

REGISTERED COMPANY NUMBER: 05794990 (England and Wales)
REGISTERED CHARITY NUMBER: 1136395

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended
31 March 2019
for**

**British Association for Supported
Employment**

Mayes Business Partnership Ltd
Chartered Certified Accountants
22-28 Willow Street
Accrington
Lancashire
BB5 1LP

**British Association for Supported
Employment**

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for the year ended 31 March 2019**

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**British Association for Supported
Employment**

**Report of the Trustees
for the year ended 31 March 2019**

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

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objectives are in the following areas:

- " Education/training
- " Disability
- " The prevention or relief of poverty

Our charitable objects are:

- a) to advance the education and training of people with disabilities and or other economic disadvantages so as to develop their vocational life skills and in particular the development of skills relevant to participation in employment.
- b) the relief of unemployment for the benefit of the public in such ways as may be thought fit, including assistance to find employment.

The aims of the charity are to encourage the training and employment of people with disabilities as an effective route out of poverty. The charity's trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

**Report of the Trustees
for the year ended 31 March 2019**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Employment is a key route for the prevention and relief of poverty amongst people who have a disability. BASE will continue to promote the principles and high quality delivery of supported employment as the most appropriate form of support to achieve these aims.

BASE continues to inform, support and advise our members and receives a substantial number of enquiries from employers, disabled jobseekers and family carers. We have been able to provide guidance and signpost them to appropriate support.

As part of our remit to inform members, we issued monthly e-newsletters using MailChimp. We continue to make use of social media to supplement information contained on our website. We now have 1,450 followers on Twitter and 780 on Facebook, extending our reach to members, potential members and supporters. We have also developed our YouTube channel and a LinkedIn group. Data is stored and managed in line with GDPR requirements.

BASE has continued to engage closely with a wide range of stakeholders and partners. We have links with policy makers across the Departments for Work and Pensions (DWP) and Education (DfE). We continue to represent our members through attendance at a range of policy forums and task groups. We have worked closely with DWP on the implementation of the Proof of Concept for locally commissioned supported employment services across 9 local authorities. BASE has again assessed model fidelity within this scheme, using the abbreviated Supported Employment Quality Framework and issued kitemarks to those providers meeting quality thresholds. We have continued to collaborate with DWP, through the Supported Business Steering Group, on plans to ensure the financial sustainability of 57 supported businesses across the UK. BASE donated around £20,000 in 2018-19 to help resource this activity.

We have continued to deliver contracted support to Berkshire Elevate on the Employment is Everyone's Business project. The project is seeking to improve the quality of transitions support for young people with a disability.

BASE has continued delivery of the Level 3 Certificate for Supported Employment Practitioners accredited by Gateway Qualifications. We now have over 350 people who have enrolled on the course and further courses are planned for 2019-20. Feedback from our external quality assurance visits continues to be excellent and we continue to work with a strong group of assessor associates and trainers. We also delivered a wide range of training courses over the year through our trading arm, Inclusive Trading CIC.

Our annual conference in Milton Keynes was very successful with over 200 delegates. We again received very positive feedback. The conference was financially successful and we provided some free places for representatives from parent carer groups.

We continue to maintain strong links with national parent carer groups, NDTi, Preparing for Adulthood, and a range of national supported employment associations.

FINANCIAL REVIEW

2018-19 saw us make a small deficit of £21.50. BASE continues to be reliant on income from member subscriptions and donations from Inclusive Trading CIC. Inclusive Trading CIC made a donation of £62,396 during the year. Membership numbers increased by nearly 10% and income from the conference and other projects was welcome. The National Executive Committee met three times during the year and continues to regularly monitor income and expenditure. Some income was deferred to 2019-20 to cover pre-paid activity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

BASE was established as a charitable company, incorporated on 25 April 2006 (amended by special resolutions on 28 April 2010 and 12 September 2012) and registered as a charity on 16 June 2010. The association is governed by a National Executive Committee comprising individuals elected on a regional basis by our membership. The NEC elected the national officers; a decision approved at our annual general meeting on 27 November 2018. We would like to thank Laura Davis, Alison Thwaite and Alistair Kerr for their valuable contributions to the association. The NEC for 2018-19 was as follows:

Julia Green (Chair) (Midlands)
Matt Britt (Vice-Chair) (South West)
Robert Elston (Treasurer) (South East)
Dean Atkinson (Midlands)

British Association for Supported Employment

Report of the Trustees for the year ended 31 March 2019

STRUCTURE, GOVERNANCE AND MANAGEMENT

Laura Davis (South East) - resigned 27 November 2018
Rachel Jones (North West)
Holly Kelleher (North East)
Petra Kennedy (Wales)
Alistair Kerr (Scotland) - resigned 27 November 2018
Kathy Melling (Co-opted)
Nerise Oldfield-Thompson (Co-opted)
Alison Thwaite (North West) - resigned 27 November 2018
Melanie Walls (Co-opted)

At the end of 2018-19, the association employed one member of staff; the Chief Executive, Huw Davies. We outsource management of our social media.

The activities of the British Association for Supported Employment (BASE) are appropriate to the meeting of our charitable objectives. The focus of our work is to ensure that high quality supported employment services are available to support people with significant needs to access and retain paid employment. We do this primarily through:

- " Acting as an umbrella body for service provision within this sector
- " Providing advice, guidance and support to service providers, employers, disabled people and their families
- " Supporting the development of new services and supporting existing providers to improve the quality of their services
- " Engaging with policy makers and commissioners to ensure that provision is adequately designed and resourced
- " Providing training courses and organising events to ensure that practitioners have the opportunity to develop their skills
- " Working in partnership with other stakeholders to further the education, training and employment of disabled people

During 2018-19, BASE had 180 full member organisations and 14 associate members and regional network meetings were held across our membership regions. Membership rates for members remained unchanged from the previous year.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
05794990 (England and Wales)

Registered Charity number
1136395

Registered office
Unit 4
200 Bury Road
Tottington
Bury
Lancashire
BL8 3DX

Trustees

R Elston	Director and Trustee
M Britt	Director and Trustee
Ms L Davis	Director and Trustee - resigned 28/11/18
D Atkinson	Director and Trustee - appointed 1/4/19
Ms J Green	Director and Trustee - appointed 18/5/18
Ms R Jones	Director and Trustee - appointed 18/5/18
Ms H Kelleher	Director and Trustee - appointed 18/5/18
Ms P Kennedy	Director and Trustee - appointed 1/4/19
D Stenning	Director and Trustee - appointed 18/5/18

**British Association for Supported
Employment**

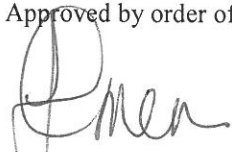
**Report of the Trustees
for the year ended 31 March 2019**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent examiner

Mayes Business Partnership Ltd
Chartered Certified Accountants
22-28 Willow Street
Accrington
Lancashire
BB5 1LP

Approved by order of the board of trustees on 13 August 2019 and signed on its behalf by:



Ms J Green - Trustee

**Independent Examiner's Report to the Trustees of
British Association for Supported
Employment**

Independent examiner's report to the trustees of British Association for Supported Employment ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2019.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Mayes

Gavin Taylor
Chartered Accountant
Mayes Business Partnership Ltd
Chartered Certified Accountants
22-28 Willow Street
Accrington
Lancashire
BB5 1LP

13 August 2019

**British Association for Supported
Employment**

**Statement of Financial Activities
for the year ended 31 March 2019**

	Notes	31/3/19 Unrestricted fund £	31/3/18 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		119,681	109,941
Charitable activities			
Project income		2,063	33,537
Total		121,744	143,478
 EXPENDITURE ON			
Charitable activities			
Project income		21,822	28,202
Other		99,943	96,882
Total		121,765	125,084
NET INCOME/(EXPENDITURE)		(21)	18,394
 RECONCILIATION OF FUNDS			
Total funds brought forward		170,820	152,426
TOTAL FUNDS CARRIED FORWARD		170,799	170,820

The notes form part of these financial statements

**British Association for Supported
Employment**

**Balance Sheet
At 31 March 2019**

	Notes	31/3/19 Unrestricted fund £	31/3/18 Total funds £
FIXED ASSETS			
Tangible assets	6	2,270	1,276
CURRENT ASSETS			
Debtors	7	107,632	91,224
Cash at bank		169,926	149,322
		<u>277,558</u>	<u>240,546</u>
CREDITORS			
Amounts falling due within one year	8	(109,029)	(71,002)
NET CURRENT ASSETS		<u>168,529</u>	<u>169,544</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>170,799</u>	<u>170,820</u>
NET ASSETS		<u>170,799</u>	<u>170,820</u>
FUNDS	9		
Unrestricted funds		<u>170,799</u>	<u>170,820</u>
TOTAL FUNDS		<u>170,799</u>	<u>170,820</u>

The notes form part of these financial statements

**British Association for Supported
Employment**

**Balance Sheet - continued
At 31 March 2019**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

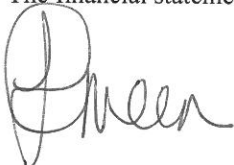
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 13 August 2019 and were signed on its behalf by:

A handwritten signature in black ink, appearing to read 'J Green', written over a circular stamp or seal.

Ms J Green -Trustee

R Elston -Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

There are no material uncertainties regarding the charity's ability to continue and hence the financial statements have been prepared on a going concern basis.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of Section 3 Financial Statement Presentation paragraph 3.17(d).

Income

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

Income received in advance of a specified service is deferred until the criteria for income recognition are met.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Plant and machinery	- 33% on cost
Computer equipment	- 25% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

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

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

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

Hire purchase and leasing commitments

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

**Notes to the Financial Statements - continued
for the year ended 31 March 2019**

2. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31/3/19	31/3/18
	£	£
Other assurance services	3,946	4,000
Depreciation - owned assets	1,000	470
Other operating leases	5,246	5,197
	<u> </u>	<u> </u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Trustees' expenses

Travel expenses of £4,327 (2018: £487) were paid to 8 of the trustees and mileage expenses of £2,171 (2018: £759) were paid to 8 of the trustees.

4. STAFF COSTS

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

	31/3/19	31/3/18
Administration	1	1
	<u> </u>	<u> </u>

No employees received emoluments in excess of £60,000.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	109,941
Charitable activities	
Project income	33,537
Total	<u>143,478</u>
 EXPENDITURE ON	
Charitable activities	
Project income	28,202
Other	96,882
Total	<u>125,084</u>
 NET INCOME/(EXPENDITURE)	<u>18,394</u>

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £
RECONCILIATION OF FUNDS	
Total funds brought forward	152,426
TOTAL FUNDS CARRIED FORWARD	<u>170,820</u>

6. TANGIBLE FIXED ASSETS

	Plant and machinery £	Computer equipment £	Totals £
COST			
At 1 April 2018	6,693	9,900	16,593
Additions	1,994	-	1,994
At 31 March 2019	<u>8,687</u>	<u>9,900</u>	<u>18,587</u>
DEPRECIATION			
At 1 April 2018	6,408	8,909	15,317
Charge for year	752	248	1,000
At 31 March 2019	<u>7,160</u>	<u>9,157</u>	<u>16,317</u>
NET BOOK VALUE			
At 31 March 2019	<u>1,527</u>	<u>743</u>	<u>2,270</u>
At 31 March 2018	<u>285</u>	<u>991</u>	<u>1,276</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/19 £	31/3/18 £
Trade debtors	77,732	67,292
Other debtors	28,508	22,071
Prepayments	1,392	1,861
	<u>107,632</u>	<u>91,224</u>

**Notes to the Financial Statements - continued
for the year ended 31 March 2019**

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/19	31/3/18
	£	£
Trade creditors	3,175	1,903
VAT	7,996	7,520
Other creditors	2,278	1,239
Accruals and deferred income	95,580	60,340
	<u>109,029</u>	<u>71,002</u>

Deferred income comprises payments received for subscriptions for the following financial year to 31 March 2020.

	31/3/19	31/3/18
	£	£
Balance as at 1 April 2018	60,090	59,085
Amount released to income earned from charitable activities	(60,090)	(59,085)
Amounts deferred in year	94,800	60,090
	<u>94,800</u>	<u>60,090</u>
Balance as at 31 March 2019		

9. MOVEMENT IN FUNDS

	At 1/4/18	Net movement in funds	At 31/3/19
	£	£	£
Unrestricted funds			
General fund	170,820	(21)	170,799
	<u>170,820</u>	<u>(21)</u>	<u>170,799</u>
TOTAL FUNDS			

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	121,744	(121,765)	(21)
	<u>121,744</u>	<u>(121,765)</u>	<u>(21)</u>
TOTAL FUNDS			

Notes to the Financial Statements - continued
for the year ended 31 March 2019

9. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/17 £	Net movement in funds £	At 31/3/18 £
Unrestricted Funds			
General fund	152,426	18,394	170,820
TOTAL FUNDS	<u>152,426</u>	<u>18,394</u>	<u>170,820</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	143,478	(125,084)	18,394
TOTAL FUNDS	<u>143,478</u>	<u>(125,084)</u>	<u>18,394</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/17 £	Net movement in funds £	At 31/3/19 £
Unrestricted funds			
General fund	152,426	18,373	170,799
TOTAL FUNDS	<u>152,426</u>	<u>18,373</u>	<u>170,799</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	265,222	(246,849)	18,373
TOTAL FUNDS	<u>265,222</u>	<u>(246,849)</u>	<u>18,373</u>

10. RELATED PARTY DISCLOSURES

Mr R Elston and Mr M Britt trustees of the company, are also directors of Inclusive Trading CIC.

During the year the company received donations from Inclusive Trading CIC totalling £62,396 (2018: £55,923).

Included within other debtors is an amount due from Inclusive Trading CIC of £28,508 (2018: £22,071).

**British Association for Supported
Employment**

**Detailed Statement of Financial Activities
for the year ended 31 March 2019**

	31/3/19 £	31/3/18 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	62,396	57,923
Subscriptions	57,285	52,018
	<hr/> 119,681	<hr/> 109,941
Charitable activities		
Project income	2,063	33,537
	<hr/>	<hr/>
Total incoming resources	121,744	143,478
EXPENDITURE		
Charitable activities		
Consultancy	21,822	28,202
Other		
Conferences and events	3,937	2,616
Support costs		
Management		
Repairs & renewals	65	-
Finance		
Bank charges	58	32
Other		
Wages	65,000	64,098
Other operating leases	5,246	5,197
Rates and water	46	338
Insurance	1,114	1,057
Light and heat	684	570
Telephone	630	600
Postage and stationery	1,751	1,023
Sundries	13	36
Advertising	3,309	3,615
Subscriptions	1,989	862
Repairs and renewals	632	98
Travelling	10,523	12,270
Plant and machinery	752	140
Computer equipment	248	330
	<hr/> 91,937	<hr/> 90,234
Governance costs		
Auditors' remuneration for non audit work	3,946	4,000
	<hr/>	<hr/>
Total resources expended	121,765	125,084
	<hr/>	<hr/>
Net (expenditure)/income	(21)	18,394
	<hr/>	<hr/>

This page does not form part of the statutory financial statements