

CTS Ltd

TRUSTEES' REPORT (Incorporating the Director's Report) FOR THE YEAR ENDED 31 MARCH 2024

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 2024. 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 work with pupils from St. Joseph's College Coalisland, St. Patrick's College Dungannon, Holy Trinity Cookstown, Integrated College Dungannon, Drumglass College Dungannon and Sperrinview Dungannon. We also provide training to Learning Support Units and 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.

We constantly try to acquire new contracts and avenues of training to support our aims while maintaining our core business. This year we have applied to Children in Need as we hope to extend our Boost Programme which receives high praise from the local colleges.

Achievements and Performance

Since our last AGM (2023) we received "Outstanding" for our Self-Evaluation Framework and a very positive report from ETI (Education Training Inspectorate). We also had our first face to face External Quality Assessments for City & Guilds and OCN since the Covid restrictions were lifted. This year we had to say goodbye to Gail Dodds (Essential Skills Numeracy), but we have also been lucky enough to recruit two new tutors, Seainin McKeown (Numeracy) and Lisa Robertson (Childcare/Health & Social Care). We welcomed the pupils of Sperrinview for the first time in June 2023 and they have already said they will be back in 2024. We are currently in process of updating our Website and Social Media presence. We are partners with Education Authority, Social Services, PSNI and local schools/colleges as part of Operation Encompass which aims to support under 18yr olds who are impacted by domestic abuse. We are now in process of digitizing all our certificates and CSR paperwork. We will extend this to all portfolios as time permits. This will reduce the need for shelves and presses full of records which could be a fire hazard.

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Department for Economy

We continue to run the ApprenticeNI21 programme as well as Skills for Life & Work. This year one of our learners Terry Fanthorpe achieved NVQ 4 Diploma in Construction Site Supervision, the highest qualification since CTS opened in 1982. This was particularly sweet as Terry was formerly a trainee with us and then a Tutor.

Courses

We continue to offer CSR courses in the Boardroom. We also deliver Computerised Accounts (Sage), First Aid, Manual Handling, Abrasive Wheels, Food Safety, Essential Skills for adults (Communication and Numeracy) and community courses such as Art. We now deliver the NVQ 3 Diploma in Occupational Work Supervision, NVQ 4 Diploma in Construction Site Supervision. Later this year we will start NVQ 3 Diplomas in Wood Occupations and Trowel Occupations for experienced workers.

Vocational Education Programme (V.E.P.)

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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Financial Review

Financial Performance

The Directors strive to secure reserves sufficient to meet committed expenditure and running costs for a period equivalent to 9 months annual expenditure, which equates to £430,217. 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 £962,584 meet this target level. However, the Directors are conscious that our premises are over 100 years old and we need to consider renovation or a new build if we are to continue to be able to meet our aims. It should be noted that the charity presently uses our own funds to supplement several programmes and keep them viable. The policy relating to reserves is reviewed annually.

Restricted Income

The Charity received a grant from Children in Need in the year of £25,350 which is to be used for wages, activities and management of 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 activity 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 Daycare 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 do so as time permits. This will reduce the need for shelves and presses full of records which could be a fire hazard 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, Manager 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 committee believes that it is operating entirely within those guidelines as set out by the Commission and HMRC.

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 Chartered Accountants 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 25 June 2024 and signed on its behalf by:

Sam Walker, Secretary

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

Charity Registration Number: NIC100770