

Company Registration Number  
8929034 Charity Registration  
Number 1158831



**TRANSFORM TRAINING LTD**  
**ANNUAL REVIEW**  
**DIRECTORS' REPORT AND FINANCIAL**  
**STATEMENTS FOR THE YEAR ENDED 31 MARCH**  
**2021**

## **TRANSFORM TRAINING LTD**

### **COMPANY INFORMATION**

Directors and Trustees	Victoria Jones Dawn Elliott Katriona MacArthur-Brown Andrew Jones
Incorporated	In England on 7 <sup>th</sup> March 2014
Company Number	8929034
Registered Office	Dukeries Business Centre 31 – 33 Retford Road Worksop Nottinghamshire S80 2PU
Independent Examiners	N Parrott
Bankers	Unity Trust Bank Nine Brindleyplace Birmingham B1 2HB

## TRANSFORM TRAINING LTD

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**TRANSFORM TRAINING LTD**  
**CHAIR OF TRUSTEE'S REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

On behalf of all of the Trustees I would like to thank the many funders who have generously provided the means for us to develop and deliver our important work during the 2020 - 2021 financial year. A year that has had many challenges due to the COVID-19 Coronavirus pandemic.

We knew as we entered into the 2020-21 financial year it was looking like it would be a year of unprecedented uncertainty and it certainly has been. We are all grateful and proud that our staff and volunteers have worked over and above what was expected of them to ensure that our services have continued to be delivered to the high standard.

I can also report that we were able to successfully adapt and expand our work to offer much needed online wellbeing support to people of all ages that needed extra help to get them through the difficult days of 2020.

This year has also been a success for our small charity's sustainability plans. We have once again been able to increase our income by 36.6% compared to last year. This increase in funding, much of it COVID-19 emergency funding has helped us to support many people at a time when it was really needed.

We will be working with all of our funders and sponsors to deliver their ambitions for our communities in 2021-22. Our unique training programmes will continue to support vulnerable and disadvantaged young people in our local communities to manage their emotional health and wellbeing.

Victoria Jones Chair  
of Trustees

**TRANSFORM TRAINING LTD**  
**REPORT OF THE MANAGEMENT BOARD**  
**FOR THE YEAR ENDED 31 MARCH 2021**

The directors present their report and the financial statements for the year ended 31 March 2021.

**Objectives and Public Benefit Reporting**

The Trustees of TRANSFORM TRAINING LTD have paid due regard to the Charity Commission guidance on public benefit reporting in deciding what activities the charity has undertaken this year.

The objects of the charity are;

1) To act as a resource for young people with particular regard to those people who are socially and economically disadvantaged in society due to crime, poverty disability, either physical or mental, or who have long term mental ill health or learning disabilities by offering training, support and development activities as a means of:

(a) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;

(b) advancing education; and

(c) relieving unemployment.

2) To advance the education of professionals providing education to young people to maintain / develop their teaching skills and to advance the education of parents and carers of young people to develop skills that help them to cope better with the challenges of their children.

**Directors and Trustees**

The directors are also trustees for the purposes of charity law. The directors who served during the year and to the date of signing the financial statements are listed below:

Victoria Jones  
Dawn Elliott  
Katriona MacArthur-Brown  
Andrew Jones

TRANSFORM TRAINING LTD is a company limited by guarantee. Its affairs are governed by its Memorandum and Articles of Association. The company is a registered charity, number 1158831.

The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10 each.

As the company is limited by guarantee, the directors have no interest in the share capital of the company.

The directors meet every three months. Senior staff attend the meetings and are required to provide reports on finance, funding and service delivery. The directors employ a team of paid workers to carry out the day-to-day management and operation of the Charity.

**Trustee Induction and Training**

The Trustees are familiar with the practical work of the charity and keep abreast of developments through meetings, events and participation in training. New trustees are invited and encouraged to familiarise themselves with the charity and the context within which we operate. Meetings with the Chief Executive of the charity cover:

- The obligations of Committee Members.
- The main documents, which set out the operational framework of the charity including the Memorandum and Articles of Association.
- Resourcing and the current financial position of the charity.
- Future plans and objectives.

**TRANSFORM TRAINING LTD**  
**REPORT OF THE MANAGEMENT BOARD**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Summary of achievements**

Transform Training Ltd is a registered charity that delivers evidence-based programmes and training to support vulnerable and disadvantaged young people in our local communities alongside supporting parents/carers and training and equipping youth professional workers. Our expertise is in emotional education and all of our activity promotes emotional literacy, emotional resilience and emotional intelligence. We transform lives by helping people to see that they can take control of their reactions by using emotional literacy and by becoming emotionally resilient. We believe that every young person deserves to have the opportunity to reach his or her full potential. Our specialist emotional education trainers deliver our bespoke programmes in schools, in the community and to other organisations, companies and individuals.

Our two main programmes are Breakaway, which works with young people aged between 14 and 25 years who have a learning disability and Transforming Life Chances (TLC) which works with young people aged between 13 and 19 years who have challenging behaviour and are involved in or at risk of criminal or sexual exploitation, violence or drugs misuse. This programme was previously known as the YDPD but was renamed in 2020 to be more reflective of the work we carry out.

The past year has presented many challenges for us and we have had to adapt our usual work to meet the very special circumstances that the COVID-19 Coronavirus pandemic has created for us. We have met these challenges by adapting our work, creating new opportunities and working collaboratively with a number of partner organisations.

We have been able to benefit from specific pandemic related funding and offer our support to a wider range of beneficiaries. We have done this through targeted online wellbeing support programmes that have focused on the emotional resilience needed to make good choices during the pandemic to keep everyone safe.

In addition to this throughout the time of the coronavirus lockdowns we provided food parcels, packed lunches and welfare packs to young people who were isolated. We helped young people to access the internet in order to remain connected with education and friendship groups and we provided support and advice to parents and carers who were finding it difficult to keep their teenage children safe during the lockdowns.

We have not been able to deliver our Schools Emotional Education programme (SEED) during the past year because the Schools have been closed or not accepting external providers on site because of Covid security. We have delivered some specific support to the children of key workers and children with special educational needs on school premises as part of our TLC programme Covid response.

During the last year **711** people have benefited from our work. We have provided targeted one-to-one support to **229** individual young people; of these **67** were young people with learning disabilities. We have delivered online employability training to **16** people over the age of 16 years. A total number of **403** people, including young people, parents and carers and professional frontline staff have taken part in our online wellbeing workshops. We have trained and have been assisted by **63** volunteers.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
OF TRANSFORM TRAINING LTD  
COMPANY LIMITED BY GUARANTEE**

I report on the Accounts of the Company for the year ended 31 March 2021.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*N Parrott*

N Parrott  
2 Besthorpe Close  
Oakwood  
Derby  
DE21 4RQ

**TRANSFORM TRAINING LTD**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2021	Total Funds 2020 £
Carried forward		2,323.21	23,840.74	26,163.95	2,005.91
<b>Incoming resources from charitable activities</b>					
Grants and donations	2 & 11	23,852.00	193,970.25	217,822.25	173,820.23
<b>Incoming resources from generated funds</b>					
Voluntary income:					
Activities for generating funds:					
Income from contracts:	3	1,862.20		1862.20	5,085.99
<b>Other Incoming resources</b>					
Fundraising:	4	350.15		350.15	302.00
Refund		72.96	302.52	375.48	11.28
<b>Total Incoming Resources</b>		<u>28,460.52</u>	<u>218,113.51</u>	<u>246,574.03</u>	<u>181,225.41</u>
<b>Resources Expended</b>	6				
Breakaway Projects:			62,530.30	62,530.30	73,766.80
Transforming Life Chances (TLC) Projects			116,695.36	116,695.36	46,911.04
Training and Development					14,070.42
General		16,054.33		16,054.33	20,313.20
<b>Total Resources Expended</b>	6	<u>16,054.33</u>	<u>179,225.66</u>	<u>195,279.99</u>	<u>155,061.46</u>
<b>Total funds carried forward</b>	12	<u>12,406.19</u>	<u>38,887.85</u>	<u>51,294.04</u>	<u>26,163.95</u>



**TRANSFORM TRAINING LTD**

**BALANCE SHEET**

**AS AT 31 MARCH 2021**

		2021		2020
		£	£	£
<b>FIXED ASSETS</b>				
Tangible assets	8		-	-
<b>CURRENT ASSETS</b>				
Debtors	9	-		-
Cash at bank and in hand	12	<u>51,294.04</u>		<u>26,163.95</u>
<b>Total Current Assets</b>	12	<u>51,294.04</u>		<u>26,163.95</u>
<b>Creditors: amounts falling due within one year</b>	10			
<b>Net Current (Liabilities) / Assets</b>		<u>51,294.04</u>		<u>26,163.95</u>
<b>Total Assets Less Current Liabilities</b>		<u>51,294.04</u>		<u>26,163.95</u>
Unrestricted funds	11	<u>12,406.19</u>		<u>2,323.21</u>
Restricted funds	11	<u>38,887.85</u>		<u>23,840.74</u>
<b>Total funds</b>	12	<u>51,294.04</u>		<u>26,163.95</u>

In preparing these financial statements:

- (a) The directors 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 directors acknowledge their responsibility for:
  - (i) ensuring the company keeps accounting records which comply with Section 386 and
  - (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the year end and of its profit and loss for the financial year in accordance with the requirements of Sections 394 and 395, and which would otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to small companies regime and in accordance with FRS 102 SORP.

The financial statements were approved by the Management Board on 16<sup>th</sup> December 2020 and signed on its behalf by

**Katriona MacArthur-Brown**  
**Director**  
**Company Number: 8929034**

**TRANSFORM TRAINING LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**1. Accounting Policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

**(a) Basis of preparation**

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice; Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

**(b) Going concern**

The financial statements have been prepared on a going concern basis as the directors believe that a surplus will be achieved in the current financial year based on the budget prepared for that period.

**(c) Fund accounting**

- Unrestricted funds are available for use at the discretion of the Directors in furtherance of the general objectives of the charity. Unrestricted funds include a revaluation reserve representing the restatement of investment assets at market values.
- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**(d) Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for as earned income.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

**TRANSFORM TRAINING LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**1. Accounting Policies (Continued)**

**(e) Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

**(f) Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment      - 25% pa Straight Line

**2. GRANTS AND DONATIONS RECEIVED**

	Restricted Funds	Unrestricted Funds	Total Funds 2021
BBC Children in Need	38,942.00		38,942.00
Beeston Consolidated Charities	12,000.00		12,000.00
Charities Aid Foundation (CAF)	4,560.00	18,627.00	23,187.00
Nottinghamshire Futures	12,680.25		12,680.25
MIND(NAMH)	18,487.00		18,487.00
National Coronavirus Emergency Fund	17,320.00		17,320.00
National Lottery Community Fund - COVID19 Response	24,863.00		24,863.00
National Lottery Heritage Fund	2,279.00		2,279.00
Nottingham City Council	5,000.00		5,000.00
Nottinghamshire Office of the Police and Crime Commissioner	15,858.00		15,858.00
Nottinghamshire County Council	14,247.00	3,225.00	17,472.00
Severn Trent PLC		2,000.00	2,000.00
The Thomas Farr Charity	2,000.00		2,000.00
The Wheatcroft Charitable Trust	3,000.00		3,000.00
The Youth Endowment Fund	22,734.00		22,734.00
	<b><u>£ 193,970.25</u></b>	<b><u>£ 23,852.00</u></b>	<b><u>£ 217,822.25</u></b>

**3. INCOME FROM CONTRACTS**

Beth Shalom Limited	1,050.00
Breakaway Transport Fees	212.20
Nottinghamshire Clubs for Young People	600.00
	<b><u>£ 1,862.20</u></b>

**4. INCOME FROM INVESTMENTS FOR GENERATING FUNDS**

Fundraising income	350.15
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**5. STAFF COSTS**

	2021 £	2020 £
Staff costs were as follows:		
Salaries, contractors and sessional fees	171,071.61	128,004.65

No employee received emoluments of more than £60,000.

**6. RESOURCES EXPENDED**

Analysed by projects

	Breakaway Projects	TLC Projects
Activities & Materials	3,595.53	2,189.88
Insurances	267.43	267.43
Office/General Administrative Expenses	926.44	2,962.22
Rent		2,790.00
Staff and Contractors Salaries, Fees and PAYE	54,424.49	106,412.00
Travel and Accommodation	3,206.01	1,979.48
Volunteers Expenses	110.40	94.35
Total	<b>£ 62,530.30</b>	<b>£ 116,695.36</b>

**TRANSFORM TRAINING LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**7. GRANTS MADE**

No grants or donations were made by the charity.

**8. TANGIBLE FIXED ASSETS**

	<b>Fixtures, Fittings &amp; Equipment £</b>
<b>COST</b>	
At 1 April 2020	-
Additions	<u>-</u>
At 31 March 2021	=
<b>DEPRECIATION</b>	
At 1 April 2020	-
Charge for year	<u>-</u>
At 31 March 2021	<u>0.00</u>

**9. DEBTORS**

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Grants, rents and other income receivable	=	=

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN  
ONE YEAR**

Taxation & Social Security	-	-
Other creditors	-	
Accruals	<u>-</u>	
	=	

**TRANSFORM TRAINING LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**11. ANALYSIS OF FUNDS**

**Description of Funds – Grants and Donations**

<b>Source</b>	<b>Fund</b>	<b>Amount</b>
BBC Children in Need	Breakaway	38,942.00
Beeston Consolidated Charities	Breakaway	5,040.00
Beeston Consolidated Charities	TLC	6,960.00
Charities Aid Foundation (CAF)	TLC	4,560.00
Charities Aid Foundation (CAF)	General Funds	18,627.00
Nottinghamshire Futures	Breakaway	12,680.25
MIND(NAMH)	TLC	18,487.00
National Coronavirus Emergency Fund	TLC	17,320.00
National Lottery Community Fund - COVID19 Response	TLC	24,863.00
National Lottery Heritage Fund	Breakaway	2,279.00
Nottingham City Council	TLC	5,000.00
Nottinghamshire Office of the Police and Crime Commissioner	TLC	15,858.00
Nottinghamshire County Council	TLC	10,747.00
Nottinghamshire County Council	Breakaway	3,500.00
Nottinghamshire County Council	General Funds	3,225.00
Severn Trent PLC	General Funds	2,000.00
The Thomas Farr Charity	Breakaway	2,000.00
The Wheatcroft Charitable Trust	TLC	3,000.00
The Youth Endowment Fund	TLC	22,734.00
		<b><u>£ 217,822.25</u></b>

**12. ANALYSIS OF NET ASSETS BY FUND**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total £</b>
Fixed assets	-	-	-
Net assets	<u>12,406.19</u>	<u>38,887.85</u>	<u>51,294.04</u>

**13. CONTROL RELATIONSHIP**

The charity is controlled by its Board of Directors.