

**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

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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.

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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

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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.

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- **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

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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.

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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

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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.

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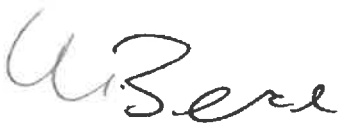
The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding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

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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.

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

Depreciation of tangible assets	2,474 =====	5,235 =====
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3. Donations, legacies and similar incoming resources

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

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**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	-	-	-
	<hr/>	<hr/>	<hr/>
As at 31 December 2023	48,334	41,892	90,226
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Depreciation			
At 1 January 2023	48,334	31,261	79,595
Charge for the year	-	2,474	2,474
Eliminated on disposal	-	-	-
	<hr/>	<hr/>	<hr/>
As at 31 December 2023	48,334	33,735	82,069
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Net book value			
As at 31 December 2023	-	8,157	8,157
	<hr/>	<hr/>	<hr/>
As at 31 December 2022	-	8,669	8,669
	<hr/>	<hr/>	<hr/>

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
	<hr/>	<hr/>
	14,217	15,614
	<hr/> <hr/>	<hr/> <hr/>

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.