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Helm Training Limited
(A company limited by guarantee)

**Report and financial statements
for the year ended 31 March 2019**

Registered Number SC099885

Scottish Charity Number SC008580

ID1012331



Helm Training Limited
(A company limited by guarantee)

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Helm Training Limited
(A company limited by guarantee)

Company information

Directors	Douglas Moodie Christine Arjun Murray Ross Alison Cartwright Ruth Weir Shane Collins Marc Fleming
Chief Executive	Helen McKeever
Management Team	Martin Just Carol Robertson
Principle & Registered Office	Sea Captain's House 48 St Andrew's Lane Dundee DD1 2EY
Registered Number	SC099885
Charity Number	SC008580
Auditor	MHA Henderson Loggie Chartered Accountants The Vision Building 20 Greenmarket Dundee DD1 4QB
Solicitors	Blackadders LLP 30 & 34 Reform Street Dundee DD1 1RJ
Principal Bankers	The Royal Bank of Scotland plc 288 Brook Street Broughty Ferry Dundee DD5 2AP Scottish Widows Bank plc 67 Morrison Street Edinburgh EH3 8YJ Clydesdale Bank plc 30 St Vincent Place Glasgow G1 2HL

Helm Training Limited

(A company limited by guarantee)

Trustees' report

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their annual report, with the financial statements of the company for the year ended 31 March 2019.

Reference and administrative details

The company information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association of the company and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014.

The charity information set out on page 1 forms part of this report.

Directors

The directors, who for the purposes of charity law are also the trustees, in office at the date of this report and throughout the year were as follows:

Douglas Moodie	
Christine Arjun	
Aisha Haque	(Resigned 15 May 2019)
Murray Ross	
Alison Cartwright	
Charles Malone	(Resigned 3 October 2018)
Ruth Weir	
Shane Collins	(Appointed 21 November 2018)
Marc Fleming	(Appointed 21 November 2018)

In accordance with the Company's Articles of Association, Douglas Moodie, Christine Arjun, and Alison Cartwright retire this year, and being eligible, offer themselves for re-election.

Structure, governance and management

Constitution and objects

Helm Training Limited is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. Company No SC099885, Scottish Charity No SC008580.

The objectives for which the company was established are

- i) to promote the welfare and to advance the education and skills of disabled people and those whose employment prospects are impaired by the lack of education and/or training ("educationally disadvantaged") in Scotland by whatever means may be deemed appropriate including, without prejudice to the foregoing generality, the promotion, establishment and maintenance of one or more centres for the benefit, education, advancement and general welfare of disabled or educationally disadvantaged people
- ii) to promote and encourage the provision of more adequate public facilities for disabled or educationally disadvantaged people and to advance the education and awareness of the public in Scotland of the needs of disabled and/or educationally disadvantaged people
- iii) to promote, encourage and assist in research into ways of improving and furthering the welfare, education, advancement and general welfare of young disabled/or educationally disadvantaged people.

Helm are a grassroots youthwork charity and we have been working with young people in Dundee for over 30 years. We specialise in supporting our students through their first transition into adult life, whether that is college, jobs or apprenticeships.

Appointment of directors

We will continue to take a 'pro-active' approach of advertising for suitable candidates in order to broaden the skills base of the Board.

Key management personnel remuneration

The directors consider the board of directors and the management personnel of the charity, in charge of the directing and controlling the charity on a day to day basis. All directors give their time freely and no director remuneration or expenses were paid on the year.

Directors are required to disclose all relevant interests and register them with the Chief Executive in accordance with the charity's policy and withdraw from decisions where conflicts of interest arises.

The pay of the management team is reviewed annually.

Director induction and training

New directors undertake a comprehensive induction to the organisation. This includes identifying their particular skills and interests. Directors continue to take regular formal and informal internal and external opportunities to develop their knowledge base and update their skills.

Organisation

The directors are responsible for setting the strategic direction of the company and ensuring that proper accounting records are maintained to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. Directors are also responsible for ensuring that the company has an active, effective approach to managing Health & Safety risks.

The day-to-day management and operation of the company is the responsibility of the Chief Executive who is supported in this role by a senior management team.

Review of achievements and performance

2018-9 has once again been another very full year for the staff, students, volunteers and the Board of Helm.

We remain the largest youthwork provider in Dundee, working with over 200 young people a year, specialising in enabling young people to make positive and sustainable transitions to adult life.

We provide a rich and diverse breadth of activities for our students in our well-equipped facilities, which include a gym, a catering kitchen, a hair and beauty salon, a practical skills unit, an allotment, and a training garage, as well as lovely group learning spaces.

And we are gaining momentum in our strategic aim to enable young people with experience of adversity to lead rights based social change. Helm's vision is "A Scotland where all young people dare to dream".

Transitions for young people

Our core work day to day in Dundee remains the offer of successful alternative education and employability programmes, for young people aged 15 upwards, and open and inclusive of all. We are commissioned annually by Dundee City Council's education team, and successfully bid every year to be able to offer national employability fund places on behalf of Skills Development Scotland. We are also really fortunate to be supported by a growing number of trusts and foundations, whose support is key to enabling young people with the greatest challenges to sustain their places and work towards successful transitions.

"I have enjoyed my time at Helm very much. They have done a lot to help me gain qualifications and work experience." – Robbie

Our approach

Our consistent success is a clear demonstration that all young people, regardless of circumstance, want to and can learn and achieve, and aspire to the same things as everyone else – a comfortable home, a fulfilling job and a good family life.

We believe the results we see every year are directly related to:

- the strengths of relationships students have with youth workers and with their peers at Helm
- the range of opportunities we provide for student centred learning and development
- an ethos and culture which is appropriately flexible, non-judgemental, is safe, has clear boundaries and is consistently supportive
- an excellent, high quality, experienced team within HELM who care about our young people and want to see them succeed in life
-
-

*"It is great getting to go out and about instead of being stuck in the classrooms. I really enjoy doing beauty and want to progress further."
– Caitlin*

"I enjoy being at the garage because it allows me to do more hands on work while I learn more" – Mason

Trustee's report (continued)

Focus for this year's report

I have chosen to single out a few highlights throughout the year demonstrating the momentum we are building on innovating, influencing and sharing best practice – regionally, nationally and internationally. We are proud to remain a focussed grassroots organisation, steeped in Dundee's history. We keep our feet firmly on the ground, and can show clearly through hundreds of young people's engagement and success that people-centred practice works.

"At Helm, I was helped to gain confidence and motivation to get ready for work. I have now left with everything I need and thanks to Helm, have recently become an apprentice in a local nursery as a trainee early years practitioner." – Simone

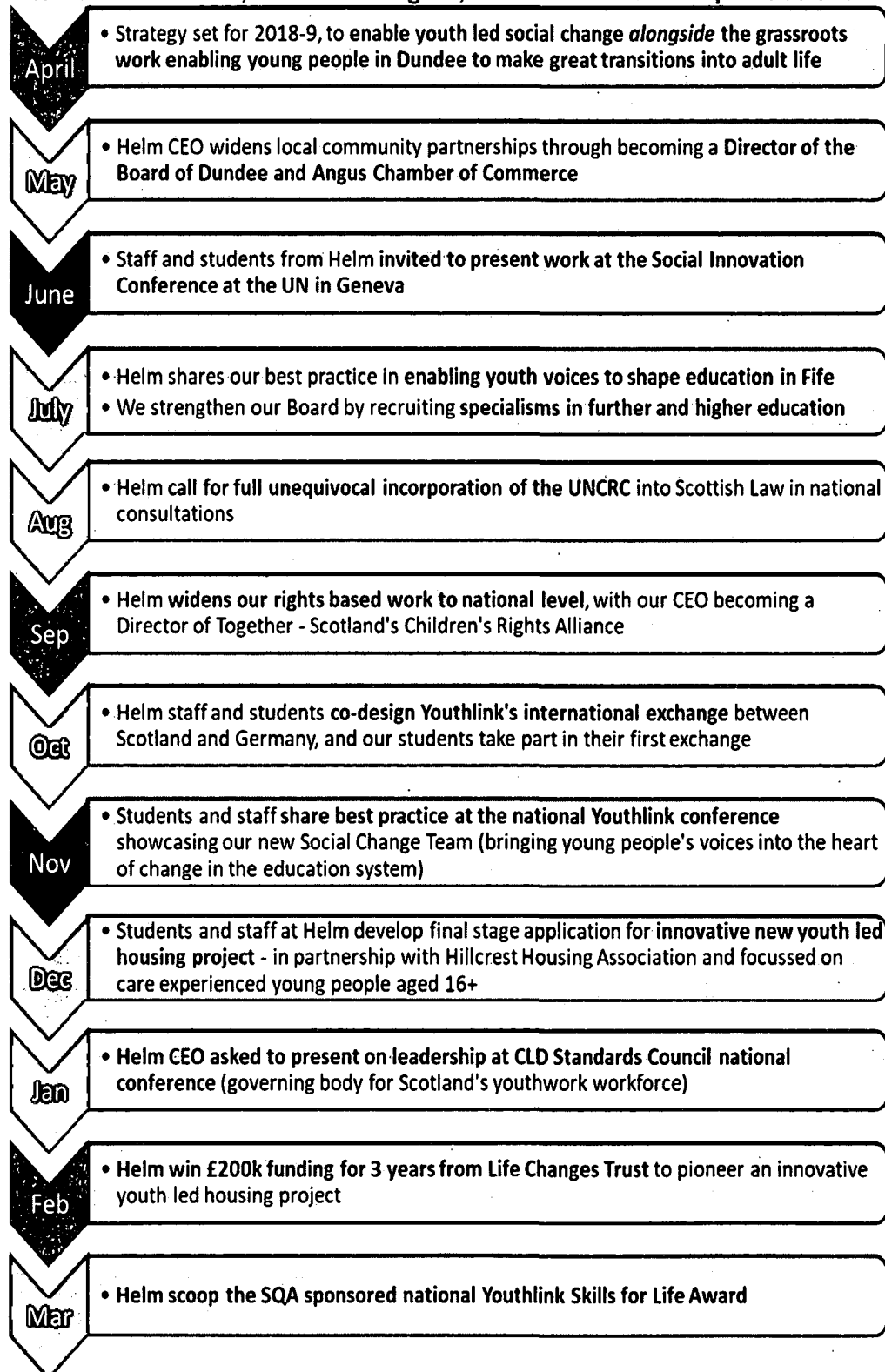
At the same time we are working very hard to create capacity and space to start to challenge the status quo, and enable young people with lived experience of adversity to place their voices at the heart of change for all.

"It is important to work together to change systems so they work for each individual person and their needs. It's not what is the quickest or cheapest option, but the option that will have the best outcomes for that person." – Savannah (first new care experienced adviser in our housing project)

Some highlights of the year are shown below, culminating in achieving the national award for accredited life skills in Scotland – an incredible achievement for the team:

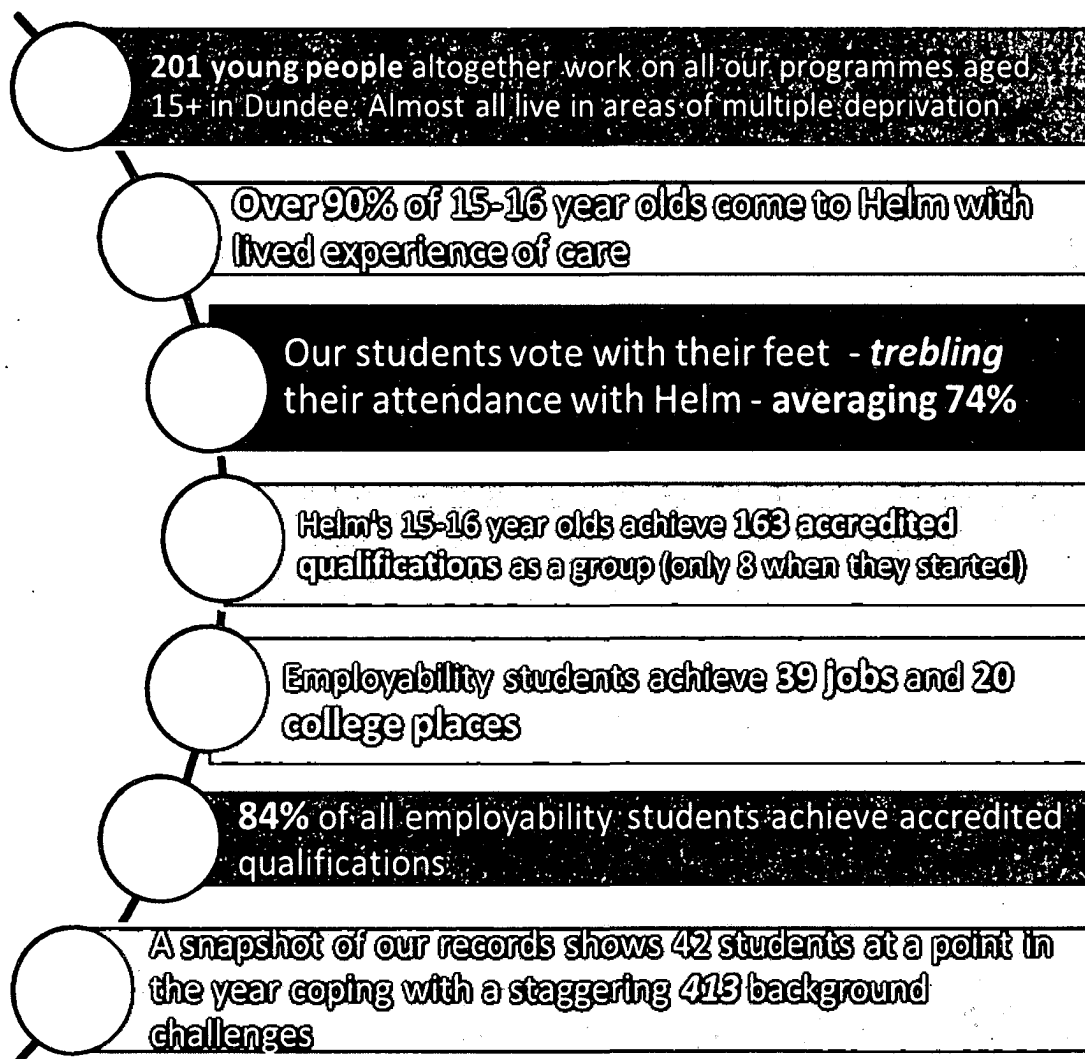
"The best night ever!"
– Rebecca (who went up on stage to collect Helm's award in front of hundreds of people in Glasgow)

International events, Children's Rights, Innovation and Best practice sharing



While our work to enable young people to lead change is building momentum as shown above, we also continue to work hard every day, enabling individual young people to set their own goals and identify anything which is holding them back, and working alongside them to help them make a great transition to adult life.

Some numbers are below – demonstrating both the degree of challenge faced by our students, as well as their many achievements.



"I started Helm at the start of January and I have gained a lot of confidence and made new friends. I now feel ready for work." – Chloe

"Helm has given me a career and hope for the future and is a phenomenal resource for any young person." – Brandon

Our people and capacity

We continue to intentionally grow our capacity as an organisation, in order to support the breadth of our work, and to create new exciting roles for young people to lead in our most innovative new projects. Some important additions have been made to the team this year – including a new fundraising officer post to manage the growing success of our work in diversifying and broadening our support base, and additional administration support being provided by our new Modern Apprentice, helping others release more time for work in influencing and best practice sharing.

We have created and filled a brand new post to facilitate the work of our new social change team, and will be recruiting 4 young ambassadors with lived experience of adversity in coming months. This team will be pioneering youth led change in the education system - gathering the voices and experiences of young people and families all over Scotland, and working with decision makers and education professionals who are leading the changes needed to make our mainstream schools more inclusive for all.

Looking ahead, with the welcome security which comes from the 3 year funding commitment from the Life Changes Trust, we will soon also be recruiting 4 care experienced young people to work as Advisers in our new youthled housing venture. A new youth-led "housing plus" organisation will be set up to develop and manage 30 new homes in Dundee for care experienced young people aged 16+, providing secure and co-designed tenancies in partnership with Hillcrest Homes as young people take their first steps in independent living. 50% of the Board members of the new organisation will be care experienced tenants, and all tenants will have access to transition support, work experience and peer mentoring.

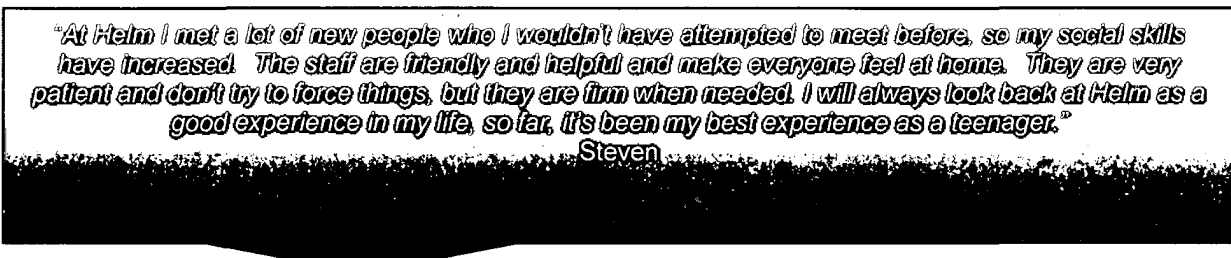


"My time at Helm was fun, I have learned many different skills for working." - Danielle

The "Dundee Village"

None of this happens without the contribution of dedicated passionate people – our patient, hardworking and knowledgeable staff team, our community volunteers, our freelance instructors, and all our Trustee Directors, together with a huge number of community businesses and voluntary and statutory agencies without whose great work and partnerships our work would not be possible. It really does take a village to raise a child, and as a grassroots organisation Helm has always benefitted from one of Dundee's great strengths – how connected we are as a community.

I would like to take this opportunity to thank each and every one of them for their work and contributions this year, and look forward to working with them again in the coming year.



"At Helm I met a lot of new people who I wouldn't have attempted to meet before, so my social skills have increased. The staff are friendly and helpful and make everyone feel at home. They are very patient and don't try to force things, but they are firm when needed. I will always look back at Helm as a good experience in my life, so far, it's been my best experience as a teenager."

Steven

Statement of Directors' responsibilities

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

Company law requires the directors to prepare financial statements for each financial year 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 the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the directors 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 accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). 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.

The directors 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.

Investment powers and policy

Under the Memorandum and Articles of Association, the company has the power to invest in any way the directors wish. The directors, having regard to the liquidity requirement of the company, and the reserves policy, have created a policy of keeping available funds in interest bearing deposit accounts.

Risk management

The Board have identified the following as major risk areas:

Strategic
Compliance
Reputational
Quality
Operational safety
Communications
Scope
Staffing and volunteers
Partnerships
Board
Resources

We have reviewed each risk area within our strategic plan and prioritise and resource work in line with risks assessed.

Financial review

The company relies on three main sources of income – contracted income from Skills Development Scotland to support the Employability Fund training programme in Dundee, Dundee City Council to support the Pathways Programme in Dundee and various donations and fund raising to support its other activities.

Over the last few years the Board has made a number of decisions to invest in developing its operations and this has come at a cost. This has been carefully planned and budgeted but has resulted in the company showing a deficit of £25,493 (2018 - £7,030) for the year.

Reserves policy

The directors have established a policy whereby the unrestricted funds not designated, committed or invested in tangible fixed assets ('the free reserves') held by the charity should be in the region of 3 months of total resources expended being £189,110 (2018 - £194,495). At this level, the directors feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed. The free reserves, amounting to £144,778 (2018 - £480,827) fall short of achieving this target level. The restricted reserve held at the year end total £329,623 (2018 - £351,951). The directors are aware of this and are actively seeking ways to improve the position and continue to keep this under review in the current challenging economic climate.

Statement of disclosure of information to auditor


The directors of the company who held office at the date of approval of this report are set out above. Each confirms that insofar as they are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the directors have taken all the steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

Small company exemptions

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

By order of the Board



Douglas Moodie
Chair

4th October 2019

Helm Training Limited
(A company limited by guarantee)

Independent auditor's report to the directors and members of Helm Training Limited

Independent auditor's report to the directors and members of Helm Training Limited

We have audited the financial statements of Helm Training Limited for the year ended 31 March 2019 which comprise statement of financial activities incorporating an income and expenditure account, balance sheet, cash flow and the related notes as shown on pages 16 to 31. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its income and expenditure for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended)

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the Trustees' report, other than the financial statements and our auditor's report thereon. The directors are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Helm Training Limited
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Independent auditor's report to the directors and members of Helm Training Limited

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Trustees' Report which includes the Directors' Report for the financial period for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report which includes the Directors' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of Helm Trading Limited and its environment obtained in the course of the audit, in we have not identified any material misstatement in the Trustees' Report which includes the Directors' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006, the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of directors

As explained more fully in the Directors' Responsibilities Statement, the directors (who are also the trustees of the charitable company for the purposes of charitable law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Helm Training Limited
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Independent auditor's report to the directors and members of Helm Training Limited

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with the Acts and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charity's directors, as a body, in accordance with Section 44 (1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the members and the charity's directors those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity, its members as a body and its directors as a body, for our audit work, for this report, or for the opinions we have formed.



Ian J Cameron [Senior Statutory Auditor]
For and on behalf of MHA Henderson Loggie
Chartered Accountants
Statutory Auditor
The Vision Building
20 Greenmarket
Dundee
DD1 4QB

8 October 2019

MHA Henderson Loggie is a trading name of Henderson Loggie LLP

Helm Training Limited
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Statement of financial activities (incorporating an income and expenditure account) for the year ended 31 March 2019

	Note	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
Income					
Donations	15	118,640	20,000	138,640	221,835
Charitable activities	15	3,852	586,050	589,902	547,104
Other income	8	2,406	-	2,406	2,010
Total income		124,898	606,050	730,948	770,949
Expenditure					
Raising funds	5	-	29,718	29,718	15,452
Charitable activities	5 - 7	65,315	661,408	726,723	762,527
Total expenditure		65,315	691,126	756,441	777,979
Net expenditure		59,583	(85,076)	(25,493)	(7,030)
Transfers between funds		(62,748)	62,748	-	-
Net movement in funds		(3,165)	(22,328)	(25,493)	(7,030)
Fund balances brought forward 1 April 2018		624,706	351,951	976,657	983,687
Fund balances carried forward 31 March 2019	15 - 16	621,541 =====	329,623 =====	951,164 =====	976,657 =====

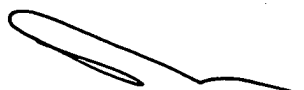
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Balance sheet at 31 March 2019

	Note	£	2019 £	£	2018 £
Fixed assets					
Tangible assets	10		471,496		484,292
Current assets					
Debtors	11	177,430		186,060	
Cash at bank and in hand		352,884		373,018	
		<u>530,314</u>		<u>559,078</u>	
Creditors					
Amounts falling due within one year	12	50,646		66,713	
		<u></u>		<u></u>	
Net current assets			479,668		492,365
Total assets less current liabilities			<u>951,164</u> =====		<u>976,657</u> =====
Capital and reserves					
Unrestricted	16		289,163		624,706
Unrestricted designated	16		332,378		-
			<u>621,541</u>		<u>624,706</u>
Restricted	15		329,623		351,951
Total charity funds			<u>951,164</u> =====		<u>976,657</u> =====

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the board of directors on 14th October 2019 and signed on its behalf by



Douglas Moodie
Director

The notes on pages 19 to 31 form part of these financial statements.

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Statement of cash flows for the year ended 31 March 2019

	Note	2019 £	2018 £
Cash flows from operating activities:			
Net cash used in operating activities	19	(11,416)	(70,185)
Cash flows from investing activities:			
Investment income	8	2,406	2,010
Purchase of tangible fixed assets	10	(11,124)	(2,431)
Net cash provided by investing activities		(8,718)	(421)
Change in cash and cash equivalents in the year		(20,134)	(70,606)
Cash and cash equivalents at 1 April 2018		373,018	443,624
Cash and cash equivalents at 31 March 2019		352,884	373,018
		=====	=====

Helm Training Limited
(A company limited by guarantee)

Notes to the financial statements

1 Status of company and liability of members

Helm Training Limited is a charitable company limited by guarantee and registered in Scotland. The registered address of Helm Training Limited is Sea Captain's House 48 St Andrew's Lane, Dundee, DD1 2EY.

On the winding up of the company every member has undertaken to contribute to the assets of the company for the payment of the debts and liabilities and of the cost of winding up of the company, such amount as may be required, not exceeding one pound. If the winding up occurs within one year of a member ceasing to be a member then the above applies for debts and liabilities of the company contracted for before he ceased to be a member.

2 Accounting policies

Basis of accounting

The financial statements are prepared under the historical cost convention and include the results of the operations of the company as indicated in the Directors' Report, all of which are continuing.

The financial statements have been prepared in accordance with applicable accounting standards and the Statement of Recommended Practice Accounting and Reporting by Charities, preparing their financial statements in accordance with the Financial Reporting standards applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and Financial Reporting Standards applicable in the United Kingdom and Republic of Ireland (FRS 102), comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

Helm Training Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The following is a summary of the significant accounting policies adopted by the company in the preparation of the financial statements.

Going concern

At the time of approving the financial statements the directors have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. There are no material uncertainties that may cast doubt upon the going concern assumption.

Notes to the financial statements (continued)

2 Accounting policies (continued)

Funds

With the adoption of the SORP all income and expenditure is dealt with through the statement of financial activities. In the statement of financial activities funds are classified as either restricted funds or unrestricted funds, defined as follows:

Restricted funds are funds subject to specific purposes, which may be declared by the donor or with their authority (e.g. by the restrictive wording of an appeal).

Where restricted funds are unspent there are agreements in place with the donors that these balances can be transferred to unrestricted funds rather than being repaid.

Unrestricted funds are expendable at the discretion of the Board in furtherance of the objects of Helm Training Limited. The Board has designated an element of the unrestricted funds for future capital expenditure.

A transfer is made from unrestricted funds to restricted funds to compensate fully all restricted funds which would otherwise be in deficit at the accounting date.

Income

Donations

Donations are included within the financial statements when it is probable that they will be received by the charity.

Other income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

Interest receivable

Interest is included when receivable by the charity.

Grants

Government grants in respect of capital expenditure are reflected in full on receipt and worked as a restricted fund which reduces over time with depreciation.

Government and other grants towards revenue expenditure are credited to the income and expenditure in the year to which they relate.

2 Accounting policies (continued)

Expenditure

Expenditure is included in the financial statements on an accruals basis.

- Cost of raising funds are those incurred in attracting voluntary income, and those incurred in trading activities that raise funds.
- Charitable activities include expenditure associated with running the learning centres, and include the direct costs, governance costs and support costs relating to these activities.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of size of activity within the company's whole operation.

VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. VAT is charged against the category of resources expended for which it was incurred.

Operating leases

Rentals are charged to the income and expenditure account on a straight-line basis over the period of the lease.

Pension costs

The company operates a defined contribution pension scheme. Contributions payable to this scheme are charged to the income and expenditure account in the period to which they relate. These contributions are invested separately from the company's assets.

Tangible fixed assets

Tangible fixed assets are initially measured at cost less depreciation.

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

Freehold land and buildings	-	2% on cost
Equipment, fixtures etc.	-	20% - 33.3% on cost

Due to the historic nature of the company's buildings the Board is of the opinion that the land value contained in the cost of Freehold land and buildings is negligible and therefore the full cost is depreciated.

Additions to fixed assets are capitalised subject to a de-minimus level of £500.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of trade discounts due.

2 Accounting policies (continued)

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discount.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Judgements in applying accounting policies

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

In preparing these financial statements, the trustees have made the following judgements:

- Determine whether leases entered into by the charity as a lessee are operating or finance leases. These decisions depend on an assessment of whether the risks and responsibilities of ownership have been transferred from the lessor to the lessee on a lease by lease basis.
- Tangible fixed assets are depreciated over a period to reflect their estimated useful lives. The applicability of the assumed lives is reviewed annually, taking into account factors such as physical condition, maintenance and obsolescence.
- Fixed assets are also assessed as to whether there are indicators of impairment. This assessment involves consideration of the economic viability of the purpose for which the asset is used.

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Notes to the financial statements (continued)

3 Staff costs

	2019 £	2018 £
Wages and salaries	401,980	447,852
Social security costs	34,244	39,265
Pension costs	12,027	10,597
	<u>448,251</u>	<u>497,714</u>
	=====	=====

The average number of employees engaged in management and operations during the year was 16 (2018 - 18).

One employee (2018 – 1) was paid more than £60,000 during this and the previous financial year.

None of the directors received any remuneration or were reimbursed expenses during this or the previous financial year.

The charity's key management personnel comprises of the directors, although none were remunerated, and the management team.

Remuneration of key management personnel is disclosed in note 18.

Total cost of redundancies in the year amounted to £Nil (2018 - £23,885).

4 Financial activities of the charity

The summary of the financial activities undertaken by the charity is set out below:

	2019 £	2018 £
Gross incoming resources	730,948	770,949
Total expenditure on charitable activities	(726,723)	(762,527)
Total expenditure on raising funds	(29,718)	(15,452)
	<u>(25,493)</u>	<u>(7,030)</u>
Net incoming resources	(25,493)	(7,030)
Total funds brought forward	976,657	983,687
	<u>951,164</u>	<u>976,657</u>
	=====	=====
Represented by		
Restricted funds	329,623	351,951
Unrestricted funds	621,541	624,706
	<u>951,164</u>	<u>976,657</u>
	=====	=====

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Notes to the financial statements (continued)

5 Allocation of support costs

The charity allocates its support costs shown in the table below and then further apportions these costs between the charitable activities undertaken.

	Raising funds £	Charitable activities £	Governance £	Total £
Support costs				
Staff costs (including travel)	27,106	145,314	20,864	193,284
Office costs	2,612	7,356	30	9,998
Company secretarial	-	-	270	270
Audit fees	-	-	5,796	5,796
	29,718	152,670	26,960	209,348
	=====	=====	=====	=====

All the costs are restricted with the exception of raising funds which is unrestricted.

6 Analysis of charitable expenditure and governance costs

	Charitable activities (Note 7) £	Governance (Note 5) £	2019 Total	2018 Total £
Staff costs (including travel)	281,581	-	281,581	287,713
Student costs	138,026	-	138,026	127,045
Property and equipment costs	68,138	-	68,138	64,903
Office costs	59,347	-	59,347	60,984
Support costs (note 5)	152,670	26,960	179,630	221,882
	699,763	26,960	726,723	762,527
	=====	=====	=====	=====

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Notes to the financial statements (continued)

7 Operation of learning centres

	2019 £	2018 £
Staff costs (including travel)	426,895	477,322
Student allowances and expenses	100,982	87,669
EF 4 expenditure	-	6,350
Teaching equipment	37,004	33,026
Rent, rates and insurance	17,494	15,044
Heating and lighting	13,155	12,195
Cleaning and sundries	4,733	4,528
Repairs and servicing	8,684	7,995
Licences	152	148
Postage	371	663
Telephone	9,213	9,591
Office stationery	2,251	7,020
Computer supplies and maintenance	19,787	24,603
Database commission	12,030	-
Depreciation	23,920	24,485
Recruitment	1,220	460
Accountancy fees	120	-
Legal fees	616	2,100
Professional fees	5,608	4,780
Website development	2,880	1,930
Bank interest and charges	1,357	1,318
Subscriptions	1,767	1,925
Training costs	7,397	13,201
Miscellaneous expenditure	2,086	1,095
Loss on disposal	-	508
	<u>699,763</u>	<u>737,956</u>
Governance costs (note 5)	26,960	24,571
	<u>726,723</u> =====	<u>762,527</u> =====

The above costs are allocated £661,408 to restricted funds (2018 - £440,679) and £65,315 to unrestricted funds (2018 - £321,848)

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Notes to the financial statements (continued)

8 Interest receivable

	2019 £	2018 £
Bank interest received	2,406 =====	2,010 =====

9 Pension costs

Defined contribution scheme

The pension cost charge represents contributions payable by the company and amounted to £12,027 (2018 - £10,597). There was an outstanding liability of £929 at the year-end (2018 - £Nil).

10 Auditor's remuneration

	2019 £	2018 £
Audit services	5,796	5,772
Company secretarial	270	270
Advisory	120	-
	6,186 =====	6,042 =====

10 Tangible fixed assets

	Land & Buildings £	Equipment £	Total £
Cost			
At 1 April 2018	812,233	324,194	1,136,427
Additions	-	11,124	11,124
Disposals	-	(38,515)	(38,515)
At 31 March 2019	812,233	296,803	1,109,036
Depreciation			
At 1 April 2018	340,203	311,932	652,135
Charge for year	16,245	7,675	23,920
On disposals	-	(38,515)	(38,515)
At 31 March 2019	356,448	281,092	637,540
Net book value			
At 31 March 2019	455,785 =====	15,711 =====	471,496 =====
At 31 March 2018	472,030 =====	12,262 =====	484,292 =====

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Notes to the financial statements (continued)

11	Debtors	2019	2018
		£	£
	Trade debtors	51,974	54,768
	Prepayments and accrued income	125,456	131,292
		177,430	186,060
		=====	=====
12	Creditors	2019	2018
		£	£
	Amounts falling due within one year		
	Trade creditors	15,494	16,881
	Taxes and social security costs	10,421	8,318
	Accruals and deferred income	24,731	41,514
		50,646	66,713
		=====	=====
13	Operating lease commitments	2019	2018
		£	£
	Within one year	2,478	2,478
	Between two and five years	8,525	11,003
		11,003	13,481
		=====	=====
	Lease payments recognised as an expense	2,580	1,033
		=====	=====
14	Financial Instruments	2019	2018
		£	£
	Carrying amount of financial assets		
	Financial assets measured at amortised cost	51,974	54,768
		=====	=====
	Carrying amount of financial liabilities		
	Financial liabilities measured at amortised cost	39,296	58,395
		=====	=====

Financial assets measured at amortised cost comprised of trade debtors.

Financial liabilities measured at amortised cost comprises trade creditors and accruals.

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Notes to the financial statements (continued)

15	Reserves	Balance at 1 April 2018 £	Income in year £	Expenditure in year £	Release in year £	Overhead charge £	Transfers between funds £	Balance at 31 March 2019 £
	Restricted reserves							
	Capital fund for assets since April 1995	338,896	-	-	(11,902)	-	-	326,994
	STAG capital grant	1,517	-	-	(1,400)	-	-	117
	Skills Development Scotland (SDS)	-	361,050	(385,030)	-	-	23,980	-
	Pathways	480	225,000	(240,245)	-	-	14,765	-
	Green Shoots	6,431	-	(6,431)	-	-	-	-
	Spick and Spanners Fund	4,627	10,000	(34,295)	-	-	19,668	-
	Excursions	-	10,000	(7,488)	-	-	-	2,512
	Social change	-	-	(4,335)	-	-	4,335	-
	Total restricted reserves	351,951	606,050	(677,824)	(13,302)	-	62,748	329,623
		=====	=====	=====	=====	=====	=====	=====

Funding received in the year is used to fund project costs related to the purpose of the funding received and consists of grants received for charitable purposes of £586,050 (2018 - £547,104) and donations received of £20,000 (2018 - £43,014)

15 Reserves (continued)

Purposes of restricted reserves

STAG Capital Grant	Funding received to purchase specialised equipment for training in telephone techniques.
Skills Development Scotland	Funding received to support the Employability Fund training programme in Dundee.
Pathways	Funding received from Dundee City Council to support the Pathways Programme in Dundee.
Green Shoots	Funding from a number of sources received to support the Green Shoots gardening project.
Spick and Spanners Fund	Funding received to support the Spick and Spanners garage enterprise.
Excursions	Funding received from Awards for All to support external excursions for participants.
Social change	A pioneering project to collate the voices of young people with lived experience of adversity to shape and change mainstream services

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Notes to the financial statements (continued)

15	Reserves (continued)	Balance at 1 April 2018 £	Income in year £	Expenditure in year £	Release in year £	Overhead charge £	Transfers between funds £	Balance at 31 March 2019 £
	Restricted reserves brought forward	351,951	606,050	(677,824)	(13,302)	-	62,748	329,623
	Unrestricted revenue reserves	624,706	124,898	(65,315)	-	-	(395,126)	289,163
	Designated capital fund	-	-	-	-	-	332,378	332,378
	Total reserves	976,657	730,948	(743,139)	(13,302)	-	-	951,164

The unrestricted income that has been received relates to donations received, income received from placements and bank interest received. A breakdown has been provided below.

The designated capital fund has been carved out of the unrestricted revenue reserves to represent a 10 year rolling programme of capital expenditure. It is envisaged that the fund will be used on an annual basis and then a transfer made out of unrestricted reserves to bring the fund back to the amount required for the following 10 year program.

	£
Donations exceeding £5,000 (5 donations)	93,000
Other small donations (17 donations)	24,800
Placement income (3 individuals)	840
Spick & spanners customer invoices	3,852
Bank interest received	2,406
	124,898

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Notes to the financial statements (continued)

16 Unrestricted revenue reserves

	General £	Designated capital £	Total £
At 1 April 2018	624,706	-	624,706
Movement in year (note 15)	(191,167)	-	(191,167)
Transfers from restricted funds	188,002	-	188,002
Transfer to designated capital fund	(332,378)	332,378	-
At 31 March 2019	289,163	332,378	621,541
	=====	=====	=====

17 Analysis of net assets between funds

	Unrestricted £	Designated capital £	Restricted Revenue £	Restricted Capital £	Total £
Tangible fixed assets	144,385	-	-	327,111	471,496
Cash at bank	144,778	208,106	-	-	352,884
Other net current assets	-	124,272	2,512	-	126,784
	289,163	332,378	2,512	327,111	951,164
	=====	=====	=====	=====	=====

18 Remuneration of key management personnel

The remuneration of key management personnel is as follows:

	2019 £	2018 £
Total remuneration	183,576	176,196
	=====	=====

19 Reconciliation of net income to net cash from operating activities

	2019 £	2018 £
Net movements in funds	(25,493)	(7,030)
Adjustments for:		
Depreciation charges	23,920	24,485
Investment income	(2,406)	(2,010)
Loss on fixed asset disposal	-	508
Decrease/(increase) in debtors	8,750	(97,113)
(Decrease)/increase in creditors	(16,187)	10,975
Net cash provided by operating activities	(11,416)	(70,185)
	=====	=====