

# **WOKINGHAM JOB SUPPORT CENTRE**



## **REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**  
**31<sup>ST</sup> 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 31<sup>ST</sup> MARCH 2021**

The Trustees present their Report and Financial Statements for the Year ended 31<sup>st</sup> 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 1<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>ST</sup> 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 31<sup>ST</sup> 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 17<sup>th</sup> July 2013.

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

Nigel Richards  
Steven Polak  
Iain Brown

Chairman  
Treasurer  
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 31<sup>st</sup> 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 31<sup>ST</sup> MARCH 2021**

	<u><b>2021</b></u>	<u><b>2020</b></u>
<u><b>Income from:</b></u>	<b>£</b>	<b>£</b>
Donations and Grants (Note 2)	25,683	25,792
Interest Received (Note 2)	536	702
	----- <b>26,219</b> -----	----- <b>27,494</b> -----
<u><b>Expenditure on Charitable Activities:</b></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  
0

209



**Total**  
**26,509**

**25,213**

**Net Movement of Funds**  
**985**

**(1,043)**

**Brought Forward:**

**55,345**

**54,360**

**Accumulated Unrestricted Funds:**

**56,388**

**55,345**

## **WOKINGHAM JOB SUPPORT CENTRE**

### **BALANCE SHEET**

**AS AT 31<sup>ST</sup> MARCH 2021**

**FIXED ASSETS:**

**2021**

**£**

**2020**

**£**

Tangible Assets

940

0

less Depreciation

209

-

Net Assets (Note 3)

731

0

**CURRENT ASSETS:**

Cash at Bank/In Hand (Note 4)

56,361

54,071

Debtors & Prepayments (Note 5)

107

274

**56,468**

**55,345**

**CURRENT LIABILITIES:**

**(due within one year)** (Note 6)

**811**

**0**

**NET ASSETS:**

**56,388**

**55,345**

**REPRESENTED BY:**

**Accumulated Unrestricted Funds:**

**56,388**

**55,345**

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 31<sup>ST</sup> 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

16<sup>th</sup> 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 31<sup>ST</sup> 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>
	£	£
<b><u>Borough</u></b>		
Wokingham	16,600	16,600
<b><u>Town &amp; Parish Councils</u></b>		
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	
<b><u>Other Donations &amp; Receipts</u></b>		
Client Gifts/Donations	36	
2 Waitrose	333	290
Rotary Club	200	100
Interest	536	702
<b><u>Totals:</u></b>	<b><u>26,255</u></b>	<b><u>27,494</u></b>

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

**3. FIXED ASSETS:**

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

**4. CASH**  
**2020**

**2021**

	£	£
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**

**2021**

**2020**

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

**6. CURRENT LIABILITIES (due within one year)**

**2021**

**2020**

	£	
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 31<sup>st</sup> 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:.....**