

**THE EMPLOYMENT RESOURCE CENTRE
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013**



Company No: 05211299 (England and Wales)

Charity No: 1106331

THE EMPLOYMENT RESOURCE CENTRE

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THE EMPLOYMENT RESOURCE CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

Constitution

The Employment Resource Centre is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. The charity number is 1106331. The company number is 05211299.

Directors and Trustees

The board of the charitable company ('the charity') is its Trustees for the purposes of charity law and throughout this report are collectively referred to as the Trustees. The Trustees are elected by the members of the charitable company attending the Annual General meeting and one third of the Trustees must retire at each AGM.

The directors/trustees serving during the period and since the period end are as follows:

Directors

David Arnold MBE
Patricia Ward
Avril Kleeman MBE
Colin Michael Fisher
David Borchard
Julian Glicher (Appointed on 24th January 2014)

Secretary

Natalie Smith BA Hons (Oxon)

Registered Office

Unit 8, Dancastle Court
14 Arcadia Avenue
London N3 2JU

Reporting Accountants

Taylor Viney & Marlow
Chartered Accountants
46-54 High Street
Ingatestone
Essex CM4 9DW

THE EMPLOYMENT RESOURCE CENTRE

TRUSTEE'S REPORT

The Trustees present their report and accounts for the year ended 31 December 2013.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities (2005).

Object of the Society

The Charity's object and its principal activity is: -

The relief of unemployment for the benefit of the public in such ways as may be thought fit including assistance to find employment.

Working name

"Resource".

Organisational Structure

The Charity is UK based with its office in London.

The Charity's governing body is the Board of Trustees, which comprises at least three and not more than eight individuals, all of whom must be members. The Trustees meet regularly to manage its affairs, to oversee the work of the Charity, to consider future projects and are involved in strategic decisions for the organisation.

Investment powers

Under the Memorandum and Articles of Association, the Charity has powers, which may be exercised only in promoting the Objects of the Society.

Public benefit

The Charities Act 2011 requires all charities to meet the legal requirement that its aims are for the public benefit. The Charities Commission in its Charities and Public Benefit guidance states that there are two key principles to be met in order to show that an organisation's aims are for the public benefit: firstly, there must be an identifiable benefit or benefits and secondly, that the benefit must be to the public or a section of the public. The Trustees consider that they have complied with section 17 of the Charities Act 2011 and the guidance issued by the Charity Commissioners in respect of Public Benefit.

Risk Management

The Trustees have carried out a detailed review of the Charity's activities highlighting the risks the Charity is exposed to and the steps taken to mitigate those risks. As part of this process the Trustees have reviewed the financial procedures in order to ensure that they still meet the needs of the Charity.

Developments, Activities and Achievements this Year

During the year under review, approximately 400 people received support from Resource to help find and secure employment. Each Resource client has access to one to one support from a dedicated advisor, the option to attend a range of different training seminars, the use of facilities such as computers and printers, one to one computer training, and the support of a networking department to make introductions with potential employers on their behalf. Over 60% of our clients found employment during the six months of their membership.

THE EMPLOYMENT RESOURCE CENTRE

TRUSTEE'S REPORT

Developments, Activities and Achievements this Year (Cont.)

New Services

A new mock interview service was launched this year, enabling clients to practice their interview skills and receive constructive feedback on their performance in a safe environment. The mock interviews are videoed where appropriate, and those clients who have had a mock interview report a significant increase in confidence levels when going into their actual job interview.

Networking evenings have been introduced as a regular monthly event. Each begins with a short presentation on a job-seeking-related topic, followed by the opportunity for all attendees to practice newly acquired networking skills with the speaker and other delegates. These events have proved highly popular and are regularly fully booked.

Seminars

In addition to the 12 existing seminars available to clients, including Tools and Techniques for Today's Job Market, Interview Skills and Communicating with Confidence, 2013 saw the addition of 3 new seminars to help clients with their job search or employability:

"Introduction to Linked In" – a comprehensive guide to the online networking tool which is a vital tool for all job seekers.

"Minimising Stress to Maximise Potential" – how to reduce the effects of stress and provide coping and planning strategies to improve performance

"How to Make a Successful Impact in your New Role" – how to ensure that you make a positive impression when you start your new job.

Volunteers

Resource could not operate without the dedicated support and tireless energy and enthusiasm of its over 50 volunteers, and several new volunteers joined the team last year as advisors, PR and marketing specialists, and in office administration. Volunteers receive comprehensive inductions and regular training, and a number of social events were arranged during the year to recognise and thank the volunteers for their invaluable contribution.

External Communications

We continue to increase efforts to raise our profile in the community to ensure that our services are known to everyone who may need them. We advertised regularly in the Jewish press, contributed to the weekly 'Ask the Expert' feature in the Jewish News, reached out to synagogue staff and to other organisations that could help promote our services, and ramped up our social media strategy to ensure a stronger presence on Facebook, Twitter and Linked In.

Fundraising

In addition to direct mailings and one-to-one fundraising, Resource secured a number of grants from charitable trusts for specific projects in 2013, including a 50% contribution towards the cost of installing a fully-customised database to ensure the efficient management of Resource's operations, including client, networking and donor management. In April we held our annual supper quiz, attended by over 200 people and raising almost £7,000.

THE EMPLOYMENT RESOURCE CENTRE

TRUSTEE'S REPORT

Reserves Policy

In line with the recommendations of the Charity Commission, the Trustees have formally adopted a reserves policy. This recognises that the income of the Company does not arise evenly year on year and so to enable the Company to plan its activities it is prudent to hold reserves equal to one years running costs.

Based on the 2013 accounts, annual income totalled £127,137 (2012: £290,863) and annual expenditure totalled £232,416 (2012: £230,608). This resulted in a deficit for the year of £105,279 (2012: surplus of £60,256) with overall surplus reserves at 31 December 2013 of £126,351 (2012: £231,630).

Risk Management

The major risks to which the Company is exposed, as identified by the Trustees, are and will continue to be regularly reviewed, and systems have been and will be established, and where appropriate, professional advisors have been or will be appointed to mitigate those risks.

Parameters of the Charities work

Resource is funded primarily by the Jewish community and its main focus is to serve the needs of the community. Resource appreciates funding from beyond the community and where possible endeavours to give assistance to anyone, regardless of religion.

The Trustees' would like to record their thanks to all of the donors, volunteers and management team, without whom none of the work would be possible.

Trustees' responsibilities in relation to the financial statements

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 Company at the year end and of its incoming resources and resources expended during that year. In preparing those financial statements, the trustees are required

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

The Trustees are responsible for ensuring that proper accounting records are kept which disclose with reasonable accuracy at any time the financial position of the Trust 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.

Approval

This Report was approved by the Trustees/Directors on 1 August 2014 and signed on its behalf by:



D Borchard
Trustee/Director



D Arnold MBE
Trustee/Director

THE EMPLOYMENT RESOURCE CENTRE

INDEPENDENT EXAMINERS REPORT ON THE UNAUDITED ACCOUNTS TO THE TRUSTEES OF THE EMPLOYMENT RESOURCE CENTRE

We report on the accounts for the year ended 31 December 2013, which are set out on pages 6 to 11.

Respective responsibilities of Directors/Trustees and reporting examiner

The Trustees, who are also the directors of The Employment Resource Centre for the purposes of company law, are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 43 of the Charities Act 1992, the 1993 Act, and that an independent examination is needed.

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

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 act; and
- (iii) to state whether particular matters have come to our attention.

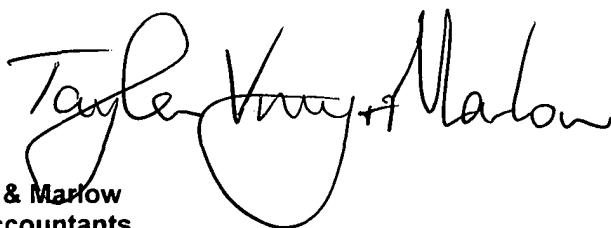
Basis of independent examiner's report

Our 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 seeking 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

In connection with our examination, no matter has come to our attention:

- (a) which gives us reasonable cause to believe that in any material respect the requirements
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities:
have not been met, or
- (b) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Taylor Viney & Marlow
Chartered Accountants
46-54 High Street
Ingatestone
Essex
CM4 9DW

Date 1 August 2014

THE EMPLOYMENT RESOURCE CENTRE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2013

	Notes	2013 Designated	2013 Unrestricted	2013 Total	2012 Designated	2012 Unrestricted	2012 Total
Incoming resources							
Donations	3	-	110,258	110,258	-	275,049	275,049
Fund raising events		-	16,879	16,879	-	15,814	15,814
Total incoming resources		<u>-</u> =====	<u>127,137</u> =====	<u>127,137</u> =====	<u>-</u> =====	<u>290,863</u> =====	<u>290,863</u> =====
Resources expended							
Charitable expenditure							
Fund raising activities		-	5,151	5,151	-	2,043	2,043
Education & training		-	33,210	33,210	-	26,359	26,359
Management & Administration	4	619	193,436	194,055	-	202,206	202,206
Total resources expended		<u>619</u> =====	<u>231,797</u> =====	<u>232,416</u> =====	<u>-</u> =====	<u>230,608</u> =====	<u>230,608</u> =====
Funds brought forward		158,521	73,109	231,630	158,521	12,853	171,374
Net movement in funds		(619)	(104,660)	(105,279)	-	60,256	60,256
Transfer between funds		(130,000)	130,000	-	-	-	-
Total funds carried forward	8	<u>27,902</u> =====	<u>98,449</u> =====	<u>126,351</u> =====	<u>158,521</u> =====	<u>73,109</u> =====	<u>231,630</u> =====

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

THE EMPLOYMENT RESOURCE CENTRE

BALANCE SHEET AS AT 31 DECEMBER 2013

		2013		2012
	Notes	£	£	£
Fixed Assets				
Tangible assets	5		21,382	26,552
Current Assets				
Cash and bank		93,137		199,379
Debtors	6	16,981		15,160
		<u>110,118</u>		<u>214,539</u>
Creditors				
Amounts falling due within one year	7	(5,149)		(9,461)
		<u></u>		<u></u>
Net current assets			104,969	205,078
Net assets			<u>126,351</u> =====	<u>231,630</u> =====
Funds				
Unrestricted				
General fund	8		98,449	73,109
Designated funds	8		27,902	158,521
Members funds	8		<u>126,351</u> =====	<u>231,630</u> =====

In preparing these financial statements

- The Trustees are of the opinion that the company is entitled to the exemption from audit conferred by Section 477 of the Companies Act 2006
- No notice has been deposited under Section 476 of the Companies Act 2006 and
- The Trustees acknowledge their responsibilities for
 - ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006
 - preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with Sections 394 and 395 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for smaller entities (effective April 2008).

These financial statements were approved by the Trustees/Directors on 1 August 2014



D Borchard
Trustee/Director



D Arnold MBE
Trustee/Director

Company Registration No. 05211299

THE EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

1. Accounting Policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). In preparing the financial statements the Charity follows best practice as set out in the Statement of Recommended Practice, Accounting and Reporting by charities (SORP 2005) and the Companies Act 2006.

The Charity has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

1.2 Income

- a) Income is recognised in the year to which it relates. Income is deferred only when the Trust has to fulfil conditions before becoming entitled to it or when the donor has specified that the income is to be expended in a future period
- b) Voluntary income is received by way of donations and gifts and is included in the Statement of Financial Activities when receivable. The income from fundraising ventures is shown gross, with the associated costs included in fundraising costs.

1.3 Fundraising costs

Fundraising expenditure comprises costs incurred in the staging of general fundraising events.

1.4 Costs of managing and administering the Society

Administration expenditure includes all expenditure not directly related to the charitable activity of fundraising ventures.

1.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. 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:

Fixtures, fittings and equipment	- 25% straight line
Leasehold improvements	- over the term of the lease

1.6 Funds accounting

Funds held by the Trust are:

Unrestricted general funds – these are funds that can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds – the Trustees may at their discretion, set aside unrestricted funds for specific purposes. Refer to note 8.

THE EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

2. Deficit / Surplus for the year	2013	2012
	£	£
Deficit / Surplus for the year is stated after charging: -		
Depreciation of tangible assets	16,257	14,759
	=====	=====
3. Donations, legacies and similar incoming resources		
Donations from individuals and trusts	110,258	275,049
	=====	=====
4. Management and Administration		
Wages	85,822	85,383
Insurance	934	721
Promotion and advertising	8,832	14,102
Telephone	2,942	2,874
Light and heat	350	296
Printing, postage and stationery	7,746	7,213
Rent, rates, service charge and room hire	38,448	37,832
Computer costs	3,268	4,025
Repairs and maintenance	48	1,560
Books and newspapers	518	658
HR Consultancy	13,068	22,401
Internet and website	1,849	1,341
Catering	698	471
Cleaning	3,781	4,758
Sundry expenses	2,272	1,983
Accountancy	1,203	690
Bank charges and interest	484	359
Depreciation	16,257	14,759
Redundancy fees	4,824	-
Legal and professional	408	-
Subscriptions	-	125
Motor and travel	159	279
Entertainment	144	376
	194,055	202,206
	=====	=====

THE EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

5. Tangible Assets	Leasehold Improvements	Fixtures fittings & equipment	Total
	£	£	£
Cost			
At 1 January 2013	48,334	40,084	88,418
Additions	-	11,087	11,087
Disposals	-	-	-
As at 31 December 2013	<u>48,334</u> =====	<u>51,171</u> =====	<u>99,505</u> =====
Depreciation			
At 1 January 2013	37,057	24,809	61,866
Charge for the year	9,667	6,590	16,257
Disposals	-	-	-
As at 31 December 2013	<u>46,724</u> =====	<u>31,399</u> =====	<u>78,123</u> =====
Net book value			
As at 31 December 2013	<u>1,610</u> =====	<u>19,772</u> =====	<u>21,382</u> =====
As at 31 December 2012	<u>11,277</u> =====	<u>15,275</u> =====	<u>26,552</u> =====

All assets are used for the charitable purposes of the Trust.

6. Debtors	2013 £	2012 £
Other debtors	<u>16,981</u> =====	<u>15,160</u> =====
7. Creditors: amounts falling due within one year		
Accruals	3,149	9,461
Client deposits – ring-fenced creditor	2,000	-
	<u>5,149</u> =====	<u>9,461</u> =====

THE EMPLOYMENT RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR YEAR ENDED 31 DECEMBER 2013

8. Funds

	Unrestricted Fund £	Designated Fund 1 £	Designated Fund 2 £	Total Funds £
Brought forward at 1 January 2013	73,109	130,000	28,521	231,630
Deficit for the year	(104,660)	-	(619)	(105,279)
Transfer between funds	130,000	(130,000)	-	-
Total funds at 31 December 2013	<u>98,449</u>	<u>-</u>	<u>27,902</u>	<u>126,351</u>

Designated funds

Designated fund (1) is a fund set aside by the trustees in order to enable monies to be available over the long term for the renewal and maintenance of the Charity's capital and information technology equipment.

Designated fund (2) represents funds received specifically for aiding individuals take vocational training or start their own businesses.

9. Liability of Members

The liabilities of members are limited. The Company is limited by guarantee without any share capital. Every member will pay, if the Company is dissolved while he or she remains a member or within 12 months afterwards, up to £5 towards the costs of dissolution and liabilities incurred by the Company while he or she was a member.

10. Employees

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

	2013	2012
Administration	4	4
	=====	=====

No trustees received any remuneration in the year

11. Financial Commitments

As at 31 December 2013 the Company was committed to making the following payments under non-cancellable operating leases in the year to 31 December 2014:

	Land and buildings	
	2013 £	2012 £
Operating leases which expire		
Between two and five years	26,000	26,000
	=====	=====