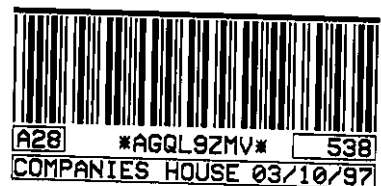


Report of the Directors/Trustees and  
Financial Statements for the Year Ended 31 December 1996  
for

Hackney Employment Link Project Limited  
(A Charity Company Limited by Guarantee)

Registered Charity number 1021469



Hackney Employment Link Project Limited  
(A Charity Company Limited by Guarantee)

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for the Year Ended 31 December 1996

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Hackney Employment Link Project Limited  
(A Charity Company Limited by Guarantee)

Company Information  
for the Year Ended 31 December 1996

**DIRECTORS/TRUSTEES:** R P E Purkiss  
M F G Woods  
R Jones  
K Dixon  
M A Olayokun

*The directors of the company are the  
Charity's Trustees [s97(1) Charities  
Act 1993].*

**SECRETARY:** C Drew (to 30/10/96)

**REGISTERED OFFICE:** 28 Lower Clapton Road  
Hackney  
London  
E5 OPD

**REGISTERED NUMBER:** 2768807  
**CHARITY NUMBER:** 1021469

**AUDITORS:** Armstrong & Co  
Chartered Accountants  
and Registered Auditors  
Walker House  
6-8 Boundary Street  
London E2 7JE

Hackney Employment Link Project Limited  
(A Charity Company Limited by Guarantee)

Report of the Directors/Trustees  
for the Year Ended 31 December 1996

The directors/trustees present their report with the financial statements of the company for the year ended 31 December 1996.

**PRINCIPAL ACTIVITY**

The principal activity of the company in the year under review was that of the provision of training and assistance to unemployed persons.

**DIRECTORS/TRUSTEES**

The directors/trustees during the year under review were:

R P E Purkiss  
M F G Woods  
R Silman                      resigned 30/10/96  
R Jones  
M A Olayokun

**TRUSTEES REPORT**

The trustees report is attached and further information is contained in the charity's annual report which is available from the office at Georgian House, 28 Lower Clapton Road, Hackney, London E5 0PD (tel: 0181 533 3303).

**STATEMENT OF DIRECTORS/TRUSTEES' RESPONSIBILITIES**

Company law requires the directors/trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the directors/trustees are required to

- select suitable accounting policies and then apply them consistently;
- make judgements 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 directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

**AUDITORS**

The auditors, Armstrong & Co, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

In preparing this report, the directors/trustees have taken advantage of special exemptions applicable to small companies conferred by Part II of Schedule 8 to the Companies Act 1985.

**ON BEHALF OF THE BOARD:**

  
Rev P E Purkiss - Director/Trustee

Dated: 13 March 1997

**Report of the Auditors to the Members of  
Hackney Employment Link Project Limited  
(A Charity Company Limited by Guarantee)**

We have audited the financial statements on pages four to twelve which have been prepared under the historical cost convention and the accounting policies set out on page six.

**Respective responsibilities of directors/trustees and auditors**

As described on page two the company's directors/trustees are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

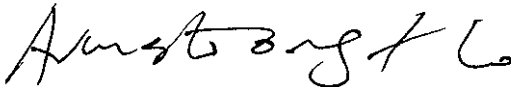
**Basis of opinion**

We conducted our audit in accordance with Auditing Standards 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 judgements made by the directors/trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the 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 of the state of the company's affairs as at 31 December 1996 and of its surplus for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies.



Armstrong & Co.  
Chartered Accountants  
and Registered Auditors  
Walker House  
6-8 Boundary Street  
London E2 7JE

Dated: 13 March 1997

Hackney Employment Link Project Limited  
(A Charity Company Limited by Guarantee)

Income and Expenditure Account  
for the Year Ended 31 December 1996

		<u>1996</u>	<u>1995</u>
	Notes	£	£
<b>INCOME</b>	2	289,870	204,128
Direct activity costs		<u>247,051</u>	<u>152,744</u>
<b>GROSS SURPLUS</b>		42,819	51,384
Management and administration		<u>31,075</u>	<u>35,873</u>
<b>OPERATING SURPLUS</b>	3	11,744	15,511
Interest receivable and similar income	4	<u>468</u>	<u>357</u>
		12,212	15,868
Interest payable and similar charges		<u>516</u>	<u>31</u>
<b>INCOME ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		11,696	15,837
Tax on surplus on ordinary activities		<u>-</u>	<u>-</u>
<b>INCOME FOR THE FINANCIAL YEAR AFTER TAXATION</b>		11,696	15,837
Retained surplus brought forward		<u>29,354</u>	<u>13,517</u>
<b>RETAINED SURPLUS CARRIED FORWARD</b>		<u>£41,050</u>	<u>£29,354</u>

*The Statement of Financial Activities is contained on page 9*

**CONTINUING OPERATIONS**

None of the company's activities were acquired or discontinued during the current and previous years.

**TOTAL RECOGNISED GAINS AND LOSSES**

The company has no recognised gains or losses other than the surpluses for the current and previous years.

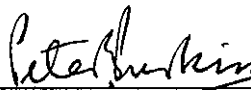
**Hackney Employment Link Project Limited**  
(A Charity Company Limited by Guarantee)

**Balance Sheet**  
**31 December 1996**

		<u>1996</u>		<u>1995</u>	
	Notes	£	£	£	£
<b>FIXED ASSETS:</b>					
Tangible assets	5		13,682		4,504
<b>CURRENT ASSETS:</b>					
Debtors	6	77,344		29,808	
Cash at bank and in hand		<u>13,982</u>		<u>26,241</u>	
		91,326		56,049	
<b>CREDITORS: Amounts falling due within one year</b>	7	<u>63,958</u>		<u>31,199</u>	
<b>NET CURRENT ASSETS:</b>			<u>27,368</u>		<u>24,850</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>			<u>£41,050</u>		<u>£29,354</u>
<b>FUNDS:</b>					
Unrestricted funds			11,452		23,841
Restricted funds			29,598		5,513
	9		<u>£41,050</u>		<u>£29,354</u>

In preparing these financial statements, the directors have taken advantage of special exemptions applicable to small companies conferred by Part I of Schedule 8 to the Companies Act 1985. The directors have done so on the grounds that, in their opinion, the company is entitled to the benefit of those exemptions because it meets the qualifying conditions for small companies as stated in Section 247 of the Companies Act 1985.

**ON BEHALF OF THE BOARD:**

 Rev P E Purkiss - Director/Trustee

 R. Jones - Director/Trustee

Approved by the Board on 13 March 1997

The notes form part of these financial statements

**Hackney Employment Link Project Limited  
(A Charity Company Limited by Guarantee)**

**Notes to the Financial Statements  
for the Year Ended 31 December 1996**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and are in accordance with applicable accounting standards and follow the recommendations in Statement of Recommended Practice: Accounting by Charities.

**Financial Reporting Standard Number 1**

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

**Incoming resources**

Incoming resources is the amount derived from the provision of charitable services, the receipt of gifts, subscriptions and grants falling within the company's ordinary activities.

**Voluntary income**

Voluntary income received by way of donations and gifts is included in full when received.

**Revenue grants**

Revenue grants are credited to incoming resources on the earlier of when they are received or when they are due. If they relate to a specified future period they are deferred.

**Restricted funds**

Restricted funds are to be used for purposes specified by the donor. Expenditure incurred for the specified purpose are charged to the fund together with a fair allocation of overhead and support costs.

**Unrestricted funds**

Unrestricted funds are incoming resources received or generated for the purposes of the charity over which the directors have unfettered control.

**Allocation of costs**

Costs are allocated between direct charitable costs and other costs on a transaction by transaction basis. Allocation between restricted and unrestricted funds is on a transactional basis where the transaction is specific to a fund. Where it is not, and subject to funders terms and criteria, costs are allocated to restricted funds in preference to unrestricted funds.

**Tangible fixed assets**

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

Computer equipment - 33% on reducing balance  
Fixtures and fittings - 25% on reducing balance

**2. INCOMING RESOURCES**

The incoming resources and surplus before taxation are attributable to the one principal activity of the company.



Hackney Employment Link Project Limited  
(A Charity Company Limited by Guarantee)

Notes to the Financial Statements  
for the Year Ended 31 December 1996

3. OPERATING INCOME

The operating surplus is stated after charging:

	1996	1995
	£	£
Directors/trustees' emoluments	-	-
Depreciation - owned assets	5,977	1,896
Loss on disposal of fixed assets	100	-
Auditors' remuneration	<u>2,756</u>	<u>1,938</u>

4. INTEREST RECEIVABLE AND SIMILAR INCOME

	1996	1995
	£	£
Deposit account interest	<u>468</u>	<u>357</u>

5. TANGIBLE FIXED ASSETS

	Fixtures & fittings	Computer equipment	Totals
	£	£	£
<b>COST:</b>			
At 1 January 1996	3,789	6,744	10,533
Additions	4,732	10,722	15,454
Disposals	<u>-</u>	<u>(1,009)</u>	<u>(1,009)</u>
At 31 December 1996	<u>8,521</u>	<u>16,457</u>	<u>24,978</u>
<b>DEPRECIATION:</b>			
At 1 January 1996	1,661	4,367	6,028
Charge for year	1,715	4,262	5,977
Eliminated on disposals	<u>-</u>	<u>(709)</u>	<u>(709)</u>
At 31 December 1996	<u>3,376</u>	<u>7,920</u>	<u>11,296</u>
<b>NET BOOK VALUE:</b>			
At 31 December 1996	<u>5,145</u>	<u>8,537</u>	<u>13,682</u>
At 31 December 1995	<u>2,128</u>	<u>2,376</u>	<u>4,504</u>

6. DEBTORS: AMOUNTS FALLING  
DUE WITHIN ONE YEAR

	1996	1995
	£	£
Grant debtors	-	29,783
Other debtors	560	-
Accrued income	76,784	-
Staff loans	<u>-</u>	<u>25</u>
	<u>77,344</u>	<u>29,808</u>

Hackney Employment Link Project Limited  
(A Charity Company Limited by Guarantee)

Notes to the Financial Statements  
for the Year Ended 31 December 1996

7. **CREDITORS: AMOUNTS FALLING  
DUE WITHIN ONE YEAR**

	1996 £	1995 £
Bank overdraft	2,198	592
Trade creditors	365	4,333
Social security & other taxes	38,052	22,676
Grants repayable	2,582	-
Deferred income	15,653	-
Accrued expenses	<u>5,108</u>	<u>3,598</u>
	<u>63,958</u>	<u>31,199</u>

8. **HELP in HOXTON**

During the year another site was opened in Hoxton, called 'Help in Hoxton'. Initially this was run as part of the main project. Since the balance sheet date, Help in Hoxton has operated independently. During the year the following transactions occurred relating to Help in Hoxton and are included in the amounts shown in these accounts.

	1996 £	£
<b>Incoming resources</b>		
Received in year		30,017
Accrued income		<u>21,017</u>
Received in accounts		51,034
<b>Resources expended</b>		
Wages & national insurance	28,467	
Management charges	6,500	
Support costs	5,843	
Depreciation	<u>438</u>	
		<u>41,248</u>
Restricted surplus for year		<u>9,786</u>

9. **RECONCILIATION OF MOVEMENTS IN RESERVES**

	1996 £	1995 £
Income for the financial year	<u>11,696</u>	<u>15,837</u>
<b>NET ADDITION TO RESERVES</b>	11,696	15,837
Opening reserves	<u>29,354</u>	<u>13,517</u>
<b>CLOSING RESERVES</b>	<u>41,050</u>	<u>29,354</u>

**Statement of Financial Activities**

**for the Year Ended 31 December 1996**

**for**

**Hackney Employment Link Project Limited  
(A Charity Company Limited by Guarantee)**

**Hackney Employment Link Project Limited**  
**(A Charity Company Limited by Guarantee)**

**Statement of Financial Activities**  
**for the Year Ended 31 December 1996**

				1996	1995
		Restricted Funds £	Unrestricted Funds £	Total Funds £	Total Funds £
Notes					
<b>INCOMING RESOURCES</b>					
Grants, donations & other income received		220,808	7,931	228,739	204,128
Add: accrued income		75,984	800	76,784	-
Less: deferred income		(15,653)	-	(15,653)	-
Grants, donations & other income receivable		281,139	8,731	289,870	204,128
Interest receivable		88	380	468	357
<b>Total incoming resources</b>		<b>281,227</b>	<b>9,111</b>	<b>290,338</b>	<b>204,485</b>
<b>RESOURCES EXPENDED</b>					
Direct charitable expenditure		247,051	-	247,051	161,245
Other expenditure					
Fundraising and publicity		6,377	-	6,377	4,638
Management and administration		25,214	-	25,214	22,765
<b>Total resources expended</b>		<b>278,642</b>	<b>-</b>	<b>278,642</b>	<b>188,648</b>
<b>Net increase in resources before fund transfers</b>		<b>2,585</b>	<b>9,111</b>	<b>11,696</b>	<b>15,837</b>
Transfer to restricted funds		20,500	(20,500)	-	-
<b>NET INCREASE/(DECREASE) IN FUNDS FOR THE YEAR</b>		<b>23,085</b>	<b>(11,389)</b>	<b>11,696</b>	<b>15,837</b>
Funds at 1 January 1996		5,513	23,841	29,354	13,517
<b>Funds at 31 December 1996</b>		<b>£28,598</b>	<b>£12,452</b>	<b>£41,050</b>	<b>£29,354</b>

**Hackney Employment Link Project Limited**  
(A Charity Company Limited by Guarantee)

**Notes to the Statement of Financial Activities**  
for the Year Ended 31 December 1996

	1996			1995
	Restricted Funds £	Unrestricted Funds £	Total Funds £	Total Funds £
<b>1. GRANTS &amp; DONATIONS</b>				
European Social Fund	123,223	-	123,223	83,961
Hackney Task Force	22,498	-	22,498	40,000
CILNTEC	6,000	-	6,000	9,000
Comprehensive Estates Initiative	5,000	-	5,000	5,000
Heart of Hackney	44,418	-	44,418	21,000
Gifts-Businesses	27,000	2,750	29,750	5,450
Gifts-Trusts & Charities	53,000	3,000	56,000	33,200
Gifts-Church Bodies	-	765	765	2,883
Gifts-Individuals	-	1,246	1,246	3,246
Gifts-Church membership	-	970	970	260
Sundry income	-	-	-	128
	<u>281,139</u>	<u>8,731</u>	<u>289,870</u>	<u>204,128</u>
<b>2. FINANCE INCOME</b>				
Deposit account interest	<u>88</u>	<u>380</u>	<u>468</u>	<u>357</u>
<b>3. DIRECT CHARITABLE EXPENSES</b>				
Staff wages	204,520	-	204,520	134,070
Social security	16,590	-	16,590	9,692
Course materials	1,123	-	1,123	1,426
Travel expenses	372	-	372	159
Client welfare	630	-	630	323
Premises, rent & services	7,282	-	7,282	7,074
Telephone	2,133	-	2,133	2,054
Postage	1,708	-	1,708	1,435
Stationery & consumables	2,578	-	2,578	1,389
Photocopying costs	629	-	629	511
Computer expenses	220	-	220	475
Volunteers expenses	60	-	60	-
Staff training	1,974	-	1,974	741
Training & supervision	-	-	-	250
Staff welfare	779	-	779	618
Travel & transport	198	-	198	498
Sundry expenses	412	-	412	530
Other Hoxton expenses	5,843	-	5,843	-
	<u>247,051</u>	<u>-</u>	<u>247,051</u>	<u>161,245</u>

**Hackney Employment Link Project Limited**  
(A Charity Company Limited by Guarantee)

**Notes to the Statement of Financial Activities**  
**for the Year Ended 31 December 1996**

	1996			1995
	Restricted Funds £	Unrestricted Funds £	Total Funds £	Total Funds £
<b>4. FUNDRAISING AND PUBLICITY</b>				
Consultancy & commission	2,778	-	2,778	-
Advertising & promotion	1,005	-	1,005	999
Annual report	761	-	761	2,027
Printing & design	960	-	960	783
Travel & transport	42	-	42	563
AGM costs	319	-	319	187
Sundry expenses	512	-	512	79
	<u>6,377</u>	<u>-</u>	<u>6,377</u>	<u>4,638</u>
<b>5. MANAGEMENT &amp; ADMINISTRATIVE</b>				
Premises expenses	8,833	-	8,833	7,372
Light & heat	742	-	742	840
Management & administration	743	-	743	2,032
Staff welfare	196	-	196	193
Subscriptions	211	-	211	241
Insurance	610	-	610	407
Computer costs	-	-	-	486
Auditors fees	2,756	-	2,756	1,938
Accountancy fees	2,998	-	2,998	2,835
Bookkeeping wages	-	-	-	3,393
Legal fees	713	-	713	239
Bank charges	709	-	709	312
Interest on late tax	111	-	111	550
Bank interest	516	-	516	31
Depreciation:				
Fixtures & fittings	1,277	-	1,277	709
Computer equipment	4,699	-	4,699	1,187
Loss on disposal of fixed assets				
Computer equipment	100	-	100	-
	<u>25,214</u>	<u>-</u>	<u>25,214</u>	<u>22,765</u>
<b>6. INTER-FUND TRANSFERS</b>				
Allocation of unrestricted funds to cover restricted fund costs to leave balance on restricted funds.				
Transfer to restricted funds	<u>20,500</u>	<u>(20,500)</u>	<u>-</u>	<u>-</u>



# HACKNEY EMPLOYMENT LINK PROJECT

## Trustees' Report for the 1996 Annual Accounts

The trustees are glad to report on their fourth year of operating their outreach programme to help unemployed people in Hackney.

The year's highlight was certainly the establishment of a further training centre at Hoxton. We are pleased that we have been able to launch a new charity Help in Hoxton to provide a service needed in this southern part of the borough. Help in Hoxton has been established using our proven methodologies and building on the experience and expertise of our team. It has its own Chief Executive and full staff and is operating at a very satisfying level with good levels of support.

Building a new programme like this, whilst maintaining the existing activities was challenging and rewarding, and we were especially pleased during the year to be able to add a Resource Room to the portfolio of services we offer unemployed people. The Resource Room is very well equipped with state of the art

computer technology and job search items and is available to all previous clients of HELP to use to support their job search.

The Resource Room was made possible by a very generous support of SBC Warburg and we were thrilled to hear Hugh Richardson, their Community Director applaud our projects fulsomely on the occasion of the official opening.

The year also was marked by the departure of our founding Chief Executive Christian Drew who built the project from its earlier stage in struggling situations to a sound and firmly established company. We record here our appreciation of all her endeavour and success and wish her well in her new career as hotelier.

We have had a significant number of staff changes but are pleased to boast of a high calibre of staff working with us currently and developing new plans for 1997 and hereafter.