

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

Company No: 05211299 (England and Wales)

Charity No: 1106331

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894 High Road, London, N12 NRH**

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

EMPLOYMENT RESOURCE CENTRE

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EMPLOYMENT RESOURCE CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

For the year ended 31st December 2024

Constitution

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

Directors and Trustees

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

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

Chair: Michael Beral

Shirley Fenster

Anne Fenton

James Field

Kate Fulton (appointed 18/01/2024)

Jeremy Kelly

Simon Mitchell (resigned 28/01/2025)

Peter Musgrave

Simon Samuels (appointed 29/01/2025)

Resource Advisory Council

David Arnold MBE

Julian Glicher FCA

Patricia Ward

Alan Sanders

Senior Management Staff

Victoria Sterman - Chief Executive Officer

EMPLOYMENT RESOURCE CENTRE

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

Registered Office

894 High Road
London
N12 9RH

Reporting Accountants

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

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

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

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

Object of the Society

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

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

Working name

"Resource".

Organisational Structure

The Charity is UK based with its office in London.

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

Investment powers

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

Public benefit

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

Objectives and Activities

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

Vision

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

Mission

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

Geographical reach

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

Methodology

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

Highlights of the Year

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

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

Developments, Activities and Achievements during the Year

Tailored Job Search Programmes

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

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

- **Advisors**

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

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

- **Workshops and Seminars**

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

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

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

Job Search Skills

CV Writing

Interview Skills

How to Use AI in Your Job Search

Make a Successful Impact in Your New Role

Networking & Social Media

Networking Skills

Introduction to LinkedIn

LinkedIn – Beyond the Profile

Using Facebook, Instagram & TikTok to Land a Job

Career Development

Career Reflections & Reset

Yes You Can (Confidence & Motivation Workshop)

Graduate Assessment Centre

- **Mock Interviews**

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

- **IT Training**

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

- **Psychometric Profiling**

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

Workshops and Events

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

Age-Less Job Search Workshop with Baroness Altmann CBE

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

Resource CV & Tea sessions at the Head Room Café

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

Resource Community event: Refresh, renew, revise

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

Office Inauguration with Chief Rabbi Sir Ephraim Mirvis

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

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

Fundraising Events

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

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

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

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

2024 in numbers:

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

Volunteers

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

Professional Staff

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

Trustees

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

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

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

Resource Advisory Council

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

Partnerships

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

Fundraising

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

Reserves Policy

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

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

Risk Management

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

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

Parameters of the Charity's work

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

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

Trustees' responsibilities in relation to the financial statements

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

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP 2019 - FRS 102,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

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

In so far as the Trustees are aware:

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

Approval

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



Michael Beral - Trustee



Peter Musgrave - Trustee

EMPLOYMENT RESOURCE CENTRE

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

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

Responsibilities and basis of report

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

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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Signed:

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

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

Date: 10th June 2025

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

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

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

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BALANCE SHEET AS AT 31 DECEMBER 2024

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

BALANCE SHEET (CONTINUED) AS AT 31 DECEMBER 2024

In preparing these financial statements

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

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

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



Michael Beral - Chair



Peter Musgrave - Trustee

Company Registration No. 05211299

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

1. Accounting Policies

1.1 General information and basis of preparation

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

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

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

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

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

1.2 Income

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

Fundraising costs

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

1.3 Costs of managing and administering the charity

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

1.4 Tangible fixed assets and depreciation

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

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

1.5 Funds accounting

Funds held by the Trust are:

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

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

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

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

4. Management and Administration

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

5. Independent examiners remuneration

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

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

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

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

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

EMPLOYMENT RESOURCE CENTRE
NOTES TO THE FINANCIAL STATEMENTS
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8. Creditors: amounts falling due within one year

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

9. Funds

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

10. Liability of Members

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

EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 DECEMBER 2024

11. Employees

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

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

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

12. Financial Commitments

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

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