0
Interest	2,271	534
<u>Totals:</u>	<u>34,289</u>	<u>29,046</u>



WOKINGHAM JOB SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2025 (cont.)

3. FIXED ASSETS:

	£
Net Book Value at 31 st March 2025	<u>0</u>

4. CASH

	<u>2025</u>	<u>2024</u>
	£	£
Short term deposit	49,000	41,398
Cash at bank and on hand	<u>5,783</u>	<u>13,046</u>
Total	54,783	54,444

5. DEBTORS & PREPAYMENTS

	<u>2025</u>	<u>2024</u>
	£	£
Prepayments	137	107
Debtors	<u>0</u>	<u>0</u>
Total	137	107

6. CURRENT LIABILITIES (due within one year)

	<u>2025</u>	<u>2024</u>
	£	£
Trade Creditors	483	37
Accruals	<u>2,600</u>	<u>2,562</u>
Total	3,083	2,599

7. EMPLOYEES

During the year the Charity had 3 part-time employees (2024 - 2) and their total remuneration was £20,592 (2024 - £16,236).

Social security and other employment costs were £nil. It is to be noted that a pension scheme has been introduced from April 2025. These costs will be reflected in the following year financials.

No employees received total remuneration of more than £60,000.

8. TRUSTEES REMUNERATION AND EXPENSES

The Trustees do not receive remuneration but are reimbursed expenses incurred on behalf of the Charity (such as stationery, consumables or other expenses) or in carrying out their duties (such as travel).

9. RELATED PARTIES' TRANSACTIONS

There were no related parties' transactions in the year (2024 - Nil).



INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF WOKINGHAM JOB SUPPORT CENTRE

I report on the Financial Statements of the Charity (registered no: 1039801) for the Year ended 31st March 2025 which are set out on pages 2 to 12.

Respective Responsibilities of the Trustees and Independent Examiner

The Charity's Trustees are responsible for the preparation of the Financial Statements in accordance with the Charities Act 2011 ("the Act") and 2022 and 2024 as amended.

The Charity's Trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is required.

It is my responsibility to:

- examine the Financial Statements under section 145 of the Act;
- follow the applicable Directions given by the Charity Commission (under section 145 (5) (b) of the Act, and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the Financial Statements presented with those records. It also includes consideration of any unusual items or disclosures in the Financial Statements and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the Financial Statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with Section 130 of the Act; or
- the Financial Statements did not accord with the accounting records; or
- the Financial Statements did not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the Financial Statements give a "true and fair" view which is not a matter considered as part of an independent examination.

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 to enable a proper understanding of the Financial Statements to be reached.

David Lee FCA

Date:

24/7/25

WOKINGHAM JOB SUPPORT CENTRE

England & Wales - Charity number 1039801

Accounts

WOKINGHAM JOB SUPPORT CENTRE



WJSC

Wokingham Job Support Centre
Helping you find a job



REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31ST MARCH 2024

Registered Charity Number: 1039801



WOKINGHAM JOB SUPPORT CENTRE

Address: The Cornerstone,
Norreys Avenue
WOKINGHAM
Berks RG40 1UE

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High Street
BRACKNELL
Berks RG12 1BT

Hampshire Trust Bank
55 Bishopsgate
London EC2N 3AS

Independent Examiner: David Lee FSA
14 Chestnut Avenue
Wokingham
Berks RG41 3HX



WOKINGHAM JOB SUPPORT CENTRE

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31ST MARCH 2024

The Trustees present their Report and Financial Statements for the Year ended 31st March 2024.

The Financial Statements have been prepared in accordance with the accounting policies set out in note 1 to the Financial Statements and comply with the Charity's governing document, the Charity's Act 2011 and the 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).

Objectives and Activities

The Charity aims to assist both those looking for a better job and also unemployed residents of the Wokingham and Bracknell Forest areas, to gain employment through the supervised provision of services and facilities not otherwise provided by the Employment Service.

Job seekers are offered a blend of support, including: assessment, coaching, advice, support on online applications, IT skills and skills workshops covering interviewing, writing CVs, use of social media, getting a job when 50+ and help and support to clients who wish to set up their own business.

The Charity was set up because there is no Job Centre in the Wokingham Borough, a Unitary Authority currently with circa 177,500 inhabitants with an expected population of over 192,000 by 2040. An important element of the Charity's activities is to give job seekers time to talk about their issues, to build their self-confidence and to boost their morale.

The Trustees are responsible both for overseeing the strategic direction of the Charity and for the management of the organisation and trained volunteers who provide the interface with the clients. Administrative office work is performed by paid part-time employees. Trustees and volunteers are not remunerated for their work; they are however, entitled to reimbursement of expenses incurred when undertaking Charity business.

Achievements and Performance

The Trustees have had regard to the Charity Commissioners' guidance on public benefit and consider that the Charity provides identifiable benefits to those seeking employment in the Wokingham and Bracknell Forest areas. During the year to 31st March 2024 there were 180 new clients (2023 – 100), making, in total, 293 (2023 – 268) client visits to the centre.

Clients were able to take advantage of advice, coaching, training, and counselling by trained volunteers and to use the Charity's facilities and technology to identify and pursue employment opportunities. Additionally, with the launch of a new website system, clients are now able book appointments and make use of the WJSC free advisory documents & guides on-line.

A total of 24 clients took the time to inform us that they had found a job, but we believe the number that found employment much higher. Further work is planned for the first half of 2024/2025 to garner more information on the client outcomes.



WOKINGHAM JOB SUPPORT CENTRE

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31ST MARCH 2024 (cont.)

Over the last 31 years the Charity has helped more than 11,000 local job seekers back into work. Supporting local residents back into work has a major benefit to the local economy, a significant impact on community cohesion and reduces the costs of Benefits, Social Services, the NHS and Policing and hugely improves the household finances, health and wellbeing of each job seeker and their families.

Financial Review

The Charity continues to try to closely balance income and expenditure such that our finances remain both strong and roughly in equilibrium. We have successfully continued our policy of both prudence and frugality.

The Charity has relied upon local councils for grants in this year. Total of all grants amounted to £28,300 (2023 - £25,550) in the year, to fund the continuation of its activities. Income from all sources including bank interest was £29,046 (2023 - £26,074) and expenses of £31,413 (2023 - £26,965) were incurred resulting in a loss for the year of £2,367 (2023 - £891 loss).

As the Charity provides a vital and unique community service, the Trustees seek to hold sufficient reserves to run the Centre for two years, so that there is sufficient time to explore options and alternatives if revenues were to be severely reduced.

Given the ongoing operating costs, inflation and the current pressure and uncertainty surrounding local government finances, the Trustees believe that it is appropriate for the Charity to continue to hold two years running expenses in reserves; this was achieved at 31st March 2024 when unrestricted reserves, which mainly comprise cash balances, were £51,952 (2023 - £54,319). However, at the current run rate, this will not be achieved for 2024/2025 financial year without increased support from local councils or other donations and grant funding.

The Trustees are also aware of the risk to the Charity's funds from fraudulent misappropriation and in order to minimise this risk, financial control and authorisation procedures are operated and the Trustees receive regular summarised financial information. The Trustees are also actively looking for ways to reduce costs where ever possible.



WOKINGHAM JOB SUPPORT CENTRE

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31ST MARCH 2024 (cont.)

Structure, Governance and Management

Wokingham Job Support Centre (WJSC) is an unincorporated association (the "Charity") registered with the Charity Commission No. 1039801 and its principal address is The Cornerstone, Norreys Avenue, Wokingham, Berks RG40 1UE. The Charity was set up in 1992 and operates under an updated Constitution approved on 17th July 2013.

The Trustees who held office during the year and at the date of this report comprised:

Steven Polak	Chairman
David Newbold	Treasurer
Richard Middleton	Secretary
Andrew MacNaughton	Trustee
Jenny Mitchell	Trustee

Trustees are elected annually at the Annual General Meeting. The Trustees are fully aware of the need for succession planning and aware of the age profile of both the Trustees and Volunteer Advisors.

Where a Trustee resigns a temporary Trustee may be appointed by the Trustees.

Day to day activities of the Charity are overseen by Trustees (as there is no management structure) supported by the Office Supervisors and the Management Committee, which comprises the Trustees and such staff, volunteers and other supporters of the organisation as the Trustees invite.

The Annual Report was approved by the Trustees and signed on their behalf on:

Date: 13/5/24.....

Steven Polak.....
Chairman



WOKINGHAM JOB SUPPORT CENTRE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31st MARCH 2024

The Charity's Trustees are responsible for preparing the Trustees' Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs and the incoming resources and application of resources for that year.

In preparing these Financial Statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
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- State whether applicable accounting standards have been followed, subject to any material departures being disclosed and explained in the Financial Statements; and
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the Financial Statements comply with the Charities Act 2011 and as amended Charities Act 2022, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



WOKINGHAM JOB SUPPORT CENTRE

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2023

	<u>2024</u>	<u>2023</u>
<u>Income from:</u>	£	£
Donations and Grants (Note 2)	28,512	25,550
Interest Received (Note 2)	534	524
	<u>29,046</u>	<u>26,074</u>
 <u>Expenditure on Charitable Activities:</u>		
Salaries (support staff) (Note 7)	16,519	15,319
Rent, Service Charges & Room Booking	8,347	5,487
Office, Printing, Postage, Stationery	480	261
Telephone	436	398
Insurance	266	221
Meeting Refreshments & Sundries	404	294
Computer & Internet	2,046	3,662
Dues & Subscriptions	86	35
Book keeping	1,215	875
Gifts & Other Expenses	100	100
Marketing	1,409	0
Depreciation	105	313
Total	<u>31,413</u>	<u>26,965</u>
<u>Net Movement of Funds</u>	<u>(2,367)</u>	<u>(891)</u>
 <u>Brought Forward:</u>	 <u>54,319</u>	 <u>55,210</u>
 <u>Accumulated Unrestricted Funds:</u>	 <u>51,952</u>	 <u>54,319</u>



WOKINGHAM JOB SUPPORT CENTRE

BALANCE SHEET

AS AT 31ST MARCH 2024

<u>FIXED ASSETS:</u>	<u>2024</u>	<u>2023</u>
	£	£
Tangible Assets	418	418
less Depreciation	418	313
Net Assets (Note 3)	<u>0</u>	<u>105</u>
CURRENT ASSETS:		
Cash at Bank/In Hand (Note 4)	54,444	57,079
Debtors & Prepayments (Note 5)	107	116
	54,551	57,195
CURRENT LIABILITIES: (due within one year) (Note 6)	2,599	2,981
NET ASSETS:	<u>51,952</u>	<u>54,319</u>
REPRESENTED BY:		
Accumulated Unrestricted Funds:	<u>51,952</u>	<u>54,319</u>

Approved by the Trustees and signed on their behalf by:

Steven Polak: Steven Polak Chairman

David Newbold: [Signature] Treasurer

Date: 13/5/24

The accompanying notes are an integral part of these Financial Statements.



WOKINGHAM JOB SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2024

1. ACCOUNTING POLICIES

1.1 Accounting Convention

The Financial Statements have been prepared under the historic cost convention with items recognised at cost or transaction value unless otherwise stated in the notes to these Financial Statements.

The Financial Statements have been prepared in accordance with the Charities Act 2022 (as amended March 2024), the Statement of Recommended Practice – Accounting and Reporting by Charities preparing their Financial Statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 1A) as updated March 2021 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 1A).

The Charity constitutes a public benefit entity as defined by FRS 102 1A.

The Financial Statements are prepared in Sterling which is the functional currency of the Charity.

1.2 Going Concern

At the time of approving the Financial Statements the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The Trustees therefore, continue to adopt the going concern basis of accounting in preparing the Financial Statements.

1.3 Charitable Funds

All of the Charity's funds are unrestricted and available for use at the discretion of the Trustees in furtherance of the Charity's objectives.

1.4 Income

Income is recognised when the Charity is legally entitled to it, the amounts can be measured reliably and it is more likely than not that the income will be received.

1.5 Expenditure

Expenditure is accounted for on an accruals basis, inclusive of VAT, when applicable, which cannot be recovered.



WOKINGHAM JOB SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2024

1.6 Fixed Assets

Fixed assets comprise office and computer equipment the cost of which is depreciated at 33.3% per annum on a straight line basis.

1.7 Cash

The Charity has cash on deposit with a maturity date of 1 year held for investment purposes rather than to meet short term commitments as they fall due.

1.8 Debtors

Debtors are shown at the value that is expected to be received.

1.9 Current Liabilities

Current liabilities are shown at the value that is expected to be paid.

2. DONATIONS AND GRANTS:	<u>2024</u>	<u>2023</u>
	£	£
<u>Borough</u>		
Wokingham	18,200	15,000
<u>Town & Parish Councils</u>		
Earley	300	0
Bracknell	1,500	1,500
Shinfield	200	300
Wokingham Town	5,000	5,000
Wokingham Without	200	200
Arborfield & Newland	200	150
Barkham	400	400
Winnersh	500	500
Crowthorne	500	800
Finchampstead	1,000	1,000
Twyford	300	300
	=====	=====
	28,300	25,150
<u>Other Receipts</u>		
Rotary Club of Wokingham	200	400
Charities Aid Foundation	12	0
Interest	534	524
<u>Totals:</u>	<u>29,046</u>	<u>26,074</u>



WOKINGHAM JOB SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2024 (cont.)

3. FIXED ASSETS:

	£
Net Book Value at 31 st March 2024	<u>0</u>

4. CASH

	<u>2024</u>	<u>2023</u>
	£	£
Short term deposit	41,398	40,864
Cash at bank and on hand	<u>13,046</u>	<u>16,215</u>
Total	54,444	57,079

5. DEBTORS & PREPAYMENTS

	<u>2024</u>	<u>2023</u>
	£	£
Prepayments	107	116
Debtors	<u>0</u>	<u>0</u>
Total	107	116

6. CURRENT LIABILITES (due within one year)

	<u>2024</u>	<u>2023</u>
	£	£
Trade Creditors	37	2,441
Accruals	<u>2,562</u>	<u>540</u>
Total	2,599	2,981

7. EMPLOYEES

During the year the Charity had 3 part-time employees (2023 - 2) (one full time equivalent) and their total remuneration was £16,236 (2023 - £15,319).

Social security and other employment costs were £283.50.

No employees received total remuneration of more than £60,000.

8. TRUSTEES REMUNERATION AND EXPENSES

The Trustees do not receive remuneration but are reimbursed expenses incurred on behalf of the Charity (such as stationery, consumables or other expenses) or in carrying out their duties (such as travel).

Trustees were reimbursed expenses as follows:

Steven Polak £226 (2023 - £258)

9. RELATED PARTIES' TRANSACTIONS

There were no related parties' transactions in the year (2023 – Nil).



INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF WOKINGHAM JOB SUPPORT CENTRE

I report on the Financial Statements of the Charity (registered no: 1039801) for the Year ended 31st March 2024 which are set out on pages 2 to 12.

Respective Responsibilities of the Trustees and Independent Examiner

The Charity's Trustees are responsible for the preparation of the Financial Statements in accordance with the Charities Act 2011 ("the Act") and 2022 and 2024 as amended.

The Charity's Trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is required.

It is my responsibility to:

- examine the Financial Statements under section 145 of the Act;
- follow the applicable Directions given by the Charity Commission (under section 145 (5) (b) of the Act, and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the Financial Statements presented with those records. It also includes consideration of any unusual items or disclosures in the Financial Statements and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the Financial Statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with Section 130 of the Act; or
- the Financial Statements did not accord with the accounting records; or
- the Financial Statements did not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the Financial Statements give a "true and fair" view which is not a matter considered as part of an independent examination.

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 to enable a proper understanding of the Financial Statements to be reached.

David Lee FCA

Date:

14/5/24

WOKINGHAM JOB SUPPORT CENTRE

England & Wales - Charity number 1039801

Accounts

WOKINGHAM JOB SUPPORT CENTRE



WJSC

Wokingham Job Support Centre
Helping you find a job



REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31ST MARCH 2023

Registered Charity Number: 1039801

WOKINGHAM JOB SUPPORT CENTRE



Address: The Cornerstone,
Norreys Avenue
WOKINGHAM
Berks RG40 1UE

Bankers: Lloyds TSB
High Street
BRACKNELL
Berks RG12 1BT

Hampshire Trust Bank
55 Bishopsgate
London EC2N 3AS

Independent Examiner: David Lee FSA
14 Chestnut Avenue
Wokingham
Berks RG41 3HX



WOKINGHAM JOB SUPPORT CENTRE

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31ST MARCH 2023

The Trustees present their Report and Financial Statements for the Year ended 31st March 2023.

The Financial Statements have been prepared in accordance with the accounting policies set out in note 1 to the Financial Statements and comply with the Charity's governing document, the Charity's Act 2011 and the 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 1st January 2015).

Objectives and Activities

The Charity aims to assist both those looking for a better job and also unemployed residents of the Wokingham and Bracknell Forest areas, to gain employment through the supervised provision of services and facilities not otherwise provided by the Employment Service.

Job seekers are offered a blend of support, including: assessment, coaching, advice, support on online applications, IT skills and skills workshops covering interviewing, writing CVs, use of social media and a specific workshop for the over 50 age group. Workshops are also provided to help and support clients who wish to set up their own business.

The Charity was set up because there is no Job Centre in the Wokingham Borough, a Unitary Authority currently with circa 171,000 inhabitants with an expected population of over 192,000 by 2040. An important element of the Charity's activities is to give job seekers time to talk about their issues, to build their self-confidence and to boost their morale.

The Trustees are responsible both for overseeing the strategic direction of the Charity and for the management of the organisation and trained volunteers who provide the interface with the clients. Administrative office work is performed by paid part-time employees. Trustees and volunteers are not remunerated for their work; they are however, entitled to reimbursement of expenses incurred when undertaking Charity business.

Achievements and Performance

The Trustees have had regard to the Charity Commissioners' guidance on public benefit and consider that the Charity provides identifiable benefits to those seeking employment in the Wokingham and Bracknell Forest areas. During the year to 31st March 2023 there were 100 new clients, making, in total, 268 client visits. Clients were able to take advantage of advice, coaching, training and counselling by trained volunteers and to use the Charity's facilities and technology to identify and pursue employment opportunities.



WOKINGHAM JOB SUPPORT CENTRE

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31ST MARCH 2023 (cont.)

Over the last 30 years the Charity has helped more than 11,000 local job seekers back into work. Supporting local residents back into work has a major benefit to the local economy, a significant impact on community cohesion and reduces the costs of Benefits, Social Services, the NHS and Policing and hugely improves the household finances, health and wellbeing of each job seeker and their families.

Financial Review

The Charity continues to try to closely balance income and expenditure such that our finances remain both strong and roughly in equilibrium. We have successfully continued our policy of both prudence and frugality.

The Charity has relied upon local councils for grants in this year. Total of all grants amounted to £25,550 (2022 - £26,250) in the year, to fund the continuation of its activities. Income from all sources including bank interest was £26,074 (2022 - £26,590) and expenses of £26,965 (2022 - £27,768) were incurred resulting in a loss for the year of £891 (2022 - £1,178).

Given current pressure and uncertainty surrounding local government finances the Trustees believe that it is appropriate for the Charity to hold eighteen months running expenses in reserves; this was achieved at 31st March 2023 when unrestricted reserves, which mainly comprise cash balances, were £54,319 (2022 - £55,210).

As the Charity provides a vital and unique community service the Trustees seek to hold sufficient reserves to run the Centre for eighteen months, so that there is sufficient time to explore options and alternatives, if revenues were to be severely reduced. However, at this time, the Trustees are confident of the continuing support of local council donors.

The Trustees are also aware of the risk to the Charity's funds from fraudulent misappropriation and in order to minimise this risk financial control and authorisation procedures are operated and the Trustees receive regular summarised financial information.



WOKINGHAM JOB SUPPORT CENTRE

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31ST MARCH 2023 (cont.)

Structure, Governance and Management

Wokingham Job Support Centre (WJSC) is an unincorporated association (the "Charity") registered with the Charity Commission No. 1039801 and its principal address is The Cornerstone, Norreys Avenue, Wokingham, Berks RG40 1UE. The Charity was set up in 1992 and operates under an updated Constitution approved on 17th July 2013.

The Trustees who held office during the year and at the date of this report comprised:

Steven Polak	Chairman
David Newbold	Treasurer
Iain Brown	Secretary
Andrew MacNaughton	Trustee

Trustees are elected annually at the Annual General Meeting. The Trustees are fully aware of the need for succession planning and aware of the age profile of both the Trustees and Volunteer Advisors.

Where a Trustee resigns a temporary Trustee may be appointed by the Trustees.

Day to day activities of the Charity are overseen by Trustees (as there is no management structure) supported by the Office Supervisors and the Management Committee, which comprises the Trustees and such staff, volunteers and other supporters of the organisation as the Trustees invite.

The Annual Report was approved by the Trustees and signed on their behalf on:

Date:

Steven Polak.....
Chairman



WOKINGHAM JOB SUPPORT CENTRE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31st MARCH 2023

The Charity's Trustees are responsible for preparing the Trustees' Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs and the incoming resources and application of resources for that year.

In preparing these Financial Statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures being disclosed and explained in the Financial Statements; and
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the Financial Statements comply with the Charities Act 2011 and as amended Charities Act 2022, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

WOKINGHAM JOB SUPPORT CENTRE

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2023

	<u>2023</u>	<u>2022</u>
<u>Income from:</u>	£	£
Donations and Grants (Note 2)	25,550	26,250
Interest Received (Note 2)	524	340
	-----	-----
	26,074	26,590
	-----	-----
<u>Expenditure on Charitable Activities:</u>		
Salaries (support staff) (Note 7)	15,319	14,770
Rent, Service Charges & Room Booking	5,487	8,900
Printing, Postage, Stationery	261	263
Telephone	398	605
Insurance	221	211
Meeting Refreshments & Sundries	294	106
Computer & Internet	3,662	1,627
Dues & Subscriptions	35	35
Book keeping	875	838
Gifts & Other Expenses	100	100
Depreciation	313	313
Total	<u>26,965</u>	<u>27,768</u>
<u>Net Movement of Funds</u>	<u>(891)</u>	<u>(1,178)</u>
<u>Brought Forward:</u>	<u>55,210</u>	<u>56,388</u>
<u>Accumulated Unrestricted Funds:</u>	<u>54,319</u>	<u>55,210</u>



WOKINGHAM JOB SUPPORT CENTRE

BALANCE SHEET

AS AT 31ST MARCH 2023

<u>FIXED ASSETS:</u>	<u>2023</u>	<u>2022</u>
	£	£
Tangible Assets	418	731
less Depreciation	313	313
	-----	-----
Net Assets (Note 3)	105	418
CURRENT ASSETS:		
Cash at Bank/In Hand (Note 4)	57,079	55,345
Debtors & Prepayments (Note 5)	116	4,255
	57,195	59,600
CURRENT LIABILITIES: (due within one year) (Note 6)	2,981	4,808
NET ASSETS:	<u>54,319</u>	<u>55,210</u>
REPRESENTED BY:		
Accumulated Unrestricted Funds:	<u>54,319</u>	<u>55,210</u>

Approved by the Trustees and signed on their behalf by:

Steven Polak: Chairman

David Newbold:Treasurer

Date:

The accompanying notes are an integral part of these Financial Statements.



WOKINGHAM JOB SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2023

1. ACCOUNTING POLICIES

1.1 Accounting Convention

The Financial Statements have been prepared under the historic cost convention with items recognised at cost or transaction value unless otherwise stated in the notes to these Financial Statements.

The Financial Statements have been prepared in accordance with the Charities Act 2011, the Statement of Recommended Practice – Accounting and Reporting by Charities preparing their Financial Statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 1A) as updated March 2021 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 1A).

The Charity constitutes a public benefit entity as defined by FRS 102 1A.

The Financial Statements are prepared in Sterling which is the functional currency of the Charity.

1.2 Going Concern

At the time of approving the Financial Statements the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The Trustees therefore, continue to adopt the going concern basis of accounting in preparing the Financial Statements.

1.3 Charitable Funds

All of the Charity's funds are unrestricted and available for use at the discretion of the Trustees in furtherance of the Charity's objectives.

1.4 Income

Income is recognised when the Charity is legally entitled to it, the amounts can be measured reliably and it is more likely than not that the income will be received.

1.5 Expenditure

Expenditure is accounted for on an accruals basis, inclusive of VAT, when applicable, which cannot be recovered.

WOKINGHAM JOB SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2023

1.6 Fixed Assets

Fixed assets comprise office and computer equipment the cost of which is depreciated at 33.3% per annum on a straight line basis.

1.7 Cash

The Charity has cash on deposit with a maturity date of 2 years held for investment purposes rather than to meet short term commitments as they fall due.

1.8 Debtors

Debtors are shown at the value that is expected to be received.

1.9 Current Liabilities

Current liabilities are shown at the value that is expected to be paid.

2. DONATIONS AND GRANTS:	<u>2023</u>	<u>2022</u>
	£	£
<u>Borough</u>		
Wokingham	15,000	16,600
<u>Town & Parish Councils</u>		
Earley	0	300
Bracknell	1,500	1,500
Shinfield	300	0
Wokingham Town	5,000	5,000
Wokingham Without	200	400
Woodley	0	250
Arborfield & Newland	150	100
Barkham	400	400
Winnersh	500	500
Crowthorne	800	200
Finchampstead	1,000	1,000
Twyford	300	0
	=====	=====
	25,150	26,250
<u>Other Receipts</u>		
Rotary Club of Wokingham	400	0
Interest	524	340
<u>Totals:</u>	<u>26,074</u>	<u>26,590</u>

WOKINGHAM JOB SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2023 (cont.)

3. FIXED ASSETS:

	£	
Net Book Value at 31st March 2023		<u>105</u>

4. CASH

	<u>2023</u>	<u>2022</u>
	£	£
Short term deposit	40,864	40,340
Cash at bank and on hand	<u>16,215</u>	<u>15,005</u>
Total	57,079	55,345

5. DEBTORS & PREPAYMENTS

	<u>2023</u>	<u>2022</u>
	£	£
Prepayments	116	105
Debtors	<u>0</u>	<u>4,150</u>
Total	116	4,255

6. CURRENT LIABILITES (due within one year)

	<u>2023</u>	<u>2022</u>
	£	£
Trade Creditors	2,441	3,188
Accruals	<u>540</u>	<u>1,620</u>
Total	2,981	4,808

7. EMPLOYEES

During the year the Charity had 2 part-time employees (2022 - 2) (one full time equivalent) and their total remuneration was £15,319 (2022 - £14,770).

Social security and other employment costs were Nil.

No employees received total remuneration of more than £60,000.

8. TRUSTEES REMUNERATION AND EXPENSES

The Trustees do not receive remuneration but are reimbursed expenses incurred on behalf of the Charity (such as stationery, consumables or other expenses) or in carrying out their duties (such as travel).

Trustees were reimbursed expenses as follows:

Steven Polak £258 (2022 - £100)

9. RELATED PARTIES' TRANSACTIONS

There were no related parties' transactions in the year (2022 – Nil).



INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF WOKINGHAM JOB SUPPORT CENTRE

I report on the Financial Statements of the Charity (registered no: 1039801) for the Year ended 31st March 2023 which are set out on pages 2 to 11.

Respective Responsibilities of the Trustees and Independent Examiner

The Charity's Trustees are responsible for the preparation of the Financial Statements in accordance with the Charities Act 2011 ("the Act") and 2022 as amended.

The Charity's Trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is required.

It is my responsibility to:

- examine the Financial Statements under section 145 of the Act;
- follow the applicable Directions given by the Charity Commission (under section 145 (5) (b) of the Act, and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the Financial Statements presented with those records. It also includes consideration of any unusual items or disclosures in the Financial Statements and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the Financial Statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with Section 130 of the Act; or
- the Financial Statements did not accord with the accounting records; or
- the Financial Statements did not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the Financial Statements give a "true and fair" view which is not a matter considered as part of an independent examination.

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 to enable a proper understanding of the Financial Statements to be reached.

David Lee FCA Date:.....

WOKINGHAM JOB SUPPORT CENTRE

England & Wales - Charity number 1039801

Accounts

WOKINGHAM JOB SUPPORT CENTRE



REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31ST MARCH 2022

Registered Charity Number: 1039801

WOKINGHAM JOB SUPPORT CENTRE

Address: The Cornerstone,
Norreys Avenue
WOKINGHAM
Berks RG40 1UE

Bankers: Lloyds TSB
High Street
BRACKNELL
Berks RG12 1BT

Hampshire Trust Bank
55 Bishopsgate
London EC2N 3AS

Independent Examiner: David Lee FCA
14 Chestnut Avenue
Wokingham
Berks RG41 3HX

WOKINGHAM JOB SUPPORT CENTRE

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31ST MARCH 2022

The Trustees present their Report and Financial Statements for the Year ended 31st March 2022.

The Financial Statements have been prepared in accordance with the accounting policies set out in note 1 to the Financial Statements and comply with the Charity's governing document, the Charity's Act 2011 and the 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 1st January 2015).

Objectives and Activities

The Charity aims to assist both those looking for a better job and also unemployed residents of the Wokingham and Bracknell Town areas, to gain employment through the supervised provision of services and facilities not otherwise provided by the Employment Service.

Job seekers are offered a blend of support, including: assessment, coaching, advice, support on online applications, IT skills and skills workshops covering interviewing, writing CVs, use of social media and a specific workshop for the over 50 age group. Workshops are also provided to help and support clients who wish to set up their own business.

The Charity was set up because there is no Job Centre in the Wokingham Borough, a Unitary Authority currently with circa 171,000 inhabitants with an expected population of over 192,000 by 2040. An important element of the Charity's activities is to give job seekers time to talk about their issues, to build their self-confidence and to boost their morale.

The Trustees are responsible both for overseeing the strategic direction of the Charity and for the management of the organisation and trained volunteers who provide the interface with the clients. Administrative office work is performed by paid part-time employees. Trustees and volunteers are not remunerated for their work; they are however, entitled to reimbursement of expenses incurred when undertaking Charity business.

Achievements and Performance

The Trustees have had regard to the Charity Commissioners' guidance on public benefit and consider that the Charity provides identifiable benefits to those seeking employment in the Wokingham and Bracknell Forest areas. During the year to 31st March 2022 there were 101 new clients, making, in total, 270 client visits. Clients were able to take advantage of advice, coaching, training and counselling by trained volunteers and to use the Charity's facilities and technology to identify and pursue employment opportunities.

This financial year has again been severely affected by the Covid 19 virus but the service continued and we saw an increase in new clients and their visits to the Centre over the previous year. As the economy has been hard hit and employment adversely impacted, the Trustees believe that there will be an increased need for this important community service now furlough has been phased out and Job Seekers feel more confident to seek face to face support.

WOKINGHAM JOB SUPPORT CENTRE

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31ST MARCH 2022 (cont.)

Over the last 30 years the Charity has helped more than 11,000 local job seekers back into work. Supporting local residents back into work has a major benefit to the local economy, a significant impact on community cohesion and reduces the costs of Benefits, Social Services, the NHS and Policing and hugely improves the household finances, health and wellbeing of each job seeker and their families.

Financial Review

The Charity continues to try to closely balance income and expenditure such that our finances remain both strong and roughly in equilibrium. We have successfully continued our policy of both prudence and frugality.

The Charity has relied solely upon local councils for grants in this year. Total of all grants amounted to £26,250 (2021 - £25,683) in the year, to fund the continuation of its activities. Income from all sources including bank interest was £26,590 (2021 - £26,255) and expenses of £27,768 (2021 - £25,212) were incurred resulting in a loss for the year of £1,178 (2021 + £1,043).

Given current pressure and uncertainty surrounding local government finances the Trustees believe that it is appropriate for the Charity to hold eighteen months running expenses in reserves; this was achieved at 31st March 2022 when unrestricted reserves, which mainly comprise cash balances, were £55,210 (2021 - £56,388).

As the Charity provides a vital and unique community service the Trustees seek to hold sufficient reserves to run the Centre for eighteen months, so that there is sufficient time to explore options and alternatives, if revenues were to be severely reduced. However, at this time, the Trustees are confident of the continuing support of local Council donors.

The Trustees are also aware of the risk to the Charity's funds from fraudulent misappropriation and in order to minimise this risk financial control and authorisation procedures are operated and the Trustees receive regular summarised financial information.

WOKINGHAM JOB SUPPORT CENTRE

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31ST MARCH 2022 (cont.)

Structure, Governance and Management

Wokingham Job Support Centre (WJSC) is an unincorporated association (the "Charity") registered with the Charity Commission No. 1039801 and its principal address is The Cornerstone, Norreys Avenue, Wokingham, Berks RG40 1UE. The Charity was set up in 1992 and operates under an updated Constitution approved on 17th July 2013.

The Trustees who held office during the year and at the date of this report comprised:

Steven Polak	Chairman
Steven Polak	Treasurer
Iain Brown	Secretary
David Newbold	Trustee
Andrew MacNaughton	Trustee

Trustees are elected annually at the Annual General Meeting. The Trustees are fully aware of the need for succession planning and aware of the age profile of both the Trustees and Volunteer Advisors.

Where a Trustee resigns a temporary Trustee may be appointed by the Trustees.

Day to day activities of the Charity are overseen by Trustees (as there is no management structure) supported by the Office Supervisors and the Management Committee, which comprises the Trustees and such staff, volunteers and other supporters of the organisation as the Trustees invite.

The Annual Report was approved by the Trustees and signed on their behalf on:

Date: 4/7/22.....

Steven Polak... .....
Chairman and Treasurer

WOKINGHAM JOB SUPPORT CENTRE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31st MARCH 2022

The Charity's Trustees are responsible for preparing the Trustees' Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs and the incoming resources and application of resources for that year.

In preparing these Financial Statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures being disclosed and explained in the Financial Statements; and
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the Financial Statements comply with the Charities Act 2011 and as amended Charities Act 2022, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

WOKINGHAM JOB SUPPORT CENTRE

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2022

	<u>2022</u>	<u>2021</u>
<u>Income from:</u>	£	£
Donations and Grants (Note 2)	26,250	25,719
Interest Received (Note 2)	340	536
	26,590	26,255
 <u>Expenditure on Charitable Activities:</u>		
Salaries (support staff) (Note 7)	14,770	14,445
Rent, Service Charges & Room Booking	8,900	6,720
Printing, Postage, Stationery	263	261
Telephone	605	605
Insurance	211	245
Meeting Refreshments & Sundries	106	0
Computer & Internet	1,627	1,742
Dues & Subscriptions	35	35
Book keeping	838	850
Gifts & Other Expenses	100	100
Depreciation	313	209
Total	27,768	25,212
<u>Net Movement of Funds</u>	(1,178)	1,043
 <u>Brought Forward:</u>	 56,388	 55,345
 <u>Accumulated Unrestricted Funds:</u>	 55,210	 56,388

WOKINGHAM JOB SUPPORT CENTRE

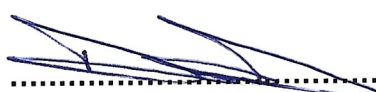
BALANCE SHEET

AS AT 31ST MARCH 2022

<u>FIXED ASSETS:</u>	<u>2022</u>	<u>2021</u>
	£	£
Tangible Assets	731	940
less Depreciation	313	209
	-----	-----
Net Assets (Note 3)	418	731
CURRENT ASSETS:		
Cash at Bank/In Hand (Note 4)	55,345	56,361
Debtors & Prepayments (Note 5)	4,255	107
	59,600	56,468
CURRENT LIABILITIES:		
(due within one year) (Note 6)	4,808	811
NET ASSETS:	<u>55,210</u>	<u>56,388</u>
REPRESENTED BY:		
Accumulated Unrestricted Funds:	<u>55,210</u>	<u>56,388</u>

Approved by the Trustees and signed on their behalf by:

Steven Polak:  Chairman

David Newbold:  Trustee

Date: 4/7/22

The accompanying notes are an integral part of these Financial Statements.

WOKINGHAM JOB SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2022

1. ACCOUNTING POLICIES

1.1 Accounting Convention

The Financial Statements have been prepared under the historic cost convention with items recognised at cost or transaction value unless otherwise stated in the notes to these Financial Statements.

The Financial Statements have been prepared in accordance with the Charities Act 2011, the Statement of Recommended Practice – Accounting and Reporting by Charities preparing their Financial Statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued 16th July 2014 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Charity constitutes a public benefit entity as defined by FRS 102

The Financial Statements are prepared in Sterling which is the functional currency of the Charity.

1.2 Going Concern

At the time of approving the Financial Statements the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The Trustees therefore, continue to adopt the going concern basis of accounting in preparing the Financial Statements.

1.3 Charitable Funds

All of the Charity's funds are unrestricted and available for use at the discretion of the Trustees in furtherance of the Charity's objectives.

1.4 Income

Income is recognised when the Charity is legally entitled to it, the amounts can be measured reliably and it is more likely than not that the income will be received.

1.5 Expenditure

Expenditure is accounted for on an accruals basis, inclusive of VAT, when applicable, which cannot be recovered.

WOKINGHAM JOB SUPPORT CENTRE



NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2022

1.6 Fixed Assets

Fixed assets comprise office and computer equipment the cost of which is depreciated at 33.3% per annum on a straight line basis.

1.7 Cash

The Charity has cash on deposit with a maturity date of 2 years held for investment purposes rather than to meet short term commitments as they fall due.

1.8 Debtors

Debtors are shown at the value that is expected to be received.

1.9 Current Liabilities

Current liabilities are shown at the value that is expected to be paid.

2. DONATIONS AND GRANTS:	<u>2022</u>	<u>2021</u>
	£	£
<u>Borough</u>		
Wokingham	16,600	16,600
<u>Town & Parish Councils</u>		
Earley	300	300
Bracknell	1,500	1,500
Shinfield	0	800
Wokingham Town	5,000	2,500
Wokingham Without	400	500
Woodley	250	250
Arborfield & Newland	100	100
Barkham	400	400
Winnersh	500	500
Crowthorne	200	400
Finchampstead	1,000	1,000
	=====	=====
	26,250	25,150
<u>Other Donations & Receipts</u>		
Client Gifts/Donations	0	36
Waitrose	0	333
Rotary Club	0	200
Interest	340	536
<u>Totals:</u>	<u>26,590</u>	<u>26,255</u>

WOKINGHAM JOB SUPPORT CENTRE



NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2022 (cont.)

3. FIXED ASSETS:

	£
Net Book Value at 31st March 2022	<u>418</u>

4. CASH

	<u>2022</u>	<u>2021</u>
	£	£
Short term deposit	40,340	40,000
Cash at bank and on hand	<u>15,005</u>	<u>16,361</u>
Total	55,345	53,361

5. DEBTORS & PREPAYMENTS

	<u>2022</u>	<u>2021</u>
	£	£
Prepayments	105	107
Debtors	<u>4,150</u>	<u>0</u>
Total	4,255	107

6. CURRENT LIABILITIES (due within one year)

	<u>2022</u>	<u>2021</u>
	£	£
Trade Creditors	3,188	271
Accruals	<u>1,620</u>	<u>540</u>
Total	4,808	811

7. EMPLOYEES

During the year the Charity had 2 part-time employees (2021 - 2)

(one full time equivalent) and their total remuneration was £14,770 (2021 - £14,445).

Social security and other employment costs were Nil.

No employees received total remuneration of more than £60,000.

8. TRUSTEES REMUNERATION AND EXPENSES

The Trustees do not receive remuneration but are reimbursed expenses incurred on behalf of the Charity (such as stationery, consumables or other expenses) or in carrying out their duties (such as travel).

Trustees were reimbursed expenses as follows:

Steven Polak £100 (2021 - £100)

Nigel Richards Nil (2021 - £262)

9. RELATED PARTIES' TRANSACTIONS

There were no related parties' transactions in the year (2021 - Nil).

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF WOKINGHAM JOB SUPPORT CENTRE

I report on the Financial Statements of the Charity (registered no: 1039801) for the Year ended 31st March 2022 which are set out on pages 2 to 11.

Respective Responsibilities of the Trustees and Independent Examiner

The Charity's Trustees are responsible for the preparation of the Financial Statements in accordance with the Charities Act 2011 ("the Act") and 2022 as amended.

The Charity's Trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is required.

It is my responsibility to:

- examine the Financial Statements under section 145 of the Act;
- follow the applicable Directions given by the Charity Commission (under section 145 (5) (b) of the Act, and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

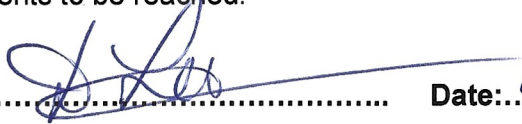
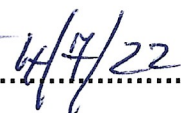
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the Financial Statements presented with those records. It also includes consideration of any unusual items or disclosures in the Financial Statements and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the Financial Statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with Section 130 of the Act; or
- the Financial Statements did not accord with the accounting records; or
- the Financial Statements did not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the Financial Statements give a "true and fair" view which is not a matter considered as part of an independent examination.

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 to enable a proper understanding of the Financial Statements to be reached.

David Lee FCA  Date: 

WOKINGHAM JOB SUPPORT CENTRE

England & Wales - Charity number 1039801

Accounts

WOKINGHAM JOB SUPPORT CENTRE



REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31ST MARCH 2021

Registered Charity Number: 1039801

WOKINGHAM JOB SUPPORT CENTRE

Address: The Cornerstone,
Norreys Avenue
WOKINGHAM
Berks RG40 1UE

Bankers: Lloyds TSB
High Street
BRACKNELL
Berks RG12 1BT

Hampshire Trust Bank
55 Bishopsgate
London EC2N 3AS

Hodge Bank
One Central Square
Cardiff
CF10 1FS

Independent Examiner: John Robertson FCA
47 Proctors Road
Wokingham
Berks RG40 1RP

WOKINGHAM JOB SUPPORT CENTRE

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31ST MARCH 2021

The Trustees present their Report and Financial Statements for the Year ended 31st March 2021.

The Financial Statements have been prepared in accordance with the accounting policies set out in note 1 to the Financial Statements and comply with the Charity's governing document, the Charity's Act 2011 and the 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 1st January 2015).

Objectives and Activities

The Charity aims to assist both those looking for a better job and also unemployed residents of the Wokingham and Bracknell Forest areas, to gain employment through the supervised provision of services and facilities not otherwise provided by the Employment Service.

Job seekers are offered a blend of support, including: assessment, coaching, advice, support on internet applications, IT skills and skills workshops covering interviewing, writing CVs, use of social media and a specific workshop for the over 50 age group.

The Charity was set up because there is no Job Centre in Wokingham Borough, a Unitary Authority with some 168,000 inhabitants. An important element of the Charity's activities is to give job seekers time to talk about their issues, to build their self-confidence and to boost their morale.

The Trustees are responsible both for overseeing the strategic direction of the Charity and for the management of the organisation and trained volunteers who provide the interface with the client. Administrative office work is performed by paid part-time employees. Trustees and volunteers are not remunerated for their work; they are however, entitled to reimbursement of expenses incurred when undertaking Charity business.

Achievements and Performance

The Trustees have had regard to the Charity Commissioners' guidance on public benefit and consider that the Charity provides identifiable benefits to those seeking employment in the Wokingham and Bracknell Forest areas. During the year to 31st March 2021 there were 47 new clients, making, in total, 84 client visits. Clients were able to take advantage of advice, coaching, training and counselling by trained volunteers and to use the Charity's facilities and technology to identify and pursue employment opportunities.

This financial year has been severely affected by the Covid 19 virus with the Centre closed for more than 8 months in this year. Despite the continuation of the service by phone and Internet, this year has therefore seen a very substantial decrease in new clients and their visits to the Centre. As the economy has been hard hit and employment adversely impacted, the Trustees believe that there will be an increased need for this important community service as and when furlough is phased out and Job Seekers feel more confident to seek face to face support.



WOKINGHAM JOB SUPPORT CENTRE

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31ST MARCH 2021 (cont.)

Over the last 29 years the Charity has helped more than 11,000 local job seekers back into work. Supporting local residents back into work has a major benefit to the local economy, a significant impact on community cohesion and reduces the costs of Benefits, Social Services, the NHS and Policing and hugely improves the household finances, health and wellbeing of each job seeker and their families.

Financial Review

The Charity continues to try to closely balance income and expenditure such that our finances remain both strong and roughly in equilibrium. We have successfully continued our policy of both prudence and frugality.

The Charity relies mainly upon local councils for grants. Total council grants amounted to £25,683 (2020 - £26,400) in the year, to fund the continuation of its activities. Income from all sources was £26,255 (2020 - £27,494) and expenses of £25,212 (2020 - £26,509) were incurred resulting in a surplus for the year of £1,043 (2020 - £985). Prudent management and the Centre closures have resulted in a reduction in operating costs this year.

Given current pressure and uncertainty surrounding local government finances the Trustees believe that it is appropriate for the Charity to hold eighteen months running expenses in reserves; this was achieved at 31st March 2021 when unrestricted reserves, which mainly comprise cash balances, were £56,361 (2020 - £55,345).

As the Charity provides a vital and unique community service the Trustees seek to hold sufficient reserves to run the Centre for eighteen months, so that there is sufficient time to explore options and alternatives, if revenues were to be severely reduced. However, at this time, the Trustees are confident of the continuing support of local council donors.

The Trustees are also aware of the risk to the Charity's funds from fraudulent misappropriation and in order to minimise this risk financial control and authorisation procedures are operated and the Trustees receive regular summarised financial information.

WOKINGHAM JOB SUPPORT CENTRE

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31ST MARCH 2021 (cont.)

Structure, Governance and Management

Wokingham Job Support Centre (WJSC) is an unincorporated association (the "Charity") registered with the Charity Commission No. 1039801 and its principal address is The Cornerstone, Norreys Avenue, Wokingham, Berks RG40 1UE. The Charity was set up in 1992 and operates under an updated Constitution approved on 17th July 2013.

The Trustees who held office during the year and at the date of this report comprised:

Nigel Richards	Chairman
Steven Polak	Treasurer
Iain Brown	Secretary

Trustees are elected annually at the Annual General Meeting. The Trustees are fully aware of the need for succession planning and aware of the age profile of both the Trustees and Volunteer Advisors.

Where a Trustee resigns a temporary Trustee may be appointed by the Trustees.

Day to day activities of the Charity are overseen by Trustees (as there is no management structure) supported by the Office Supervisors and the Management Committee, which comprises the Trustees and such staff, volunteers and other supporters of the organisation as the Trustees invite.

The Annual Report was approved by the Trustees and signed on their behalf on:

Date:



Steven Polak.....
Treasurer & Trustee

WOKINGHAM JOB SUPPORT CENTRE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31st MARCH 2021

The Charity's Trustees are responsible for preparing the Trustees' Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs and the incoming resources and application of resources for that year.

In preparing these Financial Statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures being disclosed and explained in the Financial Statements; and
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the Financial Statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

WOKINGHAM JOB SUPPORT CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2021

	<u>2021</u>	<u>2020</u>
<u>Income from:</u>	£	£
Donations and Grants (Note 2)	25,683	25,792
Interest Received (Note 2)	536	702
	----- 26,219 -----	----- 27,494 -----
<u>Expenditure on Charitable Activities:</u>		
Salaries (support staff) (Note 7)	14,445	14,485
Rent, Service Charges & Room Booking	6,720	7,261
Printing, Postage, Stationery	262	332
Telephone	605	1,197
Insurance	245	113
Meeting Refreshments & Sundries	0	178
Computer & Internet	1,742	1,813
Dues & Subscriptions	35	95
Book keeping	850	875
Gifts & Other Expenses	100	162

Depreciation	209	
0		
Total	<u>25,213</u>	
<u>26,509</u>		
<u>Net Movement of Funds</u>	(1,043)	
985		
<u>Brought Forward:</u>	<u>55,345</u>	<u>54,360</u>
<u>Accumulated Unrestricted Funds:</u>	<u>56,388</u>	<u>55,345</u>



WOKINGHAM JOB SUPPORT CENTRE

BALANCE SHEET

AS AT 31ST MARCH 2021

<u>FIXED ASSETS:</u>	<u>2021</u>	<u>2020</u>
	£	£
Tangible Assets	940	0
less Depreciation	209	-
Net Assets (Note 3)	----- 731	----- 0
 <u>CURRENT ASSETS:</u>		
Cash at Bank/In Hand (Note 4)	56,361	54,071
Debtors & Prepayments (Note 5)	107	274
	56,468	55,345
<u>CURRENT LIABILITIES:</u> (due within one year) (Note 6)	811	0
<u>NET ASSETS:</u>	<u>56,388</u>	<u>55,345</u>
 <u>REPRESENTED BY:</u>		
<u>Accumulated Unrestricted Funds:</u>	<u>56,388</u>	<u>55,345</u>

Approved by the Trustees and signed on their behalf by:

Nigel Richards: **Chairman**



Steven Polak: **Treasurer**

Date:

The accompanying notes are an integral part of these Financial Statements.

WOKINGHAM JOB SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

1. ACCOUNTING POLICIES

1.1 Accounting Convention

The Financial Statements have been prepared under the historic cost convention with items recognised at cost or transaction value unless otherwise stated in the notes to these Financial Statements.

The Financial Statements have been prepared in accordance with the Charities Act 2011, the Statement of Recommended Practice – Accounting and Reporting by Charities preparing their Financial Statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued 16th July 2014 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Charity constitutes a public benefit entity as defined by FRS 102

The Financial Statements are prepared in Sterling which is the functional currency of the Charity.

1.2 Going Concern

At the time of approving the Financial Statements the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The Trustees therefore, continue to adopt the going concern basis of accounting in preparing the Financial Statements.

1.3 Charitable Funds

All of the Charity's funds are unrestricted and available for use at the discretion of the Trustees in furtherance of the Charity's objectives.

1.4 Income

Income is recognised when the Charity is legally entitled to it, the amounts can be measured reliably and it is more likely than not that the income will be received.



1.5 Expenditure

Expenditure is accounted for on an accruals basis, inclusive of VAT, when applicable, which cannot be recovered.

WOKINGHAM JOB SUPPORT CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

1.6 Fixed Assets

Fixed assets comprise office and computer equipment the cost of which is depreciated at 33.3% per annum on a straight line basis.

1.7 Cash

The Charity has cash on deposit with a maturity date of less than one year held for investment purposes rather than to meet short term commitments as they fall due.

1.8 Debtors

Debtors are shown at the value that is expected to be received.

1.9 Current Liabilities

Current liabilities are shown at the value that is expected to be paid.

2. DONATIONS AND GRANTS:	<u>2021</u>	<u>2020</u>
	£	£
<u>Borough</u>		
Wokingham	16,600	16,600
<u>Town & Parish Councils</u>		
Earley	300	300
Bracknell	1,500	1,250
Shinfield	800	300
Wokingham Town	2,500	5,000
Wokingham Without	500	500
Woodley	250	200
Arborfield & Newland	400	100
Barkham	400	400
Winnersh	500	500
Crowthorne	400	250
Finchampstead	1,000	1,000

=====	=====		
26,400	25,150		
<u>Other Donations & Receipts</u>			
Client Gifts/Donations	36		
2			
Waitrose	333	290	
Rotary Club	200	100	
Interest	536	702	
<u>Totals:</u>	<u>26,255</u>	<u>27,494</u>	

WOKINGHAM JOB SUPPORT CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021 (cont.)

3. FIXED ASSETS:

	£
Net Book Value at 31st March 2021	<u>731</u>

4. CASH

	<u>2021</u>	
	£	£
Short term deposit	40,000	41,799
Cash at bank and on hand	<u>16,361</u>	<u>13,272</u>
Total	53,361	55,071

5. DEBTORS & PREPAYMENTS

	<u>2021</u>	<u>2020</u>
	£	
Prepayments	107	136
Debtors	<u>0</u>	<u>0</u>
Total	107	136

6. CURRENT LIABILITES (due within one year)

	<u>2021</u>	<u>2020</u>
	£	
Trade Creditors	271	0
Accruals	<u>540</u>	<u>0</u>
Total	811	0

7. EMPLOYEES

During the year the Charity had 2 part-time employees (2020 - 2)

(one full time equivalent) and their total remuneration was £14,445 (2020 - £14,485).



Social security and other employment costs were Nil.

No employees received total remuneration of more than £60,000.

8. TRUSTEES REMUNERATION AND EXPENSES

The Trustees do not receive remuneration but are reimbursed expenses incurred on behalf of the Charity (such as stationery, consumables or other expenses) or in carrying out their duties (such as travel).

Trustees were reimbursed expenses as follows:

Steven Polak £100 (2020 - £434)
Andrew Heath Nil (2020 - £27)
Nigel Richards £261.54 (2020 - Nil)

9. RELATED PARTIES' TRANSACTIONS

There were no related parties' transactions in the year (2020 - Nil).

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF WOKINGHAM JOB SUPPORT CENTRE

I report on the Financial Statements of the Charity (registered no: 1039801) for the Year ended 31st March 2021 which are set out on pages 2 to 11.

Respective Responsibilities of the Trustees and Independent Examiner

The Charity's Trustees are responsible for the preparation of the Financial Statements in accordance with the Charities Act 2011 ("the Act").

The Charity's Trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the Financial Statements under section 145 of the Act;
- follow the applicable Directions given by the Charity Commission (under section 145 (5) (b) of the Act, and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting

records kept by the Charity and a comparison of the Financial Statements presented with those records. It also includes consideration of any unusual items or disclosures in the Financial Statements and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the Financial Statements present a “true and fair view” and the report is limited to those matters set out in the statement below.



Independent Examiner’s Statement

In connection with my examination, no material matters have come to my attention which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with Section 130 of the Act; or
- the Financial Statements did not accord with the accounting records; or
- the Financial Statements did not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the Financial Statements give a “true and fair” view which is not a matter considered as part of an independent examination.

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 to enable a proper understanding of the Financial Statements to be reached.

John Robertson FCA **Date:**.....