

REGISTERED COMPANY NUMBER: 02322852 (England and Wales)
REGISTERED CHARITY NUMBER: 1080729

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 December 2020
for
Job Change

Dalton Pardoe Limited
Chartered Accountants
794 High Street
Kingswinford
West Midlands
DY6 8BQ

Job Change

Contents of the Financial Statements for the Year Ended 31 December 2020

	Page
Report of the Trustees	1 to 2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5 to 6
Notes to the Financial Statements	7 to 12
Detailed Statement of Financial Activities	13

Job Change

Report of the Trustees for the Year Ended 31 December 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal activity of the company throughout the year and the objects for which the company is established is to provide high quality job search resources, guidance, advice and training for all unemployed and low paid men and women.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Job Change was registered with Companies House and the Charity Commission on 29th November 1988. The company is limited by guarantee, not having a share capital.

The charity's Governing Document is the Memorandum and Articles of Association incorporated 29th November 1988 as amended by special resolution on 10th December 1996 and 4th December 1998 together with certificate of incorporation on change of name dated 2nd January 1997.

The directors of the company are also the trustees for the purpose of charity law.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02322852 (England and Wales)

Registered Charity number

1080729

Registered office

10 Red Lion Street
Wolverhampton
West Midlands
WV1 4HL

Trustees

Owen D Brown
Barry R Nicholls
Kanti C Patel
Bernet Tulloch-Williams
Christian Sayer

Independent Examiner

C Dalton FCA
Institute of Chartered Accountants in England and Wales
Dalton Pardoe Limited
Chartered Accountants
794 High Street
Kingswinford
West Midlands
DY6 8BQ

Job Change

**Report of the Trustees
for the Year Ended 31 December 2020**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on27/10/2021..... and signed on its behalf by:

.....

Kanti C Patel - Trustee

**Independent Examiner's Report to the Trustees of
Job Change**

Independent examiner's report to the trustees of Job Change ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 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 Institute of Chartered Accountants in England and Wales 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.



C Dalton FCA
Institute of Chartered Accountants in England and Wales
Dalton Pardoe Limited
Chartered Accountants
794 High Street
Kingswinford
West Midlands
DY6 8BQ

Date: 27/10/2021

Job Change

Statement of Financial Activities for the Year Ended 31 December 2020

	Notes	31.12.20 Unrestricted fund £	31.12.19 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		68,000	112,550
Charitable activities			
Principal activity		331,431	198,085
Other income		1,530	1,500
Total		400,961	312,135
EXPENDITURE ON			
Charitable activities			
Principal activity		390,297	258,312
Other		25,587	17,028
Total		415,884	275,340
NET INCOME/(EXPENDITURE)		(14,923)	36,795
RECONCILIATION OF FUNDS			
Total funds brought forward		125,761	88,966
TOTAL FUNDS CARRIED FORWARD		110,838	125,761

The notes form part of these financial statements

Job Change

Balance Sheet 31 December 2020

		31.12.20 Unrestricted fund £	31.12.19 Total funds £
FIXED ASSETS	Notes		
Tangible assets	6	5,071	6,762
CURRENT ASSETS			
Debtors	7	102,858	115,252
Cash at bank and in hand		15,085	10,921
		<u>117,943</u>	<u>126,173</u>
CREDITORS			
Amounts falling due within one year	8	(12,176)	(7,174)
		<u>105,767</u>	<u>118,999</u>
NET CURRENT ASSETS			
		<u>110,838</u>	<u>125,761</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>110,838</u>	<u>125,761</u>
NET ASSETS			
		<u>110,838</u>	<u>125,761</u>
FUNDS	9		
Unrestricted funds:			
General fund		110,838	125,761
TOTAL FUNDS		<u>110,838</u>	<u>125,761</u>

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

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

The trustees acknowledge their responsibilities for


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

Job Change

Balance Sheet - continued
31 December 2020

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 27/10/2021 and were signed on its behalf by:


.....
Bernet Tulloch-Williams - Trustee

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

Income

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

Expenditure

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

Tangible fixed assets

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

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

Taxation

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

Fund accounting

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

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

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

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.

Job Change

Notes to the Financial Statements - continued for the Year Ended 31 December 2020

2. NET INCOME/(EXPENDITURE)

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

	31.12.20	31.12.19
	£	£
Independent examiners fee	2,556	3,660
Depreciation - owned assets	<u>1,691</u>	<u>2,254</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2020 nor for the year ended 31 December 2019.

4. STAFF COSTS

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

	31.12.20	31.12.19
	5	5
Trustees	<u>5</u>	<u>5</u>

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

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	112,550
Charitable activities	
Principal activity	198,085
Other income	<u>1,500</u>
Total	312,135
EXPENDITURE ON	
Charitable activities	
Principal activity	258,312
Other	<u>17,028</u>
Total	275,340
NET INCOME	36,795

Job Change

Notes to the Financial Statements - continued for the Year Ended 31 December 2020

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

Unrestricted
fund
£

RECONCILIATION OF FUNDS

Total funds brought forward 88,966

TOTAL FUNDS CARRIED FORWARD

125,761

6. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 January 2020 and 31 December 2020	2,105	9,140	11,245
DEPRECIATION			
At 1 January 2020	1,053	3,430	4,483
Charge for year	263	1,428	1,691
At 31 December 2020	1,316	4,858	6,174
NET BOOK VALUE			
At 31 December 2020	789	4,282	5,071
At 31 December 2019	1,052	5,710	6,762

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20 £	31.12.19 £
Trade debtors	-	6,643
Amounts owed by participating interests	98,713	107,359
Other debtors	2,381	-
Prepayments and accrued income	1,764	1,250
	102,858	115,252

Job Change

Notes to the Financial Statements - continued for the Year Ended 31 December 2020

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20 £	31.12.19 £
Trade creditors	7,064	3,815
Accrued expenses	5,112	3,359
	<u>12,176</u>	<u>7,174</u>

9. MOVEMENT IN FUNDS

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	125,761	(14,923)	110,838
	<u>125,761</u>	<u>(14,923)</u>	<u>110,838</u>
TOTAL FUNDS	<u>125,761</u>	<u>(14,923)</u>	<u>110,838</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	400,961	(415,884)	(14,923)
	<u>400,961</u>	<u>(415,884)</u>	<u>(14,923)</u>
TOTAL FUNDS	<u>400,961</u>	<u>(415,884)</u>	<u>(14,923)</u>

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	At 31.12.19 £
Unrestricted funds			
General fund	88,966	36,795	125,761
	<u>88,966</u>	<u>36,795</u>	<u>125,761</u>
TOTAL FUNDS	<u>88,966</u>	<u>36,795</u>	<u>125,761</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	312,135	(275,340)	36,795
	<u>312,135</u>	<u>(275,340)</u>	<u>36,795</u>
TOTAL FUNDS	<u>312,135</u>	<u>(275,340)</u>	<u>36,795</u>

Job Change

Notes to the Financial Statements - continued for the Year Ended 31 December 2020

9. MOVEMENT IN FUNDS - continued

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

	At 1.1.19 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	88,966	21,872	110,838
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>88,966</u>	<u>21,872</u>	<u>110,838</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	713,096	(691,224)	21,872
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>713,096</u>	<u>(691,224)</u>	<u>21,872</u>

10. RELATED PARTY DISCLOSURES

The directors and trustees of Job Change are also directors of Job Change 2007 (West Midlands) CIC, companies that are incorporated in the United Kingdom.

Included within debtors, amounts falling due within one year, is an amount of £98,713 (£107,359: 2019) due to the company from Job Change 2007 (West Midlands) CIC.

The company has recharged costs and overheads during the year as follows:

To Job Change 2007 (West Midlands) CIC £1,530 (£1,500 : 2019) for payroll administration. Job Change has been recharged £71,560 wage costs from Job Change 2007 (West Midlands) CIC in the year under review.

11. ULTIMATE CONTROLLING PARTY

The charitable company is controlled by the trustees (who are also the directors of Job Change for the purposes of company law), who are also members of the charitable company.

Job Change

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2020**

12. MEMBERS GUARANTEE

Job Change is a company limited by guarantee.

In the event of a winding up or dissolution of the company, members' liability under the Memorandum of Association is limited to £1 each and liability continues for one year after cessation of membership.

Job Change

Detailed Statement of Financial Activities for the Year Ended 31 December 2020

	31.12.20 Unrestricted funds £	31.12.19 Total funds £
INCOME AND ENDOWMENTS		
Donations and legacies		
Job Change 2007 CIC	68,000	112,550
Charitable activities		
Wolverhampton City Council	311,431	198,085
Government grants	20,000	-
	<hr/> 331,431	<hr/> 198,085
Other income		
Management charges	1,530	1,500
	<hr/>	<hr/>
Total incoming resources	400,961	312,135
EXPENDITURE		
Charitable activities		
Wages and salaries	71,561	-
Training course costs	113,534	66,763
Staff travel	549	-
Office and administration	2,289	8,494
Bad debts	6,550	-
Sundries	646	691
Computer and internet	2,158	13,282
Consultancy and professional	-	2,264
Client expenses	141,155	136,040
Advertising and promotional	47,608	24,864
Depreciation of tangible fixed assets	1,691	2,254
	<hr/> 387,741	<hr/> 254,652
Other		
Premises expenditure	24,638	16,256
Bank interest	949	772
	<hr/> 25,587	<hr/> 17,028
Support costs		
Governance costs		
Independent examiners fee	2,556	3,660
	<hr/>	<hr/>
Total resources expended	415,884	275,340
	<hr/>	<hr/>
Net income	<u>(14,923)</u>	<u>36,795</u>

This page does not form part of the statutory financial statements