

**REGISTERED COMPANY NUMBER: 11901504 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1187919**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2022  
FOR  
SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

**SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

**CONTENTS OF THE FINANCIAL STATEMENTS**  
**For The Year Ended 31 July 2022**

---

	<b>Page</b>
<b>Report of the Trustees</b>	<b>1 to 8</b>
<b>Report of the Independent Auditors</b>	<b>9 to 11</b>
<b>Statement of Financial Activities</b>	<b>12</b>
<b>Balance Sheet</b>	<b>13</b>
<b>Cash Flow Statement</b>	<b>14</b>
<b>Notes to the Financial Statements</b>	<b>15 to 27</b>
<b>Detailed Statement of Financial Activities</b>	<b>28 to 29</b>

---

## **SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

### **REPORT OF THE TRUSTEES For The Year Ended 31 July 2022**

---

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year 1 August 2021 to 31 July 2022. This report is also the directors' report. The trustees have adopted the provisions of 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).

### **VISION, OBJECTIVES AND MAIN ACTIVITIES**

#### **a. Vision**

Our vision is to give young adults with learning difficulties opportunities to discover ways of learning that engage them and enable them to gain new skills, knowledge and behaviours that develop them, and lead to them each being exceptionally well prepared for their next steps into adulthood and a positive, meaningful and productive long term future.

#### **b. Objectives**

To act as a resource for young people between ages 18 and 25 with learning difficulties and disabilities and/or special educational needs & disabilities living in the South East of England by providing advice and assistance and organising programmes of physical, educational and other 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;
- c) relieving unemployment; and
- d) providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

#### **c. Main Activities**

The Charity traded during the reporting period as "The Oaks Specialist College", and operates as a specialist further education College for young adult learners aged between 18 and 25 who have learning difficulties and/or disabilities (LLDDs).

#### **d. Activities for Achieving Objectives**

Individualised study programmes based around the Preparation for Adulthood (PfA) framework are tailored to respond to the needs of each of our young people to support their continued learning, personal & skills development and to work towards the outcomes identified in their Education, Health and Care Plans (EHCPs). These include providing high aspiration and challenge underpinned by appropriate, targeted support and interventions such as speech and language therapy, occupational therapy, physiotherapy and bespoke therapies.

#### **Learners:**

- Follow personalised timetables that include the four strands from the PfA framework that focus on developing skills in Employment, Independent living skills, Friends, Relationships and Community, and Good Health
- Participate in an effective careers programme that offers impartial advice, experience and contact with employers to encourage an open mind and enable learners to make positive and realistic choices
- Develop an understanding of what they need to do in order to reach and succeed in their chosen vocation, career, volunteering, community & living options

## **SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

### **REPORT OF THE TRUSTEES - continued** **For The Year Ended 31 July 2022**

---

- Engage in a broad tutorial and Personal, Social, Health and Economic (PSHE) programme that promotes emotional wellbeing, keeping safe and healthy, social media, relationships and alcohol and drugs awareness
- Develop the understanding of the fundamental British values of democracy, individual liberty, the rule of law and mutual respect and tolerance
- Develop an understanding of their own health and wellbeing needs and are encouraged to recognise and respond appropriately.

In addition the College provides:

- A bespoke curriculum that has a sensory approach used to ensure that learners with complex high needs progress their life skills and develop greater independence. Partnership and collaboration with adult social care is established from day one, to promote forward planning and ensure subsequent effective transition to appropriate life and living opportunities
- A blended model for five or six slightly older learners – with a personalised offer in the specifically fitted out area that goes beyond “academic” and vocational education and tapers toward full transfer for these young adults into social care provision/supported living
- Fully equipped and working café and mini Tesco – providing in-house work experience and transferable learning opportunities plus social space (including community use)
- Digital learning and use of assistive technology and apps to enable learners to engage, learn, adapt and function effectively in real world settings of all kinds

#### **e. Funding**

Principal funds are received for each learner, for each academic year that they attend College. The funding comprises of three elements from two different sources:

- Element one being the base element, received from the ESFA. For the financial period of this report, Element 1 was £6,145 per learner, per academic year.
- Element two and three and paid by the local authority commissioning the learner’s place at College. (Element two is then reclaimed from the ESFA by the local authority (LA)).
- Elements two and three are calculated individually by the ESFA and the LA using a range of metrics around the individual learner’s needs and the amount of time they spend in College, plus the level of learning and therapeutic support that is needed by the individual. The total amount per learner ranges from £12,000 to £41,000 per academic year.

#### **f. Additional Fundraising**

Fundraising activities at the College occur when our learners produce craft items for sale to the public. Any profits made from the sale of these items are put towards purchasing equipment for the College, usually chosen by our learners.

## **SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

### **REPORT OF THE TRUSTEES - continued** **For The Year Ended 31 July 2022**

---

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **a. Constitution**

The charity is controlled by its governing document, the articles of association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. It is also a not-for-profit organisation and a Registered Charity (No. 1187919). The charitable company was incorporated on 23 March 2019 and commenced operations on 1 May 2019.

As of 1st September 2021 the operating name has been changed to "The Oaks Specialist College" (the company had been trading as "Oakley College"). The formal company name and associated elements remain unchanged.

The principal objects of the Charity are set out on page 1 of the Trustees' Report.

There have been no changes in the objectives since the last annual report.

##### **b. Methods of appointment or election of Trustees**

The charitable company is the responsibility of the Trustees who are elected under the terms of the Articles of Association. Trustees are expected to serve 3-year terms that may be extended.

##### **c. Policies Adopted for the Induction and Training of Trustees**

New trustees are assigned a mentor from the existing Board to induct them. The trustees have had regard to public benefit guidance issued by the Charity Commission/CCNI.

##### **d. Organisational Structure and Decision Making**

Responsibility for the strategic management of the Charity and key operational decisions rests with the Trustees who generally meet quarterly. Day to day management of the Charity, including the implementation of policy determined by the Board of Trustees is carried out by staff who are employed directly by the Charity and provide services to the Charity, exercising authorities delegated by the Board of Trustees.

The College is led by a Chief Executive Officer and Head of College, supported by a College Business Manager, Development Manager and Project & Fundraising Manager, plus a site team. The Chief Executive (Gordon Tillman) and Head of College (Ros Leach) report to and are accountable to the Board of Trustees. Phase leaders are responsible for the quality and development of education provision. They report and are accountable to the Head of College.

##### **e. Regulators**

The College is subject to supervisory body regulation by the ESFA, the Department for Education, Ofsted and the Charities Commission.

The College provision is also monitored for quality and cost effectiveness by the commissioning local authorities.

## **SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

### **REPORT OF THE TRUSTEES - continued For The Year Ended 31 July 2022**

---

#### **ACHIEVEMENTS AND PERFORMANCE**

##### **a. Financial Performance**

The Charity is in sound financial health and fully met its obligations for the reporting period. The Charity's reserves are more than halfway towards the plan to achieve a 6 month operating cost level. Cash flow remained positive throughout the period.

##### **b. Review of Charitable Activities**

###### **Learner Retention and Growth**

The Oaks Specialist College had 96 learners with high needs during the reporting period, which consisted of 71 (of 73) retained from the 2020/21 year and a net new 25 learners. We expect this to increase again to about 112 FTE for the reporting year 2022/23.

###### **Service Provision**

As per the name, the charity is highly focused on skills for independence and employability.

Embedding skills for independence is a core component of the day-to-day curriculum. Learners also benefited during the year from a number of away days, trips and offsite residential stays designed to embed those independence skills.

Our program "Into Employment" is fully embedded into the curriculum across the college. Trustees were pleased to see during the reporting period of the placement of 9.4% of learners into fully paid employment - 37% higher than the 5.9% nationally of young people with special educational needs. A further 62% of learners benefited from work placements.

Employment and work placement outcomes benefited from innovative programs such as the Reverse Jobs Fair where a number of local and national companies came to the college to meet and engage with learners.

The charity is succeeding in improving outcomes for our learners and exceeding national averages.

###### **Facilities**

The Oaks Specialist College remains at the site on Cage Green Road - a refurbished, spacious, and repurposed premises and grounds.

Trustees have agreed that the practical limit of the premises is about 95 full time equivalent learners plus staff. Given that some learners attend college for two or three days per week, this allows a greater number of learners to attend and benefit when allocated days over time.

Trustees were pleased to see the opening as planned in Nov 2021 of a new modular building (The Hive) next to the existing building. The Hive provides accommodation for supported living for young adult LLDDs, and enhanced meeting space for job fairs.

There remains an open 'Change of use' planning application of the on-site café so it can be used by community groups and the public. An initial assessment was completed, and modifications are in progress.

###### **Covid 19**

Appropriate precautions remained in place during the reporting period and a dynamic Covid risk assessment has been in place since the outset – for the organisation and for especially vulnerable learners.

## **SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

### **REPORT OF THE TRUSTEES - continued For The Year Ended 31 July 2022**

---

The trustees again thank the management and staff for their efforts to ensure the safety of all learners and in continuing to provide a high level of service both in person and virtually - ensuring the Charity met the needs and expectations of our young people and their families.

#### **FINANCIAL REVIEW**

##### **a. Going Concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

##### **b. Reserves Policy**

It is the policy of the Charity to maintain its free reserves at a level to enable it to be administered efficiently, meet its short-term expenditure requirements, and have adequate resources to fund its charitable activities. The Trustees want to ensure the charity is able to complete a full academic year for all learners, without loss of staff, student opportunities and quality of work, and to allow for sufficient time to find a new funding model if required, so that all students who wish to stay at the College can do so. As such it will reserve an absolute minimum level of unrestricted funds sufficient to sustain the charity without any income for a 3-month period, and will seek to increase this to at least 6 months operating costs.

Unrestricted funds held as fixed assets are not included as being free to meet any short-term need.

Free reserves at the end of the reporting period were £252,132. Per the reserves policy above the initial 3 months operating costs target is £451,325 (as per total expenditure in the reporting period below). The charity continues to build on those reserves over time to achieve the reserves policy target.

At the year end, the charity held total funds of £1,794,586 (2021: £1,374,770) of which unrestricted general funds were £1,685,617 (2022: £1,229,724) and restricted funds were £108,969 (2020: £145,046).

##### **c. Financial Summary**

In the year ended 31 July 2022 the Charity reported total income as £2,435,003 vs £1,964,243 in the previous financial year. Total expenditure was £2,015,187 vs £1,431,801 in the previous financial year. Of the total spend, expenditure on charitable activities was £1,968,808. Increases in income align to funding from the increase in learners. Increases in expenditure align to the new facilities and expanded teaching and support staff to service the increase in learners.

##### **d. Staff Remuneration**

Salaries are set by referencing pay-scales against our industry's current set of salary benchmarking data - ensuring they remain competitive to help with staff retention, whilst being mindful of the charity's ethos, aims and objectives.

##### **d. Risk Management**

The charity trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks.

Key risks areas include:

Governance risks which are managed by Trustee recruitment procedures and training; disclosure of conflicts of interest; appointment of suitably qualified staff; regular trustee board meetings; specific responsibility areas for Trustees on Safeguarding, Finance, and IT; and appointment and oversight of a qualified management team and organisational structure.

## **SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

### **REPORT OF THE TRUSTEES - continued For The Year Ended 31 July 2022**

---

Operational risks which are managed by assigned safeguarding leads and safeguarding oversight; documented internal policies, processes and procedures; appropriate business management and contract reviews; resilient IT systems and data storage; robust HR planning, hiring procedures and professional development; and appropriate insurance coverage of assets.

Financial risks which are managed by maintaining appropriate cash reserves; regular reporting and review of financial planning and performance; and external audits.

External risks which are managed by monitoring of demographic changes, size of potential learners, and demand for placements; monitoring of government policy changes and funding models; and close engagement and communication with community partners and stakeholders.

Compliance risks which are managed by regular review of Department of Education, Ofsted and other requirements; planning for compliance and inspection; and ensuring access to appropriate professional advice.

#### **PLANS FOR FUTURE PERIODS**

Of our 4 key strategic objectives from 2020 through 2024 we have made significant progress towards the design and build accommodation for supported living for young adult LLDDs, and in creating a digital learning platform specifically designed to be accessed and used by 19-25 LLDDs.

The plan will continue to build on these successes and our strategy thus remains to:

1. Build on our Microsoft Showcase successes. We aim to create digital learning opportunities and apps that are accessible to 19-25 LLDDs to promote age-appropriate accessible learning in English and Maths. This will increase employability and reduce those not in employment, education or further training (NEET) when they leave College.
2. Actively seek ways forward to design and build "move-on" accommodation within the grounds of The Oaks and to meet the clear demand that there is for this. This will enable more young adults with learning difficulties to make the transition to living as independently as possible within their local community.
3. Develop Outreach services to share our expertise and knowledge to support learners and staff in general Further Education settings.
4. Replicate our model of provision elsewhere in the Southeast region –to meet the needs of a greater number of 19-25 LLDDs.



**SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

**REPORT OF THE TRUSTEES - continued**  
**For The Year Ended 31 July 2022**

---

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
11901504 (England and Wales)

**Registered Charity number**  
1187919

**Registered office**  
Oakley College  
Cage Green Road  
Tonbridge  
Kent  
TN10 4PT

**Trustees**  
Simon Harris  
Glenn Douglas  
George Richard Goss (resigned 8 December 2021)  
Robert Marsh  
David Martin  
Richard Pone  
Julie Stones  
Daniel Broad  
David Carter

**Directors**  
Simon Harris  
Glenn Douglas  
George Richard Goss (resigned 8 December 2021)  
Robert Marsh  
David Martin  
Richard Pone  
Julie Stones  
Daniel Broad  
John Spavins  
David Carter

**Auditors**  
Hilden Park Accountants Limited  
Chartered Accountants & Statutory Auditors  
Hilden Park House  
79 Tonbridge Road  
Hildenborough  
Kent  
TN11 9BH

## SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

### REPORT OF THE TRUSTEES - continued For The Year Ended 31 July 2022

---

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Skills for Independence and Employability Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

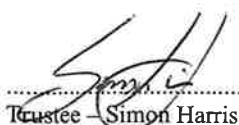
- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

#### AUDITORS

The auditors, Hilden Park Accountants Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime in Part 15 of the Companies Act 2006.

Report of the trustees approved by order of the board of trustees, as the company directors, on 28/03/2023 and signed on the board's behalf by:

  
Trustee - Simon Harris

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

---

### **Opinion**

We have audited the financial statements of Skills for Independence and Employability Limited (the 'charitable company') for the year ended 31 July 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, 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 (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2022 and of its 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 charitable company 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 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 charitable company's ability to continue as a going concern for a period of at least 12 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, including the trustees' 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, 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.

### **Opinions 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, which includes the directors' report prepared for the purposes of company law, for the financial for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF  
SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED - continued**

---

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

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

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the 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 Statement of Trustees' Responsibilities, 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 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 charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's 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 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.

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:

- Income in the year is mainly in the form of funding based on set criteria. The audit work performed included the verification of all material income to original agreements as well as an assessment of the charity's entitlement;
- Bank transactions in the year were of a consistent nature, relating to grant income, supplier payments and salaries. All material movements were looked at individually to help gain assurance that material instances of fraud would have been identified;
- Due to the simple nature of operations, the risks of irregularities (and risk of unidentified irregularities) is low;
- The laws and regulations applicable for this entity have been identified and considered when carrying out the audit;
- The competency and capabilities of the audit team identifying or recognising non-compliance with laws and regulations have been considered;
- Consideration was given as to whether there were areas of the financial statements particularly susceptible to fraud;
- Minutes of meetings of those charged with governance have been reviewed and nothing was noted that would indicate material misstatements due to fraud;
- The risk of management override of controls has been considered and the audit work in relation to this included the review of material accounting journals and other adjustments to assess that they were appropriate and in line with the normal course of the charity's activities.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF  
SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED - continued**

---

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's 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 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Paul R. Chewter (Senior Statutory Auditor)  
for and on behalf of Hilden Park Accountants Limited  
Chartered Accountants & Statutory Auditors  
Hilden Park House  
79 Tonbridge Road  
Hildenborough  
Kent  
TN11 9BH

Date: 28/03/23 .....

**Note:**

The maintenance and integrity of the company's website is the responsibility of the trustees; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the website.

**SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**For The Year Ended 31 July 2022**

		<b>Unrestricted Funds</b>		<b>Restricted Funds</b>		<b>Total Funds</b>	
	<b>Note</b>	<b>31/07/22</b>	<b>31/07/21</b>	<b>31/07/22</b>	<b>31/07/21</b>	<b>31/07/22</b>	<b>31/07/21</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income from:</b>							
Donations, funding and grants	2	2,268,727	1,887,773	151,490	72,406	2,420,217	1,960,179
Other trading activities	3	1,132	1,793	-	-	1,132	1,793
Investments	4	13,654	2,271	-	-	13,654	2,271
<b>Total incoming resources</b>		<b>2,283,513</b>	<b>1,891,837</b>	<b>151,490</b>	<b>72,406</b>	<b>2,435,003</b>	<b>1,964,243</b>
<b>Expenditure on:</b>							
Charitable activities	5	1,829,355	1,350,360	139,453	59,568	1,968,808	1,409,928
Finance charges	10	46,379	21,873	-	-	46,379	21,873
<b>Total expenditure</b>		<b>1,875,734</b>	<b>1,372,233</b>	<b>139,453</b>	<b>59,568</b>	<b>2,015,187</b>	<b>1,431,801</b>
<b>Net income/(expenditure)</b>		<b>407,779</b>	<b>519,604</b>	<b>12,037</b>	<b>12,838</b>	<b>419,816</b>	<b>532,442</b>
Transfers between funds		48,114	45,474	(48,114)	(45,474)	-	-
Net movement in funds		455,893	565,078	(36,077)	(32,636)	419,816	532,442
Reconciliation of funds:							
Total funds brought forward		1,229,724	664,646	145,046	177,682	1,374,770	842,328
<b>Total funds carried forward</b>		<b>1,685,617</b>	<b>1,229,724</b>	<b>108,969</b>	<b>145,046</b>	<b>1,794,586</b>	<b>1,374,770</b>

The notes form part of these financial statements

**SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED - REGISTERED NUMBER 11901504**

**BALANCE SHEET**

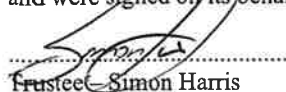
**For The Year Ended 31 July 2022**

		Unrestricted Funds		Restricted Funds		Total Funds	
	Note	31/07/22	31/07/21	31/07/22	31/07/21	31/07/22	31/07/21
		£	£	£	£	£	£
<b>FIXED ASSETS</b>							
Tangible assets	11	1,433,485	628,097	-	-	1,433,485	628,097
<b>CURRENT ASSETS</b>							
Debtors	12	31,918	3,750	-	-	31,918	3,750
Cash at bank and in hand		963,648	759,640	108,969	145,046	1,072,617	904,686
		995,566	763,390	108,969	145,046	1,104,535	908,436
<b>CREDITORS</b>							
Amounts falling due within one year	13	(392,774)	(126,900)	-	-	(392,774)	(126,900)
<b>NET CURRENT ASSETS</b>		602,792	636,490	108,969	145,046	711,761	781,536
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>							
		2,036,277	1,264,587	108,969	145,046	2,145,246	1,409,633
<b>CREDITORS</b>							
Amounts falling due after more than one year	14	(350,660)	(34,863)	-	-	(350,660)	(34,863)
<b>NET ASSETS</b>		1,685,617	1,229,724	108,969	145,046	1,794,586	1,374,770
<b>FUNDS</b>							
Unrestricted funds	17	1,685,617	1,229,724	-	-	1,685,617	1,229,724
Restricted funds		-	-	108,969	145,046	108,969	145,046
<b>TOTAL FUNDS</b>		1,685,617	1,229,724	108,969	145,046	1,794,586	1,374,770

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 subject to the small companies regime relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on .....23/03/2023.....  
and were signed on its behalf by:

  
Trustee Simon Harris

The notes form part of these financial statements

# SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

## CASH FLOW STATEMENT For The Year Ended 31 July 2022

	Notes	Year Ended 31.7.22 £	Year Ended 31.7.21 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	19	610,144	542,679
Interest paid		(259)	-
Interest element of hire purchase payments paid		<u>(46,379)</u>	<u>(21,873)</u>
Net cash provided by operating activities		<u>563,506</u>	<u>520,806</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(960,751)	(222,064)
Sale of tangible fixed assets		-	3,950
Sale of fixed asset investments		-	1
Interest received		<u>3,154</u>	<u>2,271</u>
Net cash used in investing activities		<u>(957,597)</u>	<u>(215,842)</u>
<b>Cash flows from financing activities</b>			
Capital repayments in year		<u>562,022</u>	<u>(41,938)</u>
Net cash (used in)/provided by financing activities		<u>562,022</u>	<u>(41,938)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>167,931</b>	<b>263,026</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<b><u>904,686</u></b>	<b><u>641,660</u></b>
<b>Cash and cash equivalents at the end of the reporting period</b>		<b><u>1,072,617</u></b>	<b><u>904,686</u></b>

The notes form part of these financial statements



## SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS For The Year Ended 31 July 2022

---

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

Skills for Independence and Employability Limited is a charitable company limited by guarantee registered in England and Wales. In the event of the charity being wound up the liability to members in respect of the guarantee is limited. The address of the registered office is given in the charity information on page 6 of the report of the trustees. The nature of the charity's operations and principal activities is the operation of Oakley College to assist 18 to 25 year olds with learning difficulties in West Kent and the surrounding areas.

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees have prepared the accounts on a going concern basis due to the level of net assets and cash reserves and they do not believe there are material uncertainties about the charity's ability to continue. Since the year end the charity has again increased its activity in terms of grant funding, increased student and staff numbers as well as building a new, two storey modular building on its site to allow it to better serve more young people in the local community. The college remains oversubscribed, with EHCP data from Local Authorities giving a clear indication that the demand for provisions such as The Oaks will continue to increase over the coming years.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Funding and grant income is recognised in the Statement of Financial Activities under the performance model.

Income from government grants and local authorities is recognised when any performance conditions attached to the grants have been met. The company receives core funding from Kent County Council and East Sussex County Council as well as from the UK Education and Skills Funding Agency. This funding is provided for various reasons and is determined based on criteria such as the number of students as well as the needs and requirements of said students.

In addition to the above in Autumn 2019 the company expanded its offering by providing a high needs facility on the site of a previous Special Education Needs provision (Nexus School).

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

## SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 July 2022

#### 1. ACCOUNTING POLICIES - continued

##### Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme as well as contributions being made to the Teacher's Pension Scheme. Contributions payable to the schemes are charged to the Statement of Financial Activities in the period to which they relate.

##### Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Individual assets costing £500 or more are capitalised at cost. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold improvements	Over the remaining period of the lease
College equipment	Straight line over 3 years and 5 years

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

##### Hire purchase and leasing commitments

The interest element of these obligations is charged to the Statement of Financial Activities over the relevant period. The capital element of the future payments is treated as a liability.

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

#### 2. DONATIONS, FUNDINGS AND GRANTS

	Unrestricted Funds		Restricted Funds		Total Funds	
	31/07/2022	31/07/2021	31/07/2022	31/07/2021	31/07/2022	31/07/2021
	£	£	£	£	£	£
Donations	3,095	1,154	22,652	12,040	25,747	13,194
Core government grants	2,225,614	1,817,965	-	-	2,225,614	1,817,965
Other government grants	40,018	68,654	94,519	5,166	134,537	73,820
Other grants	-	-	34,319	55,200	34,319	55,200
Total	2,268,727	1,887,773	151,490	72,406	2,420,217	1,960,179

# KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 July 2022

### 3. OTHER TRADING ACTIVITIES

	Unrestricted Funds		Restricted Funds		Total Funds	
	31/07/2022	31/07/2021	31/07/2022	31/07/2021	31/07/2022	31/07/2021
	£	£	£	£	£	£
Fundraising events	1,132	1,793	-	-	1,132	1,793
<b>Total</b>	<b>1,132</b>	<b>1,793</b>	<b>-</b>	<b>-</b>	<b>1,132</b>	<b>1,793</b>

### 4. INVESTMENT INCOME

	Unrestricted Funds		Restricted Funds		Total Funds	
	31/07/2022	31/07/2021	31/07/2022	31/07/2021	31/07/2022	31/07/2021
	£	£	£	£	£	£
Rents received	10,500	-	-	-	10,500	-
Deposit account interest	3,154	2,271	-	-	3,154	2,271
<b>Total</b>	<b>13,654</b>	<b>2,271</b>	<b>-</b>	<b>-</b>	<b>13,654</b>	<b>2,271</b>

### 5. ANALYSIS OF CHARITABLE EXPENDITURE

#### UNRESTRICTED FUNDS

	Grant Funded activity		Support Costs		Total	
	31/07/2022	31/07/2021	31/07/2022	31/07/2021	31/07/2022	31/07/2021
	£	£	£	£	£	£
Employment costs	1,372,072	959,180	-	-	1,372,072	959,180
Learning resources	7,791	7,892	-	-	7,791	7,892
Other school running costs	405,436	330,919	44,056	52,369	449,492	383,288
<b>Total</b>	<b>1,785,299</b>	<b>1,297,991</b>	<b>44,056</b>	<b>52,369</b>	<b>1,829,355</b>	<b>1,350,360</b>

# KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 July 2022

### 5. ANALYSIS OF CHARITABLE EXPENDITURE

#### RESTRICTED FUNDS

	Grant Funded activity		Support Costs		Total	
	31/07/2022	31/07/2021	31/07/2022	31/07/2021	31/07/2022	31/07/2021
	£	£	£	£	£	£
Employment costs	-	-	-	-	-	-
Learning resources	-	-	-	-	-	-
Other school running costs	139,453	59,568	-	-	139,453	59,568
<b>Total</b>	<b>139,453</b>	<b>59,568</b>	<b>-</b>	<b>-</b>	<b>139,453</b>	<b>59,568</b>

### 6. ANALYSIS OF SUPPORT COSTS

	Raising Funds		Charitable Activities		Total Funds	
	31/07/2022	31/07/2021	31/07/2022	31/07/2021	31/07/2022	31/07/2021
	£	£	£	£	£	£
External audit	-	-	7,860	7,860	7,860	7,860
Legal and professional fees	-	-	18,771	24,923	18,771	24,923
Staff training	-	-	6,535	9,962	6,535	9,962
Accountancy	-	-	10,890	9,624	10,890	9,624
<b>Total</b>	<b>-</b>	<b>-</b>	<b>44,056</b>	<b>52,369</b>	<b>44,056</b>	<b>52,369</b>

### 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2022 nor the year ended 31 July 2021.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2022 nor the year ended 31 July 2021.

## KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 July 2022

---

#### 8. STAFF COSTS AND REMUNERATION OF KEY PERSONNEL

	Year Ended 31.7.22	Year Ended 31.7.21
	£	£
Wages and salaries	1,119,153	799,490
Social security costs	98,380	58,133
Other pension costs	<u>154,539</u>	<u>101,557</u>
	1,372,072	959,180

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

Year Ended 31.7.22	Year ended 31.7.21
<u>51</u>	<u>38</u>

The average monthly number of full-time equivalent (FTE) employees during the year was as follows:

Year Ended 31.7.22	Year ended 31.7.21
<u>38</u>	<u>27</u>

The total employment benefits including employer pension contributions of the key management personnel were £375,862 (2021: £399,742)

No employees received emoluments in excess of £60,000.

#### 9. AUDITOR'S REMUNERATION

The auditor's remuneration of £7,860 (2021:£7,860) related solely to the audit with additional work being undertaken of £10,890 (2021: £9,624) in relation to other accountancy services.

#### 10. FINANCE CHARGES

	2022 £	2021 £
Hire purchase interest	<u>46,379</u>	<u>21,873</u>

---

# KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 July 2022

### 11. TANGIBLE FIXED ASSETS

	Improvements to property £	College equipment £	Totals £
<b>COST</b>			
At 1 August 2021	644,704	63,588	708,292
Additions	<u>917,646</u>	<u>43,105</u>	<u>960,751</u>
At 31 July 2022	<u>1,562,350</u>	<u>106,693</u>	<u>1,669,043</u>
<b>DEPRECIATION</b>			
At 1 August 2021	58,280	21,915	80,195
Charge for year	<u>136,377</u>	<u>18,986</u>	<u>155,363</u>
At 31 July 2022	<u>194,657</u>	<u>40,901</u>	<u>235,558</u>
<b>NET BOOK VALUE</b>			
At 31 July 2022	<u>1,367,693</u>	<u>65,792</u>	<u>1,433,485</u>
At 31 July 2021	<u>586,424</u>	<u>41,673</u>	<u>628,097</u>

### 12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade debtors	7,966	-
Other debtors	3,750	3,750
Prepayments	<u>20,202</u>	<u>-</u>
	<u>31,918</u>	<u>3,750</u>

### 13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Hire purchase (see note 15)	297,361	51,136
Trade creditors	33,260	12,651
Social security and other taxes	82	16,609
Other creditors	8,388	13,904
Accruals and deferred income	<u>53,683</u>	<u>32,600</u>
	<u>392,774</u>	<u>126,900</u>

**KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED****NOTES TO THE FINANCIAL STATEMENTS - continued**  
**For The Year Ended 31 July 2022****14. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Hire purchase (see note 15)	<b><u>350,660</u></b>	<b><u>34,863</u></b>

**15. LEASING AGREEMENTS**

Minimum lease payments under hire purchase fall due as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Net obligations repayable:		
Within one year	<b>297,361</b>	<b>51,136</b>
Between one and five years	<b><u>350,660</u></b>	<b><u>34,863</u></b>
	<b><u>648,021</u></b>	<b><u>85,999</u></b>

**16. OPERATING LEASE**

Minimum lease payments under operating leases fall due as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Net obligations repayable:		
Within one year	<b>217,966</b>	<b>159,757</b>
Between one and five years	<b><u>304,350</u></b>	<b><u>286,866</u></b>
	<b><u>522,316</u></b>	<b><u>446,623</u></b>

# KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 July 2022

### 17. MOVEMENT IN FUNDS

	At 1.8.21 £	Net movement in funds £	At 31.7.22 £
<b>Unrestricted funds</b>			
General fund	1,229,724	455,893	1,685,617
<b>Restricted funds</b>			
Restricted fund	145,046	(36,077)	108,969
<b>TOTAL FUNDS</b>	<b>1,374,770</b>	<b>419,816</b>	<b>1,794,586</b>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended / transfers £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	2,283,513	(1,827,620)	455,893
<b>Restricted funds</b>			
Restricted fund	151,490	(187,567)	(36,077)
<b>TOTAL FUNDS</b>	<b>2,435,003</b>	<b>(2,015,187)</b>	<b>419,816</b>

### Comparatives for movement in funds

	Net movement in funds £	At 31.7.21 £
<b>Unrestricted funds</b>		
General fund	565,078	1,229,724
<b>Restricted funds</b>		
Restricted fund	(32,636)	145,046
<b>TOTAL FUNDS</b>	<b>532,442</b>	<b>1,374,770</b>



**KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED****NOTES TO THE FINANCIAL STATEMENTS - continued**  
**For The Year Ended 31 July 2022**

---

**17. MOVEMENT IN FUNDS (continued)**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,891,837	(1,326,759)	565,078
<b>Restricted funds</b>			
Restricted fund	72,406	(105,042)	(32,636)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>1,964,243</u>	<u>(1,431,801)</u>	<u>532,442</u>

**KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED****NOTES TO THE FINANCIAL STATEMENTS - continued****For The Year Ended 31 July 2022****18. RESTRICTED FUNDS**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes;

	<b>Movement in funds</b>				
	<b>Balance at 1 August 2021</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>Balance at 31 July 2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Colyer Ferguson	45,910	7,590	(51,320)	-	2,180
Free school meals	7,167	8,366	(4,975)	-	10,558
KCC (Building improvements)	85,999	25,000	(63,811)	(22,426)	24,762
Kickstart Scheme	-	12,129	(12,129)	-	-
3H	250	5,467	(250)	-	5,467
Kent Community Foundation	1,430	-	(1,430)	-	-
Asda Foundation	2,000	-	(2,000)	-	-
Royal Botanical Gardens	500	-	(300)	-	200
Kent Active	500	-	-	-	500
Justgiving	1,290	6,208	(60)	(7,300)	138
Worshipful Company of Information Technologists	-	5,211	(636)	(3,846)	729
The Big Lottery Fund	-	4,766	(2,484)	-	2,282
Kent Community Foundation	-	9,600	(58)	(9,542)	-
The Careers and Enterprise Company	-	1,000	-	-	1,000
Wooden Spoon Society	-	5,000	-	(5,000)	-
Department for Education	-	61,153	-	-	61,153
	145,046	151,490	(139,453)	(48,114)	108,969

## KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 July 2022

---

#### 18. RESTRICTED FUNDS (continued)

**Colyer Ferguson** – A Kent based charity who award grants to support vulnerable and disadvantaged people living in Kent. Grants are capped at a maximum of £500 per grant but there is no limit to the number of grants that can be applied for. Our College Projects Manager applies for grants on behalf of learners at the College based on the learner's individual needs. Examples of grants applied for include providing a learner with a new suit and shoes to attend job interviews and paying for a learner to attend 12 one-to-one counselling sessions. The grants can only be spent on the specific project applied for and expenditure against income for each grant is tracked by the Projects Manager.

**Free school meals** – The College indicate which learners are eligible for free school meals, the cost of each meal and the number of meals each learner will receive during the academic year. The Education and Skills Funding Agency provides funding based on this calculation plus an additional 5% to cover administration costs.

**KCC (Building Improvements)** – In Autumn 2019 Oakley College occupied new premises which was part funded by Kent County Council. The amount of funding provided was based on quotes from the building contractors involved on the project. The remaining restricted balance relates to lease obligations totalling £85,999.

**3H** – The 3H Foundation is a local charity set-up 45 years ago to awards grants that provide respite for people with disabilities and their carers. Two, £250 grants to fund local theatre trips were applied for and approved. However, only one trip has so far taken place because of the Covid pandemic.

**Kent Community Foundation (KCF)** – KCF is one of 47 Community Foundations across the UK who are committed to improving the lives of local people and communities, particularly the vulnerable, isolated, and disadvantaged. KCF have awarded two grants to The Oaks Specialist College; one for the purchase of IT, video and sports equipment and the other towards the purchase of a polytunnel and workshop.

**Asda Foundation** – This is an independent charity whose mission is to transform communities and improve lives throughout the UK. The Oaks was awarded a £2,000 grant to part-fund the purchase of a polytunnel and workshop.

**Royal Botanical Gardens Kew** – Kew runs an outreach initiative called “Grow Wild” aimed at encouraging millions of people to enjoy and value wildflowers and fungi. As part of this initiative, schools and college were invited to apply for a £500 grant to run gardening projects with their students.

**Kent Active** – KentSport in association with SportEngland runs an “Everyday Active” initiative whose aim is to increase participation in sport and physical activity. Grants were available as part of this initiative and The Oaks secured £500 of funding to purchase sports equipment for its learners.

**Just Giving** – A JustGiving account was created to receive donations for The Oaks Specialist College’s “Hit the Road” campaign to purchase and equip a mobile coffee/snack bar for our learners to operate. Donations come in throughout the year on an ad-hoc basis.

**Sevenoaks District Council (SDC)** – The Oaks Specialist College participates in the Government’s “Kick Start” scheme and has employed two candidates through this scheme. SDC initially provided grants to support the training and development of the two candidates plus ongoing funding to cover the candidates’ salary costs.

**Worshipful Company of Information Technologists** – Through previous work with the WCIT, one of the College’s Trustees facilitated the awarding of a £5,211 grant for the College. The grant was used to purchase Various items of smart and assistive technology for the supported living room in “The Hive” building.

## KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 July 2022

---

#### 18. RESTRICTED FUNDS (continued)

**The Big Lottery Fund** – This organisation offered grants to schools and colleges to help staff and their pupils celebrate the Queen's Silver Jubilee. The Oaks applied and was successful in securing a grant of £4,766. This was spent on putting together and hosting a day of Jubilee-related activities and celebrations at the college.

**The Careers and Enterprise Company** – The college's Careers Lead applied for some additional funding to purchase DIY tools and decorating materials to support learners with their various enterprise initiatives.

**Wooden Spoon Society** – The Wooden Spoon Society provided the college with a £5,000 grant to purchase outdoor gym equipment for the benefit of both learners and staff.

**Department for Education** – The college receives annual grants from the DfE for the specific purpose of maintaining and improving the condition of the college buildings.

Transfers represent the purchase of fixed assets during the year from a restricted fund which are held for a general purpose.

#### 19. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	Year Ended 31.7.22 £	Year Ended 31.7.21 £
Net income for the reporting period (as per the Statement of Financial Activities)	419,816	532,422
Adjustments for:		
Depreciation charges	155,363	73,132
Profit on disposal of fixed assets	-	(1,096)
Interest received	(3,154)	(2,271)
Interest paid	259	-
Interest element of hire purchase and finance lease rental payments	46,379	21,873
(Increase)/Decrease in debtors	(28,168)	9,214
Increase/(Decrease) in creditors	19,649	(90,615)
Net cash provided by operations	<u>610,144</u>	<u>542,679</u>

**KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED****NOTES TO THE FINANCIAL STATEMENTS - continued**  
**For The Year Ended 31 July 2022**

---

**20. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1.8.21 £	Cash flow £	At 31.7.22 £
<b>Net cash</b>			
Cash at bank and in hand	<u>904,686</u>	<u>167,931</u>	<u>1,072,617</u>
	<u>904,686</u>	<u>167,931</u>	<u>1,072,617</u>
 <b>Debt</b>			
Finance leases	<u>(85,999)</u>	<u>(562,022)</u>	<u>(648,021)</u>
	<u>(85,999)</u>	<u>(562,022)</u>	<u>(648,021)</u>
 <b>Total</b>	<u>818,687</u>	<u>(394,091)</u>	<u>424,596</u>

**21. RELATED PARTY TRANSACTIONS**

During the year the charity received a grant totalling £5,211 (2021: £nil) from The Worshipful Company of Information Technologists' Charity, a charity which Richard Pone is a trustee.

**KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED****NOTES TO THE FINANCIAL STATEMENTS - continued**  
**For The Year Ended 31 July 2022****INCOME AND ENDOWMENTS****Donations, funding and grants**

	31/07/2022	31/07/2021
	£	£
Donations	25,747	13,194
Funding and grants	2,394,470	1,946,985
	<u>2,420,217</u>	<u>1,960,179</u>
<b>Other trading activities</b>		
Fundraising events	1,132	1,793
<b>Investment income</b>		
Rents received	10,500	-
Deposit account interest	3,154	2,271
	<u>13,654</u>	<u>2,271</u>
<b>Total incoming resources</b>	<b>2,435,003</b>	<b>1,964,243</b>

**EXPENDITURE****Charitable activities**

Wages	1,119,153	799,490
Social security costs	98,380	58,133
Pension costs	154,539	101,557
Staff welfare	5,810	8,949
Other operating leases	149,722	126,572
Rates and water	5,131	7,174
Insurance	21,918	13,297
Light and heat	14,370	19,516
Sundries	1,304	737
Repairs & renewals	24,258	13,097
Cleaning	38,027	35,999
Learning resources	7,791	8,135
College trips	8,634	2,965
Catering	5,831	2,397
Staff training & subscriptions	6,535	9,962
Training for students	-	2,267
Premises rent	37,083	24,371
Telephone	4,963	5,665
Postage and stationery	9,402	7,660
Depreciation of tangible fixed assets	155,363	73,132
Profit on disposal of fixed assets	-	(1,096)
Computer expenses	34,724	28,873

This page does not form part of the statutory financial statements

**KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED****NOTES TO THE FINANCIAL STATEMENTS - continued**  
**For The Year Ended 31 July 2022****Charitable activities continued**

Travel	20,583	18,669
Advertising	1,831	-
Bank charges	543	-
Legal and professional fees	24,163	24,923
Audit and accountancy	18,750	17,484
	<u>1,968,808</u>	<u>1,409,928</u>

**Finance charges**

Hire purchase interest	46,379	21,873
------------------------	--------	--------

Total resources expended	<u>2,015,187</u>	<u>1,431,801</u>
--------------------------	------------------	------------------

Net surplus	<u>419,816</u>	<u>532,442</u>
-------------	----------------	----------------

This page does not form part of the statutory financial statements





**REGISTERED COMPANY NUMBER: 11901504 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1187919**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2022  
FOR  
SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

**SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

**CONTENTS OF THE FINANCIAL STATEMENTS**  
**For The Year Ended 31 July 2022**

---

	<b>Page</b>
<b>Report of the Trustees</b>	<b>1 to 8</b>
<b>Report of the Independent Auditors</b>	<b>9 to 11</b>
<b>Statement of Financial Activities</b>	<b>12</b>
<b>Balance Sheet</b>	<b>13</b>
<b>Cash Flow Statement</b>	<b>14</b>
<b>Notes to the Financial Statements</b>	<b>15 to 27</b>
<b>Detailed Statement of Financial Activities</b>	<b>28 to 29</b>

---

## **SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

### **REPORT OF THE TRUSTEES For The Year Ended 31 July 2022**

---

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year 1 August 2021 to 31 July 2022. This report is also the directors' report. The trustees have adopted the provisions of 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).

### **VISION, OBJECTIVES AND MAIN ACTIVITIES**

#### **a. Vision**

Our vision is to give young adults with learning difficulties opportunities to discover ways of learning that engage them and enable them to gain new skills, knowledge and behaviours that develop them, and lead to them each being exceptionally well prepared for their next steps into adulthood and a positive, meaningful and productive long term future.

#### **b. Objectives**

To act as a resource for young people between ages 18 and 25 with learning difficulties and disabilities and/or special educational needs & disabilities living in the South East of England by providing advice and assistance and organising programmes of physical, educational and other 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;
- c) relieving unemployment; and
- d) providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

#### **c. Main Activities**

The Charity traded during the reporting period as "The Oaks Specialist College", and operates as a specialist further education College for young adult learners aged between 18 and 25 who have learning difficulties and/or disabilities (LLDDs).

#### **d. Activities for Achieving Objectives**

Individualised study programmes based around the Preparation for Adulthood (PfA) framework are tailored to respond to the needs of each of our young people to support their continued learning, personal & skills development and to work towards the outcomes identified in their Education, Health and Care Plans (EHCPs). These include providing high aspiration and challenge underpinned by appropriate, targeted support and interventions such as speech and language therapy, occupational therapy, physiotherapy and bespoke therapies.

#### **Learners:**

- Follow personalised timetables that include the four strands from the PfA framework that focus on developing skills in Employment, Independent living skills, Friends, Relationships and Community, and Good Health
- Participate in an effective careers programme that offers impartial advice, experience and contact with employers to encourage an open mind and enable learners to make positive and realistic choices
- Develop an understanding of what they need to do in order to reach and succeed in their chosen vocation, career, volunteering, community & living options

## **SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

### **REPORT OF THE TRUSTEES - continued** **For The Year Ended 31 July 2022**

---

- Engage in a broad tutorial and Personal, Social, Health and Economic (PSHE) programme that promotes emotional wellbeing, keeping safe and healthy, social media, relationships and alcohol and drugs awareness
- Develop the understanding of the fundamental British values of democracy, individual liberty, the rule of law and mutual respect and tolerance
- Develop an understanding of their own health and wellbeing needs and are encouraged to recognise and respond appropriately.

In addition the College provides:

- A bespoke curriculum that has a sensory approach used to ensure that learners with complex high needs progress their life skills and develop greater independence. Partnership and collaboration with adult social care is established from day one, to promote forward planning and ensure subsequent effective transition to appropriate life and living opportunities
- A blended model for five or six slightly older learners – with a personalised offer in the specifically fitted out area that goes beyond “academic” and vocational education and tapers toward full transfer for these young adults into social care provision/supported living
- Fully equipped and working café and mini Tesco – providing in-house work experience and transferable learning opportunities plus social space (including community use)
- Digital learning and use of assistive technology and apps to enable learners to engage, learn, adapt and function effectively in real world settings of all kinds

#### **e. Funding**

Principal funds are received for each learner, for each academic year that they attend College. The funding comprises of three elements from two different sources:

- Element one being the base element, received from the ESFA. For the financial period of this report, Element 1 was £6,145 per learner, per academic year.
- Element two and three and paid by the local authority commissioning the learner’s place at College. (Element two is then reclaimed from the ESFA by the local authority (LA)).
- Elements two and three are calculated individually by the ESFA and the LA using a range of metrics around the individual learner’s needs and the amount of time they spend in College, plus the level of learning and therapeutic support that is needed by the individual. The total amount per learner ranges from £12,000 to £41,000 per academic year.

#### **f. Additional Fundraising**

Fundraising activities at the College occur when our learners produce craft items for sale to the public. Any profits made from the sale of these items are put towards purchasing equipment for the College, usually chosen by our learners.

## **SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

### **REPORT OF THE TRUSTEES - continued** **For The Year Ended 31 July 2022**

---

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **a. Constitution**

The charity is controlled by its governing document, the articles of association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. It is also a not-for-profit organisation and a Registered Charity (No. 1187919). The charitable company was incorporated on 23 March 2019 and commenced operations on 1 May 2019.

As of 1st September 2021 the operating name has been changed to "The Oaks Specialist College" (the company had been trading as "Oakley College"). The formal company name and associated elements remain unchanged.

The principal objects of the Charity are set out on page 1 of the Trustees' Report.

There have been no changes in the objectives since the last annual report.

##### **b. Methods of appointment or election of Trustees**

The charitable company is the responsibility of the Trustees who are elected under the terms of the Articles of Association. Trustees are expected to serve 3-year terms that may be extended.

##### **c. Policies Adopted for the Induction and Training of Trustees**

New trustees are assigned a mentor from the existing Board to induct them. The trustees have had regard to public benefit guidance issued by the Charity Commission/CCNI.

##### **d. Organisational Structure and Decision Making**

Responsibility for the strategic management of the Charity and key operational decisions rests with the Trustees who generally meet quarterly. Day to day management of the Charity, including the implementation of policy determined by the Board of Trustees is carried out by staff who are employed directly by the Charity and provide services to the Charity, exercising authorities delegated by the Board of Trustees.

The College is led by a Chief Executive Officer and Head of College, supported by a College Business Manager, Development Manager and Project & Fundraising Manager, plus a site team. The Chief Executive (Gordon Tillman) and Head of College (Ros Leach) report to and are accountable to the Board of Trustees. Phase leaders are responsible for the quality and development of education provision. They report and are accountable to the Head of College.

##### **e. Regulators**

The College is subject to supervisory body regulation by the ESFA, the Department for Education, Ofsted and the Charities Commission.

The College provision is also monitored for quality and cost effectiveness by the commissioning local authorities.

## **SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

### **REPORT OF THE TRUSTEES - continued For The Year Ended 31 July 2022**

---

#### **ACHIEVEMENTS AND PERFORMANCE**

##### **a. Financial Performance**

The Charity is in sound financial health and fully met its obligations for the reporting period. The Charity's reserves are more than halfway towards the plan to achieve a 6 month operating cost level. Cash flow remained positive throughout the period.

##### **b. Review of Charitable Activities**

###### **Learner Retention and Growth**

The Oaks Specialist College had 96 learners with high needs during the reporting period, which consisted of 71 (of 73) retained from the 2020/21 year and a net new 25 learners. We expect this to increase again to about 112 FTE for the reporting year 2022/23.

###### **Service Provision**

As per the name, the charity is highly focused on skills for independence and employability.

Embedding skills for independence is a core component of the day-to-day curriculum. Learners also benefited during the year from a number of away days, trips and offsite residential stays designed to embed those independence skills.

Our program "Into Employment" is fully embedded into the curriculum across the college. Trustees were pleased to see during the reporting period of the placement of 9.4% of learners into fully paid employment - 37% higher than the 5.9% nationally of young people with special educational needs. A further 62% of learners benefited from work placements.

Employment and work placement outcomes benefited from innovative programs such as the Reverse Jobs Fair where a number of local and national companies came to the college to meet and engage with learners.

The charity is succeeding in improving outcomes for our learners and exceeding national averages.

###### **Facilities**

The Oaks Specialist College remains at the site on Cage Green Road - a refurbished, spacious, and repurposed premises and grounds.

Trustees have agreed that the practical limit of the premises is about 95 full time equivalent learners plus staff. Given that some learners attend college for two or three days per week, this allows a greater number of learners to attend and benefit when allocated days over time.

Trustees were pleased to see the opening as planned in Nov 2021 of a new modular building (The Hive) next to the existing building. The Hive provides accommodation for supported living for young adult LLDDs, and enhanced meeting space for job fairs.

There remains an open 'Change of use' planning application of the on-site café so it can be used by community groups and the public. An initial assessment was completed, and modifications are in progress.

###### **Covid 19**

Appropriate precautions remained in place during the reporting period and a dynamic Covid risk assessment has been in place since the outset – for the organisation and for especially vulnerable learners.

## **SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

### **REPORT OF THE TRUSTEES - continued For The Year Ended 31 July 2022**

---

The trustees again thank the management and staff for their efforts to ensure the safety of all learners and in continuing to provide a high level of service both in person and virtually - ensuring the Charity met the needs and expectations of our young people and their families.

#### **FINANCIAL REVIEW**

##### **a. Going Concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

##### **b. Reserves Policy**

It is the policy of the Charity to maintain its free reserves at a level to enable it to be administered efficiently, meet its short-term expenditure requirements, and have adequate resources to fund its charitable activities. The Trustees want to ensure the charity is able to complete a full academic year for all learners, without loss of staff, student opportunities and quality of work, and to allow for sufficient time to find a new funding model if required, so that all students who wish to stay at the College can do so. As such it will reserve an absolute minimum level of unrestricted funds sufficient to sustain the charity without any income for a 3-month period, and will seek to increase this to at least 6 months operating costs.

Unrestricted funds held as fixed assets are not included as being free to meet any short-term need.

Free reserves at the end of the reporting period were £252,132. Per the reserves policy above the initial 3 months operating costs target is £451,325 (as per total expenditure in the reporting period below). The charity continues to build on those reserves over time to achieve the reserves policy target.

At the year end, the charity held total funds of £1,794,586 (2021: £1,374,770) of which unrestricted general funds were £1,685,617 (2022: £1,229,724) and restricted funds were £108,969 (2020: £145,046).

##### **c. Financial Summary**

In the year ended 31 July 2022 the Charity reported total income as £2,435,003 vs £1,964,243 in the previous financial year. Total expenditure was £2,015,187 vs £1,431,801 in the previous financial year. Of the total spend, expenditure on charitable activities was £1,968,808. Increases in income align to funding from the increase in learners. Increases in expenditure align to the new facilities and expanded teaching and support staff to service the increase in learners.

##### **d. Staff Remuneration**

Salaries are set by referencing pay-scales against our industry's current set of salary benchmarking data - ensuring they remain competitive to help with staff retention, whilst being mindful of the charity's ethos, aims and objectives.

##### **d. Risk Management**

The charity trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks.

Key risks areas include:

Governance risks which are managed by Trustee recruitment procedures and training; disclosure of conflicts of interest; appointment of suitably qualified staff; regular trustee board meetings; specific responsibility areas for Trustees on Safeguarding, Finance, and IT; and appointment and oversight of a qualified management team and organisational structure.

---

## **SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

### **REPORT OF THE TRUSTEES - continued For The Year Ended 31 July 2022**

---

Operational risks which are managed by assigned safeguarding leads and safeguarding oversight; documented internal policies, processes and procedures; appropriate business management and contract reviews; resilient IT systems and data storage; robust HR planning, hiring procedures and professional development; and appropriate insurance coverage of assets.

Financial risks which are managed by maintaining appropriate cash reserves; regular reporting and review of financial planning and performance; and external audits.

External risks which are managed by monitoring of demographic changes, size of potential learners, and demand for placements; monitoring of government policy changes and funding models; and close engagement and communication with community partners and stakeholders.

Compliance risks which are managed by regular review of Department of Education, Ofsted and other requirements; planning for compliance and inspection; and ensuring access to appropriate professional advice.

#### **PLANS FOR FUTURE PERIODS**

Of our 4 key strategic objectives from 2020 through 2024 we have made significant progress towards the design and build accommodation for supported living for young adult LLDDs, and in creating a digital learning platform specifically designed to be accessed and used by 19-25 LLDDs.

The plan will continue to build on these successes and our strategy thus remains to:

1. Build on our Microsoft Showcase successes. We aim to create digital learning opportunities and apps that are accessible to 19-25 LLDDs to promote age-appropriate accessible learning in English and Maths. This will increase employability and reduce those not in employment, education or further training (NEET) when they leave College.
2. Actively seek ways forward to design and build "move-on" accommodation within the grounds of The Oaks and to meet the clear demand that there is for this. This will enable more young adults with learning difficulties to make the transition to living as independently as possible within their local community.
3. Develop Outreach services to share our expertise and knowledge to support learners and staff in general Further Education settings.
4. Replicate our model of provision elsewhere in the Southeast region –to meet the needs of a greater number of 19-25 LLDDs.



**SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

**REPORT OF THE TRUSTEES - continued**  
**For The Year Ended 31 July 2022**

---

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
11901504 (England and Wales)

**Registered Charity number**  
1187919

**Registered office**  
Oakley College  
Cage Green Road  
Tonbridge  
Kent  
TN10 4PT

**Trustees**  
Simon Harris  
Glenn Douglas  
George Richard Goss (resigned 8 December 2021)  
Robert Marsh  
David Martin  
Richard Pone  
Julie Stones  
Daniel Broad  
David Carter

**Directors**  
Simon Harris  
Glenn Douglas  
George Richard Goss (resigned 8 December 2021)  
Robert Marsh  
David Martin  
Richard Pone  
Julie Stones  
Daniel Broad  
John Spavins  
David Carter

**Auditors**  
Hilden Park Accountants Limited  
Chartered Accountants & Statutory Auditors  
Hilden Park House  
79 Tonbridge Road  
Hildenborough  
Kent  
TN11 9BH

## SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

### REPORT OF THE TRUSTEES - continued For The Year Ended 31 July 2022

---

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Skills for Independence and Employability Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

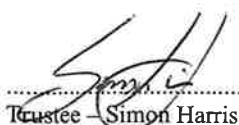
- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

#### AUDITORS

The auditors, Hilden Park Accountants Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime in Part 15 of the Companies Act 2006.

Report of the trustees approved by order of the board of trustees, as the company directors, on 28/03/2023 and signed on the board's behalf by:

  
Trustee - Simon Harris

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

---

### **Opinion**

We have audited the financial statements of Skills for Independence and Employability Limited (the 'charitable company') for the year ended 31 July 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, 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 (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2022 and of its 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 charitable company 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 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 charitable company's ability to continue as a going concern for a period of at least 12 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, including the trustees' 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, 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.

### **Opinions 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, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF  
SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED - continued**

---

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

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

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the 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 Statement of Trustees' Responsibilities, 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 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 charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's 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 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.

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:

- Income in the year is mainly in the form of funding based on set criteria. The audit work performed included the verification of all material income to original agreements as well as an assessment of the charity's entitlement;
- Bank transactions in the year were of a consistent nature, relating to grant income, supplier payments and salaries. All material movements were looked at individually to help gain assurance that material instances of fraud would have been identified;
- Due to the simple nature of operations, the risks of irregularities (and risk of unidentified irregularities) is low;
- The laws and regulations applicable for this entity have been identified and considered when carrying out the audit;
- The competency and capabilities of the audit team identifying or recognising non-compliance with laws and regulations have been considered;
- Consideration was given as to whether there were areas of the financial statements particularly susceptible to fraud;
- Minutes of meetings of those charged with governance have been reviewed and nothing was noted that would indicate material misstatements due to fraud;
- The risk of management override of controls has been considered and the audit work in relation to this included the review of material accounting journals and other adjustments to assess that they were appropriate and in line with the normal course of the charity's activities.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF  
SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED - continued**

---

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's 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 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Paul R. Chewter (Senior Statutory Auditor)  
for and on behalf of Hilden Park Accountants Limited  
Chartered Accountants & Statutory Auditors  
Hilden Park House  
79 Tonbridge Road  
Hildenborough  
Kent  
TN11 9BH

Date: 28/03/23 .....

**Note:**

The maintenance and integrity of the company's website is the responsibility of the trustees; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the website.

**SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**For The Year Ended 31 July 2022**

		<b>Unrestricted Funds</b>		<b>Restricted Funds</b>		<b>Total Funds</b>	
	<b>Note</b>	<b>31/07/22</b>	<b>31/07/21</b>	<b>31/07/22</b>	<b>31/07/21</b>	<b>31/07/22</b>	<b>31/07/21</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income from:</b>							
Donations, funding and grants	2	2,268,727	1,887,773	151,490	72,406	2,420,217	1,960,179
Other trading activities	3	1,132	1,793	-	-	1,132	1,793
Investments	4	13,654	2,271	-	-	13,654	2,271
<b>Total incoming resources</b>		<b>2,283,513</b>	<b>1,891,837</b>	<b>151,490</b>	<b>72,406</b>	<b>2,435,003</b>	<b>1,964,243</b>
<b>Expenditure on:</b>							
Charitable activities	5	1,829,355	1,350,360	139,453	59,568	1,968,808	1,409,928
Finance charges	10	46,379	21,873	-	-	46,379	21,873
<b>Total expenditure</b>		<b>1,875,734</b>	<b>1,372,233</b>	<b>139,453</b>	<b>59,568</b>	<b>2,015,187</b>	<b>1,431,801</b>
<b>Net income/(expenditure)</b>		<b>407,779</b>	<b>519,604</b>	<b>12,037</b>	<b>12,838</b>	<b>419,816</b>	<b>532,442</b>
Transfers between funds		48,114	45,474	(48,114)	(45,474)	-	-
Net movement in funds		455,893	565,078	(36,077)	(32,636)	419,816	532,442
Reconciliation of funds:							
Total funds brought forward		1,229,724	664,646	145,046	177,682	1,374,770	842,328
<b>Total funds carried forward</b>		<b>1,685,617</b>	<b>1,229,724</b>	<b>108,969</b>	<b>145,046</b>	<b>1,794,586</b>	<b>1,374,770</b>

The notes form part of these financial statements

**SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED - REGISTERED NUMBER 11901504**

**BALANCE SHEET**

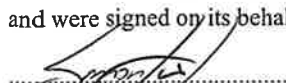
**For The Year Ended 31 July 2022**

		Unrestricted Funds		Restricted Funds		Total Funds	
	Note	31/07/22	31/07/21	31/07/22	31/07/21	31/07/22	31/07/21
		£	£	£	£	£	£
<b>FIXED ASSETS</b>							
Tangible assets	11	1,433,485	628,097	-	-	1,433,485	628,097
<b>CURRENT ASSETS</b>							
Debtors	12	31,918	3,750	-	-	31,918	3,750
Cash at bank and in hand		963,648	759,640	108,969	145,046	1,072,617	904,686
		995,566	763,390	108,969	145,046	1,104,535	908,436
<b>CREDITORS</b>							
Amounts falling due within one year	13	(392,774)	(126,900)	-	-	(392,774)	(126,900)
<b>NET CURRENT ASSETS</b>		602,792	636,490	108,969	145,046	711,761	781,536
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>							
		2,036,277	1,264,587	108,969	145,046	2,145,246	1,409,633
<b>CREDITORS</b>							
Amounts falling due after more than one year	14	(350,660)	(34,863)	-	-	(350,660)	(34,863)
<b>NET ASSETS</b>		1,685,617	1,229,724	108,969	145,046	1,794,586	1,374,770
<b>FUNDS</b>							
Unrestricted funds	17	1,685,617	1,229,724	-	-	1,685,617	1,229,724
Restricted funds		-	-	108,969	145,046	108,969	145,046
<b>TOTAL FUNDS</b>		1,685,617	1,229,724	108,969	145,046	1,794,586	1,374,770

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 subject to the small companies regime relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on .....23/03/2023.....  
and were signed on its behalf by:

  
Trustee Simon Harris

The notes form part of these financial statements

**SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED****CASH FLOW STATEMENT****For The Year Ended 31 July 2022**

---

	Notes	Year Ended 31.7.22 £	Year Ended 31.7.21 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	19	610,144	542,679
Interest paid		(259)	-
Interest element of hire purchase payments paid		<u>(46,379)</u>	<u>(21,873)</u>
Net cash provided by operating activities		<u>563,506</u>	<u>520,806</u>
 <b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(960,751)	(222,064)
Sale of tangible fixed assets		-	3,950
Sale of fixed asset investments		-	1
Interest received		<u>3,154</u>	<u>2,271</u>
Net cash used in investing activities		<u>(957,597)</u>	<u>(215,842)</u>
 <b>Cash flows from financing activities</b>			
Capital repayments in year		<u>562,022</u>	<u>(41,938)</u>
Net cash (used in)/provided by financing activities		<u>562,022</u>	<u>(41,938)</u>
 <b>Change in cash and cash equivalents in the reporting period</b>		<u>167,931</u>	<u>263,026</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>904,686</u>	<u>641,660</u>
 <b>Cash and cash equivalents at the end of the reporting period</b>		<u><u>1,072,617</u></u>	<u><u>904,686</u></u>

The notes form part of these financial statements



## SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS For The Year Ended 31 July 2022

---

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

Skills for Independence and Employability Limited is a charitable company limited by guarantee registered in England and Wales. In the event of the charity being wound up the liability to members in respect of the guarantee is limited. The address of the registered office is given in the charity information on page 6 of the report of the trustees. The nature of the charity's operations and principal activities is the operation of Oakley College to assist 18 to 25 year olds with learning difficulties in West Kent and the surrounding areas.

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees have prepared the accounts on a going concern basis due to the level of net assets and cash reserves and they do not believe there are material uncertainties about the charity's ability to continue. Since the year end the charity has again increased its activity in terms of grant funding, increased student and staff numbers as well as building a new, two storey modular building on its site to allow it to better serve more young people in the local community. The college remains oversubscribed, with EHCP data from Local Authorities giving a clear indication that the demand for provisions such as The Oaks will continue to increase over the coming years.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Funding and grant income is recognised in the Statement of Financial Activities under the performance model.

Income from government grants and local authorities is recognised when any performance conditions attached to the grants have been met. The company receives core funding from Kent County Council and East Sussex County Council as well as from the UK Education and Skills Funding Agency. This funding is provided for various reasons and is determined based on criteria such as the number of students as well as the needs and requirements of said students.

In addition to the above in Autumn 2019 the company expanded its offering by providing a high needs facility on the site of a previous Special Education Needs provision (Nexus School).

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

## SKILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 July 2022

#### 1. ACCOUNTING POLICIES - continued

##### Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme as well as contributions being made to the Teacher's Pension Scheme. Contributions payable to the schemes are charged to the Statement of Financial Activities in the period to which they relate.

##### Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Individual assets costing £500 or more are capitalised at cost. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold improvements	Over the remaining period of the lease
College equipment	Straight line over 3 years and 5 years

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

##### Hire purchase and leasing commitments

The interest element of these obligations is charged to the Statement of Financial Activities over the relevant period. The capital element of the future payments is treated as a liability.

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

#### 2. DONATIONS, FUNDINGS AND GRANTS

	Unrestricted Funds		Restricted Funds		Total Funds	
	31/07/2022	31/07/2021	31/07/2022	31/07/2021	31/07/2022	31/07/2021
	£	£	£	£	£	£
Donations	3,095	1,154	22,652	12,040	25,747	13,194
Core government grants	2,225,614	1,817,965	-	-	2,225,614	1,817,965
Other government grants	40,018	68,654	94,519	5,166	134,537	73,820
Other grants	-	-	34,319	55,200	34,319	55,200
Total	2,268,727	1,887,773	151,490	72,406	2,420,217	1,960,179

# KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 July 2022

### 3. OTHER TRADING ACTIVITIES

	Unrestricted Funds		Restricted Funds		Total Funds	
	31/07/2022	31/07/2021	31/07/2022	31/07/2021	31/07/2022	31/07/2021
	£	£	£	£	£	£
Fundraising events	1,132	1,793	-	-	1,132	1,793
<b>Total</b>	<b>1,132</b>	<b>1,793</b>	<b>-</b>	<b>-</b>	<b>1,132</b>	<b>1,793</b>

### 4. INVESTMENT INCOME

	Unrestricted Funds		Restricted Funds		Total Funds	
	31/07/2022	31/07/2021	31/07/2022	31/07/2021	31/07/2022	31/07/2021
	£	£	£	£	£	£
Rents received	10,500	-	-	-	10,500	-
Deposit account interest	3,154	2,271	-	-	3,154	2,271
<b>Total</b>	<b>13,654</b>	<b>2,271</b>	<b>-</b>	<b>-</b>	<b>13,654</b>	<b>2,271</b>

### 5. ANALYSIS OF CHARITABLE EXPENDITURE

#### UNRESTRICTED FUNDS

	Grant Funded activity		Support Costs		Total	
	31/07/2022	31/07/2021	31/07/2022	31/07/2021	31/07/2022	31/07/2021
	£	£	£	£	£	£
Employment costs	1,372,072	959,180	-	-	1,372,072	959,180
Learning resources	7,791	7,892	-	-	7,791	7,892
Other school running costs	405,436	330,919	44,056	52,369	449,492	383,288
<b>Total</b>	<b>1,785,299</b>	<b>1,297,991</b>	<b>44,056</b>	<b>52,369</b>	<b>1,829,355</b>	<b>1,350,360</b>

# KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 July 2022

### 5. ANALYSIS OF CHARITABLE EXPENDITURE

#### RESTRICTED FUNDS

	Grant Funded activity		Support Costs		Total	
	31/07/2022	31/07/2021	31/07/2022	31/07/2021	31/07/2022	31/07/2021
	£	£	£	£	£	£
Employment costs	-	-	-	-	-	-
Learning resources	-	-	-	-	-	-
Other school running costs	139,453	59,568	-	-	139,453	59,568
<b>Total</b>	<b>139,453</b>	<b>59,568</b>	<b>-</b>	<b>-</b>	<b>139,453</b>	<b>59,568</b>

### 6. ANALYSIS OF SUPPORT COSTS

	Raising Funds		Charitable Activities		Total Funds	
	31/07/2022	31/07/2021	31/07/2022	31/07/2021	31/07/2022	31/07/2021
	£	£	£	£	£	£
External audit	-	-	7,860	7,860	7,860	7,860
Legal and professional fees	-	-	18,771	24,923	18,771	24,923
Staff training	-	-	6,535	9,962	6,535	9,962
Accountancy	-	-	10,890	9,624	10,890	9,624
<b>Total</b>	<b>-</b>	<b>-</b>	<b>44,056</b>	<b>52,369</b>	<b>44,056</b>	<b>52,369</b>

### 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2022 nor the year ended 31 July 2021.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2022 nor the year ended 31 July 2021.

## KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 July 2022

---

#### 8. STAFF COSTS AND REMUNERATION OF KEY PERSONNEL

	Year Ended 31.7.22	Year Ended 31.7.21
	£	£
Wages and salaries	1,119,153	799,490
Social security costs	98,380	58,133
Other pension costs	<u>154,539</u>	<u>101,557</u>
	1,372,072	959,180

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

Year Ended 31.7.22	Year ended 31.7.21
<u>51</u>	<u>38</u>

The average monthly number of full-time equivalent (FTE) employees during the year was as follows:

Year Ended 31.7.22	Year ended 31.7.21
<u>38</u>	<u>27</u>

The total employment benefits including employer pension contributions of the key management personnel were £375,862 (2021: £399,742)

No employees received emoluments in excess of £60,000.

#### 9. AUDITOR'S REMUNERATION

The auditor's remuneration of £7,860 (2021:£7,860) related solely to the audit with additional work being undertaken of £10,890 (2021: £9,624) in relation to other accountancy services.

#### 10. FINANCE CHARGES

	2022 £	2021 £
Hire purchase interest	<u>46,379</u>	<u>21,873</u>

# KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 July 2022

### 11. TANGIBLE FIXED ASSETS

	Improvements to property £	College equipment £	Totals £
<b>COST</b>			
At 1 August 2021	644,704	63,588	708,292
Additions	<u>917,646</u>	<u>43,105</u>	<u>960,751</u>
At 31 July 2022	<u>1,562,350</u>	<u>106,693</u>	<u>1,669,043</u>
<b>DEPRECIATION</b>			
At 1 August 2021	58,280	21,915	80,195
Charge for year	<u>136,377</u>	<u>18,986</u>	<u>155,363</u>
At 31 July 2022	<u>194,657</u>	<u>40,901</u>	<u>235,558</u>
<b>NET BOOK VALUE</b>			
At 31 July 2022	<u>1,367,693</u>	<u>65,792</u>	<u>1,433,485</u>
At 31 July 2021	<u>586,424</u>	<u>41,673</u>	<u>628,097</u>

### 12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade debtors	7,966	-
Other debtors	3,750	3,750
Prepayments	<u>20,202</u>	<u>-</u>
	<u>31,918</u>	<u>3,750</u>

### 13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Hire purchase (see note 15)	297,361	51,136
Trade creditors	33,260	12,651
Social security and other taxes	82	16,609
Other creditors	8,388	13,904
Accruals and deferred income	<u>53,683</u>	<u>32,600</u>
	<u>392,774</u>	<u>126,900</u>

**KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED****NOTES TO THE FINANCIAL STATEMENTS - continued**  
**For The Year Ended 31 July 2022****14. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Hire purchase (see note 15)	<b><u>350,660</u></b>	<b><u>34,863</u></b>

**15. LEASING AGREEMENTS**

Minimum lease payments under hire purchase fall due as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Net obligations repayable:		
Within one year	<b>297,361</b>	<b>51,136</b>
Between one and five years	<b><u>350,660</u></b>	<b><u>34,863</u></b>
	<b><u>648,021</u></b>	<b><u>85,999</u></b>

**16. OPERATING LEASE**

Minimum lease payments under operating leases fall due as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Net obligations repayable:		
Within one year	<b>217,966</b>	<b>159,757</b>
Between one and five years	<b><u>304,350</u></b>	<b><u>286,866</u></b>
	<b><u>522,316</u></b>	<b><u>446,623</u></b>

# KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 July 2022

### 17. MOVEMENT IN FUNDS

	At 1.8.21 £	Net movement in funds £	At 31.7.22 £
<b>Unrestricted funds</b>			
General fund	1,229,724	455,893	1,685,617
<b>Restricted funds</b>			
Restricted fund	145,046	(36,077)	108,969
<b>TOTAL FUNDS</b>	<b>1,374,770</b>	<b>419,816</b>	<b>1,794,586</b>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended / transfers £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	2,283,513	(1,827,620)	455,893
<b>Restricted funds</b>			
Restricted fund	151,490	(187,567)	(36,077)
<b>TOTAL FUNDS</b>	<b>2,435,003</b>	<b>(2,015,187)</b>	<b>419,816</b>

### Comparatives for movement in funds

	Net movement in funds £	At 31.7.21 £
<b>Unrestricted funds</b>		
General fund	565,078	1,229,724
<b>Restricted funds</b>		
Restricted fund	(32,636)	145,046
<b>TOTAL FUNDS</b>	<b>532,442</b>	<b>1,374,770</b>



**KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED****NOTES TO THE FINANCIAL STATEMENTS - continued**  
**For The Year Ended 31 July 2022**

---

**17. MOVEMENT IN FUNDS (continued)**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,891,837	(1,326,759)	565,078
<b>Restricted funds</b>			
Restricted fund	72,406	(105,042)	(32,636)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>1,964,243</u>	<u>(1,431,801)</u>	<u>532,442</u>

**KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED****NOTES TO THE FINANCIAL STATEMENTS - continued****For The Year Ended 31 July 2022****18. RESTRICTED FUNDS**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes;

	<b>Movement in funds</b>				
	<b>Balance at 1 August 2021</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>Balance at 31 July 2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Colyer Ferguson	45,910	7,590	(51,320)	-	2,180
Free school meals	7,167	8,366	(4,975)	-	10,558
KCC (Building improvements)	85,999	25,000	(63,811)	(22,426)	24,762
Kickstart Scheme	-	12,129	(12,129)	-	-
3H	250	5,467	(250)	-	5,467
Kent Community Foundation	1,430	-	(1,430)	-	-
Asda Foundation	2,000	-	(2,000)	-	-
Royal Botanical Gardens	500	-	(300)	-	200
Kent Active	500	-	-	-	500
Justgiving	1,290	6,208	(60)	(7,300)	138
Worshipful Company of Information Technologists	-	5,211	(636)	(3,846)	729
The Big Lottery Fund	-	4,766	(2,484)	-	2,282
Kent Community Foundation	-	9,600	(58)	(9,542)	-
The Careers and Enterprise Company	-	1,000	-	-	1,000
Wooden Spoon Society	-	5,000	-	(5,000)	-
Department for Education	-	61,153	-	-	61,153
	145,046	151,490	(139,453)	(48,114)	108,969

## KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 July 2022

---

#### 18. RESTRICTED FUNDS (continued)

**Colyer Ferguson** – A Kent based charity who award grants to support vulnerable and disadvantaged people living in Kent. Grants are capped at a maximum of £500 per grant but there is no limit to the number of grants that can be applied for. Our College Projects Manager applies for grants on behalf of learners at the College based on the learner's individual needs. Examples of grants applied for include providing a learner with a new suit and shoes to attend job interviews and paying for a learner to attend 12 one-to-one counselling sessions. The grants can only be spent on the specific project applied for and expenditure against income for each grant is tracked by the Projects Manager.

**Free school meals** – The College indicate which learners are eligible for free school meals, the cost of each meal and the number of meals each learner will receive during the academic year. The Education and Skills Funding Agency provides funding based on this calculation plus an additional 5% to cover administration costs.

**KCC (Building Improvements)** – In Autumn 2019 Oakley College occupied new premises which was part funded by Kent County Council. The amount of funding provided was based on quotes from the building contractors involved on the project. The remaining restricted balance relates to lease obligations totalling £85,999.

**3H** – The 3H Foundation is a local charity set-up 45 years ago to awards grants that provide respite for people with disabilities and their carers. Two, £250 grants to fund local theatre trips were applied for and approved. However, only one trip has so far taken place because of the Covid pandemic.

**Kent Community Foundation (KCF)** – KCF is one of 47 Community Foundations across the UK who are committed to improving the lives of local people and communities, particularly the vulnerable, isolated, and disadvantaged. KCF have awarded two grants to The Oaks Specialist College; one for the purchase of IT, video and sports equipment and the other towards the purchase of a polytunnel and workshop.

**Asda Foundation** – This is an independent charity whose mission is to transform communities and improve lives throughout the UK. The Oaks was awarded a £2,000 grant to part-fund the purchase of a polytunnel and workshop.

**Royal Botanical Gardens Kew** – Kew runs an outreach initiative called “Grow Wild” aimed at encouraging millions of people to enjoy and value wildflowers and fungi. As part of this initiative, schools and college were invited to apply for a £500 grant to run gardening projects with their students.

**Kent Active** – KentSport in association with SportEngland runs an “Everyday Active” initiative whose aim is to increase participation in sport and physical activity. Grants were available as part of this initiative and The Oaks secured £500 of funding to purchase sports equipment for its learners.

**Just Giving** – A JustGiving account was created to receive donations for The Oaks Specialist College’s “Hit the Road” campaign to purchase and equip a mobile coffee/snack bar for our learners to operate. Donations come in throughout the year on an ad-hoc basis.

**Sevenoaks District Council (SDC)** – The Oaks Specialist College participates in the Government’s “Kick Start” scheme and has employed two candidates through this scheme. SDC initially provided grants to support the training and development of the two candidates plus ongoing funding to cover the candidates’ salary costs.

**Worshipful Company of Information Technologists** – Through previous work with the WCIT, one of the College’s Trustees facilitated the awarding of a £5,211 grant for the College. The grant was used to purchase Various items of smart and assistive technology for the supported living room in “The Hive” building.

## KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS - continued For The Year Ended 31 July 2022

---

#### 18. RESTRICTED FUNDS (continued)

**The Big Lottery Fund** – This organisation offered grants to schools and colleges to help staff and their pupils celebrate the Queen's Silver Jubilee. The Oaks applied and was successful in securing a grant of £4,766. This was spent on putting together and hosting a day of Jubilee-related activities and celebrations at the college.

**The Careers and Enterprise Company** – The college's Careers Lead applied for some additional funding to purchase DIY tools and decorating materials to support learners with their various enterprise initiatives.

**Wooden Spoon Society** – The Wooden Spoon Society provided the college with a £5,000 grant to purchase outdoor gym equipment for the benefit of both learners and staff.

**Department for Education** – The college receives annual grants from the DfE for the specific purpose of maintaining and improving the condition of the college buildings.

Transfers represent the purchase of fixed assets during the year from a restricted fund which are held for a general purpose.

#### 19. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	Year Ended 31.7.22 £	Year Ended 31.7.21 £
Net income for the reporting period (as per the Statement of Financial Activities)	419,816	532,422
Adjustments for:		
Depreciation charges	155,363	73,132
Profit on disposal of fixed assets	-	(1,096)
Interest received	(3,154)	(2,271)
Interest paid	259	-
Interest element of hire purchase and finance lease rental payments	46,379	21,873
(Increase)/Decrease in debtors	(28,168)	9,214
Increase/(Decrease) in creditors	19,649	(90,615)
Net cash provided by operations	<u>610,144</u>	<u>542,679</u>

**KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED****NOTES TO THE FINANCIAL STATEMENTS - continued**  
**For The Year Ended 31 July 2022**

---

**20. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1.8.21 £	Cash flow £	At 31.7.22 £
<b>Net cash</b>			
Cash at bank and in hand	<u>904,686</u>	<u>167,931</u>	<u>1,072,617</u>
	<u>904,686</u>	<u>167,931</u>	<u>1,072,617</u>
 <b>Debt</b>			
Finance leases	<u>(85,999)</u>	<u>(562,022)</u>	<u>(648,021)</u>
	<u>(85,999)</u>	<u>(562,022)</u>	<u>(648,021)</u>
 <b>Total</b>	<u>818,687</u>	<u>(394,091)</u>	<u>424,596</u>

**21. RELATED PARTY TRANSACTIONS**

During the year the charity received a grant totalling £5,211 (2021: £nil) from The Worshipful Company of Information Technologists' Charity, a charity which Richard Pone is a trustee.

**KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED****NOTES TO THE FINANCIAL STATEMENTS - continued**  
**For The Year Ended 31 July 2022****INCOME AND ENDOWMENTS****Donations, funding and grants**

	31/07/2022	31/07/2021
	£	£
Donations	25,747	13,194
Funding and grants	2,394,470	1,946,985
	<u>2,420,217</u>	<u>1,960,179</u>
<b>Other trading activities</b>		
Fundraising events	1,132	1,793
<b>Investment income</b>		
Rents received	10,500	-
Deposit account interest	3,154	2,271
	<u>13,654</u>	<u>2,271</u>
<b>Total incoming resources</b>	<b>2,435,003</b>	<b>1,964,243</b>

**EXPENDITURE****Charitable activities**

Wages	1,119,153	799,490
Social security costs	98,380	58,133
Pension costs	154,539	101,557
Staff welfare	5,810	8,949
Other operating leases	149,722	126,572
Rates and water	5,131	7,174
Insurance	21,918	13,297
Light and heat	14,370	19,516
Sundries	1,304	737
Repairs & renewals	24,258	13,097
Cleaning	38,027	35,999
Learning resources	7,791	8,135
College trips	8,634	2,965
Catering	5,831	2,397
Staff training & subscriptions	6,535	9,962
Training for students	-	2,267
Premises rent	37,083	24,371
Telephone	4,963	5,665
Postage and stationery	9,402	7,660
Depreciation of tangible fixed assets	155,363	73,132
Profit on disposal of fixed assets	-	(1,096)
Computer expenses	34,724	28,873

This page does not form part of the statutory financial statements

**KILLS FOR INDEPENDENCE AND EMPLOYABILITY LIMITED****NOTES TO THE FINANCIAL STATEMENTS - continued**  
**For The Year Ended 31 July 2022****Charitable activities continued**

Travel	20,583	18,669
Advertising	1,831	-
Bank charges	543	-
Legal and professional fees	24,163	24,923
Audit and accountancy	18,750	17,484
	<u>1,968,808</u>	<u>1,409,928</u>

**Finance charges**

Hire purchase interest	46,379	21,873
------------------------	--------	--------

Total resources expended	<u>2,015,187</u>	<u>1,431,801</u>
--------------------------	------------------	------------------

Net surplus	<u>419,816</u>	<u>532,442</u>
-------------	----------------	----------------

This page does not form part of the statutory financial statements





The Board of Trustees  
Skills for Independence and Employability Limited  
The Oaks Specialist College  
Cage Green Road  
Tonbridge  
Kent  
TN10 4PT

23 March 2023

Dear The Board,

In accordance with our normal practice we are writing to draw your attention to various matters which arose during the course of our audit of the company's accounts for the year ended 31 July 2022.

***Qualitative aspects of the entity's accounting practices and financial reporting***

We have no comments to make concerning the qualitative aspects of the entity's accounting practices and financial reporting.

We did not encounter any significant difficulties during the audit and there are no significant findings from the audit to draw to your attention.

***Letter or representation***

A draft of our proposed letter of representation is attached. We draw your attention to the paragraphs 10 to 12 concerning restricted funds, donations and grants income and confirmation of sufficient reserves to pay for the remaining capital expenditure.

In other respects the letter is routine.

***Adjusted and unadjusted misstatements***

We enclose a schedule of our adjusted misstatements relating to opening balance adjustments, along with the adjustment to increase the rent accrual and adjustment for the depreciation charge for the year for fixed assets.

***Expected modifications to the auditors' report***

We do not propose any modifications to our audit opinion and hence will be issuing a clean audit report.

### ***Material weaknesses in the accounting and internal control systems***

As you are aware from our letter of engagement, our audit procedures were directed towards testing the accounting systems in operation upon which we have based our assessment of the accounts. It is not meant to be a full and accurate reflection of all weaknesses that may be present in your system. During the course of our testing we came across no instances of material weaknesses in the accounting and internal control system. The accounting control system is appropriate for the size and nature of the business.

1. When reviewing the processes in place for grants and donations income it was noted that there is currently no spreadsheet maintained of all donations/grants applied for and the outcome of the application. We would suggest a spreadsheet is maintained which includes all grants applied for so that the charity are aware of all grants applied for and as such can follow up on progress of these if no response is received from the donor.
2. On review of the trustee meeting minutes, although this included any declaration of interests there is no register maintained which summaries all interests. Therefore, we suggest that a register of interest is maintained which is updated regularly so that it is reflective of all interests for each trustee.
3. On reviewing the fixed asset register in Xero, it was noted that for some assets these had not been added to the fixed asset register, and therefore only showing as an addition in the nominal code within the trial balance. As such for these assets no depreciation was posted in the year. Therefore, for all fixed asset additions these need to be added to the register in Xero to enable the software to calculate and post the monthly depreciation charge. However, as we assist with the preparation of the monthly management accounts, the bookkeeping team responsible will be able to assist with this.

In making our recommendations, we have considered the size of your company and the number of staff you employ. We shall be glad if you will let us know what steps have been taken in connection with the above.

### ***Other matters required by Auditing Standards to be communicated***

There are no other matters that we are required by auditing standards to communicate to you.

### ***Other relevant matters relating to the audit***

We have discussed with you the fact that we provide accounting and payroll services to the company in addition to acting as auditors. We wish to confirm to you that in our opinion the provision of such services does not affect our independence as the additional services provided are of a routine compliance nature and the Board takes any decisions where judgement is required.

The firm and the audit engagement team have therefore complied with relevant ethical requirements concerning independence.

We would like to take this opportunity of expressing our thanks to your staff for their assistance during the course of our audit. Please note that this report has been prepared for the sole use of Skills for Independence and Employability Limited. It must not be disclosed to third parties, quoted or referred to, without our prior written consent. No responsibility is assumed by us to any other person.

The purpose of the audit was to enable us to express an opinion on the financial statements. The audit included consideration of internal control relevant to the preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control. The matters reported above are limited to those deficiencies that the auditor has identified during the audit and that the auditor has concluded are of sufficient importance to merit being reported to those charged with governance.

If we can be of any further assistance, please contact Paul Chewter.

Yours faithfully,

*Hilden Park Accountants Limited.*