



EmployabilityUK

**TRUSTEES' ANNUAL REPORT AND FINANCIAL
STATEMENTS**

for the Year Ended 31 December 2020

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MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

Registered Charity Name	EmployabilityUK
Registered Charity Number	1159718
Registered Office	The Enterprise Hub 5 Whitefriars Street Coventry West Midlands CV1 2DS
Trustees	Keith Fraser Anthony Barnett Lynn England Neil Makin Dianne Burdett John Bradford Paul Broadhead
Chair	Keith Fraser
Treasurer	John Bradford
Bankers	CAF Bank
Independent Examiner	Et Voila Accountancy Services Limited Isis House Smith Road Wednesbury West Midlands WS10 0PB

TRUSTEES' ANNUAL REPORT

Structure, Governance and Management

Governing Document

EmployabilityUK is registered as a charity with the Charity Commission on 23 December 2014 under charity registration number 1159718.

The charity is governed by its constitution which was adopted 1st April 2015.

The objects are to advance in life young people by providing career guidance and related services to enable them to participate in society as independent, mature and responsible individuals.

Recruitment and Training of Trustees

Trustees are interviewed by an existing Trustee and the Chair. They are then formally appointed at the next Trustees meeting.

Trustees are given a briefing about the background of the charity and are invited to have a 1-1 meeting with the CEO. They all sign the Trustees Declaration, as required by the Charities Commission.

Organisational Management

We work with businesses and the education sector to develop mutually beneficial relationships with the aim of raising confidence, aspirations and the work-readiness skills of young people.

The organisation is run by a small staff team consisting of 8 members, including and led by Diane Vernon.

Trustees meet three times a year and receive regular reports from the Chief Executive which cover progress, staffing and planning.

Public Benefit

In planning and delivering our services and activities the Trustees of EmployabilityUK confirm that they have complied with the duty in Section 4 of the Charities Act 2011, to have due regard to public benefit guidance by the Charity Commission in delivering the activities undertaken by the Charity.

EmployabilityUK is required, under its Constitution, advance in life young people by providing career guidance and related services to enable them to participate in society as independent, mature and responsible individuals.

EmployabilityUK's activities as described in this report are considered to meet the public benefit requirement as specified in the Charities Act 2011.

Risk Management

The major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and systems are being established to mitigate these risks. Whilst there is no formal risk register the Chief Executive Officer provides regular updates to the Trustees, which allows the Trustees to identify and mitigate key risks.

As the charity is growing, the area of risk management needs to become more embedded and robust. Therefore, the chair of the governance and finance committee will lead on the formation of a risk policy and risk register for the charity.

COVID – 19 is a significant and unforeseen risk for the charity. The Chief Executive Officer with support of her senior team has reviewed the situation and acted promptly. This has been followed up by support from the board and senior advisers/supporters. The key risks identified are:

1. Funding streams/opportunities funding have virtually stopped without warning.
2. A significant part of the service we provide is face-to-face and this has had to stop.
3. Government support at this stage does not appear to include charities like EmployabilityUK.
4. The length of time that the charity can continue to pay staff and be sustainable.
5. Maintaining relationships whilst we are not delivering our activities.
6. The loss of skill if we must stop paying staff.
7. Not losing the essence and the quality of the service provided by employability UK in a rush to go online.
8. Having to treat staff differently in order to safeguard charity and the loss of support that we may have staff.
9. The health and wellbeing of all staff and volunteers.

These risks and others are being monitored and mitigated regularly through regular virtual operational meetings and meetings with board members. This enabled us to scenario test and put appropriate mitigations in place to safeguard charity.

Help Needed

- Funding and sustainable contracts remain the biggest barriers to our growth and progress.
- We seek a Secretary to the Trustees and another Trustee with expertise in legal matters, especially charity law (although this could be undertaken by a suitably experienced Secretary).
- We would like a CSR partner, similar to Coventry Building Society. Reliance on CBS represents a high risk to the charity as they were responsible for around 42% of the 2020 charity income and in previous years.
- Young volunteers (under 30) to help address the imbalance of age across the Team, Volunteers and Trustees.

Reserves

The unrestricted reserves held at the yearend were £25,000 after deducting fixed assets.

The Trustees aim to develop a Reserves Policy in 2021 and are confident that current reserves held are sufficient.

Objectives, Aims and Activities

Charitable Objectives

The Charitable Objectives of EmployabilityUK as set out in the constitution are to advance in life young people by providing career guidance and related services to enable them to participate in society as independent, mature and responsible individuals.

Principle Activities

EmployabilityUK is a Charitable Incorporated Organisation with registered charity status awarded on 23rd December 2014. Since that time, we have enabled over 3,000 young people to have a first-class employability skills intervention and more than 500 people from all sectors and industries have benefitted from high quality volunteering opportunities.

The mission of EmployabilityUK is to facilitate employer engagement to enhance the aspirations, opportunities and career prospects of enthusiastic and committed young people.

As an education charity, we believe the best way to bring sustainable employer engagement and first-class professional employability skills to schools, colleges and youth organisations is by working with them to understand their individual needs and the aspirations of their learners and their parents. We offer support and fresh ideas, thus the very best employability skills training with practical experience.

We design bespoke employability skills programmes for businesses to provide high quality employee volunteering opportunities, with something for everyone, no matter what their own job may be. Our programmes are fun and rewarding, giving individuals the flexibility to decide how much or how little time they want to give.

By forging strong partnerships, we provide immediate and long-term support, helping to improve the employability skills of young people, raise their confidence and help prepare them for the workplace.

Our programmes are unique as we have a group of dedicated mentors, coaches and speakers from regional and national businesses who support our participants in developing qualities that employers need to be successful.

Every one of our programmes is different, offering businesses and the education sector a wide range of flexible, tailored interventions. Many programmes typically focus on developing the following key areas: professional presentations, interview techniques, CV building, practical activities, interaction with employers and understanding the workplace.

Review of Achievements and Performance for the Year

Operational Performance

In 2020 we continued to run a range of programmes, including the Inspiring Young Birmingham (IYB) programme that will prepare around 1500 young people to volunteer for the Commonwealth Games. In 2020, our IYB programme has benefited around 400 young people. Despite being delivered virtually as a result of Covid-19, these programmes have been a huge success for the charity.

Financial Review

EmployabilityUK recorded a turnover of £71,101.62 for the 2020 financial year, which is an approximate 15% increase on our 2019 turnover. Around 75% of this income was generated in Q4.

In 2020 we received a total of £7,443.62 in grants and the total funding applications received were £14,865.

2020 was an extremely challenging year for the charity, as a result of the pandemic. The charity and team had to make a transition into adapting our face-to-face workshops into a virtual offering, with cost implications from a technical aspect for us to consider and incorporate. As a result of this, the first half of the year had significantly reduced income. We were however able to react and adapt to this change at pace, with a commercial offering developed from the virtual provision and re-alignment of our fundraising strategy, yielding strong returns. Despite the challenges, we were able to record increased revenue from 2019 (a non-covid year), which is testament to the hard working and strong-minded team we have in place.

Going in to 2021, we are well placed to continue income generation via newly founded relationships with trusts/funders, whilst also being able to expand on our virtual offering. We are also hopeful that towards Q4 2021, we will also be able to begin face to face workshops, offering a dual pronged proposal for revenue generation.

Plans for the Future

Prior to the impact of COVID-19, there were a number of workshops planned, that have been postponed. We hope to resume face to face employability skills programme delivery as soon as we can.

In the meantime, we are developing our 360Extranet to enable us to reach our audiences online.

We constantly seek additional funding and have a number of grant applications pending. This report was approved by the Board of Trustees on 23rd May 2021 and signed on their behalf:

Keith Fraser, Chair

Independent Examiner's Report to the Trustees of EmployabilityUK

I report to the trustees on my examination of the accounts of EmployabilityUK (the charity) for the year ended 31st December 2020

Responsibilities and basis of report

As the charity trustees of EmployabilityUK are responsible for the preparation of the accounts in the accordance with the requirements of the Charities Act 2011 (the act)

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the charities commission under section 145(5)(b) of the Act.

Independent examiner's statement

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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.



Miss Sally Wainwright,ACMA

8th February 2021

Et Voila Accountancy Services Limited
Isis House
Smith Road
Wednesbury
West Midlands
WS10 0PB

Receipts and Payments Accounts year ended 31 December 2020

		31st December 2020		31st December 2019	
		Unrestricted Funds £	Total Funds £	Unrestricted Funds £	Total Funds £
	Notes				
Receipts:					
Grants and Donations	2	71,102	71,102	63,456	63,456
Other					
Total		<u>71,102</u>	<u>71,102</u>	<u>63,456</u>	<u>63,456</u>
Payments:					
Salaries & Wages		57,508	57,508	53,914	53,914
Telephone & Office		1,346	1,346	1,250	1,250
Printing, Postage and Stationery		1,819	1,819	5,253	5,253
Insurance			-	359	359
Travel		1,909	1,909	9,354	9,354
Accountancy Fees		450	450	180	180
Bank Charges		60	60	60	60
Miscellaneous		480	480	2,327	2,327
Total		<u>63,572</u>	<u>63,572</u>	<u>72,697</u>	<u>72,697</u>
Net Receipts/ (payments)	3	7,530	7,530	(9,241)	(9,241)
Cash Funds at 31 December 2019		104,415	104,415	113,656	113,656
Transfer between funds					
Cash Funds at 31 December 2020		<u>111,945</u>	<u>111,945</u>	<u>104,415</u>	<u>104,415</u>

Statement of Assets and Liabilities as at December 2020

	31st December 2020		31st December 2019	
	Unrestricted Funds	Total	Unrestricted Funds	Total
	£	£	£	£
Cash Funds				
Trade Debtors	5,004	5,004		
Cash at Bank	105,274	105,274	102,815	102,815
	<u>110,278</u>	<u>110,278</u>	<u>102,815</u>	<u>102,815</u>
Assets retained for the charity's own use				
Laptops	1,667	1,667	1,667	1,667
	<u>1,667</u>	<u>1,667</u>	<u>1,667</u>	<u>1,667</u>
Liabilities				
Trade Creditors			67	67
	<u>-</u>	<u>-</u>	<u>67</u>	<u>67</u>
	<u>111,945</u>	<u>111,945</u>	<u>104,415</u>	<u>104,415</u>

These Financial Statements were approved by the Trustees on 23rd May 2021 and signed on their behalf:

Keith Fraser, Chair

Notes to the financial statements

1) Receipts and Payment accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

2) Grants and Donations

	Unrestricted funds	Restricted funds	2020 Unrestricted Total funds	Restricted funds	2019 Total funds
	£	£ £	£	£	£
National Express				25,000	25,000
Coventry Building Society	30,000		30,000	30,000	30,000
Carter Thermal Industries Ltd				2,500	2,500
Liberty Group	10,008		10,008	3,753	3,753
Walsall College				1,500	1,500
Individual Donations	1,144		1,144	703	703
National Lottery	9965		9,965		
Police Commissioner	4900		4,900		
Tipton & Coseley	750		750		
Hopkins Sayer	2000		2,000		
Grantham Yorke	2000		2,000		
Grimmit Trust	500		500		
West Bromwich Building Society	1,000		1,000		
Sport Birmingham	4,200		4,200		
Active Wellbeing	4,585		4,585		
Amazon Donate	50		50		
	71,102		71,102	63,456	63,456

Notes to the financial statements

3) Funds

	Balance at 1 1st January 2020	Incoming Resources	Resources Expended	Transfers between funds	Balance at 31st December 2020
	£	£		£	£
Unrestricted funds	104,415	71,102	63,572		111,945
Total Funds	104,415	71,102	63,572		111,945

The Trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2019: £nil).

No Trustees, or person related or connected by business to them has received any payments or other benefits from the charity during the year.

Whilst there is no separate Trustee Indemnity Insurance purchased, Trustees are covered by the Employer Liabilities section of EmployabilityUK's overall insurance.