

REGISTERED COMPANY NUMBER: 02888047 (England and Wales)
REGISTERED CHARITY NUMBER: 1041403

**Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 March 2020
for
LEARNING TO WORK (SOUTH EAST) LIMITED**

Haines Watts
Chartered Accountants
178 Buckingham Avenue
Slough
Berkshire
SL1 4RD

LEARNING TO WORK (SOUTH EAST) LIMITED

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for the year ended 31 March 2020**

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LEARNING TO WORK (SOUTH EAST) LIMITED

Report of the Trustees for the year ended 31 March 2020

The Trustees present their annual report together with the financial statements of the charity for the period 1 April 2019 to 31 March 2020.

Principal activities

The overall aim of the charity is to broker relationships between education and business to enhance employability skills and contextualise work related learning for young people.

Strategies for achieving objectives

Throughout the year the charity continued to work in support of its key objectives. In setting our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit including the guidance on public benefit and fee charging. In setting the level of fees, charges and concessions the trustees give careful consideration to the accessibility of its services for those on low income.

Achievement and performance

The organisation has three main sources of income:

- Delivery of Services, Events and Activities for Schools (including Work Experience)
- Business Membership/ Sponsorship
- Contracted delivery as a result of successful grant/ fund applications and bids.

In terms of expenditure, the largest expense for the organisation is salary cost at 78% of total operating cost.

Review of activities

The financial year 2019-20 saw a decrease in income due to the completion of several large contracts and delays to the start dates of two new projects. Unfortunately, this loss of income within the period masks the success the organisation has continued to see in terms of the growth of income from schools and colleges for activities and services that support the provision of Careers Guidance for young people.

We have continued to work closely with our education customers, particularly in line with the Gatsby Benchmarks for Careers Guidance to ensure that the services, events and activities that we offer and provide for them continue to be engaging, inspiring and impactful experiences for their learners.

At the start of the financial period 5 staff vacancies were identified to support the development of the team and to build capacity within the team to meet the increased demand from schools and the new projects that were due to start. New employees were recruited over the summer period and were in post for the start of the new academic year in September 2019.

We continued to deliver a wide range of outreach and enrichment programmes for our large corporate partners, including the following exciting projects:

- Heathrow Primary School Pilot Programme
- Prince's Trust Enterprise Challenge
- Mars Volunteering in the Community
- The Bigrave Trust Support Programme
- Bracknell Forest NEET Prevention programme for Bracknell Forest Council

Large scale events have remained a key feature of the Learning to Work delivery calendar with major events such as the Slough Aspire Careers Event continuing to be a flagship event for the organisation.

Our income overall decreased by 11.7%. Our net profit for the previous period 2018-19 had been 2.3%. This reduction in income is due to two main factors: the end of the ESF (European Social Fund) WOOP - Gearing up for STEM contract in March 2019 and changes to the Heathrow Secondary School Challenge. Projects for both ESF and Heathrow were planned to start in the financial period but were both delayed to the next financial year.

The increased staff head count coupled with the reduction in project funding, as detailed above, resulted in a disappointing financial performance with an end of year deficit of £155,309.

LEARNING TO WORK (SOUTH EAST) LIMITED

Report of the Trustees for the year ended 31 March 2020

Investment policy

Under the memorandum and articles of association, the charity has the power to invest in any way the trustees wish.

Reserves policy

The Board of Trustees has agreed sufficient reserves to be held by the charity at the year end. They have earmarked all unrestricted funds to meet contractual liabilities and statutory employment obligations. At the year-end, the charity had available reserves of £97,852 (2019: £253,161) held in order to continue to provide services in furtherance of its objects should there be a temporary shortfall in incoming resources.

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

Future plans

The difficult decision has been taken to reduce the size of the team by 38%. Based on the current income forecast for the new financial year 2020-21, this should allow the organisation to be in a break-even position by year end.

In the short term (this financial year), the focus needs to be on securing the additional income necessary to break-even, whilst ensuring the organisation continues to operate efficiently and deliver at our usual high standard.

The Covid-19 pandemic, which is rapidly gathering pace across Europe and in the UK, could have serious implications on the success of the organisation and our ability to continue activities in schools and in the workplace. We will need to consider how our work can be adapted to continue to support students as we move towards the possibility of school closures.

Business planning, development and strategy all need to be reviewed to ensure the resilience and robustness of the organisation for the future.

Structure, governance and management

Constitution

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

The company was set up by Memorandum of Association on 14 January 1994 and is registered as a charitable company limited by guarantee.

Recruitment and appointment of new trustees

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

Organisational structure and decision making

The charity is ultimately governed by the Board of Trustees who agrees and monitors the Forward plan and approves all the Charity's policies.

Induction and training of new trustees

Trustees are sort for the Board specifically to add value to the charity. This is both in terms of creating a Board that is representative of the community the Charity serves and one that has all the skills and experience required to properly carry out the work of the charity.

When a potential trustee is identified, they are invited to attend a number of Board meetings in the Capacity of Observer. Once they and the Board have gained a greater understanding of each other they are nominated for the portion of trustee. The existing trustees vote by way of a show of hands and a unanimous decision is sought. The vote is carried out in private without the prospective trustee being present.

Most trustees are familiar with the practical work of a charity. New trustees undergo an orientation day to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of association, the committee and decision making, the business plan and recent financial performances of the charity. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

LEARNING TO WORK (SOUTH EAST) LIMITED

Report of the Trustees for the year ended 31 March 2020

Structure, governance and management

Risk management

'Learning to Work' acknowledges at all times the risks associated with its work as a charitable company. The board of trustees ensures that its objectives, philosophy and strategy encompass the identification and control of risk at all times. It recognises that such risk involves the following:

- Governance and Management
- Operational risk
- Financial risk
- Environmental and external risk
- Law and regulation compliance risk

To ensure that such risk is identified and appropriate control measures are put into place, the board of trustees ensures that the Chief Executive Officer (CEO) undertakes regular review and evaluation of all aspects of the company and submits a regular risk analysis to the board.

Reference and administrative details

Registered Company number

02888047 (England and Wales)

Registered Charity number

1041403

Registered office

Sterling House
177-181 Farnham Road
Slough
Berkshire
SL1 4XP

Trustees

Mr R H Cundy Chairman
Mrs D S Montagnon
Mr M P Fieldhouse
Mr R I Standen
Mr J A French
Mr K T McGann
Mr C J Thomas (appointed 25/6/2019)
Mr N Caulfield (resigned 21/6/2019)

Chief executive officer

Mrs R Burt

Independent Examiner

Jonathan Moughton
ICAEW
Haines Watts
Chartered Accountants
178 Buckingham Avenue
Slough
Berkshire
SL1 4RD

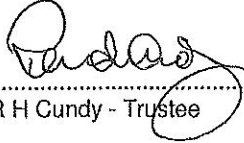
Bankers

Barclays Bank plc
10 High Street
Marlow
Buckinghamshire
SL2 5AY

LEARNING TO WORK (SOUTH EAST) LIMITED

Report of the Trustees
for the year ended 31 March 2020

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 31/11/2020 and signed on the board's behalf by:



Mr R H Cundy - Trustee

**Independent Examiner's Report to the Trustees of
Learning To Work (South East) Limited**

Independent examiner's report to the trustees of Learning To Work (South East) Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2020.

Responsibilities and basis of report

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

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

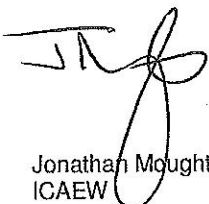
Independent examiner's statement

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

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

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

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



Jonathan Moughton
ICAEW
Haines Watts
Chartered Accountants
178 Buckingham Avenue
Slough
Berkshire
SL1 4RD

Date: 1 December 2020

LEARNING TO WORK (SOUTH EAST) LIMITED

**Statement of Financial Activities
for the year ended 31 March 2020**

		2020	2019
		Unrestricted	Total funds
		fund	£
	Notes	£	
Income and endowments from			
Donations	2	44,545	40,776
Charitable activities	4		
Project costs		520,921	599,422
Investment income	3	<u>357</u>	<u>518</u>
Total		565,823	640,716
 Expenditure on			
Charitable activities	5		
Project costs		<u>721,132</u>	<u>632,611</u>
 NET INCOME/(EXPENDITURE)		(155,309)	8,105
 Reconciliation of funds			
Total funds brought forward		<u>253,161</u>	<u>245,056</u>
 Total funds carried forward		<u><u>97,852</u></u>	<u><u>253,161</u></u>

The notes form part of these financial statements

LEARNING TO WORK (SOUTH EAST) LIMITED

Balance Sheet 31 March 2020

		2020 Unrestricted fund £	2019 Total funds £
Fixed assets	Notes		
Tangible assets	10	7,307	183
Current assets			
Debtors	11	77,062	136,046
Cash in hand		<u>39,560</u>	<u>184,964</u>
		116,622	321,010
Creditors			
Amounts falling due within one year	12	<u>(26,077)</u>	<u>(68,032)</u>
Net current assets		<u>90,545</u>	<u>252,978</u>
Total assets less current liabilities		<u>97,852</u>	<u>253,161</u>
NET ASSETS		<u>97,852</u>	<u>253,161</u>
Funds			
Unrestricted funds		<u>97,852</u>	<u>253,161</u>
Total funds		<u>97,852</u>	<u>253,161</u>

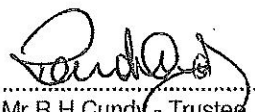
The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on 31/03/2020 and were signed on its behalf by:


Mr R H Cundy - Trustee

The notes form part of these financial statements

LEARNING TO WORK (SOUTH EAST) LIMITED

**Cash Flow Statement
for the year ended 31 March 2020**

	Notes	2020 £	2019 £
Cash flows from operating activities			
Cash generated from operations	1	<u>(138,454)</u>	<u>(84,768)</u>
Net cash used in operating activities		<u>(138,454)</u>	<u>(84,768)</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		<u>(7,307)</u>	<u>(274)</u>
Interest received		<u>357</u>	<u>518</u>
Net cash (used in)/provided by investing activities		<u>(6,950)</u>	<u>244</u>
Change in cash and cash equivalents in the reporting period		<u>(145,404)</u>	<u>(84,524)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>184,964</u>	<u>269,488</u>
Cash and cash equivalents at the end of the reporting period		<u><u>39,560</u></u>	<u><u>184,964</u></u>

The notes form part of these financial statements

LEARNING TO WORK (SOUTH EAST) LIMITED

**Notes to the Cash Flow Statement
for the year ended 31 March 2020**

1. Reconciliation of net (expenditure)/income to net cash flow from operating activities			
	2020	2019	
	£	£	
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(155,309)	8,105	
Adjustments for:			
Depreciation charges	183	3,262	
Interest received	(357)	(518)	
Decrease/(increase) in debtors	58,984	(85,706)	
Decrease in creditors	(41,955)	(9,911)	
Net cash used in operations	(138,454)	(84,768)	
 2. Analysis of changes in net funds			
	At 1/4/19	Cash flow	At 31/3/20
	£	£	£
Net cash			
Cash at bank and in hand	<u>184,964</u>	<u>(145,404)</u>	<u>39,560</u>
	<u>184,964</u>	<u>(145,404)</u>	<u>39,560</u>
Total	<u>184,964</u>	<u>(145,404)</u>	<u>39,560</u>

The notes form part of these financial statements

Notes to the Financial Statements
for the year ended 31 March 2020

1. Accounting policies

Basis of preparing the financial statements

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

Going concern

The financial statements have been prepared on a going concern basis. The Trustees have reviewed and considered relevant information, including the annual budget in making their assessment. In particular, in response to the COVID-19 pandemic, the Trustees have assessed the impact on their activities of possible scenarios brought on by the impact of COVID-19, alongside the measures that they can take to mitigate the impact. Based on these assessments, given the measures that could be undertaken to mitigate the current adverse conditions, and the current resources available, the Trustees have concluded that they can continue to adopt the going concern basis in preparing the annual report and accounts.

Income

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

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general time of volunteers is not recognised; refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Tangible fixed assets

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Office equipment	- On a straight line basis over three years
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Taxation

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

Fund accounting

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

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

LEARNING TO WORK (SOUTH EAST) LIMITED

Notes to the Financial Statements - continued for the year ended 31 March 2020

1. Accounting policies - continued

Hire purchase and leasing commitments

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

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

2. Donations

	2020	2019
	£	£
Subscriptions	19,545	15,776
Donated services and facilities	<u>25,000</u>	<u>25,000</u>
	<u>44,545</u>	<u>40,776</u>

3. Investment income

	2020	2019
	£	£
Deposit account interest	<u>357</u>	<u>518</u>

4. Income from charitable activities

	Activity	2020	2019
		£	£
Income from projects	Project costs	<u>520,921</u>	<u>599,422</u>

5. Charitable activities costs

	Direct Costs	Support costs (see note 6)	Totals
	£	£	£
Project costs	<u>718,582</u>	<u>2,550</u>	<u>721,132</u>

LEARNING TO WORK (SOUTH EAST) LIMITED

**Notes to the Financial Statements - continued
for the year ended 31 March 2020**

6. Support costs

	Governance costs £
Project costs	<u><u>2,550</u></u>

7. Net income/(expenditure)

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

	2020 £	2019 £
Independent examiner fees	<u>2,550</u>	2,550
Depreciation - owned assets	<u>183</u>	3,262
Other operating leases	<u><u>10,153</u></u>	<u><u>5,835</u></u>

8. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

Trustees' expenses

There were trustees' expenses paid for within the year ended 31 March 2020 amounting to £288 (2019: £333).

9. Staff costs

	2020 £	2019 £
Wages and salaries	<u>517,513</u>	427,191
Social security costs	<u>39,598</u>	32,981
Other pension costs	<u>9,509</u>	8,816
	<u><u>566,620</u></u>	<u><u>468,988</u></u>

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

	2020	2019
Management staff	<u>5</u>	5
Administrative staff	<u>3</u>	4
Executive and project staff	<u>19</u>	18
	<u><u>27</u></u>	<u><u>27</u></u>

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

Total remuneration paid to key management personnel in the year was £93,763 (2019: £87,420).

LEARNING TO WORK (SOUTH EAST) LIMITED

**Notes to the Financial Statements - continued
for the year ended 31 March 2020**

10. Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2019	91,753
Additions	<u>7,307</u>
At 31 March 2020	<u>99,060</u>
Depreciation	
At 1 April 2019	91,570
Charge for year	<u>183</u>
At 31 March 2020	<u>91,753</u>
Net book value	
At 31 March 2020	<u>7,307</u>
At 31 March 2019	<u>183</u>

11. Debtors: amounts falling due within one year

	2020 £	2019 £
Trade debtors	66,000	136,046
Prepayments	<u>11,062</u>	<u>-</u>
	<u>77,062</u>	<u>136,046</u>

12. Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	15,279	9,684
Deferred income	-	54,111
Accrued expenses	<u>10,798</u>	<u>4,237</u>
	<u>26,077</u>	<u>68,032</u>

13. Related party disclosures

There were no related party transactions for the year ended 31 March 2020.

LEARNING TO WORK (SOUTH EAST) LIMITED

**Notes to the Financial Statements - continued
for the year ended 31 March 2020**

14. Unrestricted funds

Within unrestricted funds there is a designated amount of £85,000 (2019 - £85,000) which the trustees are retaining in case it becomes necessary to acquire new premises in the foreseeable future. This amount is therefore held in reserves by the charity and is not available for use for future projects.

The trustees have earmarked all unrestricted funds not held in reserve for rent and staffing costs, against future projects to be undertaken by the charitable company.

Included in reserves in 2020 is nil (2019 - £54,111) of funding which relates to specific projects taking place in a subsequent period.

15. Restricted funds

There are no restricted funds in 2020 (2019 - £Nil).

16. Company limited by guarantee

The company is limited by guarantee and the liability of each member is one pound sterling.