

**THE EMPLOYMENT RESOURCE CENTRE
(A COMPANY LIMITED BY GUARANTEE)
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009**

Company No: 5211299 (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 5211299.

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:

Chairman

Jonathan David Harris CBE

David Arnold

Patricia Ward

Avril Kleeman

Colin Michael Fisher

David Borchard

Secretary

Natalie Smith BA Hons (Oxon)

Registered Office

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

Reporting Accountants

Arram Berlyn Gardner
30 City Road
London EC1Y 2AB

THE EMPLOYMENT RESOURCE CENTRE
TRUSTEE'S REPORT
FOR THE PURPOSE OF THE CHARITIES ACT 1993 AND
THE DIRECTORS REPORT
FOR THE PURPOSES OF THE COMPANIES ACT 2006

The Trustees present their report and accounts for the year ended 31 December 2009.

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.

Organisational Structure

The Charity is UK based with its office in London

The Charity's governing body is the Board of Trustees, which comprises of at least three and not more than eight individuals, all of whom must be members.

The trustees oversee the work of the Charity, 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.

Developments, Activities and Achievements this Year

The Charity has continued to develop its work to meet an increasing demand from members of the community. The additional office space in Finchley Central has dovetailed well with the newly adapted premises in East Finchley, allowing two seminar rooms, further consulting rooms and more space for clients to meet and conduct their job-search. This has come at a highly opportune time, so we can meet this increased need due to the economy going into recession.

Client numbers therefore have surged yet again, and 454 clients were helped during the year, compared to 369 over the same period the previous year. The average number of clients registered at anyone time was 220 and throughout the week the Centre has an average visit of 85 visits.

The networking department has been working more effectively and we are seeing a 50% increase in success of getting our clients back into the workplace.

Whilst still working with a small part-time workforce (equivalent of two full-time posts) the Centre has increased the volunteer team, strengthening the number of advisors offering one-to-one support, computer trainers and administrative support. We have also increased the range and frequency of training courses to cope with the increased demand from those in the community who have found themselves out of work and required our help.

Towards the end of 2009, the Centre announced the rebrand from The Employment Resource Centre, ERC, to RESOURCE – the Jewish Employment Advice Centre. There has been no change to the company name and this remains as The Employment Resource Centre Ltd. The change of trading name has been received very positively and clarifies our remit more clearly.

THE EMPLOYMENT RESOURCE CENTRE
TRUSTEE'S REPORT
FOR THE PURPOSE OF THE CHARITIES ACT AND
THE DIRECTORS REPORT
FOR THE PURPOSES OF THE COMPANIES ACT 2006 (Continued)

Developments, Activities and Achievements this year (Continued)

The ERC's part-time HR and Outplacement Consultant continues to ensure that all aspects of the ERC's work is fully adherent with latest policies and procedures and is able to meet the ever increasing demands and expectations within the employment world

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 2009 accounts, annual income totalled £305,310 (2008: £251,452) and annual expenditure totalled £217,228 (2008 £165,383). This resulted in a surplus for the year of £88,082 (2008 £86,069) with overall surplus reserves at 31 December 2009 of £250,168 (2008. £162,086)

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

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

THE EMPLOYMENT RESOURCE CENTRE
TRUSTEE'S REPORT
FOR THE PURPOSE OF THE CHARITIES ACT 1993 AND
THE DIRECTORS REPORT
FOR THE PURPOSES OF THE COMPANIES ACT 2006 (Continued)

Trustee's responsibilities in relation to the financial statements

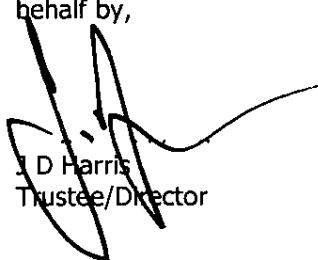
Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Company at the year end and of its incoming resources and resources expended during that year. In preparing those financial statements, the trustees 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 14/5/2010 . and signed on its behalf by,


J D Harris
Trustee/Director


D Arnold
Trustee/Director

THE EMPLOYMENT RESOURCE CENTRE

INDEPENDENT ACCOUNTANTS' REPORT ON THE UNAUDITED ACCOUNTS TO THE DIRECTORS/TRUSTEES OF THE EMPLOYMENT RESOURCE CENTRE

We report on the accounts for the year ended 31 December 2009, which are set out on pages 6 to 11.

Respective responsibilities of Directors/Trustees and reporting accountant

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 1993, 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 43 of the 1993 Act,
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- (iii) to state whether particular matters have come to our attention.

Basis of independent examiner's report

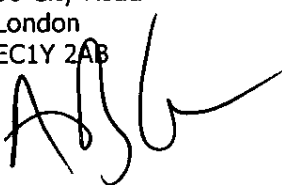
Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items 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.

Arram Berlyn Gardner
Chartered Accountants
30 City Road
London
EC1Y 2AB



Date 24 May 2010

THE EMPLOYMENT RESOURCE CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2009

	Notes	2009 Designated	2009 Unrestricted	2009 Total	2008 Total
		£	£	£	£
Incoming resources					
Donations	3a	-	269,188	269,188	205,924
Investment income	3b	-	380	380	3,353
Fund raising events		-	35,742	35,742	42,475
Total incoming resources		-	305,310	305,310	251,752
Resources Expended					
Charitable expenditure					
Fund raising activities		-	8,431	8,431	8,817
Education and training		-	30,614	30,614	22,554
Management and administration	4	-	178,183	178,183	134,012
Total resources expended		-	217,228	217,228	165,383
Funds bought forward		120,000	42,086	162,086	76,017
Net movement in funds		-	88,082	88,082	86,069
Transfer between funds		60,000	(60,000)	-	-
Total funds carried forward	8	180,000	70,168	250,168	162,086

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 2009

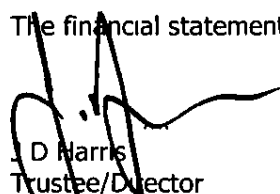
			<u>2009</u>	<u>2008</u>
	Notes	£	£	£
Fixed Assets				
Tangible assets	5		57,091	1,714
			<u>57,091</u>	<u>1,714</u>
Current Assets				
Cash and Bank		222,952	154,040	
Debtors	6	4,080	7,683	
		<u>227,032</u>	<u>161,723</u>	
Creditors: Amounts falling due within one year	7	(33,955)	(1,351)	
			<u>193,077</u>	<u>160,372</u>
Net current assets				
			<u>£250,168</u>	<u>£162,086</u>
Net assets				
Funds				
Unrestricted				
General fund	8		70,168	42,086
Designated funds	8		180,000	120,000
			<u>£250,168</u>	<u>£162,086</u>
Members funds	8			

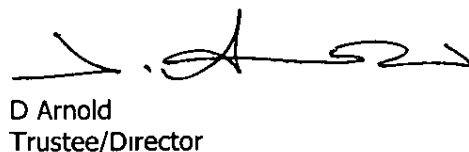
In preparing these financial statements:

- a) 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,
- b) No notice has been deposited under Section 476 of the Companies Act 2006, and
- c) The Trustees acknowledge their responsibility for:
 - i) ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006, and
 - ii) 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 of 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)

The financial statements were approved by the Trustees/Directors on 14 May 2010


D Harris
Trustee/Director


D Arnold
Trustee/Director

Company Registration No. 5211299

THE EMPLOYMENT RESOURCE CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009

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 & 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 YEAR ENDED 31 DECEMBER 2009

2. Surplus for the Year	<u>2009</u>	<u>2008</u>
Surplus for the year is stated after charging:-	£	£
Depreciation of tangible assets	<u>13,330</u>	<u>1,748</u>
3a. Donations, legacies and similar incoming resources	<u>2009</u>	<u>2008</u>
	£	£
Donations from individuals and trusts	<u>269,188</u>	<u>205,624</u>
3b. Investment income	<u>2009</u>	<u>2008</u>
	£	£
Bank interest receivable	<u>380</u>	<u>3,353</u>
4. Management and Administration	<u>2009</u>	<u>2008</u>
	£	£
Wages	61,577	55,148
Insurance	1,382	915
Promotion and advertising	15,611	28,930
Telephone	2,147	1,558
Light and heat	382	419
Printing, postage and stationery	6,408	4,556
Rent, rates, service charge and room hire	35,054	12,757
Computer costs	5,627	4,212
Repairs and maintenance	3,243	1,266
Books and newspapers	1,029	1,167
HR Consultancy	19,427	17,139
Internet and website	6,379	360
Catering	810	252
Cleaning	3,315	1,855
Sundry expenses	1,435	877
Accountancy	642	514
Bank charges and interest	387	338
Depreciation	13,330	1,748
	<u>£178,185</u>	<u>£134,012</u>

THE EMPLOYMENT RESOURCE CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 DECEMBER 2009

5. Tangible Assets

	<u>Leasehold Improvements</u>	<u>Fixtures, Fittings & Equipment</u>	<u>Total</u>
	£	£	£
Cost			
At 1 January 2009	-	6,999	6,999
Additions	48,334	20,373	68,707
Disposals	-	-	-
At 31 December 2009	<u>48,334</u>	<u>27,372</u>	<u>75,706</u>
Depreciation			
At 1 January 2009	-	5,285	5,285
Charge for the year	8,056	5,274	13,330
Disposals	-	-	-
At 31 December 2009	<u>8,056</u>	<u>10,559</u>	<u>18,615</u>
Net Book Value			
At 31 December 2009	<u>£40,278</u>	<u>£16,813</u>	<u>£57,091</u>
At 31 December 2008	<u>-</u>	<u>£1,714</u>	<u>£1,714</u>

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

6. Debtors

	<u>2009</u> £	<u>2008</u> £
Debtors	200	7,683
Other debtors	3,880	-
	<u>£4,080</u>	<u>£7,683</u>

7. Creditors: Amounts falling due within one year

	<u>2009</u> £	<u>2008</u> £
Accruals	33,955	1,351
	<u>£33,955</u>	<u>£1,351</u>

THE EMPLOYMENT RESOURCE CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009

8. Funds

	<u>Unrestricted</u> <u>Fund £</u>	<u>Designated</u> <u>Fund 1 £</u>	<u>Designated</u> <u>Fund 2 £</u>	<u>Total</u> <u>Funds £</u>
Brought forward at 1 January 2009	42,086	120,000	-	162,086
Surplus for the year	59,529	-	28,553	88,082
Transfer between funds	(60,000)	60,000	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total funds at 31 December 2009	£41,615	£180,000	£28,553	£250,168
	<hr/>	<hr/>	<hr/>	<hr/>

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 is 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 -

	<u>2009</u>	<u>2008</u>
Administration	4	4
	<hr/>	<hr/>
	4	4
	<hr/>	<hr/>

No trustees received any remuneration in the year.