

Charity number: 1169117

**BUSINESS EMPOWERING EMPLOYMENT PROGRAMME**

**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

# **BUSINESS EMPOWERING EMPLOYMENT PROGRAMME**

**Charity number: 1169117**

## **CONTENTS**

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	Page
Reference and administrative details of the charity, its trustees and advisers	2
Trustees' report	3 - 6
Statement of financial activities	7
Statement of assets and liabilities	8
Notes to the financial statements	9 – 12

## **BUSINESS EMPOWERING EMPLOYMENT PROGRAMME**

**Charity number: 1169117**

### **REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 28 FEBRUARY 2019**

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Trustees	Oenone Thomas Alice Daniels Hazel Tucker Sandra Sampson Nick Beaton (resigned 1 July 2019) Victoria Brook (appointed 4 September 2019)
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Charity registered number	1169117
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Registered office	Century House Nicholson Road Torquay Devon TQ2 7TD
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Bankers	Santander UK plc 55 High Street Exeter EX4 3HE
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## **BUSINESS EMPOWERING EMPLOYMENT PROGRAMME**

**Charity number: 1169117**

### **TRUSTEES' REPORT**

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

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The Trustees present their annual report together with the financial statements for the ended 28 February 2019. The Trustees confirm that the Annual Report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP).

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity was registered as a charitable incorporated organisation with the Charity Commission with effect from 9 September 2016.

Trustees are selected in accordance with the provisions of the trust governing document dated 9 September 2016.

The Charity's working name is BEEP.

### **METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

Is by careful selection based on personal knowledge of existing trustees the majority of whom agree the new trustee be appointed. They normally will have specific knowledge and experience of one or more of the objectives of the Charity.

### **CHARITABLE AIMS**

The Charity runs programmes to enable 16-24 year olds to move forward into further training, education or employment. The programme offers a positive and supporting environment and teaches the young people skills such as leadership, teamwork, communication, interview techniques and how to set goals and set action plans. They are then matched to a volunteer mentor for ongoing support.

Our aims are:

- To help young people identify, understand and achieve their potential
- To build their confidence, self esteem and resilience
- To help them to identify and set achievable personal goals
- To engage with employers who can offer real job opportunities
- To build positive and meaningful relationships with our volunteer mentors

### **PUBLIC BENEFIT**

The Trustees confirm that they have complied with the duty in Section 17(5) of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit in exercising their powers or duties.

They have referred to this guidance when reviewing the academy's aims and objectives and in planning its future activities.

## **BUSINESS EMPOWERING EMPLOYMENT PROGRAMME**

Charity number: 1169117

### **TRUSTEES' REPORT**

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

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## **OBJECTIVES AND ACTIVITIES**

### **OBJECTIVES**

The objectives of the Charity are to act as a resource for young people up to the age of 24, living in Devon by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:

- Advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- Advancing education;
- Relieving unemployment; and
- Providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

### **ACTIVITIES**

During the period the trustees delivered intensive programmes to help 16-24 year olds to learn skills to build their confidence, raise self-esteem and empower each individual to set realistic goals towards moving them successfully into further training, education or employment. The programmes included:

- Fit for Work
- Focus on finding employment and training opportunities
- Activities around communicating
- Leadership and teamwork
- First aid and health and safety
- Exploring topics such as diversity, safeguarding and equality

### **FUNDRAISING**

The Charity does not use a third party external fundraiser to generate fundraising income.

### **FINANCIAL REVIEW**

During the period the charity received income totalling £5,204 and expended £4,090. Total reserves at the year end were £4,248.

### **RESERVES POLICY**

The Trustees review the reserve levels of the Charity annually. This review encompasses the nature of income and expenditure streams, the need to match income with commitments and the nature of reserves. The Trustees take into consideration the future plans of the Charity, the uncertainty over future income streams and other key risks identified during the risk review. Available reserves at the period end were £4,248.

## **BUSINESS EMPOWERING EMPLOYMENT PROGRAMME**

**Charity number: 1169117**

### **TRUSTEES' REPORT**

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

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#### **GOING CONCERN**

After making appropriate enquiries, the trustees have a reasonable expectation that the Charity 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.

#### **PLANS FOR FUTURE PERIODS**

The Charity plans to continue to provide programmes and resources in order to continue to meet the stated objectives.

#### **RELATED PARTY RELATIONSHIPS**

There are no related parties which either control or significantly influence the decisions and operations of BEEP.

#### **FUNDS HELD AS CUSTODIAN**

The Charity and its Trustees do not act as the Custodian Trustees of any other Charity.

## **BUSINESS EMPOWERING EMPLOYMENT PROGRAMME**

**Charity number: 1169117**

### **TRUSTEES' REPORT**

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

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#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees 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).

The law applicable to charities in England & Wales 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 the group and of the incoming resources and application of resources of the group 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 judgments 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
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the group will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the group and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of the financial statements may differ from legislation in other jurisdictions.

This report was approved by the trustees on and signed on their behalf, by:

.....  
**Hazel Tucker**

Trustee

Date: 17 December 2019

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 28 FEBRUARY 2019**

	Note	Unrestricted £ 2019	Restricted £ 2019	Total Funds £ 2019	Total Funds £ 2018
<b>INCOME</b>					
Donations	2	5,179	-	5,179	14,771
Investment income	3	25	-	25	8
		<u>5,204</u>	<u>-</u>	<u>5,204</u>	<u>14,779</u>
<b>EXPENDITURE</b>					
Charitable activities	4	<u>3,305</u>	<u>785</u>	<u>4,090</u>	<u>11,645</u>
<b>NET</b>					
<b>INCOME/(EXPENDITURE)</b>		<u>1,899</u>	<u>(785)</u>	<u>1,114</u>	<u>3,134</u>
<b>Reconciliation of funds:</b>					
Total funds brought forward		2,349	785	3,134	-
Net income/(expenditure)		1,899	(785)	1,114	3,134
<b>Total funds carried forward</b>					
	8	<u>4,248</u>	<u>-</u>	<u>4,248</u>	<u>3,134</u>



**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 28 FEBRUARY 2019**

	Note	28 February 2019		28 February 2018	
		£	£	£	£
<b>CURRENT ASSETS</b>					
Debtors	6	510		510	
Cash at bank and in hand		4,079		2,965	
		<u>4,589</u>		<u>3,475</u>	
<b>CREDITORS:</b> amounts falling due within one year					
	7	<u>(341)</u>		<u>(341)</u>	
<b>NET CURRENT ASSETS</b>			<u>4,248</u>		<u>3,134</u>
<b>NET ASSETS</b>			<u><b>4,248</b></u>		<u><b>3,134</b></u>
<b>CHARITY FUNDS</b>					
Restricted funds			-		785
Unrestricted funds			<u>4,248</u>		<u>2,349</u>
<b>TOTAL FUNDS</b>	8		<u><b>4,248</b></u>		<u><b>3,134</b></u>

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

.....  
**Hazel Tucker**  
Trustee

Date: 17 December 2019

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2019**

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**1. ACCOUNTING POLICIES**

**1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

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 Companies Act 2006.

The Charity 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.

**1.2 FUND ACCOUNTING**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity 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.

**1.3 INCOME**

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

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.

Charitable activities and Governance costs are costs incurred on the Charity's educational operations, including support costs and costs relating to the governance of the Charity apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2019**

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**1. ACCOUNTING POLICIES (continued)****1.5 DEBTORS**

Trade and other debtors are recognised at the settlement amount after any trade discount offered.

Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.6 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.

**1.7 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 Charity 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. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

**1.8 FINANCIAL INSTRUMENTS**

The Charity 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.

**2. DONATIONS**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>Funds</b>	<b>Funds</b>
	<b>2019</b>	<b>2019</b>	<b>2019</b>	<b>2018</b>
Donations	5,179	-	5,179	14,771
	<b>5,179</b>	<b>-</b>	<b>5,179</b>	<b>14,771</b>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2019**

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**3. INVESTMENT INCOME**

	Unrestricted £ 2019	Restricted £ 2019	Total Funds £ 2019	Total Funds £ 2018
Interest	25	-	25	8
	<u>25</u>	<u>-</u>	<u>25</u>	<u>8</u>

**4. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

	Unrestricted £ 2019	Restricted £ 2019	Total Funds £ 2019	Total Funds £ 2018
Bank charges	80	-	80	63
DBS fees	-	-	-	48
Delivery of programme	2,475	785	3,260	8,679
Marketing	150	-	150	300
Mentor training costs	600	-	600	840
Set up costs	-	-	-	1,715
	<u>3,305</u>	<u>785</u>	<u>4,090</u>	<u>11,645</u>

**5. NET INCOME/(EXPENDITURE)**

During the year, no Trustees received any remuneration.  
During the year, no Trustees received any benefits in kind.  
During the year, no Trustees received any reimbursement of expenses.

**6. DEBTORS**

	2019 £	2018 £
Other debtors	<u>510</u>	<u>510</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2019**

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**7. CREDITORS**

	2019 £	2018 £
Other creditors	<u>341</u>	<u>341</u>

**8. STATEMENT OF FUNDS**

	Balance at 1 March 2018 £	Income £	Expenditure £	Balance at 28 February 2019 £
<b>UNRESTRICTED FUNDS</b>				
General funds	<u>2,349</u>	<u>5,204</u>	<u>(3,305)</u>	<u>4,248</u>
<b>RESTRICTED FUNDS</b>				
The Training Partnership Limited	<u>785</u>	<u>-</u>	<u>(785)</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<u><b>3,134</b></u>	<u><b>5,204</b></u>	<u><b>(4,090)</b></u>	<u><b>4,248</b></u>

The Training Partnership Limited income was received towards a programme to be delivered in the Torbay area.

**9. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted £ 2019	Restricted £ 2019	Total Funds £ 2019	Total Funds £ 2018
Current assets	4,589	-	4,589	3,475
Creditors due within one year	(341)	-	(341)	(341)
	<u><b>4,248</b></u>	<u><b>-</b></u>	<u><b>4,248</b></u>	<u><b>3,134</b></u>

**10. RELATED PARTY TRANSACTIONS**

Sandra Sampson, a Trustee, is also a Director of Motiv-8 SW Ltd and Sampson Hall Limited. During the year the Charity paid Motiv-8 SW Ltd £3,000 and Sampson Hall Limited £600 in relation to costs for delivering programmes and mentor training costs.