

**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

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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.

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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

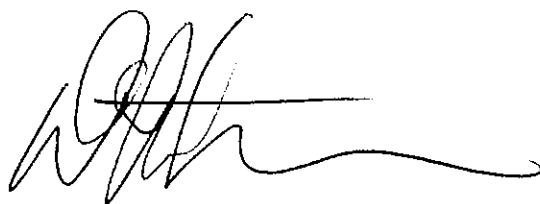
Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed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

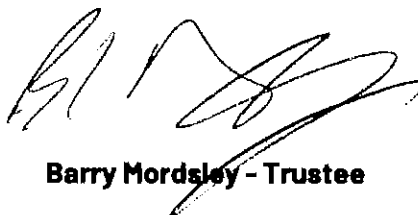
- a) The Trustees are of the opinion that the company is entitled to the exemption from audit conferred by Section 477 of the Companies Act 2006
- b) No notice has been deposited under Section 476 of the Companies Act 2006 and
- c) The Trustees acknowledge their responsibilities for
 - i) ensuring that 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>
	=====	=====

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>
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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
	=====	=====