



**FIRST STEPS FUTURE TRAINING LIMITED BY GUARANTEE  
REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR  
THE YEAR ENDED 28TH FEBRUARY 2022**

**Charity registration number: SC403089  
Registered Charity Number SC443748 (Scotland)**

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**First Steps Future Training Limited**  
**(Registration number: SC443748)**

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**First Steps Future Training Limited**  
**(Registration number: SC443748)**

**Reference and Administrative Details**

***Registered Charity Number***

SC443748 (Scotland)

***Registered office***

Unit 4 141 Broad Street  
Glasgow  
G40 2QR

***Trustees***

R H Kennedy  
A Kennedy  
G Clancy  
J Duncanson

***Company Secretary***

A Kennedy

***Independent Examiner***

Andrea L Campbell ACMA CIMA MiP  
Gaudium Libertas Accounting Limited  
272 Bath Street  
Glasgow  
G2 4JR



## FUTURE TRAINING LTD

### First Steps Future Training Limited Trustees Report

The trustees present the annual report together with the financial statements of the charity for the year ended 28 February 2022.

#### Governance

The Charity is a limited Company by guarantee. Registered in its current legal form on 27th February 2013. It has a single tier structure and, as such, the trustees are members of the charity. Charity is administered in accordance with the terms of OSCR,

This Financial statements complies with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), 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 in the UK and Republic of Ireland (FRS 102).

#### Objectives and activities

##### Public benefit – Charitable Purpose

Within a caring and supportive community of learning, we aspire to enable our learners to become ambitious and independent. To fulfil their potential with a zest for life-long learning.

##### Our values: -

We value the principles of diversity and inclusion and work to ensure that all members of our community have a voice and are respected and valued. We provide a safe and secure environment conducive to effective learning that empowers individuals to be good citizens. We promote the rights and responsibilities of all, based on good partnership with the wider community. The core values of wisdom, compassion, justice, integrity and trust should be evident in all that we do.

We aim to develop successful learners, confident learners, confident individuals, responsible citizens and effective communicators who: -

- Experience the highest quality of learning and teaching in a broad curriculum which meets their needs
- We are able to take responsibility for their own learning
- We challenge with motivating tasks and activities
- Are able to relate to others and manage their own behaviour
- Feel they are treated equally, fairly and with respect
- Experience a smooth transition from one stage of training to employment

#### Activities

We work with local authorities, education services; in/post school services, Activity Agreements, Aspire services, and Princess Trust to provide Construction programmes currently within Glasgow, South & North Lanarkshire and East Dumbarton areas. As a direct result of various grant funded sources, we deliver employability programmes via our First Steps to Employment pipeline within Glasgow, Lanarkshire, Dumbarton and Renfrew areas. Activities included are personal development and practical skills training in: -



Unit 4, 141 Broad Street, Glasgow, G40 2QR

0141 554 1831

Company Registration No: 44374



info@firststepsfuturetraining.co.uk

Charity Registration No: SC043879

- Health and Safety Constructions
- Building Employability Skills
- Construction crafts
- Team working and personal development skills.

In addition, we as supporting local community groups, in the form of labour experiences for our service users

### **Achievement and Performance**

#### **Financial Review**

Our main from of revenue is training provision delivery to various Local Authorities, Education Services and charities. Our grant-funding source has been from The Robertson Trust and The Gannochy Trust. Which supports our most hard to reach service user on their employability journey. We also raise funds by supporting local communities.

#### **Reserve Policy**

The trustee's Reserve policy is to retain 1 years running costs to meet any obligations and cover any unforeseen expenditure. One year typical running costs amounts to £300,000.00 and reserves are currently £307,247.62. The trustees will continue to oversee the position. However, believe that this is still a tolerable and realistic range.

#### **Plans for future period**

We will continue to work with education service, school & post school programmes within Glasgow, South & North Lanarkshire, East Dunbartonshire & Renfrewshire Councils, as well as providing construction craft skill and personal development training as a third party on behalf of government departments, training providers and charities. Supporting learners on their employability journey.

The annual report approved by the trustees of the charity on 1<sup>st</sup> March 2022 and signed on its behalf by:



.....  
R H Kennedy - Trustee  
Chair



Unit 4, 141 Broad Street, Glasgow, G40 2QR

0141 554 1831

Company Registration No: 44374



info@firststepsfuturetraining.co.uk

Charity Registration No: SC043879

**First Steps Future Training Limited**  
**(Registration number: SC443748)**

**Independent Examination Report for the Trustees of First Steps Future Training**

I report on the accounts of the charity for the year ended 28 February 2022 which are set out on pages 7 to 17.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006.

The charity trustees consider that the audit requirement of Regulation 10 (1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether any matters have come to my attention. The trustees are responsible for the preparation of the accounts.

**Basis of independent examiner's report**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks 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, I do not express an audit opinion on the accounts.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention

- which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 44 (1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or
- to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

Signed



Andrea L Campbell ACMA, CIMA MiP  
Gaudium Libertas Accounting Limited  
272 Bath Street  
Glasgow  
G2 4JR

Date 24 August 2022

**First Steps Future Training Limited**  
**(Registration number: SC443748)**

**Statement of Financial Activities for the Year Ended 28 February 2022**

*(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)*

INCOMING RESOURCES	Note	Unrestricted Funds	Restricted Funds Grant	Community Project	Year ended 28-Feb-22	Year ended 28-Feb-21
		£	£	£	£	£
<i>Incoming resources from generated funds</i>						
Voluntary income	2	283,551	45,000	6,419	334,970	368,180
<i>Resources expended</i>						
Cost of generating funds						
Charitable activities		162,382	45,000	3,466	210,849	201,368
Other resources expended		3,265			3,265	9,350
Support costs		50,715		2,953	53,668	74,283
Finance costs		18,264			18,264	11,064
Governance costs		2,000			2,000	2,000
<b>TOTAL RESOURCES EXPENDED</b>		<b>236,626</b>	<b>45,000</b>	<b>6,419</b>	<b>288,046</b>	<b>298,065</b>
<b>NET INCOMING (OUT-GOING) RESOURCES</b>		<b>46,924</b>	<b>-</b>	<b>-</b>	<b>46,924</b>	<b>70,115</b>

RECONCILIATION OF FUNDS	Unrestricted Funds	Restricted Funds Grant	Community Project	Year ended 28-Feb-22
Total funds brought forward as at 1 Mar 2021	587,322	-	-	587,322
Current year income	46,924	-	-	46,924
<b>Total funds carried forward 28 Feb 2019</b>	<b>634,247</b>	<b>-</b>	<b>-</b>	<b>634,247</b>

**First Steps Future Training Limited**  
**(Registration number: SC443748)**

**Balance Sheet as at 28 February 2022**

	Note	Year ended 28-Feb-22	Comparative 28-Feb-21
<i>Tangible assets</i>	5	25,071	39,061
<i>Current Assets</i>			
Cash at bank		569,903	555,282
Debtors	6	63,373	21,119
Loan - Rural Charity	6	16,426	12,426
<b>Current assets</b>		<b>649,702</b>	<b>588,827</b>
<i>Creditors</i>			
Amounts falling due within one year	7	(40,526)	(40,565)
<b>Net current assets</b>		<b>609,176</b>	<b>548,262</b>
<b>Total assets less current liabilities</b>		<b>634,247</b>	<b>587,322</b>
<b>Net assets</b>		<b>634,247</b>	<b>587,322</b>
<i>Funds</i>	11		
Unrestricted funds - General		326,999	280,993
Unrestricted funds - Property reserve		307,248	306,329
Restricted funds		0	(0)
<b>Total Funds</b>		<b>634,247</b>	<b>587,322</b>

**First Steps Future Training Limited**  
**(Registration number: SC443748)**

**Balance Sheet as at 28 February 2022**

The charitable company for the financial year in question, the company was entitled to exemption under section 477 of the Companies Act relating to small charitable organisations.

No members have required the company to obtain an audit for the period in question in accordance with section 476 of the Companies Act 2006.


The trustees acknowledge their responsibilities for:

(a) Ensuring that the charitable company keeps accounting records that comply with Section 286 and 387 of the Companies Act 2006 and

(b) Preparing financial statements which gives a true and fair view of the state of affairs of the charitable company as at the end of the financial year and its surplus or deficit for each financial year in accordance with the Sections 394 and 295 and which otherwise comply with the requirements of the Companies Act 2006 relating to small charitable companies with the Financial Reporting Standard for Smaller entities (effective January 2015)

The financial statements on pages 7 to 17 were approved by the trustees and authorised for issue on 29/08/22 and signed on their behalf by:

Approved by the trustees of the charity on 29/08/22 and signed on its behalf by:



R H Kennedy

Trustee

**First Steps Future Training Limited**  
**(Registration number: SC443748)**

**Notes to the Financial Statements for the Year Ended 28 February 2022**

**1. Accounting policies**

*Statement of compliance*

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 Charities Act 2011.

*Basis of preparation*

First Steps Future Training 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 notes.

*Exemption from preparing a cash flow statement*

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

*Going concern*

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

*Income and endowments*

*Expenditure*

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

*Raising funds*

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

*Charitable activities*

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**First Steps Future Training Limited**  
**(Registration number: SC443748)**

**Accounting policies (continued)**

*Support costs*

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

*Governance costs*

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees' meetings and reimbursed expenses.

*Tangible fixed assets*

Individual fixed assets costing are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Capitalisation thresholds are as follows:

- Plant and equipment - £350.00
- Motor Vehicles – All
- IT Equipment - £1,000 including bundled items
- Office Equipment - £350.00

*Depreciation and amortisation*

Depreciation is provided on tangible fixed assets to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Plant & Equipment	Straight line basis over 3 years
Motor vehicles	Straight line basis over 10 years
IT equipment	Straight line basis over 5 years
Office equipment	Straight line basis over 3 years

*Fund structure*

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

**First Steps Future Training Limited**  
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**2. Voluntary income**

*Voluntary income – Grants*

The charity has established its grant making policy to achieve its objectives of offering training to disadvantaged young people in construction. The following grant income was received:

*Voluntary income – Grants*

	<b>Restricted funds 2022 £</b>	<b>Restricted funds 2021 £</b>
The Robertson Trust	30,000	30,000
Gannochy Trust	15,000	
Big Lottery		70,391
Garfield Weston Foundation		25,000
Ryvoan Trust		13,000
Trades House Commonwealth		7,500
Amazon - Smile		5
	<b><u>45,000</u></b>	<b><u>145,896</u></b>

*Voluntary income – Other*

	<b>Unrestricted funds 2022 £</b>	<b>Unrestricted funds 2021 £</b>
Fees	282,632	212,751
Bank interest	919	2,166
	<b><u>283,551</u></b>	<b><u>214,917</u></b>

	<b>Restricted income 2022 £</b>	<b>Restricted income 2021 £</b>
Community garden	6,419	7,367
	<b><u>6,419</u></b>	<b><u>7,367</u></b>

**First Steps Future Training Limited**  
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**3. Net incoming resources**

Net incoming resources is stated after charging:

	<b>Year to 28 February 2022</b>
	<b>£</b>
Independent Examination	2,000
Depreciation of tangible fixed assets	17,536

**4. Trustees Remuneration**

No trustees received any remuneration during the period.

**5. Tangible fixed assets**

	<b>Plant and Machinery</b>	<b>Motor Vehicles</b>	<b>Computer Equipment</b>	<b>Office Equipment</b>	<b>Total Tangible Assets</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>COST</b>					
As at 1 March 2021	4,326	52,020	28,834	492	85,672
Additions	1,574	-	7,231	376	9,181
Disposals	-	-	(19,500)	-	(19,500)
As at 28 Feb 2022	<u>5,900</u>	<u>52,020</u>	<u>16,565</u>	<u>868</u>	<u>75,353</u>
<b>DEPRECIATION</b>					
As at 1 March 2021	1,891	28,506	15,889	326	46,612
Charge for the period	1,535	10,329	5,532	139	17,534
Disposals	-	-	(13,864)	-	(13,864)
As at 28 Feb 2022	<u>3,426</u>	<u>38,835</u>	<u>7,557</u>	<u>465</u>	<u>50,282</u>
<b>Net book value</b>					
As at 28 February 2022	<u>2,474</u>	<u>13,185</u>	<u>9,008</u>	<u>403</u>	<u>25,071</u>
As at 1 March 2021	<u>2,435</u>	<u>23,514</u>	<u>12,945</u>	<u>166</u>	<u>39,061</u>

**First Steps Future Training Limited**  
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**6. Debtors: Falling due within one year**

	<b>28-Feb-22</b>	<b>28-Feb-21</b>
	<b>£</b>	<b>£</b>
Accounts Receivable	56,973	21,119
Other Debtors	6,400	-
Loan - Rural Charity	16,426	12,426
	<u>79,799</u>	<u>33,544</u>

**7. Creditors: Amounts falling due within one year**

	<b>28-Feb-22</b>	<b>28-Feb-21</b>
	<b>£</b>	<b>£</b>
Accounts Payable	11,918	7,471
VAT	20,645	32,844
Accruals	250	250
PAYE Taxes	1,768	-
Other payables	504	-
Wages pending	5,442	-
	<u>40,526</u>	<u>40,565</u>

**8. Related parties - Controlling entity**

A loan to assist in the set-up of First Steps Rural Connection of £16,426.

**First Steps Future Training Limited**  
**(Registration number: SC443748)**

**9. Analysis of funds**

	Incoming Resources	Resources Expended	At 28 Feb 2022
<b>General Funds</b>			
Unrestricted income fund	<u>283,551</u>	<u>(236,626)</u>	<u>46,924</u>
<b>Restricted funds</b>			
Restricted income fund	<u>51,419</u>	<u>(51,419)</u>	<u>0</u>
<b>Total funds</b>	<u>334,970</u>	<u>(288,046)</u>	<u>46,924</u>

**10. Net assets by fund**

**Net assets by fund**

	Unrestricted funds General £	Total 2022 £
Tangible assets	25,071	25,071
Current assets	649,702	649,702
Creditors: Amounts falling due within one year	<u>(40,526)</u>	<u>(40,526)</u>
<b>Net assets</b>	<u>634,247</u>	<u>634,247</u>

**11. Net movement in funds**

	As at 01-Mar-21	Net Movement in funds	As at 28-Feb-22
Unrestricted funds	587,323	46,924	634,247
Restricted funds	<u>(0)</u>	<u>-</u>	<u>(0)</u>
<b>Total:</b>	<u>587,322</u>	<u>46,924</u>	<u>634,247</u>

**First Steps Future Training Limited**  
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**Summary Statement of Financial Activities 28th February 2022**

		<b>Total Income Fund 2022</b>	<b>Total Income Fund 2021</b>
<b>Incoming resources</b>			
Voluntary income		334,970	368,180
Activities for generating funds		-	-
<b>Total income resources</b>		<u>334,970</u>	<u>368,180</u>
<b>Resources expended</b>			
<i>Cost of generating funds</i>			
Charitable activities	210,849	201,368	
Other resources expended	3,265	9,350	
Support costs	53,668	74,283	
Finance costs	18,264	11,064	
Governance costs	<u>2,000</u>	<u>2,000</u>	
<b>Total resources expended</b>		<u>288,046</u>	<u>298,065</u>
<b>Reconciliation of Funds</b>			
Total funds carried forward		<u><b>46,924</b></u>	<u><b>70,115</b></u>

**First Steps Future Training Limited**  
**(Registration number: SC443748)**

**First Steps Future Training Limited – Detailed Statement of Financial Activities**

	Year Ended 28 February 2022 £	Year Ended 28 February 2021 £
<b>Incoming Resources</b>		
Training income	282,632	212,751
Bank interest	919	2,166
Donations	-	-
Community Projects	6,419	7,367
Grant	45,000	145,896
<b>Total Incoming Resources</b>	<b>334,970</b>	<b>368,180</b>
<b>Resource Expended</b>		
<b>Charitable Activities</b>		
Purchases	26,780	28,121
Hire of machinery	4,956	3,604
Course fees	23,902	11,684
Staff Salaries	11,486	-
Subcontractors	135,487	156,230
Professional Fees	735	60
Travel & Subsistence	7,503	1,729
	210,849	201,428
<b>Other Resources Expended</b>		
Repairs	421	706
Motor expenses	2,844	8,644
	3,265	9,350
<b>Support costs</b>		
Rent	34,650	37,019
Heat & Light	8,269	3,959
Premises repairs	(1,974)	3,315
Insurance	472	4,511
Awards & Events	-	-
Advertising & Marketing	2,049	-
Telephone	814	1,075
Office costs	2,610	1,572
Donation	153	994
Computer expenses	543	11,129
Post & Stationery	189	2,081
Recruitment fees	-	-
Bad Debt	-	840
Staff training	-	-
Fixed Asset Disposal	5,636	-
Sundries	257	7,728
	53,668	74,223
<b>Finance Charges</b>		
Bank charges	728	805
Depreciation	17,536	10,259
	18,264	11,064
<b>Governance Costs</b>		
Accountancy	2,000	2,000
	2,000	2,000
<b>Total Resources Expended</b>	<b>288,046</b>	<b>298,065</b>
<b>Net Income (Expenditure)</b>	<b>46,924</b>	<b>70,115</b>