

Charity registration number 1102485

Company registration number 04974877 (England and Wales)

SIGNPOST (COLCHESTER) LIMITED

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

SIGNPOST (COLCHESTER) LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr F Heddell CBE	
	J Eldridge	(Appointed 28 June 2022)
	D Bradwell	(Appointed 27 May 2022)
	R Thomas	
Charity number	1102485	
Company number	04974877	
Principal address	Office 19, Colchester Business Centre 1 George Williams Way Colchester Essex England CO1 2JS	
Independent examiner	Gascoynes Gascoynes House Moseleys Farm Business Centre Fornham All Saints Suffolk IP28 6JY	

SIGNPOST (COLCHESTER) LIMITED

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SIGNPOST (COLCHESTER) LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their annual report and financial statements for the year ended 31 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 Companies Act 2006 and "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

The charity's objectives are set out in clause 3 of the memorandum. These are:

"The relief of the non employed in Colchester and the neighbouring areas by provision of resource centres which assist them in finding employment and in developing skills relevant to the job market."

The particular way in which these objects and activities are achieved are detailed below:

The charity provides IT facilities and training and support, through its three Resource Centres. These are located at Greenstead Library Colchester, at The Jaywick Enterprise Centre in Tendring, and at The Advise Store in Basildon. Where training initiatives exist, the charity seeks to make use of these and other initiatives to further and promote the principle objective of providing relief for the non-employed of the areas we serve.

The charity has worked in two main areas:

1. The traditional work of the charity, which is assisting non employed persons to find work. Some of these are referred by the Job Centres; others arrive by word of mouth recommendation.
2. Contract work as part of contracts agreed with agencies, where the funder sets specific targets as to client profiles and the outcomes expected from the contracts.

Delivery is via a combination of a Core Service which begins as a one to one and can develop into bespoke courses and Partnership working on various projects in combination with other local and national organisations.

Achievements and performance

This year has seen Signpost working hard to continue recovery from the setbacks engendered by the Covid-19 pandemic. This period has really focused our efforts on the two large Building Better Opportunities projects and, as these are coming to an end the search for continuation funding is under way.

In the reporting period we have seen approximately 330 New Visitors. This contrasts with less than 100 in the previous financial year and over 1200 in the year before that. The scale of the challenge is apparent from these figures as is the recovery which is slower than we would like but nevertheless real.

Part of the reason for this is that the nature of our interactions has changed; whereas people would often come in just for a CV or help with a form, these days we are working with some individuals for perhaps a year. This is linked to the nature of the BBO work and the shift in the employment market post pandemic. The need for our services persists though – even more so with the current rate of inflation and the fuel and food crises we are seeing as a result of international events.

SIGNPOST (COLCHESTER) LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

The type of need we are working to address has broadened in recent years. We have always worked in a Client Centred way, working with the need as defined by the beneficiary. More recently we are supporting people with Mental Health challenges and various types of Disability. Towards the end of the reporting period we are supporting Refugees, mostly from the Ukraine but more and more from other parts of the world. This help is around focusing on English for Speakers of Other Languages (ESOL). Employment continues to be the focus of our work providing a vehicle for unearthing and addressing a broad spectrum of need as well as sustainable solutions to the challenges people face.

Our information management systems have enjoyed some development over the year enabling us to better track our efforts to inform our funders as well as understand the need that is presenting in the Communities we serve. We are then able to shape our services around that emerging need.

An important source of impact data is a follow up telephone survey conducted 3 months after a Beneficiary's first visit. We called 256 people: 5% did not answer, 6% were in some form of training, 36% were in employment and 91% said they would recommend Signpost to others. These figures show that, while the number of people we have been able to support has been reduced our work still remains effective even under difficult conditions.

Financial review

The financial statements have been prepared implementing the statement of Recommended Practice for Accounting and reporting by Charities issued by the Charity Commission for England and Wales (effective April 2005). The trustees consider the financial performance by the charity during the year has been satisfactory.

The Statement of Financial Activities show net incoming revenue resources for the year of £247,318 and outgoing expenditure of £276,470 making a net deficit of £29,152. This is in keeping with the normal range of fluctuations.

Signpost has few fixed assets and holds a deposit in COIF Charity Funds approximately £87,920 which is considered to provide an adequate reserve. This reserve is held so that we can meet our legal obligations under any circumstances.

There is no investment strategy other than the reserves policy described below. The reserve is intended to be readily available when the need arises, and is managed with minimum investment risk.

Plans for future periods

The charity sees a continuing need for its services and has prepared budgets with a view to maintaining the current level with new and existing partnerships which will allow it to maintain the Resource Centres in Colchester, Tendring and Basildon. Opportunities to assist the non-employed in other areas will be explored as resources become available.

Structure, governance and management

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 trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr F Heddell CBE

J Eldridge

(Appointed 28 June 2022)

D Bradwell

(Appointed 27 May 2022)

R Thomas

The trustees have overall responsibility for the charity but the day to day decisions are made by a management committee chaired by the chief executive officer and consisting of the three centre managers. This meets approximately once per month. Key decisions must be ratified by the trustees.

SIGNPOST (COLCHESTER) LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Organisational structure and how decisions are made

The trustees have overall responsibility for the charity but the day to day decisions are made by a management committee chaired by the chief executive officer and consisting of the three centre managers. This meets approximately once per month. Key decisions must be ratified by the trustees.

Method of election of the members of the board of trustees

Trustees are appointed as follows:

The procedure for the appointment and retirement of trustees is set out in full in Articles 29 to 37 of the Articles of Association. For normal appointment of a new trustee the procedure set out in Article 35 is adopted. This is as follows:

A suitable person is identified and, if approved by the trustees, is asked to accept nomination to the board of trustees. If this is agreed the person is formally appointed to the board by the trustees.

Risk management

The main identified risk that the charity faces is that an income shortfall of funding will preclude our ability to continue operations. It is the responsibility of the trustees to ensure that these expenses are at all times kept under review and, by careful cash flow forecasting, to ensure that these are adjusted to be in line with income.

The trustees' report was approved by the Board of Trustees.



R Thomas
Trustee

19 December 2022

SIGNPOST (COLCHESTER) LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SIGNPOST (COLCHESTER) LIMITED

I report to the trustees on my examination of the financial statements of Signpost (Colchester) Limited (the charity) for the year ended 31 March 2022.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

Gascoynes

Gascoynes House
Moseleys Farm Business Centre
Fornham All Saints
Suffolk
IP28 6JY

Dated: 19 December 2022

SIGNPOST (COLCHESTER) LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes						
Income from:							
Donations and legacies		13,336	233,946	247,282	49,945	193,239	243,184
Investments	2	36	-	36	77	-	77
Total income		13,372	233,946	247,318	50,022	193,239	243,261
Expenditure on:							
Charitable activities	3	31,663	244,807	276,470	84,246	138,183	222,429
Net (expenditure)/income for the year/ Net movement in funds		(18,291)	(10,861)	(29,152)	(34,224)	55,056	20,832
Fund balances at 1 April 2021		(47,641)	168,446	120,805	(13,417)	113,390	99,973
Fund balances at 31 March 2022		(65,932)	157,585	91,653	(47,641)	168,446	120,805

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

SIGNPOST (COLCHESTER) LIMITED

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Current assets					
Debtors	7	18,450		650	
Cash at bank and in hand		145,984		158,309	
		<u>164,434</u>		<u>158,959</u>	
Creditors: amounts falling due within one year	8	<u>(72,781)</u>		<u>(38,154)</u>	
Net current assets			91,653		120,805
Income funds					
Restricted funds	9		157,585		168,446
Unrestricted funds					
Designated funds	10	15,330		27,104	
General unrestricted funds		<u>(81,262)</u>		<u>(74,745)</u>	
			(65,932)		(47,641)
			<u>91,653</u>		<u>120,805</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 19 December 2022



R Thomas
Trustee

Company registration number 04974877

SIGNPOST (COLCHESTER) LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Signpost (Colchester) Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is .

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

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. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

SIGNPOST (COLCHESTER) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.5 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. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	25% reducing balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

SIGNPOST (COLCHESTER) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Interest receivable	36	77

SIGNPOST (COLCHESTER) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

3 Charitable activities

	2022 £	2021 £
Wages	245,037	192,745
Rent and rates	12,270	16,576
Insurance	209	1,272
Telephone	3,262	3,462
Postage and stationery	2,203	1,377
Sundries	9,465	2,830
Beneficiary expense	205	189
Project disbursements	1,148	54
Beneficiary travel	828	224
Project costs	-	425
	<u>274,627</u>	<u>219,154</u>
Legal and accountancy fees	1,843	3,275
	<u>276,470</u>	<u>222,429</u>
Analysis by fund		
Unrestricted funds	31,663	84,246
Restricted funds	244,807	138,183
	<u>276,470</u>	<u>222,429</u>

4 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

5 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Management staff	4	5
Other staff - Resource centres	14	14
	<u>18</u>	<u>19</u>
Total	<u>18</u>	<u>19</u>

SIGNPOST (COLCHESTER) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

5 Employees (Continued)

There were no employees whose annual remuneration was more than £60,000.

6 Tangible fixed assets

	Plant and equipment £
Cost	
At 1 April 2021	37,912
At 31 March 2022	37,912
Depreciation and impairment	
At 1 April 2021	37,912
At 31 March 2022	37,912
Carrying amount	

7 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	14,999	650
Prepayments and accrued income	3,451	-
	<u>18,450</u>	<u>650</u>

8 Creditors: amounts falling due within one year

	2022 £	2021 £
Other taxation and social security	5,963	-
Trade creditors	2,789	2,709
Other creditors	12,561	16,017
Accruals and deferred income	51,468	19,428
	<u>72,781</u>	<u>38,154</u>

SIGNPOST (COLCHESTER) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

9 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			
	Balance at 1 April 2021	Incoming resources	Resources expended	Balance at 31 March 2022
	£	£	£	£
Lloyds TSB	(155)	155	-	-
Rank Trust	(1,765)	1,765	-	-
Beatrice Laing Trust	350	-	(350)	-
Enable East	31,441	72,225	(61,034)	42,632
Smart Energy GB	(225)	225	-	-
Ford Britain Trust	(225)	225	-	-
Percy Bilton Charity	(279)	279	-	-
Essex Youth Trust	3,000	-	(3,000)	-
Mrs Smith and Mount Trust	(634)	634	-	-
Essex Community Foundation	9,442	11,213	(22,472)	(1,818)
Colchester Borough Council	3,867	5,000	(1,451)	7,416
Colchester Locality Budget	112	-	(112)	-
Basildon Borough Council	32,465	-	(27,543)	4,922
Colchester Citizens' Advice Bureau	4,502	6,182	(9,362)	1,322
Mrs L D Rope Charitable Settlement	44	-	(44)	-
Santander	(23)	23	-	-
Papworth Trust	53,232	114,896	(88,461)	79,667
MT Crisis Fund	12	-	(12)	-
Charities Aid Foundation	4	-	(2,910)	(2,906)
Woodroffe Benton Foundation	333	-	(1,000)	(667)
Essex Alliance	(100)	100	-	-
Mulberry Trust	12,020	-	(2,613)	9,407
Fowler Smith and Jones Trust	2,000	750	(2,946)	(196)
The 29th May 1961 Charitable Trust	2,000	-	(2,000)	-
The Clothworkers Foundation	2,652	-	(2,652)	-
Tudor Trust	11,667	-	(2,000)	9,667
William Howarth Trust	(41)	41	-	-
Anglian Community Trust	2,333	-	(14,000)	(11,667)
Grassroots Charity	417	-	(417)	-
Essex County Council	-	5,000	(473)	4,527
Big Lottery Fund Grant	-	5,000	(1,384)	3,616
Postcode Places Trust	-	8,333	(12)	8,321
Community 360	-	4,348	(1,007)	3,341
Groundwork UK	-	1,000	(1,585)	(585)
	<u>168,446</u>	<u>228,698</u>	<u>(248,840)</u>	<u>157,585</u>

SIGNPOST (COLCHESTER) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

10 Unrestricted funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds			
	Balance at 1 April 2021	Incoming resources	Resources expended	Balance at 31 March 2022
	£	£	£	£
Mulberry Trust	(15,489)	15,489	-	-
Sir Jules Thorn Charitable Trust	704	-	(704)	-
WH Smith Trust	(5)	5	-	-
Fowler Smith and Jones Trust	28	-	(28)	-
National Energy Action	(1,835)	1,835	-	-
University of Essex	1,560	2,000	(2,090)	1,470
Essex County Council	7,219	-	(473)	6,746
VCS Alliance	1,798	-	(1,798)	-
Designated	18,145	-	(18,145)	-
The Woodroffe Benton Foundation	1,481	-	(1,481)	-
Marsh Christian Trust	498	-	(498)	-
Zedra Trust	(137)	137	-	-
Tudor Trust	(11,861)	11,861	-	-
The 29th May 1961 Charitable Trust	(1,491)	1,491	-	-
Grassroots	(26)	26	-	-
New River Grays SARL	295	-	(295)	-
Thurrock College	117	-	(117)	-
Thurrock Council	14	-	(14)	-
Citizens Advise Bureau	1,245	2,500	-	3,745
Groundworks UK	983	1,000	(1,585)	398
Thurock Mind	87	-	(87)	-
Augustine Courtauld Trust	(1)	1	-	-
Virgin Money Giving	4	-	(4)	-
Basildon Borough Homes	(8)	8	-	-
Essex Alliance	1,206	2,667	-	3,873
Colchester Borough Homes	1,250	1,500	(368)	2,382
Colchester Locality Budget	207	-	(207)	-
Essex Community Foundation	7,873	-	(7,873)	-
Garfield Weston Foundation	(77)	77	-	-
Good Things Foundation	529	-	(529)	-
SECTA Economic Development	500	-	(500)	-
Big Lottery Fund	12,000	-	(16,071)	(4,071)
Colchester Borough Council	291	-	(291)	-
Arnold Clark Community Foundation	-	455	(83)	371
Thomas Wall Trust	-	417	-	417
	<u>27,104</u>	<u>41,468</u>	<u>(53,242)</u>	<u>15,330</u>