

**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 2023**  
**for**  
**Job Change**

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

## **Job Change**

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## **Job Change**

### **Report of the Trustees for the Year Ended 31 December 2023**

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 2023. 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 (resigned 19.4.24)  
Bernet Tulloch-Williams  
Christian Sayer

##### **Independent Examiner**

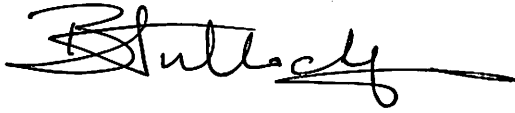
C Dalton FCA  
Dalton Pardoe Limited  
Chartered Accountants  
794 High Street  
Kingswinford  
West Midlands  
DY6 8BQ

**Job Change**

**Report of the Trustees  
for the Year Ended 31 December 2023**

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 on 26 September 2024 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'B. Tulloch', with a long horizontal flourish extending to the right.

Bernet Tulloch-Williams - 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 2023.

### **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 member of the 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  
The Institute of Chartered Accountants in England and Wales

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

26 September 2024

## Job Change

### Statement of Financial Activities for the Year Ended 31 December 2023

		31.12.23 Unrestricted fund £	31.12.22 Total funds £
	Notes		
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies		30,000	124,000
<b>Charitable activities</b>			
Principal activity		227,747	528,308
Investment income	2	1,972	5,613
Other income		600	600
<b>Total</b>		<u>260,319</u>	<u>658,521</u>
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Principal activity		236,053	357,956
Other		8,570	16,234
<b>Total</b>		<u>244,623</u>	<u>374,190</u>
 <b>NET INCOME</b>		 15,696	 284,331
 <b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		299,900	15,569
 <b>TOTAL FUNDS CARRIED FORWARD</b>		 <u>315,596</u>	 <u>299,900</u>

The notes form part of these financial statements

# Job Change

## Balance Sheet 31 December 2023

	Notes	31.12.23 Unrestricted fund £	31.12.22 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	7	2,887	2,852
<b>CURRENT ASSETS</b>			
Debtors	8	174,580	29,078
Cash at bank		141,351	280,142
		<u>315,931</u>	<u>309,220</u>
<b>CREDITORS</b>			
Amounts falling due within one year	9	(3,222)	(12,172)
<b>NET CURRENT ASSETS</b>		<u>312,709</u>	<u>297,048</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>315,596</u>	<u>299,900</u>
<b>NET ASSETS</b>		<u>315,596</u>	<u>299,900</u>
<b>FUNDS</b>	10		
Unrestricted funds:			
General fund		315,596	299,900
<b>TOTAL FUNDS</b>		<u>315,596</u>	<u>299,900</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2023 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.

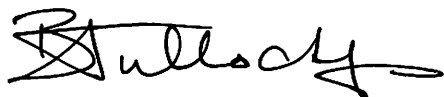
The notes form part of these financial statements

**Job Change**

**Balance Sheet - continued  
31 December 2023**

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 26 September 2024 and were signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Bernet Tulloch-Williams', with a stylized flourish at the end.

Bernet Tulloch-Williams - Trustee

The notes form part of these financial statements



**Notes to the Financial Statements  
for the Year Ended 31 December 2023**

**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 2023

#### 2. INVESTMENT INCOME

	31.12.23	31.12.22
	£	£
Rents received	-	5,610
Deposit account interest	1,972	3
	<u>1,972</u>	<u>5,613</u>

#### 3. NET INCOME/(EXPENDITURE)

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

	31.12.23	31.12.22
	£	£
Independent examiners fee	3,330	3,060
Depreciation - owned assets	963	951
	<u>4,293</u>	<u>4,011</u>

#### 4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

##### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2023 nor for the year ended 31 December 2022.

#### 5. STAFF COSTS

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

	31.12.23	31.12.22
	5	5
Trustees	<u>5</u>	<u>5</u>

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

#### 6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	124,000
<b>Charitable activities</b>	
Principal activity	528,308
Investment income	5,613
Other income	600
<b>Total</b>	<u>658,521</u>

# Job Change

## Notes to the Financial Statements - continued for the Year Ended 31 December 2023

### 6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £
<b>EXPENDITURE ON</b>	
<b>Charitable activities</b>	
Principal activity	357,956
Other	16,234
<b>Total</b>	<b>374,190</b>
<b>NET INCOME</b>	<b>284,331</b>
<b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	15,569
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>299,900</b>

### 7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 January 2023	2,105	9,140	11,245
Additions	-	998	998
At 31 December 2023	2,105	10,138	12,243
<b>DEPRECIATION</b>			
At 1 January 2023	1,661	6,732	8,393
Charge for year	111	852	963
At 31 December 2023	1,772	7,584	9,356
<b>NET BOOK VALUE</b>			
At 31 December 2023	333	2,554	2,887
At 31 December 2022	444	2,408	2,852

# Job Change

## Notes to the Financial Statements - continued for the Year Ended 31 December 2023

### 8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.23	31.12.22
	£	£
Trade debtors	45,553	6,260
Amounts owed by participating interests	123,503	17,495
Prepayments and accrued income	5,524	5,323
	<u>174,580</u>	<u>29,078</u>

### 9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.23	31.12.22
	£	£
Trade creditors	98	9,072
Other creditors	64	42
Accrued expenses	3,060	3,058
	<u>3,222</u>	<u>12,172</u>

### 10. MOVEMENT IN FUNDS

	At 1.1.23 £	Net movement in funds £	At 31.12.23 £
<b>Unrestricted funds</b>			
General fund	299,900	15,696	315,596
	<u>299,900</u>	<u>15,696</u>	<u>315,596</u>
<b>TOTAL FUNDS</b>	<u>299,900</u>	<u>15,696</u>	<u>315,596</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	260,319	(244,623)	15,696
	<u>260,319</u>	<u>(244,623)</u>	<u>15,696</u>
<b>TOTAL FUNDS</b>	<u>260,319</u>	<u>(244,623)</u>	<u>15,696</u>

## Job Change

### Notes to the Financial Statements - continued for the Year Ended 31 December 2023

#### 10. MOVEMENT IN FUNDS - continued

##### Comparatives for movement in funds

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
<b>Unrestricted funds</b>			
General fund	15,569	284,331	299,900
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>15,569</u>	<u>284,331</u>	<u>299,900</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	658,521	(374,190)	284,331
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>658,521</u>	<u>(374,190)</u>	<u>284,331</u>

#### 11. 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 £123,503 (£17,495 : 2022) 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 £600 (£600 : 2022) for payroll administration. Job Change has been recharged £46,111 (£93,028 : 2022) wage costs from Job Change 2007 (West Midlands) CIC.

#### 12. 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 2023**

#### **13. 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 2023

	31.12.23 Unrestricted funds £	31.12.22 Total funds £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Job Change 2007 CIC	30,000	124,000
<b>Investment income</b>		
Rents received	-	5,610
Deposit account interest	1,972	3
	<u>1,972</u>	<u>5,613</u>
<b>Charitable activities</b>		
SSU Project	3,905	1,427
Wolverhampton County Council	120,294	267,352
Good Things Foundation	-	13,060
Adult Education Centre	81,759	44,000
Wolverhampton Voluntary Council	-	22,630
Skills Connect	21,789	67,403
Sandwell MBC	-	16,536
Walsall County Council	-	16,678
Dudley County Council	-	5,124
Kickstart Scheme	-	74,098
	<u>227,747</u>	<u>528,308</u>
<b>Other income</b>		
Management charges	600	600
	<u>260,319</u>	<u>658,521</u>
<b>Total incoming resources</b>		
	260,319	658,521
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages and salaries	46,111	93,028
Training course costs	18,962	33,890
Office and administration	3,177	5,598
Sundries	35	533
Consultancy and professional	1,238	8,100
Client expenses	67,860	64,116
Advertising and promotional	98,440	148,680
Bad debts	(4,063)	-
Depreciation of tangible fixed assets	963	951
	<u>232,723</u>	<u>354,896</u>

This page does not form part of the statutory financial statements

## Job Change

### Detailed Statement of Financial Activities for the Year Ended 31 December 2023

	31.12.23 Unrestricted funds £	31.12.22 Total funds £
<b>Charitable activities</b>		
<b>Other</b>		
Premises expenditure	7,803	15,344
Bank interest	767	890
	<hr/>	<hr/>
	8,570	16,234
 <b>Support costs</b>		
<b>Governance costs</b>		
Independent examiners fee	3,330	3,060
	<hr/>	<hr/>
Total resources expended	244,623	374,190
	<hr/>	<hr/>
<b>Net income</b>	15,696	284,331
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