

Charity registration number: NIC107497

The Northern Ireland Schools and Colleges Careers Association (NISCA)

Annual Report and Financial Statements

for the Year Ended 31 August 2023

Baxterworld Ltd
Unit 3 Dargan Industrial Park
60-84 Dargan Crescent
Belfast
BT3 9JP

The Northern Ireland Schools and Colleges Careers Association (NISCA)

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The Northern Ireland Schools and Colleges Careers Association (NISCA)

Reference and Administrative Details

Trustees

Mr Basil Bayne

Mr Edward Collins, Chair of NISCA Conference Committee

Ms Margaret Stirrup

Mr Pat Jamison, Treasurer (Resigned 30 April 2024)

Mrs Julie Richardson, Chairperson

Ms Rosie Cooper

Principal Office

32 Finsbury Crescent

Belfast

BT8 6GH

Charity Registration Number

NIC107497

Independent Examiner

Baxterworld Ltd

Unit 3 Dargan Industrial Park

60-84 Dargan Crescent

Belfast

BT3 9JP

The Northern Ireland Schools and Colleges Careers Association (NISCA)

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 August 2023.

Objectives and activities

Objects and aims

The advancement of CEIAG professional development for careers teachers in NI

To support Careers Education in Schools and Regional Colleges.

Public benefit

NISCA has operated for a number of years providing a professional support network for careers teachers and guidance professionals across Schools and Colleges in Northern Ireland. Operating primarily through a committee comprising current and former Careers teachers with co-opted input from business and industry as required, NISCA runs two major conferences each year and in addition disseminates relevant up to date information relating to Careers matters and current issues through its website. The aim of the association is to

empower and enable Careers professionals to support pupils / students and their parents as they make informed career decisions at key points of transition.

provide a professional Careers Education, Information, Advice and Guidance service within their Schools and Colleges to meet the statutory requirement placed on Schools and Colleges by Department for Education and regularly assessed through its ETI Inspection process

The trustees confirm that they have complied with the requirements of section 3 of the Charities Act (Northern Ireland) 2008 to have due regard to the public benefit guidance published by the Charity Commission Northern Ireland

Achievements and performance

This year marked the return to Pre-COVID activities. We were able to enhance the capability of the committee by:

- Having in-person committee meetings (see appendix 1), building a coherent team that has been enhanced by a promotional event that we held to explain the role of the committee, informing the roles and time commitment involved along with other aspects. This event resulted in the committee gaining 4 new members.
- Throughout the year roles have evolved, with some shadow roles created, and this will lead to better succession planning in the future.

We have engaged with key bodies to strengthen the influence of NISCA to better serve our members such as:

- Building on relationships with ETI, IGC, UCAS Advisers Advisory Group.
 1. ETI – discussed with ETI concerns of teachers in terms of what should be in a CEIAG programme and how CEIAG should be evaluated. ETI are now always invited to NISCA conferences to contribute or actively participate in the CPD that teachers are gaining.
 2. UCAS AAG – two members of the committee now sit on the UCAS AAG and are able to represent the NI teacher perspective.

We are responding to the needs of our membership by:

- Using evaluations to respond to membership needs hence the move to a full summer conference.

The Northern Ireland Schools and Colleges Careers Association (NISCA)

Trustees' Report

Events

The following is an outline of our two main conferences and relevant statistics:

- Our main Autumn Conference held in La Mon Hotel in Nov 2022 was sponsored by PeopleHawk (main sponsor) and Work + (secondary sponsor). See Appendix 2a.
- Our smaller Summer Conference held in Glenavon Hotel in May 2023 was sponsored by ATU (main sponsor) and UniFrog (secondary sponsor). See Appendix 2b.
- Full conference conditions for both Post-COVID with no restrictions.
- All exhibitor stalls in La Mon (41) and Glenavon (30) were taken.
- Participant engagement for Autumn Conference 2022 was 200.
- Participant engagement for Summer Conference 2023 was 170.
- Between main sponsors, secondary sponsors and those that took exhibitor stalls we had 71 organisation engagements across both conferences from across the UK and Ireland

As an organisation we endeavour to provide the latest CPD for our member schools so that overall, we can help to enhance the CEIAG provision right across NI. We raise the issues that pertain to our members with the relevant bodies such as ETI, DE, EA, UCAS, third level providers and apprenticeships providers including employer groups and also those that provide services that complements the CEIAG programme of our member schools such as Interview Skills and information events.

Planning for 2023-24 conferences are well under way with sponsorship secured for the November and May conferences with a continuing focus of strengthening relationships with DE, ETI, UCAS, DfE, UCAS

Membership

Membership has stayed at the same level, in part due to the high levels of uptake in membership from schools across NI. We have maintained the membership fee. The Committee will look to engage with schools that are not currently members.

Committee

Our recruitment drive at the November 2022 as part of our stated aim to refresh the committee yielded 4 new members. As stated in the introduction they have enabled us to plan for the future and enhance our capability to deliver for our membership due to the diversity they brought to the committee. The committee make-up more accurately reflects the school landscape in NI.

Website

We are making some progress in revamping the website, but this still has a way to go. This will continue to be a focus for this year with a look at how we utilise better social media. However, we need to be mindful in making adjustments that will help our members to access information in a more efficient way.

Development plan 2023-24

The key targets for 2023-24 are:

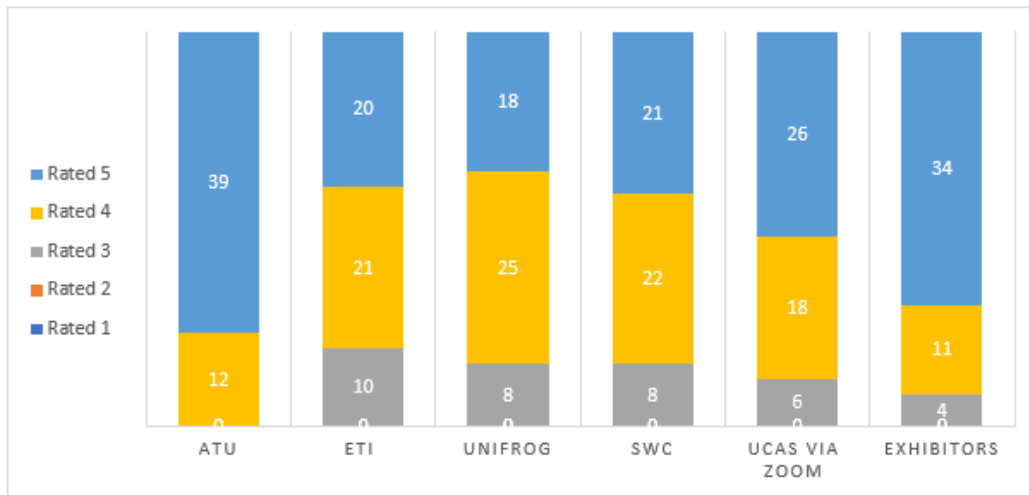
- To grow the Summer Conference and have two large conferences to best meet the CPD and other needs of our members.
- To set up a sub-committee that will act on an evaluation of a questionnaire that will be sent out to member so that we can be proactive in responding to our members and the issues they want us to address.
- To maintain and progress our relationships with key organisations such as DE, EA, ETI, UCAS, MEGA, Sentinus, Universities and Colleges in UK and ROI

Summary

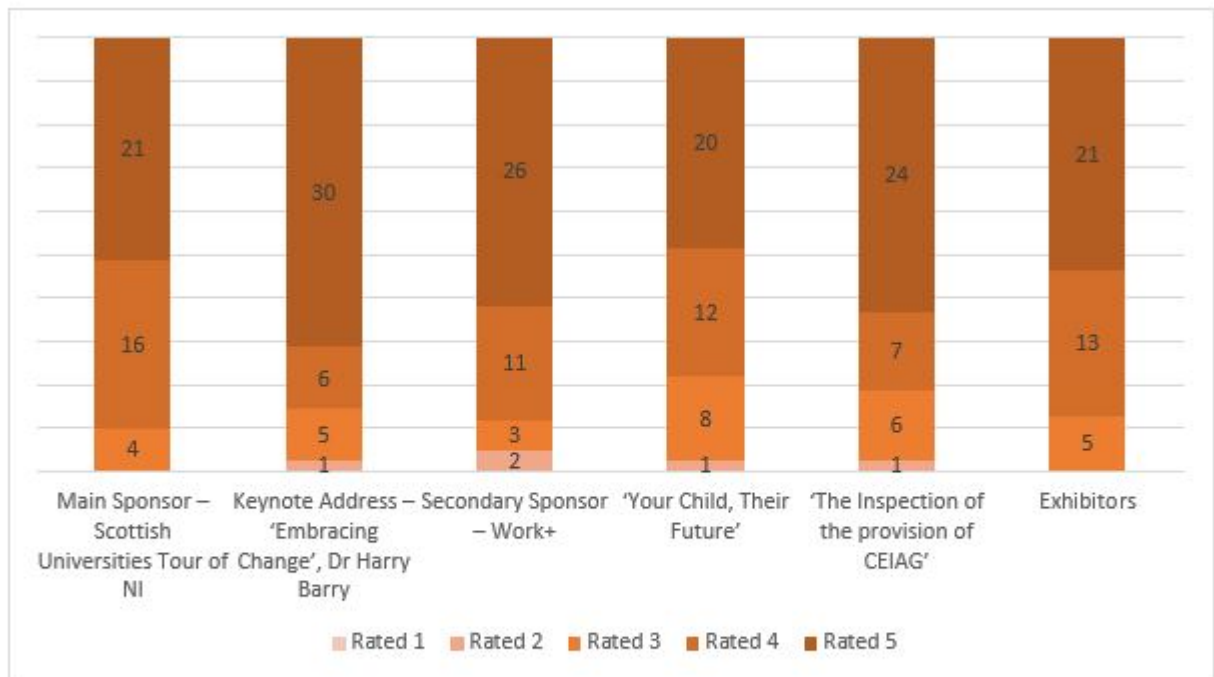
In conclusion, the period 1 Sept 2022 to 31 Aug 2023 saw a time when we returned to a full programme of conference after the pandemic. The committee has been enhanced by the introduction of new members and the organisation is fostering closer ties to organisations where we need our influence to act in the best interests of our members and the provision of CEIAG in schools across NI.

The Northern Ireland Schools and Colleges Careers Association (NISCA)

Trustees' Report



**Based on 2023 evaluations from conference attendees asked to rate the talks and exhibitors from 1 to 5; 5 being excellent*



**Based on 2022 evaluations from conference attendees asked to rate the talks and exhibitors from 1 to 5; 5 being excellent*

The Northern Ireland Schools and Colleges Careers Association (NISCA)

Trustees' Report

Structure, governance and management

Nature of governing document

The Northern Ireland Schools and Colleges Careers Association (NISCA) is an unincorporated charity and is governed by a constitution.

Recruitment and appointment of trustees

The charity shall be managed by a committee of Trustees who shall be appointed by election at the Annual General Meeting of the charity. The charity must have a minimum of six Trustees. The charity must appoint officers by election at the Annual General Meeting.

The charity must have a minimum of the following officers :

A Chairperson

A Vice Chairperson

A Secretary

A Treasurer and Deputy Treasurer.

A Conference Chairperson

Officers shall remain in post for two years and shall be eligible for re-election at the AGM. A minimum of 50% of the Trustees must be current CEIAG practitioners.

All Trustee posts shall be elected on an annual basis at the AGM. They must retire at the next AGM but may stand for re-election.

All Trustees must be either :

A Full Member of the charity

A person who has been co-opted by the Full Member Trustees.

A Trustee may not appoint anyone to act on his/her behalf at a Trustee meeting.

A Trustee must cease to hold office if he or she:

is disqualified from acting as a trustee by virtue of section 86 of the Charities Act (Northern Ireland) 2008 (or any statutory re- enactment or modification of that provision);

ceases to be a member of the charity.

in the written opinion, given to other Trustees, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a charity trustee and may remain so for more than three months.

resigns as a Trustee by notice to the charity.

is absent without the permission of other Trustees from all their meetings held within a period of 6 consecutive months and the other Trustees resolve that his or her office be vacated.

In order to enable them to effectively carry out the work of the charity, the Trustees may co-opt persons, not exceeding four in number, to act as Trustees for one year.

A Trustee mid-term vacancy can be filled by a co-option.

The Northern Ireland Schools and Colleges Careers Association (NISCA)

Trustees' Report

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Cash flow risk

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.

Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

Credit risk

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments. The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance.

Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

The annual report was approved by the trustees of the charity on 15 May 2024 and signed on its behalf by:

.....
Mr Edward Collins
Trustee

.....
Mrs Julie Richardson
Trustee

The Northern Ireland Schools and Colleges Careers Association (NISCA)

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act (Northern Ireland) 2008 (the 2008 Act), the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 15 May 2024 and signed on its behalf by:

.....
Mr Edward Collins
Trustee

.....
Mrs Julie Richardson
Trustee

The Northern Ireland Schools and Colleges Careers Association (NISCA)

Independent Examiner's Report to the trustees of The Northern Ireland Schools and Colleges Careers Association (NISCA)

I report on the accounts of the charity for the year ended 31 August 2023 which are set out on pages 9 to 16.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 65(2) of the Charities Act (Northern Ireland) 2008 (the 2008 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 65 of the 2008 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 65(9)(b) of the 2008 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 63 of the Charities Act 2008; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2008 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Catherine McRory FCMA CGMA
Chartered Institute of Management Accountants

Unit 3 Dargan Industrial Park
60-84 Dargan Crescent
Belfast
BT3 9JP

15 May 2024

The Northern Ireland Schools and Colleges Careers Association (NISCA)

Statement of Financial Activities for the Year Ended 31 August 2023

	Note	Unrestricted funds £	Total 2023 £
Income and Endowments from:			
Charitable activities		39,605	39,605
Investment income	3	<u>29</u>	<u>29</u>
Total Income		<u>39,634</u>	<u>39,634</u>
Expenditure on:			
Charitable activities		<u>(34,794)</u>	<u>(34,794)</u>
Total Expenditure		<u>(34,794)</u>	<u>(34,794)</u>
Net movement in funds		4,840	4,840
Reconciliation of funds			
Total funds brought forward		<u>39,623</u>	<u>39,623</u>
Total funds carried forward	7	<u>44,463</u>	<u>44,463</u>
		Unrestricted funds £	Total 2022 £
	Note		
Income and Endowments from:			
Charitable activities		22,820	22,820
Investment income	3	<u>3</u>	<u>3</u>
Total Income		<u>22,823</u>	<u>22,823</u>
Expenditure on:			
Charitable activities		<u>(18,765)</u>	<u>(18,765)</u>
Total Expenditure		<u>(18,765)</u>	<u>(18,765)</u>
Net movement in funds		4,058	4,058
Reconciliation of funds			
Total funds brought forward		<u>35,565</u>	<u>35,565</u>
Total funds carried forward	7	<u>39,623</u>	<u>39,623</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2023 & 2022 is shown in note 7.

The Northern Ireland Schools and Colleges Careers Association (NISCA)

**(Registration number: NIC107497)
Balance Sheet as at 31 August 2023**

	Note	2023 £	2022 £
Current assets			
Cash at bank and in hand		<u>44,464</u>	<u>39,623</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>39,623</u>	<u>39,623</u>
Total funds	7	<u>39,623</u>	<u>39,623</u>

The financial statements on pages 9 to 16 were approved by the trustees, and authorised for issue on 15 May 2024 and signed on their behalf by:

.....
Mr Edward Collins
Trustee

.....
Mrs Julie Richardson
Trustee

The Northern Ireland Schools and Colleges Careers Association (NISCA)

Notes to the Financial Statements for the Year Ended 31 August 2023

1 Accounting policies

Statement of compliance

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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act (Northern Ireland) 2008.

Basis of preparation

The Northern Ireland Schools and Colleges Careers Association (NISCA) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

The Northern Ireland Schools and Colleges Careers Association (NISCA)

Notes to the Financial Statements for the Year Ended 31 August 2023

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

The Northern Ireland Schools and Colleges Careers Association (NISCA)

Notes to the Financial Statements for the Year Ended 31 August 2023

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Investments

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

Fair value measurement

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

2 Income from charitable activities

	Unrestricted funds		
	General	Total 2023	Total 2022
	£	£	£
Conferences & Membership	<u>39,605</u>	<u>39,605</u>	<u>22,820</u>

The Northern Ireland Schools and Colleges Careers Association (NISCA)

Notes to the Financial Statements for the Year Ended 31 August 2023

3 Investment income

	Unrestricted funds	Total	Total
	General	2023	2022
	£	£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	29	29	3

4 Expenditure on charitable activities

		Unrestricted funds	Total	Total
	Note	General	2023	2022
		£	£	£
Conferences & Membership		33,045	33,045	18,657
Allocated support costs		1,440	1,440	-
Governance costs		309	309	108
		34,794	34,794	18,765
		Activity undertaken directly	Total	Total
		£	2023	2022
		£	£	£
Software and Website costs		1,566	1,566	7,332
Autumn 2022 Conference costs		3,973	3,973	748
Spring 2023 Conference costs		7,810	7,810	7,077
Nov 23 & May 24 Conference costs		10,000	10,000	-
Conference organising costs		6,000	6,000	3,500
Treasurers costs		1,000	1,000	-
Travel Expenses		1,257	1,257	-
Printing, Postage & Stationery		1,438	1,438	-
		33,044	33,044	18,657

The Northern Ireland Schools and Colleges Careers Association (NISCA)

Notes to the Financial Statements for the Year Ended 31 August 2023

£33,045 (2022 - £18,657) of the above expenditure was attributable to unrestricted funds and £Nil (2022 - £Nil) to restricted funds.

5 Analysis of governance and support costs

Governance costs

	Unrestricted funds	Total 2023	Total 2022
	General £	£	£
Allocated support costs	309	309	108
	309	309	108

6 Taxation

The charity is a registered charity and is therefore exempt from taxation.

7 Funds

	Balance at 1 September 2022	Balance at 31 August 2023
	£	£
Unrestricted funds		
<i>General</i>		
Unrestricted Funds	39,623	39,623

	Balance at 1 September 2021	Incoming resources	Resources expended	Balance at 31 August 2022
	£	£	£	£
Unrestricted funds				
<i>General</i>				
Unrestricted Funds	35,565	22,823	(18,765)	39,623
	35,565	22,823	(18,765)	39,623

8 Analysis of net assets between funds

	Unrestricted funds	Total funds
	General £	£
Current assets	44,464	44,464
	44,464	44,464

The Northern Ireland Schools and Colleges Careers Association (NISCA)

Notes to the Financial Statements for the Year Ended 31 August 2023

9 Analysis of net funds

	At 1 September 2022 £	Cash flow £	At 31 August 2023 £
Cash at bank and in hand	39,623	4,841	44,464
Net debt	<u>39,623</u>	<u>4,841</u>	<u>44,464</u>