

# **CTS Ltd**

## **TRUSTEES' REPORT (Incorporating the Director's Report) FOR THE YEAR ENDED 31 MARCH 2023**

The reference and administration details of the charitable company are as shown on page 3.

The Trustees (in their capacity as Trustees and Committee of Management) present their report and the Financial Statements for the year ended 31 March 2023. The Trustees who served during the year and up to the date of this report are set out on page 3. The Trustees have adopted provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

### **Objectives and Activities**

#### *Principal Activities*

The principal activity of the society is that of the advancement of education. This is met by the provision of day and night classes and also training facilities for the development of occupational skills and work experience. These activities are carried out through several different programmes including Skills for Life & Work, Training for Success, ApprenticeNI, Community Education Programme, Assist Programme, Occupational Studies, Life & Work, M2S (Moving to Success), Integrated Education Programme, Boost Programme and adult day/night classes.

#### *Risks*

The society is affected by trainee and pupil enrolments in the local area. It is also affected by the curriculum design of the colleges and the choices made by the pupils. We currently work with pupils from St. Joseph's College Coalisland, St. Patrick's College Dungannon, Integrated College Dungannon and Sperrinview Dungannon. We also provide training to other specialist groups from our local colleges in the Dungannon area. We monitor our provision and financial position on a weekly basis and the board meets to review strategy every two months. Since our last AGM in 2022 we have been able to return to normal gradually seeing our numbers increase to pre Covid levels.

We constantly try to acquire new contracts and avenues of training to support our aims while maintaining our core business. This year we have been successful in winning a new contract to deliver the new Apprentice Programme. This is down to the excellent work carried out by all the CTS team.

### **Achievements and Performance**

In October we received excellent feedback on our ISEF report (Internal Self-Evaluation Framework) from ETI (Education Training Inspectorate). Both Hairdressing and Childcare also received excellent reports after their External Quality Assessment. This year we started offering Plumbing as a new Vocational choice for Occupational Studies. Gail Dodds (Essential Skills Numeracy), John McAnenly (Plumbing) and Martin Morgan (Bricklaying) joined the team this year. We will welcome the pupils of Sperrinview for the first time in June 2023. This year we updated our Telephone system and are currently revamping our Website/Social Media presence

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*Department for Economy (Formerly Department of Employment & Learning)*

We continue to run the Training for Success (TfS2017) and ApprenticeNI programmes as well as the new Skills for Life & Work and ApprenticeNI21 TfS2017 will phase out before the end of the next financial year

*Courses*

We have moved our CSR courses back to this room (Boardroom). We have also run the following courses, Computerised Accounts (Sage), First Aid, Manual Handling, Abrasive Wheels, Food Safety, Essential Skills for adults (Communication and Numeracy) and community courses such as Art although these were online. We were also able to continue to deliver Communication and Application of Numbers via Zoom and WhatsApp.

*Vocational Education Programme (V.E.P.) Life & Work*

These courses continue to run in the centre for Year 11 & 12 pupils from St. Joseph's and to a lesser extent Dungannon Integrated and St. Patrick's College. The pupils are offered training in Bricklaying, Hairdressing, Manicure, Joinery, Electrical, Electronics, Plumbing and Facial leading to two GCSEs

*Life & Work*

The Life and Work group takes pupils from St. Joseph's Learning Support Unit and gives them a practical session in a non-exam setting.

*Inclusion in Education*

This programme funded by CNR through Department for Communities and Education Authority was thankfully allowed to run on a more normal timetable unlike the 6-week blocks introduced the year before.

*Coalisland Neighbourhood Renewal*

The Community Education Programme (CEP) is funded by Department for Communities (DFC). The programme targets unemployed or those at risk of losing employment and gives them training to make them more attractive to local companies. It also has a social aspect and to this end we run courses for those who need help/encouragement to get out and be more active in the community again. It is pleasing to note that all targets were met throughout the year including recruiting 100% from the CNR area.

*Construction Skills Training*

We continue to deliver this much sought-after qualification. We also offer the 4-day Site Safety Supervisor course as well as Manual Handling, Abrasive Wheels, Working at Heights Confined Spaces Awareness and Asbestos Awareness. We are thinking of offering Level 4 Diploma in Construction Supervisory Management. We plan to offer the fast track NVQ course for workers wanting to receive a Craft CSR card.

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## **TRUSTEES' REPORT (Incorporating the Director's Report) FOR THE YEAR ENDED 31 MARCH 2023 (Continued)**

### **Financial Review**

#### *Financial Performance*

The Directors are striving to secure reserves in the future sufficient to meet committed expenditure and running costs for a period equivalent to 9 months annual expenditure, which equates to £422,514. The Directors believe that the period of 9 months is necessary so that there is continuity of service and will continue to work towards and implementation of this policy. At present the total of restricted and unrestricted reserves, which amount to £1,049,307, meet this target level. Directors are considering ways in which additional unrestricted funds will be raised to consolidate the position. At this stage the charity received significant grant income to fund the running costs and this is expected to continue for the foreseeable future. This policy relating to reserves is reviewed annually.

#### *Restricted Income*

The Charity received a grant from Children in Need in the year of £23,631 which is to be used for wages relating to the Boost Programme.

#### *Reserves Policy*

Free reserves are those unrestricted reserves not invested in fixed assets, which are available for general use. The Charity's policy is to retain a level of free reserves which matches the needs of the company, both at the current time and in the foreseeable future.

#### *Plans for future periods*

The Board of Directors will continue to plan for the delivery of consistent high-quality standards in relation to achieving the objectives as detailed above. Collectively, they will ensure that those charged with governance or management of the Company will be made aware of their responsibilities. The Charity will demonstrate that it is using its resources to deliver charitable activities and therefore public benefit in the best possible way in these uncertain economic times. Resources will be managed in a cost-effective manner. Expenditure will be strictly monitored and controlled without compromising quality of service. Management structures will be kept under review and monitored to ensure that good governance prevails and exposure of the charity to risk is minimised. We are now in discussion with planners and the Trust regarding building a new full day-care provision. This is something that would not only give parents top quality childcare but would also provide additional jobs in the area. We would hope to incorporate a training end to the new build which would be fit for purpose as we move forward towards 50 years of working in the Community.

### **Structure, Governance and Management**

The Company is governed by the rules of CTS Ltd and is recognised as a charity. Committee members are appointed or re-appointed at the Annual General Meeting, which must take place within three calendar months after the close of the financial year. One third of committee members must retire from office at the annual general meeting with those who have been longest in office offering themselves for retirement. The committee must consist of a Chairman, a Treasurer and a Secretary.

The committee's meetings are held on a bi-monthly basis. The committee members agree the broad strategy and areas of activity. The day-to-day operation of the company is handled by the Chief Executive and staff.

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#### *Public Benefit*

The committee believes that a charitable company provides a public benefit by providing training services for the acquisition and development of occupational skills and work experience to advance education and provide and maintain employment, especially for young people. In particular, the charitable company provides courses and programmes, aimed at getting people off the unemployment register. We have successfully registered with the Charity Commission for Northern Ireland and been entered onto the register of charities with our unique Northern Ireland charity number (NIC100770). The Company is also amending its objectives to ensure they meet the latest guidelines as set out by the Commission and HMRC. The committee believes that it is operating entirely within those guidelines which have been released so far and it looks forward with confidence to the development of the charity's work in the province.

#### *Health & Safety*

The society is committed to achieving the highest practical standards in Health & Safety. We endeavour to make all offices and sections safe for employees and trainees alike.

#### **Statement of Trustees' Responsibilities**

The Trustees (who are also directors of CTS Ltd for the purpose of company law) are responsible for preparing 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 which give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year. In preparing these financial statements the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities Act (Northern Ireland) 2008. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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**Auditors**

SCC were appointed auditors to the charitable company and are deemed to be reappointed in accordance with the Companies Act 2006 and the Charities Act (Northern Ireland) 2008.

**Small company provisions**

This report was approved by the Board of Trustees on 27 June 2023 and signed on its behalf by:

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**Sam Walker, Secretary**

Registered office:  
51 Dungannon Road  
Coalisland  
Dungannon  
Co. Tyrone  
BT71 4HP

**Charity Registration Number:** NIC100770