

REGISTERED COMPANY NUMBER: 02419631 (England and Wales)
REGISTERED CHARITY NUMBER: 1158859

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2016
for

Skills Work and Enterprise Development
Agency Ltd

Altus Business Consulting
Chartered Accountants
88-89 High Street
Wordsley
Stourbridge
West Midlands
DY8 5SB

Skills Work and Enterprise Development
Agency Ltd

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for the Year Ended 31 March 2016

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Skills Work and Enterprise Development
Agency Ltd

Report of the Trustees
for the Year Ended 31 March 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02419631 (England and Wales)

Registered Charity number

1158859

Registered office

The Business Centre
Church Street
West Bromwich
West Midlands
B70 8RP

Trustees

S L Green
G M Morgan
I O'Conner

Company Secretary

G M Morgan

Independent examiner

Altus Business Consulting
Chartered Accountants
88-89 High Street
Wordsley
Stourbridge
West Midlands
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COMMENCEMENT OF ACTIVITIES

The company which remains a Ltd company by guarantee under the same board of directors registered for charitable status in September 2014.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, as defined by the Companies Act 2006, incorporated on 04th September 1989 and registered as a charity on 13th October 2014. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. The Articles of Association were last amended September 2014.

Recruitment and appointment of new trustees

The directors of the company are also Charity Trustees for the purposes of charity law and under the company's articles. Under the requirements of the Memorandum and Articles of Association the Directors of the Charity are elected at the Annual General Meeting, though the Board may co-opt potential new directors on to the Board at any time during the year.

Efforts are made by the Board and Management to recruit new Trustees with appropriate skills and in particular, increase the number of Trustees, which the Board considers too low at present.

Induction and training of new trustees

Trustees are asked to maintain regular contact with the organisation and are invited to attend public events on behalf of the organisation. All new Trustees are given an induction into the organisation by the Management team and Chair.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Board is comprised of three current Directors. Board meetings are undertaken on a quarterly basis and more frequently when necessary. Management responsibility of the organisation rests with the Management Team who deals with operational matters. Strategic focus, along with scrutiny of the Management, is the remit of the Board.

Risk management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and ensure appropriate controls are in place. The Board undertake a formal organisational Risk Assessment on a yearly basis and the major risks identified are then addressed. The main external risks to which the organisation is subject is the reliance upon funding from the Public Sector. Cuts to public spending and the increased competition for the available funds elevate the risks for future funding of SWEDA. The Board and the Management are developing a broad strategy to diversify income and the Management Team are working to implement this as a matter of priority.

OBJECTIVES AND ACTIVITIES

Objectives and aims

SWEDA's primary objective, as stated in the Memorandum of Association, is 'for the relief of unemployment for the public benefit'. It is SWEDA's mission to be an independent and authoritative advocate to support disadvantaged people across Sandwell and the Black Country towards employment and/or self-employment. Our vision is that all deprived communities have access to equal opportunities for employment. SWEDA have a client focused approach and all views, concerns and suggestion of our clients are taken into account to develop future services and ensure our support suits the needs of our community. Our policies and support services take full account of inequalities, including those linked to age, sexuality, disability, religion, ethnicity and social class. The Trustees have also considered Charity Commission guidance on public benefit when planning all activities.

Significant activities

SWEDA actively promotes and supports Sandwell MBC's priorities through all its services. SWEDA is committed to delivering diverse services as an independent organisation providing advice, guidance, mentoring and training to support the relief of unemployment across Sandwell and the Black Country. We work closely with a range of organisations across these areas, including Sandwell MBC and other key partners from the voluntary and statutory sectors in order to work towards Sandwell Economic Vision 2020. As part of this vision the key themes are as follows:

- More job opportunities for residents
- Promoting community economic development
- Promoting regeneration
- Diverse range of growing businesses
- Education and training opportunities.

Public benefit

SWEDA is based within West Bromwich - one of the six towns within Sandwell. The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission. The following activities have been undertaken for the public benefit:

- Employment advice, guidance, mentoring and training
- Confidence, self-esteem and communication support
- Self-employment and social-enterprise development
- IT training.

We work with a wide range of partners across the Black Country to deliver a number of projects. For all self-employment and social enterprise clients we provide on-going advice and mentoring to support their business growth and survival. This support includes marketing, business planning, cash flow, HMRC, networking, Social Media and self-assessments.

Sandwell has one of the highest rates of unemployment across the UK and is currently the 10th most deprived borough in the UK. It is our aim to provide the following:

- The relief of financial hardship by the provision of free advice and assistance
- The advancement of education, training or retraining
- Business advice / social -enterprise advice or consultancy
- The creation of training and employment opportunities.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

During the past financial year, SWEDA has worked on a number of successful contracts supporting unemployed individuals into further education, training, employment or self-employment/social enterprise. These services have been funded through the following:

Sandwell MBC Service level Agreement

Sandwell MBC - Welfare Benefits Support

European Regional Development Fund (ERDF) - Supporting Employment and Enterprise Development (SEED) Project

European Regional Development Fund (ERDF) - Growing the Social Enterprise Sector in the West Midlands Sector Phase 2 Project (GSE)

The Regional Growth Fund

Department of Work and Pensions

Tinder Foundation / UK Online

The Big Lottery - Awards for All

Working Together City Deal

Sandwell Adult and Family Learning (SAFL)

BBC Children in Need

Within this past financial year SWEDA's key outcomes includes support to a total of 1,400 clients including 802 new clients. Of these clients, 790 have received one to one mentoring, advice and guidance, 298 have received IT training, 90 have achieved an accredited qualification and 105 clients have also received Welfare Benefits advice.

FINANCIAL REVIEW

Reserves policy

The trustees have set out a policy to maintain a minimum of 6 months overhead costs in reserves. The unrestricted reserves at the 31st March 2016 were £85,048 which the trustees are satisfied meets their policy.

FUTURE DEVELOPMENTS

During the next year, SWEDA will continue to diversify our services to deprived communities across Sandwell and the Black Country. SWEDA will also continue to look strategically at funding streams available to complement our current services including the development of consortia and partnership funding applications.

SWEDA will continue to provide employment and self-employment advice, guidance, mentoring and training but will look to expand out IT services to support the current needs of our clients and the growing need to develop IT skills. We will also look to continue providing training and advice around financial capability and increasing awareness of National Welfare Benefits changes to ensure our clients are resilient to future changes.?

Approved by order of the board of trustees on 9 August 2016 and signed on its behalf by:



I O'Conner - Trustee

Independent Examiner's Report to the Trustees of
Skills Work and Enterprise Development
Agency Ltd

I report on the accounts for the year ended 31 March 2016 set out on pages five to ten.

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 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants.

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 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 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 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 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.



Richard Ashmore
Institute of Chartered Accountants
Altus Business Consulting
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88-89 High Street
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9 August 2016

Skills Work and Enterprise Development
Agency Ltd

Statement of Financial Activities
for the Year Ended 31 March 2016

	Notes	Unrestricted fund £	Restricted fund £	31.3.16 Total funds £	31.3.15 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		92,232	-	92,232	88,866
Activities for generating funds	2	7,067	-	7,067	16,293
Investment income	3	489	-	489	969
Incoming resources from charitable activities					
SEED		-	26,388	26,388	25,349
GSE		-	19,407	19,407	30,015
SMBC SLA/Contracts		111,852	-	111,852	94,928
Other Income		-	-	-	4,548
Job Centre Plus		-	-	-	23,863
Big Lottery		9,940	-	9,940	-
Total incoming resources		221,580	45,795	267,375	284,831
RESOURCES EXPENDED					
Charitable activities					
SEED		-	26,389	26,389	15,348
GSE		-	19,406	19,406	23,724
SMBC SLA/Contracts		111,852	-	111,852	94,928
Premises Costs		22,198	-	22,198	16,672
Administration		131,503	-	131,503	189,336
Governance costs		-	-	-	40
Total resources expended		265,553	45,795	311,348	340,048
NET INCOMING/(OUTGOING) RESOURCES		(43,973)	-	(43,973)	(55,217)
RECONCILIATION OF FUNDS					
Total funds brought forward		129,021	-	129,021	184,238
TOTAL FUNDS CARRIED FORWARD		85,048	-	85,048	129,021

The notes form part of these financial statements

Skills Work and Enterprise Development
Agency Ltd

Balance Sheet
At 31 March 2016

	Notes	Unrestricted fund £	Restricted fund £	31.3.16 Total funds £	31.3.15 Total funds £
FIXED ASSETS					
Tangible assets	7	7,346	-	7,346	8,824
CURRENT ASSETS					
Debtors	8	4,491	-	4,491	32,182
Cash in hand		87,786	-	87,786	106,307
		<u>92,277</u>	<u>-</u>	<u>92,277</u>	<u>138,489</u>
CREDITORS					
Amounts falling due within one year	9	(14,575)	-	(14,575)	(18,292)
NET CURRENT ASSETS		<u>77,702</u>	<u>-</u>	<u>77,702</u>	<u>120,197</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>85,048</u>	<u>-</u>	<u>85,048</u>	<u>129,021</u>
NET ASSETS		<u>85,048</u>	<u>-</u>	<u>85,048</u>	<u>129,021</u>
FUNDS	10				
Unrestricted funds				85,048	129,021
Restricted funds				-	-
TOTAL FUNDS				<u>85,048</u>	<u>129,021</u>

The notes form part of these financial statements

Skills Work and Enterprise Development
Agency Ltd

Balance Sheet - continued
At 31 March 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 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 surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 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 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 9 August 2016 and were signed on its behalf by:



I O'Conner -Trustee

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

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 - 25% on reducing balance

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.

2. ACTIVITIES FOR GENERATING FUNDS

	31.3.16	31.3.15
	£	£
Training Services	7,067	16,293

3. INVESTMENT INCOME

	31.3.16	31.3.15
	£	£
Deposit account interest	489	969

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.16	31.3.15
	£	£
Depreciation - owned assets	2,448	2,942

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015 .

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015 .

6. STAFF COSTS

	31.3.16	31.3.15
	£	£
Wages and salaries	222,034	250,372
Social security costs	15,356	19,214
	<u>237,390</u>	<u>269,586</u>

The average monthly number of employees during the year was as follows:

	31.3.16	31.3.15
Staff	<u>12</u>	<u>12</u>

No employees received emoluments in excess of £60,000.

7. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
COST	
At 1 April 2015	59,626
Additions	<u>970</u>
At 31 March 2016	<u>60,596</u>
DEPRECIATION	
At 1 April 2015	50,802
Charge for year	<u>2,448</u>
At 31 March 2016	<u>53,250</u>
NET BOOK VALUE	
At 31 March 2016	<u>7,346</u>
At 31 March 2015	<u>8,824</u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Trade debtors	2,246	29,937
Other debtors	2,245	2,245
	<u>4,491</u>	<u>32,182</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Trade creditors	3,975	7,692
Other creditors	10,600	10,600
	<u>14,575</u>	<u>18,292</u>

10. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	At 31.3.16 £
Unrestricted funds			
General fund	129,021	(43,973)	85,048
TOTAL FUNDS	<u>129,021</u>	<u>(43,973)</u>	<u>85,048</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	221,580	(265,553)	(43,973)
Restricted funds			
Restricted	45,795	(45,795)	-
TOTAL FUNDS	<u>267,375</u>	<u>(311,348)</u>	<u>(43,973)</u>

Skills Work and Enterprise Development
Agency Ltd

Detailed Statement of Financial Activities
for the Year Ended 31 March 2016

	31.3.16 £	31.3.15 £
INCOMING RESOURCES		
Voluntary income		
Grants	92,232	88,866
Activities for generating funds		
Training Services	7,067	16,293
Investment income		
Deposit account interest	489	969
Incoming resources from charitable activities		
Employment Projects	45,795	55,364
Sandwell MBC Funding	121,792	123,339
	<hr/>	<hr/>
	167,587	178,703
Total incoming resources	<hr/>	<hr/>
	267,375	284,831
RESOURCES EXPENDED		
Charitable activities		
Wages	222,034	250,372
Social security	15,356	19,214
Room Hire	-	4,313
Subcontractors	11,336	5,478
Grants to individuals	270	2,191
	<hr/>	<hr/>
	248,996	281,568
Support costs		
Management		
Rates and water	497	557
Insurance	3,061	3,306
Light and heat	8,790	6,639
Photocopier & sundry equipment	6,819	2,560
Telephone & broadband	5,090	5,845
Advertising	1,126	3,344
Sundries	700	646
Conference & Seminar Fees	120	40
Waste Collection	833	742
Travel Expenses	3,547	3,477
Staff welfare	3,138	2,999
Postage	3,490	8,067
IT Costs	4,207	3,283
Accountancy Fees	5,543	6,017
Consultancy Fees	-	2,646
Professional Fees	969	1,000
Premises Costs	9,017	8,734
Carried forward	56,947	59,902

This page does not form part of the statutory financial statements

Skills Work and Enterprise Development
Agency Ltd

Detailed Statement of Financial Activities
for the Year Ended 31 March 2016

	31.3.16 £	31.3.15 £
Management		
Brought forward	56,947	59,902
Donations	480	260
Subscriptions	2,197	1,396
Staff Training	20	(6,291)
Fixtures and fittings	2,449	2,942
	<hr/> 62,093	<hr/> 58,209
Finance		
Bank charges	259	271
	<hr/> 311,348	<hr/> 340,048
Total resources expended		
	<hr/>	<hr/>
Net expenditure	<hr/> <hr/> (43,973)	<hr/> <hr/> (55,217)