

East Kent Education Business Partnership Limited trading as EBP Kent
Registered number: 03233149. Charity number:1083379

East Kent Education Business Partnership Limited trading as EBP
Kent
(A company limited by guarantee)

Unaudited

Trustees' report and financial statements for the
year ended 31 December 2019



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East Kent Education Business Partnership Limited trading as EBP Kent
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Reference and administrative details of the charitable company, its trustees and advisers for the year ended 31 December 2019

Trustees

L Backler (appointed 11 April 2016)

Company registered number

03233149

Charity registered number

1083379

Registered office

Royal Harbour Academy
Marlowe Way Ramsgate
Kent
CT12 6NB

Company secretary

A Watson

Chief executive officer

A McNulty

Bankers

National Westminster Bank Plc
47 High Street Broadstairs
Kent
CT10 1JN

East Kent Education Business Partnership Limited trading as EBP Kent
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Trustees' report
for the year ended 31 December 2019

The Trustees present their annual report together with the financial statements of East Kent Education Business Partnership Limited, trading as EBP Kent, for the year from 1 January 2019 to 31 December 2019.

Since the charitable company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and Activities

a. Policies and objectives

The Company was constituted as a company limited by guarantee in March 1992, and a registered Charity in August 1996 and is therefore governed by a memorandum and articles of association.

The Company's objective and its principal activity is to advance the education and training of young people and adults in Kent with particular regard to the development of commercial and business skills empowering them to be better prepared for the workplace and active economic citizens.

The Company is organised with the directors meeting regularly to manage its affairs.

b. Activities for achieving objectives

Principal activities include:

- Work Related Learning Key Stages 1,2,3,4,5
- Work Experience Key Stages 4,5
- Extended Placements, Internships
- Mentoring
- Primary curriculum enhancement programmes Key Stage 1,2
- Enterprise Projects Key Stage 1,2,3,4,5
- Specialist Projects -All ages
- Science, Technology, Engineering, Maths (STEM)
- Working with vulnerable young people improving life chances
- Professional Information advice and guidance service for young people one to one
- Supporting schools to meet the Gatsby Benchmarks in line with Government priorities

Achievements and performance

Review of activities

The focus of the activities during the year has been to develop quality collaborative projects between business and education to enhance the understanding of employers expectations of young employees and to empower young people to make informed decisions about their progression. East Kent Education Business Partnership, trading as EBP Kent, aims to provide a relevance and freshness to the curriculum and improve businesses understanding of current developments in education.

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Trustees' report (continued)
for the year ended 31 December 2019

a. Review of activities (continued)

21,452 Kent young people took part or engaged with one or more of EBP Kent's 4 departments.

Our Projects Department continues to evolve and develop bespoke activities for some Kent's most disadvantaged young people, generating initiatives that take each student from the early stages of potential aspirations, to becoming confident enough to receive a sector specific interview and embrace the job application experience. The department is also responsible for the management of the Business of Enterprise, which has once again increased the number of employer mentors and judges who assist with its delivery. The project now has a 17 year history and annually sees between 1100 and 1200 Key stage 3 & 4 students take part.

The CEIAG department has a detailed programme for schools which includes one to one guidance, assemblies, employer & HE/FE visits. A detailed offer for the Special Schools is also available including reviews with students and their families. All relevant staff are level 6 qualified and members of the CDI, completing the required 25 hrs continued professional development each year. The success of the department has meant for the need to consider expansion in order to meet any and all new requests, as current staff are close to full capacity in the number of young people they can support.

Our Events team continue to deliver more and more Employment Ready Fairs and Employability Days, as well as a host of bespoke showpieces that highlight what each sector does in a multitude of different ways for individual schools, fusing into their Careers Strategy. What the events allow each school to do, is create relationships with a variety of local and national employers who can be called upon directly to assist with curriculum learning or in any other way that the school might need, CPD, Subject enhancement, Work Experience, Apprenticeship links. The ethos of the events provided by EBP Kent, are that they are built with the school, ensuring that sectors and employers present match up to the aspirations of as many young people as possible.

Work Experience delivery once again grew, with the number of students placed increasing by 350 young people. The WEX Team have in particular, grown their 1 day-a-week Internship Programme for Sixth Form students and further increased the number of young people with behavioural and learning difficulties who are able to attend Work Placements. Of great importance, is the fact that the Projects Department, the WEX Team and the CEIAG team were able to work in unison on many of these programmes to ensure that all young people were as ready as possible before entering the workplace.

Financial review a.

Going concern

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

b. Reserves policy

East Kent Education Business Partnership Limited trading as EBP Kent
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The Trustee's policy was to hold unrestricted funds of £50,000. We are aiming to increase current reserves over the next 2-3 years.

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Trustees' report (continued)
for the year ended 31 December 2019

Structure, governance and management a.

Constitution

The charitable company is registered as a charitable company limited by guarantee and was constituted under a Charity Commission Scheme on 2 August 1996 and became a registered charity on 13 November 2000, number 1083379.

b. Method of appointment or election of Trustees

The management of the charitable company is the responsibility of the Trustees who are elected and co-opted under the terms of the Charity Commission Scheme.

c. Organisational structure and decision making

The company's Steering Group that includes the Trustees, meet regularly to manage its affairs. The charitable company has contracted Mrs A McNulty as Director of the charity together with an operational team for the day to day running of the charitable company. The operational team comprised of 3 full time staff and six part time staff covering administration and specific projects.

The directors and trustees during the year were:

	Occupation
Laurence Backler	Business Development – Metro Bank
Andrew Watson	Company Lawyer
John Wingfield	Company Managing Director
Andrew Olsson	Education Specialist

All directors are non-executive and receive no remuneration, and no expenses were reimbursed. Each of the directors has guaranteed £1 in the event that the Company is wound up.

Plans for future periods

a. Future developments

The charitable company will continue to grow, working with schools across the county to develop programmes suitable for young people, supported by employers, aiding successful progression. The Charity aims to broker high quality engagement and experiences for all students. Whilst some programmes might reach smaller numbers the aim would be for all young people to have appropriate activities over the course of the academic year, in many cases four or five times during the year – Work Experience, Professional Guidance, Sector specialist project, Careers Exhibition, interactive workshops to name but a few of the possible engagements.

Innovation and change remains core to the work of EBP Kent, each year a minimum of three new kinds of work are developed to increase the range and form of employer engagement with schools.

These include:

- Bespoke work for three National Employers
- Economic Development support for Districts within Kent
- Detailed work with the Association of Education Business Professionals and the National context.

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Trustees' report (continued)
for the year ended 31 December 2019

Trustees' responsibilities statement

The Trustees (who are also the directors of East Kent Education Business Partnership 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 year. Under company law the Trustee must not approve the financial statements unless he is satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustee on 27.07.2020 and signed on their behalf by:



A Watson
Company secretary

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**Independent examiner's report
for the year ended 31 December 2019**

Independent examiner's report to the Trustees of East Kent Education Business Partnership Limited trading as EBP Kent

I report on the financial statements of the charitable company for the year ended 31 December 2019 which are set out on pages 10 to 18.

This report is made solely to the charitable company's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charitable company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charitable company and the charitable company's Trustees as a body, for my work or for this report.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on the after 1 January 2015.

Respective responsibilities of Trustees and examiner

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. The charitable company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants England and Wales.

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

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- 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 charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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Independent examiner's report (continued)
for the year ended 31 December 2019

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 of the Companies Act 2006; and
 - to prepare financial statements which accord with the accounting records, Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) and in other respects comply with the accounting requirements of section 396 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 financial statements to be reached.

Signed:



Dated:

Mr. T Rosser
LLB, ACA.

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Statement of financial activities incorporating income and expenditure account
for the year ended 31 December 2019

		Restricted funds	Unrestricted funds	Total funds	Total funds
	Note	2019 £	2019 £	2019 £	2018 £
Income from:					
Charitable activities:	2		229,838	229,838	252,648
Investments:	3		14	14	1
Total income:			229,852	229,852	252,649
Expenditure on:					
Charitable activities:	4		226,706	226,706	250,345
Total expenditure:			226,706	226,706	250,345
Net movement in funds:			3,146	3,146	2,304
Prior year adjustment:					1,118
Total funds brought forward:			125	125	(3,297)
Total funds carried forward:		0	3,271	3,271	125

All activities relate to continuing operations

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The notes on pages 10 to 17 form part of these financial statements.

Registered number: 03233149

Balance sheet
as at 31 December 2019

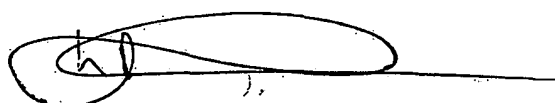
	Note	£	2019 £	£	2018 £
Current assets					
Debtors	8	23,707		18,543	
Cash at bank and in hand		1,786		15,078	
		<u>25,493</u>		<u>33,621</u>	
Creditors: amounts falling due within one year	9	(22,222)		(33,496)	
Net current assets			<u>3,271</u>		125
Net assets			<u>3,271</u>		<u>125</u>
Charity Funds					
Restricted funds	10		0		0
Unrestricted funds	10		<u>3,271</u>		<u>125</u>
Total surplus/deficit			<u>3,271</u>		<u>125</u>

The Trustees consider that the charitable company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and the member does not require the charitable company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved by the Trustee on 21.01.2020 and signed on their behalf, by:

LAURENCE BACKLER, CHAIRMAN



The notes on pages 12 to 18 form part of these financial statements.

**Notes to the financial statements
for the year ended 31 December 2019**

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

East Kent Education Business Partnership Limited trading as EBP Kent 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 Reconciliation with previous Generally Accepted Accounting Practice

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No restatements were required.

1.3 Company status

The charitable company is a company limited by guarantee. The member of the company is the Trustees named on page 1. In the event of the charitable company being wound up, the liability in respect of the guarantee is limited to £1 per member of the charitable company.

1.4 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 charitable company 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 charitable 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.

1.5 Income

All income is recognised once the charitable 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.

1.6 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.

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

**Notes to the financial statements
for the year ended 31 December 2019**

1. Accounting policies (continued)

1.7 Going concern

Notwithstanding the limited restricted funds at the balance sheet date of £125 the accounts have been prepared on a going concern basis.

The Trustee considers that the future financial resources available to the company are adequate to meet it's operational needs for the foreseeable future.

1.8 Tangible fixed assets and depreciation

All expenditure on computer equipment in excess of £500 will be capitalised.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computer equipment	33% straight line
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1.9 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charitable company; this is normally upon notification of the interest paid or payable by the Bank.

1.10 Operating leases

Rentals under operating leases are charged to the Statement of financial activities incorporating income and expenditure account on a straight line basis over the lease term.

1.11 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.

1.12 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.

1.13 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 charitable 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. 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.

**Notes to the financial statements
for the year ended 31 December 2019**

1. Accounting policies (continued)

1.14 Financial instruments

The charitable 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.

1.15 Pensions

The charitable company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charitable company to the fund in respect of the year.

2. Income from charitable activities

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Business of Enterprise		9,800	9,800	6,000
Employability and Enterprise		18,556	18,556	92,846
Employment preparation		173,788	173,788	147,822
Workshops/Misc Income		27,694	27,694	5,980
		<u>229,838</u>	<u>229,838</u>	<u>252,648</u>

In 2019, of the total income from charitable activities, £229,838 was to unrestricted funds and £0 was to restricted funds. Employment preparation included funding from STUK for vulnerable students.

3. Investment income

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Investment income		14	14	1
		<u>14</u>	<u>14</u>	<u>1</u>

In 2019, of the total investment income, all was to unrestricted funds.

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**Notes to the financial statements
for the year ended 31 December 2019**

4. Analysis of expenditure on charitable activities

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Business of Enterprise		9,068	9,068	20,027
Employability and Enterprise		18,136	18,136	70,345
Employment preparation		172,296	172,296	154,873
Primary		27,206	27,206	5,100
		<u>226,706</u>	<u>226,706</u>	<u>250,345</u>

In 2019, of the total expenditure, £226,706 was expenditure from unrestricted funds and £0 from restricted funds

5 Net incoming resources/(resources expended)

This is stated after charging:

	2019	2018
Depreciation of tangible fixed assets	0	0
- Owned by the charity		

During the period, the Trustees did not receive any remuneration (2018- £NIL).
During the period, the Trustee did not receive any benefits in kind (2018- £NIL).
During the period, the Trustee did not receive any reimbursement of expenses (2018 -£NIL).

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Notes to the financial statements
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6. Staff costs

Staff costs were as follows:

	2019 £	2018 £
Wages and salaries	166,093	161,226
Social security costs	10,753	8,850
Pension	4,530	2,290
	<u>181,376</u>	<u>172,366</u>

The average number of persons employed by the charitable company during the year was as follows:

	2019 No.	2018 No.
Direct charitable work		
	<u>9</u>	<u>9</u>

No employee received remuneration amounting to more than £35,000 in either year.

7. Tangible fixed assets

	Office Equipment £
Cost	
At 1 January 2019 and 31 December 2019	0
Depreciation	
At 1 January 2019 and 31 December 2019	0
Net book value	
At 31 December 2019	0
At 31 December 2018	0

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8. Debtors

	2019 £	2018 £
Trade debtors	15,171	11,128
Other debtors	8,536	7,415
	<u>23,707</u>	<u>18,543</u>

**Notes to the financial statements
for the year ended 31 December 2019**

9. Creditors: Amounts falling due within one year

	2019 £	2018 £
Trade creditors	2,494	6,185
Other taxation and social security	10,684	2,789
Pension contributions payable	5,294	1,656
Accruals and deferred income	3,750	22,866
	<u>22,222</u>	<u>33,496</u>

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10. Statement of funds

	Brought Forward £	Income £	Expenditure £	Carried Forward £
Unrestricted funds				
General funds	125	229,852	226,706	3,271
Prior year adjustment				
Restricted funds				
Total of funds	125	229,852	226,706	3,271

The prior year adjustment relates to an accruals reversal correction.

11. Pension commitments

"The charitable company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. The pension cost charge represents contributions payable by the charitable company to the fund and amounted to £4,530 (2018- £2,290). Contributions totaling £5,294 (2018- £1,656) were payable to the fund at the balance sheet date and are included in creditors.

12. Operating lease commitments

At 31 December 2019 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2019 £	2018 £
Amounts payable:		
Within 1 year	0	0

13. Related party transactions

There were no transactions with related parties during the year (2018: Nil).