

Company Registration No. NI035373

**ACCESS EMPLOYMENT LTD**



**ANNUAL REPORT  
AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2023**

**NI Charity Commission Number – NIC100987**

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## ACCESS EMPLOYMENT LTD

### DIRECTORS' ANNUAL REPORT FOR THE YEAR ENDED 31 JULY 2023

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The Directors of the Charity are pleased to present their report and the audited financial statements for the year ended 31 July 2023. The Charity have adopted the provisions of the Statement of Recommended Practice (SoRP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the Charity.

#### **Principal activities and objectives**

The objective of the Charity is to assist people with learning disabilities or physical, sensory, or other impairment, mental ill health or who are vulnerable due to social or economic circumstances, through the provision of advice, information and support in order to gain access to employment, education, economic, health, housing, leisure, social welfare and other services on the same basis as others without such disadvantages. This is achieved through the operation of a Social Firm which provides training, work experience and sustained employment for people with mental ill health, learning disability and others from a disadvantaged background.

The Social Firm has the following activities which provide training, work experience and employment as well as providing sustainable income:

#### Packaging & Assembly

AEL packages products for other companies as well as packaging its own products for sale on-line and also manufactures and prepares product samples for some of Northern Ireland's top Companies including K-Rend & Spirit.

#### Lunchbox Café

Located on-site the café has a 5-star rating from Environmental Health and a 5-star rating from Facebook with both sit in, takeaway and delivery options available.

#### Online Shops

Under the registered brand name, Candyrush AEL repackages goods which are imported from around the world and sells them online. Our product range includes Party Bags, Envelopes, Confectionary and Craft Products.

#### Facility Hire

Centrally located in Larne Town Centre the Larne Community Hub, makes the ideal location for group meetings, training courses, special events, displays, fairs, car boot sales etc.

#### Naggy Burn Allotments, Community Shed & Garden Centre

The Naggy Burn' project encompasses our Community Shed, Allotments and Garden Centre.

Each of these 3 projects dovetail with the other to offer a range of activities that provide social and physical interactions aimed at promoting health and wellbeing within the local community. Service users can simply rent an allotment and grow their own produce with the widely recognised benefits of being outside, working with nature, producing food produce and saving money; whilst the Community Shed offers an opportunity to try new things, increase skills and meet new friends with similar interests. Both elements are critical in terms of breaking down social isolation and tackling loneliness.

## **ACCESS EMPLOYMENT LTD**

### **DIRECTORS' ANNUAL REPORT FOR THE YEAR ENDED 31 JULY 2023**

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The Naggy Burn Garden Centre opened during summer 2020. Despite Covid restrictions commercial activity increased and it now sells a variety of plants, seeds, compost, shrubs, tools and hanging baskets.

#### Create Gifts

Launched in 2022, AEL personalises products and giftware with logos and messages using our laser engraver.

Our Charitable activities offer the following programmes:

#### Transitions Programme (School pupils aged 15-25)

The Transitions Programme is a job coaching programme facilitating early intervention with school aged young people. The primary focus is to better prepare young people to transition from school into adulthood, progress to the world of work and be active citizens in their communities.

#### Hands On Training Programme - HOT (unemployed aged 16 – 60)

This programme is about enabling trainees to progress onto paid employment, long term volunteering and/or further education. Alongside live work experience trainees also attend external work tours and work placements with other companies, to develop their experience further and sample the world of work outside of AEL. Trainees can also gain OCN qualifications at Level 1 & Level 2. This programme ceased in March 2023 as the funding ended.

#### PROSPER

This programme is for anyone who is economically inactive aged 16+, who requires support to gain employment and or enter long-term volunteering or further education. AEL is part of a consortium of 5 other organisations, delivering this programme under UKSPF. The programme commenced in April 2023 and is funded until end March 2025.

As part of the programme AEL will support trainees to gain work experience, develop their skills and confidence, reduce isolation, and build towards a positive pathway for their future.

#### Day Opportunities through AEL (aged 18 + referred through NHSCT)

Individuals who have been diagnosed with a learning disability and have been approved for receipt of community-based day services, through the Northern Health and Social Care Trust, can ask about coming along to AEL to volunteer 1 – 3 days per week. This helps them to gain work experience, boost their skills and confidence. It may also help them to think about possible work or volunteering opportunities, before deciding on their next steps, for example progression to the HOT Programme.

#### Life Programme (Promoting a Life of Independence, Fulfilment & Experiences)

The LIFE Programme offers bespoke support which ensures trainees have choices in how they spend their day, who they spend it with, and the types of activities offered. We aim to share what's important to them, by developing a person-centred support and action plan that will, set realistic goals and encourage the development of each trainee. LIFE will promote their physical, mental, and social health and enhance their quality of life.

#### Social Club

AEL also offers a fun packed fortnightly social club, with approximately 30 members attending each session. This club provides a safe and supportive environment for those with additional needs to come together and

## ACCESS EMPLOYMENT LTD

### DIRECTORS' ANNUAL REPORT FOR THE YEAR ENDED 31 JULY 2023

enjoy social and recreational activities, go on outings, develop new skills and meet new friends. The club is open to everyone, aged 16+ from the MEA council area.

#### Public Benefit

In shaping the Charity's objectives, the Directors have considered the Charity Commission NI's guidance on public benefit including the Commission's 'Public Benefit Reporting' document CCNI PBR1.

The direct benefit which flows from this is that disadvantaged people are provided with support to access further training and employment opportunities, thus enhancing their lifestyle and quality of life and allowing them to operate more effectively in the community.

#### Achievements & Performance

Trainees have now returned to pre-covid service levels and are sampling work experience opportunities across all business areas. We have seen marked increase in trainees social, communication, attitude to work, independence and skills and experience levels this year, compared to the same period last year. This is a direct result of services returning to pre-covid levels and our services adapting to meet trainees where they were in terms of the supports, they required.

At 31<sup>st</sup> July 2023 the Charity was providing 58 training places to 33 individuals each week  
This year we have achieved and delivered the following:

Qualifications	Awarded
<b>OCN Level 1 Qualifications</b>	
Independent Travel	6
Progression to Employment	10
Employability	2
Introduction to Warehousing	4
Level 1 Vocational Skills - Exploring Enterprise & Skills for Garden Horticulture	9
OCN Level 2 Awards in Vocational Skills – Business Administration & Career Planning & Preparation	5
OCN Level 1 Accreditations Vocational Skills - Taking Part in an Enterprise Project	3
OCN Accreditation Level 1 Vocational Skills - Skills for Garden Horticulture	4
<b>TOTAL</b>	<b>43</b>
<b>Progression Pathways</b>	
Employment	9
Long term volunteering	1
Further Education	5

Whilst AEL prides itself in having a mixed ability workforce and continues to create sustainable employment opportunities, links have also been established and maintained with local employers via our Inclusive Employer Charter, which recognises those employers who provide work tours, placements, and employment/volunteering opportunities to our trainees, enabling them to reach their full potential outside of AEL and demonstrating their own corporate, social responsibility. We are delighted that these employers have

## ACCESS EMPLOYMENT LTD

### DIRECTORS' ANNUAL REPORT FOR THE YEAR ENDED 31 JULY 2023

continued to engage with us via the charter, and we continue to see a rise in external work placements and tours being offered.

To end July 2023 employers have facilitated 14 external work placements ranging from ground maintenance to retail to mechanics. There has also been a total of 14 external work tours, across a variety of business sectors, including haulage, retail, catering, sport and fitness and ground maintenance. Personal development and monitoring of soft outcomes are also a key element of the Charity's training programmes. At 31<sup>st</sup> July 2023 our distance travelled assessment of trainees revealed the following;

Soft Skill Area	Percentage Increase
Confidence/Self Belief	53%
Social/Friendships	63%
Coping Skills	69%
Skills & Experience	70%
Communication Skills	63%
Healthy Lifestyle	71%
Attitude to work	74%
Independence & Reliability	74%

#### Financial review

The Charity recorded a net deficit of (£27,159) for the year. When added to reserves brought forward the total reserves on 31 July 2023 are £521,834. As explained in the accounting policies the Charity's funds are normally either restricted or unrestricted.

The main funding streams of the Charity are its social enterprise activities in Packaging and Assembly, Online Retail, Giftware, Rental, Lunchbox Café, Community Allotments and Naggyburn Garden Centre which together account for 63% of the charity's income. These activities support the Charity's training programmes for adults with disability and disadvantage. The Board have considered the risks involved in all our social enterprise activities and are agreed that the desired outcomes are of supporting sustainable disability employment and creating unrestricted revenue thereby reducing dependency on grant funding is in line with the Charity's core aims and objectives. The Board will ensure that action is taken to remove, reduce or mitigate losses in any of the social enterprise activities.

The legacy from the COVID 19 pandemic as well as the cost-of-living crisis are both making an impact on the activities of the charity as well as its ability to create and maintain meaningful businesses. The Board and Senior Management continue to seek to ensure that activities are making a financial and social contribution to the charity.

#### Reserves Policy and Going Concern

At 31 July 2023 the Charity held £521,834 in unrestricted reserves and £nil in restricted reserves. The current unrestricted reserves of £521,834 include an amount of £169,060 which can only be realised by disposing of tangible fixed assets. The Charity therefore has free reserves of £352,774. It is the policy of the Charity to seek to maintain unrestricted funds, which are the free reserves of the Charity, at a level which equates to approximately six months of resources expended on activities outside of funded projects costs. During the year 31 July 2023 this equated to £408,554.

## **ACCESS EMPLOYMENT LTD**

### **DIRECTORS' ANNUAL REPORT FOR THE YEAR ENDED 31 JULY 2023**

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The Directors consider that adequate resources continue to be available to fund the activities of the Charity for the foreseeable future and are of the view that the Charity is a going concern.

#### **Plans for future periods**

AEL has a three-year Strategic Plan and a Risk Register to guide its activities. The Board and Senior Management Team continue to focus on strengthening and developing business growth. This was reflected during the year with the appointment of a new Chief Executive and the continued development of the capacity of the laser engraver through Create Gifts will offer new products and services. We continue to seek business activities which offer inclusion and experience for our service users.

Although AEL were fortunate to secure funding through UKSPF, following the end of ESF, the new funding is for a short 2-year period and funding continues to be a major concern for AEL and the community and voluntary sector as a whole. With no functioning executive in NI, departments have been left with no budgets and are running with huge deficits, this has impacted the levels of funding available to community and voluntary sector. We are working closely with our colleagues across the sector to lobby for support to maintain vital programmes as well as seeking funds where possible to bridge any gaps in service.

Funding through the 'Dormant Accounts Fund' will continue to provide training to strengthen the staff team and improve and make better use of the IT infrastructure, helping AEL to remain resilient and fit for purpose.

#### **Structure, Governance & Management**

Access Employment Limited is a company limited by guarantee governed by its Memorandum and Articles of Association dated 21 December 1998 and amended to allow for current governance arrangement on 25th September 2014 and the liability of each member is limited to an amount not exceeding £1. It has been granted charitable status by HM Revenue and Customs and is registered with the Charity Commission of Northern Ireland.

The Directors who also act as Charity trustees are under Charity law legally responsible for the control, management and administration of the Charity.

At 31 July 2023 the Board of Directors consisted of seven members being a Chair, Vice Chair and five other members. Three of the members are male and four are female. The Board of Directors meet regularly, at intervals not exceeding three months.

A strategic plan was adopted for 2021-2024; this has four key areas- Financial and Business Growth, Business Processes and Compliance, Excellence in Trainee Services and Organisational and People Development.

Access Employment Limited has thirty nine employees as at 31<sup>st</sup> July 2023 and in fulfilment of the strategic plan and in line with the Charity's objectives has delegated to the Chief Executive, assisted by colleagues on the Senior Management Team, responsibility for the day to day operation and management of the Charity. During the year under review, a new Chief Executive was appointed in November 2022 and the roles and responsibilities of the SMT were reviewed. During the recruitment period from May 2022, the role was covered by the SMT and a short term Chief Executive.

Terms and conditions of the contracts of employment of employees of the Charity are determined by the Directors. The pay of all staff including senior management is reviewed annually and normally increased in accordance with average earnings. The NJC pay scales are used as the remuneration benchmark for Senior Management.

**DIRECTORS' ANNUAL REPORT  
FOR THE YEAR ENDED 31 JULY 2023**

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**Appointment of Directors**

The Board has adopted a protocol for the appointment of new Directors based on a framework of desired skills and experience and seeking to meet skills gaps or address priority areas. The Board has carried out an external process to identify and recruit Directors to replace those due to retire as well as filling vacancies to ensure continuity and the availability of appropriate skills.

**Director induction and training**

New Directors are provided with a tailored induction which includes background on the Charity, its current activities (including visits to operations), strategic and annual business plans, policies and financial position as well as roles and responsibilities of the Board. Ongoing training is provided for all Board members as required as part of annual business plan activities.

**Related Parties**

None of the Directors receive remuneration or other benefit from their work within the Charity.

**Risk Management**

The Directors identify the major risks to which the Charity is exposed each financial year when preparing the annual business plan, in particular those related to the operations and finances of the Charity. The Directors then review any major risks which have been identified and establish systems to mitigate those risks. The Charity is satisfied that the systems are in place to mitigate their exposure to the major risks which have been so identified and reviewed.

The Board has examined the major risks which the Charity faces and confirms that policies and procedures have been established so that the necessary steps can be taken to lessen these risks.

**Environmental Matters**

The Charity recognises its corporate responsibility to carry out its operations while minimising environmental impacts. The Board's continued aim is to comply with all applicable environmental legislation, prevent pollution and reduce waste wherever possible.

The Charity will actively pursue methods of reducing its carbon footprint.

## ACCESS EMPLOYMENT LTD

### DIRECTORS' ANNUAL REPORT FOR THE YEAR ENDED 31 JULY 2023

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#### Reference & Administrative Details

**Charity number:** NIC100987  
**HMRC charity number:** NI00152  
**Company number:** NI 035373  
**Registered Office:** 32-34 Pound Street, Larne, Co Antrim, BT40 1SQ

#### Our Advisors

**Auditors:** Harbinson Mulholland Chartered Accountants and Statutory Auditors,  
24 Ormeau Avenue, Belfast, BT2 8HS  
**Bankers:** Danske Bank, Donegal Square West, Belfast, BT1 6JS  
**Solicitors:** BLM, 51 Adelaide Street, Belfast, BT2 8FE

#### Directors

The Directors of the charitable company are its trustees for the purpose of Charity Law.  
The Directors serving during the year and since the year end were as follows:

Hazel Bell (Chair)  
Grace Nesbitt (Vice Chair)  
Maureen Hanvey  
Audrey Murray  
Andrew Clenaghan  
Ian McMaster (appointed 26/01/23)  
Trevor Ringland  
Samuel Young (resigned 26/01/23)

#### Senior Management Personnel

**Chief Executive** Laura Steele (appointed Nov 22)  
**Head of Services** Lorraine Black  
**Head of Business** Jackie Reid

#### Acknowledgements

The Board would like to thank all those bodies which have provided financial assistance in the last year. Their support has been essential to maintaining a varied programme of development and training for our beneficiaries which we would otherwise be unable to provide. Grants and donations that were received are set out in note 2 of the financial statements.

The Directors also acknowledge, with gratitude, the dedication and professionalism of its staff upon which it is wholly dependent for the Charity's success.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

**By order of the Board**

  
Mrs Hazel Bell  
Director

25<sup>th</sup> January 2024

## ACCESS EMPLOYMENT LTD

### STATEMENT OF DIRECTORS' RESPONSIBILITIES FOR THE YEAR ENDED 31 JULY 2023

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#### Directors' Responsibilities in relation to the financial statements

The Company Directors (who are also charity trustees of Access Employment Ltd) are responsible for preparing a Directors' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare the financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources including the income and expenditure of the organisation for that period. In preparing the financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the organisation will continue in business.

The Directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the organisation and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the organisation and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

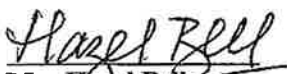
The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of the financial statements may differ from legislation in other jurisdictions.

#### Statement of disclosure to auditors

So far as the Directors are aware at the time of approving the Directors annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the charitable company's auditors are unaware, and
- the Directors, having made enquiries of fellow Directors and the charitable company's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of all relevant audit information and to establish that the auditor is aware of that information.

By order of the Board



Mrs Hazel Bell  
Director

25<sup>th</sup> January 2024

**INDEPENDENT AUDITORS' REPORT  
TO THE MEMBERS OF ACCESS EMPLOYMENT LIMITED**

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**Opinion**

We have audited the financial statements of Access Employment Limited (the 'Charity') for the year ended 31 July 2023 which comprise the statement of financial activities, the statement of financial position, the statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 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 July 2023 and of its incoming resources and application of resources, 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 Companies Act 2006.

**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 Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC'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**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you were:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or the parent company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The other information comprises the information included in the Directors' Report, other than the financial statements and our auditor's report thereon. The directors are responsible for the other information. 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.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**INDEPENDENT AUDITORS' REPORT  
TO THE MEMBERS OF ACCESS EMPLOYMENT LIMITED**

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**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Directors' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Directors' report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the Charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Strategic Report and the Directors' Report.

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of Directors**

As explained more fully in the statement of Directors' responsibilities, the Directors 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 Directors 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 Directors are responsible for assessing the Charity'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 Directors either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

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 auditor's 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.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

## ACCESS EMPLOYMENT LTD

### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ACCESS EMPLOYMENT LIMITED

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Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with directors and/or senior management, and from our commercial knowledge and experience of the sector;

We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including Companies Act 2006, taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation

- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations;

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in Note 2 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions;

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC and the company's legal advisors;

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

**ACCESS EMPLOYMENT LTD**

**INDEPENDENT AUDITORS' REPORT  
TO THE MEMBERS OF ACCESS EMPLOYMENT LIMITED**

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This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the parent charitable company's members those matters we are required to state to them in an auditor's 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 company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



**Angela Craigan FCA (Senior Statutory Auditor)  
for and on behalf of Harbinson Mulholland  
Chartered Accountants  
Statutory Auditor**

.....  
Centrepoint  
24 Ormeau Avenue  
Belfast  
Co. Antrim  
Northern Ireland  
BT2 8HS

**Date: 25<sup>th</sup> January 2024**

Harbinson Mulholland is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

**ACCESS EMPLOYMENT LTD**

**STATEMENT OF FINANCIAL ACTIVITIES  
(Including income and expenditure account)  
FOR THE YEAR ENDED 31 JULY 2023**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
<b>Income from:</b>					
Donations	2	6,560	107,925	114,485	43,123
Charitable activities	3	739,061	314,597	1,053,658	1,233,339
Investments	4	844	-	844	2
<b>Total Income</b>		<b>746,465</b>	<b>422,522</b>	<b>1,168,987</b>	<b>1,276,464</b>
<b>Expenditure on:</b>					
Expenditure on charitable activities	5	817,108	379,038	1,196,146	1,333,597
<b>Total Expenditure</b>		<b>817,108</b>	<b>379,038</b>	<b>1,196,146</b>	<b>1,333,597</b>
<b>Net income/(expenditure)</b>	6	<b>(70,643)</b>	<b>43,484</b>	<b>(27,159)</b>	<b>(57,133)</b>
Transfers between funds		45,544	(45,544)	-	-
<b>Net Movement in Funds</b>		<b>(25,099)</b>	<b>(2,060)</b>	<b>(27,159)</b>	<b>(57,133)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		546,933	2,060	548,993	606,126
<b>Total funds carried forward</b>		<b>521,834</b>	<b>-</b>	<b>521,834</b>	<b>548,993</b>

All the activities of the company are classed as ongoing.

The statement of financial activities includes all gains and losses recognised during the year.

**ACCESS EMPLOYMENT LTD**

**STATEMENT OF FINANCIAL POSITION  
AS AT 31 JULY 2023**

	Notes	2023		2022	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	8		169,060		159,325
<b>Current assets</b>					
Stocks	9	75,190		119,837	
Debtors	10	76,474		87,640	
Cash at bank and in hand		317,036		295,528	
		<u>468,700</u>		<u>503,005</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(115,926)</u>		<u>(113,337)</u>	
<b>Net current assets</b>			<u>352,774</u>		<u>389,668</u>
<b>Total assets less current liabilities</b>			<u>521,834</u>		<u>548,993</u>
<b>Net Assets</b>			<u>521,834</u>		<u>548,993</u>
<b>Charity Funds</b>	12				
Restricted Funds					2,060
Unrestricted Funds			521,834		546,933
<b>Total Charity Funds</b>			<u>521,834</u>		<u>548,993</u>

These financial statements have been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006.

The financial statements were approved by the Board and authorised for issue on 25<sup>th</sup> January 2024 and signed on its behalf by

  
Mrs Hazel Bell  
Director

Company Registration number: NI035373

**ACCESS EMPLOYMENT LTD****STATEMENT OF CASH FLOWS  
AS AT 31 JULY 2023**

	<b>Notes</b>	<b>2023</b> <b>£</b>	<b>2022</b> <b>£</b>
<b>Cash flows from operating activities</b>	19	66,607	154,188
<b>Cash flows from investing activities:</b>			
Interest received		844	2
Proceeds from disposal of assets		538	35,000
Purchase of property, plant and equipment		(46,481)	(25,517)
<b>Net cash flow from investing activities</b>		(45,099)	9,485
<b>Cash flows from financing activities:</b>			
Receipts from issue of new loans		-	-
Repayment of loans		-	(13,164)
<b>Net cash flow from financing activities</b>		-	(13,164)
<b>Net Increase/(decrease) in cash and cash equivalents</b>		21,508	150,509
<b>Cash and cash equivalents at the 1<sup>st</sup> August 2022</b>		295,528	145,019
<b>Cash and cash equivalents at the 31<sup>st</sup> July 2023</b>	20	317,036	295,528

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

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**1. Accounting Policies**

**Company information**

Access Employment Ltd is a company limited by guarantee, incorporated in Northern Ireland. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 7 of these financial statements. The nature of the charity's operations and principal activities are included within the director's report.

**Statement of compliance**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**Income**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

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

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**1. Accounting Policies continued**

Gifts in kind donated for resale are included at fair value, being the expected proceeds from sale less the expected costs of sale. Where estimating the fair value is practicable upon receipt it is recognised in stock and 'Income from other trading activities'. Upon sale, the value of the stock is charged against 'Income from other trading activities' and the proceeds are recognised as 'Income from other trading activities'. Where it is impracticable to fair value the items due to the volume of low value items they are not recognised in the financial statements until they are sold. This income is recognised within 'Income from other trading activities'.

Fixed asset gifts in kind are recognised when receivable and are included at fair value. They are not deferred over the life of the asset.

Income from grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

**Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

**Support costs**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated to expenditure on charitable activities on a basis of a judgement as to the proportion of time spent on each of the activities. The analysis of these costs is included in note 5.

**Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold Property Improvements	10% Straight line
Plant and machinery	10% Straight line
Fixtures, fittings & equipment	10% Straight line

**Fund Accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of organisation. Designated funds are unrestricted funds of the organisation which the Directors have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the organisation's work or for specific projects being undertaken by the Company.

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

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**1. Accounting Policies continued**

**Stocks**

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing stock to its present location and condition. Cost is calculated using the first in, first out method. Provision is made for damaged, obsolete and slow-moving stock where appropriate.

Donated stocks are fair valued as described above.

**Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**Loans and borrowings**

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method.

**Leases**

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

**Employee benefits**

The organisation operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. Contributions are expensed as they become payable.

**Tax**

The charity is an exempt charity as set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

**Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

## ACCESS EMPLOYMENT LTD

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023

#### 2. Income from Donations

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>2023</b>	<b>2022</b>
			<b>£</b>	<b>£</b>
Donations	2,900	-	2,900	1,271
Employment Support	-	8,055	8,055	7,147
NHSCT	1,910	5,000	6,910	6,838
HMRC Job Retention Scheme	-	-	-	4,044
Dormant Accounts	-	55,253	55,253	21,563
Ulster Garden Villages	-	14,000	14,000	-
MEA Agewell	-	500	500	-
LFT Trust	-	2,195	2,195	-
Bailey Thomas	1,250	-	1,250	-
DOH-SRP	-	19,572	19,572	-
DOH- Training	-	3,350	3,350	-
ASDA	-	-	-	200
OCN	500	-	500	2,060
	<u>6,560</u>	<u>107,925</u>	<u>114,485</u>	<u>43,123</u>

#### 3. Income from Charitable Activities

Assembly & Subcontracting	273,363	-	273,363	249,817
Lunchbox Café	117,727	-	117,727	75,040
Online Shops	198,548	-	198,548	275,405
Rent	31,250	-	31,250	30,173
Naggy Burn	57,380	-	57,380	97,512
Clearer	-	-	-	142,036
Programmes	56,877	314,597	371,474	363,063
Sundry	3,916	-	3,916	293
	<u>739,061</u>	<u>314,597</u>	<u>1,053,658</u>	<u>1,233,339</u>

#### 4. Investment income

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Bank interest	<u>844</u>	<u>2</u>

ACCESS EMPLOYMENT LTD

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

5. Expenditure on Charitable Activities

	2023 Unrestricted	2023 Restricted	2023 Total	2022 Total
<b>Direct Costs</b>				
Assembly & Subcontracting	188,829	1,775	190,604	189,380
Lunchbox Café	116,679	2,604	119,283	92,406
Online Shops	247,697	10,219	257,916	288,214
Naggy Burn	29,612	42,088	71,700	74,571
Clearer Water Programmes	-	-	-	213,188
	14,533	188,962	203,495	190,186
<b>Total Direct Costs</b>	<b><u>597,350</u></b>	<b><u>245,648</u></b>	<b><u>842,998</u></b>	<b><u>1,047,945</u></b>
<b>Support Costs</b>				
Assembly & Subcontracting	43,952	9,209	53,161	29,600
Lunchbox Café	43,952	9,209	53,161	22,200
Online Shops	43,952	9,209	53,161	22,200
Naggy Burn	43,951	9,209	53,160	29,600
Clearer Water Programmes	-	-	-	22,200
	43,951	96,554	140,505	159,852
<b>Total Support Costs</b>	<b><u>219,758</u></b>	<b><u>133,390</u></b>	<b><u>353,148</u></b>	<b><u>285,652</u></b>
<b>Total</b>	<b><u>817,108</u></b>	<b><u>379,038</u></b>	<b><u>1,196,146</u></b>	<b><u>1,333,597</u></b>

Support costs have been allocated on a basis of a judgement as to the proportion of time spent on each of the activities.

6. Net incoming resources for the period

	2023	2022
This is stated after charging:	£	£
Operating lease rentals – property	22,240	28,817
Depreciation	33,622	36,995
Auditors' remuneration	2,500	3,000

7. Auditors Remuneration

The auditor's remuneration amounts to an audit fee of £2,500 (2022:£3,000).

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2023**
**8. Tangible fixed assets**

	<b>Leasehold Property Improvements</b>	<b>Plant and Machinery</b>	<b>Fixtures, fittings and equipment</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1st August 2022	189,244	96,982	88,478	374,704
Additions	17,893	2,195	26,393	46,481
Disposals	-	(5,084)	(5,380)	(10,464)
	<u>207,137</u>	<u>94,093</u>	<u>109,491</u>	<u>410,721</u>
<b>Depreciation</b>				
At 1st August 2022	119,097	51,462	44,820	215,379
Charge for the year	18,366	7,335	7,921	33,622
Depreciation on disposal	-	(3,208)	(4,132)	(7,340)
	<u>137,463</u>	<u>55,589</u>	<u>48,609</u>	<u>241,661</u>
<b>Net Book Value</b>				
At 31st July 2023	<u>69,674</u>	<u>38,504</u>	<u>60,882</u>	<u>169,060</u>
At 31st July 2022	<u>70,147</u>	<u>45,520</u>	<u>43,658</u>	<u>159,325</u>

**9. Stocks**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Raw materials, consumables & products for resale	<u>75,190</u>	<u>119,837</u>

**10. Debtors**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trade debtors	71,986	74,834
Prepayments	4,488	12,806
	<u>76,474</u>	<u>87,640</u>

**11. Creditors: amounts falling due within one year**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trade creditors	14,313	14,418
Taxes and social security costs	31,576	24,796
Other creditors	3,404	3,880
Accruals and deferred income	66,633	70,243
	<u>115,926</u>	<u>113,337</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2023**
**Deferred Income**

	<b>Under 1 Year £</b>	<b>Over 1 Year £</b>	<b>Total £</b>
Deferred income 1st August 2022	51,004	-	51,004
Resources deferred during the year	187,548	-	187,548
Amounts released to income during the year	192,433	-	192,433
	<u>46,119</u>	<u>-</u>	<u>46,119</u>
Deferred income at 31st July 2023	<u>46,119</u>	<u>-</u>	<u>46,119</u>

The deferred income arises in respect of income being received in the year which relates to a future accounting period and in respect of income where conditions for recognition have not been satisfied. The income will be released to the Statement of Financial Activities in the period to which it relates.

**12. Restricted and unrestricted funds**

	<b>At 1st August 2022 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>Transfers £</b>	<b>At 31st July 2023 £</b>
<b>Unrestricted</b>					
General fund	546,933	746,465	(817,108)	45,544	521,834
	<u>546,933</u>	<u>746,465</u>	<u>(817,108)</u>	<u>45,544</u>	<u>521,834</u>
<b>Restricted</b>					
Employment support	-	8,055	(8,055)	-	-
HOT Programme	-	126,494	(126,494)	-	-
NHSCT – Garden Centre	-	5,000	-	(5,000)	-
OCN- IT Equipment	2,060	-	-	(2,060)	-
TNL Community Fund - Transitions Programme	-	94,320	(94,320)	-	-
TNL Community Fund – Community Shed	-	48,298	(48,298)	-	-
Dormant Account	-	55,253	(32,964)	(22,289)	-
UKSPF- PROSPER Programme	-	45,485	(45,485)	-	-
Ulster Garden Villages-Garden Centre	-	14,000	-	(14,000)	-
MEA Agewell- Event	-	500	(500)	-	-
LTF Trust – Kitchen Equipment	-	2,195	-	(2,195)	-
DOH- SRP	-	19,572	(19,572)	-	-
DOH- Training	-	3,350	(3,350)	-	-
	<u>2,060</u>	<u>422,522</u>	<u>(379,038)</u>	<u>(45,544)</u>	<u>-</u>
Total	<u>548,993</u>	<u>1,168,987</u>	<u>(1,196,146)</u>	<u>-</u>	<u>521,834</u>

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

**Analysis of net assets between funds**

	<b>Unrestricted General Fund</b>	<b>Restricted Fund</b>	<b>Total</b>
	£	£	£
Fixed assets	169,060	-	169,060
Cash	317,036	-	317,036
Other current assets	35,738	-	35,738
	<u>521,834</u>	<u>-</u>	<u>521,834</u>

**13. Status**

The company is limited by guarantee and as such doesn't have any share capital. The liability of each member is limited to £1.

**14. Contingent liabilities**

The company has a contingent liability to repay grant monies if it fails to meet the terms and conditions of the grant.

**15. Financial Commitments**

Total future minimum lease payments under non-cancellable operating leases are as follows:

	<b>Land &amp; Buildings</b>	
	<b>2023</b>	<b>2022</b>
	£	£
<b>Operating Leases which expire:</b>		
Within one year	21,000	21,000
Between two and five years	50,750	71,750
	<u>71,750</u>	<u>92,750</u>

**16. Employees****Number of employees**

	<b>2023</b>	<b>2022</b>
	<b>Number</b>	<b>Number</b>
Management & Administration	5	5
Assembly & subcontracting	9	9
Building	2	2
Naggy Burn	2	2
Online Shops	4	4
Programmes	13	13
Lunchbox Cafe	4	4
	<u>39</u>	<u>39</u>

## ACCESS EMPLOYMENT LTD

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023

<b>Employment costs</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Wages and salaries	629,059	598,477
Social security costs	41,333	26,645
Defined contribution pension costs	23,717	22,032
	<u>694,109</u>	<u>647,154</u>

No employee's salary exceeded £60,000.

Total Remuneration payable to Key Management Personnel during the year was £174,648

(2022: £162,158). The Charity considers its Key Management Personnel comprises the Chief Executive, Head of Business and Head of Services.

#### 17. Directors

	<b>2023</b>	<b>2022</b>
	<b>Number</b>	<b>Number</b>
Directors	<u>7</u>	<u>7</u>

No Director or any persons connected with them received any remuneration from the organisation, nor has the organisation met any individual expenses incurred by any of the Directors for services provided to the Company.

#### 18. Related Party Transactions

During the year, the company made payments totalling £nil (2022: nil) and made sales of £3,696 (2022: £1,801) to Ledcom, a company in which Mrs H Bell is a Director. At the year end, the amount due from Access Employment Limited to Ledcom is £nil (2022: £nil) and the amount payable to Access Employment Limited from Ledcom is £647 (2022: £195).

During the year, the company made payments totalling £nil (2022: £10,484) and made sales of £nil (2022: £nil) to Learning to Grow Ltd, a company in which Mrs M Hanvey has an interest. At the year end, the amount due from Access Employment Limited to Learning to Grow Ltd is £nil (2022: £nil) and the amount payable to Access Employment Limited from Learning to Grow Ltd is £nil (2022: £nil).

#### 19. Reconciliation of net income/(expenditure) to net cash flow from operating activities

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Net expenditure for the reporting period	(27,159)	(57,133)
Depreciation Charges	33,622	36,995
Interest	(844)	(2)
Loss on the sale of fixed assets	2,586	13,581
(Increase)/decrease in stocks	44,647	67,199
(Increase)/decrease in debtors	11,166	73,814
Increase/(Decrease) in creditors	2,589	19,734
<b>Net cash flow from operating activities</b>	<u><b>66,607</b></u>	<u><b>154,188</b></u>

**ACCESS EMPLOYMENT LTD**

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

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**20. Analysis of net funds/debt**

	<b>1 August 2022 £</b>	<b>Cash flow £</b>	<b>31 July 2023 £</b>
Cash at Bank and in Hand	295,528	21,508	317,036
	<u>295,528</u>	<u>21,508</u>	<u>317,036</u>