

**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](mailto:OFFICE@RESOURCE-CENTRE.ORG) | [RESOURCE-CENTRE.ORG](https://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 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> December 2022**

The Trustees present their report and the audited financial statements of the charity for the year ended 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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 30<sup>th</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> December 2022**

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

On Tuesday 24<sup>th</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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.

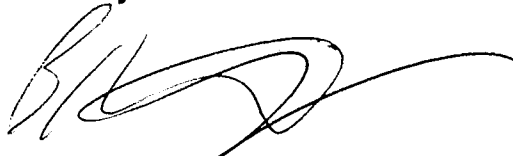
#### **Approval**

This Report was approved by the Trustees on 11<sup>th</sup> 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**

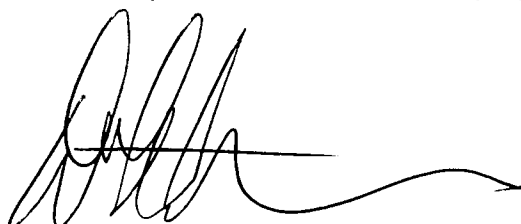
Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed 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: 11<sup>th</sup> May 2023**

**EMPLOYMENT RESOURCE CENTRE**

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

	<b>Notes</b>	<b>2022 Designated £</b>	<b>2022 Unrestricted £</b>	<b>2022 Total £</b>	<b>2021 Designated £</b>	<b>2021 Unrestricted £</b>	<b>2021 Total £</b>
<b>Incoming resources</b>							
Donations	<b>3</b>	-	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
<b>Total incoming resources</b>		-	333,959	333,959	-	338,903	338,903
<b>Resources expended</b>							
<b>Charitable expenditure</b>							
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	<b>4</b>	-	303,222	303,222	-	281,684	281,684
<b>Total resources expended</b>		-	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	-	-	-	-
<b>Total funds carried forward</b>		-	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 £
<b>Fixed Assets</b>					
Tangible assets	6		8,669		15,442
<b>Current Assets</b>					
Debtors	7	15,614		73,335	
Cash and bank		289,610		236,962	
		<u>305,224</u>		<u>310,297</u>	
<b>Creditors</b>					
Amounts falling due within one year	8	(26,012)		(24,721)	
		<u>-----</u>		<u>-----</u>	
<b>Net current assets</b>			279,212		285,576
<b>Net assets</b>			<u>287,881</u> =====		<u>301,018</u> =====
<b>Charity Funds</b>					
Unrestricted funds	9		287,881		284,449
Designated funds	9		-		16,569
<b>Members funds</b>	9		<u>287,881</u> =====		<u>301,018</u> =====



**BALANCE SHEET (CONTINUED) AS AT 31 DECEMBER 2022**

In preparing these financial statements

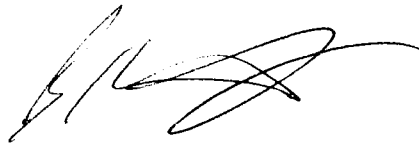
- a) The Trustees are of the opinion that the company is entitled to the exemption from audit conferred by Section 477 of the Companies Act 2006
- b) No notice has been deposited under Section 476 of the Companies Act 2006 and
- c) The Trustees acknowledge their responsibilities for
  - i) ensuring that 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 11<sup>th</sup> 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.

<b>2. Deficit / Surplus for the year</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>

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**

<b>6. Tangible Assets</b>	<b>Leasehold Improvements</b>	<b>Fixtures fittings &amp; equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
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	=====	=====	=====
<b>Depreciation</b>			
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	-----	-----	-----
<b>Net book value</b>			
As at 31 December 2022	-----	8,669	8,669
As at 31 December 2021	-----	15,443	15,443
	-----	-----	-----

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

<b>7. Debtors</b>	<b>2022 £</b>	<b>2021 £</b>
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**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
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>
	<u>=====</u>	<u>=====</u>

**9. Funds**

	<b>Unrestricted Fund</b>	<b>Designated Fund 1</b>	<b>Total Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
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>
	<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 2022**

**11. Employees**

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

	<b>2022</b>	<b>2021</b>
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:

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