

E.A.S.A. (EDUCATION ADVICE SERVICES FOR ADULTS)
Report and Accounts
For the Year Ended 30th September 2024

E.A.S.A (EDUCATION ADVICE SERVICES FOR ADULTS)

REPORT AND ACCOUNTS

CONTENTS

Company Information	1
Trustees Report	2-5
Independent Examiner's Report	6
Statement of Financial Report	7
Balance Sheet	8
Notes to the Accounts	9-10
Detailed Profit and Loss Account (Does not form part of statutory accounts)	11

E.A.S.A (EDUCATION ADVICE SERVICES FOR ADULTS)

COMPANY INFORMATION

Directors / Trustees

Georgios Vournas
Wayne Swallow (Director)
Shamim Khan (Director)

SECRETARY

Farkanda Neam

ACCOUNTANTS

Charterfields (Huddersfield) Ltd
225 Bradford Road
Fartown
Huddersfield
HD1 6EW

BANKERS

Yorkshire Bank PLC
14 Broadway
Bradford
BD1 1EZ

REGISTERED OFFICE

Kenburgh House, Ground Floor
28 Manor Row
Bradford
BD1 4QU

COMPANY REGISTRATION NO.

02882510

CHARITY REGISTRATION NO.

1194155

E.A.S.A (EDUCATION ADVICE SERVICES FOR ADULTS)

TRUSTEES' REPORT FOR THE YEAR ENDED 30TH SEPTEMBER 2024

Reference and Administrative Details of the Charity, Its Trustees and Advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position
Shamim Khan	Chair
Wayne Swallow	Director
Georgios Vournas	Director

Charity number: 1194155 Registered in: England and Wales

Structure, Governance and Management

Method of Recruitment and Appointment of Trustees

The charity is a company limited by guarantee and was formed on 21 December 1993. It is governed by a memorandum and articles of association, as adopted in April 2021. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

The trustees meet quarterly and are responsible for all decisions relating to the operation of EASA. Day-to-day management of EASA facilities and projects is delegated to the manager.

Membership is open to individuals or organisations who:

(a) apply in the required form; and

(b) are approved by the directors.

The directors may refuse applications for membership if, acting reasonably and properly, they believe it is in the best interest of the charity. Applicants will be informed of the decision and have the opportunity to submit written representations, after which the directors' decision will be final.

Induction and Training of Trustees

Following appointment, trustees are introduced to their roles and provided with the charity's policies and procedures. They receive Charity Commission guidance publications, including guidance on public benefit and the advancement of education. An induction programme is provided, covering the responsibilities outlined in the Charities Act.

EASA Trustees' Report from October 2023 for the Year Ended 30th September 2024

The Charity's Objectives and Activities

The objects of the Association shall be to advance the education of the general public in particular but not so as to limit the generality of the foregoing by providing advice and guidance about educational and training opportunities.

For the advancement of public benefit to advance the education of the public by providing learning, training, and employment skills and other such services which develop the public's capabilities, competencies, skills and understanding in subjects of educational value. To work in partnership to deliver our services. To develop programs that advance the education of the public.

The area of benefit is defined as Yorkshire and Humber and any other area(s) in the UK as the trustees may determine.

E.A.S.A (EDUCATION ADVICE SERVICES FOR ADULTS)

Use of Volunteers

Volunteers are an important resource in all aspects of our delivery work. Over 15 volunteers give their time weekly to support programme delivery. Trustees also give their time freely.

Public Benefit Statement

In setting objectives and planning activities, the trustees have had due regard to the Charity Commission's general guidance on public benefit and specifically the advancement of education.

Achievements and Performance

EASA continues to deliver its services in line with our charitable objectives:

Programme Delivery and Progress

Education Development Trust – National Careers Service

EASA delivered high-quality information, advice, and guidance (IAG) services to 969 customers aged 19+, including NEET young adults, lone parents, over-50s, people with disabilities, and individuals without Level 3 qualifications. 363 customers successfully entered employment, and 816 progressed into further learning or skills development. These outcomes reflect our commitment to inclusive, client-led support and our ability to meet and exceed performance targets.

UK Shared Prosperity Fund (UKSPF) – Work and Health & NEET Contracts

Both contracts commenced in April 2024 and will run until March 2025, covering Bradford and Calderdale. These programmes support people aged 16+ and those of working age who face barriers to employment or progression. Delivered as part of a regional partnership led by Education Development Trust, EASA is currently on target and actively supporting the identified target groups.

Good Things Foundation – UK Online Centres, Digital Capacity Fund, and YBS Digital Skills Project

Through our work with Good Things Foundation, we supported 270 adults with low or no digital skills, including people with learning difficulties, older people, and those from marginalised communities. These digital inclusion programmes continue beyond the accounting period into 2025.

As part of our commitment to tackling digital exclusion and supporting those living in poverty, EASA has distributed 50 laptops through the Good Things Foundation's National Device Bank, ensuring vulnerable individuals can access learning, services, and opportunities online. In addition, we have continued to provide free data SIM cards to adults who are digitally excluded via the National Databank initiative. These efforts are part of our broader strategy to address digital poverty and promote inclusion for those most at risk of being left behind in a rapidly digitising society.

National Lottery Community Fund – Awards for All (Two-Year Programme)

Awarded in January 2025, this programme supports BAME women through confidence-building workshops, wellbeing support, and employability interventions. It builds social networks and addresses isolation while developing transferable skills. The programme will continue beyond the current financial reporting period.

Groundwork – ESF Community Grant

This project supported 21 women in developing key life and work skills through activities such as ESOL, sewing, creative expression, and digital upskilling. It will continue until December 2024 and contributes to broader learning and employment goals.

E.A.S.A (EDUCATION ADVICE SERVICES FOR ADULTS)

National Energy Action (NEA) – Smart Meter Advice Programme

Secured in April 2024, this contract delivers advice to individuals with low digital literacy around smart meter usage, energy saving, and digital confidence. It targets adult with fundamentally low digital skills and adults over 75, and continues beyond the accounting period. Delivery is currently on track.

Staffing and Inclusion Developments

In April 2024, EASA extended its delivery team to meet the demands of new contracts—particularly the UKSPF workstreams. As part of our inclusive recruitment practices, several new team members are individuals with disabilities, many of whom have themselves progressed through our services and now deliver support to others. This strengthens our commitment to lived experience, peer leadership, and equal opportunity.

Commitment to the UN Sustainable Development Goals (SDGs)

EASA integrates environmental and social sustainability across all areas of delivery. We have: Adopted environmentally friendly practices, such as reducing travel emissions through route planning and remote support options, encouraging recycling, and minimising waste. Embedded paperless approaches wherever appropriate, maintaining a balance between access and sustainability.

Actively worked towards SDG 1 (No Poverty) and SDG 4 (Quality Education) by supporting hundreds of individuals, particularly women, into employment, education, and skills development.

Promoted SDG 5 (Gender Equality) by tailoring services to women from BAME communities, reducing social isolation, and building economic independence.

Contributed to SDG 8 (Decent Work and Economic Growth) by helping long-term unemployed clients into sustainable jobs and careers.

These achievements reflect our ongoing efforts to not only support individual clients but also contribute to broader environmental and social well-being.

Chair's Statement

It has been a very productive year for EASA. Despite the many challenges faced by our communities, we have continued to deliver inclusive, high-quality services that empower individuals, especially women, ethnic minorities, and those facing hardship, to progress in their lives. Our dedicated team, trustees, volunteers, and partners have worked together to deliver real impact across Bradford and Calderdale.

This year saw EASA expand its reach through multiple successful contracts, including the UK Shared Prosperity Fund (UKSPF) Work and Health and NEET programmes, the National Lottery Community Fund, and new digital inclusion projects such as the NEA Smart Meter Programme and Good Things Foundation initiatives. These programmes have helped us reach more individuals aged 16+ and of working age who face barriers to employment, digital exclusion, and social isolation.

We have also grown our staff team to meet delivery needs, many of whom bring lived experience of the challenges our clients face. This has enriched our service delivery and strengthened our ability to connect with those we support.

Our commitment to environmental responsibility and the UN Sustainable Development Goals has been embedded across our operations. From reducing emissions to tackling poverty and supporting education, our work continues to promote a fairer and greener future.

On behalf of the Board of Trustees, I would like to thank our staff, funders, delivery partners, and volunteers for their continued commitment and energy. Your hard work has made a

E.A.S.A (EDUCATION ADVICE SERVICES FOR ADULTS)

genuine difference, and we look forward to building on this year's achievements in the months ahead.

Financial Review

The trustees have reviewed EASA's funding position and prepared budgets for the financial year 2023/2024. Based on this assessment, the trustees are confident the charity can continue operating for at least 12 months from the date the accounts are approved, and no material uncertainties exist regarding its future.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also directors for company law purposes) are responsible for preparing the Trustees' Report and financial statements in accordance with applicable law and UK Accounting Standards.

Under company law, trustees must:

Prepare financial statements for each financial year that show a true and fair view of the charity's affairs and activities.

Select suitable accounting policies and apply them consistently.

Follow Charities SORP principles.

Make reasonable and prudent judgements and estimates.

State whether applicable UK accounting standards have been followed.

Prepare accounts on a going concern basis unless inappropriate to presume continued operation.

Trustees are also responsible for:

Maintaining accurate and proper accounting records.

Ensuring compliance with the Companies Act 2006.

Safeguarding the charity's assets and preventing fraud or other irregularities.

This report is prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP FRS 102) and the Companies Act 2006 (small companies' regime).

Signed on behalf of the board of trustees:

Signed.....  (Trustee)

Name..... SHAMIM KHAN

E.A.S.A (EDUCATION ADVICE SERVICES FOR ADULTS)

ACCOUNTANTS' REPORT

Report to the Trustees on the preparation of the unaudited statutory accounts of E.A.S.A. (Education Advice Services for Adults) for the year ended 30th September 2024.

I report on the accounts for the year ended 30th September 2024, which are set out on pages 7 to 10.

Respective responsibilities of trustees and examiner

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

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

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

Basis of independent examiner's report

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

Independent examiner's statement

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

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with those records and to comply with the accounting requirements of the 2011 Act

have not been met, or

2. to which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Charterfields (Huddersfield) Ltd
Chartered Certified Accountants
225 Bradford Road, Fartown
Huddersfield, HD1 6EW

E.A.S.A. (EDUCATION ADVICE SERVICES FOR ADULTS)

Profit and Loss Account for the year ended 30th September 2024

	Notes	<u>Restricted</u> £	<u>Unrestricted</u> £	<u>2024</u> £	<u>2023</u> £
Turnover		254,840	142,109	396,949	183,679
Direct Costs		(13,158)	(6,702)	(19,860)	(37,755)
Surplus		<u>241,682</u>	<u>135,407</u>	<u>377,089</u>	<u>145,924</u>
Administrative expenses		(193,351)	(100,893)	(294,244)	148,571
Operation Surplus/Deficit	2	<u>48,331</u>	<u>34,514</u>	<u>82,845</u>	<u>(2,647)</u>
Surplus/Deficit on ordinary activities before taxation		<u>48,331</u>	<u>34,514</u>	<u>82,845</u>	<u>(2,647)</u>
Tax on Ordinary Activities		-	(150)	(150)	-
Surplus/Deficit for the financial period		<u>48,331</u>	<u>34,364</u>	<u>82,695</u>	<u>(2,647)</u>

E.A.S.A. (EDUCATION ADVICE SERVICES FOR ADULTS)

Balance Sheet as at 30th September 2024

	Notes	2024 £	2023 £
Fixed assets			
Tangible assets	3	3,743	4,679
Current assets			
Debtors	4	172,476	25,181
Cash at bank and in hand		97,376	47,978
		<u>269,852</u>	<u>73,159</u>
Creditors: amounts falling due within one year	5	<u>(117,514)</u>	<u>(4,452)</u>
Net Current Assets		<u>152,338</u>	<u>68,707</u>
Net Assets		<u>156,081</u>	<u>73,386</u>
Capital and reserves			
Profit and loss account	6	156,081	73,386
Members' funds		<u>156,081</u>	<u>73,386</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.


Shamim Khan

Approved by the board on : 03/06/2025

	Plant and machinery etc
	£
Cost	
At 1 October 2023	12,902
Additions	-
At 30 September 2024	12,902
Depreciation	
At 1 October 2023	8,223
Charge for the period	936
At 30 September 2024	9,159
Net book value	
At 30 September 2024	3,743
At 30 September 2023	4,679

E.A.S.A. (EDUCATION ADVICE SERVICES FOR ADULTS)

Notes to the Accounts for the year ended 30th September 2024

4 Debtors	2024	2023
	£	£
Grants due	59,609	24,541
Trade debtors/prepayments	112,867	640
	<u>172,476</u>	<u>25,181</u>

5 Creditors: amounts falling due within one year	2024	2023
	£	£
Deferred Income	26,484	2,500
Accruals	1,500	1,952
Taxation + Social Security	590	-
Loans	88,940	-
	<u>117,514</u>	<u>4,452</u>

6 Profit and loss account	2024	2023
	£	£
At 30 September 2023	73,386	76,033
Profit/(Loss) for the year	82,695	(2,647)
At 30 September 2024	<u>156,081</u>	<u>73,386</u>

7 Company Limited By Guarantee

Education Advice Services for Adults is a company limited by guarantee and accordingly does not have share capital. The members of the company are the directors/trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member

8 Transactions with trustees:

One of the trustees received £3,000 during the year under review for consultancy services, paid from the charity's funds. The payment was properly authorised and made in accordance with the charity's governing document and conflicts of interest policy.

9 Movement in funds	At 30-09-2023	NET	At 30-09-2024
	£	£	£
Restricted funds	13,284	48,331	61,615
General funds	60,102	34,364	94,466
	<u>73,386</u>	<u>82,695</u>	<u>156,081</u>

E.A.S.A. (EDUCATION ADVICE SERVICES FOR ADULTS)

Schedule to the Profit and Loss Account for the year ended 30th September 2024

for the information of the directors only

	<u>Restricted</u>	<u>Unrestricted</u>	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Income				
Grants	-	124,971	124,971	91,706
Other income	254,840	17,138	271,978	91,973
	254,840	142,109	396,949	183,679
Cost of sales				
Subcontractor costs	1,158	1,284	2,442	5,349
Programme delivery	12,000	5,418	17,418	32,406
	13,158	6,702	19,860	37,755
Administrative expenses				
Employee costs:				
Wages and salaries	182,527	69,445	251,972	115,152
Staff training and welfare	-	1,715	1,715	3,018
Staff recruitment	2,586	-	2,586	-
Travel and subsistence	2,294	1,235	3,529	-
	187,407	72,395	259,802	118,170
Premises costs:				
Rent	-	6,184	6,184	5,054
Light and heat	-	70	70	1,411
Rates	-	177	177	-
Cleaning	-	387	387	-
	-	6,818	6,818	6,465
General administrative expenses:				
Management fee	-	-	-	11,324
Telephone and fax	-	1,023	1,023	875
Stationery and printing	276	308	584	939
Subscriptions	-	119	119	35
Bank charges	-	352	352	406
Insurance	-	954	954	1,543
Repairs and maintenance	-	3,725	3,725	1,538
Equipment Expensed	2,758	-	2,758	-
Equipment Hire	-	2,458	2,458	1,361
Depreciation	-	936	936	1,170
Sundry expenses	-	6,767	6,767	2,037
Postage	-	81	81	-
Advertising	10	520	530	-
	3,044	17,243	20,287	21,228
Legal and professional costs:				
Accountancy fees	-	1,500	1,500	600
Book-keeping and payroll costs	-	498	498	2,108
Consultancy Fee	2,700	520	3,220	-
Other Legal & Professional	200	1,919	2,119	-
	2,900	4,437	7,337	2,708
Total Cost	206,509	107,595	314,104	186,326
Surplus/(Deficit) for the Year	48,331	34,514	82,845	(2,647)