
LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

WEDNESDAY



A00NC6P6
A19 21/12/2011 #190
COMPANIES HOUSE

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

CONTENTS

	Page
Reference and administrative details of the charity, its trustees and advisers	1
Trustees' report	2 - 5
Independent auditors' report	6 - 7
Statement of financial activities	8
Balance sheet	9
Notes to the financial statements	10 - 19
The following pages do not form part of the statutory financial statements	
Detailed income and expenditure account and summaries	20 - 22

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2011

Trustees

India Gary-Martin, Chair
Barbara Harrison, Vice Chair (resigned 27 July 2011)
Joel Laryea, Secretary
Andy Boucher , Treasurer from 19 January 2011 (appointed 22 September 2010)
Dean Paul Ricketts
Joan Watson
Malcolm Horton (appointed 22 September 2010)
Dominic Gibb (appointed 22 September 2010)
May Busch (appointed 19 May 2010)
Karon Monaghan (resigned 22 September 2010)
Hadeel Ibrahim (resigned 13 September 2010)
Roma Thomas (resigned 13 April 2010)

Company registered number

3162045

Charity registered number

1058648

Registered office

Harriet Tubman House
Hazel Road
Kensal Green
London
NW10 5PP

Company secretary

Joel Laryea

Chief executive officer

Tunde Banjoko OBE

Auditors

Uthman Kay
Chartered Certified Accountants
Registered Auditors
Annexe 1
35 Blackstock Road
London
N4 2JF

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2011

The Trustees submit their annual report and the audited financial statements of Local Employment Access Projects [LEAP] (the company) for the year ended 31 March 2011. The Trustees confirm that the annual report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Constitution, Policies and Objectives

The company is a charitable company limited by guarantee and was set up by a Memorandum of Association on February 21, 1996, and is a registered charity number 1058648.

The objectives of LEAP are for the benefit of the public in London and elsewhere in the United Kingdom and in particular for the benefit of those members of the public who may be unemployed by relieving poverty and distress through the provision of advice, information, training and education.

There have been no changes in the objectives since the last annual report.

b. Method of appointment or election of trustees

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Board membership policy.

c. Policies adopted for the induction and training of trustees

Most trustees are already familiar with the activities of the charitable organisation as they are drawn from members who have an appropriate skill set to offer and empathise with our core values.

An induction will be developed to ensure that any newly appointed trustee will receive training on all matters necessary to enable them to perform their duties effectively. This will be tailored to their specific needs but, unless the appointee is already sufficiently experienced, should cover as a minimum - governance and management, equal opportunities, a thorough introduction to the history and current activities of the organisation, sufficient explanation of the charity's financial accounts and reporting procedures to enable them to exercise effective fiscal oversight, explanation of all the charity's policies including those relating to trustee expenses and how they can be claimed. If the new trustee is to take on any specific duties, training needs in relation to these will also be assessed. It is acknowledged that trustees have a wide range of other commitments and every effort will be made to make this training accessible to the individual by arranging it to be conducted at times convenient to them.

The Chief Executive will be responsible for ensuring that the induction process is arranged and completed.

d. Organisational structure and decision making

2010/11 saw a number of Trustees step down due to the pressure of outside commitments, but the Management Committee was strengthened when Andy Boucher, Malcolm Horton, Dominic Gibb and May Busch joined as Trustees of LEAP. The Trustees provided governance and an oversight of LEAP's operations and during the year, India Gary-Martin was elected unopposed as Chair and Andrew Boucher elected unopposed as Treasurer. Four committees (Governance, Finance, Strategy and Communications) were set up with each of the Trustees sitting on at least one committee. The Chief Executive had delegated authority to manage day-to-day activities and to sign contracts on behalf of the Management Committee, in line with the organisation's objectives.

The core LEAP staff consisted of a Chief Executive, a Director of Operations, a Fundraising and Communications Manager, a Finance and Monitoring Officer, 2 Partnership Managers, an Employment Services Manager, 1 Senior Employment Services Officer, a Training Manager, a Facilitator, 1 Client Support

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2011

Officer, a Community Liaison Manager, a Community Liaison Team Leader, 1 Outreach Worker, a Community Development Manager, a Support Services Officer, an Executive Assistant and an Administrator. We also used 3 sessional youth workers, 2 drama tutors, 2 dance instructors and 4 part-time cleaners.

LEAP was only able to carry out its sterling work thanks to the generosity of its funders. We are grateful to the generosity and foresight of London Development Agency, Big Lottery Fund, John Lyons Charity, Home Office – UK Border Agency, JP Morgan Chase Foundation, VT Group, Trust for London, 29th May 1961 Charitable Trust, Babcock Enterprise and UK Online.

e. Risk management

The Board of Trustees have assessed the major risks to which the Charitable company is exposed, in particular those related to the operations and finances of the Charitable company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

ACHIEVEMENTS AND PERFORMANCE

a. Review of Developments, Activities and Achievements

The scrapping of a Government programme that we had successfully bid for, but had not yet signed contracts for, at the start of the year 2010/11, meant that we began the year with only half of the year's budget secured. This meant that the drastic cost-cutting measures introduced the previous year, including no longer paying for client travel and no longer paying for therapeutic counselling for clients, continued. In addition the team responsible for providing one-to-one support for clients after they have finished the ACE workshop, was halved. Steadily though, the budget shortfall was filled and in the last month of 2010/11 we received some funds from the LDA, for work we had carried out in the year, which meant that we did not make a loss despite the difficult start to the financial year.

We still served a large amount of people and we provided basic employment advice and guidance to 1821 people and provided detailed employment advice and guidance to 1102 people. We ran our flagship employment programme ACE, and ran it 12 times (each of 3 weeks duration) during the year, and 290 people successfully "graduated" from the course. The overwhelming majority of the participants remained were from BME (Black and Minority Ethnic) communities, whose unemployment rates are significantly higher than their white counterparts, though we remained accessible to anyone who needed our services regardless of ethnicity. 48% of our clients were Black, 24% Asian, 7% White British, 10% White Other, 6% Mixed Parentage and 5% describing themselves under Any Other Ethnic categories. The gender split was 59% male to 41% female and there was a good split in age with 16% aged 16-24, 31% aged 25-35, 35% aged 36-49 and 18% aged 50 and over. We operated on reduced staffing levels throughout this year and the Employment Services team was hit particularly hard, with the team 50% smaller. The impact of the recession meant that there were less entry level positions available and the competition for the places that there were, fiercer. This combined to lead to a significant drop in placements for the year and we assisted 129 unemployed people to secure employment.

As well as developing and maintaining relationships with businesses which would ultimately lead to job vacancies, the Partnership Managers were also responsible for securing other work related opportunities such as apprenticeships, work experience or work placements. The latter part of the financial year saw the Partnership Managers building relationships with corporate organisations that had a commitment to diversity and Corporate Social Responsibility. We also encouraged the use of corporate volunteers to assist with the delivery of our employability programmes and other aspects of LEAP's business operation.

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2011

IT CLASSES

In September 2010 we updated our computer system from Windows XP to Windows 2007, Office 2010 editions. As a result the course content for both the Intermediate Course and the Introduction Course needed to change so it correlated with the new system. As Office 2010 allowed for more elaborate formatting techniques we were able to include them into the course which has enabled students to create decorative, multipage documents.

Along with the new computing system, we also introduced USBs, for the Intermediate and Introduction course, as a form of removable storage which was not something previous courses permitted, the old computers did not have a USB port. The USBs have been a more reliable, and contemporary form of storage that has been said to help students better prepare for using computers in the workplace.

We delivered 4 'Introduction to IT' courses which took place over 48 weeks. 51 people started and 33 people successfully completed this course. We also delivered 4 'Intermediate IT' courses over a period of 48 weeks for those who already had some IT knowledge. 42 people started and 31 people successfully completed the Intermediate IT course.

COMMUNITY CENTRE

There were 40 youth club sessions, for those local youngsters who either are or at risk of offending, with an average attendance of 16 young people. From observing the sessions, there were concerns about their behaviour and the team identified that there needed to be more structured activities available for a trial period in place of the drop-in in order to increase engagement. Following discussions with the young people, we delivered 7 football sessions at the local sports centre with an average attendance of 4 young people. We also delivered 8 media – video project sessions with an average attendance of 4 young people. This lack of take up was concerning and so a review was conducted at the end of the financial year. The Community Development Manager worked with four of the young people who attended the youth club, on a one to one basis. They mainly required support with motivation, confidence, all aspects of the job application process and information on educational courses.

For the local schoolchildren, 74 drama classes took place over the year, 37 sessions for 7 – 8 year olds with an average attendance of 6 and 37 sessions for 9 – 13 year olds with an average attendance of 9. In July 2010, the two classes worked together to put on a performance for their friends and family based on the TV show 'Britain's Got Talent' with the children playing a range of roles. 8 street dance classes took place with an average attendance of 4 children. Attendance to the classes was low so we decided to stop the classes.

We are grateful to the London Development Agency, Big Lottery Fund, John Lyons Charity, Home Office – UK Border Agency, JP Morgan Chase Foundation, VT Group, Trust for London, 29th May 1961 Charitable Trust and Babcock Enterprise for their funding, which allowed our work to happen and helped so transform the lives of young people and jobless adults.

FINANCIAL REVIEW

a. Reserves policy

It is the policy of the Charity to maintain reserves up to the amount of one full year's operating costs where possible.

MEMBERS' LIABILITY

The Trustees of the company guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2011

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of Local Employment Access Projects [LEAP] 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 and charity law 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 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 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 proper accounting records that 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.

PROVISION OF INFORMATION TO AUDITORS

So far as each of the Trustees is aware at the time the report is approved

- there is no relevant audit information of which the company's auditors are unaware, and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees and signed on its behalf, by


.....
Joel Karyea, Secretary

Date 8/12/2011

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

We have audited the financial statements of Local Employment Access Projects [LEAP] for the year ended 31 March 2011 set out on pages 8 to 19. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

The Trustees' (who are also the directors of the company for the purposes of company law) responsibilities 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), and for being satisfied that the financial statements give a true and fair view, are set out in the Statement of Trustees' responsibilities.

The Trustees have elected for the financial statements to be audited in accordance with the Charities Act 1993 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under section 43 of the Charities Act 1993 and report to you in accordance with regulations made under section 44 of that Act. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are prepared in accordance with the Companies Act 2006. We also report to you if, in our opinion, the information given in the Trustees' report is not consistent with those financial statements, the company has not kept adequate accounting records, if the company's financial statements are not in agreement with the accounting records and returns, or if we have not received all the information and explanations we require for our audit.

We read the Trustees' report and consider the implications for our report if we become aware of any apparent misstatements within it.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Trustees in the preparation of the financial statements and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

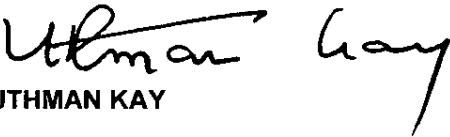
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF LOCAL EMPLOYMENT ACCESS
PROJECTS [LEAP]**

OPINION

In our opinion the financial statements

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 31 March 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended, and
- have been prepared in accordance with the Companies Act 2006


UTHMAN KAY

Chartered Certified Accountants
Registered Auditors

Annexe 1
35 Blackstock Road
London
N4 2JF

Date 14th December, 2011.

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2011**

	Note	Permanent Endowment Funds 2011 £	Restricted funds 2011 £	Unrestricted funds 2011 £	Total funds 2011 £	Total funds 2010 £
INCOMING RESOURCES						
Incoming resources from generated funds						
Donations and grants	2	-	530,598	97,554	628,152	585,664
Fundraising income	3	-	-	83,031	83,031	35,480
Investment income	4	-	-	447	447	336
Other incoming resources	5	-	-	52,096	52,096	80,554
TOTAL INCOMING RESOURCES		-	530,598	233,128	763,726	702,034
RESOURCES EXPENDED						
Costs of generating funds						
Fundraising costs	6	-	-	28,484	28,484	18,011
Charitable activities	7	-	522,565	56,110	578,675	562,648
Governance costs	8	-	8,426	109,541	117,967	107,459
TOTAL RESOURCES EXPENDED		-	530,991	194,135	725,126	688,118
MOVEMENT IN TOTAL FUNDS FOR THE YEAR						
NET INCOME/ (EXPENDITURE) FOR THE YEAR		-	(393)	38,993	38,600	13,916
<i>Total funds at 1 April 2010</i>		<u>700,026</u>	<u>80,391</u>	<u>112,382</u>	<u>892,799</u>	<u>878,883</u>
TOTAL FUNDS AT 31 MARCH 2010		<u>700,026</u>	<u>79,998</u>	<u>151,375</u>	<u>931,399</u>	<u>892,799</u>

The notes on pages 10 to 19 form part of these financial statements

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)
REGISTERED NUMBER: 3162045

BALANCE SHEET AS AT 31 MARCH 2011

	Note	£	2011 £	£	2010 £
FIXED ASSETS					
Tangible assets	13		707,983		702,789
CURRENT ASSETS					
Debtors	14	6,288		24,089	
Cash at bank and in hand		<u>298,419</u>		<u>194,803</u>	
		304,707		218,892	
CREDITORS: amounts falling due within one year	15	<u>(81,291)</u>		<u>(28,882)</u>	
NET CURRENT ASSETS			<u>223,416</u>		<u>190,010</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>931,399</u>		<u>892,799</u>
CHARITY FUNDS					
Permanent endowment funds	16		700,026		700,026
Restricted funds	16		79,998		80,391
Unrestricted funds	16		<u>151,375</u>		<u>112,382</u>
			<u>931,399</u>		<u>892,799</u>

The Trustees consider that the 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 members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act. However, an audit is required in accordance with section 43 of the Charities Act 1993. The Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2011 and of its net income for the year then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Act relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees and signed on their behalf, by **08th DECEMBER 2011**


India Gary-Martin, Chair


Andy Boucher, Treasurer

Date:

The notes on pages 10 to 19 form part of these financial statements

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

1.2 Company status

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

1.3 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.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost 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.

Investment income, gains and losses are allocated to the appropriate fund.

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

1. ACCOUNTING POLICIES (continued)

1.4 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

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.5 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.

1.6 Cash flow

The financial statements do not include a Cash Flow Statement because the charitable company, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008).

1.7 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. 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:

Freehold property	-	Nil%	Nil
Motor Vehicles	-	25%	straight line
Fixtures & Fittings	-	33%	straight line
Office Equipment	-	25%	straight line

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

2. DONATIONS AND GRANTS

	Restricted funds 2011	Unrestricted funds 2011	Total funds 2011	Total funds 2010
Donations	-	27,554	27,554	19,648
HSBC Bank Plc	-	-	-	50,000
John Lyons Charity	30,000	-	30,000	-
Oak Foundation	-	-	-	45,000
Home Office (UK Border Agency)	11,948	-	11,948	28,566
JP Morgan Chase Foundation	-	18,750	18,750	-
London Development Agency	303,850	-	303,850	134,950
UK Online	4,800	-	4,800	5,000
Community Development Foundation(Hardship Fund)	-	-	-	187,500
Big Lottery Fund	180,000	-	180,000	90,000
VT Group	-	35,000	35,000	25,000
Trust For London	-	6,250	6,250	-
29th May 1961 Charitable Trust	-	10,000	10,000	-
	<u>530,598</u>	<u>97,554</u>	<u>628,152</u>	<u>585,664</u>
Donations and Grants				
	<u>530,598</u>	<u>97,554</u>	<u>628,152</u>	<u>585,664</u>

3. FUNDRAISING INCOME

	Restricted funds 2011 £	Unrestricted funds 2011 £	Total funds 2011 £	Total funds 2010 £
Babcock Enterprise	-	25,000	25,000	-
Other fundraising income	-	55,031	55,031	35,480
Small Grants	-	3,000	3,000	-
	<u>-</u>	<u>83,031</u>	<u>83,031</u>	<u>35,480</u>

4. INTEREST INCOME

	£	£	Unrestricted funds 2011 £	Total funds 2011	Total funds 2010
Bank Interest receivable			<u>447</u>	<u>447</u>	<u>336</u>

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

5. OTHER INCOMING RESOURCES

	£	£	Unrestricted funds 2011 £	Total funds 2011	Total funds 2010
Ace Train the Trainer			800	800	10,650
Rent receivable			31,054	31,054	42,679
Consultancy income			1,902	1,902	4,613
Job Boost Empowered Training Income			-	-	18,900
Sundry income			18,340	18,340	3,695
Insurance claims			-	-	17
			<u>52,096</u>	<u>52,096</u>	<u>80,554</u>

6. FUND RAISING COSTS

	£	£	Unrestricted funds 2011 £	Total funds 2011	Total funds 2010
Fund Raising Event Cost			24,610	24,610	18,011
Consultancy			3,874	3,874	-
			<u>28,484</u>	<u>28,484</u>	<u>18,011</u>

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011**

7. EXPENDITURE BY CHARITABLE ACTIVITY

SUMMARY BY FUND TYPE

	Restricted funds 2011	Unrestricted funds 2011	Total funds 2011	<i>Total funds 2010</i>
Employability Programmes	509,890	7,436	517,326	<i>475,437</i>
Community Centre	12,675	28,914	41,589	<i>37,812</i>
Establishment costs	-	12,684	12,684	<i>12,510</i>
Support Costs	-	7,076	7,076	<i>36,889</i>
	<u>522,565</u>	<u>56,110</u>	<u>578,675</u>	<i><u>562,648</u></i>

SUMMARY BY EXPENDITURE TYPE

	Staff costs 2011 £	Other costs 2011 £	Total 2011 £	<i>Total 2010 £</i>
Employability Programmes	497,953	19,373	517,326	<i>475,437</i>
Community Centre	20,680	20,909	41,589	<i>37,812</i>
Establishment costs	-	12,684	12,684	<i>12,510</i>
Support Costs	-	7,076	7,076	<i>36,889</i>
	<u>518,633</u>	<u>60,042</u>	<u>578,675</u>	<i><u>562,648</u></i>

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

8. GOVERNANCE COSTS

	Restricted funds 2011	Unrestricted funds 2011	Total funds 2011	<i>Total funds 2010</i>
Wages and salaries	-	70,664	70,664	55,954
Employer's NI	-	7,102	7,102	5,567
Pension Costs	-	11,181	11,181	11,032
Staff Welfare	-	3,473	3,473	2,108
Mgt & admin - computer costs	1,776	-	1,776	1,986
Computer costs	-	2,521	2,521	1,595
Interest expense	-	6	6	-
Sundry expenses	-	37	37	433
Repairs & maintenance	-	681	681	253
Insurance	-	1,539	1,539	519
Training	2,161	-	2,161	11,489
Hire of small equipment	-	182	182	193
Subscriptions	-	3,876	3,876	3,811
Bank charges	-	77	77	168
External audit	-	2,400	2,400	2,350
Audit & accounting fees	-	1,125	1,125	1,175
Printing, postage & stationeries	2,292	-	2,292	1,371
Refreshments	967	-	967	1,366
Recruitment expenses	1,230	-	1,230	790
Loss on disposal of Tangible Fixed Assets	-	67	67	-
Overseas travel	-	-	-	280
Cleaning	-	-	-	204
Bookkeeping	-	-	-	2,500
Depreciation - tangible fixed assets	-	4,610	4,610	2,315
	8,426	109,541	117,967	107,459

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011**

9. SUPPORT COSTS

	Support costs	Total	<i>Total</i>
	£	2011	<i>2010</i>
		£	£
Consultancy	3,318	3,318	31,694
Travel	1,617	1,617	1,164
Motor running expenses	1,364	1,364	2,522
Internet	619	619	680
Vehicle licence	158	158	152
Printing, postages & stationery	-	-	677
	<u>7,076</u>	<u>7,076</u>	<u>36,889</u>

10 NET INCOMING RESOURCES / (RESOURCES EXPENDED)

This is stated after charging

	2011	2010
	£	£
Depreciation of tangible fixed assets		
- owned by the charity	4,610	2,315
External audit	2,400	2,350
Pension costs	<u>60,321</u>	<u>53,847</u>

During the year, no Trustees received any remuneration (2010 - £NIL)

During the year, no Trustees received any benefits in kind (2010 - £NIL)

During the year, no Trustees received any reimbursement of expenses (2010 - £NIL)

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

11. STAFF COSTS

Staff costs were as follows

	2011 £	2010 £
Wages and salaries	506,177	456,759
Social security costs	41,082	36,347
Pension costs	60,321	53,847
	<u>607,580</u>	<u>546,953</u>

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

	2011 No.	2010 No
Senior Management	2	2
Training	4	4
Partnership Managers	2	2
Support	5	7
Admin & Finance	3	4
Youth Workers	4	5
Employment services	2	2
Community Liaison Team	3	3
	<u>25</u>	<u>29</u>

The number of higher paid employees was

	2011 No.	2010 No
In the band £60,001 - £70,000	<u>1</u>	<u>1</u>

12. TRUSTEES' REMUNERATION

During the year retirement benefits were accruing to 1 Trustee (2010 - 1) in respect of defined contribution pension schemes

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

13. TANGIBLE FIXED ASSETS

	Freehold Land and buildings £	Office equipment £	Motor vehicles £	Fixtures & fittings £	Total £
Cost					
At 1 April 2010	700,026	86,590	4,060	58,760	849,436
Additions	-	9,871	-	-	9,871
Disposals	-	(57,182)	-	(7,120)	(64,302)
At 31 March 2011	700,026	39,279	4,060	51,640	795,005
Depreciation					
At 1 April 2010	-	84,293	4,059	58,295	146,647
Charge for the year	-	4,163	-	447	4,610
On disposals	-	(57,122)	-	(7,113)	(64,235)
At 31 March 2011	-	31,334	4,059	51,629	87,022
Net book value					
At 31 March 2011	<u>700,026</u>	<u>7,945</u>	<u>1</u>	<u>11</u>	<u>707,983</u>
At 31 March 2010	<u>700,026</u>	<u>2,297</u>	<u>1</u>	<u>465</u>	<u>702,789</u>

14. DEBTORS

	2011 £	2010 £
Grants/donations receivable	<u>6,288</u>	<u>24,089</u>

15. CREDITORS: Amounts falling due within one year

	2011 £	2010 £
Bank overdraft	1,052	2,589
Student loan	93	74
Trade creditors	174	521
Deferred income	56,250	-
Social security and other taxes	10,645	12,299
Pension fund loan payable	4,822	5,100
Other creditors	2,255	2,300
Accruals	6,000	5,999
	<u>81,291</u>	<u>28,882</u>

LOCAL EMPLOYMENT ACCESS PROJECTS [LEAP]

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

16. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
Unrestricted funds				
General Funds	<u>112,382</u>	<u>233,128</u>	<u>(194,135)</u>	<u>151,375</u>
Permanent Endowment Fund				
Permanent Endowment Fund	<u>700,026</u>	<u>-</u>	<u>-</u>	<u>700,026</u>
Restricted funds				
Restricted Fund	<u>80,391</u>	<u>530,598</u>	<u>(530,991)</u>	<u>79,998</u>
Total of funds	<u>892,799</u>	<u>763,726</u>	<u>(725,126)</u>	<u>931,399</u>

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
General funds	112,382	233,128	(194,135)	151,375
Permanent Endowment Fund	700,026	-	-	700,026
Restricted funds	80,391	530,598	(530,991)	79,998
	<u>892,799</u>	<u>763,726</u>	<u>(725,126)</u>	<u>931,399</u>

17 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Permanent Endowment Funds 2011 £	Restricted funds 2011 £	Unrestricted funds 2011 £	Total funds 2011 £	Total funds 2010 £
Tangible fixed assets	700,026	-	7,957	707,983	702,789
Current assets	-	79,998	224,709	304,707	218,892
Creditors due within one year	-	-	(81,291)	(81,291)	(28,882)
	<u>700,026</u>	<u>79,998</u>	<u>151,375</u>	<u>931,399</u>	<u>892,799</u>