

EMPLOYMENT RESOURCE CENTRE

England & Wales · Charity number 1106331

Details

Other names ERC, RESOURCE

Status Registered

Legal form Charitable company

Company number [05211299](#)

Registered 2004-10-15

Register [View on the Charity Commission register](#)

Contact

Address Resource
894 High Road
London
N12 9RH

Phone 02083464000

Email office@resource-centre.org

Website www.resource-centre.org

Activities

Objects: THE RELIEF OF UNEMPLOYMENT FOR THE BENEFIT OF THE PUBLIC IN SUCH WAYS AS MAY BE THOUGHT FIT INCLUDING ASSISTANCE TO FIND EMPLOYMENT

Activities: The relief of unemployment for the benefit of the public in such ways as may be thought fit including assistance to find employment.

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Economic/community Development/employment
- **Who:** Other Defined Groups

Geography

- Throughout England

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£430,112	£380,079	-	-
2023-12-31	£286,402	£401,680	-	-
2022-12-31	£333,959	£347,096	-	-
2021-12-31	£338,903	£327,015	-	-
2020-12-31	£320,362	£304,833	-	-

Trustees

Name	Role	Appointed
James Field		2025-09-17
Jeremy Kelly		2022-12-01
Kate Fulton		2024-01-18
Michael Geoffrey Beral		2017-03-24
PETER MUSGRAVE		2023-06-16
Shirley Fenster		2019-11-08
Simon Samuels		2025-01-29

Accounts

**EMPLOYMENT RESOURCE CENTRE
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

Company No: 05211299 (England and Wales)

Charity No: 1106331

**020 8346 4000 | HELLO@RESOURCE-CENTRE.ORG | RESOURCE-CENTRE.ORG
894 High Road, London, N12 NRH**

Registered in England Number 5211299 Charity Registration Number 1106331. Funded by voluntary contributions and supported by Jewish Blind and Disabled

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EMPLOYMENT RESOURCE CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

For the year ended 31st December 2024

Constitution

The Employment Resource Centre, trading as "Resource", is a company limited by guarantee registered in England & Wales and a registered charity governed by its Memorandum and Articles of Association. The charity number is 1106331. The company number is 05211299.

Directors and Trustees

The board of the charitable company ('the charity') is its Trustees for the purposes of charity law and throughout this report are collectively referred to as the Trustees. The Trustees are elected by the members of the charitable company attending the Annual General meeting and they all serve 3-year terms following which they may stand for re-election.

The Trustees serving during the year and since the year end are as follows:

Chair:	Michael Beral	
	Shirley Fenster	
	Anne Fenton	
	James Field	
	Kate Fulton	(appointed 18/01/2024)
	Jeremy Kelly	
	Simon Mitchell	(resigned 28/01/2025)
	Peter Musgrave	
	Simon Samuels	(appointed 29/01/2025)

Resource Advisory Council

David Arnold MBE
Julian Glicher FCA
Patricia Ward
Alan Sanders

Senior Management Staff

Victoria Sterman - Chief Executive Officer

EMPLOYMENT RESOURCE CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION
For the year ended 31st December 2024

Registered Office

894 High Road
London
N12 9RH

Reporting Accountants

Taylor Viney & Marlow Limited
Chartered Accountants
46-54 High Street
Ingatestone
Essex CM4 9DW

EMPLOYMENT RESOURCE CENTRE
TRUSTEES' REPORT
For the year ended 31st December 2024

The Trustees present their report and the financial statements of the charity for the year ended 31 December 2024. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP 2019) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

Legal and administrative information set out on pages 1 & 2 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Object of the Society

The Charity's object and its principal activity is: -

The relief of unemployment for the benefit of the public in such ways as may be thought fit including assistance to find employment.

Working name

"Resource".

Organisational Structure

The Charity is UK based with its office in London.

The Charity's governing body is the Board of Trustees, which comprises at least three and not more than fifteen individuals, all of whom must be members. The Trustees meet regularly to manage its affairs, to oversee the work of the Charity, to consider future projects and are involved in strategic decisions for the organisation.

Investment powers

Under the Memorandum and Articles of Association, the Charity has powers, which may be exercised only in promoting the Objects of the Society.

Public benefit

The Charities Act 2011 requires all charities to meet the legal requirement that its aims are for the public benefit. The Charities Commission in its Charities and Public Benefit guidance states that there are two key principles to be met in order to show that an organisation's aims are for the public benefit: firstly, there must be an identifiable benefit or benefits and secondly, that the benefit must be to the public or a section of the public. By helping to provide skills and encouragement leading to employment, the Trustees consider that they have complied with section 17 of the Charities Act 2011 and the guidance issued by the Charity Commissioners in respect of Public Benefit.

Objectives and Activities

Resource is a charity that helps unemployed people, predominantly from the Jewish community, into employment. Our primary objective is to support unemployed people with all aspects of their job search, including practical and emotional elements, to enable them to get back into work as quickly as possible. Rooted in Jewish culture, Resource offers expert guidance and support to people of all backgrounds.

Vision

Resource's vision is that all Jewish people will be able to support themselves financially, and where help is needed to get into employment, Resource is able to provide that support.

Mission

Resource exists to ensure that no Jewish person facing unemployment or wishing to return to work is unsupported, and that they are helped to acquire the necessary skills and confidence to gain employment, self-employment or voluntary work.

Geographical reach

Resource is located in North Finchley in the London Borough of Barnet, which is home to the UK's largest Jewish community, and we are well-placed to support the Jewish community in London and across the South East of England. We are also able to offer our services remotely and people access our support online from all of the United Kingdom.

Methodology

Resource's methodology is that of pairing each service user with a professional Advisor to build a one-to-one relationship of trust. Through these relationships, Advisors encourage clients (service users) to engage in Resource's programme of training and support. Advisors provide practical advice and guidance, working with each client to plan their approach to their job search, develop their marketing tools including a CV, a LinkedIn profile and covering letters, and practice their interview skills. Advisors will also provide emotional support and encouragement to job seekers, recognising the struggles of being unemployed and the importance of boosting clients' self-confidence and self-belief.

Highlights of the Year

- Responding to the ever-increasing demand for our services, Resource moved to a new, larger and more modern home in North Finchley in February 2024. The new offices have better accessibility, large street-level shop windows to advertise our work, four dedicated rooms for one-to-one meetings, a large seminar room and plenty of room for break-out and networking meetings. The offices boast a large neon sign in the coffee area proclaiming, "You've Got This", capturing the positive energy described by clients, staff and volunteers when working in the new premises.
- We launched a new service for school leavers and new graduates in 2024. In partnership with UJS, we hold mock assessment centres to help clients understand what it feels like to take part in a recruitment assessment centre, and to understand the key skills and behaviours that are typically assessed. Their contribution is assessed during the workshop and each participant receives individual feedback after the event.
- In 2024 we supported almost 1,000 people, through attendance at our tailored job search programme or through one or more of our ad-hoc events or workshops.
- Each client has access to one-to-one support from a dedicated Advisor, the option to attend a range of relevant interactive workshops, seminars or webinars, one to one IT training, mock interviews, psychometric profiling, and the use of a facilities such as computers and printers or a quiet meeting room.
- In addition to the practical support each client receives, we provide robust emotional support to help boost and motivate people going through job search. The vast majority of the clients we supported during 2024 described their self-confidence in their job search as having improved as a result of their time spent with Resource.
- Our success rate is consistently high, and we are proud that we have helped so many people from all professional backgrounds (and none) to secure employment this year.
- Our network of past Resource clients, the Resource Community, continues to go from strength to strength. The Community has a dual purpose: to progress alumni in their careers, giving them

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access to training and networking events, as well as keeping in regular contact with Resource. At the same time, we ask Resource Community members to help our current clients with networking introductions, to provide information and to identify employment opportunities within their field. The Community currently has more than 1,100 members, and we actively keep in touch with them through newsletters and events.

Developments, Activities and Achievements during the Year

Tailored Job Search Programmes

During the year under review Resource was able to provide support to 655 clients on the tailored, in depth, job search programme to help find and secure employment, which was an increase on the number that we supported the previous year.

There are no charges to our clients for any of the services provided (clients are asked to lodge a small deposit that is offered back to them on completion of their time at Resource). Our services comprise:

- **Advisors**

Each client is assigned a dedicated professional Advisor to help clients focus on their job search strategy. All of Resource's Advisors have achieved success in one or more industries and businesses. The requirements of each of our clients are different, and it is through the efforts and sensitivity of our Advisors that clients receive a consistently high standard of service, tailored to the specific job and support needs of each and every individual. We currently have 17 Advisors in our team, and plan to recruit an additional three in 2025.

Regular continuous professional development sessions are held for Advisors to help them keep up to date with current recruitment practices. Our Professional Consultant observes several client meetings with each Advisor to quality control the advice and support given and ensure a consistent high level of service is offered to clients.

- **Workshops and Seminars**

Resource offers 12 cutting-edge workshops and seminars covering all aspects of job search and career development. Most of the sessions are full days, and they include Practice Your Interview Skills, Introduction to LinkedIn, and Advanced LinkedIn. Our full day flagship seminar, Job Search and CV Workshop, provides the starting point for clients' job search.

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Recognising the growing importance of AI in all aspects of recruitment, we introduced a new workshop for clients to learn how to use ChatGPT. During the workshop clients are shown how to use ChatGPT to improve their CV, covering letters and LinkedIn profile.

The workshops are delivered face to face, and the full list of workshop titles is as follows:

Job Search Skills

CV Writing

Interview Skills

How to Use AI in Your Job Search

Make a Successful Impact in Your New Role

Networking & Social Media

Networking Skills

Introduction to LinkedIn

LinkedIn – Beyond the Profile

Using Facebook, Instagram & TikTok to Land a Job

Career Development

Career Reflections & Reset

Yes You Can (Confidence & Motivation Workshop)

Graduate Assessment Centre

- **Mock Interviews**

The importance of conducting mock interviews has grown in recent years, and as a result we have increased our team to five dedicated mock interviewers. Mock interviews are encouraged for all clients before attending a real interview and are conducted in as lifelike conditions as possible and are often arranged at short notice once the candidate has an interview appointment. The opportunity to practice the interview and receive constructive feedback is an invaluable part of the interview preparation and provides a significant confidence boost to job seekers.

- **IT Training**

Our experienced and knowledgeable IT trainers provide one-to-one tuition and guidance on Microsoft Office packages and the Internet to enable clients to upgrade their skills, or improve their confidence in using IT, for today's workplace. Each session is tailored to the individual, and may cover basic, intermediate or advanced levels.

- **Psychometric Profiling**

Psychometric profiling can help clients to uncover the values and interests that are important to their overall career satisfaction, as well as gaining an opportunity to practice completing a psychometric profile or test. Clients are invited to undertake an online psychometric profiling exercise that is reviewed with a qualified Psychometric Advisor.

Workshops and Events

In addition to our comprehensive programme for job seekers, Resource designs and produces a number of one-off workshops each year for people who are unable to attend our Tailored Job Search programme. In 2024 our workshops and events included the following:

Age-Less Job Search Workshop with Baroness Altmann CBE

The Age-Less Job Search workshop, in partnership with JW3, was packed with tips and advice on how to navigate today's job market with a focus on conquering age barriers in the job search. The workshop was opened by Baroness Ros Altmann, who gave an enlightening keynote speech on the importance and the value of the older worker, and this was followed by a series of sessions led by career experts advising on CVs, interview skills, legislation around older workers, dressing for interview success, networking and using social media in your job search.

Resource CV & Tea sessions at the Head Room Café

We hosted two full day CV & Teas sessions this year at JAMI's Head Room Café, to help people prepare their CVs. Around 20 clients attended each session, supported by four Resource volunteer Advisors, and in addition to CV advice, participants had the opportunity to speak to a member of the Resource team about how to get help with their job search.

Resource Community event: Refresh, renew, revise

Members of our Resource Community, our alumni, attended an uplifting workshop to help them keep their CV, LinkedIn profile and networks refreshed. The speakers reinforced the importance of keeping your skills up to date even when you are in a job, and there was much very positive networking taking place amongst the group.

Office Inauguration with Chief Rabbi Sir Ephraim Mirvis

On 26th November Resource hosted a special office inauguration, welcoming an esteemed group of guests to celebrate this milestone occasion and learn more about Resource. Chief Rabbi Sir Ephraim Mirvis honoured the event with his presence, affixing the Mezuzah at the charity's main entrance, blessing and sanctifying Resource's new premises. Guests were deeply moved as three former Resource clients shared their heartfelt stories. They recounted their journeys and the invaluable support provided by Resource's dedicated team of Advisors, highlighting the transformative impact of our work.

In his speech The Chief Rabbi said that the address of our new office – 894 High Road – symbolises that it is a place for everyone. He explained that the sum of eight, nine and four – 21 – was the gematria of Hebrew letters kaf and aleph, the abbreviation for 'kol echad' which translates as 'everyone'. This is significant, as Resource is for everyone in the Jewish community, whatever their age or background. Guest speaker Andrew Bloch, renowned PR guru to Sir Alan Sugar, captivated the guests with behind-the-scenes stories about candidates from The Apprentice.

Fundraising Events

Each year we hold at least three fundraising events to raise funds for Resource. These events are always well supported and in addition to fundraising they serve as a great opportunity to raise awareness of our work. The fundraising events held in 2024 included:

Supper Quiz – Our popular fundraiser was again a sell-out this year, with over 200 guests at Finchley Reform Synagogue.

Open Air Theatre Regents Park – A hundred supporters of Resource had a lovely night out watching Fiddler on the Roof.

Annual Bridge Day Fundraiser with Andrew Robson OBE – Over 120 enthusiastic participants joined this masterclass with the well-known bridge teacher and writer Andrew Robson, raising over £6,000. The event provided not only a platform for attendees to develop their Bridge skills, but also an opportunity for guests to mingle over lunch, and an opportunity to raise awareness about Resource's vital community initiatives aimed at helping people back into work.

2024 in numbers:

Activity	Total
No. of individual clients attending Resource's full programme	655
No. of people attending special events	325
No. of one:one appointments with Advisors	2152
No. of full programme clients securing employment	232

Volunteers

Resource could not operate without the dedicated support and tireless energy and enthusiasm of its more than 65 professional volunteers. All volunteers receive comprehensive induction and regular training, and a number of social events are held during the year to recognise and thank the volunteers for their invaluable contribution. We marked national Volunteers' Week 2024 in style by treating our volunteers to a delicious afternoon tea at the Head Room Café in Golders Green. Following the tea our volunteers had the opportunity to join JAMI's volunteers on a guided walk of the area.

Professional Staff

The Trustees are indebted to the professionalism and the expertise of our professional staff and to all of them we express our sincere thanks.

Trustees

The Trustees have met regularly throughout the year to receive the CEO's report and give strategic advice and guidance. The Trustees assess the skill sets required by the Charity based on an annual skills assessment of the Board. In line with good practice the charity continues to seek and appoint Trustees with appropriate skills for strong governance. We were delighted to welcome one new Trustee in 2024, Simon Samuels, who brings a wealth of experience in both the business and charity sectors.

New Trustees undergo an orientation day to brief them on their obligations under charity and company law, the content of the Articles of Association, the committee structure and decision-making process, the operational strategy, current issues and recent financial performance of the charity. During the induction

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day they meet key volunteers, employees and other Trustees. Trustees are encouraged to attend board workshops and appropriate external training events where these will facilitate the undertaking of their role.

Resource Advisory Council

The Resource Advisory Council meet periodically to support the CEO and Chair of Trustees and to provide guidance and support to the Trustees. We are grateful to the Advisory Council, which currently comprises recently retired Trustees, for their continuing enthusiasm for Resource and its community support.

Partnerships

Resource is proud of our ongoing partnerships with a variety of communal organisations, including JAMI, Migdal Emunah, Project Lily, JW3, UJS and Work Avenue. By working in close collaboration with our partners we can ensure we provide the most relevant, targeted and appropriate support for members of our community who are in need.

Fundraising

Resource is grateful to receive grants from a number of individuals and charitable trusts that fund our work. We are extremely appreciative of the continued support provided to us by Jewish Blind and Disabled.

Reserves Policy

In line with the recommendations of the Charity Commission, the Trustees have formally adopted a reserves policy. This recognises that the income of the Company does not arise evenly year on year and so to enable the Company to plan its activities the Trustees have decided it would be prudent to hold reserves equal to six – nine months running costs.

Based on the 2024 accounts, annual income totalled £430,112 (2023: £286,402) and annual expenditure totalled £380,079 (2023: £401,680). This resulted in a surplus for the year of £50,033 (2023: deficit of £115,278) with overall surplus reserves at 31 December 2024 of £222,636 (2023: £172,603).

Risk Management

The Trustees have carried out a detailed review of the Charity's activities highlighting the risks the Charity is exposed to and the steps taken to mitigate those risks. As part of this process the Trustees have reviewed the financial procedures in order to ensure that they still meet the needs of the Charity.

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The major risks to which the Company is exposed, as identified by the Trustees, are and will continue to be regularly reviewed, and systems have been and will be established, and where appropriate, professional Advisors have been or will be appointed to mitigate those risks.

Parameters of the Charity's work

Resource is funded primarily by individuals and trusts in the Jewish community and its main focus is to serve the needs of the community. Resource appreciates funding from beyond the community and where possible will help anyone, regardless of religion.

The Trustees would like to record their thanks to each of the donors, volunteers and management team, without whom none of the work would be possible.

Trustees' responsibilities in relation to the financial statements

The Trustees (who are also directors of Employment Resource Centre for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 2019 - FRS 102,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the

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assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

Approval

This Report was approved by the Trustees on 21st May 2025 and signed on its behalf by:



Michael Beral - Trustee



Peter Musgrave - Trustee

EMPLOYMENT RESOURCE CENTRE

INDEPENDENT EXAMINER'S REPORT ON THE UNAUDITED ACCOUNTS TO THE TRUSTEES OF THE EMPLOYMENT RESOURCE CENTRE

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 December 2024 which are set out on pages 16 to 25.

Responsibilities and basis of report

As the charity 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 company'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 the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I 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 that in any material respect:

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.

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Signed:

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

David J. Stevens
Institute of Chartered Accountants in England and Wales
Taylor, Viney & Marlow Limited
Chartered Accountants
46-54 High Street
Ingatestone Essex CM4 9DW

Date: 10th June 2025

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STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	2024 Designated £	2024 Unrestricted £	2024 Total £	2024 Designated £	2023 Unrestricted £	2023 Total £
Incoming resources							
Donations	3	-	409,951	409,951	-	266,489	266,489
Fund raising events		-	14,292	14,292	-	16,187	16,187
Bank interest received		-	5,869	5,869	-	3,726	3,726
Total incoming resources		-	430,112	430,112	-	286,402	286,402
Resources expended							
Charitable expenditure							
Fund raising activities		-	6,805	6,805	-	8,109	8,109
Professional services		-	45,998	45,998	-	38,137	38,137
Management & Administration	4	-	327,276	327,276	-	355,434	355,434
Total resources expended		-	380,079	380,079	-	401,680	401,680
Funds brought forward		-	172,603	172,603	-	287,881	287,881
Net movement in funds		-	50,033	50,033	-	(115,278)	(115,278)
Transfer between funds		-	-	-	-	-	-
Total funds carried forward		-	222,636	222,636	-	172,603	172,603

The statement of financial activities includes all gains and losses recognised in the year.
All incoming resources and resources expended derive from continuing activities.

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BALANCE SHEET AS AT 31 DECEMBER 2024

	Notes	£	2024 £	£	2023 £
Fixed Assets					
Tangible assets	6		44,991		8,157
Current Assets					
Debtors	7	26,854		14,217	
Cash and bank		175,745		184,377	
		-----		-----	
		202,599		198,594	
Creditors					
Amounts falling due within one year	8	(24,954)		(34,148)	
		-----		-----	
Net current assets			177,645		164,446
Net assets			-----		-----
			222,636		172,603
			=====		=====
Charity Funds					
Unrestricted funds	9		222,636		172,603
Members funds	9		-----		-----
			222,636		172,603
			=====		=====

BALANCE SHEET (CONTINUED) AS AT 31 DECEMBER 2024

In preparing these financial statements

- a) The Trustees are of the opinion that the company is entitled to the exemption from audit conferred by Section 477 of the Companies Act 2006
- b) No notice has been deposited under Section 476 of the Companies Act 2006 and
- c) The Trustees acknowledge their responsibilities for
 - i) ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006
 - ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with Sections 394 and 395 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

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

These financial statements were approved by the Trustees on 21st May 2025.



Michael Beral - Chair



Peter Musgrave - Trustee

Company Registration No. 05211299

EMPLOYMENT RESOURCE CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

1. Accounting Policies

1.1 General information and basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

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 significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

1.2 Income

- a) Income is recognised in the year to which it relates. Income is deferred only when the Trust has to fulfil conditions before becoming entitled to it or when the donor has specified that the income is to be expended in a future period.
- b) Voluntary income is received by way of donations and gifts and is included in the Statement of Financial Activities when receivable. The income from fundraising ventures is shown gross, with the associated costs included in fundraising costs.

Fundraising costs

Fundraising expenditure comprises costs incurred in the staging of general fundraising events.

1.3 Costs of managing and administering the charity

Administration expenditure includes all expenditure not directly related to the charitable activity of fundraising ventures.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment	- 3 - 5 years straight line
Leasehold improvements	- over the term of the lease

1.5 Funds accounting

Funds held by the Trust are:

Unrestricted general funds – these are funds that can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds – the Trustees may at their discretion, set aside unrestricted funds for specific purposes. Refer to note 9.

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2.	Deficit / Surplus for the year	2024	2023
		£	£
	Deficit / Surplus for the year is stated after charging: -		
	Depreciation of tangible assets	18,587	2,474
		=====	=====
3.	Donations, legacies and similar incoming resources		
	Donations from individuals and trusts	409,951	266,489
		=====	=====

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

4. Management and Administration

	2024	2023
	£	£
Wages	183,688	201,178
Staff pension	3,475	3,498
Staff training	817	333
Rates and service charge	2,674	10,320
Operating lease payments	45,994	45,742
Cleaning	3,692	4,172
Light & heat	1,306	124
Repairs and maintenance	1,820	2,478
Insurance	1,389	2,090
Computer running costs	14,033	12,283
General office & photocopier expenses	991	913
Travelling & parking expenses	1,170	260
Postage, courier and delivery charges	407	88
Accountancy	5,233	5,277
Bank charges	534	974
Printing & stationery	1,384	776
Advertising	34,379	56,371
Telephone & Internet	3,694	3,605
Entertaining	1,751	1,378
Sundry expenses	258	1,100
Depreciation and Amortisation	18,587	2,474
	-----	-----
	327,276	355,434
	=====	=====

5. Independent examiners remuneration

The independent examiner's remuneration amounts to an independent examination fee of £4,220 (2023 - £4,020).

EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

6. Tangible Assets	Leasehold Improvements	Fixtures fittings & equipment	Total
	£	£	£
Cost			
At 1 January 2024	48,334	41,892	90,226
Additions	-	55,421	55,421
Disposals	(48,334)	(25,226)	(73,560)
	-----	-----	-----
As at 31 December 2024	-	72,087	72,087
	=====	=====	=====
Depreciation			
At 1 January 2024	48,334	33,735	82,069
Charge for the year	-	18,587	18,587
Eliminated on disposal	(48,334)	(25,226)	(73,560)
	-----	-----	-----
As at 31 December 2024	-	27,096	27,096
	=====	=====	=====
Net book value			
As at 31 December 2024	-	44,991	44,991
	-----	-----	-----
As at 31 December 2023	-	8,157	8,157
	-----	-----	-----

All assets are used for the charitable purposes of the Trust.

7. Debtors	2024	2023
	£	£
Prepayments and accrued income	14,479	14,217
Other debtors	12,375	-
	-----	-----
	26,854	14,217
	=====	=====

EMPLOYMENT RESOURCE CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 DECEMBER 2024

8. Creditors: amounts falling due within one year

	2024	2023
	£	£
Trade creditors	1,874	16,048
Tax and social security	3,966	7,534
Accruals	15,482	4,020
Other creditors	3,632	6,546
	-----	-----
	24,954	34,148
	=====	=====

9. Funds

	Unrestricted Fund	Total Funds
	£	£
Brought forward at 1 January 2024	172,603	172,603
Surplus for the year	50,033	47,341
Transfer between funds	-	-
	-----	-----
Total funds at 31 December 2024	222,636	219,944
	=====	=====

10. Liability of Members

The liabilities of members are limited. The Company is limited by guarantee without any share capital. Every member is liable to pay, if the Company is dissolved while he or she remains a member or within 12 months afterwards, up to the sum of £10 towards the costs of dissolution and liabilities incurred by the Company while he or she was a member.

EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 DECEMBER 2024

11. Employees

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

	2024	2023
Administration	7	8
	=====	=====

No Trustees received any remuneration or other benefits during the year. There is one employee who received total employee benefits of more than £60,000. The total remuneration of key management personnel during the year was £60,816 (2023: £57,646).

12. Financial Commitments

As at 31 December 2024 the Company was committed to making the following payments under non-cancellable operating leases in the year to 31 December 2024:

	Land and buildings	
	2024	2023
	£	£
Operating leases which expire		
Within one year	49,500	33,000
Due later one year	148,500	-
	-----	-----
	198,000	33,000
	=====	=====

Accounts

Resource

Your job search starts here

**EMPLOYMENT RESOURCE CENTRE
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

Company No: 05211299 (England and Wales)

Charity No: 1106331

**020 8346 4000 | HELLO@RESOURCE-CENTRE.ORG | RESOURCE-CENTRE.ORG
894 High Road, London, N12 9RH**

Registered in England Number 5211299 Charity Registration Number 1106331

EMPLOYMENT RESOURCE CENTRE

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EMPLOYMENT RESOURCE CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

For the year ended 31st December 2023

Constitution

The Employment Resource Centre, trading as "Resource", is a company limited by guarantee registered in England & Wales and a registered charity governed by its Memorandum and Articles of Association. The charity number is 1106331. The company number is 05211299.

Directors and Trustees

The board of the charitable company ('the charity') is its Trustees for the purposes of charity law and throughout this report are collectively referred to as the Trustees. The Trustees are elected by the members of the charitable company attending the Annual General meeting and they all serve 3-year terms following which they may stand for re-election.

The Trustees serving during the period and since the period end are as follows:

Chair: Michael Beral

Barbara Carter	(resigned 13/07/2023)
Shirley Fenster	
Anne Fenton	(appointed 16/06/2023)
James Field	
Kate Fulton	(resigned 13/07/2023, and re-appointed 18/01/2024)
Jeremy Kelly	
Simon Mitchell	(appointed 16/06/2023)
Peter Musgrave	(appointed 16/06/2023)
Barry Mordsley	(resigned 13/07/2023)
Natalie Smith	(resigned 13/07/2023)

Resource Advisory Council

David Arnold MBE
Julian Glicher FCA
Patricia Ward
Alan Sanders

Senior Management Staff

Victoria Sterman – Chief Executive Officer

EMPLOYMENT RESOURCE CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

For the year ended 31st December 2023

Registered Office

894 High Road
London
N12 9RH

Reporting Accountants

Taylor Viney & Marlow Limited
Chartered Accountants
46-54 High Street
Ingatestone
Essex CM4 9DW

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2023

The Trustees present their report and the financial statements of the charity for the year ended 31st December 2023. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP 2019) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Object of the Society

The Charity's object and its principal activity is: -

The relief of unemployment for the benefit of the public in such ways as may be thought fit including assistance to find employment.

Working name

"Resource".

Organisational Structure

The Charity is UK based with its office in London.

The Charity's governing body is the Board of Trustees, which comprises at least three and not more than fifteen individuals, all of whom must be members. The Trustees meet regularly to manage its affairs, to oversee the work of the Charity, to consider future projects and are involved in strategic decisions for the organisation.

Investment powers

Under the Memorandum and Articles of Association, the Charity has powers, which may be exercised only in promoting the Objects of the Society.

Public benefit

The Charities Act 2011 requires all charities to meet the legal requirement that its aims are for the public benefit. The Charities Commission in its Charities and Public Benefit guidance states that there are two key principles to be met in order to show that an organisation's aims are for the public benefit: firstly, there must be an identifiable benefit or benefits and secondly, that the benefit must be to the public or a section of the public. By helping to provide skills and encouragement leading to employment, the Trustees consider that they have complied with section 17 of the Charities Act 2011 and the guidance issued by the Charity Commissioners in respect of Public Benefit.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2023

Objectives and Activities

Resource is a charity that helps unemployed people, predominantly from the Jewish community, into employment. Our primary objective is to support unemployed people with their job search, enabling them to get back into work as quickly as possible. Rooted in Jewish culture, Resource offers expert guidance and support to people of all backgrounds.

Vision

Resource's vision is that all Jewish people will be able to support themselves financially and where help is needed to get into employment, Resource is able to provide that support.

Mission

Resource exists to ensure that no Jewish person facing unemployment or wishing to return to work is unsupported, and that they are helped to acquire the necessary skills and confidence to gain employment, self-employment or voluntary work.

Geographical reach

Resource is located in North Finchley in the London Borough of Barnet, which is home to the UK's largest Jewish community, and we are well-placed to support the Jewish community in London and the Southeast of England. We are also available remotely and people access our services online from all of the United Kingdom.

Methodology

Resource's methodology is that of pairing each service user with a professional Advisor to build a one-to-one relationship of trust. Through these relationships, Advisors encourage clients (service users) to engage in Resource's programme of training and support. Advisors provide practical advice and guidance, working with each client to plan their approach to their job search, develop their marketing tools including a CV, a LinkedIn profile and covering letters, and practice their interview skills. Advisors will also provide emotional support and encouragement to job seekers, recognising the struggles of being unemployed and working towards boosting their self-confidence and self-belief.

Highlights of the Year

- In 2023 we supported almost 1,000 people, through attendance at our tailored job search programme or one or more of our one-off events or workshops. We offer a hybrid service, where clients can access our services in person and remotely, according to their preference and accessibility needs.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2023

Highlights of the Year (continued)

- Each client has access to one to one support from a dedicated Advisor, the option to attend a range of relevant interactive workshops, seminars or webinars, one to one IT training, mock interviews, psychometric profiling, and the use of facilities such as computers and printers.
- In addition to the practical support each client receives, we provide robust emotional support to help boost and motivate people going through job search. The vast majority of the clients we supported during 2023 described their self-confidence in their job search as having improved as a result of their time spent with Resource.
- Our success rate is consistently high, and we are proud that we have helped so many people from all professional backgrounds (and none) to secure employment this year.
- During the last few years, our community of past Resource clients, known as the Resource Community, has gone from strength to strength. The Community has a dual purpose: to alumni progress in their careers, giving them access to training and networking events, as well as keeping in regular contact with Resource. At the same time, we ask Resource Community members to help our current clients with networking introductions, to provide information and to identify employment opportunities within their field. The Community currently has more than 950 members, and we actively keep in touch with them through newsletters and events.

Developments, Activities and Achievements during the Year

Tailored Job Search Programmes

During the year under review Resource was able to provide support to 628 clients on the tailored, in depth, job search programme to help find and secure employment, which was double the number that we supported the previous year.

There are no charges to our clients for any of the services provided, which include:

- **Advisors**

Each client is assigned a dedicated professional Advisor to help clients focus on their job search strategy. All of Resource's Advisors have achieved success in one or more industries and businesses. The requirements of each of our clients are different, and it is through the efforts and sensitivity of our advisors that clients receive a consistently high standard of service, tailored to the specific job and

EMPLOYMENT RESOURCE CENTRE

support needs of each and every individual. We currently have 16 Advisors in our team, and plan to recruit an additional four in 2024.

Regular continuous professional development sessions are held for Advisors to ensure that they are kept up to date with current recruitment practices.

- **Workshops and Seminars**

Resource offers 10 different workshops and seminars covering all aspects of job search and career development. Most of the sessions are full days, and they include Practice Your Interview Skills, Communication and Presentation Skills, Introduction to LinkedIn, and Advanced LinkedIn. Our full day flagship seminar, Job Search and CV Workshop, provides the starting point for clients' job search.

We introduced a new workshop this year, to guide clients to use social media (particularly Facebook, Instagram and TikTok) in their job search.

The workshops are mostly delivered face to face, and the full list of workshop titles is as follows:

Job Search and CV	Networking Skills	Interview Skills
Introduction to LinkedIn	LinkedIn – Beyond the Profile	Communication & Presentation Skills
Career Review & Planning	Yes You Can	Make a Successful Impact in your New Role
	How to use Facebook, Instagram and Tik Tok to land a job	

- **Mock Interviews**

Mock interviews are encouraged for all clients before attending a real interview and are conducted in as lifelike conditions as possible, and are often arranged at short notice once the candidate has an interview appointment. The opportunity to practice the interview and receive constructive feedback is an invaluable part of the interview preparation and provides a significant confidence boost to job seekers. The setting for the mock interview is always determined by where the client's actual interview will take place, which may be in person, on Zoom, Teams, Google Meet or Google Hangouts. We expanded our mock interviewer team this year and now have 5 dedicated mock interviewers.

- **IT Training**

Our experienced and knowledgeable IT trainers provide one-to-one tuition and guidance on Microsoft Office packages and the Internet to enable clients to upgrade their skills, or improve their confidence in using IT, for today's workplace. Each session is tailored to the individual, and may cover basic, intermediate or advanced levels.

- **Psychometric Profiling**

Psychometric profiling can help clients to uncover the values and interests that are important to their overall career satisfaction, as well as gaining an opportunity to practice completing a psychometric profile or test. Clients can choose to undertake an online psychometric profiling exercise to be reviewed with a qualified Psychometric advisor.

Workshops and Events

In addition to our comprehensive programme for job seekers, Resource designs and produces a number of one-off workshops each year for people who do not have the time or the need to register for our Tailored Job Search programme. In 2023 our workshops included the following:

- **How to use social media and AI in your job search**

In light of the increasing importance of social media and Artificial Intelligence (AI) in finding work, we brought together a team of experts in partnership with JW3, for an exclusive webinar on how to use social media in your job search with guest speaker social media employment expert, Shoshanna Davis, Founder of Fairy Job Mother.

- **Creating a cover letter using ChatGPT**

AI is now commonly used by many companies in their recruitment process to screen applicants and their CVs but it can also be used by job seekers to help write CVs and cover letters if used in the right way. We produced an instructional video explaining how to use ChatGPT for recruitment purposes.

- **Resource CV & Tea sessions at the Headroom Café**

The event, held at JAMI's Head Room Café in Golders Green, proved a big hit over two days when 40 CV client sessions were held overseen by six Resource advisors.

EMPLOYMENT RESOURCE CENTRE

- **Supper quiz 2023**

We were delighted to raise £5,500 from our annual supper quiz at Finchley Reform Synagogue attended by 200 people.

- **Volunteer's week celebration at the Freud Museum**

We marked national Volunteers' Week 2023 in style by treating their own loyal band of volunteers to a private tour of the Freud Museum in Hampstead followed by afternoon tea in the garden.

- **Job matchmaking event in Partnership with JW3**

We welcomed a room full of job seekers at our Job Matchmaking event. Attendees were given insights and tips from career experts on how to land their 'dream job'. Sessions included CV development to secure you an interview, how to network your way into your dream job, interview preparation and the importance of an elevator pitch, and was rounded off with a Q&A session.

- **Resource Community event : AI in action at Google Kings Cross**

Over 50 members of our Resource Community attended Google's offices in Kings Cross for an event in our continuous professional development series. The topic was AI in Action, and guests were treated to insights in the incredible progress achieved as a result of AI and heard about the future of AI in the workplace from our Google AI expert, Terry Spitz.

- **New to the UK**

A special workshop for Israeli people in the UK, offering practical tips for those looking to start work in this country. The workshop was packed with tips from our career expert Kim Maidment, and Immigration Advisor Liran Perez. Kim spoke about what kind of accommodation might be available, how to find employment, what should a contract of employment look like, tax and insurance implications.

- **Replace Fear with Purpose**

This Resource Community event covered how to deal with the implications of the current situation in Israel in the everyday workplace'. Hosted by Kate Fulton, in conversation with our special guest speaker Michal Oshman, Tech Executive and distinguished author of the novel "What would you do if you weren't afraid?", the audience were inspired to 'replace fear with purpose', believe that 'we have what it takes to

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2023

overcome challenges' and remember to 'stay connected to the community but it's also really important we stay connected to the wider organisation'.

2023 in numbers:

No. of individual clients attending Resource's full programme	628
No. of people attending special events	280
No. of one:one appointments with advisors	2066
No. of full programme clients securing employment	221

Volunteers

Resource could not operate without the dedicated support and tireless energy and enthusiasm of its more than 60 professional volunteers. We were delighted to welcome 15 new volunteers in 2023. All volunteers receive comprehensive induction and regular training, and a number of social events are held during the year to recognise and thank the volunteers for their invaluable contribution.

Professional Staff

The Trustees are indebted to the professionalism and the expertise of our professional staff and to all of them we express our sincere thanks.

Trustees

The Trustees have met regularly throughout the year to receive the CEO's report and give strategic advice and guidance. The Trustees assess the skill sets required by the Charity based on an annual skills assessment of the Board. In line with good practice the charity continues to seek and appoint Trustees with appropriate skills for strong governance. New Trustees are sought by advertising and by more informed methods of search; promising candidates are interviewed by Trustees and briefed by senior staff.

New Trustees undergo an orientation day to brief them on their obligations under charity and company law, the content of the Articles of Association, the committee structure and decision-making process, the operational strategy, current issues and recent financial performance of the charity. During the induction day they meet key volunteers, employees and other Trustees. Trustees are encouraged to attend board workshops and appropriate external training events where these will facilitate the undertaking of their role.

EMPLOYMENT RESOURCE CENTRE

Resource Advisory Council

The Resource Advisory Council engaged enthusiastically with the CEO and Chair of Trustees to provide guidance and support to the Trustees. We are grateful to the Advisory Council, which currently comprises recently retired Trustees, for their continuing enthusiasm for Resource and its community support.

External Communications

With the support of a generous grant from the Wohl Legacy in 2022, we continued to increase efforts to raise our profile in the community, to ensure that our services are known to everyone who may need them. Our marketing campaigns included advertisements on bus stops and sides of buses, large billboards and sponsored social media. In addition to this, we have regularly advertised in the Jewish press and in synagogue publications, we've contributed to the weekly 'Ask the Expert' feature in the Jewish News, and maintained an increased presence on social media to achieve more visibility within the community.

Partnerships

Resource is proud of our ongoing partnerships with a variety of communal organisations, including JAMI, Migdal Emunah, JW3, Maccabi Streetwise, ORT UK, UJS and Work Avenue. By working in close collaboration with our partners we can ensure we provide the most relevant, targeted and appropriate support for members of our community who are in need.

Fundraising

Resource is grateful to receive grants from a number of individuals and charitable trusts that fund our work. We are extremely appreciative of the continued support provided to us by Jewish Blind and Disabled.

Reserves Policy

In line with the recommendations of the Charity Commission, the Trustees have formally adopted a reserves policy. This recognises that the income of the Company does not arise evenly year on year and so to enable the Company to plan its activities the Trustees have decided it would be prudent to hold reserves equal to six – nine months running costs.

Based on the 2023 accounts, annual income totalled £286,402 (2022: £333,959) and annual expenditure totalled £401,680 (2022: £347,096). This resulted in a deficit for the year of £115,278 (2021: deficit of £13,137) with overall surplus reserves at 31 December 2023 of £172,603 (2022: £287,881).

Donations were £47,000 less this year compared to last. This shortfall was due to a strategic decision to postpone our major fundraising campaign, originally planned for November 2023. The events in Israel on 7th October 2023 deeply impacted our community, and it was felt to be insensitive to launch a large-scale fundraising campaign focused on the UK Jewish community during such a difficult time. Therefore, we

EMPLOYMENT RESOURCE CENTRE

made the decision to postpone the campaign until February 2024. This strategic shift proved successful, and the rescheduled campaign raised over £100,000.

Risk Management

The Trustees have carried out a detailed review of the Charity's activities highlighting the risks the Charity is exposed to and the steps taken to mitigate those risks. As part of this process the Trustees have reviewed the financial procedures in order to ensure that they still meet the needs of the Charity.

The major risks to which the Company is exposed, as identified by the Trustees, are and will continue to be regularly reviewed, and systems have been and will be established, and where appropriate, professional advisors have been or will be appointed to mitigate those risks.

Parameters of the Charity's work

Resource is funded primarily by individuals and trusts in the Jewish community and its main focus is to serve the needs of the community. Resource appreciates funding from beyond the community and where possible will help anyone, regardless of religion.

The Trustees would like to record their thanks to all of the donors, volunteers and management team, without whom none of the work would be possible.

Trustees' responsibilities in relation to the financial statements

The Trustees (who are also directors of Employment Resource Centre for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 2019 - FRS 102
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

EMPLOYMENT RESOURCE CENTRE

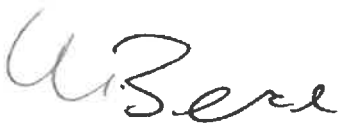
The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

Approval

This Report was approved by the Trustees on 18 July 2024 and signed on its behalf by:



M Beral - Trustee



P Musgrave - Trustee

EMPLOYMENT RESOURCE CENTRE

INDEPENDENT EXAMINER'S REPORT ON THE UNAUDITED ACCOUNTS

TO THE TRUSTEES OF THE EMPLOYMENT RESOURCE CENTRE

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 December 2023 which are set out on pages 14 to 22.

Responsibilities and basis of report

As the charity 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 company'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 the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I 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 that in any material respect:

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.

Signed:



David J. Stevens
Institute of Chartered Accountants in England and Wales
Taylor, Viney & Marlow Limited
Chartered Accountants
46-54 High Street
Ingatestone Essex CM4 9DW

Date:

25. 7. 24

EMPLOYMENT RESOURCE CENTRE

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	2023 Designated £	2023 Unrestricted £	2023 Total £	2022 Designated £	2022 Unrestricted £	2022 Total £
Incoming resources							
Donations	3	-	266,489	266,489	-	320,948	320,948
Fund raising events		-	16,187	16,187	-	11,066	11,066
Bank interest received		-	3,726	3,726	-	1,945	1,945
Total incoming resources		-	286,402	286,402	-	333,959	333,959
Resources expended							
Charitable expenditure							
Fund raising activities		-	8,109	8,109	-	8,014	8,014
Professional services		-	38,137	38,137	-	35,860	35,860
Management & Administration	4	-	355,434	355,434	-	303,222	303,222
Total resources expended		-	401,680	401,680	-	347,096	347,096
Funds brought forward		-	287,881	287,881	16,569	284,449	301,018
Net movement in funds		-	(115,278)	(115,278)	-	(13,137)	(13,137)
Transfer between funds		-	-	-	(16,569)	16,569	-
Total funds carried forward		-	172,603	172,603	-	287,881	287,881

The statement of financial activities includes all gains and losses recognised in the year.
All incoming resources and resources expended derive from continuing activities.

EMPLOYMENT RESOURCE CENTRE

BALANCE SHEET AS AT 31 DECEMBER 2023

	Notes	£	2023 £	£	2022 £
Fixed Assets					
Tangible assets	6		8,157		8,669
Current Assets					
Debtors	7	14,217		15,614	
Cash and bank		184,377		289,610	
		<u>198,594</u>		<u>305,224</u>	
Creditors					
Amounts falling due within one year	8	(34,148)		(26,012)	
		<u></u>		<u></u>	
Net current assets			164,446		279,212
Net assets			<u>172,603</u>		<u>287,881</u>
Charity Funds					
Unrestricted funds	9		172,603		287,881
Members funds	9		<u>172,603</u>		<u>287,881</u>

BALANCE SHEET (CONTINUED) AS AT 31 DECEMBER 2023

In preparing these financial statements

- a) The Trustees are of the opinion that the company is entitled to the exemption from audit conferred by Section 477 of the Companies Act 2006
- b) No notice has been deposited under Section 476 of the Companies Act 2006 and
- c) The Trustees acknowledge their responsibilities for
 - i) ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006
 - ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with Sections 394 and 395 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

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

These financial statements were approved by the Trustees on 18 July 2024.



Michael Beral – Chair



Peter Musgrave – Trustee

Company Registration No. 05211299

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

1. Accounting Policies

1.1 General information and basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

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 significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

1.2 Income

- a) Income is recognised in the year to which it relates. Income is deferred only when the Trust has to fulfil conditions before becoming entitled to it or when the donor has specified that the income is to be expended in a future period
- b) Voluntary income is received by way of donations and gifts and is included in the Statement of Financial Activities when receivable. The income from fundraising ventures is shown gross, with the associated costs included in fundraising costs.

Fundraising costs

Fundraising expenditure comprises costs incurred in the staging of general fundraising events.

EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

1.3 Costs of managing and administering the charity

Administration expenditure includes all expenditure not directly related to the charitable activity of fundraising ventures.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment	- 25% reducing balance
Leasehold improvements	- over the term of the lease

1.5 Funds accounting

Funds held by the Trust are:

Unrestricted general funds – these are funds that can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds – the Trustees may at their discretion, set aside unrestricted funds for specific purposes. Refer to note 9.

2.	Deficit / Surplus for the year	2023 £	2022 £
----	--------------------------------	-----------	-----------

Deficit / Surplus for the year is stated after charging: -

Depreciation of tangible assets	2,474	5,235
	=====	=====

3. Donations, legacies and similar incoming resources

Donations from individuals and trusts	266,489	320,948
	=====	=====

EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

4. Management and Administration

	2023	2022
	£	£
Wages	201,178	159,685
Staff pension	3,498	3,100
Temporary staff	-	2,343
Staff recruitment costs	-	70
Staff training	333	2,490
Rates and service charge	10,320	9,600
Operating lease payments	45,742	50,448
Cleaning	4,172	2,185
Light & heat	124	258
Repairs and maintenance	2,478	1,825
Insurance	2,090	1,931
Computer running costs	12,283	18,991
General office & photocopier expenses	913	742
Travelling expenses	260	210
Postage, courier and delivery charges	88	148
Consultancy fees	-	7,410
Accountancy	5,277	3,360
Bank charges	974	464
Printing & stationery	776	417
Advertising	56,371	22,398
Telephone & Internet	3,605	2,150
Entertaining	1,378	4,764
Sundry expenses	1,100	465
Depreciation and Amortisation	2,474	5,235
Loss on Disposal of tangible assets	-	2,533
	<u>355,434</u>	<u>303,222</u>

5. Independent examiners remuneration

The independent examiner's remuneration amounts to an independent examination fee of £4,020 (2022 - £3,360).

EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

6. Tangible Assets	Leasehold Improvements	Fixtures fittings & equipment	Total
	£	£	£
Cost			
At 1 January 2023	48,334	39,930	88,264
Additions	-	1,962	1,962
Disposals	-	-	-
	<u>48,334</u>	<u>41,892</u>	<u>90,226</u>
As at 31 December 2023	<u>48,334</u>	<u>41,892</u>	<u>90,226</u>
Depreciation			
At 1 January 2023	48,334	31,261	79,595
Charge for the year	-	2,474	2,474
Eliminated on disposal	-	-	-
	<u>48,334</u>	<u>33,735</u>	<u>82,069</u>
As at 31 December 2023	<u>48,334</u>	<u>33,735</u>	<u>82,069</u>
Net book value			
As at 31 December 2023	-	8,157	8,157
	<u>-</u>	<u>8,157</u>	<u>8,157</u>
As at 31 December 2022	-	8,669	8,669
	<u>-</u>	<u>8,669</u>	<u>8,669</u>

All assets are used for the charitable purposes of the Trust.

7. Debtors	2023 £	2022 £
Prepayments and accrued income	14,217	14,614
Other debtors	-	1,000
	<u>14,217</u>	<u>15,614</u>

EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR YEAR ENDED 31 DECEMBER 2023

8. Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	16,048	19,428
Tax and social security	7,534	-
Accruals	4,020	3,000
Other creditors	6,546	3,584
	<u>34,148</u>	<u>26,012</u>

9. Funds

	Unrestricted Fund £	Total Funds £
Brought forward at 1 January 2023	287,881	287,881
Deficit for the year	(115,278)	(115,278)
Transfer between funds	-	-
Total funds at 31 December 2023	<u>72,603</u>	<u>172,603</u>

10. Liability of Members

The liabilities of members are limited. The Company is limited by guarantee without any share capital. Every member is liable to pay, if the Company is dissolved while he or she remains a member or within 12 months afterwards, up to the sum of £10 towards the costs of dissolution and liabilities incurred by the Company while he or she was a member.

EMPLOYMENT RESOURCE CENTRE

**NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 DECEMBER 2023**

11. Employees

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

	2023	2022
Administration	8	7
	=====	=====

No Trustees received any remuneration or other benefits during the year. There are no employees who received total employee benefits of more than £60,000.

12. Financial Commitments

As at 31 December 2023 the Company was committed to making the following payments under non-cancellable operating leases in the year to 31 December 2023:

	Land and buildings	
Operating leases which expire	2023	2022
	£	£
Within one year	33,000	36,500
	=====	=====
	33,000	36,500
	=====	=====

Since the balance sheet date, the charity has entered into a lease agreement for new premises at the end of January 2024, of which this new lease agreement will cover a period of 10 years with a break clause at 5 years.

Accounts

**EMPLOYMENT RESOURCE CENTRE
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

Company No: 05211299 (England and Wales)

Charity No: 1106331

020 8346 4000 | OFFICE@RESOURCE-CENTRE.ORG | RESOURCE-CENTRE.ORG

8 Dancastle Court, 14 Arcadia Avenue, London N3 2JU

Registered in England Number 5212288 Charity Registration Number 1106331 | Funded by voluntary contributions and supported by Jewish Blind and Disabled

EMPLOYMENT RESOURCE CENTRE

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EMPLOYMENT RESOURCE CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

For the year ended 31st December 2022

Constitution

The Employment Resource Centre, trading as "Resource", is a company limited by guarantee registered in England & Wales and a registered charity governed by its Memorandum and Articles of Association. The charity number is 1106331. The company number is 05211299.

Directors and Trustees

The board of the charitable company ('the charity') is its Trustees for the purposes of charity law and throughout this report are collectively referred to as the Trustees. The Trustees are elected by the members of the charitable company attending the Annual General meeting and they all serve 3-year terms following which they may stand for re-election.

The Trustees serving during the period and since the period end are as follows:

Chair: Michael Beral

Barbara Carter
Shirley Fenster
James Field
Kate Fulton
Jeremy Kelly
Barry Mordsley
Natalie Smith

Resource Advisory Council

David Arnold MBE
Julian Glicher FCA
Patricia Ward
Alan Sanders

Staff

Victoria Sterman	- Chief Executive Officer
Lisa Christie	- Office Manager
Joanna Berstein	- Office Administrator
Jessica Crane	- Charity Administrator
Lynne Cantor	- Relationship Manager
Jennifer Hoffman	- Marketing Manager
Lauren Abrams	- Digital Marketing Manager

EMPLOYMENT RESOURCE CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

For the year ended 31st December 2022

Registered Office

Unit 8, Dancastle Court
14 Arcadia Avenue
London N3 2JU

Reporting Accountants

Taylor Viney & Marlow Limited
Chartered Accountants
46-54 High Street
Ingatestone
Essex CM4 9DW

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2022

The Trustees present their report and the audited financial statements of the charity for the year ended 31st December 2022. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP 2019) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities .

Object of the Society

The Charity's object and its principal activity is: -

The relief of unemployment for the benefit of the public in such ways as may be thought fit including assistance to find employment.

Working name

"Resource".

Organisational Structure

The Charity is UK based with its office in London.

The Charity's governing body is the Board of Trustees, which comprises at least three and not more than fifteen individuals, all of whom must be members. The Trustees meet regularly to manage its affairs, to oversee the work of the Charity, to consider future projects and are involved in strategic decisions for the organisation.

Investment powers

Under the Memorandum and Articles of Association, the Charity has powers, which may be exercised only in promoting the Objects of the Society.

Public benefit

The Charities Act 2011 requires all charities to meet the legal requirement that its aims are for the public benefit. The Charities Commission in its Charities and Public Benefit guidance states that there are two key principles to be met in order to show that an organisation's aims are for the public benefit: firstly, there must be an identifiable benefit or benefits and secondly, that the benefit must be to the public or a section of the public. By helping to provide skills and encouragement leading to employment, the Trustees consider that they have complied with section 17 of the Charities Act 2011 and the guidance issued by the Charity Commissioners in respect of Public Benefit.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2022

Objectives and Activities

Resource is a charity that helps unemployed people, predominantly from the Jewish community, into employment. Our primary objective is to provide support to unemployed people. Resource is a culturally Jewish organisation, with strong expertise in advising and supporting Jewish people, and our services are open to all.

Vision

Resource's vision is of a world in which all Jewish people can support themselves financially through employment or self-employment.

Mission

Resource exists to ensure that no Jewish person facing unemployment or wishing to return to work is unsupported, and that they are helped to acquire the necessary skills and confidence to gain employment, self-employment or voluntary work.

Geographical reach

Resource is located in Finchley Central in the London Borough of Barnet, and we serve people who attend our offices from all over London and the South East of England. We are also available remotely and people access our services online from all of the United Kingdom.

Methodology

Resource's methodology is that of pairing each service user with a professional Advisor to build a one-to-one relationship of trust. Through these relationships, Advisors encourage clients (service users) to engage in Resource's programme of training and support. Advisors provide practical advice and guidance, working with each client to plan their approach to their job search, develop their marketing tools including a CV, a LinkedIn profile and covering letters, and practice their interview skills. Advisors will also provide emotional support and encouragement to job seekers, recognising the struggles of being unemployed and working towards boosting their self-confidence and self-belief.

Highlights of the Year

- In 2022 we supported almost 700 clients, through attendance at either our tailored job search programme or one or more of our one-off events or workshops. We offer a hybrid service, where clients can access our services in person and remotely, according to their preference and needs.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2022

Highlights of the Year (continued)

- Each client has access to one to one support from a dedicated advisor, the option to attend a range of relevant seminars or interactive webinars, one to one IT training, mock interviews, psychometric profiling, and the use of facilities such as computers and printers.
- In addition to the practical support each client receives, we provide robust emotional support to help boost and motivate people going through job search. The vast majority of the clients we supported during 2022 felt their self-confidence had improved as a result of their time spent at Resource.
- Our success rate remains high, and we are proud that we have helped so many people from all professional backgrounds (and none) to successfully secure employment this year.
- In 2022 we celebrated Resource's 30th anniversary. The highlight of our celebrations was a high-profile panel event in July, where former Government advisor Tony Danker, the Director-General of the CBI, Luciana Berger- Former MP and Charity Chair of MMHA, Alex Goat – CEO of Livity and Alex Stephany – Founder and CEO of BEAM made up the esteemed panel, moderated by Stephen Rosenthal, Partner at Founders Keepers. Topics discussed included creating a truly diverse workforce, the 'New Normal': how post-pandemic expectations for work have changed and the Future of work.
- During the last few years, our community of past Resource clients, known as the Resource Community has gone from strength to strength. The Community has a dual purpose: to help previous clients progress in their careers, giving them access to training and networking events, as well as keeping in regular contact with Resource. At the same time, we ask Resource Community members to help our current clients with networking introductions, to provide information and to identify employment opportunities within their field. The Community currently has more than 700 members, and we actively keep in touch with them through newsletters and event.

Developments, Activities and Achievements during the Year

Tailored Job Search Programmes

During the year under review Resource was able to provide support to 330 clients on the tailored, in depth job search programme to help find and secure employment.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2022

There are no charges to our clients for any of the services provided, which include:

- **Advisors**

Each client is assigned a dedicated professional Advisor to help clients focus on their job search strategy. All of Resource's Advisors have achieved success in one or more industries and businesses. The requirements of each of our clients are different, and it is through the efforts and sensitivity of our advisors that clients receive a consistently high standard of service, tailored to the specific job and support needs of each and every individual. We currently have 13 Advisors in our team, and have recruited an additional 3 in 2023.

Regular continuous professional development sessions are held for Advisors to ensure that they are kept up to date with current recruitment practices.

- **Workshops and Seminars**

Resource offers 10 different workshops and seminars covering all aspects of job search and career development. Most of the sessions are half days, and they include Practice Your Interview Skills, Communication and Presentation Skills, Introduction to LinkedIn and Making Your Application Stand Out. Our full day flagship seminar, which we re-branded from 'Tools and Techniques of Today's Job Market' to 'Job Search and CV Workshop' continues to provide the starting point for clients' job search. The workshops were delivered face to face and also on line. The full list of workshop titles is as follows:

Job Search and CV	Networking Skills	Interview Skills
Introduction to LinkedIn	LinkedIn – Beyond the Profile	Communication & Presentation Skills
Career Review & Planning	Yes You Can	Make a Successful Impact in your New Role
	Showcasing Your Skills to Employers	

During 2023 we plan to introduce a new workshop, which will guide clients to use social media (particularly Facebook and Instagram) in their job search.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2022

- **Mock Interviews**

Mock interviews are encouraged for all clients before attending a real interview and are conducted in as lifelike conditions as possible, and are often arranged at short notice once the candidate has an interview appointment. The opportunity to practice the interview and receive constructive feedback is an invaluable part of the interview preparation and provides a significant confidence boost to job seekers. The setting for the mock interview is always determined by where the client's actual interview will take place, which may be in person, on Zoom, Teams, Google Meet or Google Hangouts. We currently have 3 dedicated mock interviewers, and are expanding the team in 2023.

- **IT Training**

Our experienced and knowledgeable IT trainers provide one-to-one tuition and guidance on Microsoft Office packages and the Internet to enable clients to upgrade their skills, or improve their confidence in using IT, for today's workplace. Each session is tailored to the individual, and may cover basic, intermediate or advanced levels.

- **Psychometric Profiling**

Psychometric profiling can help clients to uncover the values and interests that are important to their overall career satisfaction, as well as gaining an opportunity to practice completing a psychometric profile or test. Clients can choose to undertake an online psychometric profiling exercise to be reviewed with a qualified Psychometric advisor.

Workshops and Events

In addition to our comprehensive programme for job seekers, Resource designs and produces a number of one-off workshops each year for people who do not have the time or the need to register for our Tailored Job Search programme. In 2022 our workshops included the following:

- **Get Comfortable with the Uncomfortable: A new Perspective for your Job Search (February 2022)**

On March 16th, Resource, in partnership with JW3, hosted an exclusive FREE webinar with Michal Oshman, Head of Culture, Diversity & Inclusion at TikTok Europe and distinguished author of new novel *What Would You Do If You Weren't Afraid?*

Michal shared her invaluable expertise giving advice on how to communicate effectively in order to get a job/promotion and shared her greatest fears while explaining how to maximise the rest of your life.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2022

- **Yes You Can Workshop in partnership with JW3 (May 2022)**

On Tuesday 24th May, we inspired and motivated a room full of job seekers who attended our Yes You Can workshop held at JW3. We hosted a 2 hour packed workshop where facilitator Richard Fraiman helped attendees to work on identifying their strengths, and how to overcome the hurdles that are limiting their success. Lynne Cantor, Relationship Manager gave her insights into how to network, or have conversations, to develop relationships and open doors in job searching, and Kim Maidment, Professional Consultant at Resource shared on tips on how to create a winning CV and how to master interviews.

- **Your Job Your Way (November 2022)**

The workshop, run in partnership with JW3 was attended by working parents looking to go back to work and those interested to change to a more flexible role. Attendees walked away with invaluable information such as an introduction to the different types of Flexible Working and an insight on how to negotiate flexible working that is right for both the company and the candidate. Katy Fridman highlighted "in September, 12% of UK jobs advertised were remote, compared with 16% in January, as "paranoid" employers worry about the productivity of working from home, flexibility must be for everyone – it's not just a women's issue"

Experienced Resource Advisors Eric Salamon & Oliver Sanders also ran helpful sessions; All about CVs, Networking Why & How and Nailing your Interview to equip guests with the essential skill needed to find a job or change careers. Jonathan Newman, a distinguished Employment Barrister also explained in detail one's legal rights round flexible working in the UK as well as changes in employment law that affected Flexible Working which proved very useful.

- **Visible, Vital and Valued, an event for the Resource Community (November 2022)**

Members of our Resource Community got together at an exclusive event, to listen to the motivating words of Nigel Risner on how to be visible, vital and valued in the workplace. Nigel led a lively and interactive session sharing some fantastic advice on how to thrive in today's workplace. After a lively and interactive session, our members enjoyed refreshments and a chance to network with each other.

- **Mitzvah Day (November 2022)**

Resource is a proud supporter of Mitzvah Day, and in 2022 we collected food for the Trussell Trust Food Bank, Epping Forest Branch. We delivered almost 85 kilos of food, which equates to approximately enough to feed someone for a month or feed 3 households of 4 people for 3 days.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2022

2022 in numbers:

No. of individual clients attending Resource's full programme	312
No. of people attending special events	381
No. of one:one appointments with advisors	788
No. of full programme clients securing employment	162

Volunteers

Resource could not operate without the dedicated support and tireless energy and enthusiasm of its more than 50 professional volunteers. All volunteers receive comprehensive induction and regular training, and a number of social events are held during the year to recognise and thank the volunteers for their invaluable contribution.

Professional Staff

The Trustees are indebted to the professionalism and the expertise of our professional staff and to all of them we express our sincere thanks.

Trustees

The Trustees have met regularly throughout the year to receive the CEO's report and give strategic advice and guidance. The Trustees assess the skill sets required by the Charity based on an annual skills assessment of the Board. In line with good practice the charity continues to seek and appoint Trustees with appropriate skills for strong governance. New Trustees are sought by advertising and by more informed methods of search; promising candidates are interviewed by Trustees and briefed by senior staff.

New Trustees undergo an orientation day to brief them on their obligations under charity and company law, the content of the Articles of Association, the committee structure and decision-making process, the operational strategy, current issues and recent financial performance of the charity. During the induction day they meet key volunteers, employees and other Trustees. Trustees are encouraged to attend board workshops and appropriate external training events where these will facilitate the undertaking of their role.

Resource Advisory Council

The Resource Advisory Council engaged enthusiastically with the CEO and Chair of Trustees to provide guidance and support to the Trustees. We are grateful to the Advisory Council, which currently comprises recently retired Trustees, for their continuing enthusiasm for Resource and its community support.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2022

External Communications

We continue to increase efforts to raise our profile in the community to ensure that our services are known to everyone who may need them. Through regular advertisements in the Jewish press and in communication via synagogues, contribution to the weekly 'Ask the Expert' feature in the Jewish News, interviews on radio and through podcasts, and an increased presence on social media, we have achieved more visibility within the community. We added TikTok to our already thriving social media accounts, and post regularly on all channels.

Partnerships

Resource is proud of our ongoing partnerships with a variety of communal organisations, including Jami, Jewish Women's Aid, JW3, Maccabi Streetwise, ORT UK, UJS and Work Avenue. By working in close collaboration with our partners we can ensure we provide the most relevant, targeted and appropriate support for members of our community who are in need.

Fundraising

Resource is grateful to receive grants from a number of individuals and charitable trusts that fund our work. We are extremely appreciative of the continued support provided to us by Jewish Blind and Disabled.

Reserves Policy

In line with the recommendations of the Charity Commission, the Trustees have formally adopted a reserves policy. This recognises that the income of the Company does not arise evenly year on year and so to enable the Company to plan its activities the Trustees have decided it would be prudent to hold reserves equal to six – nine months running costs.

Based on the 2022 accounts, annual income totalled £333,959 (2021: £338,903) and annual expenditure totalled £347,096 (2021: £327,015). This resulted in a deficit for the year of £13,137 (2021: surplus of £11,888) with overall surplus reserves at 31 December 2022 of £287,881 (2021: £301,018).

Risk Management

The Trustees have carried out a detailed review of the Charity's activities highlighting the risks the Charity is exposed to and the steps taken to mitigate those risks. As part of this process the Trustees have reviewed the financial procedures in order to ensure that they still meet the needs of the Charity.

The major risks to which the Company is exposed, as identified by the Trustees, are and will continue to be regularly reviewed, and systems have been and will be established, and where appropriate, professional advisors have been or will be appointed to mitigate those risks.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2022

Parameters of the Charity's work

Resource is funded primarily by individuals and trusts in the Jewish community and its main focus is to serve the needs of the community. Resource appreciates funding from beyond the community and where possible will help anyone, regardless of religion.

The Trustees would like to record their thanks to all of the donors, volunteers and management team, without whom none of the work would be possible.

Trustees' responsibilities in relation to the financial statements

The Trustees (who are also directors of Employment Resource Centre for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 2019 - FRS 102
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

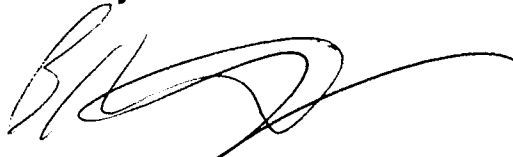
Approval

This Report was approved by the Trustees on 11th May 2023 and signed on its behalf by:

M Beral - Trustee



B Mordsley - Trustee



EMPLOYMENT RESOURCE CENTRE

INDEPENDENT EXAMINERS REPORT ON THE UNAUDITED ACCOUNTS

TO THE TRUSTEES OF THE EMPLOYMENT RESOURCE CENTRE

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 December 2022 which are set out on pages 13 to 15.

Responsibilities and basis of report

As the charity 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 company'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

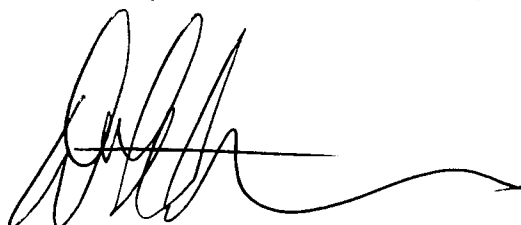
Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed 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 that in any material respect:

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.

Signed:



David J. Stevens
Institute of Chartered Accountants in England and Wales
Taylor, Viney & Marlow Limited
Chartered Accountants
46-54 High Street
Ingatstone Essex CM4 9DW

Date: 11th May 2023

EMPLOYMENT RESOURCE CENTRE

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2022**

	Notes	2022 Designated £	2022 Unrestricted £	2022 Total £	2021 Designated £	2021 Unrestricted £	2021 Total £
Incoming resources							
Donations	3	-	320,948	320,948	-	333,188	333,188
Fund raising events		-	11,066	11,066	-	4,033	4,033
Bank interest received		-	1,945	1,945	-	19	19
Sundry income		-	-	-	-	1,663	1,663
Total incoming resources		-	333,959	333,959	-	338,903	338,903
Resources expended							
Charitable expenditure							
Fund raising activities		-	8,014	8,014	-	6,495	6,495
Professional services		-	35,860	35,860	-	38,830	38,830
Interest on overdue taxation		-	-	-	-	6	6
Management & Administration	4	-	303,222	303,222	-	281,684	281,684
Total resources expended		-	347,096	347,096	-	327,015	327,015
Funds brought forward		16,569	284,449	301,018	16,449	272,681	289,130
Net movement in funds		-	(13,137)	(13,137)	120	11,768	11,888
Transfer between funds		(16,569)	16,569	-	-	-	-
Total funds carried forward		-	287,881	287,881	16,569	284,449	301,018

The statement of financial activities includes all gains and losses recognised in the year.
All incoming resources and resources expended derive from continuing activities.

EMPLOYMENT RESOURCE CENTRE

BALANCE SHEET AS AT 31 DECEMBER 2022

	Notes	£	2022 £	£	2021 £
Fixed Assets					
Tangible assets	6		8,669		15,442
Current Assets					
Debtors	7	15,614		73,335	
Cash and bank		289,610		236,962	
		<u>305,224</u>		<u>310,297</u>	
Creditors					
Amounts falling due within one year	8	(26,012)		(24,721)	
		<u>-----</u>		<u>-----</u>	
Net current assets			279,212		285,576
Net assets			<u>287,881</u> =====		<u>301,018</u> =====
Charity Funds					
Unrestricted funds	9		287,881		284,449
Designated funds	9		-		16,569
Members funds	9		<u>287,881</u> =====		<u>301,018</u> =====

BALANCE SHEET (CONTINUED) AS AT 31 DECEMBER 2022

In preparing these financial statements

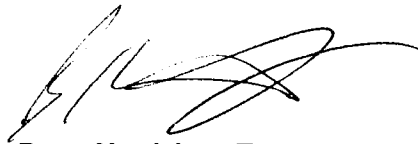
- a) The Trustees are of the opinion that the company is entitled to the exemption from audit conferred by Section 477 of the Companies Act 2006
- b) No notice has been deposited under Section 476 of the Companies Act 2006 and
- c) The Trustees acknowledge their responsibilities for
 - i) ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006
 - ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with Sections 394 and 395 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

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

These financial statements were approved by the Trustees on 11th May 2023.



Michael Beral - Chair



Barry Mordsley - Trustee

Company Registration No. 05211299

EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

1. Accounting Policies

1.1 General information and basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

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 significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

1.2 Income

- a) Income is recognised in the year to which it relates. Income is deferred only when the Trust has to fulfil conditions before becoming entitled to it or when the donor has specified that the income is to be expended in a future period
- b) Voluntary income is received by way of donations and gifts and is included in the Statement of Financial Activities when receivable. The income from fundraising ventures is shown gross, with the associated costs included in fundraising costs.

Fundraising costs

Fundraising expenditure comprises costs incurred in the staging of general fundraising events.

EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

1.3 Costs of managing and administering the Society

Administration expenditure includes all expenditure not directly related to the charitable activity of fundraising ventures.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment	- 25% reducing balance
Leasehold improvements	- over the term of the lease

1.5 Funds accounting

Funds held by the Trust are:

Unrestricted general funds – these are funds that can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds – the Trustees may at their discretion, set aside unrestricted funds for specific purposes. Refer to note 9.

2. Deficit / Surplus for the year	2022 £	2021 £
-----------------------------------	-----------	-----------

Deficit / Surplus for the year is stated after charging: -

Depreciation of tangible assets	5,235 =====	4,822 =====
---------------------------------	----------------	----------------

3. Donations, legacies and similar incoming resources

Donations from individuals and trusts	320,948 =====	333,188 =====
---------------------------------------	------------------	------------------

EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

4. Management and Administration

	2022	2021
	£	£
Wages	159,685	146,790
Staff pension	3,100	3,011
Temporary staff	2,343	2,047
Staff recruitment costs	70	494
Staff training	2,490	102
Rates and service charge	9,600	7,200
Operating lease payments	50,448	47,740
Cleaning	2,185	1,262
Light & heat	258	136
Repairs and maintenance	1,825	7,049
Insurance	1,931	1,887
Computer running costs	18,991	13,303
General office & photocopier expenses	742	1,269
Travelling expenses	210	27
Postage, courier and delivery charges	148	142
Consultancy fees	7,410	7,910
Accountancy	3,360	2,400
Bank charges	464	366
Client loan provision	-	4,261
Printing & stationery	417	1,038
Advertising	22,398	24,569
Telephone & Internet	2,150	2,324
Entertaining	4,764	453
Sundry expenses	465	1,082
Depreciation and Amortisation	5,235	4,822
Loss on Disposal of tangible assets	2,533	-
	<u>303,222</u>	<u>281,684</u>
	=====	=====

5. Independent examiners remuneration

The independent examiners remuneration amounts to an independent examination fee of £3,360 (2021 - £2,400).

EMPLOYMENT RESOURCE CENTRE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

6. Tangible Assets	Leasehold Improvements	Fixtures fittings & equipment	Total
	£	£	£
Cost			
At 1 January 2022	48,334	81,528	129,862
Additions	-	994	994
Disposals	-	(42,592)	(42,592)
	<u>48,334</u>	<u>39,930</u>	<u>88,264</u>
As at 31 December 2022	=====	=====	=====
Depreciation			
At 1 January 2022	48,334	66,085	114,419
Charge for the year	-	5,235	5,235
Eliminated on disposal	-	(40,059)	(40,059)
	<u>48,334</u>	<u>31,261</u>	<u>79,595</u>
As at 31 December 2022	-----	-----	-----
Net book value			
As at 31 December 2022	<u>-</u>	<u>8,669</u>	<u>8,669</u>
As at 31 December 2021	-----	-----	-----

All assets are used for the charitable purposes of the Trust.

7. Debtors	2022 £	2021 £
Prepayments and accrued income	14,614	72,335
Other debtors	1,000	1,000
	<u>15,614</u>	<u>73,335</u>
	=====	=====

EMPLOYMENT RESOURCE CENTRE

**NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 DECEMBER 2022**

8. Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	19,428	17,991
Accruals	3,000	2,400
Other creditors	3,584	4,330
	<u>26,012</u>	<u>24,721</u>
	=====	=====

9. Funds

	Unrestricted Fund £	Designated Fund 1 £	Total Funds £
Brought forward at 1 January 2022	284,449	16,569	301,018
Surplus/(deficit) for the year	(13,137)	-	(13,137)
Transfer between funds	16,569	(16,569)	-
Total funds at 31 December 2022	<u>287,881</u>	<u>-</u>	<u>287,881</u>
	-----	-----	-----

Designated funds

Designated fund (1) represents funds received specifically for aiding individuals to take vocational training or start their own businesses.

10. Liability of Members

The liabilities of members are limited. The Company is limited by guarantee without any share capital. Every member is liable to pay, if the Company is dissolved while he or she remains a member or within 12 months afterwards, up to the sum of £10 towards the costs of dissolution and liabilities incurred by the Company while he or she was a member.

EMPLOYMENT RESOURCE CENTRE

**NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 DECEMBER 2022**

11. Employees

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

	2022	2021
Administration	7	6
	====	====

No Trustees received any remuneration or other benefits during the year. There are no employees who received total employee benefits of more than £60,000.

12. Financial Commitments

As at 31 December 2022 the Company was committed to making the following payments under non-cancellable operating leases in the year to 31 December 2022:

	Land and buildings	
Operating leases which expire	2022	2021
	£	£
Within one year	36,500	36,500
Between two and five years	-	36,500
	-----	-----
	36,500	73,000
	=====	=====

Accounts

**EMPLOYMENT RESOURCE CENTRE
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

Company No: 05211299 (England and Wales)

Charity No: 1106331

020 8346 4000 | OFFICE@RESOURCE-CENTRE.ORG | RESOURCE-CENTRE.ORG

8 Dancastle Court, 14 Arcadia Avenue, London N3 2JU

Registered in England Number 5211299 Charity Registration Number 1106331 | Funded by voluntary contributions and supported by Jewish Blind and Disabled

EMPLOYMENT RESOURCE CENTRE

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EMPLOYMENT RESOURCE CENTRE
LEGAL AND ADMINISTRATIVE INFORMATION

For the year ended 31st December 2021

Constitution

The Employment Resource Centre, trading as "Resource", is a company limited by guarantee registered in England & Wales and a registered charity governed by its Memorandum and Articles of Association. The charity number is 1106331. The company number is 05211299.

Directors and Trustees

The board of the charitable company ('the charity') is its Trustees for the purposes of charity law and throughout this report are collectively referred to as the Trustees. The Trustees are elected by the members of the charitable company attending the Annual General meeting and they all serve 3-year terms following which they may stand for re-election.

The Trustees serving during the period and since the period end are as follows:

Chair: Michael Beral

Barry Mordsley
Kate Fulton
James Field
Natalie Smith
Shirley Fenster
Barbara Carter

Resource Advisory Council

David Arnold MBE
Julian Glicher FCA
Patricia Ward
Alan Sanders

Staff

Victoria Stermann	- Chief Executive Officer
Lisa Christie	- Office Manager
Emma Brand	- Office Administrator
Lynne Cantor	- Relationship Manager
Jennifer Hoffman	- Marketing Manager
Lauren Abrams	- Digital Marketing Manager

EMPLOYMENT RESOURCE CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

For the year ended 31st December 2021

Registered Office

Unit 8, Dancastle Court
14 Arcadia Avenue
London N3 2JU

Reporting Accountants

Taylor Viney & Marlow Limited
Chartered Accountants
46-54 High Street
Ingatestone
Essex CM4 9DW

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2021

The Trustees present their report and the audited financial statements of the charity for the year ended 31st December 2021. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities (2005).

Object of the Society

The Charity's object and its principal activity is: -

The relief of unemployment for the benefit of the public in such ways as may be thought fit including assistance to find employment.

Working name

"Resource".

Organisational Structure

The Charity is UK based with its office in London.

The Charity's governing body is the Board of Trustees, which comprises at least three and not more than fifteen individuals, all of whom must be members. The Trustees meet regularly to manage its affairs, to oversee the work of the Charity, to consider future projects and are involved in strategic decisions for the organisation.

Investment powers

Under the Memorandum and Articles of Association, the Charity has powers, which may be exercised only in promoting the Objects of the Society.

Public benefit

The Charities Act 2011 requires all charities to meet the legal requirement that its aims are for the public benefit. The Charities Commission in its Charities and Public Benefit guidance states that there are two key principles to be met in order to show that an organisation's aims are for the public benefit: firstly, there must be an identifiable benefit or benefits and secondly, that the benefit must be to the public or a section of the public. By helping to provide skills and encouragement leading to employment, the Trustees consider that they have complied with section 17 of the Charities Act 2011 and the guidance issued by the Charity Commissioners in respect of Public Benefit.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2021

Objectives and Activities

Resource is a charity that helps unemployed people, predominantly from the Jewish community, into employment. Our primary objective is to provide support to unemployed people. Whilst Resource has particular expertise in meeting the religious, cultural and social needs of Jewish people, our services are open to all.

Vision

Resource's vision is of a world in which all Jewish people can support themselves financially through employment or self-employment.

Mission

Resource exists to ensure that no Jewish person facing unemployment or wishing to return to work is unsupported, and that they are helped to acquire the necessary skills and confidence to gain employment, self-employment or voluntary work.

Geographical reach

Resource is located in Finchley Central in the London Borough of Barnet, and we serve people who attend our offices from all over London and the South East of England. We are also available remotely and people access our services online from all of the United Kingdom.

Methodology

Resource's methodology is that of pairing each service user with a professional Advisor to build a one-to-one relationship of trust. Through these relationships, Advisors encourage clients (service users) to engage in Resource's programme of training and support. Advisors provide practical advice and guidance, working with each client to plan their approach to their job search, develop their marketing tools including a CV, a LinkedIn profile and covering letters, and practice their interview skills. Advisors will also provide emotional support and encouragement to job seekers, recognising the struggles of being unemployed and working towards boosting their self-confidence and self-belief.

Highlights of the Year

- In 2021 we supported almost 700 clients, through attendance at either our tailored job search programme or one or more of our one-off events or workshops, all of which were delivered online as a result of the Covid-19 pandemic.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2021

Highlights of the Year (continued)

- We are extremely proud of our success rate in one of the most challenging years we have ever experienced: despite the pandemic and its impact on employment 75% of the clients we supported in 2021 secured employment within 6 months of receiving our support (up from 63% in 2020) and more did so in the subsequent months.
- Each client has access to one to one support from a dedicated advisor, the option to attend a range of relevant seminars or interactive webinars, one to one IT training, mock interviews, psychometric profiling, and the use of facilities such as computers and printers when we are allowed access to our offices.
- In addition to the practical support each client receives, we provide robust emotional support to help boost and motivate people going through job search. The vast majority of the clients we supported during 2021 felt their self-confidence had improved as a result of their time spent at Resource.
- During the last few years, we have built a community of past Resource clients, known as the Resource Community. The Community has a dual purpose: to help previous clients progress in their careers, giving them access to training and networking events, as well as keeping in regular contact with Resource. At the same time, we ask Resource Community members to help our current clients with networking introductions, to provide information and to identify employment opportunities within their field. The Community currently has more than 600 members, and we actively keep in touch with them through newsletters and events.

Developments, Activities and Achievements during the Year

Tailored Job Search Programmes

During the year under review Resource was able to provide support to 310 clients on the tailored job search programme to help find and secure employment. This number is lower than in the previous year, because of the smaller number of clients approaching us as a result of the pandemic. The switch to online services using Zoom and Teams for both 1:1 advisor appointments and our range of seminars also allowed us to offer our services nationally.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2021

There are no charges to our clients for any of the services provided, which include:

- **Advisors**

Each client is assigned a dedicated professional Advisor to help clients focus on their job search strategy. All of Resource's Advisors have achieved success in one or more industries and businesses. The requirements of each of our clients are different, and it is through the efforts and sensitivity of our advisors that clients receive a consistently high standard of service, tailored to the specific job and support needs of each and every individual.

Regular continuous professional development sessions are held for advisors to ensure that they are kept up to date with current recruitment practices.

- **Workshops and Seminars**

Resource offers 10 different workshops and seminars covering all aspects of job search and career development. Most of the sessions are half days, and they include Practice Your Interview Skills, Communication and Presentation Skills, Introduction to LinkedIn and Making Your Application Stand Out. Our 2-day flagship seminar, Tools and Techniques of Today's Job Market, continues to provide the starting point for clients' job search. The workshops were delivered as online webinars during the Covid-19 pandemic, returning to, face to face seminars once we were able to do so safely. The full list of workshop titles is as follows:

Tools & Techniques of Today's Job Market	Networking Skills	Interview Skills
Introduction to LinkedIn	LinkedIn – Beyond the Profile	Communication & Presentation Skills
Career Review & Planning	Yes You Can	Make a Successful Impact in your New Role
	Showcasing Your Skills to Employers	

- **Mock Interviews**

Mock interviews are encouraged for all clients before attending a real interview and are conducted in as lifelike conditions as possible, and are often arranged as short notice once the candidate has an interview appointment. The opportunity to practice the interview and receive constructive feedback is

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2021

- **Mock Interviews (continued)**

an invaluable part of the interview preparation and provides a significant confidence boost to job seekers. The setting for the mock interview is always determined by where the client's actual interview will take place, which may be in person, on Zoom, Teams, Google Meet or Google Hangouts.

- **IT Training**

Our experienced and knowledgeable IT trainers provide one-to-one tuition and guidance on Microsoft Office packages and the Internet to enable clients to upgrade their skills, or improve their confidence in using IT, for today's workplace. Each session is tailored to the individual, and may cover basic, intermediate or advanced levels.

- **Psychometric Profiling**

Psychometric profiling can help clients to uncover the values and interests that are important to their overall career satisfaction, as well as gaining an opportunity to practice completing a psychometric profile or test. Clients can choose to undertake an online psychometric profiling exercise to be reviewed with a qualified Psychometric advisor.

Workshops and Events

In addition to our comprehensive programme for job seekers, Resource designs and produces a number of one-off workshops each year for people who do not have the time or the need to register for our Tailored Job Search programme. In 2021 our workshops included the following:

- **How to Graduate with a Job in partnership with UJS (February 2021)**

Our facilitators took students from the Union of Jewish Students on a journey from job applications to employment, starting with how to decide on a career, moving through to identifying opportunities both on and offline. We progressed to the application process, describing how to put together a great CV, cover letter and application form that will be sure to win interviews. We showed how to prepare for interviews and cover those difficult interview questions. And finally, we explained why companies use assessment centres, what they look for at each step of the process and how to come out with a job offer at the end.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2021

- **The Art of Conversation with Georgie Nightingall (July 2021)**

A virtual, interactive workshop offering practical conversational tools to navigate transactional small talk and build long term human relationships. We were delighted that Georgie Nightingall, founder of Trigger Conversations and a Tedx speaker, facilitated this lively and informative workshop.

- **How to Get a Job in partnership with JW3 (October 2021)**

The first workshop to be held in person after the pandemic attracted a large audience. Resource's facilitators took participants on a recruitment journey through looking for job opportunities, writing a good CV and covering letter, honing interview technique and nailing that job. Our guest speaker was Claire Balkind, the founder of Facebook group Family Lowdown Tips and Ideas, which has an online community of over a million members. Claire guided the participants through her inspirational journey, highlighting the importance and rewards of risk taking and going beyond one's comfort zone.

- **New Horizons Festival – Rene Cassin (November 2021)**

Our CEO, Victoria Sterman, was delighted to chair an event at this festival, focused on equal access to employment with the Young Womens Trust.

- **Mitzvah Day (November 2021)**

Resource is a proud supporter of Mitzvah Day, and in 2021 we created greeting cards for ADI, a provider of residential care for individuals with severe disabilities in Israel.

2021 in numbers:

No. of individual clients attending Resource's full programme	247
No. of people attending special events	400
No. of one:one appointments with advisors	857
No. of full programme clients securing employment	190

Volunteers

Resource could not operate without the dedicated support and tireless energy and enthusiasm of its 50 professional volunteers. We were delighted to welcome two new advisors in 2021, both with a deep level of experience at helping people into work. All volunteers receive comprehensive induction and regular training, and a number of social events are held during the year to recognise and thank the volunteers for their invaluable contribution.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2021

Professional Staff

The Trustees are indebted to the professionalism and the expertise of our professional staff and to all of them we express our sincere thanks.

Trustees

The Trustees have met regularly throughout the year to receive the CEO's report and give strategic advice and guidance. The Trustees assess the skill sets required by the Charity based on an annual skills assessment of the Board. In line with good practice the charity continues to seek and appoint Trustees with appropriate skills for strong governance. New Trustees are sought by advertising and by more informed methods of search; promising candidates are interviewed by Trustees and briefed by senior staff.

New Trustees undergo an orientation day to brief them on their obligations under charity and company law, the content of the Articles of Association, the committee structure and decision-making process, the operational strategy, current issues and recent financial performance of the charity. During the induction day they meet key volunteers, employees and other Trustees. Trustees are encouraged to attend board workshops and appropriate external training events where these will facilitate the undertaking of their role.

Resource Advisory Council

The Resource Advisory Council engaged enthusiastically with the CEO and Chair of Trustees to provide guidance and support to the Trustees. We are grateful to the Advisory Council, which currently comprises recently retired Trustees, for their continuing enthusiasm for Resource and its community support.

External Communications

We continue to increase efforts to raise our profile in the community to ensure that our services are known to everyone who may need them. Through regular advertisements in the Jewish press and in communication via synagogues, contribution to the weekly 'Ask the Expert' feature in the Jewish News, interviews on radio and through podcasts, and an increased presence on social media, we have achieved more visibility within the community. We added TikTok to our already thriving social media accounts, and post regularly on all channels.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2021

Partnerships

Resource is proud of our ongoing partnerships with a variety of communal organisations, including Jami, Jewish Women's Aid, JW3, Maccabi Streetwise, ORT UK, UJS and Work Avenue. By working in close collaboration with our partners we can ensure we provide the most relevant, targeted and appropriate support for members of our community who are in need.

Fundraising

Resource is grateful to receive grants from a number of individuals and charitable trusts that fund our work. Our regular fundraising events were inevitably curtailed in 2021 but we were delighted to hold a very successful wine tasting event, raising over £2,500. Our Back to Work matched funding campaign was supported by over 1,000 donors and allowed us to replace some reduced income from major trusts and foundations.

We are extremely appreciative of the continued support provided to us by Jewish Blind and Disabled.

Reserves Policy

In line with the recommendations of the Charity Commission, the Trustees have formally adopted a reserves policy. This recognises that the income of the Company does not arise evenly year on year and so to enable the Company to plan its activities the Trustees have decided it would be prudent to hold reserves equal to six – nine months running costs.

Based on the 2021 accounts, annual income totalled £338,903 (2020: £320,362) and annual expenditure totalled £327,015 (2020: £304,833). This resulted in a surplus for the year of £11,888 (2020: £15,531) with overall surplus reserves at 31 December 2021 of £301,018 (2020: £289,130).

The Trustees are satisfied with the outturn for the financial year given the difficult circumstances of the pandemic faced during the period under review.

Risk Management

The Trustees have carried out a detailed review of the Charity's activities highlighting the risks the Charity is exposed to and the steps taken to mitigate those risks. As part of this process the Trustees have reviewed the financial procedures in order to ensure that they still meet the needs of the Charity.

The major risks to which the Company is exposed, as Identified by the Trustees, are and will continue to be regularly reviewed, and systems have been and will be established, and where appropriate, professional advisors have been or will be appointed to mitigate those risks.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2021

Parameters of the Charity's work

Resource is funded primarily by individuals and trusts in the Jewish community and its main focus is to serve the needs of the community. Resource appreciates funding from beyond the community and where possible will help anyone, regardless of religion.

The Trustees would like to record their thanks to all of the donors, volunteers and management team, without whom none of the work would be possible.

Trustees' responsibilities in relation to the financial statements

The Trustees (who are also directors of Employment Resource Centre for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 2015 / (FRS 102)
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approval

This Report was approved by the Trustees on 27th May 2022 and signed on its behalf by:

M Beral - Trustee



B Mordsley - Trustee



EMPLOYMENT RESOURCE CENTRE

INDEPENDENT EXAMINERS REPORT ON THE UNAUDITED ACCOUNTS

TO THE TRUSTEES OF THE EMPLOYMENT RESOURCE CENTRE

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 December 2021 which are set out on pages 12 to 15.

Responsibilities and basis of report

As the charity 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 company'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

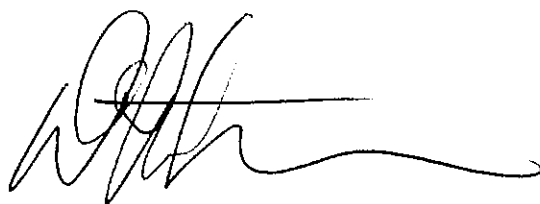
Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed 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 that in any material respect:

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.

Signed:



David J. Stevens
Institute of Chartered Accountants in England and Wales
Taylor, Viney & Marlow Limited
Chartered Accountants
46-54 High Street
Ingatestone Essex CM4 9DW

Date: 27th May 2022

EMPLOYMENT RESOURCE CENTRE

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Notes	2021 Designated £	2021 Unrestricted £	2021 Total £	2020 Designated £	2020 Unrestricted £	2020 Total £
Incoming resources							
Donations	3	-	333,188	333,188	-	315,768	315,768
Fund raising events		-	4,033	4,033	-	4,594	4,594
Bank interest received		-	19	19	-	-	-
Sundry income		-	1,663	1,663	-	-	-
Total incoming resources		-	338,903	338,903	-	320,362	320,362
Resources expended							
Charitable expenditure							
Fund raising activities		-	6,495	6,495	-	665	665
Professional services		-	38,830	38,830	-	25,890	25,890
Interest on overdue taxation		-	6	6	-	-	-
Management & Administration	4	-	281,684	281,684	-	278,278	278,278
Total resources expended		-	327,015	327,015	-	304,833	304,833
Funds brought forward		16,449	272,681	289,130	16,027	257,573	273,600
Net movement in funds		120	11,768	11,888	422	15,108	15,530
Transfer between funds		-	-	-	-	-	-
Total funds carried forward 9		16,569	284,449	301,018	16,449	272,681	289,130

The statement of financial activities includes all gains and losses recognised in the year.
All incoming resources and resources expended derive from continuing activities.

EMPLOYMENT RESOURCE CENTRE

BALANCE SHEET AS AT 31 DECEMBER 2021

	Notes	£	2021 £	£	2020 £
Fixed Assets					
Tangible assets	6		15,442		17,407
Current Assets					
Debtors	7	73,335		19,301	
Cash and bank		236,962		273,173	
		<u>310,297</u>		<u>292,474</u>	
Creditors					
Amounts falling due within one year	8	(24,721)		(20,751)	
		<u> </u>		<u> </u>	
Net current assets			285,576		271,723
Net assets			<u>301,018</u>		<u>289,130</u>
			<u>=====</u>		<u>=====</u>
Charity Funds					
Unrestricted funds	9		284,449		272,681
Designated funds	9		16,569		16,449
Members funds	9		<u>301,018</u>		<u>289,130</u>
			<u>=====</u>		<u>=====</u>

EMPLOYMENT RESOURCE CENTRE

BALANCE SHEET (CONTINUED) AS AT 31 DECEMBER 2021

In preparing these financial statements

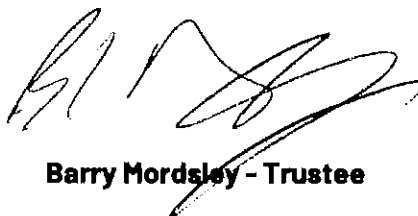
- a) The Trustees are of the opinion that the company is entitled to the exemption from audit conferred by Section 477 of the Companies Act 2006
- b) No notice has been deposited under Section 476 of the Companies Act 2006 and
- c) The Trustees acknowledge their responsibilities for
 - i) ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006
 - ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with Sections 394 and 395 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

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

These financial statements were approved by the Trustees on 27th May 2022.



Michael Beral - Chair



Barry Mordsley - Trustee

Company Registration No. 05211299

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

1. Accounting Policies

1.1 General information and basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

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 significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

1.2 Income

- a) Income is recognised in the year to which it relates. Income is deferred only when the Trust has to fulfil conditions before becoming entitled to it or when the donor has specified that the income is to be expended in a future period
- b) Voluntary income is received by way of donations and gifts and is included in the Statement of Financial Activities when receivable. The income from fundraising ventures is shown gross, with the associated costs included in fundraising costs.

Fundraising costs

Fundraising expenditure comprises costs incurred in the staging of general fundraising events.

EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1.3 Costs of managing and administering the Society

Administration expenditure includes all expenditure not directly related to the charitable activity of fundraising ventures.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment	- 25% reducing balance
Leasehold improvements	- over the term of the lease

1.5 Funds accounting

Funds held by the Trust are:

Unrestricted general funds – these are funds that can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds – the Trustees may at their discretion, set aside unrestricted funds for specific purposes. Refer to note 9.

2. Deficit / Surplus for the year	2021 £	2020 £
Deficit / Surplus for the year is stated after charging: -		
Depreciation of tangible assets	4,822 =====	5,538 =====
3. Donations, legacies and similar incoming resources		
Donations from individuals and trusts	333,188 =====	315,768 =====

EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

4. Management and Administration

	2021	2020
	£	£
Wages	146,790	147,284
Staff pension	3,011	3,076
Temporary staff	2,047	-
Staff recruitment costs	494	-
Staff training	102	1,017
Rates and service charge	7,200	6,701
Operating lease payments	47,740	40,504
Cleaning	1,262	2,292
Light & heat	136	-
Repairs and maintenance	7,049	1,930
Insurance	1,887	1,824
Computer running costs	13,303	13,771
General office & photocopier expenses	1,269	1,399
Travelling expenses	27	-
Postage, courier and delivery charges	142	73
Consultancy fees	7,910	18,221
Accountancy	2,400	2,400
Bank charges	366	3
Client loan provision	4,261	1,600
Printing & stationery	1,038	1,080
Advertising	24,569	23,253
Telephone & Internet	2,324	3,333
Entertaining	453	243
Sundry expenses	1,082	2,736
Depreciation and Amortisation	4,822	5,538
	<u>281,684</u>	<u>278,278</u>

5. Independent examiners remuneration

The independent examiners remuneration amounts to an independent examination fee of £2,400 (2020 - £2,400).

EMPLOYMENT RESOURCE CENTRE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

6. Tangible Assets	Leasehold improvements	Fixtures fittings & equipment	Total
	£	£	£
Cost			
At 1 January 2021	48,334	78,670	127,004
Additions	-	2,858	2,858
As at 31 December 2021	<u>48,334</u>	<u>81,528</u>	<u>129,862</u>
	=====	=====	=====
Depreciation			
At 1 January 2021	48,334	61,263	109,597
Charge for the year	-	4,822	4,822
As at 31 December 2021	<u>48,334</u>	<u>66,085</u>	<u>114,419</u>
	-----	-----	-----
Net book value			
As at 31 December 2021	<u>-</u>	<u>15,443</u>	<u>15,443</u>
	-----	-----	-----
As at 31 December 2020	<u>-</u>	<u>17,407</u>	<u>17,407</u>
	-----	-----	-----

All assets are used for the charitable purposes of the Trust.

7. Debtors	2021	2020
	£	£
Prepayments and accrued income	72,533	13,841
Other debtors	1,000	5,461
	<u>73,533</u>	<u>19,302</u>
	=====	=====

EMPLOYMENT RESOURCE CENTRE

**NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 DECEMBER 2021**

8. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	17,991	8,404
Accruals	2,400	3,701
PAYE liability	-	4,286
Client deposits – ring-fenced creditor	4,360	4,360
	<u>24,751</u>	<u>20,751</u>
	<u>=====</u>	<u>=====</u>

9. Funds

	Unrestricted Fund £	Designated Fund 1 £	Total Funds £
Brought forward at 1 January 2021	272,681	16,449	289,130
Surplus for the year	11,768	120	11,888
Transfer between funds	-	-	-
Total funds at 31 December 2021	<u>284,449</u>	<u>16,569</u>	<u>301,018</u>
	<u>-----</u>	<u>-----</u>	<u>-----</u>

Designated funds

Designated fund (1) represents funds received specifically for aiding individuals to take vocational training or start their own businesses.

10. Liability of Members

The liabilities of members are limited. The Company is limited by guarantee without any share capital. Every member is liable to pay, if the Company is dissolved while he or she remains a member or within 12 months afterwards, up to the sum of £10 towards the costs of dissolution and liabilities incurred by the Company while he or she was a member.

EMPLOYMENT RESOURCE CENTRE

**NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 DECEMBER 2021**

11. Employees

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

	2021	2020
Administration	6	5
	=====	=====

No Trustees received any remuneration or other benefits during the year. There are no employees who received total employee benefits of more than £60,000.

12. Financial Commitments

As at 31 December 2021 the Company was committed to making the following payments under non-cancellable operating leases in the year to 31 December 2021:

	Land and buildings	
Operating leases which expire	2021	2020
	£	£
Within one year	36,500	36,500
Between two and five years	36,500	73,000
	=====	=====
	73,000	109,500
	=====	=====

Accounts

EMPLOYMENT RESOURCE CENTRE
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

Company No: 05211299 (England and Wales)

Charity No: 1106331

020 8346 4000 | OFFICE@RESOURCE-CENTRE.ORG | RESOURCE-CENTRE.ORG

8 Dancastle Court, 14 Arcadia Avenue, London N3 2JU

Registered in England Number 5211299 Charity Registration Number 1106331 | Funded by voluntary contributions and supported by Jewish Blind and Disabled

EMPLOYMENT RESOURCE CENTRE

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EMPLOYMENT RESOURCE CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

For the year ended 31st December 2020

Constitution

The Employment Resource Centre, trading as “Resource”, is a company limited by guarantee registered in England & Wales and a registered charity governed by its Memorandum and Articles of Association. The charity number is 1106331. The company number is 05211299.

Directors and Trustees

The board of the charitable company (‘the charity’) is its Trustees for the purposes of charity law and throughout this report are collectively referred to as the Trustees. The Trustees are elected by the members of the charitable company attending the Annual General meeting and they all serve 3-year terms following which they may stand for re-election.

The Trustees serving during the period and since the period end are as follows:

Chair: Michael Beral	Appointed Chair on 20 March 2020
Barry Mordsley	
Kate Fulton	
James Field	
Natalie Smith	
Shirley Fenster	
Barbara Carter	Appointed 20 May 2020
Alan Sanders (previous Chair)	Resigned 20 March 2020
Julian Glicher FCA	Resigned 20 March 2020
Patricia Ward	Resigned 20 March 2020

Resource Advisory Council

David Arnold
Julian Glicher FCA
Patricia Ward
Alan Sanders

Staff:

Victoria Sterman	- Chief Executive Officer
Lisa Christie	- Office Manager
Emma Brand	- Office Administrator
Lynne Cantor	- Relationship Manager
Gemma Wiseman	- Marketing & Communications Manager

EMPLOYMENT RESOURCE CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

For the year ended 31st December 2020

Registered Office

Unit 8, Dancastle Court
14 Arcadia Avenue
London N3 2JU

Reporting Accountants

Taylor Viney & Marlow
Chartered Accountants
46-54 High Street
Ingatestone
Essex CM4 9DW

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2020

The Trustees present their report and the audited financial statements of the charity for the year ended 31st December 2020. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities (2005).

Object of the Society

The Charity's object and its principal activity is: -

The relief of unemployment for the benefit of the public in such ways as may be thought fit including assistance to find employment.

Working name

"Resource".

Organisational Structure

The Charity is UK based with its office in London.

The Charity's governing body is the Board of Trustees, which comprises at least three and not more than fifteen individuals, all of whom must be members. The Trustees meet regularly to manage its affairs, to oversee the work of the Charity, to consider future projects and are involved in strategic decisions for the organisation.

Investment powers

Under the Memorandum and Articles of Association, the Charity has powers, which may be exercised only in promoting the Objects of the Society.

Public benefit

The Charities Act 2011 requires all charities to meet the legal requirement that its aims are for the public benefit. The Charities Commission in its Charities and Public Benefit guidance states that there are two key principles to be met in order to show that an organisation's aims are for the public benefit: firstly, there must be an identifiable benefit or benefits and secondly, that the benefit must be to the public or a section of the public. By helping to provide skills and encouragement leading to employment, the Trustees consider that they have complied with section 17 of the Charities Act 2011 and the guidance issued by the Charity Commissioners in respect of Public Benefit.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2020

Objectives and Activities

Resource is a charity that helps unemployed people, predominantly from the Jewish community, into employment.

Vision and Mission

Resource's vision is of a world in which all Jewish people can support themselves financially through employment or self-employment. Resource exists to ensure that no Jewish person facing unemployment or wishing to return to work is unsupported, and that they are helped to acquire the necessary skills and confidence to gain employment, self-employment or voluntary work.

Highlights of the Year

- Resource is professionally run by a team of 5 part time staff and 50 dedicated volunteers
- In March 2020 the first Covid-19 pandemic lockdown was announced. Within just a few days all of Resource's services were pivoted to be delivered online and the support for our clients continued in that form all year.
- In 2020 we supported almost 700 clients, through attendance at either our tailored job search programme or one or more of our one-off events or workshops, all of which were delivered online from April onwards.
- We are extremely proud of our success rate in one of the most challenging years we have ever experienced: despite the pandemic and its impact on employment 63% of the clients we supported in 2020 secured employment within 6 months of receiving our support (down from 70% in 2019) and more did so in the subsequent months
- Each client has access to one to one support from a dedicated advisor, the option to attend a range of relevant seminars or interactive webinars, one to one IT training, mock interviews, psychometric profiling, and the use of facilities such as computers and printers when we are allowed access to our offices,
- In addition to the practical support each client receives, we provide robust emotional support to help boost and motivate people going through job search. The vast majority of the clients we supported during 2020 felt their self-confidence had improved as a result of their time spent at Resource
- During the last few years, we have built a community of past Resource clients, known as the Resource Community. The Community has a dual purpose: to help previous clients progress in their careers, giving them access to training and networking events, as well as keeping in regular contact with Resource. At the same time, we ask Resource Community members to help our current clients with networking introductions, to provide information and to identify employment opportunities within their field.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2020

Developments, Activities and Achievements during the Year

Tailored Job Search Programmes

During the year under review Resource was able to provide support to 310 clients on the tailored job search programme to help find and secure employment. This number is lower than in the previous year, but this is entirely down to the impact of the pandemic. The switch to online services also allowed us to offer our services nationally. There are no charges to our clients for any of the services provided, which include:

- **Advisors**

Each client is assigned a dedicated professional advisor to help clients focus on their job search strategy. Through regular meetings, the advisors cover all aspect of clients' job search, including developing CVs, covering letters, and application forms. All of our advisors have achieved success in one or more industries and businesses. The requirements of each of our clients are different, and it is through the efforts and sensitivity of our advisors that clients receive a consistently high standard of service, tailored to the specific job and support needs of each and every individual.

Regular continuous professional development sessions are held for advisors to ensure that they are kept up to date with current recruitment practices.

- **Workshops and Seminars**

Resource offers 12 different workshops and seminars covering all aspects of job search and career development. Most of the sessions are half days, and they include Practice Your Interview Skills, Communication and Presentation Skills, Introduction to LinkedIn and Making Your Application Stand Out. Our 2-day flagship seminar, Tools and Techniques of Today's Job Market, continues to provide the starting point for clients' job search. All the workshops and seminars were rewritten and updated during the year so that they can be delivered as online webinars as well as face to face seminars once we are able to do so safely.

- **Mock Interviews**

Mock interviews are encouraged for all clients before attending a real interview and are conducted in as lifelike conditions as possible. The opportunity to practice the interview and receive constructive feedback is an invaluable part of the interview preparation and provides a significant confidence boost to job seekers. We have always offered the option of a video mock interview and this year this mode became the norm.

TRUSTEES' REPORT

For the year ended 31st December 2020

- IT Training

Our experienced and knowledgeable IT trainers provide one-to-one tuition and guidance on Microsoft Office packages and the Internet to enable clients to upgrade their skills, or improve their confidence in using IT, for today's workplace. Each session is tailored to the individual, and may cover basic, intermediate or advanced levels.

- Psychometric Profiling

Psychometric profiling can help clients to uncover the values and interests that are important to their overall career satisfaction, as well as gaining an opportunity to practice completing a psychometric profile or test. Clients can choose to undertake an online psychometric profiling exercise to be reviewed with a qualified Psychometric advisor.

Workshops and Events

Workshops held in 2020 included:

- **The Ageless Jobsearch (June 2020)**

Following on from the success of the event the previous two years, this workshop was designed to help older people face their job search with confidence. The event included advice on how to write an "ageless" CV, how to use social media in job search, and how to stand out at interview. We were delighted to welcome Baroness Ros Altmann as our keynote speaker.

- **Limmud (August 2020)**

Four members of our team presented to over 60 people at Limmud's summer day of learning (online). We received excellent feedback and several new enquiries from clients in the following weeks.

- **How to Get a Job from your Living Room webinar (September 2020)**

This event, delivered in partnership with JW3, focused on the current job market and approach to jobhunting in a "work for home" environment. These events are important for spreading the awareness of Resource across different parts of the Jewish community as well as helping those that attend.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2020

- **Limmud (December 2020)**

We presented to an audience of around 70 people our workshop on how to get a job during the pandemic, with a particular focus on interview skills. We included role play videos for the first time, including how to respond to the typical opening question “Tell me about yourself?”, how to respond to competency-style questions like “Tell me about a time when you led a successful project”, and how to prepare for a video interview. The workshop was well-received, and the videos will be useful resources in a variety of situations.

Events held for the Resource Community in 2020 include:

- **On Millennials, By Millennials (June 2020)**

Dr Elizabeth Michelle, psychologist, speaker, workplace engagement consultant and educator, facilitated an engaging and entertaining session focusing on optimising millennial and ‘Gen-Z’ performance and retention in the workplace.

- **Emotional Intelligence (November 2020)**

Nicole Sorrell, Global Director at Lumina Learning led an interactive session on Emotional Intelligence. The dynamic and insightful session increased participants' understanding of the importance of developing Emotional Intelligence and exploring how to develop this to ensure effective relationships.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2020

Community Support

Two clients from Turning Point (the Metropolitan Police's deferred prosecution scheme) were supported during the year.

2020 in numbers:

No. of individual clients attending Resource's full programme	310
No. of people attending special events	375
No. of one:one appointments with advisors	1076
No. of full programme clients securing employment	195

Volunteers

Resource could not operate without the dedicated support and tireless energy and enthusiasm of its 50 professional volunteers. During the year, three long standing advisor volunteers retired and four new advisors were recruited and inducted. All volunteers receive comprehensive induction and regular training, and a number of social events are held during the year (online where necessary) to recognise and thank the volunteers for their invaluable contribution.

Professional Staff

The Trustees are indebted to the professionalism and the expertise of our professional staff and to all of them we express our sincere thanks.

Trustees

The Trustees have met regularly throughout the year to receive the CEO's report and give strategic advice and guidance. The Trustees assess the skill sets required by the Charity based on an annual skills assessment of the Board. In line with good practice the charity continues to seek and appoint Trustees with appropriate skills for strong governance. New Trustees are sought by advertising and by more informed methods of search; promising candidates are interviewed by Trustees and briefed by senior staff.

New Trustees undergo an orientation day to brief them on their obligations under charity and company law, the content of the Articles of Association, the committee structure and decision-making process, the operational strategy, current issues and recent financial performance of the charity. During the induction day they meet key volunteers, employees and other Trustees. Trustees are encouraged to attend board workshops and appropriate external training events where these will facilitate the undertaking of their role.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2020

The Trustees welcomed Barbara Carter to the Board, an experienced HR Director and well known to Resource as she has been a volunteer Advisor for several years. Barbara's professional experience, together with her first-hand experience of helping Resource's clients into employment make her an extremely valuable addition to the Board.

The Trustees would like to thank the Trustees who retired this year, namely Julian Glicher, Alan Sanders and Trisha Ward, who have made a valuable contribution over many years and without whom the organisation would not be what it is today. We are delighted to have retained their wealth of knowledge and commitment to Resource by appointing them to our newly created Advisory Council.

Resource Advisory Council

The Resource Advisory Council (established last year) also met as required to provide guidance and support to the Trustees. We are grateful to the Advisory Council, which currently comprises recently retired Trustees, for their continuing enthusiasm for Resource and its community support.

External Communications

We continue to increase efforts to raise our profile in the community to ensure that our services are known to everyone who may need them. Through regular advertisements in the Jewish press and in communication via synagogues, contribution to the weekly 'Ask the Expert' feature in the Jewish News, interviews on radio and through podcasts, and an increased presence on social media, we have achieved more visibility within the community. We added Instagram to our already thriving social media accounts, and post regularly on all channels.

Our new website was launched in June, representing Resource as a modern, professional organisation. *"You've got it in you to find and win the job that you've been searching for, but if you need support and guidance in getting there, we'll be your professional cheerleader. We'll work alongside you to define goals, help you gain the skills required to confidently attack the job market, and we'll be there to celebrate with you when you get the call to say, 'the job is yours!'"*

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2020

Partnerships

Resource is proud of our ongoing partnerships with a variety of communal organisations, including Jami, Jewish Women's Aid, JW3, Maccabi Streetwise, ORT UK and Work Avenue. By working in close collaboration with our partners we can ensure we provide the most relevant, targeted and appropriate support for members of our community who are in need.

Fundraising

Resource is grateful to receive grants from a number of individuals and charitable trusts that fund our work. Our regular fundraising events were inevitably curtailed this year but we were delighted to still be able to raise over £11,000 with an online quiz, engaging more than 200 people.

We are extremely appreciative of the continued support provided to us by Jewish Blind and Disabled.

Reserves Policy

In line with the recommendations of the Charity Commission, the Trustees have formally adopted a reserves policy. This recognises that the income of the Company does not arise evenly year on year and so to enable the Company to plan its activities the Trustees have decided it would be prudent to hold reserves equal to six – nine months running costs.

Based on the 2020 accounts, annual income totalled £320,362 (2019: £335,188) and annual expenditure totalled £304,833 (2019: £325,923). This resulted in a surplus for the year of £15,530 (2019: £9,265) with overall surplus reserves at 31 December 2020 of £289,130 (2019: £273,600). The Trustees are satisfied with the outturn for the financial year given the difficult circumstances of the pandemic faced during the period under review.

Risk Management

The Trustees have carried out a detailed review of the Charity's activities highlighting the risks the Charity is exposed to and the steps taken to mitigate those risks. As part of this process the Trustees have reviewed the financial procedures in order to ensure that they still meet the needs of the Charity.

The major risks to which the Company is exposed, as identified by the Trustees, are and will continue to be regularly reviewed, and systems have been and will be established, and where appropriate, professional advisors have been or will be appointed to mitigate those risks.

EMPLOYMENT RESOURCE CENTRE

TRUSTEES' REPORT

For the year ended 31st December 2020

Parameters of the Charity's work

Resource is funded primarily by individuals and trusts in the Jewish community and its main focus is to serve the needs of the community. Resource appreciates funding from beyond the community and where possible will help anyone, regardless of religion.

The Trustees would like to record their thanks to all of the donors, volunteers and management team, without whom none of the work would be possible.

Trustees' responsibilities in relation to the financial statements

The Trustees (who are also directors of Employment Resource Centre for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 2015 / (FRS 102)
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approval

This Report was approved by the Trustees on 1st July 2021 and signed on its behalf by:

M Beral - Trustee

B Mordsley - Trustee



EMPLOYMENT RESOURCE CENTRE

INDEPENDENT EXAMINERS REPORT ON THE UNAUDITED ACCOUNTS

TO THE TRUSTEES OF THE EMPLOYMENT RESOURCE CENTRE

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 December 2020 which are set out on pages 10 to 15.

Responsibilities and basis of report

As the charity 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 company'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

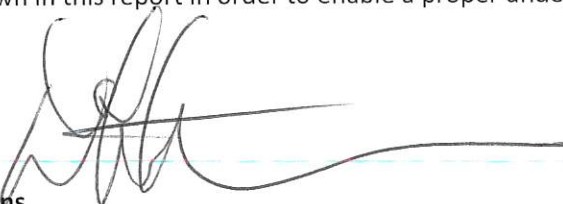
Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed 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 that in any material respect:

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.

Signed:



David J. Stevens
Institute of Chartered Accountants in England and Wales
Taylor, Viney & Marlow
Chartered Accountants
46-54 High Street
Ingatestone Essex CM4 9DW

Date: 1st July 2021

EMPLOYMENT RESOURCE CENTRE

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	2020 Designated £	2020 Unrestricted £	2020 Total £	2019 Designated £	2019 Unrestricted £	2019 Total £
Incoming resources							
Donations	3	-	315,768	315,768	-	312,652	312,652
Fund raising events		-	4,594	4,594	-	22,536	22,536
Total incoming resources		-	320,362	320,362	-	335,188	335,188
		=====	=====	=====	=====	=====	=====
Resources expended							
Charitable expenditure							
Fund raising activities		-	665	665	-	13,034	13,034
Education & training		-	25,890	25,890	-	28,455	28,455
Management & Administration	4	-	278,278	278,278	-	284,434	284,434
Total resources expended		-	304,833	304,833	-	325,923	325,923
		=====	=====	=====	=====	=====	=====
Funds brought forward		16,027	257,573	273,600	27,902	236,433	264,335
Net movement in funds		422	15,108	15,530	(1,554)	10,819	9,265
Transfer between funds		-	-	-	(10,321)	10,321	-
Total funds carried forward	9	16,449	272,681	289,130	16,027	257,573	273,600
		=====	=====	=====	=====	=====	=====

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

All incoming resources and resources expended derive from continuing activities.

EMPLOYMENT RESOURCE CENTRE

BALANCE SHEET AS AT 31 DECEMBER 2020

	Notes	£	2020 £	£	2019 £
Fixed Assets					
Tangible assets	6		17,407		21,809
Current Assets					
Debtors	7	19,301		60,000	
Cash and bank		273,173		199,664	
		<u>292,474</u>		<u>259,664</u>	
Creditors					
Amounts falling due within one year	8	(20,751)		(7,873)	
		<u></u>		<u></u>	
Net current assets			271,723		251,791
Net assets			<u>289,130</u> =====		<u>273,600</u> =====
Charity Funds					
Unrestricted funds	9		272,681		257,573
Designated funds	9		16,449		16,027
Members funds	9		<u>289,130</u> =====		<u>273,600</u> =====

EMPLOYMENT RESOURCE CENTRE

BALANCE SHEET (CONTINUED) AS AT 31 DECEMBER 2020

In preparing these financial statements

- a) The Trustees are of the opinion that the company is entitled to the exemption from audit conferred by Section 477 of the Companies Act 2006
- b) No notice has been deposited under Section 476 of the Companies Act 2006 and
- c) The Trustees acknowledge their responsibilities for
 - i) ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006
 - ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with Sections 394 and 395 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

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

These financial statements were approved by the Trustees on 1st July 2021.



Michael Beral - Chair



Barry Mordsley - Trustee

Company Registration No. 05211299

EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1. Accounting Policies

1.1 General information and basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

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 significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

1.2 Income

- a) Income is recognised in the year to which it relates. Income is deferred only when the Trust has to fulfil conditions before becoming entitled to it or when the donor has specified that the income is to be expended in a future period
- b) Voluntary income is received by way of donations and gifts and is included in the Statement of Financial Activities when receivable. The income from fundraising ventures is shown gross, with the associated costs included in fundraising costs.

Fundraising costs

Fundraising expenditure comprises costs incurred in the staging of general fundraising events.

EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1.3 Costs of managing and administering the Society

Administration expenditure includes all expenditure not directly related to the charitable activity of fundraising ventures.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment - 25% reducing balance
Leasehold improvements - over the term of the lease

1.5 Funds accounting

Funds held by the Trust are:

Unrestricted general funds – these are funds that can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds – the Trustees may at their discretion, set aside unrestricted funds for specific purposes. Refer to note 9.

2.	Deficit / Surplus for the year	2020 £	2019 £
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Deficit / Surplus for the year is stated after charging: -

Depreciation of tangible assets	5,538 =====	5,107 =====
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3. Donations, legacies and similar incoming resources

Donations from individuals and trusts	315,768 =====	312,652 =====
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EMPLOYMENT RESOURCE CENTRE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

4. Management and Administration

	2020	2019
	£	£
Wages	147,284	135,677
Staff pension	3,076	2,677
Staff training	1,017	1,205
Rates and service charge	6,701	6,327
Operating lease payments	40,504	40,650
Security costs	-	82
Cleaning	2,292	3,949
Light & heat	-	92
Repairs and maintenance	1,930	2,293
Insurance	1,824	2,131
Computer running costs	13,771	14,661
General office & photocopier expenses	1,399	1,502
Travelling expenses	73	-
Consultancy fees	18,221	23,057
Accountancy	2,400	2,400
Bank charges	3	280
Client loan provision	1,600	-
Printing & stationery	1,080	1,583
Advertising	23,253	23,960
Website development	-	9,600
Telephone & Internet	3,333	3,952
Entertaining	243	1,121
Sundry expenses	2,736	2,128
Depreciation and Amortisation	5,538	5,107
	<u>278,278</u>	<u>284,434</u>
	=====	=====

5. Independent examiners remuneration

The independent examiners remuneration amounts to an independent examination fee of £2,400 (2019 - £2,400).

EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

6. Tangible Assets	Leasehold Improvements	Fixtures fittings & equipment	Total
	£	£	£
Cost			
At 1 January 2020	48,334	77,534	125,868
Additions	-	1,136	1,136
As at 31 December 2020	<u>48,334</u> =====	<u>78,670</u> =====	<u>127,004</u> =====
Depreciation			
At 1 January 2020	48,334	55,725	104,059
Charge for the year	-	5,538	5,538
As at 31 December 2020	<u>48,334</u>	<u>61,263</u>	<u>109,597</u>
Net book value			
As at 31 December 2020	<u>-</u>	<u>17,407</u>	<u>17,407</u>
As at 31 December 2019	<u>-</u>	<u>21,809</u>	<u>21,809</u>

All assets are used for the charitable purposes of the Trust.

7. Debtors	2020 £	2019 £
Prepayments and accrued income	13,841	52,828
Other debtors	5,461	7,172
	<u>19,302</u> =====	<u>60,000</u> =====

EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 DECEMBER 2020

8. Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	8,404	573
Accruals	3,701	2,940
PAYE liability	4,286	-
Client deposits – ring-fenced creditor	4,360	4,360
	<u>20,751</u> =====	<u>7,873</u> =====

9. Funds

	Unrestricted Fund £	Designated Fund 1 £	Total Funds £
Brought forward at 1 January 2020	257,573	16,027	273,600
Surplus for the year	15,108	422	15,530
Transfer between funds	-	-	-
Total funds at 31 December 2020	<u>272,681</u>	<u>16,449</u>	<u>289,130</u>

Designated funds

Designated fund (1) represents funds received specifically for aiding individuals to take vocational training or start their own businesses.

10. Liability of Members

The liabilities of members are limited. The Company is limited by guarantee without any share capital. Every member is liable to pay, if the Company is dissolved while he or she remains a member or within 12 months afterwards, up to the sum of £10 towards the costs of dissolution and liabilities incurred by the Company while he or she was a member.

EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR YEAR ENDED 31 DECEMBER 2020

11. Employees

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

	2020	2019
Administration	5	5
	=====	=====

No Trustees received any remuneration or other benefits during the year. There are no employees who received total employee benefits of more than £60,000.

12. Financial Commitments

As at 31 December 2020 the Company was committed to making the following payments under non-cancellable operating leases in the year to 31 December 2020:

	Land and buildings	
	2020	2019
	£	£
Operating leases which expire		
Within one year	36,500	36,500
Between two and five years	73,000	109,500
	<u>109,500</u>	<u>146,000</u>
	=====	=====