

CHARITY NUMBER: 1088396  
COMPANY NUMBER: 4100440

THE EMPLOYABILITY FORUM  
TRUSTEES' REPORT  
AND FINANCIAL STATEMENTS  
PERIOD ENDED 31ST MARCH 2010

CROUCH CHAPMAN  
Chartered Accountants  
62 Wilson Street  
London EC2A 2BU

THE EMPLOYABILITY FORUM  
(A company having no share capital and limited by guarantee)

REFERENCE AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER: 1088396

ADDRESS: 3<sup>rd</sup> Floor  
49 - 51 East Road  
Old Street  
London N1 6AH

PATRON: B. Gidoomal CBE

TRUSTEES: B. Gidoomal CBE  
(Chairman and Trustee to 9<sup>th</sup> July 2009)  
R. Hazlewood  
(Acting Chairman from 9<sup>th</sup> July 2009)  
H. Hagos (Appointed 9<sup>th</sup> July 2009)  
R. Garnett  
D. Hay

DIRECTOR AND COMPANY SECRETARY: B. Randall

AUDITORS: Messrs Crouch Chapman  
62 Wilson Street  
London  
EC2A 2BU

BANKERS: Unity Trust Bank  
Nine Brindley Place  
4 Oozells Square  
Birmingham  
B1 2HB

REGISTERED OFFICE: 3<sup>rd</sup> Floor  
49 - 51 East Road  
Old Street  
London N1 6AH

## CHAIRMAN'S REPORT

At the end of 2008 we were at the start of what has proved to be a sharp and deep economic downturn. We reported then on the difficulties of engaging with employers, and looked forward to working with partners to ensure that we were able to retain effective provision for refugees in the world of work.

Over the year we have worked hard to take forward the issues that our partners have raised from their work with individuals, achieving success particularly in the areas of permission to work documentation and the developing process of settlement protection for those whose limited refugee leave is coming to an end in Summer 2010. We have ensured that refugees have the opportunity to debate relevant policy issues with UKBA by convening a workshop on proposals for Earned Citizenship.

Our work to develop practical pathways for refugee professionals continues with a working group of voluntary sector agencies and employers on refugee accountants and a thriving initiative for refugee teachers in London.

I am particularly delighted that the Institute of Education has taken the decision to ringfence places on future pre-service courses for refugees wanting to teach in further education. The course, initially commissioned by Employability Forum over 3 years through funding from the Department for Children, Schools and Families (now Department for Education), has played a significant role in increasing the Institute's understanding of refugee training and employment. This decision is a tangible demonstration of the Institute's commitment to widening access to education and I look forward to hearing how this experience has been shared with other universities over the coming year.

I would also like to pay tribute to Ram Gidoomal CBE, who stepped down as our Chairman in July 2009 and has since become our very first Patron. Ram succeeded the Earl of Limerick as Employability Forum's Chair in 2003. His insight into the world of business and his tireless support for our mission have been of immense value. We are all grateful for his contribution, first as a Trustee and then as Chair for 7 years and look forward to continuing this productive relationship in his new role as Patron.

Finally, I would like to thank all those who have supported our work this year.

ROBIN HAZLEWOOD  
CHAIRMAN

29<sup>th</sup> December 2010

THE EMPLOYABILITY FORUM  
(A company having no share capital and limited by guarantee)

## REPORT OF THE TRUSTEES

The trustees present their report and the audited financial statements for the period ended 31st March 2010. They have been prepared in accordance with the Statement of Recommended Practice issued by the Charity Commission in March 2005, the Memorandum and Articles of Association of the company and the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

The directors confirm that the charity commission's general guidance on public benefit has been considered in relation to the aims of the charity. The report sets out these aims and objectives and describes how they have been met in the current year.

## CHARITY OBJECTS

A Special Resolution was passed at the trustees' meeting in November 2004 to amend the Memorandum of Association and in December 2004 the Charity Commission indicated their approval to the amendment of Employability Forum's charitable objects to:

'To relieve the poverty of refugees, asylum seekers and other migrants who are eligible to work in the UK by assisting them to prepare for and obtain appropriate employment'.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity was incorporated on 27th October 2000 and is governed by the provisions of the company's Memorandum and Articles of Association then adopted and the amendment passed in November 2004 amending the charitable objects.

The trustees of the company who are also directors of the company served throughout the period unless otherwise indicated:

B. GIDOOMAL (resigned 9 <sup>th</sup> July 2009)	D. HAY	H. HAGOS (appointed 9 <sup>th</sup> July 2009)
R. GARNETT	R. HAZLEWOOD	

Since the year end Richard Pearson has been appointed as a Trustee.

### Recruitment, Appointment and Training of New Trustees

The trustees must be members of the company and are elected at the Annual General Meeting. Trustees may appoint a member of the company to fill a vacancy on a temporary or permanent basis. Such a trustee must resign on the return of the trustee replaced or at the next Annual General Meeting when they are eligible for election.

Potential new appointments are discussed at trustees' meetings and a shortlist agreed of those to be approached. Candidates are then approached to establish whether they are willing to serve and if so, appointments are then confirmed at the next meeting of the trustees. The policies and procedures adopted for the induction and training of new trustees are tailored to their individual needs, commensurate with their experience, ensuring that they understand their obligations and possess a sufficient knowledge as to how to discharge them.

The members of the Management Committee control the activities of the Charity and delegate duties to the Director, Beryl Randall and previously to Patrick Wintour. The members of the Management Committee at 31st March 2010 were:

D. HAY	R. HAZLEWOOD	R. GARNETT	H. HAGOS
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## THE EMPLOYABILITY FORUM

(A company having no share capital and limited by guarantee)

### STRUCTURE, GOVERNANCE AND MANAGEMENT – continued

The powers and duties of the Committee are set out in the Articles of Association of the Company. The committee is empowered to manage the business of the Company and exercise all such powers of the Company that are not required to be exercised by the Company in General Meeting.

#### Trustees' Responsibilities

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company and Charity law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985 and the Charities Act 1993. 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.

#### REPORT ON THE YEAR

##### CONTEXT

The Employability Forum (EF) promotes public policy to support the integration of refugees and migrants in the UK labour market, develops partnerships to implement integration strategies at the local level, and aims to secure understanding about the skills and potential of refugees and other migrants in the world of work.

##### POLICY

Refugee employment continues to be an area where more joint working and coordination is needed, even more in a period of recession. In 2009-10 we focused on increasing awareness of projects to support refugees and on finding solutions to specific issues raised by our voluntary sector partners across Great Britain.

REPORT ON THE YEAR - continued

**Managing Through the Downturn**

Our March 2009 conference at the Royal Commonwealth Society brought together over 120 delegates from voluntary sector organisations across the country and representatives from employers and Government departments. The conference's aims were to encourage coordination and information sharing within the sector, to generate new ideas on how best to support refugees during the economic downturn, to promote the support currently available for refugee professionals and to hear from the sector about the challenges and successes they were experiencing. Speakers included our Chair, Ram Gidoomal, Neil Sherlock, Director for public and Regulatory Affairs at KPMG, Steve Barnett, Chief Executive of the NHS Confederation, Sarah Swash, Head of Refugee Integration at UKBA, and Donna Covey, Chief Executive of the Refugee Council. Key points from delegates included the need a) for continuing strategic infrastructure to ensure that refugee issues are heard by Government, in particular in the run-up to an election, b) for more effective coordination and information sharing and c) to continue to support appropriate employment programmes so that refugees were ready to take advantage of employment opportunities when they arise.

**Permission to Work**

In early 2009 EF met with UKBA representatives to outline concerns about the documentation refugees present to employers and the lack of understanding employers have regarding immigration documents. It was agreed that acknowledgement letters for case resolution clients would be amended to reflect the individual's permission to work. In addition, and in consultation with voluntary sector agencies through EF, the UKBA published a communiqué on Employment rights for Refugees and those with Humanitarian Protection or Discretionary Leave in July 2009. EF will continue to press for the prevention of illegal working guidance to be updated in 2010-11.

**Earned Citizenship**

As part of the consultation focusing on Earned Citizenship in October 2009, EF organised an opportunity for UKBA officials to hear refugees' views on making volunteering a part of the citizenship process. Whilst it was clear that refugees valued the experience volunteering offers, concerns were raised about how the volunteering opportunities would be signposted and experience evaluated, increasing bureaucracy, the challenges of accessing volunteering with young children, limited resources and little or no English. It was clear that UKBA felt the workshop was helpful, that they wanted to meet with refugees and were keen to do so in future. The notes were sent as a separate submission to the consultation.

**Settlement Protection**

In July 2005 the Home Office replaced Indefinite Leave to Remain with a 5-year temporary leave for all new grants of asylum. The first tranche of temporary leave will expire in August 2010. From August 2010 people whose 5-year leave to remain expires will need to apply for Indefinite Leave to Remain.

EF campaigned for clearer processes and guidance for those whose 5-year refugee leave will expire from August 2010 onwards throughout 2009 and early 2010. In February 2010 we helped the UKBA convene a meeting with the voluntary sector to go through our concerns and request changes to the specific forms and publicity drafted for this group. In March 2010 we raised specific concerns on behalf of the voluntary sector at the National Asylum Stakeholder Forum – in particular around the documentation used to inform people they need to apply, the papers individuals would present to employers, requesting a soft approach to those who apply late, and requesting an amend to the guidance on the prevention of illegal working to reflect the new process.

REPORT ON THE YEAR - continued

**Case Resolution**

Our voluntary sector partners continue to raise concerns about the lack of appropriate support and orientation for the increasingly significant population of those who have been within the asylum backlog and have now been granted indefinite leave to remain. Between January and March 2009 we conducted research with voluntary sector organisations across the country. In March 2009 we submitted collated responses from the voluntary sector to UKBA and we are seeking funding to take this research further in 2010-11.

**Zimbabwe**

In early 2009 Employability Forum supported Phoenix Zimbabwe with a feasibility study exploring a new programme to prepare Zimbabweans in the UK to return with the skills and experience required for reconstruction.

This was the first time that EF had participated in discussions about returns. It was clear that communities in the UK are keen to discuss opportunities for reconstruction, but have reservations about opportunities for this in the current climate. The visit by Morgan Tsvangirai to the UK in June 2009 highlighted the deep concern within the diaspora regarding their safety should they consider returning home.

The report *'Zimbabwe: Rebuilding a Nation'* was published in March 2009.

REFUGEE PROFESSIONALS

Employability Forum continues to focus on developing appropriate support for refugee professionals, in particular teachers, accountants and health professionals.

**Teachers**

The recession experienced in the financial year 2009-10 has had a significant impact on the education sector. Competition for teaching vacancies and for student PGCE places has greatly increased, as teaching is viewed as a more secure profession in the UK. Consequently refugees wishing to enter the profession require more support and clear evidence of their transferable skills to be able to compete with UK nationals transferring from other occupations.

To meet gaps identified within the London Hub, progress on which is outlined below, we have been granted funding by an independent foundation. This funding has been used to establish familiarisation courses for refugees wanting to work in support roles in schools, a regular support group for refugee teachers and an employer engagement campaign to raise awareness of the potential within London's refugee communities.

The DfE-funded London Hub has completed its third year of operation and is starting to collect information on the key achievements from its delivery, in particular statistics relating to the client cohort (cohort profiles and location, completion of courses, progression into work or longer term volunteering), on increased employer engagement and on the key learning points to be considered for any future commissioning of work to support refugee teachers. The data below was collated in March –May 2009 and will be updated regularly as the project nears completion.

REPORT ON THE YEAR – continued

Hub client registrations:

- ◆ The Hub has supported 341 clients since January 2008. 24% of clients have a teaching qualification from their home country, and 12% have one from the UK. Hub clients are evenly split in terms of gender (48% female, 44% male, 8% not stated).
- ◆ Many clients offer more than one subject, and have expressed interest in teaching varying age ranges (e.g. primary or FE). Of subjects expressed as a first choice:
  - 21% offer Maths
  - 20% offer Sciences
  - 20% offer Languages
  - 11% offer IT
- ◆ The 5 most common countries of origin are: Iraq (12.6%), Somalia (10.6%), Ethiopia (8.8%), Iran (5.9%) and Zimbabwe (4.4%).

Since January 2008 Hub partners have achieved the following outcomes<sup>1</sup>:

- ◆ We have organised 180 work placements<sup>2</sup> as part of courses offered by partners.
- ◆ Of the 341 current clients, 92 (27%) have reported an employment-related outcome.
- ◆ Information from 2009 shows that 131 schools, colleges and universities have either offered work placements, voluntary work or paid employment to London's refugee teachers.

Recognition of the Project's Activities

In August 2009 the Deputy Mayor of London, Richard Barnes, wrote to Ministers in both the now DfE and Business, Innovation and Skills, in support of the work of the London Hub to increase opportunities for refugee teachers. In December, the Mayor of London, Boris Johnson, launched 'London Enriched' – a refugee integration strategy. The strategy specifically supports development hubs for refugee professionals.

The Refugee Teachers Network, delivered through a contract to the Refugee Council with support from Education Leeds, was highly commended at Business in the Community's Race for Opportunity awards in October 2009. The Network provided support for projects outside London to share information and develop projects to help refugee teachers reintegrate in their profession.

We are delighted that the Pre-Service Diploma in Education (Post-Compulsory), developed by the Institute for Education from the initial course delivered at Birkbeck University, has been so successful that the Institute has decided to ring-fence up to 20 places for refugees on its pre-service provision from September 2010 onwards.

Employability Forum is grateful for the continued support from the NAHT and Association of Colleges for work to increase opportunities for refugee teachers in London.

<sup>1</sup> Information regarding Hub outcomes has not been compared with data from Refugees into Teaching. It is likely that some outcomes are reported through both projects

<sup>2</sup> This does not include placements through Kingston University or St Mary's University's familiarisation courses

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<sup>1</sup> Information regarding Hub outcomes has not been compared with data from Refugees into Teaching. It is likely that some outcomes are reported through both projects

<sup>2</sup> This does not include placements through Kingston University or St Mary's University's familiarisation courses

REPORT ON THE YEAR – continued

**Finance professionals**

We have continued to highlight the challenges refugee finance professionals face in returning to their profession in the UK and are grateful for KPMG's continued support. Over the past year EF participated in meetings of the Cabinet Office's Fair Access to the Professions Accountancy subgroup and submitted evidence collated from our scoping exercise to the formal consultation. In August 2009 we published '*Counting on Success: An initial review of work to support Refugee Finance Professionals*'.

We maintain close links with voluntary sector agencies across the country who are working with refugee finance professionals and are looking to build on the recommendations from our report in 2010-11 with support from KMPG and the Association of Accounting Technicians.

**Health professionals**

EF continued to maintain a link between the Hub and the work to support refugee health professionals in London. We have been a member of the London Project Board and involved with the national project's development.

**Rayne Fellowships**

Following a successful pilot phase at Employability Forum, the Rayne Fellowships were rolled out as a larger programme hosted by Praxis, launched in July. Learning from the pilot phase was documented and shared with the Rayne Foundation and with Praxis.

EUROPE

In April Beryl Randall was invited by the British Embassy in Berlin to speak at a seminar on 'Promoting Social Mobility and Opportunity: UK Perspectives on Youth Integration and Tackling Disadvantage'. The audience included the Prince of Wales and senior Government officials from the Federal Republic of Germany. Other speakers were Chris Hedges (UKBA), Sarah Spencer (COMPAS) and Martina Milburn (Prince's Trust).

FUNDING

We remain grateful to all those who provide essential financial support for our work including: City Parochial Foundation (now Trust for London); Department for Children, Schools and Families (now Department for Education); Esmée Fairbairn Foundation; the Home Office; Phoenix Zimbabwe; and the Rayne Foundation.

STAFF

Beryl Randall	Director
Frances Green	Project Officer (to May 2009)
Ruth John	Research & Information Officer (to September 2009)
Katherine Robinson	Hub Coordinator
Sophie Walrafen	Senior Project Manager (October 2009 to March 2010)

Interns:	Alexandra Buhler	Associates:	Sarah Hayward
	Adrian Hogan		Michael Hyde
	Ailidh Macleod		Catherine Menist
	Joanna Szust		Patrick Wintour
	Vivienne Watson		

## THE EMPLOYABILITY FORUM

(A company having no share capital and limited by guarantee)

### FINANCIAL REPORT

The results for the year are set out in the Statement of Financial Activities (page 11) and show that the charity's net outgoing resources on all funds during the year amounted to £157,235 (2008: outgoing £22,677). The key feature of the deficit was the utilisation of brought forward funds for the Opening Doors for Refugee Teachers Project. Total funds at 31st March 2010 amounted to £54,890 (2008: £212,125).

#### Reserves Policy

The trustees consider that sufficient but not excessive reserves need to be built up to meet the commitments of the charity. The reserves policy is to ensure that sufficient funds are available to cover the running costs, recognising the complexity of public sector and charity funding regimes.

The trustees consider that these core reserves should amount to a minimum of three months of core costs, covering both restricted and unrestricted expenditure. Total core costs in 2010 are expected to amount to about £138,000, three months of which amount to £34,500. At 31 March 2010, core reserves amounted to a total of £53,196 (2008: £83,453), comprising unrestricted funds of £10,248, derived from free funds and funds received that have been expressly described as to be used towards the work or core costs of the organisation, together with £42,948 of the restricted funds that are available to meet London and other core costs.

#### Risk Management

The trustees have considered the major risks to which The Employability Forum is exposed and systems have been established to mitigate those risks.

#### Future Funding

The Trust for London (formerly City Parochial Foundation) granted £100,000 towards specified core costs of the Employability Forum for 2010 and 2011 (£50,000 per annum).

A donation of £157,500 over three years (2008 - 2011) to support "Opening Doors for Refugee Teachers" has been pledged.

The Department for Education has approved a grant of £80,000 for 2010 – 2011 to support the implementation of the recommendations contained in the Report of the Refugee Teachers' Task Force.

London Councils have approved a grant of £57,000 and the transfer of a grant in principle of £173,099 to support "Refugees into Schools" over two years.

The Refugee Council has granted £25,000 to support refugee teacher work placements in North East London through its Refugees into Teaching project.

The Rayne Foundation has granted £16,250 for the Case Resolution Support Project.

#### Statement as to Disclosure of Information to the Auditors

So far as the trustees are aware, there is no relevant audit information of which the company's auditors are unaware, and each trustee has taken all steps that ought to have been taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

THE EMPLOYABILITY FORUM  
(A company having no share capital and limited by guarantee)

REPORT ON THE YEAR – continued

Auditors

Crouch Chapman have indicated their willingness to continue as auditors and their re-appointment will be proposed at the next Annual General Meeting.

Small Companies Exemption

The above report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

3<sup>rd</sup> Floor  
49 - 51 East Road  
Old Street  
London N1 6AH

29<sup>th</sup> December 2010

BY ORDER OF THE BOARD

ROBIN HAZLEWOOD  
Director

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE EMPLOYABILITY FORUM

We have audited the financial statements of The Employability Forum for the period ended 31st March 2010 on pages 11 to 17. These financial statements have been prepared under the accounting policies set out on pages 13 and 14.

This report is made solely to the company's members, as a body, in accordance with S.495 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' 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 company and the company's members as a body, for our audit work, for this report or for the opinions we have formed.

### Respective Responsibilities of Trustees and Auditors

The responsibilities of the trustees, who are also directors of The Employability Forum, for the preparation of the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), are set out in the statement of trustees' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and statutory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion, the Trustees' report is consistent with the financial statements. We also report to you if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charitable company is not disclosed.

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

### Basis of Audit Opinion

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

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

### Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charitable company's affairs as at 31st March 2010 and of its incoming resources and application of resources in the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 2006;
- the information provided in the Report of the Trustees is consistent with the financial statements.

62 Wilson Street  
London EC2A 2BU

30<sup>th</sup> December 2010

Nicholas Heath MA ACA  
(Senior Statutory Auditor)  
*for and on behalf of*  
Crouch Chapman  
Statutory Auditor

THE EMPLOYABILITY FORUM  
(A company having no share capital and limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES  
PERIOD ENDED 31ST MARCH 2010

INCOME AND EXPENDITURE	Notes	Unrestricted Fund £	Restricted Project Funds £	15 months to 31.03.10 Total £	Year to 31.12.08 Total £
<b>Incoming Resources</b>					
<b>Voluntary Income</b>					
Donations	2	-	62,500	62,500	67,500
Other income		3,037	-	3,037	1,651
<b>Incoming Resources from Voluntary Activities Grants</b>	3	-	510,975	510,975	666,236
<b>Investment Income</b>					
Bank interest		252	-	252	6,170
<b>Total Incoming Resources</b>		<b>3,289</b>	<b>573,475</b>	<b>576,764</b>	<b>741,557</b>
<b>Resources Expended</b>					
Direct Charitable Expenditure		12,011	711,743	723,754	468,154
Trellis Project		-	-	-	282,810
Governance costs		2,850	7,395	10,245	13,270
<b>Total Resources Expended</b>	4	<b>14,861</b>	<b>719,138</b>	<b>733,999</b>	<b>764,234</b>
<b>Net Outgoing Resources before transfers</b>		<b>(11,572)</b>	<b>(145,663)</b>	<b>(157,235)</b>	<b>(22,677)</b>
Transfers between funds	9	-	-	-	-
<b>Net Movement in Funds being net Income/expenditure for the year</b>		<b>(11,572)</b>	<b>(145,663)</b>	<b>(157,235)</b>	<b>(22,677)</b>
<b>Fund Balances Brought Forward</b>		<b>21,820</b>	<b>190,305</b>	<b>212,125</b>	<b>234,802</b>
<b>Fund Balances Carried Forward</b>		<b>10,248</b>	<b>44,642</b>	<b>54,890</b>	<b>212,125</b>

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 17 form part of these financial statements.

THE EMPLOYABILITY FORUM  
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COMPANY NUMBER: 4100440

BALANCE SHEET  
31ST MARCH 2010

	Notes	Unrestricted Fund £	Restricted Funds Project Fund £	At 31 <sup>st</sup> March 2010 Total £	At 31 <sup>st</sup> December 2008 Total £
<b>FIXED ASSETS</b>					
Tangible assets	6	-	-	-	-
<b>CURRENT ASSETS</b>					
Debtors	7	-	83,743	83,743	105,110
Cash at bank and in hand		11,484	55,486	66,970	166,009
		11,484	139,229	150,713	271,119
<b>CREDITORS: Amounts falling due within one year:</b>					
Accruals		(1,236)	(82,087)	(83,323)	(58,994)
Deferred income	8	-	(12,500)	(12,500)	-
		(1,236)	(94,587)	(95,823)	(58,994)
<b>NET CURRENT ASSETS</b>		10,248	44,642	54,890	212,125
<b>NET ASSETS</b>		10,248	44,642	54,890	212,125
<b>FUNDS</b>					
Unrestricted		10,248	-	10,248	21,820
Restricted	9	-	44,642	44,642	190,305
		10,248	44,642	54,890	212,125

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board on 29<sup>th</sup> December 2010 and signed on its behalf by

ROBIN HAZLEWOOD  
..... ) TRUSTEE

The notes on pages 13 to 17 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED 31ST MARCH 2010

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities Statement of Recommended Practice (SORP) issued in March 2005, the Memorandum and Articles of Association of the company and applicable accounting standards.

Basis of Accounting

The financial statements have been prepared under the historical cost convention.

Income and Expenditure

All the information required to be disclosed is shown in the Statement of Financial Activities of the company.

Incoming Resources

Incoming resources consist of grants receivable during the year together with interest received and conference income.

Resources Expended

Resources expended are accounted for on an accruals basis. Costs are apportioned between projects or activities on the basis of staff costs if they are not directly attributable. Governance costs include the cost of preparation and audit of the statutory accounts and professional fees incurred in relation to governance.

Depreciation

Depreciation is provided using the following rates and bases to reduce by annual instalments the cost, less estimated residual value, of the tangible assets over their estimated useful lives:

Computer equipment - 33 $\frac{1}{3}$ % straight line    Fixtures and fittings - 33 $\frac{1}{3}$ % straight line

Equipment costing less than £1,000 is written off in the year of acquisition.

Cash Flow

The financial statements do not include a cash flow statement because the charitable company, as a small reporting entity, is exempt from the requirements to prepare such a statement under Financial Reporting Standard 1 "Cash Flow Statements".

Funds Structure

The restricted fund is specifically designated for particular projects. Specific grants have been received and expenditure allocated accordingly. The unrestricted fund covers expenditure relating to the projects and management and administration expenses covered by unrestricted income. Transfers that have occurred between the funds during the year are set out in the Statement of Financial activities.

THE EMPLOYABILITY FORUM  
(A company having no share capital and limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS  
- continued

1. ACCOUNTING POLICIES - continued

Pension Scheme

The company is a Participating Employer in a pension scheme provided by the Pensions Trust and marketed as a defined contribution pension plan. It has been confirmed to the trustees by the Pensions Trust that the scheme does not have a defined benefit element, and no potential liability is reportable under FRS17.

2. VOLUNTARY INCOME	Restricted Project Fund £	Total 2010 £	Total 2008 £
Trust for London (formerly City Parochial Foundation)	62,500	62,500	37,500
Esmée Fairbairn	-	-	30,000
<b>TOTAL</b>	<b>62,500</b>	<b>62,500</b>	<b>67,500</b>

3. INCOMING RESOURCES FROM VOLUNTARY ACTIVITIES	Restricted Project Fund £	Total 2010 £	Total 2008 £
Home Office	-	-	102
Trust for London (formerly City Parochial Foundation)	-	-	12,000
EQUAL	-	-	73
Rayne Foundation	-	-	9,000
Department for Education	436,978	436,978	398,166
Refugee Teacher funding	52,500	52,500	52,500
Refugees into Jobs	-	-	2,500
Refugee Council	-	-	2,500
CREATE	-	-	2,500
Time Together London	-	-	6,812
NHS Employers	4,000	4,000	-
Phoenix Zimbabwe	17,497	17,497	-
	<b>510,975</b>	<b>510,975</b>	<b>486,153</b>
<b>TRELLIS</b>			
ISB	-	-	126,067
Birmingham City Council - Neighbourhood Renewal Fund	-	-	5,310
Time Together Birmingham	-	-	37,906
Birmingham County Council Secondment	-	-	10,800
	-	-	180,083
<b>TOTAL</b>	<b>510,975</b>	<b>510,975</b>	<b>666,236</b>

THE EMPLOYABILITY FORUM  
(A company having no share capital and limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS  
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4. TOTAL RESOURCES EXPENDED

	Unrestricted Fund £	Restricted Project Fund £	Total 2010 £	Total 2008 £
Wages and salaries	4,190	145,806	149,996	123,223
Office costs	5,246	55,735	60,981	50,027
Professional costs	850	3,645	4,495	7,205
Audit fees	2,000	3,750	5,750	6,065
Refugee Policy:				
Events	-	4,728	4,728	2,883
Research	2,575	21,878	24,453	-
Travel expenses	-	-	-	494
Groups and meeting	-	2,321	2,321	-
Refugee Strategy:				
Refugee Professionals	-	470,006	470,006	273,188
Rayne Fellowships	-	5,317	5,317	12,715
Migrant Workers	-	2,621	2,621	-
Communications:				
Design, print and website	-	1,000	1,000	-
Public relations	-	-	-	1,332
Refugee Achievers	-	2,331	2,331	4,292
Trellis Fund Total	-	-	-	282,810
	14,861	719,138	733,999	764,234

During the period Crouch Chapman, the auditors, were paid £970 (2008: £1,140) in connection with accounting and other professional services. These costs are included within professional costs above.

5. EMPLOYEES

	2010 £	2008 £
Staff costs:		
Wages and salaries	132,725	240,746
Social security costs	13,686	24,389
Pension costs	3,585	6,851
	<u>149,996</u>	<u>271,986</u>

The average monthly number of employees during the year was:

	2010 Number	2008 Number
Charitable activities	<u>4</u>	<u>9</u>

No employee earned in excess of £60,000 per annum (2008: None). No trustee received or waived any remuneration during the period. No trustees' travel and subsistence expenses were claimed by the trustees (2008: £921 claimed by two trustees).

THE EMPLOYABILITY FORUM  
(A company having no share capital and limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS  
- continued

6. TANGIBLE ASSETS	Fixtures & Fittings	Computer Equipment	Total
COST			
At 1st January 2009	1,034	16,553	17,587
Disposals	-	(8,000)	(8,000)
At 31st March 2010	<u>1,034</u>	<u>8,553</u>	<u>9,587</u>
DEPRECIATION			
At 1st January 2009	1,034	16,553	17,587
Depreciation on disposals	-	(8,000)	(8,000)
Charge in period	-	-	-
At 31st March 2010	<u>1,034</u>	<u>8,553</u>	<u>9,587</u>
NET BOOK VALUE			
At 31st March 2010	<u>-</u>	<u>-</u>	<u>-</u>
At 31st December 2008	<u>-</u>	<u>-</u>	<u>-</u>
7. DEBTORS		2010 £	2008 £
Debtors		82,000	95,828
Prepayments and accrued income		1,743	9,282
		<u>83,743</u>	<u>105,110</u>
8. DEFERRED INCOME		2010 £	2008 £
Trust for London		<u>12,500</u>	<u>-</u>

NOTES TO THE FINANCIAL STATEMENTS  
- continued

9. MOVEMENTS IN FUNDS

	As at 01.01.09 £	Transfers Between Funds £	Incoming Resources £	Outgoing Resources £	As at 31.03.10 £
<b>Restricted Funds:</b>					
Home Office	12,132	-	-	12,132	-
Rayne Fellowships	6,227	-	-	6,227	-
Department for Education	94,548	3,750	436,978	533,582	1,694
Refugee Teacher Funding	33,525	-	52,500	56,063	29,962
Trust for London (formerly City Parochial Foundation)	43,873	(3,750)	62,500	89,637	12,986
NHS Employers	-	-	4,000	4,000	-
Phoenix Zimbabwe	-	-	17,497	17,497	-
<b>Total Restricted Funds</b>	<b>190,305</b>	<b>-</b>	<b>573,475</b>	<b>719,138</b>	<b>44,642</b>
<b>Unrestricted Funds:</b>					
General Funds	11,820	-	3,289	4,861	10,248
Esmée Fairbairn	10,000	-	-	10,000	-
<b>Total Unrestricted Funds</b>	<b>21,820</b>	<b>-</b>	<b>3,289</b>	<b>14,861</b>	<b>10,248</b>
<b>Total Funds</b>	<b>212,125</b>	<b>-</b>	<b>576,764</b>	<b>733,999</b>	<b>54,890</b>

The Transfers Between Funds arise as a result of a re-appraisal of project finances and a consequent re-allocation of prior year expenditure.

10. RESTRICTED FUNDS

Funds from the Home Office were used to promote and monitor refugee integration and to promote activities in support of the Joint Statement on Managed Migration.

Funds were received from the Department for Education to support the implementation of the recommendations contained in the Report of the Refugee Teachers' Task Force.

The Rayne Foundation continued its funding for two Rayne Fellowships.

Funds were received from Phoenix Zimbabwe to support the UKBA-funded Zimbabwe Feasibility Study.

Funds were received from NHS Employers to support Employability Forum national conference.

NHS Employers also contributed to cost associated with legal fees to establish refugee professional databases.

11. LIABILITY OF MEMBERS

The Employability Forum is a company limited by guarantee and has no share capital. In the event of the company being wound up, the liability of members is limited to £1.