

**Registered number: 11813984**  
**Charity number: 1188035**

**FORWARD2EMPLOYMENT**  
**(A Company Limited by Guarantee)**

**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 31 JULY 2020**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE PERIOD ENDED 31 JULY 2020**

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<b>Trustees</b>	A Gillett (appointed 7 February 2019) E A Halton (appointed 7 February 2019) R J Halton (appointed 7 February 2019)
<b>Company registered number</b>	11813984
<b>Charity registered number</b>	1188035
<b>Registered office</b>	C/O Fortis Trust Churchill Avenue Chatham Kent ME5 0LB
<b>Independent examiners</b>	MHA MacIntyre Hudson Chartered Accountants Victoria Court 17-21 Ashford Road Maidstone Kent ME14 5DA

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**TRUSTEES' REPORT**  
**FOR THE PERIOD ENDED 31 JULY 2020**

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The Trustees present their annual report together with the financial statements of the Forward2Employment for the period 7 February 2019 to 31 July 2020. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective January 2015).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

**Objectives and activities**

**a. Policies and objectives**

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

The charity is established for the advancement of the education of persons under the age of 26 years with Special Educational Needs, by providing and assisting in the provision of facilities and services to meet their educational, developmental and social welfare needs in order that they can achieve their full potential and the necessary skills to access employment.

**b. Strategies for achieving objectives**

- Whole team approach to raising aspirations by encouraging interns to believe in themselves and their achievements.
- Teaching them life skills as a group i.e. travel training, healthy living, budgeting skills and also adapting the curriculum to meet the needs of the individual.
- Access to careers advice and guidance.
- Taking advantage of funding and grants to support in the above activities.

**c. Activities undertaken to achieve objectives**

- Trips as a group using buses, individual route training with decreasing support.
- Support with making Doctor/Dental appointments.
- Support to allow interns to find a suitable charity to support and then support to allow fundraising for that charity.
- Access to 1 to 1 careers advice re next steps, assisting with interviews, job applications, job seeking skills.
- Budgeting activities around shopping for food
- Advice and guidance around benefits available to interns

**d. Main activities undertaken to further the Company's purposes for the public benefit**

Attending networking events, sharing of information to business partners via LinkedIn or via email.  
Sharing information with schools through careers network.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE PERIOD ENDED 31 JULY 2020**

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**Achievements and performance**

**a. Main achievements of the Company**

The charitable company was incorporated on 12 September 2019, and commenced its charitable activities on the 12 February 2020. 100% of interns that start the internship go on to complete it (no drop outs). Successful in assisting interns into either employment, further education or volunteering even during Covid -19 restricted times.

**Financial review**

**a. Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

The Trustees have performed a robust analysis of forecast future cashflows taking into account the potential impact of COVID-19 on the Charity. This analysis also considers the effectiveness of available measures to assist in mitigating the impact of COVID-19.

**b. Reserves policy**

The Charity held fund balances at 31 July 2020 of £125,120 (2019: £NIL) consisting of unrestricted funds of £NIL (2019: £NIL) and restricted funds of £125,120 (2019: £NIL).

At 31 July 2020 the total funds comprised:

Restricted funds	£125,120
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	£125,120
	=====

**Structure, governance and management**

**a. Constitution**

Forward2Employment is registered as a charitable company limited by guarantee, and was set up under its Memorandum and Articles dated 12 September 2019 as amended by special resolution on 17 February 2020.

**b. Methods of appointment or election of Trustees**

The management of the Company is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE PERIOD ENDED 31 JULY 2020**

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**Structure, governance and management (continued)**

**c. Financial risk management**

The Trustees have assessed the major risks to which the Company is exposed, in particular those related to the operations and finances of the Company, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

**Statement of Trustees' responsibilities**

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial period. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, 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 of the Charities SORP (FRS 102)
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



.....  
**E A Halton**  
Trustee

Date: 22 March 2021

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**FORWARD2EMPLOYMENT**  
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**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE PERIOD ENDED 31 JULY 2020**

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**Independent Examiner's Report to the Trustees of Forward2Employment ('the Company')**

I report to the charity Trustees on my examination of the accounts of the Company for the period ended 31 July 2020.

**Responsibilities and Basis of Report**

As the Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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 accounts to be reached.

Signed:



Dated: 22 March 2021

Duncan Cochrane-Dyett BSc BFP FCA

**MHA MacIntyre Hudson**

Chartered Accountants  
Victoria Court  
17-21 Ashford Road  
Maidstone  
Kent  
ME14 5DA

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**FORWARD2EMPLOYMENT**  
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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE PERIOD ENDED 31 JULY 2020**

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	<b>Note</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>
<b>Income from:</b>			
Charitable activities	2	153,906	153,906
<b>Total income</b>		<u>153,906</u>	<u>153,906</u>
<b>Expenditure on:</b>			
Charitable activities	3	28,786	28,786
<b>Total expenditure</b>		<u>28,786</u>	<u>28,786</u>
<b>Net movement in funds</b>		<u>125,120</u>	<u>125,120</u>
<b>Reconciliation of funds:</b>			
Net movement in funds		125,120	125,120
<b>Total funds carried forward</b>		<u>125,120</u>	<u>125,120</u>

The notes on pages 8 to 14 form part of these financial statements.



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**FORWARD2EMPLOYMENT**  
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**REGISTERED NUMBER: 11813984**

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**BALANCE SHEET**  
**AS AT 31 JULY 2020**

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	Note	2020 £
<b>Fixed assets</b>		
Tangible assets	6	2,242
<b>Current assets</b>		
Cash at bank and in hand		124,378
		<u>124,378</u>
Creditors: amounts falling due within one year	7	<u>(1,500)</u>
<b>Net current assets</b>		<b>122,878</b>
<b>Total assets less current liabilities</b>		<u><b>125,120</b></u>
<b>Total net assets</b>		<u><b>125,120</b></u>
<b>Charity funds</b>		
Restricted funds	8	125,120
Unrestricted funds		-
<b>Total funds</b>		<u><u><b>125,120</b></u></u>

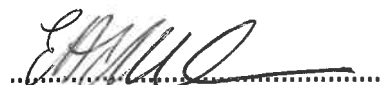
The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the period in question in accordance with section 476 of Companies Act 2006.

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

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



**E A Halton**

Trustee

Date: 22 March 2021

The notes on pages 8 to 14 form part of these financial statements.

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**FORWARD2EMPLOYMENT**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 JULY 2020**

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**1. Accounting policies**

**1.1 Legal entity of charity**

Forward2Employment is a charitable company limited by guarantee, with no share capital, and is registered in England and Wales. The registered numbers, and address, can be found within the administrative details page of these accounts. The liability of members is limited. Each member has undertaken to contribute a sum not exceeding £10 towards the liabilities of the company in the event of it being wound up while they are a member or during a period of 12 months after they cease to be a member.

**1.2 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Forward2Employment 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.

The Trustees consider that there are no material uncertainties concerning the Charity's ability to continue as a going concern.

**1.3 Income**

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**1.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 JULY 2020**

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**1. Accounting policies (continued)**

**1.4 Expenditure (continued)**

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**1.5 Government grants**

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

**1.6 Tangible fixed assets and depreciation**

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

At each reporting date the Company assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following basis:

Office equipment	-	25% straight line
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The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of Financial Activities.

**1.7 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 JULY 2020**

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**1. Accounting policies (continued)**

**1.8 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

**1.9 Financial instruments**

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**1.10 Operating leases**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

**1.11 Fund accounting**

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**2. Income from charitable activities**

	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>
DfE / ESFA grants	114,202	<b>114,202</b>
Other DfE / ESFA revenue grants	39,704	<b>39,704</b>
<b>Total 2020</b>	<u>153,906</u>	<u><b>153,906</b></u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 JULY 2020**

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**3. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Educational support services	28,786	28,786

**4. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2020 £</b>	<b>Support costs 2020 £</b>	<b>Total funds 2020 £</b>
Educational support services	5,937	22,849	28,786

**Analysis of direct costs**

	<b>Educational support services 2020 £</b>	<b>Total funds 2020 £</b>
Staff development	3,114	3,114
Student development	2,823	2,823
<b>Total 2020</b>	<b>5,937</b>	<b>5,937</b>

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**4. Analysis of expenditure by activities (continued)**

**Analysis of support costs**

	<b>Educational support services 2020 £</b>	<b>Total funds 2020 £</b>
Subsistence	986	<b>986</b>
Printing, postage and stationery	211	<b>211</b>
Telephone	428	<b>428</b>
Advertising/promotional	160	<b>160</b>
General administrative expenses	10,563	<b>10,563</b>
Rent	8,681	<b>8,681</b>
Accountancy	1,500	<b>1,500</b>
Depreciation	320	<b>320</b>
<b>Total 2020</b>	<u>22,849</u>	<u><b>22,849</b></u>

**5. Trustees' remuneration and expenses**

During the period, no Trustees received any remuneration or other benefits.

During the period ended 31 July 2020, no Trustee expenses have been incurred.

**6. Tangible fixed assets**

	<b>Office equipment £</b>
<b>Cost or valuation</b>	
At 7 February 2019	-
Additions	<b>2,562</b>
At 31 July 2020	<u><b>2,562</b></u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 JULY 2020**

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**6. Tangible fixed assets (continued)**

	<b>Office equipment £</b>
<b>Depreciation</b>	
At 7 February 2019	-
Charge for the period	<b>320</b>
At 31 July 2020	<u><b>320</b></u>
<b>Net book value</b>	
At 31 July 2020	<u><u><b>2,242</b></u></u>

**7. Creditors: Amounts falling due within one year**

	<b>2020 £</b>
Accruals and deferred income	<u><u><b>1,500</b></u></u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 JULY 2020**

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**8. Statement of funds**

**Statement of funds - current period**

	Income £	Expenditure £	Balance at 31 July 2020 £
<b>Restricted funds</b>			
DfE /ESFA revenue grants	153,906	(28,786)	125,120

**9. Analysis of net assets between funds**

**Analysis of net assets between funds - current period**

	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	2,242	2,242
Current assets	124,378	124,378
Creditors due within one year	(1,500)	(1,500)
<b>Total</b>	<b>125,120</b>	<b>125,120</b>

**10. Operating lease commitments**

At 31 July 2020 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2020 £
Not later than 1 year	9,240