

Registered number: 07333911
Charity number: 1143246 & SC045901

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2023



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THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

CONTENTS

	Page
Reference and Administrative Details of the Company, its Trustees and Advisers	1
Foreword	2 - 3
Trustees' Report	4 - 10
Independent Auditors' Report on the Financial Statements	11 - 14
Consolidated Statement of Financial Activities	15
Consolidated Balance Sheet	16
Company Balance Sheet	17
Consolidated Statement of Cash Flows	18
Notes to the Financial Statements	19 - 37

**THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

Trustees	J Newman, Chair of Trustees I F MacDonald, Non-Executive Director (resigned 16 December 2022) J Rogers, Chief Executive A Malhotra, Non-Executive Director D Langton, Non-Executive Director E Bannerman, Non-Executive Director K A Fraser, Non-Executive Director N L McKenna, Non-Executive Director R Hill, Non-Executive Director L Winward, Non-Executive Director J Abboud, Non-Executive Director S L Munro, Non-Executive Director J G Restell, Non-Executive Director
Company registered number	07333911
Charity registered number	1143246 & SC045901
Registered office	Vertigo Cheese Lane Bristol BS2 0JJ
Chief executive officer	J Rogers
Independent auditors	Bishop Fleming LLP Chartered Accountants Statutory Auditors 10 Temple Back Bristol BS1 6FL
Bankers	HSBC Bank PLC Cabot Circus Bristol BS1 3BA
Solicitors	TLT LLP 1 Redcliff Street Bristol BS1 6TP

**THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**FOREWORD
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

We are pleased to present our annual report together with the audited consolidated financial statements of the Workforce Development Trust Limited ("the Group") for the year ended 30 September 2023.

This year, the Group reported income of £10,362,406, with a surplus of £41,026 for the year (2022: surplus of £704,793). This financial health allows us to reinvest in enhancing our service offerings.

During the year, the Group has aided 138,000 individuals to improve their skills and supported over 770 organisations operating in our sectors. Highlights include:

- Development of 15 new apprenticeship standards for the health sector. These apprenticeship standards are set to attract around 1,000 new starts a year and will underpin the NHS Long Term Workforce Plan. Our Health Apprenticeship Service Online (HASO) alone attracted more than 360,000 views and 90,000 downloads in the year.
- Development of the Peer Worker apprenticeship standard to allow those who have experienced health or social problems to move into employment and provide peer support and trauma informed care to thousands of service users experiencing similar challenges.
- Delivery of 1,257 End-Point Assessments for apprentices working in public services, ensuring that staff working in these challenging roles are equipped with the skills, knowledge and behaviours to deliver crucial frontline services.
- Delivery of over 850,000 statutory and mandatory training courses to over 100,000 medical professionals.
- Our Health Heroes Awards were again hugely successful and widely supported in their seventh year, recognising the exceptional contributions and pivotal roles of apprentices and the wider support workforce.
- 94% of NHS Trusts in England and Wales, accounting for approximately 1.19 million employees, have declared alignment to the Core Skills Training Framework, giving them confidence in the content of their statutory and mandatory training, facilitating employees to passport their skills across the system.
- We have supported sector skills bodies to improve technical vocational education and training systems in Serbia, Belize and Georgia, developing sustainable strategies that strengthen the linkage between government, education and industry. Transforming workforce skills through training over 3,400 participants in our WorldHost programme.
- The enhancement of 225 Probation Officers' skills to become Trainee Practice Tutor Assessors, facilitating the qualification process for new Probation Officers and contributing to an increase of 863 Probation Officers in service.
- Our eRostering solutions have been used to generate more than 10,000 rota patterns and have helped over 30,000 doctors in the safe management of shift schedules.
- Our Inspire Justice Awards celebrated the dedication of the broader justice workforce that ensures the smooth operation of our criminal justice system at the QE II Conference Centre. Award winners were joined by senior figures across the sector and congratulated by the Lord Chancellor and Secretary of State for Justice. The inauguration of the Inspire Justice Awards, celebrating the dedication of the broader justice workforce that ensures the smooth operation of our criminal justice system.

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

FOREWORD (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Internally we have remained committed to fostering a unified culture across the Group, enabling us to deliver high quality services and support to all the sectors in which we operate. Recognising our strong financial position, the Trustees have committed to a growth strategy from 2023/24 to broaden the impact of the excellent work being delivered across the Group.

After the end of the year, we strategically divested our eRostering division to concentrate on our core objective of improving lives through better skills and better jobs delivering better services. This has bolstered the Group's already solid foundations, empowering us to further invest in the enhancement and expansion of support we can provide to employers and employees that deliver their vital services.



Jeremy Newman
Chair

**THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

The Trustees present their annual report together with the audited financial statements of the Company for the 1 October 2022 to 30 September 2023. The Annual Report serves the purposes of both a Trustees' Report and a directors' Report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Objectives and activities

a. Policies and objectives

To support the development and effective use of workforce skills to provide services for public benefit by, but not limited to:

- Promoting and advancing workforce education, training and skills through the development of frameworks, capabilities, competences, knowledge and qualifications
- Improving the design and implementation of workforce development practices and policies through research, analysis and the provision of insights and expertise
- Providing integrated learning, accreditation and digital solutions that increase the effectiveness of workforce skills development, deployment and management
- Undertaking and assisting in the identification, design and recognition of continuing professional development for individuals and teams

As the UK wide Sector Skills Council for Health and Justice, licensed by the UK Government, the company holds a unique place in these sectors. It is our aim to contribute to the preservation and protection of good health in the United Kingdom by contributing to the strategic development and improvement of the health sector workforce and advancing the education, training and skills of that workforce for the public benefit.

The company will continue to undertake work of this sort to the benefit of the public for the foreseeable future.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Strategies for achieving objectives

The company's overarching strategy continues to be to develop a self-sustaining business model via the provision of a range of products and services to the health and justice sectors that create a better skilled and flexible workforce.

c. Activities undertaken to achieve objectives

During the year ended 30 September 2023 the company has continued to pursue its strategic aims through activities that have included:

- Supported over 138 individuals to improve their skills.
- Developed and reviewed over 180 qualifications and frameworks.
- Supported more than 770 organisations to transform approaches to workforce development and implement effective learning strategies and solutions.
- Surveyed over 5,000 individuals to establish skills and workforce needs.

**THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

Achievements and performance

a. Review of activities

All activities are geared towards our vision of organisations "Improving lives through Better skills and Better jobs delivering Better services."

Strategic and operational plans are approved by the Executive Team and our Board. Performance KPIs against objectives are systematically monitored and reviewed regularly at all levels. Specific projects are also evaluated and assessed for impact. Performance, financial management and planning are combined with robust risk management. The Board and Executive Team also periodically assess their own performance.

Once again during 2022/23 the organisation has substantially achieved its objectives as set out in the operational plan.

b. Factors relevant to achieve objectives

The Board continues to function effectively and currently meets five times per year with a number of strategic development activities factored in. It has established robust finance, contracting, personnel and IT systems and recognises the need to secure the future through a sustainable business model.

**THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

Financial review

a. Going concern

The forecast for the following two financial years (FY23/24 and FY24/25) are for surpluses of £282k and £561k respectively. The cashflow projections estimate that cash reserves will increase by ~£1m over the following twelve months, with further positive net cash inflows to follow thereafter.

On the basis of the level of existing reserves and forecast increases to those reserves over the next two years, we believe that The Workforce Development Trust Limited is and will continue to be a going concern for the foreseeable future and therefore consider the going concern basis to be appropriate. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

At 30 September 2023, the Workforce Development Trust holds cash reserves of £7.4m and balance sheet reserves of £9.7m. Of the balance sheet reserves, £4.5m is set aside as the Designated Reserve to ensure orderly settlement of the company's contracted liabilities if required. This comprises £0.6m in respect of AfC redundancy costs, £2.9m estimated running costs for six months and £1.0m as contingency.

Our reserves policy will enable the organisation to navigate difficult market conditions over the next 5 years and ensure that the organisation is sustainable into the foreseeable future.

c. Principal risks and uncertainties

The Workforce Development Trust recognises its obligation to identify and review its exposure to risk. It has agreed strategy and policy documents in place and its risk register is reviewed and monitored by the Governance and Audit Committee on a regular basis with regular reports through to the Board. The key risks identified in 2022/23 were:

- Failure to meet financial plan and achievement of group wide financial targets;
- Cyber-security;
- Delivery of key contracts;
- Competition and reputation; and
- Recruitment and retention of key people.

A series of measures to control, mitigate and minimise the effects of risk are in place, including developing and maintaining a diverse range of products and services and income sources in order to reduce the risk of over reliance on a single source of income and small number of products available for sale.

The company has taken out insurance policies to cover key risks in respect of:

- Employer liability;
- Directors and officers liability;
- Professional indemnity; and
- Combined liability.

**THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

d. Financial review

Total Group incoming resources for the year amounted to £10,362,406 (2022: £11,349,812) and total expenditure £10,321,380 (2022: £10,645,019) resulting in a surplus of £41,026 (2022: surplus £704,793).

By far the largest proportion of expenditure related to staffing and overhead costs, which are predominantly fixed. We continue to support and flex our core staff through the use of associates and fixed term contracts in order to meet demand.

As at 30 September 2023 cumulative reserves amounted to £9,686,027.

Structure, governance and management

a. Constitution

The Workforce Development Trust is a company Limited by Guarantee (number 07333911) and is a registered Charity in England (number 1143246) and Scotland (number SC045901). Its governing document is its Memorandum and Articles of Association which was last updated 9 June 2015 and members of the Board of Trustees are also directors of the company in conjunction with the executive directors.

The Workforce Development Trust has two wholly owned trading subsidiaries (2022: three wholly owned trading subsidiaries):

- SFJ Awards Limited (SFJA) - This subsidiary is an awarding body for the Justice Sector. It operates in the UK and overseas. Any profits made by SFJA will be donated back to the Workforce Development Trust under Gift Aid arrangements.
- People 1st International Limited. This subsidiary provides strategic services to the hospitality, retail, travel and aviation sectors from the predecessor body. It operates in the UK and overseas. Any profits made by the subsidiary will be donated back to the Workforce Development Trust under Gift Aid arrangements.

b. Methods of appointment or election of Trustees

The management of the Group and the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum of Association. Often Trustees are recommended by existing Trustees but where necessary the Workforce Development Trust uses search and selection services and open advertising to publicise a Trustee agreed role description and person specification. Irrespective of the source all Trustees go through a rigorous and transparent appointment process prior to formal selection. The People Committee, a subcommittee of the Board, leads this process and makes the necessary recommendations to the full board.

**THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

Structure, governance and management (CONTINUED)

c. Organisational structure and decision-making policies

The management of the company and the group is the responsibility of the Trustees (who are elected and co-opted under the terms of the Articles of Association) and the Executive Directors (registered as Directors at Companies House) identified below:

The management of the company and the group is the responsibility of the Trustees (who are elected and co-opted under the terms of the Articles of Association) and the Executive Directors (registered as Directors at Companies House) identified below:

- John Rogers Chief Executive
- Christos Lucas Finance Director
- Candace Miller Executive Director

The Executive Directors meet twice a month and have delegated powers to act on behalf of the Board in accordance with an agreed scheme of delegation.

The day to day management of SFJ Awards is the responsibility of:

- The Group Chief Executive
- Finance Director
- Executive Director

The day to day management of People 1st International is the responsibility of:

- The Group Chief Executive
- Finance Director

The Board has an established sub structure, with agreed terms of reference, comprising:

- Finance and Performance Management Committee
- People Committee
- Governance and Audit Committee

The company has the following established operational committees:

- Executive Management Team
- Senior Management Team
- Performance Executive Committee
- Health and Safety Committee
- Information Security Management Systems Committee

d. Policies adopted for the induction and training of Trustees

The Trustees have continued to review governance arrangements during 2022/23.

The Trustees continue to work within the requirements of adopted policies and procedures for the training and induction of Trustees.

e. Pay policy for senior staff

The remuneration of senior staff is determined by the Board of Trustees on the advice of the People Committee on an annual basis.

**THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

Structure, governance and management (CONTINUED)

f. Related party relationships

The SfJA and People 1st International Limited provide a range of services to the sectors and are all wholly owned subsidiaries of the Workforce Development Trust.

Plans for future periods

Future Developments

Developments during 2023/24 will include:

- Leveraging our products, services and brands across our wider footprint; and
- Continued investment in and diversifying the markets for our range of products and services.

The Workforce Development Trust faces a number of key opportunities and challenges which will be addressed during the 2023/24 operational year.

Specifically, our prime objectives in 2023/24 will be to:

- Develop and start to implement our growth strategy in line with our Vision
- Continue to leverage the products, services and brands that we operate across the wider WDT footprint
- Achieve the planned financial results for FY2023/24.

Members' liability

The Members of the Company guarantee to contribute an amount not exceeding £1 to the assets of the Company in the event of winding up.

**THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' 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 . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Group and the Company and of their incoming resources and application of resources, including their income and expenditure, 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 of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 Group will continue in business.


The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Group and the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Group and the 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 Group and the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable group's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable group's auditors are aware of that information.

Approved by order of the members of the board of Trustees and signed on their behalf by:



J Newman
Chair of Trustees

Date: 19/3/24

**THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE WORKFORCE DEVELOPMENT TRUST LIMITED

OPINION

We have audited the financial statements of The Workforce Development Trust Limited (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 30 September 2023 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Company Balance Sheet, the Consolidated Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Group's and of the parent charitable company's affairs as at 30 September 2023 and of the Group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Group's or the parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

**THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE WORKFORCE DEVELOPMENT TRUST LIMITED (CONTINUED)

OTHER INFORMATION

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- the parent charitable company has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Group's and the parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

**THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE WORKFORCE DEVELOPMENT TRUST LIMITED (CONTINUED)

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

IDENTIFYING AND ASSESSING POTENTIAL RISKS RELATED TO IRREGULARITIES

- we have considered the nature of the industry and sector, control environment and business performance
- we have considered the results of our enquiries of management about their own identification and assessment of the risk of irregularities.
- for any matters identified we have obtained and reviewed documentation of the Companies' policies and procedures relating to:
 - identifying, evaluating, and complying with laws and regulations whether they were aware of any instances of non-compliance;
 - detecting and responding to the risk of fraud and whether they have knowledge of actual, suspected or alleged fraud; and
 - the internal controls established to mitigate the risks of fraud or non-compliance with laws and regulations.
- we have considered the matters discussed among the audit engagement team including the internal tax specialists regarding how and where fraud might occur in the financial statements and potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud in the following areas:

- revenue recognition cut off

In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory frameworks that the Company operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the UK Companies Act and tax legislation.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Companies' ability to operate or to avoid a material penalty. These included data protection regulations, health and safety regulations and employment legislation.

Audit response to risks identified

We identified revenue recognition cut off as a key audit matter related to the potential risk of fraud, our procedures to respond to risks identified included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;

**THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE WORKFORCE DEVELOPMENT TRUST LIMITED (CONTINUED)

- enquiring of management concerning actual and potential litigation claims;
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement or fraud;
- reading minutes of meetings of those charged with governance and reviewing correspondence with HMRC; and
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.

USE OF OUR REPORT

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



David Butler FCA DChA (Senior Statutory Auditor)

for and on behalf of

Bishop Fleming LLP

Chartered Accountants

Statutory Auditors

10 Temple Back

Bristol

BS1 6FL

Date: *21 March 2024*

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND
EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

	Note	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:				
Charitable activities	4	5,799,334	5,799,334	6,564,717
Other trading activities	5	4,354,207	4,354,207	4,748,716
Investments	6	208,865	208,865	36,379
Total income		10,362,406	10,362,406	11,349,812
Expenditure on:				
Raising funds		3,990,101	3,990,101	3,780,782
Charitable activities		6,331,279	6,331,279	6,864,237
Total expenditure		10,321,380	10,321,380	10,645,019
Net movement in funds		41,026	41,026	704,793
Reconciliation of funds:				
Total funds brought forward		9,645,001	9,645,001	8,940,208
Net movement in funds		41,026	41,026	704,793
Total funds carried forward		9,686,027	9,686,027	9,645,001

The notes on pages 19 to 37 form part of these financial statements.

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER:07333911

CONSOLIDATED BALANCE SHEET
AS AT 30 SEPTEMBER 2023

	Note	2023 £	2022 £
Fixed assets			
Intangible assets	11	330,791	635,737
Tangible assets	12	1,792,666	1,867,758
Investment property	13	484,716	484,716
		<u>2,608,173</u>	<u>2,988,211</u>
Current assets			
Debtors	15	1,882,538	1,903,999
Cash at bank and in hand		7,350,879	7,639,698
		<u>9,233,417</u>	<u>9,543,697</u>
Creditors: amounts falling due within one year	16	(2,155,563)	(2,886,907)
Net current assets		<u>7,077,854</u>	<u>6,656,790</u>
Total net assets		<u><u>9,686,027</u></u>	<u><u>9,645,001</u></u>
Charity funds			
Unrestricted funds			
Designated funds	17	667,000	617,575
General funds	17	9,019,027	9,027,426
Total unrestricted funds	17	<u>9,686,027</u>	<u>9,645,001</u>
Total funds		<u><u>9,686,027</u></u>	<u><u>9,645,001</u></u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



J Newman

Chair of Trustees

Date: 19/3/24

The notes on pages 19 to 37 form part of these financial statements.


THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER:07333911

COMPANY STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 30 SEPTEMBER 2023

	Note	2023 £	2022 £
Fixed assets			
Intangible assets	11	300,661	552,693
Tangible assets	12	1,789,666	1,863,633
Investments	14	2	3
Investment property	13	484,716	484,716
		<u>2,575,045</u>	<u>2,901,045</u>
Current assets			
Debtors	15	3,101,374	3,744,581
Cash at bank and in hand		7,233,977	7,009,909
		<u>10,335,351</u>	<u>10,754,490</u>
Creditors: amounts falling due within one year	16	(1,830,023)	(2,546,932)
Net current assets		<u>8,505,328</u>	<u>8,207,558</u>
Total net assets		<u><u>11,080,373</u></u>	<u><u>11,108,603</u></u>
Charity funds			
Unrestricted funds			
Designated funds	17	667,000	617,575
General funds	17	10,413,373	10,491,028
Total unrestricted funds	17	<u>11,080,373</u>	<u>11,108,603</u>
Total funds		<u><u>11,080,373</u></u>	<u><u>11,108,603</u></u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:


J Newman
Chair of Trustees
Date: 19/5/24

The notes on pages 19 to 37 form part of these financial statements.

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

	2023	2022
	£	£
Cash flows from operating activities		
Net cash used in operating activities	(425,296)	1,627,085
Cash flows from investing activities		
Interest received	208,865	36,379
Purchase of intangible assets	(47,602)	(255,858)
Purchase of tangible fixed assets	(24,786)	(291,512)
Net cash provided by/(used in) investing activities	136,477	(510,991)
Change in cash and cash equivalents in the year	(288,819)	1,116,094
Cash and cash equivalents at the beginning of the year	7,639,698	6,523,604
Cash and cash equivalents at the end of the year	7,350,879	7,639,698

The notes on pages 19 to 37 form part of these financial statements

**THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

1. GENERAL INFORMATION

The Workforce Development Trust Limited is a charitable company incorporated in England and Wales. The registered office is Vertigo, Cheese Lane, Bristol, BS2 0JJ.

2. ACCOUNTING POLICIES

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Workforce Development Trust Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated Statement of Financial Activities (SOFA) and Consolidated Balance Sheet consolidate the financial statements of the Company and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Company has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of Financial Activities in these financial statements.

2.2 COMPANY STATUS

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

2.3 GOING CONCERN

The Trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the company to continue as a going concern. The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

The Trustees have assessed the current trading conditions and the financial forecasts, and have considered alternative scenarios. Under all scenarios reviewed the Group has sufficient reserves to enable it to continue as a going concern. For this reason it continues to adopt the going concern basis in preparing the financial statements.

**THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

2. ACCOUNTING POLICIES (continued)

2.4 INCOME

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Grants received are recognised in the Statement of Financial Activities as voluntary income and classified as restricted or unrestricted depending on the terms attached to them.

Income on long term contracts is recognised in the Statement of Financial Activities to reflect the proportion of work carried out up to the year end.

Where incoming resources are received in advance they are deferred to the period to which they relate. An analysis of the movement on deferred income is included in note 16.

2.5 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Group's objectives, as well as any associated support costs.

2.6 BASIS OF CONSOLIDATION

The financial statements consolidate the accounts of the Workforce Development Trust Limited and all of its subsidiary undertakings ('subsidiaries').

The company has taken advantage of the exemption contained within section 408 of the Companies Act 2006 not to present its own Income and expenditure account.

The income and expenditure account for the year dealt with in the accounts of the company was £42,309 surplus (2022: £266,538 surplus).

2.7 INTEREST RECEIVABLE

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

2.8 FOREIGN CURRENCIES

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at rates of exchange ruling at the reporting date.

Transactions in foreign currencies are translated into sterling at the rate ruling on the date of the transaction.

Exchange gains and losses are recognised in the Consolidated Statement of Financial Activities.

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

2. ACCOUNTING POLICIES (continued)

2.9 INTANGIBLE ASSETS

Development costs are capitalised within intangible assets where they can be identified with a specific product or project anticipated to produce future benefits, and are amortised on the straight line basis over the anticipated life of the benefits arising from the completed product or project.

Deferred research and development costs are reviewed annually, and where future benefits are deemed to have ceased or to be in doubt, the balance of any related research and development is written off to the Statement of Financial Activities.

2.10 TANGIBLE FIXED ASSETS AND DEPRECIATION

A capitalised fixed asset is property, such as land buildings and/or equipment with a cost or value equal to or greater than £5,000 at the date of acquisition and which has an expected useful life in excess of one year. Capitalised fixed assets are acquired for the use in normal operations and are not under normal circumstances acquired for resale. All fixed assets are entered into the financial ledger for inventory and financial reporting purposes.

Assets costing less than £5,000 are accounted for in the financial year of purchase and are therefore not capitalised.

Costs to keep as fixed asset in its normal operating condition that do not extend the original useful life of the asset will not be capitalised. These costs are expenses as repairs and maintenance during the year in which they are incurred.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	- straight line over 50 years
Short-term leasehold	- straight line over 5 years, or life of lease if
improvement works	shorter
Fixtures and fittings	- straight line over 5 years
Office equipment	- straight line over 4-5 years

2.11 INVESTMENTS

Investments in subsidiaries are valued at cost less provision for impairment.

2.12 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.13 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

2. ACCOUNTING POLICIES (continued)

2.14 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated Statement of Financial Activities as a finance cost.

2.15 FINANCIAL INSTRUMENTS

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.16 OPERATING LEASES

Rentals paid under operating leases are charged to the Consolidated Statement of Financial Activities on a straight line basis over the lease term.

2.17 PENSIONS

The Group operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Group to the fund in respect of the year.

The company operates a defined benefits pension scheme. The scheme is a multi-employer scheme where it is not possible, in the normal course of events, to identify on a consistent and reasonable basis, the share of underlying assets and liabilities belonging to individual participating employers. Therefore, as required by FRS102, the company accounts for this scheme as if it was a defined contribution scheme. The amount charged to the Statement of Financial Activities represents contributions payable to the scheme in respect of the accounting period.

2.18 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

3. CRITICAL ACCOUNTING ESTIMATES AND AREAS OF JUDGEMENT

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means the actual outcomes could differ from those estimates.

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

Accrued and deferred income from long term contracts:

Long term contract balances are valued based on the stage of completion of the contract at the year end by reference to the costs incurred to year end and the total expected costs of the contract.

Where a contract is expected to be loss making, the balance is written down to the expected recoverable amount at the year end.

Operating lease commitments:

The company has entered into commercial property leases as a lessee for the use of property and equipment. The classification of such leases as operating or finance lease requires the company to determine, based on an evaluation of the terms and conditions of the arrangements, whether it retains or acquires the significant risks and rewards of ownership of these assets and accordingly whether the lease requires an asset and liability to be recognised in the Statement of Financial Position.

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Education and training	5,799,334	5,799,334	6,564,717
	<hr/>	<hr/>	<hr/>
TOTAL 2022	6,564,717	6,564,717	
	<hr/>	<hr/>	

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

5. INCOME FROM OTHER TRADING ACTIVITIES

Income from fundraising events

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Completion	1,207,881	1,207,881	1,023,628
Consultancy	1,243,104	1,243,104	1,015,703
Registrations	1,475,998	1,475,998	1,606,151
Other	427,224	427,224	1,103,234
	<u>4,354,207</u>	<u>4,354,207</u>	<u>4,748,716</u>
TOTAL 2022	<u>4,748,716</u>	<u>4,748,716</u>	

6. INVESTMENT INCOME

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Investment income	208,865	208,865	36,379
	<u>36,379</u>	<u>36,379</u>	
TOTAL 2022	<u>36,379</u>	<u>36,379</u>	

7. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £	Total funds 2022 £
Education and training	4,030,638	2,300,641	6,331,279	6,864,237
	<u>4,636,494</u>	<u>2,227,743</u>	<u>6,864,237</u>	
TOTAL 2022	<u>4,636,494</u>	<u>2,227,743</u>	<u>6,864,237</u>	

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

7. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF DIRECT COSTS

	Education and Training 2023 £	Total funds 2023 £	Total funds 2022 £
Staff costs	3,137,043	3,137,043	3,362,857
Depreciation	398,388	398,388	414,907
Consultancy	303,395	303,395	662,163
Bad debt provision	7,812	7,812	(25,468)
Travel and subsistence	98,230	98,230	134,605
Subscriptions	27,544	27,544	13,188
Apprenticeships	55,718	55,718	70,212
VAT adjustments	1,530	1,530	(516)
Difference on foreign exchange	978	978	(254)
Loss on disposal of fixed assets	-	-	4,800
	<u>4,030,638</u>	<u>4,030,638</u>	<u>4,636,494</u>
TOTAL 2022	<u>4,636,494</u>	<u>4,636,494</u>	

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

7. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF SUPPORT COSTS

	Education and Training 2023 £	Total funds 2023 £	Total funds 2022 £
Staff costs	1,259,021	1,259,021	1,006,125
Insurance	71,817	71,817	69,137
Bank charges	7,683	7,683	8,050
Office costs	38,324	38,324	54,818
Staff recruitment	104,407	104,407	211,856
Agency and other staff costs	5,710	5,710	44,047
Professional fees	15,578	15,578	16,965
Premises costs	122,606	122,606	123,506
Computer costs	542,981	542,981	521,738
Travel and subsistence	13,745	13,745	10,801
Advertising and promotion	93,269	93,269	137,078
Governance costs	25,500	25,500	23,622
	<u>2,300,641</u>	<u>2,300,641</u>	<u>2,227,743</u>
TOTAL 2022	<u>2,227,743</u>	<u>2,227,743</u>	

8. NET INCOMING RESOURCES/(RESOURCES EXPENDED)

This is stated after charging:

	2023 £	2022 £
Depreciation of tangible fixed assets	99,878	92,922
Amortisation of intangible fixed assets	352,548	402,459
Auditors remuneration	23,500	22,000
Operating lease rentals	20,750	8,250

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

9. STAFF COSTS

	Group 2023 £	Group 2022 £	Company 2023 £	Company 2022 £
Wages and salaries	5,475,970	5,381,401	3,746,379	3,701,236
Social security costs	419,274	431,016	419,274	431,016
Contribution to defined contribution pension schemes	236,572	236,730	236,572	236,730
	6,131,816	6,049,147	4,402,225	4,368,982

The average number of persons employed by the Company during the year was as follows:

	Group 2023 No.	Group 2022 No.
Operational Staff	110	110

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	Group 2023 No.	Group 2022 No.
In the band £60,001 - £70,000	8	5
In the band £70,001 - £80,000	3	5
In the band £80,001 - £90,000	4	2
In the band £90,001 - £100,000	2	1
In the band £100,001 - £110,000	-	2
In the band £140,001 - £150,000	1	1

Total termination payments amounted to £Nil in the year (2022: £42,923).

The key management personnel comprise the Trustees and the Senior Management Team. The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services was £714,952 (2022: £657,992).

10. TRUSTEES' REMUNERATION AND EXPENSES

In line with the provision in the governing document of the charity; the post of Chair is a remunerated position; and the Chief Executive only receives remuneration in respect of services provided undertaking the role of Chief Executive, finance and learning services and consultancy, and not in respect of services as a Trustee. Other Trustees have received payments from the charity in respect of their roles as Trustees, these Trustees will receive remuneration until their current term of office comes to an end. The value of Trustees remuneration, including employers pension costs, for the year was as follows; J Newman (Chair) £29,691 (2022: £25,882), J Rogers (Chief Executive) £167,824 (2022: £162,553).

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

11. INTANGIBLE ASSETS

GROUP

	Development £	Goodwill £	Total £
COST			
At 1 October 2022	2,065,721	370,883	2,436,604
Additions	47,602	-	47,602
At 30 September 2023	2,113,323	370,883	2,484,206
AMORTISATION			
At 1 October 2022	1,511,753	289,114	1,800,867
Charge for the year	300,909	51,639	352,548
At 30 September 2023	1,812,662	340,753	2,153,415
NET BOOK VALUE			
At 30 September 2023	300,661	30,130	330,791
At 30 September 2022	553,968	81,769	635,737

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

11. INTANGIBLE ASSETS (CONTINUED)

COMPANY

	Development £
COST	
At 1 October 2022	2,047,961
Additions	47,602
	<hr/>
At 30 September 2023	2,095,563
	<hr/>
AMORTISATION	
At 1 October 2022	1,495,268
Charge for the year	299,634
	<hr/>
At 30 September 2023	1,794,902
	<hr/>
NET BOOK VALUE	
	<hr/>
At 30 September 2023	300,661
	<hr/>
At 30 September 2022	552,693
	<hr/>

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

12. TANGIBLE FIXED ASSETS

GROUP AND COMPANY

	Freehold property £	Short-term leasehold property £	Fixtures and fittings £	Office equipment £	Total £
COST OR VALUATION					
At 1 October 2022	1,644,256	120,057	153,600	490,836	2,408,749
Additions	9,213	-	11,103	4,470	24,786
At 30 September 2023	<u>1,653,469</u>	<u>120,057</u>	<u>164,703</u>	<u>495,306</u>	<u>2,433,535</u>
DEPRECIATION					
At 1 October 2022	21,842	120,057	37,021	362,071	540,991
Charge for the year	18,364	-	27,609	53,905	99,878
At 30 September 2023	<u>40,206</u>	<u>120,057</u>	<u>64,630</u>	<u>415,976</u>	<u>640,869</u>
NET BOOK VALUE					
At 30 September 2023	<u>1,613,263</u>	<u>-</u>	<u>100,073</u>	<u>79,330</u>	<u>1,792,666</u>
At 30 September 2022	<u>1,622,414</u>	<u>-</u>	<u>116,579</u>	<u>128,765</u>	<u>1,867,758</u>

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

13. INVESTMENT PROPERTY

GROUP AND COMPANY

	Freehold investment property £
VALUATION	
At 1 October 2022	484,716
At 30 September 2023	<u>484,716</u>

14. FIXED ASSET INVESTMENTS

	Shares in group undertakings £
COMPANY	
COST OR VALUATION	
At 1 October 2022	3
Amounts written off	(1)
AT 30 SEPTEMBER 2023	<u>2</u>
NET BOOK VALUE	
AT 30 SEPTEMBER 2023	<u>2</u>
AT 30 SEPTEMBER 2022	<u>3</u>

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

15. DEBTORS

	Group 2023 £	Group 2022 £	Company 2023 £	Company 2022 £
	-	-	-	-
DUE WITHIN ONE YEAR				
Trade debtors	1,152,601	1,485,644	430,189	755,253
Amounts owed by group undertakings	-	-	2,068,540	2,729,489
Other debtors	1,136	11,177	229	3,449
Prepayments and accrued income	728,801	407,178	602,416	256,390
	1,882,538	1,903,999	3,101,374	3,744,581

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group 2023 £	Group 2022 £	Company 2023 £	Company 2022 £
Trade creditors	346,147	252,881	215,961	166,454
Amounts owed to group undertakings	-	-	-	49
Other taxation and social security	222,589	308,736	222,589	308,736
Other creditors	100,865	88,441	100,865	88,441
Accruals and deferred income	1,485,962	2,236,849	1,290,608	1,983,252
	2,155,563	2,886,907	1,830,023	2,546,932
	Group 2023 £	Group 2022 £	Company 2023 £	Company 2022 £
Deferred income at 1 October 2022	1,849,671	1,794,431	1,701,197	1,297,275
Resources deferred during the year	1,315,492	1,849,671	1,183,212	1,701,197
Amounts released from previous periods	(1,849,671)	(1,794,431)	(1,701,197)	(1,297,275)
	1,315,492	1,849,671	1,183,212	1,701,197

At the balance sheet date the group was holding funds received in advance for projects spanning the year end. Income has been included in the SOFA to represent the stage of completion of these projects and the excess has been deferred as appropriate.

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

17. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 October 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2023 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Future staff liabilities	617,575	-	-	49,425	667,000
GENERAL FUNDS					
General Funds	9,027,426	10,362,406	(10,321,380)	(49,425)	9,019,027
TOTAL UNRESTRICTED FUNDS	9,645,001	10,362,406	(10,321,380)	-	9,686,027

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

17. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 October 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2022 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Future staff liabilities	673,045	-	-	(55,470)	617,575
GENERAL FUNDS					
General Funds	8,267,163	11,349,812	(10,645,019)	55,470	9,027,426
TOTAL UNRESTRICTED FUNDS	8,940,208	11,349,812	(10,645,019)	-	9,645,001

DESIGNATED FUNDS

This fund has built up prior to and on transition to cover potential future staff liabilities arising from the TUPE of staff from Skills for Health. Following staff changes since 2013, a significant proportion of this fund was released to leave a balance reflective of the current estimate of potential future staff liabilities in relation to those individuals.

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	1,792,666	1,792,666
Intangible fixed assets	330,791	330,791
Investment property	484,716	484,716
Current assets	9,233,417	9,233,417
Creditors due within one year	(2,155,563)	(2,155,563)
TOTAL	9,686,027	9,686,027

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	1,867,758	1,867,758
Intangible fixed assets	635,737	635,737
Investment property	484,716	484,716
Current assets	9,543,697	9,543,697
Creditors due within one year	(2,886,907)	(2,886,907)
TOTAL	9,645,001	9,645,001

19. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	Group 2023 £	Group 2022 £
Net income for the year (as per Statement of Financial Activities)	41,026	704,793
ADJUSTMENTS FOR:		
Depreciation charges	99,878	92,922
Amortisation charges	352,548	402,459
Dividends, interests and rents from investments	(208,865)	(36,379)
Loss on the sale of fixed assets	-	5,789
Decrease in debtors	20,226	472,969
Decrease in creditors	(730,392)	(15,468)
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	(425,579)	1,627,085

20. ANALYSIS OF CASH AND CASH EQUIVALENTS

	Group 2023 £	Group 2022 £
Cash in hand	7,350,879	7,639,698
TOTAL CASH AND CASH EQUIVALENTS	7,350,879	7,639,698

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

21. ANALYSIS OF CHANGES IN NET DEBT

	At 1 October 2022 £	Cash flows £	At 30 September 2023 £
Cash at bank and in hand	7,639,698	(288,819)	7,350,879
	<u>7,639,698</u>	<u>(288,819)</u>	<u>7,350,879</u>

22. PENSION COMMITMENTS

The company's employees belong to three principal pension schemes. The NHS pension scheme for eligible staff which is a defined benefit scheme. Staff are offered a defined contributions scheme administered by the National Employment Savings Trust. An Aviva pension scheme was brought in during the year ended 30 September 2015 on transfer from JSSC.

NHS Scheme

Only NHS employees TUPE'd over from the University Hospitals Bristol NHS Trust belong to the NHS scheme, which is a multi-employer defined benefit pension scheme. As the company is unable to identify its share of the assets and liabilities of the scheme on a consistent and reliable basis, the scheme is treated by the company as if it were a defined contribution scheme, in accordance with Section 28 of FRS 102.

The pension cost charge represents contributions payable by the company to the scheme and amounted to £46,398 (2022: £86,939). Contributions totalling £11,149 (2022: £11,551) were payable to the scheme at the balance sheet date and are included in creditors.

Defined Contribution Schemes

The assets of these schemes are held separately from those of the company independently administered funds. The pension cost charge represents contributions payable by the company to the funds and amounted to £397,331, two funds (2022: £207,687, two funds). Contributions totalling £37,525 (2022: £32,354) were payable to the funds at the balance sheet date and are included in creditors.

23. OPERATING LEASE COMMITMENTS

At 30 September 2023 the Group and the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	Group 2023 £	Group 2022 £	Company 2023 £	Company 2022 £
Not later than 1 year	20,750	8,250	20,750	8,250
Later than 1 year and not later than 5 years	15,562	20,625	15,562	20,625
	<u>36,312</u>	<u>28,875</u>	<u>36,312</u>	<u>28,875</u>

THE WORKFORCE DEVELOPMENT TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

24. RELATED PARTY TRANSACTIONS

The Workforce Development Trust Limited is claiming the exemption under FRS 102 Section 33 not to disclose transactions with wholly owned subsidiaries.

25. POST BALANCE SHEET EVENTS

During the year, the Company conducted a review into whether its eRostering service fits into the Group's wider Workforce Development services and operations. After the year end, and in line with the outcome of the review, the Company sold the trade and assets relating to the eRostering service to a third party that the Trustees determined as being best placed to take the eRostering business forward. In the 2022/23 financial year, the service generated revenue of £782k.

26. PRINCIPAL SUBSIDIARIES

The following were subsidiary undertakings of the Company:

Names	Company number	Equity shareholding %	Basis of control
SFJ Awards Limited	06926458	100%	Fully owned and controlled
People 1st International Limited	11332207	100%	Fully owned and controlled

The financial results of the subsidiaries for the year were:

Names	Income £	Expenditure £	Profit/(Loss) / Surplus/ (Deficit) for the year £	Net assets £
SFJ Awards Limited	2,723,631	(2,193,952)	299,728	1
People 1st International Limited	1,575,737	(1,505,198)	70,539	(1,393,110)

During the year, The National Skills Academy for Health Limited, a 100% owned and controlled subsidiary of The Workforce Development Trust Limited, was dissolved.