

Charity registration number 1181597 (England and Wales)

MISSION EMPLOYABLE (CIO)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

MISSION EMPLOYABLE (CIO)

LEGAL AND ADMINISTRATIVE INFORMATION

| | | |
|----------|------------------------------|---------------------------------|
| Trustees | Donald James Reid | |
| | Erica Bendall | (Reappointed 15 September 2025) |
| | Gordon Trevor Hails | (Reappointed 13 January 2025) |
| | Jonathan James Edwin Pettitt | |
| | Katharine Weston | |
| | Mark Benjamin Wetherall | |
| | Neil Gordon Twogood | (Reappointed 13 October 2025) |
| | Philip Garner | (Reappointed 14 November 2024) |
| | Richard Martin | (Appointed 30 July 2025) |
| | Zina Ruth Etheridge | (Appointed 28 October 2024) |

Chair person Katharine Weston

Head of Charity Tom Smith

Charity registration 1181597

Office Cafe on the Common (Mission Employable)
The Common
Rickmansworth Road
Chorleywood, Rickmansworth
UK

WD3 5SG

Auditor Millet Audit Ltd
Beyond Aldgate Tower
2 Leman Street
London
E1 8FA

Bankers Lloyds Bank
Blackheath london
Ariel House
2137 Coventry road
Sheldon
B26 3JW

Website www.missionemployable.co.uk

MISSION EMPLOYABLE (CIO)

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MISSION EMPLOYABLE (CIO)

Trustees' Report

FOR THE YEAR ENDED 31 AUGUST 2025

The trustees present their annual report and financial statements for the year ended 31 August 2025.

The trustees are pleased to present their annual report which comprises the Trustees' Report and the financial statements of the charity for the period ended 31 August 2025. The Charitable Incorporated Organisation (CIO) was registered on 16 January 2019.

The financial statements comply with the Charities Act 2011, the Memorandum and Articles of Association, and 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).

Objectives and activities

The Charitable Incorporated Organisation operates under the name Mission EmployAble.

The purpose of the Charitable Incorporated Organisation as set out in its governing document is the promotion of social inclusion, particularly but not exclusively, amongst young people with learning difficulties by:

- Providing education and training including vocational and basic skills in order to prepare them for employment, work experience placements and encouraging independent living; and
- Promoting personal development by the provision of vocational activities.

The trustees have referred to the guidance of the Charity Commission on public benefit including the guidance 'public benefit: running a charity (PB2)', in undertaking their activities and in the planning of their future initiatives.

Criteria for Measuring Success

The Trustees have applied the following criteria to assess the Charity's performance and success during the reporting period:

- The effectiveness of the Charity's internship programmes in securing long-term paid employment for participants, demonstrating the achievement of its charitable objectives.
- The ability of the Charity to achieve financial breakeven within its operating model, thereby supporting ongoing financial sustainability.
- The maintenance of unrestricted reserves at a level equivalent to at least six months of operating expenditure, ensuring the Charity is well-positioned to manage uncertainties and respond to potential economic shocks.

Achievements and performance

Significant activities and achievements against objectives

A significant milestone of this period was the graduation of the class of 2024-25 interns and our success in finding all of them work opportunities that we hope will be for the long-term. To date we have a 91% success rate; finding long-term job opportunities for 91% of our intern graduates which is far above the rate achieved by comparable organisations. This is a testament to the quality and effectiveness of our training and our focus on building skills that underpin an ability to work well within a work setting.

Another significant milestone was the hiring of a Charity Operations Manager to focus on and care about the effective running of our charity and to make sure the procedures, policies and processes ensure that we are legally compliant and make the best use of our funds to support our mission.

The café continues to thrive. The local community's support and the effectiveness of the café as our primary training venue have exceeded our expectations

MISSION EMPLOYABLE (CIO)

Trustees' Report

FOR THE YEAR ENDED 31 AUGUST 2025

Financial review

The financial statements show income of £1,075,845 (2024: £702,296), revenue expenditure of £936,783 (2024: £731,078), and capital expenditure of £14,690 (2024: £6,687). These results reflect the support for Mission EmployAble by customers using our café; the funding we receive for providing our supported internship programme; the continued support from many generous donors and amazing and tireless organising of local events by our events team. The results also reflect the costs involved to attract funds, to run our supported internship programme and to operate the new Pavilion/Café. The accounts cover the 12-month period 1st September 2024 to 31st August 2025. The comparative figures shown are for the 12-month period, 1st September 2023 to 31st August 2024.

Reserves policy

Total reserves carried forward at 31 August 2025 of £1,947,861 (2024: £1,808,799) include £52,818 (2024: £nil) restricted funds for future use, and £446,129 (2024: £344,640) unrestricted general funds, with £1,448,914 (2024: £1,464,160) unrestricted fixed asset funds.

Our focus is to build up reserves to allow us to realise our mission in a sustainable way. Our fundraising is focused on building reserves to provide a solid financial base for our mission to equip more interns with skills that help them find long-term paid employment; to continue to grow reserves to cover Mission EmployAble's share of future anticipated capital repair and refurbishment costs on the Pavilion/Café (shared with Chorleywood Cricket Club); to cover six months of operating costs and to have sufficient reserves to enable us to do more to realise our mission of providing employable skills to young adults with learning difficulties that will help them to find long-term paid employment.

Plans for future periods

While we celebrate our achievements, we acknowledge that there are ongoing challenges in this field. We remain committed to refining and expanding our programmes to serve an even larger number of young people and explore new avenues to help achieve our mission and are working hard to ensure we build a sustainable financial model that can support our mission long into the future.

We are building links with more Further Education colleges so that our supported internship programme becomes more widely known and available to young adults with learning disabilities. We have also employed our own job coaches to establish links with a wider range of potential employers and who go with our interns into different workplaces both to support the interns and to support the employers to ensure that the workplace experience is a positive one for both parties.

Services received

Trustees and volunteers donate their time and support, including governance, administration, and assisting with charitable activities. The value of these services is not recognised in the financial statements.

Structure, governance and management

The Charity is a Charitable Incorporated Organisation (CIO) and is governed by its constitution. Its board of trustees bring a deep and wide knowledge of both businesses, and specifically in the running of successful cafes, training young adults with learning disabilities and the charity sector.

The trustees who served during the year and up to the date of signature of the financial statements were:

Donald James Reid

Erica Bendall

(Reappointed 15 September 2025)

Gordon Trevor Hails

(Reappointed 13 January 2025)

Jonathan James Edwin Pettitt

Katharine Weston

Mark Benjamin Wetherall

Neil Gordon Twogood

(Reappointed 13 October 2025)

Philip Garner

(Reappointed 14 November 2024)

Richard Martin

(Appointed 30 July 2025)

Zina Ruth Etheridge

(Appointed 28 October 2024)

MISSION EMPLOYABLE (CIO)

Trustees' Report

FOR THE YEAR ENDED 31 AUGUST 2025

Recruitment and appointment of trustees

The trustees are responsible for recruiting and appointing new trustees. All decision making is undertaken by the trustees. On or before appointment, trustees will be provided with relevant information.

Risk Management

The Trustees carry out an annual review of the major risks faced by the charity at least once annually. We believe that the risk assessment provides a satisfactory mitigation of the risks facing the charity. Risk management is central to the ability of any charitable organisation to deliver its objectives. It is also a statutory requirement for trustees to demonstrate how they are identifying and managing risks being faced by their charity. Key risks and how we mitigate these are shown below:

1. Loss of Key Staff

As a small organisation we are heavily dependent on a few key individuals. We mitigate this risk: by working with a few professional advisers to help manage some of our processes (e.g. in finance, HR and IT); by bringing in new staff with ability to provide cover and by having an active new Trustee recruitment process that aims to attract new Trustees with relevant skills and experience.

2. Key Personnel may not perform to needed levels

We mitigate this risk by keeping track of key metrics to ensure that we confirm to statutory and legal requirements and key staff performance is reviewed during the regular Trustee meeting with regular communication between staff and Trustees. During the year we employed a Charity Operation Manager whose principle role is to establish good processes and ensure staff meet expected standards.

3. Our policies and procedures may not be followed or known

Responsibility for this has been assigned to the management team to ensure all staff are aware of the policies. A new staff handbook was issued during the year and all the policies are readily available and accessible.

4. We may not attract enough interns to be financially viable

We have developed a close partnership with Bucks Colleges Group who currently supply all of our interns. We are building relationships with other organisations who would like a supported internship option to offer their students. We are aware that colleges are thinking about offering their own internship programmes which may be a threat but could also be an opportunity as they might attract more students who are better suited to the Mission EmployAble programme.

5. We may not be successful in finding our interns long-term paid employment

We have done a lot of work in this area to build relationships with local employers including hiring members of staff who are wholly focused on finding opportunities and supporting interns in the workplace. We now also employ Job Coaches who support our interns in the workplace to ensure that it is a positive experience for both the intern and the employer.

MISSION EMPLOYABLE (CIO)

Trustees' Report

FOR THE YEAR ENDED 31 AUGUST 2025

6. We may not be financially viable

After three full years of training and two full years of operating the café we have built a much better picture of what is needed to run a sustainable charity. We need to have a minimum number of interns each year on our programme, ensure that we apply for all Government funding to which we are entitled and continue to create an attractive offer for our café customers that maintains our café revenues and margins.

The report was approved by the Board of Trustees.



Katharine Weston



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Neil Gordon Twogood

12 May 2026

Date:

MISSION EMPLOYABLE (CIO)

STATEMENT OF RESPONSIBILITIES

FOR THE YEAR ENDED 31 AUGUST 2025

The trustees 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), including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland.

Charity law requires trustees to prepare financial statements for each financial year in accordance with United Kingdom Accounting Standards and applicable law.

Under charity 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 the affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Charity's Constitution. They are also responsible for safeguarding the assets of the Charitable Incorporated Organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

MISSION EMPLOYABLE (CIO)

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF MISSION EMPLOYABLE (CIO)

Opinion

We have audited the financial statements of Mission Employable (the 'charity') for the year ended 31 August 2025 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including 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 charity's affairs as at 31 August 2025 and of its incoming resources and application of resources, 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 Charities Act 2011.

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 *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC'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 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 charity'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.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's 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 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

MISSION EMPLOYABLE (CIO)

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF MISSION EMPLOYABLE (CIO)

Responsibilities of trustees

As explained more fully in the statement of responsibilities, the trustees 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 charity'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 cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 auditor's 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.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

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 respects of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

The objectives of our audit, in respect to fraud, are; to identify and assess the risks of material misstatement of the financial statement due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and to respond appropriately to fraud and suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the entity and management.

Our approach was as follows:

We obtained an understanding of the legal and regulatory frameworks that was applicable to the Company. We determined that the most significant laws and regulations which are directly relevant to specific assertions in the financial statements are those related to the reporting framework (FRS 102 1A and the Companies Act 2006), and tax in the United Kingdom.

We understood how the company is complying with those legal and regulatory frameworks by making enquiries of management and those responsible for legal and compliance procedures. We corroborate our enquiries through discussion with the director. There were no legal matters detected through our audit procedure.

We assessed the susceptibility of the company's financial statements to material misstatement, including how fraud might occur by meeting with management to understand where it is considered there was a susceptibility of fraud. We also considered potential fraud drivers: including financial and other pressures, opportunity, and personal or corporate motivations. We considered the programmes and controls that the company has established to address risks identified, or that otherwise prevent, deter and detect fraud; and how senior management monitors those programmes and controls. Where the risk was considered higher, we performed audit procedures to address each identified fraud risk. These procedures included reviewing large and unusual bank transactions; collaborating information provided by management; and testing large samples of transactions.

Our audit procedures were designed to respond to risk of material misstatement in the financial statements recognizing that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

MISSION EMPLOYABLE (CIO)

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF MISSION EMPLOYABLE (CIO)

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Other matters

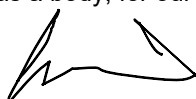
Your attention is drawn to the fact that the charity has prepared financial statements in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

This has been done in order for the financial statements to provide a true and fair view in accordance with current Generally Accepted Accounting Practice.

We draw to your attention that the comparative period financial statements were unaudited.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Andrew Millet BA MBA FCA (Senior Statutory Auditor)

For and on behalf of Millet Audit Ltd, Statutory Auditor

Chartered Accountants

Beyond Aldgate Tower

2 Leman Street

Aldgate

London

E1 8 FA

12 May 2026

Date:

MISSION EMPLOYABLE (CIO)

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2025

| | | Unrestricted funds | Restricted funds | Total | Unrestricted funds (Unaudited) |
|---|-------|-----------------------|---------------------|------------------|--------------------------------------|
| | | 2025 | 2025 | 2025 | 2024 |
| | Notes | £ | £ | £ | £ |
| Income from: | | | | | |
| Donations and legacies | 3 | 115,352 | 60,218 | 175,570 | 37,920 |
| Charitable activities | 4 | 879,026 | - | 879,026 | 637,661 |
| Fundraising | 5 | 13,830 | - | 13,830 | 17,507 |
| Investments | 6 | 7,419 | - | 7,419 | 9,182 |
| Other Income | | - | - | - | 26 |
| Total income | | <u>1,015,627</u> | <u>60,218</u> | <u>1,075,845</u> | <u>702,296</u> |
| Expenditure on: | | | | | |
| Raising funds | 7 | 13,439 | - | 13,439 | 11,087 |
| Charitable activities | 8 | 915,944 | 7,400 | 923,344 | 719,991 |
| Total expenditure | | <u>929,383</u> | <u>7,400</u> | <u>936,783</u> | <u>731,078</u> |
| Net income/(expenditure) and movement in funds | | 86,244 | 52,818 | 139,062 | (28,782) |
| Reconciliation of funds: | | | | | |
| Fund balances at 1 September 2024 | | <u>1,808,799</u> | <u>-</u> | <u>1,808,799</u> | <u>1,837,581</u> |
| Fund balances at 31 August 2025 | | <u>1,895,043</u> | <u>52,818</u> | <u>1,947,861</u> | <u>1,808,799</u> |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 12 to 23 form part of these financial statements.

MISSION EMPLOYABLE (CIO)

BALANCE SHEET

AS AT 31 AUGUST 2025

| | | 2025 | | 2024 (Unaudited) | |
|---|-------|------------------|------------------|---------------------|------------------|
| | Notes | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible assets | 14 | | 1,448,914 | | 1,464,160 |
| Investments | 15 | | 192,176 | | 206,398 |
| | | | <u>1,641,090</u> | | <u>1,670,558</u> |
| Current assets | | | | | |
| Stocks | 16 | 4,846 | | 4,239 | |
| Debtors | 17 | 106,448 | | 41,333 | |
| Cash at bank and in hand | | 276,961 | | 181,727 | |
| | | <u>388,255</u> | | <u>227,299</u> | |
| Creditors: amounts falling due within one year | 18 | (80,484) | | (89,057) | |
| | | <u></u> | | <u></u> | |
| Net current assets | | | 307,771 | | 138,242 |
| Total assets less current liabilities | | | <u>1,948,861</u> | | <u>1,808,799</u> |
| Provision for other liabilities | 19 | | (1,000) | | - |
| | | | <u></u> | | <u></u> |
| Net assets | | | <u>1,947,861</u> | | <u>1,808,799</u> |
| | | | <u></u> | | <u></u> |
| The funds of the charity | | | | | |
| Restricted income funds | 20 | 52,818 | | - | |
| Unrestricted funds | 21 | 1,895,043 | | 1,808,799 | |
| | | <u>1,947,861</u> | | <u>1,808,799</u> | |
| | | <u></u> | | <u></u> | |

The notes on pages 12 to 23 form part of these financial statements.

12 May 2026

The financial statements were approved by the trustees on

Katharine Weston

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Katharine Weston



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Neil Gordon Twogood

MISSION EMPLOYABLE (CIO)

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 AUGUST 2025

| | | 2025 | | 2024 (Unaudited) | |
|---|-------|----------|---------|---------------------|----------|
| | Notes | £ | £ | £ | £ |
| Cash flows from operating activities | | | | | |
| Cash generated from/(absorbed by) operations | 25 | | 88,286 | | (50,994) |
| Investing activities | | | | | |
| Purchase of tangible fixed assets | | (14,690) | | (6,687) | |
| Loss on disposal | | - | | 1,862 | |
| Purchase of investments | | - | | (3,768) | |
| Investment income received | | 7,419 | | 9,182 | |
| | | | | | |
| Net cash (used in)/generated from investing activities | | | (7,272) | | 589 |
| Financing activities | | | | | |
| Proceeds from investment | | 14,220 | | - | |
| | | | | | |
| Net cash generated from financing activities | | | 14,220 | | - |
| | | | | | |
| Net increase/(decrease) in cash and cash equivalents | | | 95,234 | | (50,405) |
| Cash and cash equivalents at beginning of year | | | 181,727 | | 232,132 |
| | | | | | |
| Cash and cash equivalents at end of year | | | 276,961 | | 181,727 |

MISSION EMPLOYABLE (CIO)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2025

1 Accounting policies

Charity information

Mission Employable is a Charitable Incorporated Organisation (CIO) based in Chorleywood on the Hertfordshire/Buckinghamshire border (Charity No. 1181597). It's registered with the UK Charity Commission and works to support young adults with learning disabilities in gaining practical skills and paid employment.

1.1 Basis of preparation

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

MISSION EMPLOYABLE (CIO)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

1 Accounting policies

(Continued)

1.5 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. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

| | |
|----------------------------|----------|
| Leasehold improvements | 99 years |
| Cafe kitchen equipment | 5 years |
| Kitchen fixture & fittings | 20 years |
| Cafe fixtures & fittings | 5 years |
| Computer & IT equipment | 3 years |

Leasehold improvements reason for long term depreciation

The leasehold property is occupied under a lease with an initial contractual term of 30 years. The trustees have exercised judgement in determining that the asset should be depreciated over 99 years, reflecting their expectation that the lease will be extended beyond the initial term.

This judgement is based on factors including restrictions within the head lease, the financial position of the lessor, and the likelihood of continued occupation either through lease extension or alternative arrangements.

The useful economic life and residual value of assets are reviewed annually and adjusted where necessary.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Stocks

Stocks comprise food and drink items held for sale in the café and are measured at the lower of cost and net realisable value, in accordance with applicable accounting standards. This ensures that stocks are not overstated and are recognised at their expected recoverable amount.

MISSION EMPLOYABLE (CIO)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

1 Accounting policies

(Continued)

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.11 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.12 Provisions

Provisions are recognised when the charity has a legal or constructive present obligation as a result of a past event, it is probable that the charity will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation. Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value, the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period in which it arises.

MISSION EMPLOYABLE (CIO)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

1 Accounting policies

(Continued)

1.13 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.14 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

The cost of providing benefits under defined benefit plans is determined separately for each plan using the projected unit credit method, and is based on actuarial advice.

The change in the net defined benefit liability arising from employee service during the year is recognised as an employee cost. The cost of plan introductions, benefit changes, settlements and curtailments are recognised as incurred.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

| | Unrestricted funds 2025 £ | Restricted funds 2025 £ | Total 2025 £ | Unrestricted funds 2024 £ |
|---------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|
| Donations and gifts | 115,352 | 60,218 | 175,570 | 37,920 |

4 Income from charitable activities

| | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|---------------|------------------------------------|------------------------------------|
| Sale of goods | 876,541 | 637,661 |
| Other income | 2,485 | - |
| | 879,026 | 637,661 |

MISSION EMPLOYABLE (CIO)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

5 Income from other trading activities

| | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|--------------------|------------------------------------|------------------------------------|
| Fundraising events | 13,830 | 17,507 |

6 Income from investments

| | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|---------------------|------------------------------------|------------------------------------|
| Interest receivable | 7,419 | 9,182 |

7 Expenditure on raising funds

| | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|----------------------------------|------------------------------------|------------------------------------|
| Fundraising and publicity | | |
| Other fundraising costs | 13,439 | 11,087 |

8 Expenditure on charitable activities

| | Unrestricted funds 2025 £ | Restricted funds 2025 £ | Total 2025 £ | Unrestricted funds 2024 £ |
|---|------------------------------------|----------------------------------|--------------------|------------------------------------|
| Direct costs | | | | |
| Cafe and training | 198,049 | 7,400 | 205,449 | 167,713 |
| Share of support and governance costs (see note 9) | | | | |
| Support | 707,195 | | 707,195 | 547,857 |
| Governance | 10,700 | - | 10,700 | 4,421 |
| | 915,944 | 7,400 | 923,344 | 719,991 |
| Analysis by fund | | | | |
| Unrestricted funds | 915,944 | - | 915,944 | 719,991 |
| Restricted funds | - | 7,400 | 7,400 | - |
| | 915,944 | 7,400 | 923,344 | 719,991 |

MISSION EMPLOYABLE (CIO)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

9 Support costs allocated to activities

| | 2025 £ | 2024 £ |
|-----------------------------|----------------|----------------|
| Bank charges | 257 | 706 |
| Depreciation | 29,935 | 29,086 |
| Legal and professional fees | 5,522 | 2,015 |
| Office cost | 73,222 | 72,048 |
| Wages and Salaries | 554,037 | 404,624 |
| Pension cost | 22,220 | 16,279 |
| Other staff cost | 3,894 | 1,148 |
| Advisory fees | 4,230 | 3,021 |
| Insurance | 3,346 | 4,678 |
| Sundry expenses | 1,884 | 10,306 |
| Repairs and maintainance | 7,414 | 2,906 |
| Rent | 1,000 | 1,008 |
| Travel expenses | 235 | 32 |
| Governance costs | 10,700 | 4,421 |
| | <u>717,895</u> | <u>552,278</u> |

| | 2025 £ | 2024 £ |
|-----------------------------------|---------------|--------------|
| Governance costs comprise: | | |
| Accountancy fees | 1,750 | - |
| Audit fees | 8,950 | - |
| Independent examination fees | - | 4,421 |
| | <u>10,700</u> | <u>4,421</u> |

10 Payment to Auditors

| | 2025 £ | 2024 £ |
|---|--------------|-----------|
| Fees payable to the charity's auditor: | | |
| - for the audit of the charity's financial statements | 7,200 | - |
| - for preparation of financial statement | 1,750 | - |
| | <u>8,950</u> | <u>-</u> |

11 Trustees

The Charity considers its key management personnel to comprise the Trustees, the Charity Operations Manager, the Training Manager, and the Café Manager.

The total employment benefits, including employer pension contributions, of the key management personnel were £144,668 in 2025 (2024: £113,238).

Trustees received no remuneration and were not reimbursed for any expenses during the year.

MISSION EMPLOYABLE (CIO)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

12 Employees

The average monthly number of employees during the year was:

| | 2025 Number | 2024 Number |
|--|----------------|----------------|
| Average monthly no of employees during the year | 33 | 26 |
| Average monthly no of full time equivalent employees during the year | 14 | 14 |
| | <hr/> | <hr/> |
| Total | 14 | 14 |
| | <hr/> | <hr/> |

Employment costs

| | 2025 £ | 2024 £ |
|-----------------------|-----------|-----------|
| Wages and salaries | 508,323 | 380,996 |
| Social security costs | 45,714 | 23,628 |
| Other pension costs | 21,500 | 15,765 |
| | <hr/> | <hr/> |
| | 575,537 | 420,389 |
| | <hr/> | <hr/> |

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

| | 2025 £ | 2024 £ |
|------------------------|-----------|-----------|
| Aggregate compensation | 144,668 | 113,238 |
| | <hr/> | <hr/> |

13 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

MISSION EMPLOYABLE (CIO)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

14 Tangible fixed assets

| | Leasehold improvements | Cafe kitchen equipment | Cafe fixtures & fittings | Kitchen fixtures & fittings | Computer & IT equipments | Total |
|--|---------------------------|---------------------------|-----------------------------|-----------------------------------|--------------------------------|-----------|
| | £ | £ | £ | £ | £ | £ |
| Cost | | | | | | |
| At 1 September 2024 | 1,405,087 | 40,610 | 13,883 | 29,693 | 8,049 | 1,497,323 |
| Additions | 1,214 | 13,477 | - | - | - | 14,690 |
| At 31 August 2025 | 1,406,301 | 54,087 | 13,883 | 29,693 | 8,049 | 1,512,012 |
| Depreciation and impairment | | | | | | |
| At 1 September 2024 | 14,216 | 8,518 | 4,753 | 1,484 | 4,191 | 33,163 |
| Depreciation charged in the year | 14,199 | 8,793 | 2,776 | 1,485 | 2,683 | 29,935 |
| At 31 August 2025 | 28,415 | 17,312 | 7,529 | 2,969 | 6,874 | 63,098 |
| Carrying amount | | | | | | |
| At 31 August 2025 | 1,377,886 | 36,775 | 6,354 | 26,724 | 1,175 | 1,448,914 |
| At 31 August 2024 | 1,390,871 | 32,092 | 9,130 | 28,209 | 3,858 | 1,464,160 |

15 Fixed asset investments

| | Fixed Deposit £ |
|--------------------------|--------------------|
| Cost or valuation | |
| At 1 September 2024 | 206,398 |
| Interest received | 5,778 |
| At 31 August 2025 | 212,176 |
| Impairment | |
| At 1 September 2024 | - |
| Transferred | 20,000 |
| At 31 August 2025 | 20,000 |
| Carrying amount | |
| At 31 August 2025 | 192,176 |
| At 31 August 2024 | 206,398 |

The charity has placed surplus funds in a fixed deposit investment to earn a secure and predictable return. This low-risk investment helps preserve capital while generating income, and trustees ensure it aligns with the charity's objectives and governing constitution.

MISSION EMPLOYABLE (CIO)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

16 Stocks

| | 2025 £ | 2024 £ |
|----------------------|--------------|--------------|
| Cafe food and drink | 4,822 | 4,186 |
| Keep cups for resale | 24 | 53 |
| | <u>4,846</u> | <u>4,239</u> |

17 Debtors

| | 2025 £ | 2024 £ |
|---|----------------|---------------|
| Amounts falling due within one year: | | |
| Trade debtors | 87,787 | 22,383 |
| Other debtors | 15,488 | 14,868 |
| Prepayments and accrued income | 3,173 | 4,082 |
| | <u>106,448</u> | <u>41,333</u> |

18 Creditors: amounts falling due within one year

| | 2025 £ | 2024 £ |
|------------------------------------|---------------|---------------|
| Other taxation and social security | 12,954 | 18,992 |
| Trade creditors | 17,712 | 15,626 |
| Other creditors | 14,478 | 41,026 |
| Accruals and deferred income | 35,340 | 13,413 |
| | <u>80,484</u> | <u>89,057</u> |

19 Provisions for liabilities

| | 2025 £ | 2024 £ |
|------------------------|-----------|-----------|
| Delapidation provision | 1,000 | - |

Movements on provisions:

| | £ |
|-----------------------------------|--------------|
| Additional provisions in the year | <u>1,000</u> |

MISSION EMPLOYABLE (CIO)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

20 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

| | At 1 September 2024 | Incoming resources | Resources expended | At 31 August 2025 |
|-------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| | £ | £ | £ | £ |
| Shanly Foundation | - | 5,000 | - | 5,000 |
| Watford Golfing Society | - | 1,000 | - | 1,000 |
| San Antonio | - | 34,218 | - | 34,218 |
| Hilton grant | - | 20,000 | (7,400) | 12,600 |
| | - | 60,218 | (7,400) | 52,818 |

21 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

| | At 1 September 2024 | Incoming resources | Resources expended | At 31 August 2025 |
|---------------|---------------------------|-----------------------|-----------------------|----------------------|
| | £ | £ | £ | £ |
| General funds | 1,808,799 | 1,015,627 | (929,383) | 1,895,043 |

| Previous year: | At 1 September 2023 | Incoming resources | Resources expended | At 31 August 2024 |
|----------------|---------------------------|-----------------------|-----------------------|----------------------|
| | £ | £ | £ | £ |
| General funds | 1,837,581 | 702,296 | (731,078) | 1,808,799 |

MISSION EMPLOYABLE (CIO)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

22 Analysis of net assets between funds

| | Unrestricted funds 2025 £ | Restricted funds 2025 £ | Total 2025 £ |
|------------------------------|------------------------------------|----------------------------------|--------------------|
| At 31 August 2025: | | | |
| Tangible assets | 1,448,914 | - | 1,448,914 |
| Investments | 192,176 | - | 192,176 |
| Current assets/(liabilities) | 254,953 | 52,818 | 307,771 |
| Provisions | (1,000) | - | (1,000) |
| | <u>1,895,043</u> | <u>52,818</u> | <u>1,947,861</u> |

| | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ |
|------------------------------|------------------------------------|----------------------------------|--------------------|
| At 31 August 2024: | | | |
| Tangible assets | 1,464,160 | - | 1,464,158 |
| Investments | 206,398 | - | 206,398 |
| Current assets/(liabilities) | 138,242 | - | 138,243 |
| | <u>1,808,799</u> | <u>-</u> | <u>1,808,799</u> |

23 Operating lease commitments

Lessee

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

| | 2025 £ | 2024 £ |
|-----------------|-----------|-----------|
| Within one year | - | 684 |

MISSION EMPLOYABLE (CIO)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

24 Related party transactions

During the year, the charity received total donations from related parties without conditions amounting to £48,128 (2024: £30).

Purchases during the year amounted to £894 (2024: £1,137) and relate to Twinings tea bags. Twinings is a brand owned by Associated British Foods plc (ABF), a company owned by the Weston family. The CEO of ABF is the spouse of one of the charity's trustees.

During the year, salary payments totalling £1,352 (2024 : Nil) were made to two employees who are relatives of the Weston family. These employees were engaged on an hourly basis.

The Trustees believe that all related party transactions were made on an arm's length basis.

| 25 | Cash generated from/(absorbed by) operations | 2025 £ | 2024 £ |
|----|---|---------------|-----------------|
| | Surplus/(deficit) for the year | 139,062 | (28,782) |
| | Adjustments for: | | |
| | Investment income recognised in statement of financial activities | (7,419) | (9,182) |
| | Depreciation and impairment of tangible fixed assets | 29,937 | 29,086 |
| | Movements in working capital: | | |
| | (Increase)/decrease in stocks | (607) | 1,334 |
| | (Increase) in debtors | (65,114) | (20,081) |
| | (Decrease) in creditors | (8,573) | (23,369) |
| | Increase in provisions | 1,000 | - |
| | Cash generated from/(absorbed by) operations | <u>88,286</u> | <u>(50,994)</u> |

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