# REGISTERED COMPANY NUMBER: 5745511 (England and Wales) REGISTERED CHARITY NUMBER: 1119501

Report of the Trustees and
Unaudited Financial Statements For The Year Ended 31 March 2009

for
Future Skills Training

Thornton Springer LLP 67 Westow Street Upper Norwood London SE19 3RW

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#### Report of the Trustees for the Year Ended 31 March 2009

The trustees who are also directors of the charity for the purposes of the Companies Act 1985, present their report with the financial statements of the charity for the year ended 31 March 2009. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

The directors have pleasure in submitting their report and the Financial Statements for the year ended 31st March 2008.

#### REFERENCE AND ADMINISTRATIVE DETAILS

#### **Registered Company number**

5745511 (England and Wales)

#### **Registered Charity number**

1119501

#### Registered office

c/o St Marks Church Battersea Rise London SW11 1EJ

#### **Trustees**

A M Thain T Wills

J Colman Ms B Bruton - appointed 1.4.08

- resigned 17.10.08

Mr P A Thain was a director during the year but not a trustee.

#### **Company Secretary**

A M Thain

#### **Independent Examiner**

Thornton Springer LLP 67 Westow Street Upper Norwood London SE19 3RW

#### **Bankers**

The Co-operative Bank PO Box 250 Skelmersdale WN8 6WT

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### **Governing document**

The company was incorporated on 16 March 2006 and is limited by guarantee. The Company is registered as a charity (Registered No: 1119501). The members are Mr A Thain who is also the Company Secretary and Mr P Thain who is also the Managing Director of the Company. The Board of Directors who are listed above meet three times a year to review developments, activities and achievements. The Managing Director has responsibility for the day-to-day management of the company.

The trustees confirm that they have complied with the duty in section 4 of the 2006 Charities Act to have due regard to guidance published by the Charity Commission (i.e. public benefit statement).

## Appointment, Induction and Training of new trustees

The appointment of new trustees falls within the responsibilities of the existing trustees. Any training needs will be identified during the appointment process and appropriate courses will be arranged where necessary.

Report of the Trustees for the Year Ended 31 March 2009

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### **Related parties**

In addition to Future Skills Training, a limited company called Future Skills Limited exists to trade as a consultancy arm of Future Skills Training, should any opportunities arise. The director is Mr P Thain, and the secretary is Mr A Thain.

#### Risk management

The Directors have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

## **OBJECTIVES AND ACTIVITIES**

#### Objectives and aims

To advance in life and help at risk and vulnerable young people by providing education and training which develops their skills, capacities and capabilities to enable them to participate in society and mature to responsible adults.

#### ACHIEVEMENT AND PERFORMANCE

#### Charitable activities

FST is now cemented as one of the Wandsworth Pupil Referral Unit's (PRU) off site providers, working very closely with them delivering the personal and social development workshops two mornings per week and also one-to-one mentoring when requested. In September 2008 we began delivering sports coaching on Fridays, which has been a great success.

During September and October 2008 our Sex and Relationship Education Programme (L.I.F.E) was delivered following the Grant awarded from Awards for All in the previous financial year. All the participants stated the programme had increased their knowledge; over half were able to name three things they had learnt and just under half said they would behave differently following what they had learnt on the programme.

In April 2008 FST began delivering a youth club on the local Peabody Estate in partnership with Wandsworth Youth Service with an average attendance of 15 - 20 young people. In October 2008 FST took sole responsibility for the delivery of the youth club. This also led to FST delivering summer activities with these young people.

In April 2008 an agreement was reached between FST and the Wandsworth PPO (Prolific and other Priority Offenders) scheme to deliver a mentoring scheme for a number of these offenders. We began mentoring in September 2008 with the aim of assisting these offenders with their reintegration into society.

FST began supporting one pupil's reintegration into mainstream education at Coombe Boys School in Kingston, following his move from Wandsworth PRU. There has been steady progress with his attitude towards formal education and his engagement in his timetable.

The FST Chief Executive was asked to assist with the Centre for Public Innovation's work on Westminster Council's Alcohol Strategy for 2010 - 2012. This involved running a number of consultation sessions with a variety of Westminster based groups of young people and Alcohol sufferers to learn of their personal experiences of alcohol and the alcohol services in Westminster.

Towards the end of this financial year FST has begun to build a good relationship with a local residential care home for young people called Bridge House with the aim of supporting all the young people who live there.

#### **Fundraising activities**

The key donations and grants for the year were:

- o £2672 from Battersea Crime Prevention Panel to continue delivering the Peabody Estate Youth Club
- o £2025 from Sport Relief to assist with the PRU sport sessions
- o £5000 from Jeremiah Colman Gift Trust
- o £1000 from Mercers Company for the Mentoring Scheme
- o £1000 from Youngs Charitable Trust

Report of the Trustees for the Year Ended 31 March 2009

#### FUTURE DEVELOPMENTS AND PLANS

Following the relationship FST has with the Tenants Association and the Youth Council from the Clapham Peabody Estate, and the relationship being built with Bridge House, we intend to fund raise to deliver two summer schemes of activities for these two groups of young people.

FST has been asked by the Peabody Trust to assist with the delivery of an 8 week bicycle repair project on the Clapham Estate from April 09.

In addition to the support being given to the young person at Coombe Boys School we intend to tutor him on a one-to-one basis to supplement the work we are already doing.

To appoint two additional trustees by the end of the next financial year.

To continue to fundraise for our mentoring programme enabling it to grow.

We continue to develop relationships with local organisations and agencies including Wandsworth Youth Offending Team and Youth Inclusion Project, local schools, Wandsworth Teenage Pregnancy Unit, a team of educational psychologists and social service departments across the boroughs of Wandsworth, Lambeth and Southwark.

Continue developing the website.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

A M Thain - Trustee	
Date:	

ON BEHALF OF THE BOARD:

### <u>Independent Examiner's Report to the Trustees of</u> Future Skills Training

I report on the accounts for the year ended 31 March 2009 set out on pages five to eleven.

#### Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 43 of the 1993 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

#### Basis of the 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 statements below.

#### **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 221 of the Companies Act 1985; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 226 of the Companies Act 1985 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

P L Wallyn Chartered Accountant Thornton Springer LLP 67 Westow Street Upper Norwood London SE19 3RW

## Statement of Financial Activities for the Year Ended 31 March 2009

INCOMING RESOURCES	Uı Notes	nrestricted funds £	Restricted funds	31.3.09 Total funds £	31.3.08 Total funds £
Incoming resources from generated funds					
Voluntary income		22,397	4,055	26,452	59,705
Activities for generating funds	2	33,629	163	33,792	17,357
Investment income	3	104		104	192
Total incoming resources		56,130	4,218	60,348	77,254
RESOURCES EXPENDED					
Costs of generating funds	4	11.707		11.707	12.000
Costs of generating voluntary income Fundraising trading: cost of goods sold and other	4	11,796	-	11,796	12,089
costs		466	_	466	13,117
Charitable activities		100		100	13,117
Charitable activities		11,085	13,047	24,132	-
PRU- learn2live, mentoring & tutoring		30,581	-	30,581	43,656
Governance costs		2,373	-	2,373	4,216
Other resources expended		13,087	<u>-</u>	13,087	245
Total resources expended		69,388	13,047	82,435	73,323
NET INCOMING/(OUTGOING) RESOURCES before transfers		(13,258)	(8,829)	(22,087)	3,931
Gross transfers between funds	12	(4,032)	4,032		
Net incoming/(outgoing) resources		(17,290)	(4,797)	(22,087)	3,931
RECONCILIATION OF FUNDS					
Total funds brought forward		6,183	6,070	12,253	8,322
TOTAL FUNDS CARRIED FORWARD		(11,107)	1,273	(9,834)	12,253

# Balance Sheet At 31 March 2009

	τ	Inrestricted funds	Restricted funds	31.3.09 Total funds	31.3.08 Total funds
	Notes	£	£	£	£
FIXED ASSETS Tangible assets	9	-	-	-	542
CURRENT ASSETS Debtors Cash at bank and in hand	10	2,447 196	- 1,272	2,447 1,468	2,664 18,055
		2,643	1,272	3,915	20,719
CREDITORS Amounts falling due within one year	11	(13,749)	-	(13,749)	(9,008)
NET CURRENT ASSETS/(LIABILITIES)		(11,106)	1,272	(9,834)	11,711
TOTAL ASSETS LESS CURRENT LIABILITIES		(11,106)	1,272	(9,834)	12,253
NET ASSETS/(LIABILITIES)		(11,106) ====	1,272	(9,834)	12,253
FUNDS Unrestricted funds	12			(11,106)	6,183
Restricted funds				1,272	6,070
TOTAL FUNDS				(9,834)	12,253

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#### Balance Sheet - continued At 31 March 2009

The charitable company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 March 2009.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2009 in accordance with Section 249B(2) of the Companies Act 1985.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Section 221 of the Companies Act 1985 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its income and expenditure for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Board of Trustees onbehalf by:	and were signed on its
T Wills Trustae	

## Notes to the Financial Statements for the Year Ended 31 March 2009

#### 1. ACCOUNTING POLICIES

#### **Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2007), the Companies Act 1985 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

#### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc.

- 33% on cost

#### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the statement of financial activities on a straight line basis over the period of the lease.

#### **Going Concern**

The charity has incurred a deficit on its general unrestricted fund during the year and the balance sheet indicates that it may not be solvent. However, due to a number of projects that FST is delivering in the next financial year, and the potential of a significant grant being received to deliver mentoring, the Trustees consider the charity a going concern and that these accounts are properly drawn up on a going concern basis.

#### 2. ACTIVITIES FOR GENERATING FUNDS

31.3.09	31.3.08
£	£
1,870	279
31,922	17,078
33,792	17,357
	£ 1,870 31,922

## Notes to the Financial Statements - continued for the Year Ended 31 March 2009

#### 3. INVESTMENT INCOME

	31.3.09	31.3.08
	£	£
Deposit account interest	104	192

#### 4. COSTS OF GENERATING VOLUNTARY INCOME

	31.3.09	31.3.08
	£	£
Staff costs	11,796	-
Support costs	-	12,089
	11,796	12,089
	11,770	12,007

#### 5. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.09	31.3.08
	£	£
Depreciation - owned assets	542	541
Hire of plant and machinery	-	700

#### 6. TRUSTEES' REMUNERATION AND BENEFITS

There was no trustees' remuneration or other benefits for the year ended 31 March 2009 nor for the year ended 31 March 2008.

#### Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 March 2009 nor for the year ended 31 March 2008.

#### 7. STAFF COSTS

	31.3.09	31.3.08
	£	£
Wages and salaries	50,666	51,630
Social security costs	5,093	3,605
	55,759	55,235

The average number of staff employed during the year was 2.

The number of employees whose emoluments for the year (including taxable benefits in kind but not employer pension costs) fell within each band of £10,000 from £60,000 upwards is 2.

There were no employees with emoluments above £60,000 during the year.

#### 8. GOING CONCERN

Although the charity's liabilities exceeded its assets for the year, the trustees were of the opinion that the charity is able to operate as a going concern. the accounts have therefore been prepared on the assumption that the charity is able to continue as a going concern. If this assumption is found not to be the case, the accounts would have to be prepared on a realisation basis.

# Notes to the Financial Statements - continued for the Year Ended 31 March 2009

## 9. TANGIBLE FIXED ASSETS

			Plant and machinery etc
	COST At 1 April 2008 and 31 March 2009		1,625
	At 1 April 2006 and 31 March 2009		1,025
	DEPRECIATION		
	At 1 April 2008		1,083
	Charge for year		542
	At 31 March 2009		1,625
	NET BOOK VALUE		
	At 31 March 2009		-
	At 31 March 2008		542
10.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
10.	DEDICKS, MICOUND INDERING DOE WITHIN ONE TEAM		
		31.3.09	31.3.08
	Trade debtors	£	£
	Other debtors	2,077 370	2,306 358
		2,447	2,664
11.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		31.3.09	31.3.08
		£	£
	Trade creditors	7,080	5,640
	Taxation and social security	4,296	1,484
	Other creditors	2,373	1,884
		13,749	9,008
		<del></del>	

# Notes to the Financial Statements - continued for the Year Ended 31 March 2009

#### 12. MOVEMENT IN FUNDS

At 1.4.08 ₤	Net movement in funds £	Transfers between funds £	At 31.3.09
~	~	~	~
6,183	(9,794)	(7,495)	(11,106)
-	1,222	(1,222)	-
-	(1,734)	1,734	-
	(2,951)	2,951	
6,183	(13,257)	(4,032)	(11,106)
<i>6</i> 0 <b>7</b> 0		(4 700)	1 272
0,070	- (2.188)		1,272
-		,	-
-			-
_			_
		(300)	
6,070	(8,830)	4,032	1,272
12,253	(22,087)		(9,834)
	6,183  6,070	6,183 (9,794) - 1,222 - (1,734) - (2,951)  6,183 (13,257)  6,070 - (2,188) - 1,155 - (8,297) - 500  6,070 (8,830)	movement in funds £ £ £  6,183 (9,794) (7,495) - 1,222 (1,222) - (1,734) 1,734 - (2,951) 2,951  6,183 (13,257) (4,032)  6,070 - (4,798) - (2,188) 2,188 - 1,155 (1,155) - (8,297) 8,297 - 500 (500)  6,070 (8,830) 4,032

Net movement in funds, included in the above are as follows:

	Incoming	Resources	Movement in
	resources	expended	funds
	£	£	£
Unrestricted funds			
General fund	23,710	(33,504)	(9,794)
Peabody Youth Club	2,672	(5,623)	(2,951)
PRU General	25,120	(23,898)	1,222
PRU Mentoring	4,628	(6,362)	(1,734)
	56,130	(69,387)	(13,257)
Restricted funds			
One-to-One tutoring	1,693	(3,881)	(2,188)
Sport Relief	2,025	(870)	1,155
Others	500	-	500
SRE Project	-	(8,297)	(8,297)
	4,218	(13,048)	(8,830)
TOTAL FUNDS	60,348	(82,435)	(22,087)
TOTAL FUNDS		(02, <del>4</del> 33)	(22,007)

## 13. RELATED PARTY DISCLOSURES

Donations include amounts of £1,200 donated by Mr A Thain, a director, and £420 donated by Mr P Thain, also a director.

## **Detailed Statement of Financial Activities for the Year Ended 31 March 2009**

	31.3.09 £	31.3.08 £
INCOMING RESOURCES		
Voluntary income		
Gifts	1	(2)
Donations	22,580	48,305
Gift aid	846	2,232
Grants	3,025	9,170
	26,452	59,705
Activities for generating funds		
Miscellaneous income	1,870	279
Programme sales	31,922	17,078
	33,792	17,357
Investment income	404	100
Deposit account interest		192
Total incoming resources	60,348	77,254
RESOURCES EXPENDED		
Costs of generating voluntary income		
Wages	6,703	-
Social security	5,093	
	11,796	-
Fundraising trading: cost of goods sold and other costs		
Wages Social security	-	11,800 1,176
Transaction fees	466	1,170
	466	13,117
Charitable activities		
Wages	33,989	_
Catering and travel	3,797	13,337
Freelance trainers' fees	15,320	_
Mentoring expenses	1,129	-
Resources	<u>172</u>	
	54,407	13,337
Governance costs	2 252	C05
Accountancy	2,373	605

## **Detailed Statement of Financial Activities for the Year Ended 31 March 2009**

	31.3.09	31.3.08
04	£	£
Other resources expended Travel & subsistence		245
	542	243
Computer equipment		
	542	245
Support costs		
Management		
Wages	9,974	39,830
Social security	-	2,429
Hire of plant and machinery	-	700
Computer consumables	-	32
Insurance	912	170
Telephone	416	505
Postage and stationery	660	1,347
Sundries	583	464
Computer equipment		542
	12,545	46,019
Other		
Computer consumables	306	
Total resources expended	82,435	73,323
Net (own on ditayes)/in come	(22.097)	2.021
Net (expenditure)/income	(22,087) =====	3,931