

**COMPANY REGISTRATION NUMBER: 02698919**  
**CHARITY REGISTRATION NUMBER: 1089125**

**WORKTREE**  
**Company Limited by Guarantee**  
**UNAUDITED FINANCIAL STATEMENTS**  
**31 JULY 2018**

**WORKTREE**  
**COMPANY LIMITED BY GUARANTEE**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 JULY 2018**

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**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT)****YEAR ENDED 31 JULY 2018**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 July 2018.

**Reference and administrative details**

**Registered charity name** Worktree

**Charity registration number** 1089125

**Company registration number** 02698919

**Principal office and registered office** c/o Lynx Networks  
28-29 Clarke Road  
Mount Farm  
MILTON KEYNES  
MK1 1LG

**The trustees**

Mr R Hall

Mr N Miles

Mr A Bullen

Mr P Hussey

Mr A Buckley

Mr Ian Tett

Mrs M Sinha Ray

Mr J Sinclair

(Appointed 5 October 2017)

(Appointed 5 October 2017)

(Appointed 17 October 2017)

**Company secretary** Mr R Hall

**Structure, governance and management**

Worktree is a company limited by guarantee (No 2698919) and a charity (No 1089125) with a registered office address at 28-29 Clarke Road, Mount Farm, Milton Keynes, MK1 1LG.

**Recruitment and Induction of Trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board, elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. The number of directors/trustees is 4-11, currently 8.

The charity seeks to include on its Board representatives from both education and business sectors.

Trustees are invited and encouraged to attend a series of events and meetings to familiarise themselves with the charity and the context within which it operates. These are organised by the administrator who also introduces the main documents which set out the operational framework for the charity including the Articles of Association, a Board member job description, the current financial position as set out in the latest published accounts and the current Business Plan.

**Objectives and activities**

The company's charitable objects, under our revised Articles of Association, are: "the advancement of education of young people and employers in particular through the provision of career guidance, counselling, training and information relating to the availability of educational resources with the aim of assisting such young people to secure gainful employment."

**Main activities**

Our main activities in schools related to delivery of the following:

- 'Career WorkOut' classroom sessions introducing a series of guest workers to pupils in secondary and primary schools
- 'Employability Now' training - one-day employability skills workshops for students aged 14-19
- 'World of Work' and 'Employability Now' - sales of our teaching resource pack to schools and colleges

**Organisational structure**

The charitable company is run by a Board of directors, which provides a strategic overview of the operational activities undertaken by the executive. The Board meets regularly to plan and implement developments and review progress. All meetings of the Board are recorded. The executive is managed by consultant and former Chief Executive Officer, Tom Bulman.

Day-to-day management of the charity, including all decisions about operational issues, is delegated by the trustees to Tom Bulman, supported by consultant Theresa Mercer, formerly HR & Operations Manager, and Bhupinder Roda, Events Co-ordinator.

**Objectives 2017-18**

The company focused on three operational objectives to further its charitable purposes for public benefit:

- Deliver Career WorkOut sessions to all students aged 11-18 in ten secondary schools, sponsored by local employers
- Continue delivery of Employability Now training locally
- Continue sales of the World of Work product and Employability Now handbook to schools and other education/training providers nationally.

In setting our objectives and planning our activities the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

**Achievements and performance**

Demonstrating the impact of our services, which tend to be one-off and short term for each student albeit involving many students, is not easy.

Between September 2016 and July 2017, 519 volunteers from 164 companies attended 147 Career WorkOut sessions, volunteering a total of 1,297 hours with 6,547 students aged 11-18 in 10 MK secondary schools (including Stephenson Academy), also 31 homeless job-seeking residents of MK YMCA; 42 volunteers from 26 companies attended 13 Primary WorkOut sessions, volunteering a total of 92 hours with 876 pupils aged 9-11 in 13 MK primary schools.

**Students**

4,774 students aged 11-18 participated in 110 evaluated Career WorkOut sessions and completed pre- and post-session questionnaires which showed:

- 13.1% overall increase in "I am confident making choices about my future work options"
- 20.4% overall increase in "I am confident talking to adults I don't know"
- 6.9% overall increase in "I am committed to learning and want to achieve".

**Work guests**

519 volunteer work guests from 164 MK companies made a total of 1,297 guest appearances and completed 1,025 post-session questionnaires showing:

- 99.2% agreed "I enjoyed the session", of which 79.5% strongly agreed
- 98.9% agreed "I felt valued", of which 67.0% strongly agreed
- 96.6% agreed "I now feel more positive about my work", of which 53.1% strongly agreed.

**Teachers**

71 teachers from ten schools completed post-session questionnaires showing:

- 100.0% agreed "The session helped students make choices about their future work options", of which 46.5% strongly agreed
- 97.2% agreed "The session helped students to develop their employability skills", of which 54.9% strongly agreed
- 98.6% agreed "The session was important for students' preparation for the world of work", of which 69.0% strongly agreed.

Nationally, following exhibitions and online sales, our World of Work packs are now being used in 209 primary schools and 281 secondary schools across the UK.

Our Employability Now guidebook for trainers is being used to train thousands of students in vocational training colleges in India.

**Public benefit**

In both its aims and activities, Worktree benefits two main stakeholder groups, young people and employers in the borough of Milton Keynes:

- Young people develop career awareness, aspirations and employability competences for personal economic wellbeing
- Employers develop understanding of young people, access to future employees, staff skills and community profile.

**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)*****YEAR ENDED 31 JULY 2018**

Public benefit is served by the availability of Worktree activities to all young people and employers, regardless of gender, ethnicity or ability, and being available all year round (school term time only). In addition, the increased employability of young people contributes to the community's overall economic wellbeing.

No membership is required and there are no restrictions based on trustees' discretion. Fees are charged to schools based on a schedule of rates; no beneficiary, young person or employer, is required to pay fees. No body receives any private benefits from the organisation, other than as a beneficiary. The organisation is aware of no detriment or harm arising from carrying out the organisation's aims.

**Financial review****Principal funding sources**

Income is mainly from contracts with local schools (40%) and sponsorship from employers (14%). The remainder is from donations (35%) and grants (8%) and sales of World of Work packs and Employability Now books (3%). Donations have been particularly high this year.

**Review of financial position**

During 2017-18 we had a turnover of £89,184, and recorded a surplus of £8,984 against a previous year deficit of £5,039 – a welcome change thanks to the large increase in one-off donations. At 31 July 2018 reserves stood at £31,889, broadly in line with a figure of £26,265 calculated according to our Reserves Policy (see below).

**Volunteers**

The charity uses volunteers to a significant extent (unpaid voluntary contributions are not included in the financial accounts). This is mainly in the form of employers' time visiting schools to answer questions about their work in Career WorkOut sessions, a total of around 1,400 hours per year at a value of approximately £30,000. During the year, trustees claimed nothing in expenses.

**Principal financial management policies**

No material investments are held and there is no Investment Policy.

**Reserves policy**

The trustees aim to hold unrestricted reserves equal to approximately three months expenditure and sufficient funds to cover all financial liabilities including redundancy payments.

**Risk Management**

The trustees exercise their duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**Plans for future periods**

Our priorities for 2018-19 are to expand our delivery of Career WorkOut sessions by 30% and continue growing to achieve a total of 12 participating mainstream schools with approximately 18,000 students aged 11-18 by 2021. In this vision, every MK child will meet and interview 8 different workers each year, so more than 50 in total, before they leave school. To attract more MK school demand as visioned, we will develop our online booking database to automatically select optimal circles of volunteer guests, i.e. reducing and eventually removing the replication in sessions of SIC/SOC combinations.

**Statement from the Chair**

Worktree is in much better shape financially following a large increase in income from donations and continued prudence in expenditure. We are delighted to record both a surplus and unrestricted reserves for the first time in several years.

We continue to achieve our prime objectives of delivering many employability events to schools and other education providing institutions to the benefit of students and employers.

Once again, despite continued limited resources, Tom, Theresa and Bhupinder have risen to the challenge and have done some great work in 2017-18. We are also indebted to the hundreds of volunteers who work with us.

In 2018-19, we want to expand Career WorkOut to more Milton Keynes secondary schools (15% growth) and increase Primary WorkOut to reach 20 primary schools (50% growth). It could make a huge difference to the employability of Milton Keynes students.

A key challenge is to recruit and maintain more volunteer guests to attend the 150+ WorkOut sessions we plan to deliver. Thanks to our improved financial situation, we are able to invest in marketing to achieve this goal.

Our financial plan for 2018-19 is to make a small surplus while retaining sufficient reserves to cover our legal obligations (in case of redundancy) and fulfil our policy of holding reserves equal to 25% of annual expenditure.

It will require much hard work but I'm sure everyone involved with Worktree is committed to making their best efforts to achieve our very worthwhile aims.

**Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 17 January 2019 and signed on behalf of the board of trustees by:

Mr A Bullen  
Trustee



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WORKTREE**

**YEAR ENDED 31 JULY 2018**

I report to the charity trustees on my examination of the accounts of Worktree ("the Company") for the year ended 31 July 2018.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also 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 your charity's accounts as 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.

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.

Francis Lei  
32 Dovecote  
Newport Pagnell  
BUCKS  
MK16 8EG

17 January 2019

**WORKTREE****COMPANY LIMITED BY GUARANTEE****STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)****31 JULY 2018**

		<b>2018</b>		2017
	<b>Note</b>	Unrestricted funds <b>£</b>	<b>Total funds £</b>	Total funds £
<b>Income and endowments</b>				
Other trading activities	<b>5</b>	89,184	<b>89,184</b>	77,282
<b>Total income</b>		<u>89,184</u>	<u><b>89,184</b></u>	<u>77,282</u>
<b>Expenditure</b>				
Expenditure on raising funds:				
Costs of raising donations and legacies	<b>6</b>	12,241	<b>12,241</b>	19,941
Expenditure on charitable activities	<b>7,8,9</b>	67,591	<b>67,591</b>	62,380
Other expenditure	<b>10</b>	368	<b>368</b>	-
<b>Total expenditure</b>		<u>80,200</u>	<u><b>80,200</b></u>	<u>82,321</u>
<b>Net income/(expenditure) and net movement in funds</b>		<u>8,984</u>	<u><b>8,984</b></u>	<u>(5,039)</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		22,905	<b>22,905</b>	27,944
<b>Total funds carried forward</b>		<u>31,889</u>	<u><b>31,889</b></u>	<u>22,905</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 10 to 14 form part of these financial statements.

**WORKTREE****COMPANY LIMITED BY GUARANTEE****STATEMENT OF FINANCIAL POSITION****31 JULY 2018**

		2018		2017
		£	£	£
<b>Current assets</b>				
Stocks	14	7,341		15,345
Debtors	15	2,189		3,633
Cash at bank and in hand		24,282		8,314
		<u>33,812</u>		<u>27,292</u>
<b>Creditors: amounts falling due within one year</b>	16	<u>1,923</u>		<u>4,387</u>
<b>Net current assets</b>			<u>31,889</u>	<u>22,905</u>
<b>Total assets less current liabilities</b>			<u>31,889</u>	<u>22,905</u>
<b>Net assets</b>			<u>31,889</u>	<u>22,905</u>
<b>Funds of the charity</b>				
Unrestricted funds			<u>31,889</u>	<u>22,905</u>
<b>Total charity funds</b>	18		<u>31,889</u>	<u>22,905</u>

For the year ended 31 July 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 17 January 2019, and are signed on behalf of the board by:

Mr R Hall  
Trustee

Mr A Bullen  
Trustee

Company Registration No. 02698919

**The notes on pages 10 to 14 form part of these financial statements.**

**1. General information**

The charity is a private company limited by guarantee, registered in England and Wales. The address of the registered office is c/o Lynx Networks, 28-29 Clarke Road, Mount Farm, Milton Keynes, MK1 1LG.

**2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

**3. Accounting policies****Basis of preparation**

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

**Going concern**

There are no material uncertainties about the charity's ability to continue.

**Disclosure exemptions**

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102:

- (a) No cash flow statement has been presented for the company.
- (b) Disclosures in respect of financial instruments have not been presented.

**Taxation**

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

**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 company and which have not been designated for other purposes.

**3. Accounting policies** *(continued)***Incoming resources**

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

**Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

All resources expended are inclusive of irrecoverable VAT.

**Stocks**

Stocks are measured at the lower of cost, estimated realizable value or estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

**Financial instruments**

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

**4. Limited by guarantee**

The company is limited by guarantee and does not have share capital. Every member of the company undertakes to contribute to the assets of the company such amounts as may be required, with a maximum contribution of £1 per member.

**5. Other trading activities**

	Unrestricted Funds	<b>Total Funds 2018</b>	Unrestricted Funds	Total Funds 2017
	£	£	£	£
Employer engagement	89,046	<b>89,046</b>	76,827	76,827
Other income	138	<b>138</b>	455	455
	<u>89,184</u>	<u><b>89,184</b></u>	<u>77,282</u>	<u>77,282</u>

**6. Costs of raising donations and legacies**

	Unrestricted Funds	<b>Total Funds 2018</b>	Unrestricted Funds	Total Funds 2017
	£	£	£	£
Salaries and fees	12,211	<b>12,211</b>	19,368	19,368
Support costs	30	<b>30</b>	573	573
	<u>12,241</u>	<u><b>12,241</b></u>	<u>19,941</u>	<u>19,941</u>

**7. Expenditure on charitable activities by fund type**

	Unrestricted Funds	<b>Total Funds 2018</b>	Unrestricted Funds	Total Funds 2017
	£	£	£	£
Support costs	<u>67,591</u>	<u><b>67,591</b></u>	<u>62,380</u>	<u>62,380</u>

**8. Expenditure on charitable activities by activity type**

	Support costs	<b>Total funds 2018</b>	Total funds 2017
	£	£	£
Charitable activity	66,211	<b>66,211</b>	60,942
Governance costs	1,380	<b>1,380</b>	1,438
	<u>67,591</u>	<u><b>67,591</b></u>	<u>62,380</u>

**9. Analysis of support costs**

	Support costs	<b>Total funds 2018</b>	Total funds 2017
	£	£	£
Development and evaluation	4,732	<b>4,732</b>	9,200
Sales and marketing	9,921	<b>9,921</b>	14,500
Course delivery	26,150	<b>26,150</b>	10,200
Finance, administration and IT	18,784	<b>18,784</b>	24,695
Stock valuation adjustment	8,003	<b>8,003</b>	3,785.
	<u>67,591</u>	<u><b>67,591</b></u>	<u>62,380</u>

Support costs include a sub-analysis of consultants' fees.

**10. Other expenditure**

	Unrestricted Funds	<b>Total Funds 2018</b>	Unrestricted Funds	Total Funds 2017
	£	£	£	£
Other expenditure	368	<b>368</b>	0	0
Irrecoverable debts	0	<b>0</b>	0	0
	<u>368</u>	<u><b>368</b></u>	<u>0</u>	<u>0</u>

**11. Independent examination fees**

	<b>2018</b>	2017
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u><b>0</b></u>	<u>1,200</u>

**12. Staff costs**

The total staff costs and employee benefits for the reporting period are analysed as follows:

	<b>2018</b>	2017
	£	£
Wages and salaries	<u><b>13,742</b></u>	<u>19,368</u>

The average head count of employees during the year was 1 (2017: 1). The average number of full-time equivalent employees during the year is analysed as follows:

	<b>2018</b>	2017
	No.	No.
Number of staff	<u><b>1</b></u>	<u>1</u>

No employee received employee benefits of more than £60,000 during the year (2017: Nil).

**13. Trustee remuneration and expenses**

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

**14. Stocks**

	<b>2018</b>	2017
	£	£
Stocks of books and materials	<u><b>7,341</b></u>	<u>15,345</u>

**15. Debtors**

	<b>2018</b>	2017
	<b>£</b>	£
Trade debtors	<b>2,189</b>	3,561
Other debtors	<b>0</b>	72
	<u><b>2,189</b></u>	<u>3,633</u>

**16. Creditors: amounts falling due within one year**

	<b>2018</b>	2017
	<b>£</b>	£
Trade creditors	<b>34</b>	2,292
Social security and other taxes	<b>223</b>	95
Other creditors	<b>1,666</b>	2,000
	<u><b>1,923</b></u>	<u>4,387</u>

**17. Deferred income**

	<b>2018</b>	2017
	<b>£</b>	£
Amount deferred in year	<b>0</b>	1,000
	<u><b>0</b></u>	<u>1,000</u>

**18. Analysis of charitable funds**

**Unrestricted funds**

	At 1 Aug 2017	Income	Expenditure	At 31 July 2018
	£	£	£	£
General funds	<u>22,905</u>	<u>89,184</u>	<u>(80,200)</u>	<u><b>31,889</b></u>

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

	Unrestricted Funds	<b>Total Funds</b>
	£	<b>2018</b>
	£	£
Current assets	<u>31,889</u>	<u><b>31,889</b></u>

**20. Related parties**

During the year the company invoiced £6,438 (2017: £6,512) to Oakgrove School, of which Ian Tett occupied the position of head teacher and was also a Trustee of Worktree during the year. As at 31 July 2018 the charity was due £1,605 (2017: nil) from Oakgrove School.



