
ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

CONTENTS

	Page
Reference and administrative details of the Company, its Trustees and advisers	1
Trustees' report	2 - 14
Independent auditors' report on the financial statements	15 - 18
Statement of financial activities	19
Balance sheet	20 - 21
Notes to the financial statements	22 - 39

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2022**

Trustees

C Bailey, Chair
P J Le Rasle
B Streader M.B.E. (resigned 20 July 2021)
F Vawda (resigned 20 July 2021)
L Kowalczyk
I A A Strydom (appointed 21 September 2021)
L Bailey, Treasurer (appointed 20 July 2021)

**Company registered
number** 01984355

**Charity registered
number** 1010796

Registered office 5 -11 Ellingham Road
Leytonstone
London
E15 2AU

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

2021-22 has been a year of change for Ellingham:

- This is the first report together with the audited financial statements showing a single accounting year from 1st April 2021 to 31st March 2022 since Ellingham changed its accounting period in January 2020.
- This was the first full year without a DWP work preparation contract for over 20 years
- Restriction in services resulted in a further 13% reduction in staffing levels
- There were multiple changes to the Board of Trustees
- Covid-19 still has a major impact on service delivery to our clients
- Trustees were pleased that in July 2021 Charity Commission approved the Board's update to its governing document.

Despite this, the whole Board of Trustees must extend its overwhelming gratitude to:

- All its staff team for the handling of these events, during which they all showed their commitment to the well-being & protection of Ellingham's clients, and their flexible approach to finding ways to support clients, and each other, during this extremely difficult time and to their hard work to ensure a safe, prompt return to services in line with government instructions.
- The London Borough of Waltham Forest for its continued supportive programme around Covid-19 inoculations, with staff continuing to undertake weekly testing and following safety & hygiene guidelines with clients to safeguard everyone, with a weekly deep clean of premises to maintain health of all.
- The Senior Management Team under the leadership of Helen Gore, for their management & leadership of Ellingham's staff teams during difficult times ensuring clients' well-being is maintained.
- The Finance & Development team for the strict financial controls and successful external funding applications received that enabled Ellingham to sustain its financial viability during this year.
- Senior Managers who were able to negotiate new contracts for service delivery during this time.
- The entire dedicated staff team for their prompt reactive responsiveness when needed for the benefit of our clients.

Board Changes:

It was with great regret that, in July 2021, the Chair accepted the resignation of Beryl Streader from the Board. Beryl had been a Trustee since 2008, having previously worked with Ellingham's employment team when she was employed by DWP as a Disability Employment Advisor. She was also a volunteer, working with the clients in I Can Ventures. Beryl will be missed from the Board, but we are pleased to say that she will continue to be a "Friend" of Ellingham. Also in July, Fatima Vawda resigned from the Board in order to go travelling more. Her contribution to the work of I Can Ventures will also be missed, but her role as Parent/Carer representative on the Board left an important vacancy which we are pleased to announce has been filled, in September 2021, by the appointment of Mrs. Inga Strydom. Inga & her family arrived in England from South Africa just as the country entered the first Covid-19 shutdown. The Board are also pleased to announce that, in July 2021, on her retirement from the staff, after helping Chris set up Ellingham in 1984, Linda Bailey has joined the Board as a Trustee. With Linda's retirement, Helen Gore was appointed as Chief Executive of Ellingham Employment Services

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Objectives and activities

a. Policies and objectives

The main objectives and activities for the year had been to focus upon the excellent work carried on from previous successful years, but these had to be extensively modified due to Covid-19 restrictions:

- developing a wide range of day opportunities within the vocational, well being & independence fields for clients with the most complex barriers to employment
- for these clients, creating supported social enterprises, run on a cooperative type basis where clients have elected to share all sales profits equally amongst all who participated within the activities.
- providing training (accredited & non accredited) to clients with learning disabilities,
- providing work experience commensurate to the abilities of the clients and the programme they are on, and finding and maintaining supported employment placements in the Greater London area for those clients referred on job outcome related programmes
- Exploring and developing new avenues of service for young people with learning disabilities
- Working with other professionals in the field to assist in a more robust and consolidated services
- Working in Partnerships with other Agencies to secure the widest range of services available that best matches the need of Ellingham's client base
- Working with employers on issues of Disability Awareness
- Ensuring comprehensive internal policies

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)'.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Objectives and activities (continued)

b. Strategies for achieving objectives

Partnership Working

The Trustees are proud of the current work that is being undertaken in the field of working partnerships. The Board also recognise that this strategy is key to its future development and in particular essential to long term funding as the major Funders are now requiring a partnership procedure to ensure successful bids for finance and grants. These working partnerships continued electronically during the Covid-19 closure period.

The partnership with SEND Coffee continued during this period, linked with a new contract from Hackney Learning Trust starting in September 2021. SEND Coffee was able to provide short-term intensive Barista training to our clients, which has resulted in 60% job outcomes, despite the current economic climate. A new programme is being negotiated for 2022/23 which is hoped will have higher job outcome levels.

Representatives from Ellingham continue to be members of the following groups, although meetings held electronically:

Member of Work Redbridge, a partnership led by Redbridge Regeneration team, which has developed a Strategy and an Action Plan which aims to address unemployment and low skill levels, to support business growth, and to help businesses recruit people with the right skills to meet their needs;

Member of Redbridge & Waltham Forest Learning Disability Partnership Day Opportunities Forum;

It is with great pleasure to report that Rosemary Clark, Manager of I Can Ventures, continued in the role as Chair of the Newham Learning Disability and Autism Provider Forum.

Close working with Hackney Learning Trust in the delivery of Ellingham's Supported Internship-style programme.

Such partnerships enrich the work of the Organisation and open potential opportunities for broadening its scope for development, as well as establishing closer working and meaningful links within the Community.

It is a strategic part of the Ellingham infrastructure that Partnerships will continue.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Objectives and activities (continued)

c. Activities undertaken to achieve objectives

Ellingham's unique selling point is that we recognise that there is no single route to assisting people with learning disabilities and/or associated physical and/or sensory disabilities attain & maintain their potential goals. Therefore, Ellingham has developed a range of activities according to client's requirements and needs:

- **I Can Ventures (ICV)** – services for people with more complex barriers and higher support needs. Activities include a full range of day opportunities, accredited and non accredited training activities, advocacy and peer support services. All activities have a meaningful purpose as a way of maintaining skills learned and developing new ones.

- **Supported Internships (Forward Work Directions - FWD)** – based on our experience of working with several local colleges in recent years, Ellingham developed its own in-house programme. Whilst the mainstream Supported Internship programme is one type of study programme specifically aimed at young people aged 16 to 24 who have a statement of special educational needs, a Learning Difficulty Assessment, or an EHC plan, who want to move into employment and need extra support to do so, Ellingham staff have created a tailored programme for those clients who required additional support to those who can access the mainstream programme, thereby filling a gap in client need.

- **DWP Access to Work** – is a tailored practical support programme to people who have a disability, health or mental health condition to enable them to start work, stay in work or to move in self employment.

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

The main areas of Charitable activities are the provision of vocational training (accredited & non accredited), vocational guidance and supported employment to people who have learning disabilities and/or associated physical, sensory and mental health needs. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future projects. Our main activities, who we try to help, and who used and benefited from our services are described below.

Ellingham has made significant developments in its in house training strategies, which is assisting many people with severe disabilities to understand the complexities of the world of work, prior to placing them into valued and meaningful work experience. These programmes have been designed by the specialist staff teams to enhance their skills, provide confidence and equip the clients with a positive outlook and motivation, which will enable them to compete in an ever demanding and sometimes hostile world of work.

Previous comments have been made in this report on the growing development of Partnerships with other Agencies and Funding Bodies, and this scenario is one that the Board are keen to expand.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Achievements and performance

a. Key performance indicators

- Covid-19 continued to have an impact on Ellingham's finances, with an enforced period of closure at the beginning of the new financial year, and with a slow transition to services resumption within I Can Ventures (ICV), although once fully open staff had to introduce a waiting list due to the increased numbers of referrals for services in the department.
- Despite LBWF's intention that by 2021 it would revert to Commissioned Services when each client's personal budget review took place, so far this has not happened, and clients continue to attend funded through individual budgets showing clients' choice.
- Supported Internship programme was able to continue using internet tuition. However, unfunded extensions to individual contracts had to be negotiated so that clients could undertake periods of work experience to fulfil the requirements of the contract. A new contract 2-3year contract was successfully negotiated with Hackney Learning Trust, with potentially double the number of clients, whilst an additional 6-month contract was handed over to Ellingham due to the provider pulling out of the contracting process. It was this contract that was undertaken in partnership with SEND Coffee and has proved extremely successful.
- Senior Manager (Finance) continued to maximise financial support through government's JRS scheme to the total of just under £46,000 during the transition period to full return of services, with a further £5,400 being received from LBWF for Infection Control measures.
- Despite all the continuous efforts of the Access to Work Coordinator to ensure full payments of claims from DWP, there remain on-going shortfalls in payments during 2021/22, together with the dramatic fall in income in this area due to Support Workers & their customers being placed on furlough. It is anticipated that once lockdown is lifted a return to previous levels will occur as this is an area of fluctuating income.
- As reported in 2018, Working Links, the Prime Contractor for Work Choice went into Administration in February 2019 with debts of £29,782 owing to Ellingham. Despite on-going representations to the Administrators, it was only in July 2022 that a cheque for £1,191.14 was received representing a first dividend of 4p in the £ to non-preferential unsecured creditors. Correspondence states the provision has been made for future costs of the liquidation, which is they exceed the actual costs incurred, then there is scope for a further small dividend to be paid to creditors.
- An unexpected legacy donation of £25,000 was received during the year from the estate of Ellingham's former Trustee, Margaret Willett. Trustees & Senior staff was deciding how best to mark this generous gift.
- Due to tight financial management during difficult Covid-19 periods, although Reserves levels were slightly lower than anticipated at year end, the record level of Debtors ensured that financial levels were extremely secure.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Achievements and performance (continued)

b. Review of activities

Despite a period of transition to full working had an impact on income to ICV, once fully operational income has exceeded predicted levels during the year. Access to Work was predicted to remain steady, as does the current level of income from Supported Internships. Due to lack of contract tenders due to Covid-19, no replacement for DWP Work & Health Programme has been found. However, predicted financial impact of the loss of this contract has been positive with the reduced levels of expenditure.

Trustees & staff used the period of lower attendance at Ellingham to carry out all major Health & Safety reviews/maintenance. This period was also used to undertake staff training in safeguarding, first aid, challenging behaviour and Professional Working Practices.

Ellingham is in the fortunate position in that despite being a charity it does not rely on fundraising for income, instead it is funded through contracts.

As a small gesture to show their appreciation of Ellingham's greatest asset – its staff – Trustees continued to focus on ensuring that staff (particularly those isolating through furlough) were fully supported, not only by management & team members but by ensuring they were aware of Ellingham's Employee Assistance Programme, a 24-hour freephone service through Health Assured confidential life management and personal support service available to all staff. Through the phased return to work, the introduction of flexible/hybrid working is now working across all departments as appropriate. In addition, as a recognition to the dedication & quality service staff give to the clients, Trustees ensure very competitive rates of pay and very good conditions of service are given. Also an additional day's "Birthday" leave for all staff has been implemented.

I Can Ventures - Due to several clients' families still being uncertain about returning with Covid-19 still around, the Outreach Service which started in 2020 funded through London Community Response Fund continued, but with increase face to face meetings. Several of these resulted in well-being referrals being made to Local Authority Social Services Departments to provide additional support which had arisen during the period of shutdown. Highest amongst these was increased mental health issues amongst both clients and their families.

It was also identified by staff that amongst those clients returning to day services in ICV, there was a high level of well-being additional needs. It was therefore decided to alter the programme schedule within our charitable aims to help clients cope with their well-being challenges and those challenges of adapting to a different lifestyle after a long time being housebound. Staffing roles were therefore changed to reflect this change in client programmes, once again reflecting the dedication to our clients' welfare & needs.

During the year, several discussions were held with LBWF around their wish for Ellingham to open new services, but these were deemed to be financially unviable, and so turned down.

In addition, Ellingham's programmes during 2021/22 also included:

Supported Internships – As stated above, clients on the 2021/22 programme continued their programme via electronic means, although 6-month unfunded extensions were granted by HLT to enable them to undertake periods of work experience to enable them to complete their programme. A new 2-3year contract had been awarded to start September 2021, and although scope for double the number of referrals had been anticipated, numbers remained constant. Discussions on this & additional contracts are continuing into 2022/23.

Access to Work – with many customers working from home or whose employers had furloughed them, the need for Support Workers remained low during 2021/22. However, there has been an increase in service contract enquiries for 2022/23.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Achievements and performance (continued)

INVESTORS IN PEOPLE

The latest review of this quality standard was carried out in December 2021 and the results were found to be excellent – higher than anticipated, with an overall score of 797 out of a maximum 900, higher than industry standard (744) and IiP Benchmark (727). All staff indicators as to satisfaction of working at Ellingham were above average standard.

Trustees would like to thank CEO, SMT & the entire staff team for this excellent result, which is an indication of staff's impression of Ellingham as an employer and the support given by them to teams and individuals.

c. Factors relevant to achieve objectives

With the ever growing concerns from the Board regarding long term financial security, an issue regularly reported in the Trustees annual reports, Ellingham has continued to be an effective service deliverer in the supported employment and vocational training field. The difficulty of this insecurity has meant planning and development of the Organisation has been down to minimal longevity to programmes and staff remaining on annual contracts, this is despite the Organisation having a wide range of contracts with a diverse group of Statutory funding bodies.

The Finance and Development section work tirelessly to ensure that funding appropriate to the organisation's principles is explored, and partnership working is proving successful in this area, although major funding streams, especially from DWP are no longer available as a direct finance source for an organisation as Ellingham, as the Department seeks to offer contracts solely through major Prime Contractors.

The lack of longer term funding and financial resources has always been a particular weakness in the Trustees view of strategic planning and development of its services, its nature of being one of the more respected and experienced employment services in the Greater London region has encouraged funders to invest in its work, however, such conditions will need to be marketed in a totally different way if this level of funding is to be sustained.

d. Investment policy and performance

The Board continue to strongly refuse any sums for deposit that have risk potential, as in stocks and shares and other volatile/risk-based funds and will continue to desist from speculating in such practices.

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.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

b. Reserves policy

It is agreed that Ellingham Employment Services will ring fence and hold reserves that will enable more accurate and prudent control of its resources. These reserves will be to cover the contingencies of:

- Safeguarding against anticipated and unanticipated fluctuations in income and expenditure
- Redundancy payments to staff
- Long term sick cover for staff
- Maternity payments and cover for staff
- Contingency account for unclaimed invoices from suppliers.

In addition, the Directors may decide from time to time to divert reserves to cover capital expenditure to facilitate the start of a new project, or to build up additional funds to cover a long term capital project, such as refurbishment of buildings, such levels to be decided by the Board of Directors under the guidance of the Treasurer.

The Board will reserve amounts as it sees necessary in line with the Charity Commission's recommendations of 3 months to 2 years operating costs as good financial practice. The amounts will vary, as dictated by external influences that decide the levels of income through funders and grant making authorities which are outside the control of the Board of Directors, although every effort must be made to ensure that levels do not fall below 3 months operating costs at any time. For the year 2022/23, it is anticipated that this sum will be in the region of £290,000. Based on the level of reserves, we are initiating a rolling programme of updating facilities & equipment at Ellingham's sites to maximise environmental & economic sustainability, whilst ensuring premises provide clients with a welcoming facility appropriate to their needs. The level of debtors had increased from the previous year, despite best efforts to attain timely payment.

Reserves will be invested to earn the best interest, yet with reasonable access to funds, the interest being added to increase the capital thereby adding to reserves. Levels of reserves will be reported to the Board of Directors quarterly as part of the financial report.

These actions will empower the Board of Directors to exercise its authority to ensure the continuation of the financial security of the organisation, through its Instruments of the Memorandum and Articles of Association.

c. Principal funding

Due to the extensive range of services that Ellingham offers to enhance the skills of the clients it serves, we therefore have a wide range of funding streams to finance these services.

- Individual budgets
- Contracts with local authorities / housing associations
- DWP (Access to Work)
- Local authority education departments

For financial prudence, all areas are self financing, with management costs proportioned to each department to finance such areas.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Structure, governance and management

Trustees have restarted the self-evaluation process, successfully submitting an update to Charity Commission of its governing document in line with Charities Act 2011. All Trustees now have designated roles and will be working with Senior staff in these roles for the future development of services & structure of Ellingham Employment Services. Trustee meetings continued via Zoom during 2021/22 working closely with Chief Executive and members of the Senior Management Team who have day-to-day management of the organisation.

a. Constitution

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

The company is constituted under a Trust deed and is a registered charity number 1010796.

The principal object of the charitable company is to relieve the need of people with learning and/or physical disabilities but not exclusively by the provision of accredited and/or vocational training, sheltered and supported work placements in the Greater London area.

In the event of the Company being wound up Members are required to contribute an amount not exceeding £1.

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.

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

Under the terms of the Memorandum and Articles of Association the Trustees are elected to serve on an annual basis after which they must be re-elected at the next Annual General Meeting.

Due to the work undertaken at Ellingham, its function is to support people who have a range of learning and associated physical and sensory disabilities into employment. The Trustees are recruited on their empathy and direct understanding of people with learning disabilities, and on the Board, are representatives from parents/carers to fulfil this role, in addition to those with professional experience in this field.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

(continued)

c. Organisational structure and decision-making policies

All Trustees carried out their duties well, working the senior staff to implement statutory requirements to ensure a quality service to our clients.

The structure of the day-to-day responsibility for the provision of the charity's services resting with all members of the Senior Management Team, who also have responsibility for ensuring the respective areas of its sections operate in accordance with Team goals/targets is working exceedingly well. This, together with individual supervision and annual staff appraisal of the staff team and also ensuring that the team continue to develop their skills and working practices in line with up-to-date training and knowledge, whilst working jointly and collaboratively on common issues and developments

With the retirement of the Executive Director, Helen Gore was appointed as Chief Executive in July 2021 with full responsibility for the management of Ellingham and oversight & management of the Senior Management Team.

The Chief Executive remains an intermediary between the Trustees and the Senior staff in the organisation. Members of the Senior teams attend Trustees' meetings submitting written reports to discuss specific aspects of work or projects where Trustees may need further information.

d. Policies adopted for the induction and training of Trustees

Most, if not all, of the Trustees are already familiar with the practical aspects of the working structures employed at Ellingham, either from their experiences within their own profession, or experience/expertise with other groups. However, Trustees are offered training as and when specific courses are identified by the Executive Directors. Some of these courses have been taken up during the year.

All new recruits to the Board attend a day long induction to the Organisation which covers;

- The obligations of the Board of Trustees;
- The main documents that govern the Organisation and its operational framework for the charity including a copy of the Memorandum and Articles
- Identifying specific roles within the Board of Trustees & working with appropriate Senior staff
- Meeting the various teams, Senior, Middle Management and field/admin teams
- Resourcing and the current financial position as set out in the latest published accounts
- Future plans and objectives.

As part of the Induction package the new recruit will also be given the latest edition of Ellingham's Code Of Practice Of Trusteeship, which identifies Trustees' roles and responsibilities in running a charitable company. They are also provided, within this pack, with the latest documents from the Charity Commission in the appropriate areas of trusteeship. This Code is revised to reflect changes in governance when indicated from central government or the Charity Commission.

Trustees are encouraged, where practicable to attend seminars organised by the Charity Commission et al. to keep abreast of the latest changes in Government legislation. All Trustees are enrolled onto NVCO Trustee Training Programmes to assist with their professional development in their roles.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

(continued)

e. Pay policy for senior staff

Currently Ellingham's Board of Trustees have responsibility of ratifying all salary increases across the whole organisation, ensuring that Ellingham continues to be a Living Wage organisation. Trustees are working with CEO around budgets to award a pay increase to all staff in 2022/23, ensuring that the requirements of London Living Wage are met.

f. 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 our exposure to the major risks.

A risk assessment register for all Trustees and Senior Staff has been created and is updated at least annually and processes are being reviewed by CEO & SMT in the light of the Covid-19 shutdown & its implications.

Where appropriate, systems or procedures have been identified to mitigate the risks the charity faces. Funding being the most adherent risk to the Organisation has meant that a broader diversification of funding providers and matrixes allow for this risk to be minimised to an extent. As the organisation works with vulnerable people, all staff & Trustees undergo regular enhanced DBS checks.

Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects.

Procedures are in place to ensure compliance with Health and Safety of the charity's staff, clients and visitors to the charity's facilities. To this end in 2021 MoorePay were appointed as our external health and safety consultants.

Staff are updated with risk assessment awareness through regular training sessions either in house or externally run courses with external consultants.

Since 2007, Ellingham became a member of Peninsula Business Services to assist with Personnel, employment Law and Health and Safety Issues, by providing a 24-hour advice line in addition to providing training and sending regular updates and newsletters. All staffing issues are administered in consultation with Peninsula. This service was extended in 2014 to include the services of Peninsula in reviewing all HR policies and procedures of the organisation, and in 2015 to a confidential Employee Assistance Programme to all staff, offering confidential life management and personal support services to all employees and their families, thereby increasing the well being aspect of staff. All Ellingham's premises also undergo annual external Health & Safety checks, fire/intruder alarm checks, Legionella check and electrical PAC testing to ensure the safety of clients and staff. These are all currently under review to ensure best competitive support to Ellingham's needs.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Plans for future periods

- Expand day opportunities services for clients with more complex needs to enhance their choices
- Develop range of accredited training programmes on offer to clients
- Develop range of supported internship programmes
- Continue to work in partnership to develop programmes for clients in particular need
- Seek replacement funding to re-establish Ellingham's expertise in work preparation programmes
- Ensure appropriate levels of suitably qualified & dedicated staff to be able to deliver all programmes
- Continue to offer all staff of Ellingham Employment Services appropriate support and well being, so they can continue to provide the quality service to our clients.
- Ensure prudent financial management controls to in 2022/23 to increase reserve levels
- The need for "back-office" procedures & processes to be more efficient and cost-effective.
- Based on the level of reserves, initiate a rolling programme of updating facilities & equipment at Ellingham's sites to maximise environmental & economic sustainability, whilst ensuring premises provide clients with a welcoming facility appropriate to their needs.

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 . 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 judgements 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.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Disclosure of information to auditors

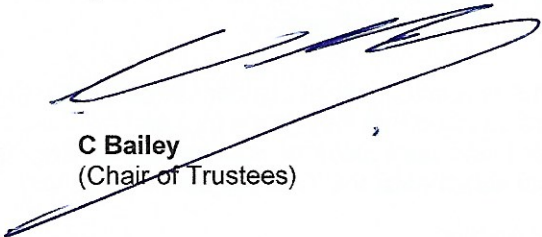
Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

Auditors

The auditors, Haslers, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Approved by order of the members of the board of Trustees on 21 September 2022 and signed on their behalf by:



C Bailey
(Chair of Trustees)

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ELLINGHAM EMPLOYMENT SERVICES

Opinion

We have audited the financial statements of Ellingham Employment Services (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of financial activities, the balance sheet, the statement of cash flows and the related notes, 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, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (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 March 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 Charities Act 2011.

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 United Kingdom, including the Financial Reporting Council'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 twelve 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.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ELLINGHAM EMPLOYMENT SERVICES
(CONTINUED)

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditors' report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, 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.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ELLINGHAM EMPLOYMENT SERVICES
(CONTINUED)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 auditors' 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:

- Scrutinising journals, and other adjustments posted during the year for evidence of unusual entries
- Carrying out substantive testing to cover authorisation of expenditure in line with the financial processes.
- Carrying out walkthrough testing to ensure internal controls are in place to prevent errors and fraud.
- Assessment of appropriateness of accounting estimates.
- Review of large and unusual bank transactions

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. This description forms part of our auditors' report.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ELLINGHAM EMPLOYMENT SERVICES
(CONTINUED)

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' 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 its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Haslers

Haslers

Chartered Accountants
Statutory Auditor

Old Station Road

Loughton

Essex

IG10 4PL

21 September 2022

Haslers are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	<i>Total funds 15 Months Ended 31 March 2021 £</i>
Income from:					
Donations and legacies	2	60,561	-	60,561	207,640
Charitable activities	3	931,728	-	931,728	1,019,901
Other trading activities		24,060	-	24,060	124,048
Total income		1,016,349	-	1,016,349	1,351,589
Expenditure on:					
Raising funds		4,996	-	4,996	3,377
Charitable activities		918,393	1,550	919,944	1,328,729
Total expenditure		923,389	1,550	924,939	1,332,106
Net movement in funds		92,960	(1,550)	91,410	19,483
Reconciliation of funds:					
Total funds brought forward		260,828	4,082	264,911	245,428
Net movement in funds		92,960	(1,550)	91,410	19,483
Total funds carried forward		353,788	2,532	356,320	264,911

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

The notes on pages 22 to 39 form part of these financial statements.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)
REGISTERED NUMBER: 01984355

BALANCE SHEET
AS AT 31 MARCH 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	8	6,223	6,104
		<u>6,223</u>	<u>6,104</u>
Current assets			
Debtors	9	209,341	171,398
Cash at bank and in hand		282,678	237,302
		<u>492,019</u>	<u>408,700</u>
Creditors: amounts falling due within one year	10	(141,922)	(149,894)
Net current assets		350,097	258,806
Total net assets		356,320	264,910
Charity funds			
Restricted funds	11	2,532	4,082
Unrestricted funds	11	353,788	260,828
Total funds		356,320	264,910

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)
REGISTERED NUMBER: 01984355

BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2022

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

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

However, an audit is required in accordance with section 144 of the Charities Act 2011.

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:



C Bailey

(Chair of Trustees)

Date: 21 September 2022

The notes on pages 22 to 39 form part of these financial statements.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies

1.1 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 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Ellingham Employment Services 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.

1.2 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.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Company has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Company, can be reliably measured.

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.

1.3 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.

1.4 Government grants

Grants of a revenue nature are recognised in the Statement of Comprehensive Income in the same period as the related expenditure.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies (continued)

1.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

1.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £250 or more are capitalised.

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, on a reducing balance basis.

Depreciation is provided on the following basis:

Short-term leasehold property	-	fully depreciated
Motor vehicles	-	25%
Fixtures and fittings	-	20%

1.7 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.

1.8 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.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies (continued)

1.9 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.

1.10 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.

1.11 Pensions

The Company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Company to the fund in respect of the year.

1.12 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

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.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

2. Income from donations and legacies

	Unrestricted funds 2022 £	Total funds 2022 £
Donations	179	179
Legacies	25,000	25,000
Government Grant Receivable	35,382	35,382
	<u>60,561</u>	<u>60,561</u>

	<i>Unrestricted funds 15 Months Ended 31 March 2021 £</i>	<i>Total funds 15 Months Ended 31 March 2021 £</i>
Donations	1,491	1,491
Government grants	206,149	206,149
	<u>207,640</u>	<u>207,640</u>

3. Income from charitable activities

	Unrestricted funds 2022 £	Total funds 2022 £
Personalised Budget Client	452,873	452,873
London Borough of Newham	86,650	86,650
Work and Health Programme	-	-
Support Work	182,554	182,554
Supported Internships	209,651	209,651
Outreach East	-	-
Total 2022	<u>931,728</u>	<u>931,728</u>

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

3. Income from charitable activities (continued)

	<i>Unrestricted funds 15 Months Ended 31 March 2021 £</i>	<i>Total funds 15 Months Ended 31 March 2021 £</i>
Personalised Budget Client	539,389	539,389
London Borough of Newham	53,961	53,961
Work and Health Programme	27,173	27,173
Support Work	281,994	281,994
Supported Internships	118,422	118,422
Outreach East	(1,038)	(1,038)
<i>Total 2021</i>	<u><u>1,019,901</u></u>	<u><u>1,019,901</u></u>

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

4. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £
Direct costs	684,055	235,888	919,943
<i>Activities undertaken directly 15 Months Ended 31 March 2021</i>			
	<i>£</i>	<i>£</i>	<i>£</i>
Direct costs	<i>1,047,084</i>	<i>281,645</i>	<i>1,328,729</i>

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

4. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Activities 2022 £	Total funds 2022 £
Staff costs	606,898	606,898
Agency staff costs	33,874	33,874
Motor expenses	225	225
Travel and subsistence	686	686
Recruitment	7,802	7,802
Qualification costs	394	394
Staff Training	575	575
Rent	17,688	17,688
Rates	601	601
Light and heat	3,690	3,690
Cleaning	2,013	2,013
Repairs and maintenance	2,064	2,064
Printing, postage and stationery	2,325	2,325
Entertainment	95	95
Telephone and internet	1,241	1,241
Sundry expenses	2,428	2,428
Equipment and materials	1,457	1,457
	<hr/> 684,056 <hr/>	<hr/> 684,056 <hr/>

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

4. Analysis of expenditure by activities (continued)

Analysis of direct costs (continued)

	<i>Activities 15 Months Ended 31 March 2021 £</i>	<i>Total funds 15 Months Ended 31 March 2021 £</i>
Staff costs	923,371	923,371
Agency staff costs	11,506	11,506
Motor expenses	370	370
Travel and subsistence	2,678	2,678
Recruitment	784	784
Qualification costs	385	385
Training	75	75
Rent	64,793	64,793
Rates	2,419	2,419
Light and heat	3,250	3,250
Cleaning	455	455
Repairs and maintenance	5,600	5,600
Printing, postage and stationery	3,645	3,645
Entertainment	164	164
Telephone and internet	4,776	4,776
Sundry expenses	1,368	1,368
Equipment and materials	21,343	21,343
Client allowance	102	102
	<u>1,047,084</u>	<u>1,047,084</u>

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

4. Analysis of expenditure by activities (continued)

Analysis of support costs

	Activities 2022 £	Total funds 2022 £
Staff costs	124,867	124,867
Depreciation	1,658	1,658
Motor expenses	228	228
Travel and subsistence	198	198
Staff training	100	100
Training	10,040	10,040
Light and heat	1,353	1,353
Cleaning	706	706
Repairs and maintenance	5,000	5,000
Insurance	15,882	15,882
Printing, posting and stationery	718	718
Telephone and internet	20,180	20,180
Equipment and materials	1,635	1,635
Equipment and materials	165	165
Auditors' remuneration	8,300	8,300
Legal and professional	14,974	14,974
Bank charges	(93)	(93)
Hospitality	363	363
Subscriptions	3,180	3,180
Storage costs	1,044	1,044
Bad debts	8,506	8,506
Irrecoverable VAT	16,884	16,884
	<hr/> 235,888 <hr/>	<hr/> 235,888 <hr/>

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

4. Analysis of expenditure by activities (continued)

Analysis of support costs (continued)

	<i>Activities 15 Months Ended 31 March 2021</i> £	<i>Total funds 15 Months Ended 31 March 2021</i> £
Staff costs	155,167	155,167
Depreciation	5,074	5,074
Travel and subsistence	133	133
Training	15,668	15,668
Light and heat	2,880	2,880
Cleaning	1,524	1,524
Repairs and maintenance	3,173	3,173
Insurance	16,426	16,426
Printing, posting, stationery	4,712	4,712
Telephone and internet	20,132	20,132
Equipment and Materials	1,483	1,483
Auditors' remuneration	8,000	8,000
Legal and professional	15,437	15,437
Bank charges	67	67
Hospitality	446	446
Subscriptions	5,465	5,465
Profit and loss on disposal	9,109	9,109
Storage costs	1,093	1,093
Bad debts	(5,588)	(5,588)
Irrecoverable VAT	21,244	21,244
	281,645	281,645
	281,645	281,645

5. Auditors' remuneration

	2022 £	<i>15 Months Ended 31 March 2021</i> £
Fees payable to the Company's auditor for the audit of the Company's annual accounts	8,300	8,300
	8,300	8,300

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

6. Staff costs

	2022	<i>15 Months Ended 31 March 2021</i>
	£	£
Wages and salaries	669,219	990,704
Social security costs	47,389	68,311
Contribution to defined contribution pension schemes	15,157	19,524
	731,765	1,078,539
	731,765	1,078,539

The total amount of redundancy payments during the year was £12,372 (2021: £48,089) which includes pay in lieu.

The average number of persons employed by the Company during the year was as follows:

	2022	<i>15 Months Ended 31 March 2021</i>
	No.	No.
Directors	5	6
Management	4	5
Admin	2	2
Tutors	4	5
Catering	8	11
Support	10	27
Employment consultant	3	5
	36	61
	36	61

No employee received remuneration amounting to more than £60,000 in either year.

Total remuneration including employee benefits paid to key management personnel during the year was £168,431 (2021: £217,412)

7. Trustees' remuneration and expenses

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

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

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

8. Tangible fixed assets

	Short-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Total £
Cost or valuation				
At 1 April 2021	145,317	8,916	17,691	171,924
Additions	-	-	1,776	1,776
At 31 March 2022	<u>145,317</u>	<u>8,916</u>	<u>19,467</u>	<u>173,700</u>
Depreciation				
At 1 April 2021	145,317	8,870	11,632	165,819
Charge for the year	-	14	1,644	1,658
At 31 March 2022	<u>145,317</u>	<u>8,884</u>	<u>13,276</u>	<u>167,477</u>
Net book value				
At 31 March 2022	<u>-</u>	<u>32</u>	<u>6,191</u>	<u>6,223</u>
At 31 March 2021	<u>-</u>	<u>46</u>	<u>6,058</u>	<u>6,104</u>

9. Debtors

	2022 £	2021 £
Due within one year		
Trade debtors	133,893	79,170
Other debtors	15,984	14,248
Prepayments and accrued income	59,464	77,980
	<u>209,341</u>	<u>171,398</u>

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

10. Creditors: Amounts falling due within one year

	2022	<i>2021</i>
	£	£
Trade creditors	2,698	28,627
Other taxation and social security	14,162	13,635
Pension fund loan payable	2,248	1,814
Accruals and deferred income	122,814	105,818
	141,922	149,894

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

11. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Unrestricted funds				
General Funds - all funds	260,828	1,016,349	(923,389)	353,788
Restricted funds				
David Solomon Grant	67	-	-	67
LBWF Infection Control	4,015	-	(1,550)	2,465
	4,082	-	(1,550)	2,532
Total of funds	264,910	1,016,349	(924,939)	356,320

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

11. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 January 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2021 £</i>
Unrestricted funds				
General Funds - all funds	245,081	1,239,128	(1,223,381)	260,828
Restricted funds				
David Solomon Grant	347	-	(280)	67
Lottery Community Fund	-	74,533	(74,533)	-
London Community Fund	-	23,528	(23,528)	-
GLA Barrista	-	9,000	(9,000)	-
LBWF Infection Control	-	5,400	(1,385)	4,015
	347	112,461	(108,726)	4,082
Total of funds	245,428	1,351,589	(1,332,107)	264,910

12. Summary of funds

Summary of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
General funds	260,828	1,016,349	(923,389)	353,788
Restricted funds	4,082	-	(1,550)	2,532
	264,910	1,016,349	(924,939)	356,320

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

12. Summary of funds (continued)

Summary of funds - prior year

	<i>Balance at 1 January 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2021 £</i>
General funds	245,081	1,239,128	(1,223,381)	260,828
Restricted funds	347	112,461	(108,726)	4,082
	<u>245,428</u>	<u>1,351,589</u>	<u>(1,332,107)</u>	<u>264,910</u>

Restricted Funds

The David Soloman Grant was a donation received to be used for the I Can Ventures project.

National Lottery Community Fund Covid - Reponse: This is in respect of Covid 19, to support Ellingham in relation to the 'I Can Connect' Project.

London Community Response Fund (LCRF) Grant: This is in respect of purchasing Laptops and Ipads for employees and clients to work remotely.

(LCRF) Mayor's Young Londoners Fund GLA Grant: This is in respect to funds received for a new Barrista Project.

LBWF Infection Control Grant: This is in respect to funds received from Waltham Forest to support staff costs of receiving regular Covid 19 testing and travel to and from work to maintain infection control.

Unrestricted Funds

General funds represent the "free reserves" of the charity for its unrestricted use in connection with its overall charitable objectives

13. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	6,223	-	6,223
Current assets	489,487	2,532	492,019
Creditors due within one year	(141,922)	-	(141,922)
Total	<u>353,788</u>	<u>2,532</u>	<u>356,320</u>

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

13. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2021 £</i>	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	6,104	-	6,104
Current assets	404,619	4,082	408,701
Creditors due within one year	(149,895)	-	(149,895)
Total	<u>260,828</u>	<u>4,082</u>	<u>264,910</u>

14. Contingent liabilities

In 1998 the charity received a restricted grant of £150,000 from National Lottery Charities Board in order to build and set up a training centre. The conditions of the grants stipulated that such assets shall not be disposed of without prior written consent of the National Lottery Charities Board and, that they shall not be used for any other financial purpose. This restriction applies for 80 years from the date of acquisition, and expires in the year 2078. If the charity does not comply with these conditions, the grant received will have to be repaid.

We are aware that there is a potential clawback of funding in relation to the work choice income stream. However, at this stage this amount has not been quantified or accepted by the Charity.

ELLINGHAM EMPLOYMENT SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

15. Pension commitments

The charity operates a defined contribution scheme whose assets are held independently and administered separately from those of the charity. During the year, the cost was £15,157 (2021: £19,524). Contributions totalling £2,248 (2021: £1,814) were payable to the fund at the balance sheet date and are included in creditors. The charity has a commitment in respect of the capital repayment of pension contributions being paid by the London Borough of Waltham Forest of £24,450 (2021: £24,450) due as at year-end.

16. Operating lease commitments

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

	2022	<i>2021</i>
	£	£
Not later than 1 year	31,000	<i>31,000</i>
Later than 1 year and not later than 5 years	124,000	<i>124,000</i>
Later than 5 years	294,500	<i>294,500</i>
	449,500	<i>449,500</i>

17. Related party transactions

During the year the Amplified IT, a company in which a trustee is the director, provided the Charity with IT services. The total amount of services provided for the current year was £15,166 (2021: £21,641). There is no balance outstanding at the year end to Amplified IT.