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**Report of the Trustees and
Financial Statements
for the Year Ended 31 March 2013
for
Opportunities Shop Ltd**

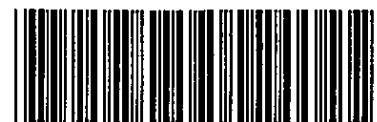


CHARTERED ACCOUNTANTS



BUSINESS ADVISORS

SATURDAY



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09/11/2013

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COMPANIES HOUSE

Opportunities Shop Ltd

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for the Year Ended 31 March 2013**

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Opportunities Shop Ltd

Report of the Trustees for the Year Ended 31 March 2013

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

3463093 (England and Wales)

Registered Charity number

1073246

Registered office

270 Marsh Lane
Bootle
Liverpool
Merseyside
L20 5BW

Trustees

R W Lofthouse
S Yates
P Johnson
Mrs G Ditchburn
I G Moncur - appointed 5 9 12
Miss R A Bridge - appointed 5 9 12

Company Secretary

Mrs E O'Rourke

Independent examiner

Wendy McNulty BA FCA
ICAEW
SB&P LLP
Onel House
2-8 Onel Road
Bootle
Liverpool
Merseyside
L20 7EP

Solicitors

Black, Norman
67-71 Coronation Road
Crosby,
Liverpool,
L23 5RN

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 10th November 1997. The company was established under a Memorandum of Association which stated the objectives and powers of the charitable company and is governed by its Articles of Association. In the event of the charity being wound up, members are required to contribute an amount not exceeding £1.

Recruitment and appointment of new trustees

The recruitment of trustees is a regular agenda item, discussed at the monthly meetings of the Management Committee. If a suitable candidate is identified, they are contacted and asked if they would consider undertaking the role of trustee. In order to assess the suitability of a potential trustee, the management committee invite them to attend one of the monthly meetings. This allows the existing board members, the opportunity to give a more detailed insight into the activities of the organisation, and furthermore, the opportunity to discuss with the individual, the specialisms that he/she considers they can contribute to the charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

Most of the trustees are already familiar with the work of the organisation, usually, having worked with young people and those who are socially deprived within the local community. Newly appointed trustees are invited to attend a short session of induction by way of tour through the building, and to meet and be introduced to staff at all levels. This is usually conducted by an existing trustee and the executive manager. New trustees are asked to sign a declaration that states they are eligible to become a trustee and are given a copy of the Chanty Commission leaflet CC3 "The Essential Trustee", a best practice guide for new trustees.

Organisational structure

The Opportunities Shop has a management committee of up to 5 members plus 2 regular advisers from appropriate agencies who keep the charity up to date about recent developments in the charity's area of work. The members meet monthly and are responsible for the strategic direction of the charity. The committee members are from a variety of backgrounds relevant to the work of the charity. The Company Secretary sits on the committee but has no voting rights.

The day to day responsibility for the provision of services rests with the Executive Manager and Finance Manager. The Executive Manager is responsible for ensuring that the charity delivers the services specified and that the key performance indicators are met. The Executive Manager also has responsibility for the supervision of the staff team and for ensuring that the team continues to develop their skills and working practices in line with best practice.

Risk management

The trustees have a 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.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Opportunities Shop was established in 1994 as part of the Bootle Maritime City Challenge Programme and became an independent organisation (a company limited by guarantee with charitable status) in 1997. Our charitable objectives are:

To promote the education, training or re-training of people who through their social and economic circumstances are in need or unable to gain employment.

To promote and support schemes and training that will relieve unemployment for the public benefit. Including the provision of assistance to unemployed people in finding employment.

The main purpose of the organisation is to enable the residents of Sefton Merseyside with particular emphasis on Sefton, to access the following free and impartial services:

- Information, advice and guidance on training, education and employment
- Grants to eligible individuals
- Help with job search including completion of CV's, application forms, job matching, brokering & internet job search
- Sign posting and referral to other agencies and specialist support
- Specialist support to other projects with similar aims including payroll services, recruitment & employment support
- Specialist help for clients facing multiple disadvantages
- Outreach service offering information and advice
- Use of computers/internet (The Opportunities Shop is a UK Online Centre)

The trustees have referred to the guidance contained in the Chanty Commission's general guidance on public benefit when reviewing its aims and objectives.

How our activities deliver public benefit

Our main activities and who we are trying to help are described above. All our charitable activities focus on promoting social inclusion and relieving the needs of individuals, who are, or, who may become, socially excluded as a result of factors such as unemployment, financial hardship, ill health (physical or mental) and youth or old age. Our purpose is to assist such individuals, and to help them overcome such difficulties through the various services that we offer, advice, training, education, and assistance with gaining employment, thus ensuring their successful integration into society.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Project Outcomes for 2012/2013

New clients receiving information, advice and guidance 3624

Additional interview sessions 2293

Action Plans / job search 5917

Training needs analysis 3624

Clients entering employment or training 809

Other positive outcomes 2600

The organisation has been accredited to the Matrix Quality standards for advice and guidance since June 2003 and re-accredited in June 2006, June 2009 and June 2012

Originally accredited to Investors in People in 2001 the organisation achieved successful re-accreditation in November 2004, November 2007 and January 2011

All staff are qualified to a minimum of NVQ level 3 in Advice and Guidance with the majority holding NVQ level 4

FINANCIAL REVIEW

Reserves policy

The trustees have a policy whereby sufficient reserves are separately designated to reflect the cost of 6 months overhead costs and contractual redundancy costs in the event of a winding up. This currently amounts to £193,680. The trustees, having identified financial risk, felt it was prudent, and a matter of best practice to set this amount aside. There are, and continue to be, many changes to government funding policies. Accordingly, such changes could significantly and adversely affect the charity's main funding sources.

In the event there was a decline in incoming resources, the amount set aside, is considered to be at a level, sufficient enough to allow the trustees time to consider alternatives such as restructuring and seeking replacement sources of funding.

Principal funding sources

The principal funding source continues to be contract income from Next Step. Next Step is a publicly funded service, helping adults receive the advice they need for future skills, careers, work and life choices.

The charity continues to review and apply for any funding that may be linked to its main objectives.

Investment policy

The trustees review cash balances regularly. Amounts available in excess of working capital are held separately in interest bearing deposit accounts or short term fixed bonds with the charity's main bankers. Due to the ongoing economic uncertainty the trustees do not consider it prudent to commit cash to longer term investments at this time.

ON BEHALF OF THE BOARD


Mrs G Ditchburn - Trustee

Date 6/11/13

**Independent Examiner's Report to the Trustees of
Opportunities Shop Ltd**

I report on the accounts for the year ended 31 March 2013 set out on pages five to twelve

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

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

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

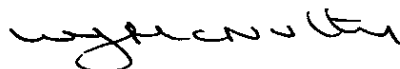
In connection with my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Wendy McNulty BA FCA
ICAEW
SB&P LLP
Onel House
2-8 Onel Road
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Liverpool
Merseyside
L20 7EP

Date

6/1/13

Opportunities Shop Ltd

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2013**

		Unrestricted funds £	Restricted funds £	31 3 13 Total funds £	31 3 12 Total funds £
	Notes				
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	8,028	7,193	15,221	10,284
Activities for generating funds	3	802	-	802	1,011
Investment income	4	2,025	-	2,025	655
Incoming resources from charitable activities 5					
Employment, recruitment, training, development, and other related support services for the unemployed		295,671	-	295,671	269,970
Total incoming resources		306,526	7,193	313,719	281,920
RESOURCES EXPENDED					
Charitable activities					
Direct charitable expenditure		238,203	5,141	243,344	247,234
Support costs		56,435	-	56,435	56,814
Governance costs	7	2,340	-	2,340	2,354
Total resources expended		296,978	5,141	302,119	306,402
NET INCOMING/(OUTGOING) RESOURCES		9,548	2,052	11,600	(24,482)
RECONCILIATION OF FUNDS					
Total funds brought forward		219,728	1	219,729	244,211
TOTAL FUNDS CARRIED FORWARD		229,276	2,053	231,329	219,729

The notes form part of these financial statements

Opportunities Shop Ltd

**Balance Sheet
At 31 March 2013**

	Notes	Unrestricted funds £	Restricted funds £	31 3 13 Total funds £	31 3 12 Total funds £
FIXED ASSETS					
Tangible assets	11	21,019	2,053	23,072	23,056
CURRENT ASSETS					
Debtors	12	31,101	-	31,101	18,306
Cash at bank and in hand		179,861	-	179,861	180,707
		<u>210,962</u>	<u>-</u>	<u>210,962</u>	<u>199,013</u>
CREDITORS					
Amounts falling due within one year	13	(2,705)	-	(2,705)	(2,340)
NET CURRENT ASSETS		<u>208,257</u>	<u>-</u>	<u>208,257</u>	<u>196,673</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>229,276</u>	<u>2,053</u>	<u>231,329</u>	<u>219,729</u>
NET ASSETS		<u>229,276</u>	<u>2,053</u>	<u>231,329</u>	<u>219,729</u>
FUNDS	14				
Unrestricted funds				229,276	219,728
Restricted funds				2,053	1
TOTAL FUNDS				<u>231,329</u>	<u>219,729</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2013

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2013 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

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

The financial statements were approved by the Board of Trustees on 6/11/13 and were signed on its behalf by


Mrs G Ditchburn - Trustee

The notes form part of these financial statements

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

Incoming resources

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

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources

Governance costs

Governance costs include costs relating to the longer term strategic planning and development of the charity. Included are a proportion of management and administrative salary costs that the board of trustees feel fairly represent and reflect the time spent by such staff on the charity's longer term continuity and development

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Leasehold improvements	- 5% on cost
Fixtures and fittings	- 15% on reducing balance
Computer equipment	- 25% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate

Donated services and facilities

The charity receives donated facilities by way of long-term rent free accommodation provided by Sefton Council. A commercial market rent for occupation of such a property would be in the region of £20,000 per annum

Notes to the Financial Statements - continued
for the Year Ended 31 March 2013

2 VOLUNTARY INCOME

	31 3 13	31 3 12
	£	£
Grants	15,221	10,284

Grants received, included in the above, are as follows

	31.3 13	31 3 12
	£	£
Sefton Council - Future Jobs	-	7,853
Sefton Council for Tourism	3,824	2,431
UFI Ltd	600	-
National Careers Service capital grant	2,769	-
Santander Foundation Fund	8,028	-
	<u>15,221</u>	<u>10,284</u>

3 ACTIVITIES FOR GENERATING FUNDS

	31 3 13	31 3 12
	£	£
Miscellaneous income	52	199
Payroll service charges	750	812
	<u>802</u>	<u>1,011</u>

4 INVESTMENT INCOME

	31 3 13	31 3 12
	£	£
Deposit account interest	2,025	655

5 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	31 3 13	31 3 12
	£	£
Primary purpose activities	286,334	269,970
Grants	9,337	-
	<u>295,671</u>	<u>269,970</u>

Grants received, included in the above, are as follows

	31 3 13	31 3 12
	£	£
UK online centres - Into Work Specialist Centre	7,500	-
Voluntary Organisation Learning Association	1,837	-
	<u>9,337</u>	<u>-</u>

6 SUPPORT COSTS

		Human resources £
Support costs		<u>56,435</u>

7 GOVERNANCE COSTS

	31.3.13 £	31.3.12 £
Independent Examination	<u>2,340</u>	<u>2,354</u>

8 NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting)

	31.3.13 £	31.3.12 £
Depreciation - owned assets	3,279	12,888
Hire of plant and machinery	<u>-</u>	<u>203</u>

9 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2013 nor for the year ended 31 March 2012

10 STAFF COSTS

	31.3.13 £	31.3.12 £
Wages and salaries	225,396	223,898
Social security costs	20,219	20,258
Other pension costs	1,725	2,096
	<u>247,340</u>	<u>246,252</u>

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

	31.3.13	31.3.12
Core activities staff	8	11
Support staff	3	3
	<u>11</u>	<u>14</u>

No employees received emoluments in excess of £60,000

Notes to the Financial Statements - continued
for the Year Ended 31 March 2013

11 TANGIBLE FIXED ASSETS

	Leasehold improvements £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 April 2012	36,858	35,980	14,617	87,455
Additions	-	-	3,295	3,295
At 31 March 2013	<u>36,858</u>	<u>35,980</u>	<u>17,912</u>	<u>90,750</u>
DEPRECIATION				
At 1 April 2012	16,492	35,366	12,541	64,399
Charge for year	1,843	92	1,344	3,279
At 31 March 2013	<u>18,335</u>	<u>35,458</u>	<u>13,885</u>	<u>67,678</u>
NET BOOK VALUE				
At 31 March 2013	<u>18,523</u>	<u>522</u>	<u>4,027</u>	<u>23,072</u>
At 31 March 2012	<u>20,366</u>	<u>614</u>	<u>2,076</u>	<u>23,056</u>

12 DEBTORS AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 3 13 £	31 3 12 £
Trade debtors	29,063	16,960
Other debtors	2,038	1,346
	<u>31,101</u>	<u>18,306</u>

13 CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 3 13 £	31 3 12 £
Trade creditors	365	-
Other creditors	2,340	2,340
	<u>2,705</u>	<u>2,340</u>

14 MOVEMENT IN FUNDS

	At 1 4 12 £	Net movement in funds £	At 31.3 13 £
Unrestricted funds			
General fund	26,048	9,548	35,596
Winding up fund	193,680	-	193,680
	<u>219,728</u>	<u>9,548</u>	<u>229,276</u>
Restricted funds			
Sefton Council for Tourism	1	(1)	-
National Careers Service	-	2,053	2,053
	<u>1</u>	<u>2,052</u>	<u>2,053</u>
TOTAL FUNDS	<u>219,729</u>	<u>11,600</u>	<u>231,329</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	285,966	(276,418)	9,548
Nextstep	20,560	(20,560)	-
	<u>306,526</u>	<u>(296,978)</u>	<u>9,548</u>
Restricted funds			
Sefton Council for Tourism	3,824	(3,825)	(1)
National Careers Service	2,769	(716)	2,053
UK Online Staff Training Grant	600	(600)	-
	<u>7,193</u>	<u>(5,141)</u>	<u>2,052</u>
TOTAL FUNDS	<u>313,719</u>	<u>(302,119)</u>	<u>11,600</u>

15 RESTRICTED AND DESIGNATED FUNDS

Contingency designated fund

This fund has been separately designated by the trustees to represent the cost of six months running costs and all contractual redundancy payments that would arise in the event of a winding up. In the current economic climate, having identified financial risk, the trustees felt it was prudent, and a matter of best practice to set this amount aside. There are, and continue to be, many changes to government funding policies, which could in turn, significantly effect main funding sources of the charity. In the event there was an income shortage, the amount set aside, is at a level sufficient enough to allow the trustees time to consider alternatives such as restructuring and seeking replacement sources of funding.

Sefton Council for Tourism

A grant received to cover wages costs for staff employed under the Data Warehouse scheme

National Careers Service

A grant awarded to cover the cost of portable IT equipment for outreach work. The balance on the fund is represented by the net book value of the assets acquired.

UK Online

A grant was received to part cover the cost for two members of staff in acquiring Digital ITQ accreditation.