

Registered number: 01984355
Charity number: 1010796

ELLINGHAM EMPLOYMENT SERVICES
(A Company Limited by Guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

ELLINGHAM EMPLOYMENT SERVICES
(A Company Limited by Guarantee)

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2023**

Trustees	C Bailey (Chair) P J Le Rasle L Kowalczyk I A A Strydom L Bailey (Treasurer)
Company registered number	01984355
Charity registered number	1010796
Registered office	5 -11 Ellingham Road Leytonstone London E15 2AU

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TRUSTEES' REPORT
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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.

Following the turmoil of the past couple of years caused by Covid-19 and its impact on services, 2022-23 was a year of consolidation, reflection and redesign. The impact of the loss of DWP work preparation contract has not realised the negative impact on finances as anticipated. In fact due to close financial management, staff restructuring and increases in service delivery of existing contracts annual reserves soared to their highest level in nearly a decade.

Because of 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, to ensure that clients are placed as a priority and receive a high-quality service. The flexible approach adopted by all staff ensures this.
- The Senior Management Team under the leadership of Helen Gore, for their management & leadership of Ellingham's staff teams during these 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 implement new & increased contracts for service delivery.
- The entire dedicated staff team for their prompt reactive responsiveness when needed for the benefit of our clients.

Board Changes:

Trustees are pleased to announce that the Board remained unchanged throughout the year. They continue to hold their meetings in a combination of face to face and internet meetings.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

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 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
- Ensure our values are embedded in all activities and interaction between staff and clients

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)'.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

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.

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;
- Senior Manager of I Can Ventures Rosemary Clark's term as Chair of the Newham Learning Disability and Autism Provider Forum has now ended, although she remains a member of the group.
- However, Rosemary is working with the Waltham Forest College social care workforce development forum, with the aim of extending opportunities for local young people to work in social care and giving employers a voice in developing the training on offer to students. Ellingham already host work placements for these students.
- Close working with Hackney Learning Trust in the delivery of Ellingham's Supported Internship-style programme. As a result of this, Miles Leonard, Senior Manager of Supported Internships, has been elected chair of Hackney Supported Internship Employment Forum. He has also joined the Hackney Young Person's network which looks at opportunities for young people in the borough.
- Miles Leonard also led training on neurodiversity to London Early Years Foundation.

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.

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FOR THE YEAR ENDED 31 MARCH 2023

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, non-accredited training activities, supported employment 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.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

a. Key performance indicators

- As part of the Finance & Development Team's increased vigilance of finances & to ensure financial sustainability, reviews were undertaken as to whether long-term suppliers were offering value for money. As a result, changes have been made to Ellingham's insurers and website supporters, with significant financial savings already made, with other long-term service providers currently under review.
- As a result of suggestions made during the Investors in People review in 2021, SMT undertook a whole staff consultation about values of Ellingham Employment Services. The resulting values were unanimously agreed as "Empowering", "Invested" and "Inclusive". These values are implemented into and across all services due to the positive inclusive role made by staff in this consultation.
- With the ending of Covid restrictions, whilst staff continue to ensure a healthy working environment, referrals to programmes have rapidly increased to pre-Covid levels.
- 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. However, whilst an uplift in unit cost was agreed with effect from 1st April 2022, this was having to be implemented on a case by case basis throughout the year. LB Newham also required Ellingham to undertake a potential uplift exercise, but this still has not been implemented.
- The new Supported Internship Programme negotiated with Hackney has gone from strength to strength with increased numbers of clients, although several had higher support needs. In previous years, young people undertaking this programme would have been supported in their work placements/employment outcomes via Access to Work, with support staff being recruited specific to the support needs of the individual young person. Unfortunately, post-Covid significant delays in assessment within this DWP department meant that rather than the young person losing their placement, Ellingham has secured support from external support agencies. Whilst this ensures that the placement can go ahead in line with the employer's timeline, the individually tailored support is not at the same level of quality.
- 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 2022/23. This, together with the fact that many of the customers with disabilities supported through this programme did not return to work post-Covid, together with the major delays in assessment of new applications/renewal of existing support packages, has meant that this department's income is significantly lower than in previous years. This department will be a focus for development over the coming year.
- 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.
- Reserve levels are at their highest for about 10 years. Whilst this is in part due to tight financial management during Covid period, Ellingham's staffing levels were reduced significantly at this time with the decreasing client attendance. A review of staffing structure & roles was undertaken so that with the return to pre-covid levels of attendance increased staffing levels is enabling them to work more effectively to deliver our quality service.

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TRUSTEES' REPORT (CONTINUED)
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Achievements and performance (continued)

b. Review of activities

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.

Trustees continue to recognise that Ellingham's greatest asset is its staff. Staffing levels were reduced during Covid period due to diminished service delivery, and Trustees ensured the continuation of support given to the whole staff team during that difficult time. The Board also recognised the additional stress put on staff through the national financial crisis, with record fuel prices affecting families. As a result, the Board instructed that all staff receive a one-off fuel grant during the winter months for 22/23, followed a few months later with an overall 8% salary increase to bring rates of pay in line with higher market trends.

Ellingham's programmes during 22/23 included:

I Can Ventures – amongst those clients returning to day services in ICV, there was a continuing high level of well-being additional needs. The changes to the programme schedule within our charitable aims has helped clients cope with their well-being challenges and those challenges of adapting to a different lifestyle after a long time being housebound. All clients took part in a range of celebrations throughout the year to help with this transition, including the Platinum Jubilee and Barbecues, Spring Fayre & Strawberry Fayre.

Client numbers have returned to pre-Covid levels of attendance with a substantial waiting list. There has been an increase in the number of clients attending with higher support needs, but in these cases additional personalised support is agreed prior to commencement. Staffing roles were therefore changed to reflect this change in client programmes, once again reflecting the dedication to our clients' welfare & needs, with the popular reintroduction of supported employment activities of woodwork and gardening. ICV has also expanded its Arts & Crafts activities by purchasing sessions through LBWF Adult Learning Services tutors. Articles made by clients were then sold at the fayres. The areas of referrals have increased to other boroughs including, as a result of the Supported Internship programme, ICV becoming included on the list of day opportunities providers for LB Hackney.

Supported Internships – 22/23 saw the end of the Covid-extended 21/22 programme and the start of the new increased 2022/23 programme. In addition to clients attending the programme from Hackney, the programme was finally able to recruit attendees from LBWF and LB Redbridge, with enquiries coming from other local boroughs. As stated above, problems with Access to Work hampered the specialist support previously provided, but the use of specialist support agencies overcame this somewhat. Uniquely in the education field, recruitment to this programme is on a rolling basis to meet the needs of the clients, rather than on an annual basis.

Access to Work – again, as stated above, many customers supported through this programme did not return to work post-Covid, resulting in the loss of 50% of the support staff team. Numbers are slowly increasing, but due to the pre-mentioned delays of several months within the DWP AtW department's assessment process, despite Ellingham's department receiving many potential customer referrals, the delays are not resulting in these being converted into actual support.

Trustees would like to thank the 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.

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TRUSTEES' REPORT (CONTINUED)
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Achievements and performance (continued)

c. Factors relevant to achieve objectives

- Recruitment of new staff remains a constant problem.
- In spite of the on-going concerns from the Board regarding long term financial security, Ellingham continues 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. There has been a lack of new opportunities for people with disabilities through major funding streams, as DWP.

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.

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FOR THE YEAR ENDED 31 MARCH 2023

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 £426,000. 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 decreased from the previous year, thanks to 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, Ellingham has a wide range of funding streams to finance these services.

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

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

Structure, governance and management

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 in addition to returning to face to face during 2022/23 working closely with Chief Executive and members of the Senior Management Team who have day-to-day management of the organisation.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

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.

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 their departments 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.

The Board of Trustees are extremely pleased that Helen Gore continues as Chief Executive with full responsibility for the management of Ellingham and oversight & management of the Senior Management Team. She leads by example in her dedication and commitment to Ellingham and its clients.

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.

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(continued)

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, with training in specific areas of Trustee responsibility being on offer throughout the year.

All new recruits to the Board attend a full induction training programme to introduce them to their roles & by meeting with the senior staff team to gain a better understanding of the work of Ellingham. 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.

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 working with the CEO around budgets, were able to award a pay increase to all staff in 2022/23 of 8%, ensuring that the requirements of London Living Wage are met. However the Board have as a priority for 2023/24 a review of the senior staff teams' roles, job descriptions, salary structure and incentives to ensure long-term continuity of a quality management team within the organisation.

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TRUSTEES' REPORT (CONTINUED)
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(continued)

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.

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. MoorePay continues as our external health and safety consultants, undertaking an annual review. SMT & Trustees are currently working through the Action Points of this review. All Ellingham's premises also undergo annual 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.

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

Ellingham continues its membership of Peninsula Business Services to assist with Personnel and Employment Law Issues, by providing a 24-hour advice line in addition to providing training and sending regular updates and newsletters with regular reviews of all HR policies and procedures of the organisation. All staffing issues are administered in consultation with Peninsula. The Employee Assistance Programme remains available 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.

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TRUSTEES' REPORT (CONTINUED)
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Plans for future periods

- Expand day opportunities services for clients with more complex needs to enhance their choices.
- Expand range of supported internship programme across more referral agencies.
- 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 in 2023/24 to maintain reserve levels.
- To review senior management structure to ensure "future-proofing" of quality management of organisation.
- Ensure that Ellingham's values permeate all aspects of our work.
- 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.

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TRUSTEES' REPORT (CONTINUED)
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Statement of Trustees' responsibilities

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

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

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

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

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 charity'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 13 September 2023 and signed on their behalf by:



C Bailey
(Chair of Trustees)

ELLINGHAM EMPLOYMENT SERVICES
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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 2023 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 2023 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.

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

Other information

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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:

Procedures performed to address these were as follows:

- Identifying and assessing the design effectiveness of controls management has in place to prevent and detect fraud. This included corroboration by review of Board Minutes and review of correspondence with relevant bodies,
- Understanding how those charged with governance considered and addressed the potential for override of controls or other inappropriate influence over the financial reporting process,
- Undertaking testing designed to test the controls in place within the procurement system including access and controls in relation to banking.
- Identifying and testing journal entries, in particular any unusual journal entries posted around the year-end and journal entries posted by infrequent system users.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

13 September 2023

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 2023**

	Note	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	2	-	6,314	6,314	60,561
Charitable activities	3	-	1,069,540	1,069,540	931,728
Other trading activities		-	31,913	31,913	24,060
Investments	4	-	721	721	-
Total income		-	1,108,488	1,108,488	1,016,349
Expenditure on:					
Raising funds		-	10,272	10,272	4,996
Charitable activities		-	1,044,172	1,044,172	919,944
Total expenditure		-	1,054,444	1,054,444	924,940
Net movement in funds		-	54,044	54,044	91,409
Reconciliation of funds:					
Total funds brought forward		2,532	353,788	356,320	264,911
Net movement in funds		-	54,044	54,044	91,409
Total funds carried forward		2,532	407,832	410,364	356,320

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

The notes on pages 22 to 37 form part of these financial statements.

ELLINGHAM EMPLOYMENT SERVICES
(A Company Limited by Guarantee)
REGISTERED NUMBER: 01984355

BALANCE SHEET
AS AT 31 MARCH 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	9	9,482	6,223
		<u>9,482</u>	<u>6,223</u>
Current assets			
Debtors	10	131,702	209,341
Cash at bank and in hand		429,908	282,678
		<u>561,610</u>	<u>492,019</u>
Creditors: amounts falling due within one year	11	(160,728)	(141,922)
Net current assets		400,882	350,097
Total assets less current liabilities		410,364	356,320
Net assets excluding pension asset		410,364	356,320
Total net assets		410,364	356,320
Charity funds			
Restricted funds	12	2,532	2,532
Unrestricted funds	12	407,832	353,788
Total funds		410,364	356,320

ELLINGHAM EMPLOYMENT SERVICES
(A Company Limited by Guarantee)
REGISTERED NUMBER: 01984355

BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2023

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 on 13 September 2023 and signed on their behalf by:



C Bailey
(Chair of Trustees)

The notes on pages 22 to 37 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 2023

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 2019), 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.

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

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.

Not all VAT is recoverable and where this is the case, the VAT which is irrecoverable is recorded within expenditure.

ELLINGHAM EMPLOYMENT SERVICES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies (continued)

1.4 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.

1.5 Tangible fixed assets and depreciation

Tangible fixed assets costing £250 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

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 bases:

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

1.6 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.

1.7 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 2023

1. Accounting policies (continued)

1.8 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.

1.9 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.

1.10 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.

1.11 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 2023

2. Income from donations and legacies

	Unrestricted funds 2023 £	Total funds 2023 £
Donations	6,314	6,314
	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Donations	179	179
Legacies	25,000	25,000
Government grants receivable	35,382	35,382
	60,561	60,561

3. Income from charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £
Personalised budget client	560,615	560,615
London boroughs	107,592	107,592
Support work	188,918	188,918
Supported internships	212,415	212,415
	1,069,540	1,069,540

ELLINGHAM EMPLOYMENT SERVICES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

3. Income from charitable activities (continued)

	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Personalised budget client	452,873	452,873
London boroughs	86,650	86,650
Support work	182,554	182,554
Supported internships	209,651	209,651
	<u>931,728</u>	<u>931,728</u>

4. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Interest receivable	<u>721</u>	<u>721</u>	<u>-</u>

5. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Direct costs	<u>767,957</u>	<u>276,215</u>	<u>1,044,172</u>

	<i>Activities undertaken directly 2022 £</i>	<i>Support costs 2022 £</i>	<i>Total funds 2022 £</i>
Direct costs	<u>684,055</u>	<u>235,888</u>	<u>919,943</u>

ELLINGHAM EMPLOYMENT SERVICES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

5. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Activities 2023 £	Total funds 2023 £
Staff costs	648,664	648,664
Agency staff costs	62,938	62,938
Motor expenses	86	86
Travel and subsistence	537	537
Recruitment	359	359
Qualification costs	842	842
Staff training	102	102
Rent	28,214	28,214
Rates	948	948
Light and heat	8,607	8,607
Cleaning	2,953	2,953
Repairs and maintenance	4,102	4,102
Printing, postage and stationery	2,040	2,040
Entertainment	187	187
Telephone and internet	1,021	1,021
Sundry expenses	1,675	1,675
Equipment and materials	4,682	4,682
	<u>767,957</u>	<u>767,957</u>

ELLINGHAM EMPLOYMENT SERVICES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

5. Analysis of expenditure by activities (continued)

Analysis of direct costs (continued)

	<i>Activities</i> 2022 £	<i>Total</i> <i>funds</i> 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
	<u>684,056</u>	<u>684,056</u>

ELLINGHAM EMPLOYMENT SERVICES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

5. Analysis of expenditure by activities (continued)

Analysis of support costs

	Activities 2023 £	Total funds 2023 £
Staff costs	140,425	140,425
Depreciation	1,410	1,410
Motor expenses	154	154
Travel and subsistence	297	297
Staff training	680	680
Rent and rates	7,313	7,313
Light and heat	1,749	1,749
Cleaning	1,463	1,463
Repairs and maintenance	1,024	1,024
Insurance	16,299	16,299
Printing, postage and stationery	766	766
Telephone and internet	22,588	22,588
Sundry expenses	3,154	3,154
Equipment and materials	1,433	1,433
Auditors' remuneration	9,950	9,950
Legal and professional	9,342	9,342
Bank charges	259	259
Hospitality	255	255
Subscriptions	4,422	4,422
Profit/(loss) on disposal	(177)	(177)
Storage costs	1,201	1,201
Bad debts	9,096	9,096
Irrecoverable VAT	43,112	43,112
	<u>276,215</u>	<u>276,215</u>

ELLINGHAM EMPLOYMENT SERVICES
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

5. Analysis of expenditure by activities (continued)

Analysis of support costs (continued)

	<i>Activities 2022 £</i>	<i>Total funds 2022 £</i>
Staff costs	124,867	124,867
Depreciation	1,658	1,658
Motor expenses	228	228
Travel and subsistence	198	198
Staff training	100	100
Rent and rates	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, postage and stationery	718	718
Telephone and internet	20,180	20,180
Sundry expenses	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
	<u>235,888</u>	<u>235,888</u>

6. Auditors' remuneration

	2023 £	2022 £
Fees payable to the Company's auditor for the audit of the Company's annual accounts	<u>9,950</u>	<u>8,300</u>

ELLINGHAM EMPLOYMENT SERVICES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

7. Staff costs

	2023 £	2022 £
Wages and salaries	719,217	669,219
Social security costs	54,149	47,389
Contribution to defined contribution pension schemes	15,723	15,157
	<u>789,089</u>	<u>731,765</u>

The total amount of redundancy payments during the year was £7,830 (2022: 12,372) which includes pay in lieu.

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

	2023 No.	2022 No.
Directors	5	5
Management	4	4
Admin	2	2
Tutors	-	4
ICV Support Staff	20	8
ATW Support Worker	10	10
Job Coach	2	3
Cleaner	1	-
Co-ordinators	2	-
	<u>46</u>	<u>36</u>

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 £167,518 (2022: £168,431)

8. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 March 2023, no Trustee expenses have been incurred (2022 - £NIL).

ELLINGHAM EMPLOYMENT SERVICES
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

9. Tangible fixed assets

	Short-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Total £
Cost or valuation				
At 1 April 2022	145,317	8,916	19,467	173,700
Additions	-	-	4,701	4,701
Disposals	-	(8,916)	-	(8,916)
At 31 March 2023	<u>145,317</u>	<u>-</u>	<u>24,168</u>	<u>169,485</u>
Depreciation				
At 1 April 2022	145,317	8,884	13,276	167,477
Charge for the year	-	-	1,410	1,410
On disposals	-	(8,884)	-	(8,884)
At 31 March 2023	<u>145,317</u>	<u>-</u>	<u>14,686</u>	<u>160,003</u>
Net book value				
At 31 March 2023	<u>-</u>	<u>-</u>	<u>9,482</u>	<u>9,482</u>
At 31 March 2022	<u>-</u>	<u>32</u>	<u>6,191</u>	<u>6,223</u>

10. Debtors

	2023 £	2022 £
Due within one year		
Trade debtors	56,270	133,893
Other debtors	950	15,984
Prepayments and accrued income	74,482	59,464
	<u>131,702</u>	<u>209,341</u>

ELLINGHAM EMPLOYMENT SERVICES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

11. Creditors: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	10,021	2,698
Other taxation and social security	17,284	14,162
Pension fund loan payable	159	2,248
Accruals and deferred income	133,264	122,814
	160,728	141,922
	160,728	141,922

12. Statement of funds

Statement of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Balance at 31 March 2023 £
Unrestricted funds				
General Funds - all funds	353,788	1,108,488	(1,054,444)	407,832
	353,788	1,108,488	(1,054,444)	407,832
Restricted funds				
David Solomon Grant	67	-	-	67
LBWF Infection Control	2,465	-	-	2,465
	2,532	-	-	2,532
	356,320	1,108,488	(1,054,444)	410,364

ELLINGHAM EMPLOYMENT SERVICES
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

12. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2022 £</i>
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
	<u>4,082</u>	<u>-</u>	<u>(1,550)</u>	<u>2,532</u>
Total of funds	<u><u>264,910</u></u>	<u><u>1,016,349</u></u>	<u><u>(924,939)</u></u>	<u><u>356,320</u></u>

13. Summary of funds

Summary of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Balance at 31 March 2023 £
General funds	353,788	1,108,488	(1,054,444)	407,832
Restricted funds	2,532	-	-	2,532
	<u>356,320</u>	<u>1,108,488</u>	<u>(1,054,444)</u>	<u>410,364</u>

ELLINGHAM EMPLOYMENT SERVICES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

13. Summary of funds (continued)

Summary of funds - prior year

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

Restricted Funds

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

14. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2023	Unrestricted funds 2023	Total funds 2023
	£	£	£
Tangible fixed assets	-	9,482	9,482
Current assets	2,532	559,078	561,610
Creditors due within one year	-	(160,728)	(160,728)
Total	<u>2,532</u>	<u>407,832</u>	<u>410,364</u>

ELLINGHAM EMPLOYMENT SERVICES
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

14. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

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

15. 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 2023

16. 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 £15,723 (2022: £15,157). Contributions totalling £159 (2022: £2,248) 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 (2022: £24,450) due as at year-end.

17. Operating lease commitments

At 31 March 2023 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023	<i>2022</i>
	£	£
Not later than 1 year	35,268	<i>31,000</i>
Later than 1 year and not later than 5 years	141,072	<i>124,000</i>
Later than 5 years	261,571	<i>294,500</i>
	437,911	<i>449,500</i>

18. 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 £14,294 (2022: £15,166). There is no balance outstanding at the year end to Amplified IT.