

**Charity Registration No. NIC101463**  
**Company Registration No. NI025853**

**FOOD AND DRINK SECTOR SKILLS**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

# FOOD AND DRINK SECTOR SKILLS

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# FOOD AND DRINK SECTOR SKILLS

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	G Boyd C Devlin J Proctor T Cander G Ferguson K Coltham G Patterson G Quinn	(Appointed 5 April 2022)
<b>Secretary</b>	K Martin	
<b>Charity number</b>	NIC101463	
<b>Company number</b>	NI025853	
<b>Registered office</b>	Belfast Mills 2nd Floor 71-75 Percy Street Belfast BT13 2HW	
<b>Independent examiner</b>	Moore (N.I.) LLP 4th Floor Donegall House 7 Donegall Square North Belfast BT1 5GB	
<b>Bankers</b>	Ulster Bank Limited 11-16 Donegall Square East Belfast BT1 5UB	
<b>Solicitors</b>	Johnsons Solicitors 50-56 Wellington Place Belfast BT1 6GF	

# FOOD AND DRINK SECTOR SKILLS

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

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The trustees present their report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the company's Memorandum and Articles of Association, the Companies Act 2006 and "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)".

### **Objectives and activities**

The principal activity of the company is to promote and advance the education and training of persons employed or intending to be employed in the food and drink industry in Northern Ireland.

#### *Vision*

A workforce for a world class industry.

#### *Mission*

To develop business performance by ensuring the effectiveness and efficiency of people development relevant to the industry.

Food and Drink Sector Skills will work within the industry to achieve its people development mission by:

- Promoting a people development culture.
- Identifying people development needs.
- Facilitating the provision of a range of support services to meet the current and future people development needs.
- Provide key training services.
- Ensuring that national standards match local needs and by encouraging companies to achieve these standards.
- Promoting the industry's needs.

These objectives are achieved through close contact with the industry and through the use of experienced associate teachers in each specific program.

### **Achievements and performance**

Food and Drink Sector Skills assists the National Skills Academy for Food and Drink with their work on the updating of National Occupational Standards as they apply to the Food Manufacturing Sector – part of the suite of Standards is updated annually, requiring employer input – these included Health & Safety, Food Manufacturing Excellence, Quality Improvement, and Sustainability related Standards for the year ended October 2022.

Food and Drink Sector Skills also has a seat on the Industry Sectoral Partnership for Food in Northern Ireland; this body is tasked with the development of suitable employer endorsed frameworks for Apprenticeships and continues to work towards improvements in the Level 2 and Level 3 frameworks.

Food and Drink Sector Skills manages and delivers the Tasty Careers programme which has proven to be an effective careers awareness tool for the local Agri-Food sector. Tasty Careers sends ambassadors into local schools to present their stories to students; the programme being supported digitally.

Additionally, the company has also taken part in School careers events and is represented on a number of food skills related groups including the Ministerial Chaired Future Skills Action Group for Food.

To date, FDSS has been able to deliver 560 presentations to more than 18,300 school children.

# FOOD AND DRINK SECTOR SKILLS

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2023**

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### **Financial review**

Total income decreased from £17,795 in 2022 to £1,019 in 2023. The charity generated a negative financial outcome for the period with a net decrease in funds of £62,765 (2022: decrease of £29,885). During the year “the free resources” held by the charity were starting to approach the charity policy value of four months of resources and hence the step was taken to protect the remaining reserves and make the position of the remaining full-time employee redundant. The directors have continued to represent the charity and engage with the wider stakeholders and industry looking for opportunities but it has become clear that there is no longer a role for Food and Drink Sector Skills and hence it is the view the directors that the charity should cease its activities. As a result the charity is seeking guidance on how to finalise and allocate any remaining funds in accordance with its articles.

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (‘the free resources’) held by the Charity should be four months of the unrestricted resources exposed, which equates to £35,309. At this level, the Committee members feel that they would be able to continue the current activities of the Charity. In the event of a significant drop in funding, it would obviously be necessary to consider how the funding would be replaced or activities changed. At present the free resources are below the target level at £5,995.

The Committee has ensured that any remaining balances on restricted funds transferred to unrestricted funds will not have to be repaid and can be spent at the discretion of the charity. Reserves are to be used to fund activities, in line with the organisation’s stated objectives. The utilization of reserves will be reviewed quarterly.

The Committee's policy for investments is to invest in securities that can be readily converted into cash which will provide income to supplement the organisations charitable income. Regular reviews are carried out by The Committee of the work undertaken by Cunningham Coates Stockbrokers on the Charity's behalf.

### **Risk management**

The trustees do not maintain a written risk register; however, the management committee examine the major risks that the Charity faces in its operations and have developed systems to monitor and control these risks in order to mitigate any impact that they could have on the organisation.

### **Plans for future periods**

The directors will continue to engage with stakeholders and industry to impart the knowledge gained over the last 32 years and to continue to promote the core objectives of the charity.

### **Structure, governance and management**

The company is a company limited by guarantee, not having a share capital. It is registered in Northern Ireland (registration number: NI025853) and has obtained charitable status with Charities Commission Northern Ireland (reference number: NIC101463). It is governed by its Memorandum and Articles of Association.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

G Boyd  
C Devlin  
J Proctor  
T Cander  
G Ferguson  
K Coltham  
G Patterson  
G Quinn

(Appointed 5 April 2022)

# FOOD AND DRINK SECTOR SKILLS

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

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The charity is governed by its committee which consists of not more than 18 members elected by the company at a general meeting and include the following:

- a. The Chairman for the time being of the company who shall be a member ex-officio.
- b. (i) Not more than seven members nominated by employers' organisations from the food and drink industry who are members of the company.  
(ii) Not more than five members for whom, currently, there are no recognised employers' organisations and who together shall be broadly representative of the food and drink industry.
- a. Not more than two members nominated by organisations involved in education, training or management development.
- b. Not more than three other members of the company, not being eligible for election under categories (b) and (c) above.

Where a trustee of the charity resigns their position on the Board, the organisation who initially nominated them will be approached to nominate another suitable individual. Their name will then be put to the board for approval. The organisation does not provide induction or training to new members as it expects their nominating organisation to ensure that they have sufficient skills and experience to enable them to carry out their duties effectively.

The Board meets four times per year (plus AGM) and is responsible for setting strategy and reviewing/amending all work carried out on behalf of the company. Additionally, the Chairman and Directors are updated on the progress of work on a regular basis, typically monthly – this is usually via face to face meetings or phone calls.

The trustees' report was approved by the Board of Trustees.

.....  
G Boyd

Dated: .....

# FOOD AND DRINK SECTOR SKILLS

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF FOOD AND DRINK SECTOR SKILLS

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I report to the trustees on our examination of the financial statements of Food and Drink Sector Skills (the company) for the year ended 31 March 2023.

#### **Responsibilities and basis of report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the company are not required to be audited under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 65 of the Charities Act.
- follow the procedures laid down in the general directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.
- to state whether particular matters have come to our attention.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 That accounting records were not kept in accordance with section 386 of the Companies Act 2006
- 2 That the financial statements do not accord with those accounting records
- 3 That the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Charities Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland
- 4 That there is further information needed for a proper understanding of the financial statements to be reached.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Dr R I Peters Gallagher OBE FCA  
For and on behalf of Moore (N.I.) LLP

4th Floor Donegall House  
7 Donegall Square North  
Belfast  
BT1 5GB

Dated: .....

# FOOD AND DRINK SECTOR SKILLS

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

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		Unrestricted funds	Unrestricted funds
		2023	2022
	Notes	£	£
<b><u>Income and endowments from:</u></b>			
Investments	3	1,761	2,922
Other income	4	-	15,170
<b>Total income</b>		<b>1,761</b>	<b>18,092</b>
<b><u>Expenditure on:</u></b>			
Charitable activities	5	58,851	53,151
Other	8	1,761	1,761
<b>Total resources expended</b>		<b>60,612</b>	<b>54,912</b>
Net gains/(losses) on investments		(3,914)	6,935
<b>Net movement in funds</b>		<b>(62,765)</b>	<b>(29,885)</b>
Fund balances at 1 April 2022		95,729	125,614
<b>Fund balances at 31 March 2023</b>		<b>32,964</b>	<b>95,729</b>

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# FOOD AND DRINK SECTOR SKILLS

## BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	10		271		426
Investments	9		31,900		98,043
			<u>32,171</u>		<u>98,469</u>
<b>Current assets</b>					
Debtors	11	53		323	
Cash at bank and in hand		2,700		8,621	
		<u>2,753</u>		<u>8,944</u>	
<b>Creditors: amounts falling due within one year</b>	12	(1,960)		(11,684)	
Net current assets/(liabilities)			<u>793</u>		<u>(2,740)</u>
<b>Total assets less current liabilities</b>			<u>32,964</u>		<u>95,729</u>
<b>Income funds</b>					
Unrestricted funds			32,964		95,729
			<u>32,964</u>		<u>95,729</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on .....

.....

G Boyd  
Trustee

Company registration number NI025853

# FOOD AND DRINK SECTOR SKILLS

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2023

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#### 1 Accounting policies

##### Charity information

Food and Drink Sector Skills is a private company limited by guarantee incorporated in Northern Ireland. The registered office is Belfast Mills, 2nd Floor, 71-75 Percy Street, Belfast, BT13 2HW.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Companies Act 2006 and "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 company is a Public Benefit Entity as defined by FRS 102.

The company has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have the expectation that the company will be wound up. Thus the trustees have not adopted the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the Charity becomes unconditionally entitled to the grant.

Income derived from events is recognised as earned (that is, as the related goods or services are provided).

Investment income is included when receivable.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract or where entitlement to grant funding is subject to specific performance conditions. Grant income included in this category provides funding to support programme activities and is recognised where there is entitlement, probable receipt and the amount can be measured with sufficient reliability.

#### 1.5 Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Funding provided through contractual agreements and performance related grants are recognised as goods or services are supplied. Other grant payments are recognised when a constructive obligation arises that results in the payment being unavoidable.

# FOOD AND DRINK SECTOR SKILLS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

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#### 1 Accounting policies

(Continued)

Expenditure on charitable activities are those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Governance costs include those incurred in the governance of its assets and are primarily associated with constitutional and statutory requirements.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	20% Straight line
Computers	33% Straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Programme related investments are made in furtherance of the charity's objects and any investment return is secondary to the charitable purpose supported by the investment. Such investments are included at their cost. Any loss or impairment arising from such investments is charged as part of charitable activities within the statement of financial activities.

#### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.8 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# FOOD AND DRINK SECTOR SKILLS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

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#### 1 Accounting policies

(Continued)

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

#### 1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### 1.10 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### 1.11 Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### 2 Critical accounting estimates and judgements

In the application of the company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# FOOD AND DRINK SECTOR SKILLS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 3 Investments

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Dividends received	1,747	2,922
Interest receivable	14	-
	<u>1,761</u>	<u>2,922</u>

### 4 Other income

	Total Unrestricted funds	
	2023	2022
	£	£
Other income	-	1,732
Government grant	-	13,438
	<u>-</u>	<u>15,170</u>

### 5 Charitable activities

	Core Costs	Core Costs
	2023	2022
	£	£
Staff costs	48,906	36,518
Depreciation and impairment	155	205
Printing, postage and stationery	32	35
Bank charges	140	-
Rent and services	1,440	1,440
Travelling expenses	710	111
Telephone	815	722
Advertising	240	8,148
Insurance	985	984
Computer expenses	922	741
Management charges	784	1,570
Consultancy	3,391	2,654
Sundry	331	23
	<u>58,851</u>	<u>53,151</u>

# FOOD AND DRINK SECTOR SKILLS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 6 Trustees

No payments were made to trustees during the year, nor did they claim any expenses.

### 7 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	1	1
	<u>1</u>	<u>1</u>
<b>Employment costs</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Wages and salaries	48,906	36,518
	<u>48,906</u>	<u>36,518</u>

There were no employees whose annual remuneration was £60,000 or more.

### 8 Other

	Unrestricted funds	Unrestricted funds
	2023	2022
Accountancy	1,761	1,761
	<u>1,761</u>	<u>1,761</u>

### 9 Fixed asset investments

	Listed investments £
<b>Cost or valuation</b>	
At 1 April 2022	98,043
Additions	150
Valuation changes	(1,341)
Disposals	(64,952)
	<u>31,900</u>
At 31 March 2023	31,900
<b>Carrying amount</b>	
At 31 March 2023	<b>31,900</b>
	<u>31,900</u>
At 31 March 2022	98,043
	<u>98,043</u>

# FOOD AND DRINK SECTOR SKILLS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 9 Fixed asset investments

(Continued)

### 10 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
<b>Cost</b>			
At 1 April 2022	13,977	60,947	74,924
At 31 March 2023	13,977	60,947	74,924
<b>Depreciation and impairment</b>			
At 1 April 2022	13,977	60,521	74,498
Depreciation charged in the year	-	155	155
At 31 March 2023	13,977	60,676	74,653
<b>Carrying amount</b>			
At 31 March 2023	-	271	271
At 31 March 2022	-	426	426

### 11 Debtors

	2023 £	2022 £
<b>Amounts falling due within one year:</b>		
Trade debtors	-	280
Prepayments	53	43
	53	323

### 12 Creditors: amounts falling due within one year

	2023 £	2022 £
	Notes	
Bank overdrafts	-	8,095
Trade creditors	199	2,029
Accruals and deferred income	1,761	1,560
	1,960	11,684