

SKILLSBRIDGE LIMITED

A company limited by guarantee

REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2016

Charity number 1086658

Company number 3942255

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SKILLSBRIDGE LIMITED

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2016

The trustees are pleased to present their annual Directors' report together with financial statements of the charity for the year ended 31 March 2016 which are also prepared to meet the requirements for a Directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives of the charity

The main objective of the charity is to relieve poverty and unemployment and sustain communities by supporting charities and social enterprises in England who deliver important services for the public benefit.

Aims of the Charity

To achieve a stronger, more resilient and more enterprising voluntary and community sector to help meet our objectives, achieved through the creation of lasting alliances between individuals and organisations across sectors.

Objectives, strategies and activities for the year

SkillsBridge supports organisations in the voluntary and community sector by providing them with access to a range of professional skills and expertise free of charge. This expertise is volunteered by individuals working or recently retired from the private and public sectors.

SkillsBridge is about sharing knowledge and skills. Our volunteer experts from the private and public sectors are referred to as SkillsBridge Advisors and are there to guide and act as a critical friend to individuals and organisations as they take on new challenges and address emerging issues. In return our advisors extend their mentoring and creative skills, get access to new networks and develop a real sense of achievement and the confidence that brings.

Since launching SkillsBridge in 2011 we have supported several hundred charities and social enterprises in North East England and have become established within the VCSE sector as a valued and reliable provider of support. However, having recognised the challenges faced by the sector as public sector funding cuts continue to bite, in 2014 we launched a programme of local area partnership development, focussing SkillsBridge support to enable a group of VCS organisations and other stakeholders to come together and create a shared vision and plan for their area.

Our first partnership in Benwell & Scotswood ward in Newcastle upon Tyne saw the partnership win over £300,000 in new funding to support initiatives in an area that is one of five priority wards in the city and has pockets of deprivation in the lowest 3% nationally.

The success of this partnership led to SkillsBridge being invited to support the creation and development of a second partnership in neighbouring Elswick ward which faces many of the same challenges experienced by residents in Benwell & Scotswood. Although the focus of this partnership has been different, the cooperation and teamwork of the partners has been a strong factor in its success to date.

SKILLSBRIDGE LIMITED

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2016

We see the development of these local area-based partnerships as key to enabling the sector to support and help itself, as well as providing a vehicle with stronger links to the local authority, elected members and commissioners.

Our work in West Yorkshire, which launched in 2014 has continued to support a number of charities in the area. In response to local need we re-evaluated the direction of this work and under the guidance of our project lead in Bradford developed our work in the area in a new direction. It became clear that some local organisations wanted to explore whether skilled volunteers could be used to support their service users rather than support them with organisational development.

The Board met to agree these new plans and it was decided a pilot project be launched whose focus would be to work with local charities in supporting recent migrants, refugees and asylum seekers through using skilled volunteers as mentors. With funding from Big Lottery we launched the Work Out programme in 2015 and successfully supported over 20 individuals through two programmes. As well as gaining new skills and confidence, a number of the participants in the programme have gone on to take up employment and training opportunities.

In addition to our direct delivery work in West Yorkshire, and our skills sharing and partnership development work in the North East we have continued to forge strong links with other organisations engaged in skills sharing as part of the North East Skills Sharing Group, led by the Community Foundation for Tyne and Wear and Northumberland.

ACHIEVEMENTS AND PERFORMANCE

Evaluation and outputs

In order to understand the outcomes and success of our work we carry out a detailed assessment with 40% of the projects we undertake using our Impact Measurement Framework. This framework enables us to capture the key features of the support we provide to charities and the benefits to the Advisors who share their skills.

Based on research conducted by Durham University the Impact Measurement Framework assesses VCS organisational effectiveness in four key areas: foresight; enterprise; capability; and impact, as shown in the table below. As well as helping to measure the support 'journey' of each charity we work with, the assessment can illustrate where there are areas requiring further support and development. This in turn can lead to follow on support being identified either through SkillsBridge or through another provider.

Definitions	
Organisational Foresight	An organisation's resilience and ability to face challenges. The development of a long term vision.
Organisational Enterprise	An organisation's ability to generate, spot and win new opportunities
Organisational Capability	An organisation's ability to use its resources effectively
Organisational Impact	An organisation's ability to understand its impact and communicate effectively

SKILLSBRIDGE LIMITED

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2016

The impact on charities we have worked with

The impact of SkillsBridge support on charities, social enterprises and community groups is often felt over time. A new business plan might take time to become fully operational, staff who have been mentored need the opportunity to develop and implement the skills they've learned. In the short term we can see an effective and positive return from the work we put in but our goal as a charity goes beyond this. We want to support the development of a vibrant, effective, sustainable voluntary and community sector, one that has the capacity to meet needs and is both creative and innovative in its approach. Although not straightforward to measure we believe that is where much of the real value lies, and it is one of our key drivers. Over the last year our impact measurement shows:

- 53 organisations given one-to-one support
- 2 charity partnerships developed and supported
- £88,000 of savings made
- £338,000 of new income
- £53,000 of pro bono consultancy
- For every £1 it cost to run SkillsBridge, charities received £3.33 in benefit

Our Impact on individuals

Through two courses in West Yorkshire 25 recent migrants, refugees and asylum seekers have been supported on our Work Out programme. Backed by research and developed to fill a gap in provision, Work Out provided more than just run of the mill training, it gave people a sense of hope and purpose. By creating a programme that involved as much listening as talking we were able to understand and adapt around individual needs to provide tailored support that recognises each person's unique skills and qualities. In addition to a great sense of camaraderie and a positive approach to building the life they value, our participants:

- Improved communication skills
- Developed their confidence and self-belief
- Clarified their aims and goals
- Discovered a sense of purpose
- Accessed mentoring, training and peer support
- Created a personal development plan

Our impact on our advisors and their businesses

Over 75 of our leading businesses support the work of SkillsBridge which is part of what makes a small charity have such a big impact. It's thanks to all of our 155 skilled and talented volunteers who support our work that we're able provide help with anything from high level strategic planning to information management systems, and from frontline HR to website design. There are far too many areas of support to list but the key to all of it is that we take a person centred approach. SkillsBridge is about creating great partnerships between our skilled advisors and people they work with. In getting that right the benefit flows both ways and our advisors get something valuable in return:

- 100% said we made the best use of their skills and expertise
- 62% said they developed new networks and opportunities
- 100% told us they would recommend SkillsBridge to a colleague
- 50% reported that they have developed a long term relationship with the charity they supported
- 100% rated the experience of working with SkillsBridge as good or excellent
- 100% said it gave them a sense of achievement and a 'feel good' factor

SKILLSBRIDGE LIMITED
(A company limited by guarantee)

TRUSTEES ANNUAL REPORT
For the year ended 31 March 2016

Fundraising

Against a political backdrop of funding cuts for infrastructure, organisations like SkillsBridge who fall into this category continue to find the funding climate a challenging one. Our funding strategy represents the best plan we can devise for generating income from a number of sources and includes a mixture of paid for services, contracts and grants.

Our fundraising efforts this year have seen us secure grants from major national funders as well as from local trust funds. We have been supported to deliver services by two local authorities and explored new models of private sector funding.

Organisation

Relationships

All members of the team maintain close relationships with both our business partners and the voluntary and community sector organisations we support. Every effort is made to attend network meetings, contribute to strategic discussions and take part in focus groups pertaining to the areas of our work and the future development of the voluntary and community sector.

An Annual Review was produced highlighting our work and successes in 2015-16 and this will be circulated to our bond investors and funders as well as other key stakeholders. The Annual Review contains a number of case studies as well as a summary of impact assessment headline facts and figures. It is available for download from our website.

Human Resources

The staff team consists of:

- Chief Executive
- SkillsBridge Operations Manager
- SkillsBridge Project Officer, West Yorkshire

All staff members have taken part in regular team and line management meetings to ensure delivery against plans and targets. A range of training and professional development opportunities were made available to staff during the year.

Information Technology

Our current IT infrastructure involves the use of a central, office-based shared drive to which up to 3 laptops are networked. The server can be accessed remotely through a secure internet connection for those who require it.

Each team member has their own workspace on the shared drive as well as access to areas required for their work. Access to HR and finance records is restricted to the Chief Executive. A bespoke database has been created to facilitate efficient management of the project and to report back on outputs and outcomes.

Our website www.skills-bridge.org has been developed from templates commissioned from a local web design company. The SkillsBridge Operations Manager has the necessary skills and experience to carry out updates and develop the website further as our requirements demand. We make use of social media such as Twitter to promote our work and to highlight forthcoming events.

PLANS FOR FUTURE PERIODS

Our Impact Assessment has shown there is both a need and a demand for our skills sharing work. Given our level of success in terms of savings made and new income generated for local charities and social enterprises we will endeavour to continue this key strand of our work.

SKILLSBRIDGE LIMITED
(A company limited by guarantee)

TRUSTEES ANNUAL REPORT
For the year ended 31 March 2016

In doing so it is important that we create further links with businesses who want to take their corporate responsibility to the next level, and work with them to create solutions and programmes of activity that maximise their resources for the greatest benefit to local communities. We will continue to explore how we can develop this work on a paid for basis and have already generated more income from the private sector than in the last Financial Year.

Our partnership development work has led to a number of positive outcome for some of our most challenged communities and we will continue this work where funding is available to do so. We have been contracted by one partnership for the rest of the current year and have won funding to support activities for the second partnership with whom we are working.

Raising funds to enable us to carry on our work helping local charities and social enterprises is one of our biggest challenges in these times of continuing austerity and government cutbacks. One of our longest standing partners, Allia, who was instrumental in the initial establishment of SkillsBridge and remains a strong supporter has recently launched 'Serious Impact', a programme aimed at nurturing and developing new social and environmental enterprises that can make a real difference to the communities in which they operate.

Serious Impact is currently operating in Cambridge and Peterborough and has obtained funding of £1.7 million from a range of organisations, including the European Regional Development Fund, covering the first three years of the programme. We are in discussions with Allia to explore how SkillsBridge might fit with the Serious Impact programme and see if Serious Impact can be launched in the North East. The discussions are at an early stage, but the opportunities for working more closely with Allia are very exciting.

FINANCIAL REVIEW

Review of the year

The results for the year and the company's financial position at the end of the year are shown in the attached financial statements.

During the year the Charity had income of £109,531 (2015: £144,974) and expenditure of £121,717 (2015: £138,999). There was an operating deficit of £12,186 (2015: surplus £5,795).

At 31 March 2016 the Charity had net assets of £48,839 (2015: £61,025), analysed in the balance sheet set out on page 12.

Budgets are set annually by the Board and performance against the budget is monitored by the trustees at each meeting.

Reserves policy

The Trustees consider the level of reserves prudent for the Charity, taking into account liabilities in the event that the charity ceased, and seek to maintain this as a minimum. Our Reserves Policy is reviewed annually.

SKILLSBRIDGE LIMITED
(A company limited by guarantee)

TRUSTEES ANNUAL REPORT
For the year ended 31 March 2016

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	SkillsBridge Limited
Charity number	1086658
Company registration number	3942255
Registered office	Central Square South Orchard Street Newcastle upon Tyne Tyne & Wear NE1 3XX
Trustees and Members of the Board	R J Bottomley (Chair) T Jones J Litherland T Pain G Randell A M Stanley J Worters
Secretary	Eversecretary Limited
Chief executive	Andrew White
Independent Examiner	Jim Dodds Ellison Services Higham House Higham Place Newcastle upon Tyne NE1 8AF
Bankers	Virgin Money plc Jubilee House Gosforth Newcastle upon Tyne NE3 4PL
Solicitors	Eversheds Central Square South Orchard Street Newcastle upon Tyne Tyne & Wear NE1 3XX

SKILLSBRIDGE LIMITED
(A company limited by guarantee)

TRUSTEES ANNUAL REPORT
For the year ended 31 March 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a Charitable Company Limited by Guarantee. The Company was established under a Memorandum of Association which established the objects and powers of the Charitable Company and is governed under its Articles of Association. In the event of a winding up any member (who is a director) undertakes to contribute to the payment of liabilities such amount as may be required not exceeding the total of £1.

Recruitment and Appointment of the Board

The Directors of the Company are also Trustees for the purposes of charity law and under the company's Articles are also its members. Under the requirements of the Memorandum and Articles of Association, at the Annual General Meeting one-third of the Directors, who are subject to retirement by rotation, shall retire. Retiring Directors can be re-appointed at the Annual General Meeting.

SkillsBridge has a skills based board which supports good governance of the Charity. Trustees are selected on the basis of specialist skills and commitment to the objectives and aims of the organisation.

Board Induction and Training

New Board Members are introduced to the work of the organisation and informed of their legal roles and responsibilities at an induction meeting. The induction and training programme for new Board Members includes:

- A briefing by the Chair and Chief Executive
- An explanation of roles and responsibilities as a Board Member
- Copies of the main company documents including the Memorandum and Articles of Association and the Financial Statements
- Copy of the business plan and most recent evaluation report
- Copies of recent board papers including budgets and management accounts
- A copy of the Charity Commission publication "How to be an Effective Trustee"
- A copy of the governance structure.

Organisational Structure

SkillsBridge has a Board of seven members who meet at least six times each year. The Board brings expertise from a wide range of professional backgrounds. Their principle role is to:

- Ensure that SkillsBridge has a clear vision and strategy for the future
- Support the Chief Executive and staff
- Monitor the performance of the organisation against its strategy and plans

Financial management of the organisation is considered to be the responsibility of all of the trustees who go through the financial reports and cash flow projections at each Board meeting. Nominations and remuneration are reviewed by the Board on an annual basis.

SkillsBridge exists to relieve poverty and unemployment and sustain communities. The core purpose and vision of the organisation are to work for public benefit principally in these areas through addressing a

range of themes related to prevalent social and personal issues such as health, employment, education, emotional wellbeing, and financial and social inclusion.

SKILLSBRIDGE LIMITED

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2016

The mechanism through which these needs are addressed is by identifying voluntary and community sector (VCS) organisations working in these areas and supporting them in their work. The support for these organisations can cover a range of themes but broadly falls into three main categories: strategic/business planning with the Chief Officer and board; operational support in one of a number of fields including HR, Marketing, Financial Management, IT; and lastly through working to support the service users of the charity directly.

The SkillsBridge model is not about providing access to free consultancy, it's about sharing skills. Our advisors will work to mentor and support staff or service users as they address new challenges or emerging issues to help them create bespoke solutions that are robust and fit for purpose.

As well as increasing skills and knowledge in the sector, it has been demonstrated that SkillsBridge support can help VCS organisations generate new income, save money and build capacity each of which will have a direct impact on their ability to serve the needs of their beneficiaries, thus helping to further our aims. Our work with service users has opened up new opportunities for our highly skilled volunteers to offer support. This has included both mentoring and practical support around employment and language skills.

Steering Group

The Board and staff team are supported and advised by a cross sector steering group established in 2011. The group meets four times each year and comprises front line charities, VCS infrastructure, private sector companies, private sector infrastructure and the public sector.

It is the role of the steering group to consider the activities and future plans of the organisation, and provide feedback and advise on these based on their knowledge of their own area of expertise and their involvement with the project.

Risk Management

The Board is responsible for the management of the risks to which the Charity is exposed. A risk register is produced which considers financial, governance and delivery risks. From this a risk matrix diagram is produced.

For each risk the register identifies:

- Initial risk assessment in terms of impact and likelihood
- Initial risk rating
- Counter measures
- Responsibility / ownership
- Timescale
- Amended risk assessment in terms of impact and likelihood
- Amended risk rating

The Board reviews the risk register and risk matrix throughout the year. Through the counter measures put in place in the risk register and the regular reviews and updates, the Board is satisfied that the major risks identified have been adequately mitigated. It is recognised that this approach can only provide reasonable but not absolute assurance that major risks have been adequately managed.

SKILLSBRIDGE LIMITED
(A company limited by guarantee)

TRUSTEES ANNUAL REPORT
For the year ended 31 March 2016

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENT

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

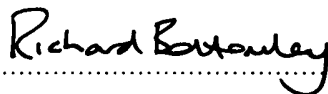
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

By order of the board of trustees

R J Bottomley, Chair of the Board of Trustees.



Date: 26th October 2016

SKILLSBRIDGE LIMITED

A company limited by guarantee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 Mar 2016

I report on the financial statements of SkillsBridge for the year ended 31 Mar 2016, which are set out on pages 11 to 19

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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 independent examiner's statement

My examination was carried out in accordance with 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 the 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 statement 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 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and 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 accounts to be reached.

Jim Dodds
Ellison Services Limited
Higham House
Higham Place
Newcastle upon Tyne
NE1 8AF
Date: 29/11/16



SKILLSBRIDGE LIMITED

A company limited by guarantee

STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING THE INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 Mar 2016

	Note	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Income from:					
Donations and legacies	3	13,000	-	13,000	29,000
Charitable activities					
Grants and contracts	4	88,584	7,755	96,339	115,610
Investment income	5	192	-	192	184
Total income		101,776	7,755	109,531	144,794
Expenditure on:					
Charitable activities					
Operation of the charity	6	113,962	7,755	121,717	138,999
Total expenditure		113,962	7,755	121,717	138,999
Net income/(expenditure) and net movement in funds for the year		(12,186)	-	(12,186)	5,795
Reconciliation of funds					
Total funds brought forward		61,025	-	61,025	55,231
Total funds carried forward		48,839	-	48,839	61,025

The Statement of Financial Activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities

The notes on pages 13 to 19 form an integral part of these accounts.

SKILLSBRIDGE LIMITED

A company limited by guarantee

Company number 03942255

BALANCE SHEET

As at 31 Mar 2016

	Note	£	Total 2016 £	£	Total 2015 £
Current assets					
Debtors and prepayments	13	1,000		8,000	
Cash at bank and in hand		58,141		62,463	
Total current assets		59,141		70,463	
Liabilities					
Creditors: amounts falling due within one year	14	(10,301)		(9,438)	
Net current assets			48,839		61,025
Total assets less current liabilities			48,839		61,025
Net assets			48,839		61,025
Funds of the charity					
Unrestricted income funds			48,839		61,025
Restricted income funds			-		-
Funds of the charity			48,839		61,025

The trustees are satisfied that the charitable company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The Trustees acknowledge their responsibilities for:

(i) ensuring that the charitable company keeps proper accounting records which comply with section 380 of the Act; and

(ii) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its incoming resources and application of resources, including its surplus or deficit for the financial year in accordance with the requirements of the Act relating to financial statements so far as applicable to the charitable company.

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

The notes on pages 13 to 19 form an integral part of these accounts.

These financial statements were approved by the Board on:

and are signed on its behalf by: R J Bottomley
Chair

26th October 2016
Ricard Bottomley

SKILLSBRIDGE LIMITED

A company limited by guarantee

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 Mar 2016

1 Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

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

SkillsBridge Limited 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 note(s).

b) Reconciliation with previous Generally Accepted Accounting Practice

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

At the date of transition no restatements were required.

c) Preparation of the accounts on a going concern basis

The charity reported an unrestricted surplus for the year of £48,278. The trustees are of the view that the immediate future of the charity for the next 12 to 18 months is secure and that on this basis the charity is a going concern.

d) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance or provision of other specified service is deferred until the criteria of income recognition are met.

e) Interest receivable

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

f) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific artistic projects being undertaken by the charity.

SKILLSBRIDGE LIMITED

A company limited by guarantee

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 Mar 2016

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the costs of providing support to the voluntary and community sector and other activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities.

i) Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Fixtures and fittings	-20% straight line
Computer equipment	-25% straight line

j) Pensions

The charitable company operates a defined contribution 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

k) Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company

2 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity

SKILLSBRIDGE LIMITED

A company limited by guarantee

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 Mar 2016

Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
3 Income from donations and legacies				
TS Dallas	6,000	-	6,000	-
RW Mann Trust	2,000	-	2,000	2,000
James Knott Trust	5,000	-	5,000	5,000
Hadrian Trust	-	-	-	1,000
Benfield Motors Fund	-	-	-	2,000
Allia	-	-	-	5,000
Newcastle City Council Supporting Communities	-	-	-	6,000
Newcastle City Council Ward Committee	-	-	-	3,000
DWF	-	-	-	5,000
	<u>13,000</u>	<u>-</u>	<u>13,000</u>	<u>29,000</u>
4 Income from charitable activities				
<u>Income from grants and contracts</u>				
Northumberland County Council	20,000	-	20,000	20,000
Dulverton Trust	20,000	-	20,000	-
Newcastle City Council Partnership Development	11,600	-	11,600	-
Esmee Fairbairn	25,000	-	25,000	-
Gateshead Council	10,000	-	10,000	-
Big Lottery	-	7,755	7,755	-
Northern Rock Foundation	-	-	-	25,000
Newcastle CVS	-	-	-	10,000
Garfield Western	-	-	-	15,000
Incommunities Group	-	-	-	15,000
Locality (Our Place)	-	-	-	30,000
Other income	1,984	-	1,984	610
	<u>88,584</u>	<u>7,755</u>	<u>96,339</u>	<u>115,610</u>
5 Investment income				
Bank interest	192	-	192	184
	<u>192</u>	<u>-</u>	<u>192</u>	<u>184</u>

SKILLSBRIDGE LIMITED

A company limited by guarantee

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 Mar 2016

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
6 Charitable activities				
<u>Direct costs</u>				
Staff costs	83,711	-	83,711	100,943
Project supply workers	13,570	7,527	21,097	15,689
Programme delivery	95	-	95	734
Staff travel, meetings and events	4,898	-	4,898	5,682
Training	550	-	550	-
Promotion	-	228	228	1,320
Evaluation	-	-	-	1,000
<u>Support costs</u>				
Office costs	2,662	-	2,662	4,416
Accommodation costs	4,356	-	4,356	4,336
Professional fees	1,140	-	1,140	2,149
General expenses	673	-	673	1,023
<u>Governance costs</u>				
Annual review costs AGM	807	-	807	208
Independent examiner's fees for reporting on the accounts	1,500	-	1,500	1,500
	<u>113,962</u>	<u>7,755</u>	<u>121,717</u>	<u>138,999</u>

Expenditure on charitable activities was £121,717 (2015: £138,999) of which £113,962 was unrestricted (2015: £88,999) and £7,755 was restricted (2015: £50,000)

	2016 £	2015 £
7 Net income/(expenditure) for the year		
This is stated after charging :		
Independent examiner's fees for reporting on the accounts	1,500	1,500
Accountancy services	960	912
	<u>2,460</u>	<u>2,412</u>

8 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

	2016 £	2015 £
Gross wages, salaries and benefits in kind	71,434	88,698
Employer's National Insurance costs	7,619	7,335
Employer's pension costs	4,659	4,973
	<u>83,711</u>	<u>101,006</u>

SKILLSBRIDGE LIMITED

A company limited by guarantee

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 Mar 2016

No employee received remuneration above £60,000 (2015: nil)

The charity trustees were not paid any other benefits from employment with the charity in the year (2015: £nil). No charity trustee received payment for professional or other services supplied to the charity. (2015: £nil)

The key management personnel of the charity, comprise the trustees and the Chief Executive. The total employee benefits of the key management personnel of the charity were £55,770 (2015: £55,964)

9 Staff Numbers

The average monthly head count was 3 staff (2015: 3 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

		2016 Number	2015 Number
The parts of the charity in which the employee's work			
	Project staff	2.0	2.0
	Management	1.0	1.0
		<u>3.0</u>	<u>3.0</u>

10 Defined contribution pension scheme

Brief details of the scheme

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The employer's pension costs represent contributions payable by the charity to the fund

11 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

12 Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Total £
Cost			
Balance brought forward	100	11,179	11,279
Additions	-	-	-
Disposals	-	-	-
Balance carried forward	<u>100</u>	<u>11,179</u>	<u>11,279</u>
Depreciation			
Balance brought forward	100	11,179	11,279
Depreciation charge for year	-	-	-
Disposals	-	-	-
Balance carried forward	<u>100</u>	<u>11,179</u>	<u>11,279</u>
Net book value			
Brought forward	-	-	-
Carried forward	-	-	-

SKILLSBRIDGE LIMITED

A company limited by guarantee

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 Mar 2016

13 Debtors and prepayments (receivable within 1 year)

	2016 £	2015 £
Grants		
Northumberland County Council	-	5,000
Elswick (Our Place)	1,000	-
Locality (Our Place)	-	3,000
	<u>1,000</u>	<u>8,000</u>

14 Creditors and accruals (payable within 1 year)

	2016 £	2015 £
Trade creditors	2,242	206
PAYE and social security	1,986	2,344
Accruals		
Independent examination of accounts	1,500	1,500
Other accruals	388	388
Deferred income		
Northumberland County Council	-	5,000
Big Lottery	2,185	-
RW Mann Trust	2,000	-
	<u>10,301</u>	<u>9,438</u>

15 Deferred income

Deferred income comprises of advance payment from Big Lottery and RW Mann Trust

	2016 £
Balance brought forward	5,000
Amount released to income earned from charitable activities	(5,000)
Amount deferred in year	4,185
Balance carried forward	<u>4,185</u>

16 Analysis of charitable funds**Analysis of movements in unrestricted funds**

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
General unrestricted fund	61,025	101,776	(113,962)	-	48,839
Totals	<u>61,025</u>	<u>101,776</u>	<u>(113,962)</u>	<u>-</u>	<u>48,839</u>

Purpose of unrestricted funds

General unrestricted fund

This represents the 'free reserves' of the charity

SKILLSBRIDGE LIMITED

A company limited by guarantee

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 Mar 2016

Analysis of movement in restricted funds

	Fund balances brought forward	Incoming resources	Resources expended	Transfers	Fund balances carried forward
	£	£	£	£	£
Restricted funds					
Big Lottery	-	7,755	(7,755)	-	-
Totals	-	7,755	(7,755)	-	-

Purpose of restricted funds

Big Lottery Contribution towards the development of a volunteer programme in Bradford

17 Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total 2016
	£	£	£
Cash at bank and in hand	58,141	-	58,141
Other net current assets	1,000	-	1,000
Creditors (payable within 1 year)	(10,301)	-	(10,301)
	48,839	-	48,839