

Registered number: 11813984
Charity number: 1188035

Forward2Employment
(A Company Limited by Guarantee)

Unaudited

Trustees' Report and Financial Statements

For the Year Ended 31 July 2022

Forward2Employment
(A Company Limited by Guarantee)

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Forward2Employment
(A Company Limited by Guarantee)

Reference and Administrative Details of the Company, its Trustees and Advisers
For the Year Ended 31 July 2022

Trustees	A Gillett E A Halton R J Halton
Company registered number	11813984
Charity registered number	1188035
Registered office	C/O Fortis Trust Churchill Avenue Chatham Kent ME5 0LB
Accountants	Williams Giles Professional Services Ltd 12 Conqueror Court Sittingbourne Kent ME10 5BH

Forward2Employment
(A Company Limited by Guarantee)

Trustees' Report
For the Year Ended 31 July 2022

The Trustees present their annual report together with the financial statements of the Company for the year 1 August 2021 to 31 July 2022. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

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

The charity is established for the advancement of the education of persons under the age of 26 years with Special Educational Needs, by providing and assisting in the provision of facilities and services to meet their educational, developmental and social welfare needs in order that they can achieve their full potential and the necessary skills to access employment.

b. Strategies for achieving objectives

- Whole team approach to raising aspirations by encouraging interns to believe in themselves and their achievements.
- Teaching them life skills as a group i.e. travel training, healthy living, budgeting skills and also adapting the curriculum to meet the needs of the individual.
- Opportunity to improve/gain qualifications in maths and English in order to be more competitive in the labour market
- Teaching employability skills such as time keeping, team work, problem solving etc.
- Access to careers advice and guidance.
- Taking advantage of funding and grants to support in the above activities.

c. Activities undertaken to achieve objectives

- Trips as a group using buses, individual route training with decreasing support.
- Support with making Doctor/Dental appointments.
- Support to allow interns to find a suitable charity to support and then support to allow fundraising for that charity.
- Support and encouragement to get involved in community services and facilities such as leisure centres
- Access to 1 to 1 careers advice re next steps, assisting with interviews, job applications, job-seeking skills.
- Budgeting activities around shopping for food
- Advice and guidance around benefits available to interns

d. Main activities undertaken to further the Company's purposes for the public benefit

- Attending networking events,
- Sharing of information to business partners via Social Media.
- Sharing information with schools through careers network.
- Membership of NAPSPEC and BASE
- Establishing new business partners in the local community

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Trustees' Report (continued)
For the Year Ended 31 July 2022

Achievements and performance

a. Main achievements of the Company

Number of interns continue to grow with 15 students completing the internship programme and two completing a pre-internship programme. Unfortunately, two interns had to withdraw from the programme this year due to personal difficulties and relocation. At the time of writing, nine interns have secured fulltime paid employment, one returned to education, one has transferred from a pre-internship on to the full programme and six are still Job seeking with our continued support. Referrals for the next academic year have increased with a greater number coming from outside of Medway. We have also increased the number of business wanting to work with us and have secured places with five new employers for this academic year. We have also collaborated with DFN project Search, Medway local authority and Medway Maritime Hospital to provide supported internships within the hospital. This will run from September 2022. We now also take referrals from young people aged 16 - 24

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the 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. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

The Trustees have performed a robust analysis of forecast future cashflows taking into account the potential impact of COVID-19 on the Charity. This analysis also considers the effectiveness of available measures to assist in mitigating the impact of COVID-19.

b. Reserves policy

The Charity held fund balances at 31 July 2022 of £102,466 (2021: £29,909) consisting of £Nil (2021: £Nil) unrestricted funds and of £102,466 (2021: £29,909) restricted funds.

Structure, governance and management

a. Constitution

Forward2Employment is registered as a charitable company limited by guarantee and was set up by a Trust deed.

b. Methods of appointment or election of Trustees

The management of the Company is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

c. Financial risk management

The Trustees have assessed the major risks to which the Company is exposed, in particular those related to the operations and finances of the Company and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

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Trustees' Report (continued)
For the Year Ended 31 July 2022

Statement of Trustees' responsibilities

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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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



E A Halton
(Chair of Trustees)

Date: 27/03/2023

**Forward2Employment
(A Company Limited by Guarantee)**

**Independent Examiner's Report
For the Year Ended 31 July 2022**

Independent Examiner's Report to the Trustees of Forward2Employment ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 July 2022.

Responsibilities and Basis of Report

As the Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed: 

Samuel Ketcher

Dated: 27 March 2023

FCCA

Williams Giles Professional Services Ltd
12 Conqueror Court
Sittingbourne
Kent
ME10 5BH

Forward2Employment
(A Company Limited by Guarantee)

Statement of financial activities (incorporating income and expenditure account)
For the Year Ended 31 July 2022

	Note	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:				
Donations and legacies	4	10,399	10,399	-
Charitable activities	5	304,637	304,637	159,232
Other trading activities	6	140	140	299
Total income		315,176	315,176	159,531
Expenditure on:				
Charitable activities	7	242,619	242,619	152,834
Total expenditure		242,619	242,619	152,834
Net movement in funds		72,557	72,557	6,697
Reconciliation of funds:				
Total funds brought forward		29,909	29,909	23,212
Net movement in funds		72,557	72,557	6,697
Total funds carried forward		102,466	102,466	29,909

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 8 to 16 form part of these financial statements.

Forward2Employment
(A Company Limited by Guarantee)
Registered number: 11813984

Balance Sheet
As at 31 July 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	11	961	1,922
Current assets			
Debtors	12	15	1,415
Cash at bank and in hand		133,184	29,339
		<u>133,199</u>	<u>30,754</u>
Creditors: amounts falling due within one year	13	(31,694)	(2,767)
Net current assets		<u>101,505</u>	<u>27,987</u>
Total net assets		<u><u>102,466</u></u>	<u><u>29,909</u></u>
Charity funds			
Restricted funds	14	102,466	29,909
Total funds		<u><u>102,466</u></u>	<u><u>29,909</u></u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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



E A Halton
 (Chair of Trustees)
 Date: 27/03/2023

The notes on pages 8 to 16 form part of these financial statements.

Forward2Employment
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

1. General information

Forward2Employment is a charitable company limited by guarantee, with no share capital, and is registered in England and Wales. The registered numbers, and address, can be found within the administrative details page of these accounts. The liability of members is limited. Each member has undertaken to contribute a sum not exceeding £10 towards the liabilities of the company in the event of it being wound up while they are a member or during a period of 12 months after they cease to be a member.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Forward2Employment meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The financial statements are prepared on a going concern basis and there are no material uncertainties that cast significant doubt on the Charity's ability to continue as a going concern.

2.3 Income

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

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

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

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

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

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Notes to the Financial Statements
For the Year Ended 31 July 2022

2. Accounting policies (continued)

2.4 Expenditure (continued)

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

2.6 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

At each reporting date the Company assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Office equipment	-	25% straight line
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The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of Financial Activities.

2.7 Debtors

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

2.8 Cash at bank and in hand

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

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Notes to the Financial Statements
For the Year Ended 31 July 2022

2. Accounting policies (continued)

2.9 Liabilities and provisions

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

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

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

2.10 Financial instruments

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

2.11 Operating leases

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

2.12 Fund accounting

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

3. Critical accounting estimates and areas of judgment

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

Critical accounting estimates and assumptions:

The Company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

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Notes to the Financial Statements
For the Year Ended 31 July 2022

4. Income from donations and legacies

	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Capital Grants	10,399	10,399	-

5. Income for the Charity's educational support services

	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
ESFA grants	181,966	181,966	117,424
Other DfE revenue income	122,656	122,656	41,808
Other local authority income	15	15	-
	<u>304,637</u>	<u>304,637</u>	<u>159,232</u>
<i>Total 2021</i>	<u>159,232</u>	<u>159,232</u>	

6. Income from other trading activities

Income from fundraising events

	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Fundraising	140	140	299
<i>Total 2021</i>	<u>299</u>	<u>299</u>	

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Notes to the Financial Statements
For the Year Ended 31 July 2022

7. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2022 £	Total 2022 £	Total 2021 £
Educational support services	242,619	242,619	152,834
<i>Total 2021</i>	152,834	152,834	

8. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Educational support services	6,294	236,325	242,619	152,834
<i>Total 2021</i>	1,688	151,146	152,834	

Analysis of direct costs

	Educational support services 2022 £	Total funds 2022 £	Total funds 2021 £
Staff development	5,346	5,346	1,045
Student development	948	948	427
Supplies and material	-	-	216
	6,294	6,294	1,688
<i>Total 2021</i>	1,688	1,688	

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Notes to the Financial Statements
For the Year Ended 31 July 2022

8. Analysis of expenditure by activities (continued)

Analysis of support costs

	Educational support services 2022 £	Total funds 2022 £	Total funds 2021 £
Staff wages	149,249	149,249	80,038
Printing, postage and stationery	1,018	1,018	121
Telephone	1,803	1,803	881
Advertising/promotional	989	989	730
General administrative expenses	2,750	2,750	947
Rent	24,185	24,185	13,712
Depreciation	961	961	320
Motor expenses	-	-	34
Travel	-	-	137
Subscriptions	-	-	2,044
Legal and professional fees	845	845	35
Charitable contributions	66	66	22
Management charges	52,116	52,116	48,009
Sundry	100	100	815
Governance costs	2,243	2,243	3,301
	<u>236,325</u>	<u>236,325</u>	<u>151,146</u>
<i>Total 2021</i>	<u>151,146</u>	<u>151,146</u>	

9. Independent examiner's remuneration

	2022 £	2021 £
Fees payable to the Company's independent examiner for the independent examination of the Company's annual accounts	<u>1,800</u>	<u>1,854</u>

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 July 2022, no Trustee expenses have been incurred (2021 - £NIL).

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Notes to the Financial Statements
For the Year Ended 31 July 2022

11. Tangible fixed assets

	Office equipment £
Cost or valuation	
At 1 August 2021	2,562
At 31 July 2022	<u>2,562</u>
Depreciation	
At 1 August 2021	640
Charge for the year	961
At 31 July 2022	<u>1,601</u>
Net book value	
At 31 July 2022	<u>961</u>
At 31 July 2021	<u>1,922</u>

12. Debtors

	2022 £	2021 £
Due within one year		
Trade debtors	15	-
Prepayments and accrued income	-	1,415
	<u>15</u>	<u>1,415</u>

13. Creditors: Amounts falling due within one year

	2022 £	2021 £
Accruals and deferred income	<u>31,694</u>	<u>2,767</u>

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Notes to the Financial Statements
For the Year Ended 31 July 2022

14. Statement of funds

Statement of funds - current year

	Balance at 1 August 2021 £	Income £	Expenditure £	Balance at 31 July 2022 £
Restricted funds				
DfE /ESFA revenue grants	29,909	315,176	(242,619)	102,466
	<u>29,909</u>	<u>315,176</u>	<u>(242,619)</u>	<u>102,466</u>

Statement of funds - prior year

	Balance at 1 August 2020 £	Income £	Expenditure £	Balance at 31 July 2021 £
Restricted funds				
DfE /ESFA revenue grants	23,212	159,531	(152,834)	29,909
	<u>23,212</u>	<u>159,531</u>	<u>(152,834)</u>	<u>29,909</u>

15. Summary of funds

Summary of funds - current year

	Balance at 1 August 2021 £	Income £	Expenditure £	Balance at 31 July 2022 £
Restricted funds	29,909	315,176	(242,619)	102,466
	<u>29,909</u>	<u>315,176</u>	<u>(242,619)</u>	<u>102,466</u>

Summary of funds - prior year

	Balance at 1 August 2020 £	Income £	Expenditure £	Balance at 31 July 2021 £
Restricted funds	23,212	159,531	(152,834)	29,909
	<u>23,212</u>	<u>159,531</u>	<u>(152,834)</u>	<u>29,909</u>

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Notes to the Financial Statements
For the Year Ended 31 July 2022

16. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	961	961
Current assets	133,199	133,199
Creditors due within one year	(31,694)	(31,694)
Total	<u>102,466</u>	<u>102,466</u>

Analysis of net assets between funds - prior year

	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	1,922	1,922
Current assets	30,754	30,754
Creditors due within one year	(2,767)	(2,767)
Total	<u>29,909</u>	<u>29,909</u>

17. Operating lease commitments

At 31 July 2022 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
Not later than 1 year	21,084	9,369
Later than 1 year and not later than 5 years	19,327	-
	<u>40,411</u>	<u>9,369</u>

18. Related party transactions

During the year, the charity paid £149,249 (2021: £80,038) in relation to staff wages and £52,116 (2021: £48,009) in relation to management charges to Fortis Trust which is an academy trust. The charity's trustee E A Halton is also the vice principal of Fortis Trust. As at 31 July 2022, £29,894 (2021: ENil) was outstanding.