

# PEOPLE MATTER TRUST

England & Wales · Charity number 1062467

## Details

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**Other names** PEOPLE MATTER

**Status** Registered

**Legal form** Charitable company

**Company number** [03360047](#)

**Registered** 1997-05-19

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Second Floor  
55 South Street  
Eastbourne  
East Sussex  
BN21 4UT

**Phone** 01323431289

**Email** [ann@people-matter.org.uk](mailto:ann@people-matter.org.uk)

**Website** [www.people-matter.org.uk](http://www.people-matter.org.uk)

## Activities

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**Objects:** TO RELIEVE POVERTY AND DISTRESS AMONGST UNEMPLOYED PERSONS AND THEIR DEPENDENTS REGARDLESS OF AGE SEX CREED ETHNIC ORIGIN OR COLOUR BY SUCH MEANS AS THE CHARITY SHALL DETERMINE FROM TIME TO TIME AS A MINISTRY OF THE CHRISTIAN FAITH AND IN PARTICULAR BUT WITHOUT PREJUDICE TO THE GENERALITY BY TRAINING OR ASSISTING UNEMPLOYED PERSONS TO OBTAIN TRAINING IN SUCH SKILLS AS WILL FIT THEM FOR EMPLOYMENT . FOR THE PURPOSE OF THIS SUB-PARAGRAPH A PERSON WHO IS TEMPORARILY EMPLOYED OR EMPLOYED WHILE ENGAGED IN TRAINING OR ACQUIRING NEW SKILLS MAY BE TREATED BY THE CHARITY AS UNEMPLOYED.

**Activities:** Relief of PovertyCounselling Servises for unemployedAdvancement of Religion

## Classification

- **How:** Provides Human Resources, Provides Advocacy/advice/information
- **What:** Education/training, The Prevention Or Relief Of Poverty, Religious Activities, Economic/community Development/employment
- **Who:** Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** EASTBOURNE
- East Sussex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-10-31	£452,078	£441,061	-	-
2024-10-31	£498,606	£437,994	-	-
2023-10-31	£430,938	£399,540	-	-
2022-10-31	£240,794	£276,937	-	-
2021-10-31	£233,280	£238,306	-	-

## Trustees

Name	Role	Appointed
<b>Dr COLIN WEBB</b>	Chair	2012-02-15
Charles Derek Grimaldi		2016-07-05
David Ingham		2021-12-01
Dawn Baker		2020-05-18
Sarah Mackenzie		2020-05-18
Susan Fifield		2024-05-21

**PEOPLE MATTER TRUST**

England & Wales - Charity number 1062467

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# Accounts

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**Company registration number 03360047 (England and Wales)**

**Charity registration number 1062467 (England and Wales)**

**THE PEOPLE MATTER TRUST**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2025**



**Caladine**  
Chartered Certified Accountants

# THE PEOPLE MATTER TRUST

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Dr C Webb - Chairman D Baker - Vice Chairman C Grimaldi S Mackenzie D Ingham S Fifield
<b>Secretary</b>	A Hughes
<b>Chief Executive Officer</b>	A Gillard
<b>Charity number</b>	1062467
<b>Company number</b>	03360047
<b>Principal address</b>	2nd Floor 55 South Street Eastbourne East Sussex BN21 4UT
<b>Registered office</b>	Chantry House 22 Upperton Road Eastbourne East Sussex BN21 1BF
<b>Independent examiner</b>	John Caladine FCCA CTA FCIE Caladine Limited Chantry House 22 Upperton Road Eastbourne East Sussex BN21 1BF
<b>Bankers</b>	HSBC 94 Terminus Road Eastbourne East Sussex BN21 3ND

# THE PEOPLE MATTER TRUST

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# THE PEOPLE MATTER TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 OCTOBER 2025

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The Trustees present their annual report and financial statements for the year ended 31 October 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the trust's memorandum and articles of association, the Companies Act 2006 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)" (effective 1 January 2019).

#### **Objectives and activities**

The Trust is a registered charity and a company limited by guarantee. The principal activity of the trust, as a Christian ministry, is the relief of poverty amongst unemployed persons through the provision of career information, advice and guidance to assist them in gaining or being able to retain suitable employment. This activity is further extended to employed jobseekers looking to change career.

#### *CIAG Services*

The principal activity of the Trust during the year was the delivery of career information, advice and guidance (C.I.A.G.) to clients seeking suitable employment. This support was provided primarily through one-to-one face-to-face appointments and workshops and by email and telephone. Most clients were unemployed, with a smaller number seeking to change jobs. The Trust continually monitors and reviews engagement with client groups identified by the Department for Education. We remain committed to help a diverse range of clients irrespective of their background or ability.

#### *Public benefit*

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the trust should undertake.

#### **Achievements and performance**

##### *Significant activities and achievements against objectives*

##### **1-2-1 advice**

Clients are usually referred by the local job centre or are signposted by other voluntary and statutory agencies. They may also access services independently. There is no limit to the number of times individuals may receive support, although appointments with a careers adviser are usually limited to one in each 12-month period.

822 new clients were helped during the year (compared with 916), and there was a total of 2,627 client sessions (1-2-1 and small groups) (compared with 4,172). The main funding for core IAG services was from a contract with the Department for Education via the prime contractor, CXK Ltd for the provision of career information, advice and guidance services, both one-to-one and in groups, and on achieving outcomes and reaching targets.

##### **Workshops: are regularly reviewed and the following are usually offered**

- A series of 2 workshops preparing clients for employment.
- A one-day Level 2 accredited Food Hygiene course.

##### **Additional Services:**

- Working for You (employer engagement and recruitment support)
- Multiply (numeracy support – contract ended 31.3.25)
- Moving on Up (for vulnerably housed - contract ended 31.3.25)
- Support into Work (for Ukrainians)
- Mock Interviews and Pre Interviews
- Listening Service

##### **Outreach**

Services are promoted through statutory and voluntary partnerships, community forums and recruitment fairs including The Big Futures Show and the Apprenticeships Roadshow as well as at local job centre events. Outreach opportunities are regularly reviewed to meet identified need and adviser capacity.

# THE PEOPLE MATTER TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2025

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#### **Matrix**

Annual continuous improvement checks are carried out between 3 yearly cycles of reaccreditation, to review progress and ensure that the standard is adhered to. Current accreditation ends in 2028.

#### **General**

We regularly review course content and delivery, and the Business Start Up provision.

We routinely conduct audits of contract documentation to ensure quality is maintained.

We work to identify and research evolving client needs with a view to developing new services.

In addition to government funding, we seek alternative funding streams including trusts, legacies and other donors and occasional events.

#### **Key highlights during the year include:**

##### **Matrix reaccreditation**

For the eighth time, in its three-yearly cycle. The independent assessor reported, "People Matter has hit a new level of excellence" and that "all [the team] demonstrated care, concern and compassion for individuals".

In the report, he recognised the 'highly qualified team of Advisers'. 'The Working for You (WFY) team bring a set of complementary skills and life experience and have cultivated links with local employers, and this is a source of added value for the commissioners and partner organisations'. He reported 'one of the funders mentioned that this is a rare and overlooked feature of employability services.'

The assessor also fed back that 'Clients interviewed were often surprised by how much they discover is offered by PM. The support was credited not only with expanding their options by also lifting their spirits' and they expressed 'no hesitation recommending PM for their advice and guidance, and personalised service.'

##### **A grant from CABWI to deliver Road2Work**

An employability programme offering employment support and fast track routes into work with the county's road repair contractor and their supply chain. Road2Work promotes learning and development for adult job seekers to help them gain employability skills and the confidence to work. Specifically, this pathway focuses on our growing relationship with Balfour Beatty and its supply chain servicing East Sussex highways. Road2Work is an employability project that seeks to create a more intensive job matching service in particular for refugees and asylum seekers with the right to work, ex-offenders and job seekers with complex barriers including adults affected by homelessness.

Whilst these core groups are prioritised, other beneficiaries include adult job seekers with physical or mental health needs, veterans and carers/ex-carers. Road2Work adopts a fast-track approach to employment support for adult job seekers who have much to contribute to our coastal economy but are sometimes overlooked by employers. Our aim is to swiftly place suitable jobseekers into shortage occupations within the highways supply chain, including groundworks.

##### **Jobs Fairs and CrowdComms**

Since 2023 we have been commissioned to deliver 5 Jobs Fairs a year across the district and boroughs.

At the end of 2024 we were awarded a capital grant of £25,000 by East Sussex County Council. This enabled us to purchase equipment and the CrowdComms digital platform. Through investment in this new technology we have been able to improve the pre-entry (saving pre-event administration time), on the day (providing a refreshed, engaging experience by replacing the need to complete paper feedback forms with electronic recording), and follow up experiences of jobseekers and employers at jobs fairs (instant logging of employer contact and information requests).

##### **Transition to eVisa – Home Office**

Although the contract funding ended on 31st August 2025, we are continuing to provide vital support to individuals who have difficulty in accessing or using their eVisa, both from our offices and from Sanctuary Café in Eastbourne.

# THE PEOPLE MATTER TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2025

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#### **2026 and beyond**

On 1st December 2025 we commenced delivery of the Connect to Work programme, a free, voluntary and government-funded (via DWP) supported employment initiative for adults (18+) living in East Sussex who are unemployed or at risk of redundancy and are not already enrolled in another DWP employment scheme (such as the Work and Health Programme or Restart). The initiative is designed to help residents facing complex challenges, such as disabilities, long-term health conditions, homelessness, or caring responsibilities, find and stay in meaningful work. East Sussex County Council (ESCC) acts as the accountable body, coordinating delivery through a network of local specialist providers, including People Matter.

The contract with People Matter, until March 2029 and with the potential to extend for a further year, is to support two groups - individuals aged 50 and older and people of any age who have a caring responsibility for a sick dependent. Participants receive up to 12 months of one-to-one guidance from a dedicated Employment Specialist who helps individuals identify strengths, build confidence, develop a personalised action plan, create CVs, and prepare for interviews. The programme offers up to four months of in-work support for those at risk of losing their job due to health issues or other barriers, including advocating with employers and facilitating reasonable adjustments. Employment Specialists at People Matter work with local businesses to understand their recruitment needs, match suitable candidates, and help create a more inclusive workforce. The program links participants with health services and other support systems as needed, providing holistic support.

In October 2026, the contract with the Department for Education for delivery of the National Career Service will end and be replaced by a new "Jobs and Careers Service." The aim is to streamline employment support, integrate skills and work advice, and improve job prospects, especially for those far from the labour market, entirely funded through and managed by DWP. Discussions are currently underway regarding possible TUPE arrangements for some staff, if and where applicable.

#### **Financial review**

Unrestricted funds showed a surplus in the year of £6,116. This compared to a surplus in the previous year of £40,095.

At 31 October 2025 unrestricted funds amounted to £113,460 and restricted funds were £26,806.

#### *Reserves policy*

The charity relies on funding from various charitable trusts, grant making bodies and the support of individuals, in addition to statutory funding. Trustees have agreed that it is desirable to have reserves equivalent to three months General Fund expenditure.

#### **Structure, governance and management**

The trust is a registered charity and a company limited by guarantee. The trust is managed on a day to day basis by the Chief Executive officer and support staff. The Trustees meet regularly to carry out the legal and fiscal oversight of the charity.

**Service Delivery** - During the reporting year, the Trust operated from its Head Office at 55 South Street, Eastbourne and responds to local need by taking services into the community. Current venues are: Hailsham Library, St Elisabeth's Church Centre and Victoria Baptist Church in Old Town, The Gateway Centre, South Street Free Church, Eastbourne Job Centre, All Saints Church Crowborough and Kings Church Heathfield. Services are delivered in accordance with the principles of the nationally recognised Matrix quality standard, the standard for organisations delivering information, advice and/or guidance on learning and work.

**Staffing** - There are 30 team members, 14 of whom are salaried (327.25 hours per week) and 16 volunteers (120 hours per week). There are a variety of work experience and volunteering opportunities available for clients needing/wanting to gain experience. There are six client advisers qualified with a Level 6 in Career Guidance, and two with a level 4 Diploma in Information, Advice & Guidance.

# THE PEOPLE MATTER TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2025

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The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Dr C Webb - Chairman  
D Baker - Vice Chairman  
C Grimaldi  
S Mackenzie  
D Ingham  
S Fifield

### *Recruitment and appointment of trustees*

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Additional Trustees are elected by the majority of the existing Trustees. Only Trustees of a suitable spiritual and business maturity are appointed and training/induction procedures are in place.

The trustees' report was approved by the Board of Trustees.



.....  
Dr C Webb - Chairman

Date: 2/2/2026 .....

# THE PEOPLE MATTER TRUST

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

*FOR THE YEAR ENDED 31 OCTOBER 2025*

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The Trustees, who are also the directors of The People Matter Trust for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the trust and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# THE PEOPLE MATTER TRUST

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF THE PEOPLE MATTER TRUST

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I report to the Trustees on my examination of the financial statements of The People Matter Trust (the trust) for the year ended 31 October 2025.

#### Responsibilities and basis of report

As the Trustees of the trust (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

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

#### Independent examiner's statement

Since the trust's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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 that in any material respect:

- 1 accounting records were not kept in respect of the trust as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements 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 financial statements 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 financial statements to be reached.



#### John Caladine FCCA CTA FCIE

Caladine Limited  
Chantry House  
22 Upperton Road  
Eastbourne  
East Sussex  
BN21 1BF

Date: 2 February 2026

# THE PEOPLE MATTER TRUST

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 OCTOBER 2025

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	195,777	186,000	381,777	239,312	188,000	427,312
Charitable activities	4	68,678	-	68,678	70,507	-	70,507
Other trading activities	5	-	-	-	10	-	10
Investments	6	1,623	-	1,623	777	-	777
<b>Total income</b>		<u>266,078</u>	<u>186,000</u>	<u>452,078</u>	<u>310,606</u>	<u>188,000</u>	<u>498,606</u>
<b>Expenditure on:</b>							
Raising funds	7	5,325	-	5,325	3,150	-	3,150
Charitable activities	8	254,637	181,099	435,736	267,361	167,483	434,844
<b>Total expenditure</b>		<u>259,962</u>	<u>181,099</u>	<u>441,061</u>	<u>270,511</u>	<u>167,483</u>	<u>437,994</u>
<b>Net income and movement in funds</b>		6,116	4,901	11,017	40,095	20,517	60,612
<b>Reconciliation of funds:</b>							
Fund balances at 1 November 2024		107,344	21,905	129,249	67,249	1,388	68,637
<b>Fund balances at 31 October 2025</b>		<u>113,460</u>	<u>26,806</u>	<u>140,266</u>	<u>107,344</u>	<u>21,905</u>	<u>129,249</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# THE PEOPLE MATTER TRUST

## BALANCE SHEET

AS AT 31 OCTOBER 2025

	Notes	2025 £	£	2024 £	£
<b>Fixed assets</b>					
Tangible assets	13		28,097		12,675
<b>Current assets</b>					
Debtors	14	24,291		28,801	
Cash at bank and in hand		107,190		103,048	
		<u>131,481</u>		<u>131,849</u>	
<b>Creditors: amounts falling due within one year</b>	15	(19,312)		(15,275)	
<b>Net current assets</b>			<u>112,169</u>		<u>116,574</u>
<b>Total assets less current liabilities</b>			<u>140,266</u>		<u>129,249</u>
<b>Net assets</b>			<u>140,266</u>		<u>129,249</u>
<b>The funds of the trust</b>					
Restricted income funds	17	26,806		21,905	
Unrestricted funds	18	113,460		107,344	
		<u>140,266</u>		<u>129,249</u>	

The notes on pages 9 to 19 form part of these financial statements.

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 October 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 2/2/2026

  
Dr C Webb, Chairman

Company registration number 03360047 (England and Wales)

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 OCTOBER 2025

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#### 1 Accounting policies

##### Company information

The People Matter Trust is a private company limited by guarantee incorporated in England and Wales. The registered office is Chantry House, 22 Upperton Road, Eastbourne, East Sussex, BN21 1BF.

##### 1.1 Basis of preparation

The financial statements have been prepared in accordance with the trust's memorandum and articles of association, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The trust is a Public Benefit Entity as defined by FRS 102.

The trust has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the trust has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

##### 1.4 Income

Income is recognised when the trust is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the trust has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Voluntary income and donations are accounted for as received by the charity. Grants are recognised in the Statement of Financial Activities in the year in which they are receivable. Grants received where a donor has imposed a condition specifying a time period over which the expenditure can take place are deferred as a liability and subsequently recognised as income over specified period.

##### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2025

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#### 1 Accounting policies (Continued)

##### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following basis:

Fixtures and fittings	20% straight-line basis
Computers	33.3% straight-line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

##### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### 1.8 Financial instruments

The trust has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the trust's balance sheet when the trust becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### 1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the trust is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

##### 1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### 2 Critical accounting estimates and judgements

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

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2025

#### 3 Income from donations and legacies

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Donations and gifts	10,163	-	10,163	13,682	-	13,682
Legacies	-	-	-	1,378	-	1,378
Grants	184,747	186,000	370,747	222,396	188,000	410,396
Tax refunds	867	-	867	1,856	-	1,856
	<u>195,777</u>	<u>186,000</u>	<u>381,777</u>	<u>239,312</u>	<u>188,000</u>	<u>427,312</u>
<b>Grants</b>						
ESCC Support into work	-	168,500	168,500	-	188,000	188,000
ESCC Multiply grant	25,600	-	25,600	51,200	-	51,200
ESCC Moving on up	-	-	-	108,950	-	108,950
ESCC Other Grants	92,543	-	92,543	-	-	-
John Jackson Charitable Trust	14,000	-	14,000	7,750	-	7,750
Wealden Community Grant	8,500	-	8,500	10,000	-	10,000
Home Office	25,180	-	25,180	-	-	-
Lottery Community Fund	-	-	-	15,452	-	15,452
Garfield Weston Foundation	-	-	-	10,000	-	10,000
CABWI Road2Work	-	17,500	17,500	-	-	-
Other	18,924	-	18,924	19,044	-	19,044
	<u>184,747</u>	<u>186,000</u>	<u>370,747</u>	<u>222,396</u>	<u>188,000</u>	<u>410,396</u>

#### 4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
<b>Charitable activities</b>		
Outwork funding (CXK)	<u>68,678</u>	<u>70,507</u>

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2025

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### 5 Income from other trading activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Card sales	-	10

### 6 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	1,623	777

### 7 Expenditure on raising funds

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Fundraising and publicity		
Fundraising	5,325	3,150

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# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2025

### 8 Expenditure on charitable activities

	Charitable activities	Charitable activities
	2025	2024
	£	£
<b>Direct costs</b>		
Staff costs	328,986	343,153
Depreciation and impairment	13,255	6,352
Training	2,896	250
Rent, rates and water	30,068	29,693
Repairs and maintenance	230	606
Bank charges	56	76
Travel and entertainment	1,390	956
Cleaning and shredding	1,403	1,157
Insurance	2,326	3,829
Irrecoverable VAT	13,358	11,895
Subscriptions and licences	7,664	6,955
Telephone and internet	3,900	4,565
Marketing	4,935	3,812
Printing postage and stationery	4,455	4,400
Computer costs	13,348	9,877
Client and sundry expenses	3,446	1,083
	<u>431,716</u>	<u>428,659</u>
<b>Share of support and governance costs (see note 9)</b>		
Governance	4,020	6,185
	<u>435,736</u>	<u>434,844</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	254,637	267,361
Restricted funds	181,099	167,483
	<u>435,736</u>	<u>434,844</u>

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2025

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<b>9 Support costs allocated to activities</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Governance costs	4,020	6,185
	<u>4,020</u>	<u>6,185</u>
<u>Analysed between:</u>		
Charitable activities	4,020	6,185
	<u>4,020</u>	<u>6,185</u>
	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Governance costs comprise:</b>		
Accountancy	1,400	2,075
Legal and professional	1,320	2,810
Independent examination	1,300	1,300
	<u>4,020</u>	<u>6,185</u>
	<u>4,020</u>	<u>6,185</u>

There were payments to the independent examiner of £1,400 (2024: £2,075) for accountancy services, £1,300 (2024: £1,300) for the independent examination and £1,320 (2024: £1,010) for other professional services, i.e. payroll, VAT and registered office services.

### 10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the trust during the year.

During the year the Trustees donated £540 in aggregate to the Trust (2024: £720).

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2025

### 11 Employees

The average monthly number of employees during the year was:

	<b>2025</b>	<b>2024</b>
	<b>Number</b>	<b>Number</b>
	14	16
	<u>          </u>	<u>          </u>
<b>Employment costs</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Wages and salaries	296,872	310,829
Social security costs	18,662	18,701
Other pension costs	13,452	13,623
	<u>          </u>	<u>          </u>
	<u>328,986</u>	<u>343,153</u>

We estimate Volunteer hours (120 per week) provide an annualised value of £76,190 to the charity (based on £12.21 per hour) (2024: £130,278 based on 219 hours per week at £11.44 p/h)

There were no employees whose annual remuneration was more than £60,000.

#### Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Aggregate compensation	87,249	87,920
	<u>          </u>	<u>          </u>

The aggregate compensation figure includes gross pay, employer's national insurance and pension contributions. The charity's key personnel are the Chief Executive Officer of People Matter and the Director of Operations, who are responsible for the day to day management of the charity.

### 12 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2025

#### 13 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
<b>Cost</b>			
At 1 November 2024	32,128	61,477	93,605
Additions	19,915	8,763	28,678
	<u>52,043</u>	<u>70,240</u>	<u>122,283</u>
<b>Depreciation and impairment</b>			
At 1 November 2024	28,365	52,565	80,930
Depreciation charged in the year	5,420	7,836	13,256
	<u>33,785</u>	<u>60,401</u>	<u>94,186</u>
<b>Carrying amount</b>			
At 31 October 2025	<u>18,258</u>	<u>9,839</u>	<u>28,097</u>
At 31 October 2024	<u>3,763</u>	<u>8,912</u>	<u>12,675</u>

#### 14 Debtors

	2025 £	2024 £
<b>Amounts falling due within one year:</b>		
Trade debtors	7,025	6,808
Other debtors	11,288	12,356
Prepayments and accrued income	5,978	9,637
	<u>24,291</u>	<u>28,801</u>

#### 15 Creditors: amounts falling due within one year

	2025 £	2024 £
Other taxation and social security	16,270	11,765
Accruals and deferred income	3,042	3,510
	<u>19,312</u>	<u>15,275</u>

#### 16 Retirement benefit schemes

	2025 £	2024 £
<b>Defined contribution schemes</b>		
Charge to profit or loss in respect of defined contribution schemes	<u>13,452</u>	<u>13,623</u>

The trust operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the trust in an independently administered fund.

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2025

#### 17 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 November 2024	Incoming resources	Resources expended	At 31 October 2025
	£	£	£	£
Overcoming Barriers (Support into Work)	14,087	-	(2,633)	11,454
Client Assistance	891	-	-	891
ESCC - Support into work	6,927	168,500	(160,966)	14,461
CABWI Road2Work	-	17,500	(17,500)	-
	<u>21,905</u>	<u>186,000</u>	<u>(181,099)</u>	<u>26,806</u>
<b>Previous year:</b>	<b>At 1 November 2023</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>At 31 October 2024</b>
	£	£	£	£
Overcoming Barriers (Support into Work)	497	15,000	(1,410)	14,087
Client Assistance	891	-	-	891
ESCC - Support into work	-	173,000	(166,073)	6,927
	<u>1,388</u>	<u>188,000</u>	<u>(167,483)</u>	<u>21,905</u>

The following restricted funds were in operation during the year:

Overcoming Barriers (Support into Work) (Formerly SCDA) - grant towards the support of local residents.

Client assistance fund - a discretionary fund to provide additional support to clients if needed.

ESCC Support into work - funding provided by ESCC to carry out job support activities.

CABWI Road2Work - funding provided by CABWI for the Road2Work program.

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2025

#### 18 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 November 2024	Incoming resources	Resources expended	At 31 October 2025
	£	£	£	£
Reserve fund	30,000	-	-	30,000
General funds	77,344	266,078	(259,962)	83,460
	<u>107,344</u>	<u>266,078</u>	<u>(259,962)</u>	<u>113,460</u>
<b>Previous year:</b>				
	At 1 November 2023	Incoming resources	Resources expended	At 31 October 2024
	£	£	£	£
Reserve fund	30,000	-	-	30,000
General funds	37,249	310,606	(270,511)	77,344
	<u>67,249</u>	<u>310,606</u>	<u>(270,511)</u>	<u>107,344</u>

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2025

### 19 Analysis of net assets between funds

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
<b>At 31 October 2025:</b>			
Tangible assets	28,097	-	28,097
Current assets/(liabilities)	85,363	26,806	112,169
	<u>113,460</u>	<u>26,806</u>	<u>140,266</u>
	<u><u>113,460</u></u>	<u><u>26,806</u></u>	<u><u>140,266</u></u>
	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
<b>At 31 October 2024:</b>			
Tangible assets	12,675	-	12,675
Current assets/(liabilities)	94,669	21,905	116,574
	<u>107,344</u>	<u>21,905</u>	<u>129,249</u>
	<u><u>107,344</u></u>	<u><u>21,905</u></u>	<u><u>129,249</u></u>

### 20 Operating lease commitments

#### Lessee

The charity has commitment of future office lease payments on property at Second Floor, 55 South Street, Eastbourne, until 2026.

At the reporting end date the trust had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025 £	2024 £
Within one year	13,693	21,000
Between two and five years	-	13,693
	<u>13,693</u>	<u>34,693</u>
	<u><u>13,693</u></u>	<u><u>34,693</u></u>

### 21 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

**PEOPLE MATTER TRUST**

England & Wales - Charity number 1062467

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# Accounts

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PLEASE SIGN  
& RETURN

Charity registration number 1062467

Company registration number 03360047 (England and Wales)

**THE PEOPLE MATTER TRUST**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2024**



**Caladine**

Chartered Certified Accountants

# THE PEOPLE MATTER TRUST

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Dr C Webb - Chairman D Baker - Vice Chairman C Grimaldi S Mackenzie D Ingham S Fifield (Appointed 21 May 2024)
<b>Secretary</b>	A Hughes
<b>Chief Executive Officer</b>	A Gillard
<b>Charity number</b>	1062467
<b>Company number</b>	03360047
<b>Principal address</b>	2nd Floor 55 South Street Eastbourne East Sussex BN21 4UT
<b>Registered office</b>	Chantry House 22 Upperton Road Eastbourne East Sussex BN21 1BF
<b>Independent examiner</b>	John Caladine FCCA CTA FCIE Caladine Limited Chantry House 22 Upperton Road Eastbourne East Sussex BN21 1BF
<b>Bankers</b>	HSBC 94 Terminus Road Eastbourne East Sussex BN21 3ND

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# THE PEOPLE MATTER TRUST

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# THE PEOPLE MATTER TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 OCTOBER 2024

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The Trustees present their annual report and financial statements for the year ended 31 October 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the trust's memorandum and articles of association, the Companies Act 2006 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)" (effective 1 January 2019).

#### **Objectives and activities**

The Trust is a registered charity and a company limited by guarantee. The principal activity of the trust, as a Christian ministry, is the relief of poverty amongst unemployed persons through the provision of career information, advice and guidance to assist them in gaining or being able to retain suitable employment. This activity is further extended to employed jobseekers looking to change career.

#### *CIAG Services*

The principal activity of the Trust during the year was the delivery of career information, advice and guidance (C.I.A.G.) to clients seeking suitable employment. This support was provided primarily through one-to-one face-to-face appointments and workshops and by email and telephone. Most clients were unemployed, with a smaller number seeking to change jobs. The Trust continually monitors and reviews engagement with client groups identified by the Department for Education. We remain committed to help a diverse range of clients irrespective of their background or ability.

#### *Public benefit*

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the trust should undertake.

#### **Achievements and performance**

##### *Significant activities and achievements against objectives*

##### **1-2-1 advice**

Clients are usually referred by the local job centre or are signposted by other voluntary and statutory agencies. They may also access services independently. There is no limit to the number of times individuals may receive support, although appointments with a careers adviser are usually limited to one in each 12-month period.

916 new clients were helped during the year (compared with 782), and there was a total of 4,172 client sessions (1-2-1 and small groups) (compared with 3,964). The main funding for core IAG services was from a contract with the Department for Education via the prime contractor, CXK Ltd for the provision of career information, advice and guidance services, both one-to-one and in groups, and on achieving outcomes and reaching targets.

##### **Workshops: are regularly reviewed and the following are usually offered**

- A series of 2 workshops preparing clients for employment.
- A one-day Level 2 accredited Food Hygiene course.

##### **Additional Services:**

- Working for You (employer engagement and recruitment support)
- Multiply (numeracy support)
- Moving on Up (for vulnerably housed)
- Support into Work (for Ukrainians)
- Mock Interviews
- Listening Service

There are further details on Multiply, Moving on Up and Support into Work later in the trustees report.

#### **Outreach**

Services are promoted through statutory and voluntary partnerships, community forums and recruitment fairs including The Big Futures Show and the Apprenticeships Roadshow as well as at local job centre events. Outreach opportunities are regularly reviewed to meet identified need and adviser capacity.

# THE PEOPLE MATTER TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2024

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#### **Matrix**

Annual continuous improvement checks are carried out between 3 yearly cycles of reaccreditation, to review progress and ensure that the standard is adhered to. Current accreditation ends in 2025.

#### **General**

We review course content and delivery, and the Business Start Up provision.

We conduct regular audits of contract documentation to ensure quality is maintained.

We work to identify and research evolving client needs with a view to developing new services.

In addition to government funding we seek alternative funding streams, including community funding, corporate sponsorship, events, trusts, legacies and other major donors.

#### **Highlights**

A key highlight for the year was the award of a funding contract by the Home Office for us to support customers to apply for eVisas, as well as the continuation of contracts with East Sussex County Council. This latter funded work falls into three main categories - Moving On Up (MOU), Support Into Work (SiW) and Multiply.

#### **Transition to eVisa – Home Office**

Electronic visas (eVisas) are replacing physical immigration documents (BRPs, BRCs, wet ink stamps in passports and vignette stickers in passports). The Home Office has contracted with People Matter to provide targeted community support to vulnerable customers and those with complex needs to create an eVisa so that they can prove their immigration status. Support is two-fold, firstly to help customers apply for a UKVI account and successfully link their eVisa and travel documents and, secondly, to ensure customers understand how to access and use their new eVisa. Delivery is across the county at community venues and is demand-led where the need is greatest. A significant proportion of jobseekers have an immigration status so there has been a natural synergy between providing them with employability support and transition to eVisa.

#### **Moving on Up**

Moving on Up is a county-wide employability project supporting individuals living in temporary accommodation into paid employment. The project crucially also supports participants into independent, secure accommodation (through SCDA). Moving on Up includes a mix of one-to-one mentoring, CV writing, application support and job matching, better off calculations and budgeting advice, employability support, small training interventions (mini-interventions), confidence building, longer learning and skills programmes and health and wellbeing initiatives. Alongside this, a programme of employer engagement activity helps to identify employers to offer positions with training.

Employers are offered an incentive to support new employees with salaries and training. Participants (residents) are offered a rental incentive (deposit and funds for white goods etc) to help them secure accommodation, and a housing broker to support them with finding, negotiating and applying for rental accommodation(s).

The primary role of the charity is to provide one-to-one support to jobseekers, liaising with employers and key partners (particularly SCDA) delivering the project. The charity is also funded to organise and deliver MOU jobs fairs across Eastbourne, Wealden, Rother, Lewes and Hastings.

#### **Support into Work**

Initially set up by ESCC to support Ukrainians displaced by the war, the project was subsequently extended to include refugees from other countries to develop employability skills to enable them to gain meaningful employment. The core tenets of the programme are to help people move into paid work and in doing so increase independence and self-confidence; to utilise the skills of the migrant workforce to their full potential; to provide bespoke modules of support that help with a range of issues, including UK work culture, housing, job searching, interview preparation, employability, better off calculations and goal setting; to reduce risk of homelessness through individuals earning money and having independence, especially in the case of Ukrainian guests in hosted accommodation. The primary role of the charity is to provide one-to-one support to jobseekers, liaising and collaborating with key partners (SCDA and Hastings REP) in delivering the project.

#### **Multiply**

The Multiply numeracy programme was launched by government in 2022 to improve people's ability to use maths in their daily lives, at home and work. This includes helping clients attain a formal qualification to open doors for them (such as into a job, progression in a job, or progression to further study) and building confidence in numbers to support everyday life skills. The wider offer includes access to free flexible courses and initiatives that fit around their lives – whether this is in person or online, at work or in their own time (evenings, part time or intensively).

# THE PEOPLE MATTER TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2024

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Our offer is 'Count on our Support' – 12 hours of individually tutored learner-led support with topics ranging from understanding time, budgeting & money management tips and helping their children with homework to preparing for GCSE Maths.

#### **2025 and beyond**

Funding from the Home Office for eVisa, from ESCC for MOU and from DfE for Multiply will come to an end during 2025. The NCS contract has currently been extended to September 2025.

The government has recently announced the creation of a new jobs and careers service to help people get into work and progress in work. It aims to transform JCP into a public employment service, alongside the National Careers Service, to promote employment, tackle economic inactivity and boost living standards.

Connect to Work – the first programme under the new Get Britain Working strategy (originally called Universal Support and then Supported Employment) plans that by 2026-2027 Connect to Work will support up to 100,000 people into work.

#### **Financial review**

Unrestricted funds showed a surplus in the year of £40,095. This compared to a surplus in the previous year of £30,901.

At 31 October 2024 unrestricted funds amounted to £107,344 and restricted funds were £21,905.

#### *Reserves policy*

The charity relies on funding from various charitable trusts, grant making bodies and the support of individuals, in addition to statutory funding. Trustees have agreed that it is desirable to have reserves equivalent to three months General Fund expenditure.

#### **Structure, governance and management**

The trust is a registered charity and a company limited by guarantee. The trust is managed on a day to day basis by the Chief Executive officer and support staff. The Trustees meet regularly to carry out the legal and fiscal oversight of the charity.

Service Delivery - The Trust operates from its Head Office at 55 South Street, Eastbourne and responds to local need by taking services into the community. Current venues are: Hailsham Library, St Elisabeth's Church Centre and Victoria Baptist Church in Old Town, The Gateway Centre, South Street Free Church, Eastbourne Job Centre, All Saints Church Crowborough and Kings Church Heathfield. Services are delivered in accordance with the principles of the nationally recognised Matrix quality standard, the standard for organisations delivering information, advice and/or guidance on learning and work.

Staffing - There are 37 team members, 15 of whom are salaried (374.25 hours per week) and 22 volunteers (219 hours per week). There are a variety of work experience and volunteering opportunities available for clients needing/wanting to gain experience. There are seven client advisers qualified for a Level 6 in Career Guidance and Development and one currently studying to Level 4 Diploma in Information, Advice & Guidance.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Dr C Webb - Chairman  
D Baker - Vice Chairman  
C Grimaldi  
S Mackenzie  
J Whiteman  
D Ingham  
S Fifield

(Resigned 12 February 2024)

(Appointed 21 May 2024)

# THE PEOPLE MATTER TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 OCTOBER 2024**

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### *Recruitment and appointment of trustees*

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Additional Trustees are elected by the majority of the existing Trustees. Only Trustees of a suitable spiritual and business maturity are appointed and training/induction procedures are in place.

The trustees' report was approved by the Board of Trustees.



.....  
Dr C Webb Chairman

Date: ..... 3/02/2025 .....

# THE PEOPLE MATTER TRUST

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

### *FOR THE YEAR ENDED 31 OCTOBER 2024*

---

The Trustees, who are also the directors of The People Matter Trust for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the trust and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# THE PEOPLE MATTER TRUST

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF THE PEOPLE MATTER TRUST

---

I report to the Trustees on my examination of the financial statements of The People Matter Trust (the trust) for the year ended 31 October 2024.

#### Responsibilities and basis of report

As the Trustees of the trust (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the trust 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 the trust's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Since the trust's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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 that in any material respect:

- 1 accounting records were not kept in respect of the trust as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



**John Caladine FCCA CTA FCIE**

Caladine Limited  
Chantry House  
22 Upperton Road  
Eastbourne  
East Sussex  
BN21 1BF

Dated: 6 February 2024

# THE PEOPLE MATTER TRUST

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 OCTOBER 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	239,312	188,000	427,312	187,912	181,175	369,087
Charitable activities	4	70,507	-	70,507	61,022	-	61,022
Other trading activities	5	10	-	10	564	-	564
Investments	6	777	-	777	265	-	265
<b>Total income</b>		<b>310,606</b>	<b>188,000</b>	<b>498,606</b>	<b>249,763</b>	<b>181,175</b>	<b>430,938</b>
<b>Expenditure on:</b>							
Raising funds	7	3,150	-	3,150	1,077	-	1,077
Charitable activities	8	267,361	167,483	434,844	217,725	180,738	398,463
<b>Total expenditure</b>		<b>270,511</b>	<b>167,483</b>	<b>437,994</b>	<b>218,802</b>	<b>180,738</b>	<b>399,540</b>
<b>Net income</b>		<b>40,095</b>	<b>20,517</b>	<b>60,612</b>	<b>30,961</b>	<b>437</b>	<b>31,398</b>
Transfers between funds	17	-	-	-	(60)	60	-
<b>Net movement in funds</b>		<b>40,095</b>	<b>20,517</b>	<b>60,612</b>	<b>30,901</b>	<b>497</b>	<b>31,398</b>
<b>Reconciliation of funds:</b>							
Fund balances at 1 November 2023		67,249	1,388	68,637	36,348	891	37,239
<b>Fund balances at 31 October 2024</b>		<b>107,344</b>	<b>21,905</b>	<b>129,249</b>	<b>67,249</b>	<b>1,388</b>	<b>68,637</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# THE PEOPLE MATTER TRUST

## BALANCE SHEET

AS AT 31 OCTOBER 2024

	Notes	2024 £	£	2023 £	£
<b>Fixed assets</b>					
Tangible assets	13		12,675		7,037
<b>Current assets</b>					
Debtors	14	28,801		24,800	
Cash at bank and in hand		103,048		54,135	
		<u>131,849</u>		<u>78,935</u>	
<b>Creditors: amounts falling due within one year</b>	15	<u>(15,275)</u>		<u>(17,335)</u>	
<b>Net current assets</b>			<u>116,574</u>		<u>61,600</u>
<b>Total assets less current liabilities</b>			<u>129,249</u>		<u>68,637</u>
<b>The funds of the trust</b>					
Restricted income funds	17		21,905		1,388
Unrestricted funds	18		107,344		67,249
			<u>129,249</u>		<u>68,637</u>

The notes on pages 9 to 18 form part of these financial statements.

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 October 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on .....

  
.....  
Dr C Webb Chairman

Company registration number 03360047 (England and Wales)

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 OCTOBER 2024

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#### 1 Accounting policies

##### Company information

The People Matter Trust is a private company limited by guarantee incorporated in England and Wales. The registered office is Chantry House, 22 Upperton Road, Eastbourne, East Sussex, BN21 1BF.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the trust's memorandum and articles of association, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The trust is a Public Benefit Entity as defined by FRS 102.

The trust has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the trust has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the trust is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the trust has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Voluntary income and donations are accounted for as received by the charity. Grants are recognised in the Statement of Financial Activities in the year in which they are receivable. Grants received where a donor has imposed a condition specifying a time period over which the expenditure can take place are deferred as a liability and subsequently recognised as income over specified period.

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2024

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#### 1 Accounting policies (Continued)

##### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following basis:

Fixtures and fittings	33.3% straight-line basis
Computers	20% straight-line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

##### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### 1.8 Financial instruments

The trust has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the trust's balance sheet when the trust becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### 1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the trust is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

##### 1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### 2 Critical accounting estimates and judgements

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

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2024

#### 3 Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	13,682	-	13,682	14,783	-	14,783
Legacies	1,378	-	1,378	3,500	-	3,500
Grants	222,396	188,000	410,396	168,336	181,175	349,511
Tax refunds	1,856	-	1,856	1,293	-	1,293
	<u>239,312</u>	<u>188,000</u>	<u>427,312</u>	<u>187,912</u>	<u>181,175</u>	<u>369,087</u>
<b>Grants</b>						
ESCC Support into work	-	188,000	188,000	-	181,175	181,175
ESCC Multiply grant	51,200	-	51,200	90,000	-	90,000
ESCC Moving on up	108,950	-	108,950	15,000	-	15,000
John Jackson Charitable Trust	7,750	-	7,750	15,000	-	15,000
Wealden Community Grant	10,000	-	10,000	10,000	-	10,000
The Sussex Community Lottery Community Fund	15,452	-	15,452	-	-	-
Garfield Weston Foundation	10,000	-	10,000	-	-	-
Other	19,044	-	19,044	28,336	-	28,336
	<u>222,396</u>	<u>188,000</u>	<u>410,396</u>	<u>168,336</u>	<u>181,175</u>	<u>349,511</u>

#### 4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
<b>Charitable activities</b>		
Outwork funding (CXK)	70,507	60,972
Other income	-	50
	<u>70,507</u>	<u>61,022</u>

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 OCTOBER 2024

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### 5 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Events	-	505
Card sales	10	59
Other trading activities	10	564
	<u>10</u>	<u>564</u>

### 6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	777	265
	<u>777</u>	<u>265</u>

### 7 Expenditure on raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
<b>Fundraising and publicity</b>		
Fundraising	3,150	1,050
Events	-	27
	<u>3,150</u>	<u>1,077</u>

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2024

#### 8 Expenditure on charitable activities

	Charitable activities	Charitable activities
	2024	2023
	£	£
<b>Direct costs</b>		
Staff costs	343,153	332,885
Depreciation and impairment	6,352	3,977
Training	250	2,516
Rent, rates and water	29,693	5,607
Repairs and maintenance	606	875
Bank charges	76	204
Travel and entertainment	956	755
Moving costs	-	7,111
Cleaning and shredding	1,157	3,410
Insurance	3,829	3,264
Irrecoverable VAT	11,895	5,948
Subscriptions and licences	6,955	5,149
Telephone and internet	4,565	5,454
Marketing	3,812	3,429
Printing postage and stationery	4,400	3,098
Computer costs	9,877	8,705
Client and sundry expenses	1,083	800
	<u>428,659</u>	<u>393,187</u>
<b>Share of support and governance costs (see note 9)</b>		
Governance	6,185	5,276
	<u>434,844</u>	<u>398,463</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	267,361	217,725
Restricted funds	167,483	180,738
	<u>434,844</u>	<u>398,463</u>

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2024

### 9 Support costs allocated to activities

	2024 £	2023 £
Governance costs	6,185	5,276
<u>Analysed between:</u>		
Charitable activities	6,185	5,276
<b>Governance costs comprise:</b>	<b>2024 £</b>	<b>2023 £</b>
Accountancy	2,075	-
Legal and professional	2,810	3,126
Independent examination	1,300	2,150
	6,185	5,276

There were payments to the independent examiner of £2,075 (2023: £nil) for accountancy services, £1,300 (2023: £2,150) for the independent examination and £1,010 (2023: £1,090) for other professional services, i.e. payroll and registered office services.

### 10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the trust during the year.

During the year the Trustees donated £720 in aggregate to the Trust (2023: £860).

### 11 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	16	17
<b>Employment costs</b>	<b>2024 £</b>	<b>2023 £</b>
Wages and salaries	310,829	303,857
Social security costs	18,701	16,491
Other pension costs	13,623	12,537
	343,153	332,885

We estimate Volunteer hours (219 per week) provide an annualised value of £130,278 to the charity (based on £11.44 per hour) (2023: £121,862 based on 215 hours per week at £10.90 p/h)

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2024

### 11 Employees (Continued)

There were no employees whose annual remuneration was more than £60,000.

#### Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024 £	2023 £
Aggregate compensation	87,920	85,454

The aggregate compensation figure includes gross pay, employer's national insurance and pension contributions. The charity's key personnel are the Chief Executive Officer of People Matter, Ann Gillard and the Director of Operations, Carol Hyatt who are responsible for the day to day management of the charity.

### 12 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

### 13 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
<b>Cost</b>			
At 1 November 2023	32,128	49,487	81,615
Additions	-	11,990	11,990
At 31 October 2024	32,128	61,477	93,605
<b>Depreciation and impairment</b>			
At 1 November 2023	26,928	47,650	74,578
Depreciation charged in the year	1,437	4,915	6,352
At 31 October 2024	28,365	52,565	80,930
<b>Carrying amount</b>			
At 31 October 2024	3,763	8,912	12,675
At 31 October 2023	5,200	1,837	7,037

### 14 Debtors

	2024 £	2023 £
<b>Amounts falling due within one year:</b>		
Trade debtors	6,808	6,839
Other debtors	12,356	11,129
Prepayments and accrued income	9,637	6,832
	28,801	24,800

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2024

#### 15 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxation and social security	11,765	12,550
Accruals and deferred income	3,510	4,785
	<u>15,275</u>	<u>17,335</u>

#### 16 Retirement benefit schemes

	2024	2023
	£	£
<b>Defined contribution schemes</b>		
Charge to profit or loss in respect of defined contribution schemes	<u>13,623</u>	<u>12,537</u>

The trust operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the trust in an independently administered fund.

#### 17 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 November 2023	Incoming resources	Resources expended	Transfers At 31 October 2024	
	£	£	£	£	£
Overcoming Barriers (Support into Work)	497	15,000	(1,410)	-	14,087
Client Assistance	891	-	-	-	891
ESCC - Support into work	-	173,000	(166,073)	-	6,927
	<u>1,388</u>	<u>188,000</u>	<u>(167,483)</u>	<u>-</u>	<u>21,905</u>
	<u><u>1,388</u></u>	<u><u>188,000</u></u>	<u><u>(167,483)</u></u>	<u><u>-</u></u>	<u><u>21,905</u></u>
<b>Previous year:</b>	At 1 November 2022	Incoming resources	Resources expended	Transfers At 31 October 2023	
	£	£	£	£	£
SCDA	-	1,000	(503)	-	497
Client Assistance	891	-	-	-	891
ESCC - Support into work	-	180,175	(180,235)	60	-
	<u>891</u>	<u>181,175</u>	<u>180,738</u>	<u>60</u>	<u>1,388</u>
	<u><u>891</u></u>	<u><u>181,175</u></u>	<u><u>180,738</u></u>	<u><u>60</u></u>	<u><u>1,388</u></u>

The transfer from General Fund of £60 to Support into work was to cover a deficit arising on that fund in the year.

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2024

#### 17 Restricted funds (Continued)

The following restricted funds were in operation during the year:

Overcoming Barriers (Support into Work) (Formerly SCDA) - grant towards the support of local residents.

Client assistance fund - a discretionary fund to provide additional support to clients if needed.

ESCC Support into work - funding provided by ESCC to carry out job support activities.

#### 18 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 November 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 October 2024 £
Reserve fund	30,000	-	-	-	30,000
General funds	37,249	310,606	(270,511)	-	77,344
	<u>67,249</u>	<u>310,606</u>	<u>(270,511)</u>	<u>-</u>	<u>107,344</u>
<b>Previous year:</b>					
	At 1 November 2022 £	Incoming resources £	Resources expended £	Transfers £	At 31 October 2023 £
Reserve fund	30,000	-	-	-	30,000
General funds	6,348	249,763	(218,802)	(60)	37,249
	<u>36,348</u>	<u>249,763</u>	<u>218,802</u>	<u>(60)</u>	<u>67,249</u>

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2024

#### 19 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
<b>At 31 October 2024:</b>			
Tangible assets	12,675	-	12,675
Current assets/(liabilities)	94,669	21,905	116,574
	<u>107,344</u>	<u>21,905</u>	<u>129,249</u>
	<u><u>107,344</u></u>	<u><u>21,905</u></u>	<u><u>129,249</u></u>
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b>At 31 October 2023:</b>			
Tangible assets	7,037	-	7,037
Current assets/(liabilities)	60,212	1,388	61,600
	<u>67,249</u>	<u>1,388</u>	<u>68,637</u>
	<u><u>67,249</u></u>	<u><u>1,388</u></u>	<u><u>68,637</u></u>

#### 20 Operating lease commitments

##### Lessee

The charity has commitment of future office lease payments on property at Second Floor, 55 South Street, Eastbourne, until 2026.

At the reporting end date the trust had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024 £	2023 £
Within one year	21,000	21,000
Between two and five years	13,693	34,693
	<u>34,693</u>	<u>55,693</u>
	<u><u>34,693</u></u>	<u><u>55,693</u></u>

#### 21 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

**PEOPLE MATTER TRUST**

England & Wales - Charity number 1062467

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# Accounts

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**Charity Registration No: 1062467**

**Company Registration No: 03360047 (England & Wales)**

**THE PEOPLE MATTER TRUST  
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 OCTOBER 2023**

# THE PEOPLE MATTER TRUST

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>TRUSTEES</b>	Dr C Webb D Baker C Grimaldi S Mackenzie J Whiteman D Ingham	Chairman Vice Chairman
<b>SECRETARY</b>	A Hughes	
<b>CHIEF EXECUTIVE OFFICER</b>	A Gillard	
<b>CHARITY NUMBER</b>	1062467	
<b>COMPANY NUMBER</b>	03360047	
<b>PRINCIPAL ADDRESS</b>	2nd Floor 55 South Street Eastbourne East Sussex BN21 4UT	
<b>REGISTERED OFFICE</b>	Chantry House 22 Upperton Road Eastbourne East Sussex BN21 1BF	
<b>INDEPENDENT EXAMINER</b>	J R Caladine FCCA CTA FCIE Caladine Limited Chantry House 22 Upperton Road Eastbourne East Sussex BN21 1BF	
<b>BANKERS</b>	HSBC 94 Terminus Road Eastbourne East Sussex BN21 3ND	

# THE PEOPLE MATTER TRUST

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Statement of financial position	8
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# THE PEOPLE MATTER TRUST

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2023

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The Trustees present their report and accounts for the year ended 31 October 2023.

### **Structure, governance and management**

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 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)" (as amended for accounting periods commencing from 1 January 2019)

### **Objects of the charity**

The Trust is a registered charity and a company limited by guarantee. The principal activity of the trust, as a Christian ministry, is the relief of poverty amongst unemployed persons through the provision of career information, advice and guidance in order to assist them in gaining employment. This activity is further extended to employed jobseekers looking to change career.

### **Service Delivery**

The Trust operates from its Head Office at 55 South Street, Eastbourne and responds to local need by taking services into the community - currently at Hailsham Library, St Elisabeth's Church Centre and Victoria Baptist Church in Old Town, The Gateway Centre, Eastbourne Job Centre, as well as at Ukrainian Hubs at Eastbourne, Hellingly, Crowborough and Heathfield. Services are delivered in accordance with the principles of the nationally recognised Matrix quality standard, the standard for organisations delivering information, advice and/or guidance on learning and work.

### **Staffing**

There are 39 team members, 16 of whom are salaried (377.5 hours per week) and 23 volunteers (215 hours per week). There are a variety of work experience and volunteering opportunities available for clients needing/wanting to gain experience. There are six Client Advisers qualified for a Level 6 in Career Guidance and Development and one currently studying to Level 4 Diploma in Information, Advice & Guidance.

### **CIAG Services**

The principal activity of the Trust during the year was the delivery of career information, advice and guidance (C.I.A.G.) to clients seeking suitable employment. This support was provided primarily through one-to-one face-to-face appointments and workshops and by email and telephone. Most clients were unemployed, with a smaller number seeking to change jobs.

We remain committed to help a diverse range of clients irrespective of their background or ability.

### **1-2-1 advice**

Clients are usually referred by the local job centre or are signposted by other voluntary and statutory agencies. They may also access services independently. There is no limit to the number of times individuals may receive support.

782 new clients were helped during the year, and there were a total of 3,964 client sessions (1-2-1 and small groups). The main funding for core IAG services was from a contract with the Department for Education via the prime contractor, CXK Ltd. The funding was on the basis of providing career information, advice and guidance services, both one-to-one and in groups and on achieving outcomes and reaching targets.

# THE PEOPLE MATTER TRUST

## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 OCTOBER 2023

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### **Workshops: are regularly reviewed and the following are usually offered**

- A series of 2 workshops preparing clients for employment.
- A one-day Level 2 accredited Food Hygiene course.

### **Additional Services:**

- Working for You (employer engagement and recruitment support)
- Multiply (numeracy support)
- Moving on Up (for vulnerably housed)
- Support into Work (for Ukrainians)
- Mock Interviews
- Listening Service

### **Contract**

Continually monitor and review engagement with client groups identified by the Department for Education.

### **Outreach**

Annually promote services through local schools, community forums and The Big Futures Show. We will review outreach opportunities, depending on identified need and adviser capacity.

### **Matrix**

We will carry out annual continuous improvement checks to ensure that we are adhering to the standard, and review progress.

### **General**

We will review course content and delivery, and the Business Start Up provision.

We will conduct regular audits contract documentation to ensure quality is maintained.

We will evaluate outreach opportunities in Wealden and Rother.

We will work to identify and research evolving client needs with a view to developing new services.

In addition to government funding we will seek alternative funding streams, including community funding, corporate sponsorship, events, trusts, legacies and other major donors.

# PEOPLE MATTER TRUST

## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 OCTOBER 2023

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### Highlights

A key highlight for the year has been the continuation of contracts with East Sussex County Council. This work falls into three main categories - Moving On Up (MOU), Support Into Work (SiW) and Multiply.

### Moving on Up

Moving on Up is county-wide employability project enabling progression from supported or temporary accommodation into either a paid job with training or an apprenticeship. The project crucially also supports participants into independent, secure accommodation. As well as supported and temporary accommodation participants are welcomed from the street homeless community and those at risk of becoming homeless. As a whole, Moving on Up includes a mix of one-to-one mentoring, CV writing, application support and job matching, better off calculations and budgeting advice, employability support, small training interventions (mini-interventions), confidence building, longer learning and skills programmes and health and wellbeing initiatives. Alongside this, a programme of employer engagement activity helps to identify employers to offer positions with training.

Employers are offered an incentive to support new employees with salaries and training. Participants (residents) are offered a rental incentive (deposit and funds for white goods etc) to help them secure accommodation, and a housing broker to support them with finding, negotiating and applying for rental accommodation(s).

The primary role of the charity has been to provide one-to-one support to jobseekers, liaising and collaborating with employers and key partners (particularly SCDA) delivering the project. The charity is also funded to organise and deliver MOU jobs fairs across Eastbourne, Wealden and Rother.

### Support Into Work

Initially set up by ESCC to support Ukrainians displaced by the war, the project has been extended to include refugees from other countries to develop employability skills to enable them to gain meaningful employment. The core tenets of the programme are to help people move into paid work and in doing so increase independence and self-confidence; to utilise the skills of the migrant workforce to their full potential; to provide modules of support bespoke that help with a range of issues, including UK work culture, housing, job searching, interview preparation, employability, better off calculations and goal setting; to reduce risk of homelessness through individuals earning money and having independence, especially in the case of Ukrainian guests in hosted accommodation.

The primary role of the charity is to provide one-to-one support to jobseekers, liaising and collaborating with key partners (SCDA and Hastings REP) in delivering the project.

### Multiply

The Multiply numeracy programme was launched by government in 2023 to improve people's ability to use maths in their daily lives, at home and work. This includes helping people attain a formal qualification to open doors for them (such as into a job, progression in a job, or progression to further study) and building confidence in numbers to support everyday life skills. The wider offer includes access to free flexible courses and initiatives that fit around their lives – whether this is in person or online, at work or in their own time (evenings, part time or intensively).

Our offer is 'Count on our Support' – 12 hours of individually tutored learner-led support with topics ranging from understanding time, budgeting & money management tips, and helping children with homework to preparing for GCSE Maths.

### Office Move

In August 2023 the team successfully managed relocation of the charity to new premises with minimal disruption to services.

## THE PEOPLE MATTER TRUST

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

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#### Public Benefit

The Trustees consider that the objectives and activities as described above fulfil the requirements of the Charity Commission's public benefit disclosure.

#### Review of financial position

There was a surplus on the General Fund for the year of £30,901 after transfers.

#### Reserves Policy

The charity relies on funding from various charitable trusts, grant making bodies and the support of individuals, in addition to statutory funding. Trustees have agreed that it is desirable to have reserves equivalent to three months General Fund expenditure.

#### Risk Factors

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to major risks.

#### Structure, Governance and Management

The trust is managed on a day to day basis by the Chief Executive Officer and support staff. The Trustees meet regularly to carry out the legal and fiscal oversight of the charity.

#### Trustees

The Trustees, who are also directors for the purpose of company law, and who served during the year were:

Dr C Webb	Chairman
D Baker	Vice Chair
C Grimaldi	
S Mackenzie	
J Whiteman	
D Ingham	

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Additional Trustees are elected by the majority of the existing Trustees.

Only Trustees of a suitable spiritual and business maturity are appointed and training / induction procedures are in place.

## THE PEOPLE MATTER TRUST

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

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#### Trustees responsibilities

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the charitable company's state of affairs at the end of the year and of its income and expenditure for that period.

In preparing these accounts, the Trustees are required to:

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

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

On behalf of the board of Trustees

**Dr C Webb**

Chairman

Dated: 12 February 2024



## THE PEOPLE MATTER TRUST

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PEOPLE MATTER TRUST

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I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 October 2023.

#### 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 ('the 2006'). 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 requirements 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.

  
J R Caladine FCCA CTA FCIE

Caladine Limited

Chantry House  
22 Upperton Road  
Eastbourne  
East Sussex  
BN21 1 BF

Dated: 12 February 2024

## THE PEOPLE MATTER TRUST

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 31 OCTOBER 2023

		Unrestricted Funds	Restricted Funds	Total 2023	Unrestricted Funds	Restricted Funds	Total 2022
	Notes	£	£	£	£	£	£
<b>Income from:</b>							
Donations		187,912	181,175	369,087	170,917	-	170,917
Charitable Activities		61,022	-	61,022	63,885	-	63,885
Other trading activities		564	-	564	5,991	-	5,991
Investments		265	-	265	1	-	1
<b>Total</b>	<b>3</b>	<b>249,763</b>	<b>181,175</b>	<b>430,938</b>	<b>240,794</b>	<b>-</b>	<b>240,794</b>
<b>Expenditure on:</b>							
Raising Funds		1,077	-	1,077	4,855	-	4,855
Charitable Activities		212,449	180,738	393,187	268,598	-	268,598
Governance		5,276	-	5,276	3,484	-	3,484
	<b>5</b>	<b>218,802</b>	<b>180,738</b>	<b>399,540</b>	<b>276,937</b>	<b>-</b>	<b>276,937</b>
Net Income (expenditure) before transfers		30,961	437	31,398	(36,143)	-	(36,143)
Transfers between funds	12	(60)	60	-	-	-	-
Net movement in Funds		30,901	497	31,398	(36,143)	-	(36,143)
Fund Balances at 1 November 2022		36,348	891	37,239	72,491	891	73,382
<b>Fund balances at 31 October 2023</b>		<b>67,249</b>	<b>1,388</b>	<b>68,637</b>	<b>36,348</b>	<b>891</b>	<b>37,239</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**THE PEOPLE MATTER TRUST**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 OCTOBER 2023**

	Notes	2023		2022	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible fixed assets	8		7,037		2,544
<b>Current Assets</b>					
Debtors	9	24,800		10,730	
Cash at Bank & in Hand		54,135		59,610	
		<u>78,935</u>		<u>70,340</u>	
<b>Current liabilities</b>	10	17,335		35,645	
Net current assets			<u>61,600</u>		<u>34,695</u>
<b>Total assets less current liabilities</b>			<u>68,637</u>		<u>37,239</u>
<b>Net Assets</b>			<u><u>68,637</u></u>		<u><u>37,239</u></u>
<b>Income Funds</b>					
Restricted Funds	12		1,388		891
Unrestricted Funds	12				
Designated fund		30,000		30,000	
General Fund		<u>37,249</u>		<u>6,348</u>	
			<u>67,249</u>		<u>36,348</u>
			<u><u>68,637</u></u>		<u><u>37,239</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 October 2023. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to the accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Trustees on 12 February 2024.

Dr C Webb  
Trustee



Company Registration No. 03360047 (England and Wales)

# THE PEOPLE MATTER TRUST

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2023

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### 1 Accounting policies

#### Company Information

The People Matter Trust is a charitable company limited by guarantee incorporated in England and Wales. The registered office is Chantry House, 22 Upperton Road, Eastbourne, East Sussex, BN21 1BF.

#### 1.1 Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 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)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the accounts.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Voluntary income and donations are accounted for as received by the charity. Grants are recognised in the Statement of Financial Activities in the year in which they are receivable. Grants received where a donor has imposed condition specifying a time period over which the expenditure can take place are deferred as a liability and subsequently recognised as income over the specified time period.

# THE PEOPLE MATTER TRUST

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2023

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### 1.5 Expenditure

Resources expended are recognised in the period in which they are incurred and allocated to the particular cost centre to which they relate. Resources expended include irrecoverable VAT.

### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	33.3% on a straight line basis
Fixtures, fittings and equipment	20% on a straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

### 1.7 Cash and cash equivalents

Cash and cash equivalents included cash in hand, deposits held at call with banks.

### 1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

### 1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits

### 1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due. are received.

# THE PEOPLE MATTER TRUST

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

### 1.11 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

### 1.12 Taxation

The trust is a charity, and in the opinion of the trustees its incoming resources are not subject to corporation tax.

## 2 Critical accounting estimates and judgements

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

These estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised on the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

## 3 Incoming Resources

	Unrestricted Funds	Restricted Funds	Total 2023	Unrestricted Funds	Restricted Funds	Total 2022
	£	£	£	£	£	£
<b>Donations</b>						
Donations & Gifts	14,783	-	14,783	21,743	-	21,743
Grants (see note 4)	168,336	181,175	349,511	135,532	-	135,532
Legacy	3,500	-	3,500	11,100	-	11,100
Tax refunds	1,293	-	1,293	2,542	-	2,542
	<u>187,912</u>	<u>181,175</u>	<u>369,087</u>	<u>170,917</u>	<u>-</u>	<u>170,917</u>
<b>Charitable activities</b>						
Outwork funding (CXX)	60,972	-	60,972	55,989	-	55,989
Employer Income	-	-	-	7,896	-	7,896
Sundry Income	50	-	50	-	-	-
	<u>61,022</u>	<u>-</u>	<u>61,022</u>	<u>63,885</u>	<u>-</u>	<u>63,885</u>
<b>Other trading activities</b>						
Events	505	-	505	5,867	-	5,867
Room Hire and training	-	-	-	96	-	96
Card Sales	59	-	59	28	-	28
Furlough claims	-	-	-	-	-	-
	<u>564</u>	<u>-</u>	<u>564</u>	<u>5,991</u>	<u>-</u>	<u>5,991</u>
<b>Investment Income</b>						
Bank Interest	265	-	265	1	-	1
<b>Total Incoming Resources</b>	<u>249,763</u>	<u>181,175</u>	<u>430,938</u>	<u>240,794</u>	<u>-</u>	<u>240,794</u>

# THE PEOPLE MATTER TRUST

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

### 4 Grants Receivable

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Unrestricted Funds £	Restricted Funds £	Total 2022 £
<b>Grants Received</b>						
Wealden Community Grant	10,000	-	10,000	9,438	-	9,438
John Jackson Charitable Trust	15,000	-	15,000	17,000	-	17,000
Rotherwick Foundation	-	-	-	2,500	-	2,500
ESCC Support into Work	-	180,175	180,175	-	-	-
ESCC Multiply grant	90,000	-	90,000	-	-	-
ESCC Moving on Up	15,000	-	15,000	-	-	-
ESCC Support into Work	-	1,000	1,000	-	-	-
The Sussex Community	10,000	-	10,000	6,480	-	6,480
The Duke of Devonshire Charitable Trust	-	-	-	5,000	-	5,000
The John Swire 1989 Charitable Trust	-	-	-	10,000	-	10,000
ESCC Rural Rother Employability Programme	-	-	-	29,950	-	29,950
ESCC - The Bexhill Project	-	-	-	10,000	-	10,000
SELEP - Eastbourne	6,668	-	6,668	13,332	-	13,332
SELEP - Wealden	6,668	-	6,668	13,332	-	13,332
ESCC - Consultancy	-	-	-	3,500	-	3,500
ESCC - Engagement	5,000	-	5,000	5,000	-	5,000
Other grants received	10,000	-	10,000	10,000	-	10,000
	<u>168,336</u>	<u>181,175</u>	<u>349,511</u>	<u>135,532</u>	<u>-</u>	<u>135,532</u>

# THE PEOPLE MATTER TRUST

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

### 5 Resources Expended

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Unrestricted Funds £	Restricted Funds £	Total 2022 £
<b>Cost of Generating Funds</b>						
Fundraising	1,050	-	1,050	620	-	620
Events	27	-	27	4,235	-	4,235
	<u>1,077</u>	<u>-</u>	<u>1,077</u>	<u>4,855</u>	<u>-</u>	<u>4,855</u>
<b>Charitable Activities</b>						
Office Salaries	85,976	132,427	218,403	113,531	-	113,531
Management Salaries	55,454	30,000	85,454	86,580	-	86,580
Employers' National Insurance	12,037	4,454	16,491	11,467	-	11,467
Pension contributions	8,565	3,972	12,537	6,129	-	6,129
Rent, rates and water	2,827	2,500	5,327	237	-	237
Job's Fair	-	-	-	222	-	222
Premises repairs and maintenance	795	-	795	1,766	-	1,766
Bank charges	204	-	204	123	-	123
Equipment repairs and maintenance	80	-	80	390	-	390
Outwork - Room hire	280	-	280	1,338	-	1,338
Cleaning and shredding	2,410	1,000	3,410	3,193	-	3,193
Insurance	3,264	-	3,264	3,260	-	3,260
Irrecoverable VAT	5,948	-	5,948	4,061	-	4,061
Subscriptions and licences	5,149	-	5,149	2,125	-	2,125
Telephone & internet	3,254	2,200	5,454	3,291	-	3,291
Marketing	3,429	-	3,429	6,573	-	6,573
Printing postage and stationery	1,598	1,500	3,098	6,911	-	6,911
Computer costs	6,705	2,000	8,705	8,999	-	8,999
Travel and entertainment	725	30	755	1,110	-	1,110
Client expenses	-	503	503	150	-	150
Training	2,391	125	2,516	1,100	-	1,100
Moving costs	7,111	-	7,111	-	-	-
Miscellaneous	270	27	297	190	-	190
Depreciation	3,977	-	3,977	5,852	-	5,852
	<u>212,449</u>	<u>180,738</u>	<u>393,187</u>	<u>268,598</u>	<u>-</u>	<u>268,598</u>
<b>Governance</b>						
Professional fees including payroll	3,126	-	3,126	1,484	-	1,484
Accountancy and Independent examiners fee	2,150	-	2,150	2,000	-	2,000
	<u>5,276</u>	<u>-</u>	<u>5,276</u>	<u>3,484</u>	<u>-</u>	<u>3,484</u>
<b>Total Resources Expended</b>	<u>218,802</u>	<u>180,738</u>	<u>399,540</u>	<u>276,937</u>	<u>-</u>	<u>276,937</u>

## THE PEOPLE MATTER TRUST

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

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#### 6 Trustees

During the year the Trustees donated £860 in aggregate to the Trust (2022: £961).

None of the Trustees received any remuneration or were paid any expenses (2022: nil)

7 Employees	2023	2022
The average number of employees during the year was:	<u>17</u>	<u>10</u>
<b>Employment Costs</b>	<b>2023</b>	<b>2022</b>
	£	£
Salaries	<b>303,857</b>	<b>200,111</b>
Employers NIC	<b>16,491</b>	<b>11,467</b>
Pension Contributions	<b>12,537</b>	<b>6,129</b>
	<u><b>332,885</b></u>	<u><b>217,707</b></u>

No employee received more than £60,000 p.a. in 2023 or 2022.

We estimate Volunteer hours (215) provide an annualised value of £121,862 to the charity (based on £10.90 p/hr).

**THE PEOPLE MATTER TRUST**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 OCTOBER 2023**

**8 Tangible Fixed Assets**

	Computers Equipment	Fixtures, Fittings & Equipment	Total
	£	£	£
<b>Cost</b>			
At 1 November 2022	46,732	26,413	73,145
Additions	2,755	5,715	8,470
<b>At 31 October 2023</b>	<u>49,487</u>	<u>32,128</u>	<u>81,615</u>
<b>Depreciation</b>			
At 1 November 2022	45,110	25,491	70,601
Charge for Year	2,540	1,437	3,977
<b>At 31 October 2023</b>	<u>47,650</u>	<u>26,928</u>	<u>74,578</u>
<b>Net Book Value</b>			
<b>At 31 October 2023</b>	<u>1,837</u>	<u>5,200</u>	<u>7,037</u>
At 31 October 2022	<u>1,622</u>	<u>922</u>	<u>2,544</u>

**9 Trade and other receivables**

	2023	2022
	£	£
<b>Amounts falling due within one year:</b>		
Accounts receivable	6,839	-
Other receivables	11,129	1,535
Prepayments and accrued income	6,832	9,195
	<u>24,800</u>	<u>10,730</u>

**10 Current liabilities**

	2023	2022
	£	£
VAT	5,232	7,298
Accruals	12,103	8,347
Deferred income (Support into Work - Ukraine)	-	20,000
	<u>17,335</u>	<u>35,645</u>

## THE PEOPLE MATTER TRUST

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

#### 11 Retirement benefit schemes

##### Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to Statement of Financial Activities in respect of defined contribution schemes was £12,584 (2022 - £6,129).

#### 12 Movement in funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Balance at 1 November 2022	Incoming Resources	Resources Expended	Transfers	Balance at 31 October 2023
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General fund	6,348	249,763	(218,802)	(60)	37,249
Designated Reserve Fund	30,000	-	-	-	30,000
	<u>36,348</u>	<u>249,763</u>	<u>(218,802)</u>	<u>(60)</u>	<u>67,249</u>
<b>Restricted Funds</b>					
SCDA	-	1,000	(503)	-	497
Client Assistance	891	-	-	-	891
ESCC - Support into Work	-	180,175	(180,235)	60	-
	<u>891</u>	<u>181,175</u>	<u>(180,738)</u>	<u>60</u>	<u>1,388</u>
<b>Total Funds</b>	<u>37,239</u>	<u>430,938</u>	<u>(399,540)</u>	<u>-</u>	<u>68,637</u>

##### Note

Where restricted funds are no longer being received, expenditure will no longer be allocated to these funds next year.

The transfer from the General Fund of £60 to Support into Work was to cover a deficit arising on that fund in the year.

**THE PEOPLE MATTER TRUST**

**NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 OCTOBER 2023**

**12 Movement in funds (continued)**

	Movement in funds				Balance at 31 October 2022
	Balance at 1 November 2021	Incoming Resources	Resources Expended	Transfers	
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General fund	42,491	240,794	(276,937)	-	6,348
Designated Reserve Fund	30,000	-	-	-	30,000
	<u>72,491</u>	<u>240,794</u>	<u>(276,937)</u>	<u>-</u>	<u>36,348</u>
<b>Restricted Funds</b>					
Client Assistance	891	-	-	-	891
	<u>891</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>891</u>
<b>Total Funds</b>	<u>73,382</u>	<u>240,794</u>	<u>(276,937)</u>	<u>-</u>	<u>37,239</u>

The following restricted funds were in operation during the year:

SCDA - grant towards the support of local residents.

Client assistance fund - a discretionary fund to provide additional support to clients if needed.

ESCC Support into work - funding provided by ESCC to carry out job support activities.

## THE PEOPLE MATTER TRUST

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2023

#### 13 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL £
Fund balances at 31 October 2023 are represented by:				
Fixed assets	7,037	-	-	7,037
Current assets/(liabilities)	30,212	30,000	1,388	61,600
	<u>37,249</u>	<u>30,000</u>	<u>1,388</u>	<u>68,637</u>

#### 14 Operating lease commitments

At the reporting end date for 2023 the charity has commitment of future office lease payments until 2026. At the reporting end date for 2022 the charity had no outstanding commitments for future minimum lease payments.

	Land and buildings 2023 £	2022 £
Within one year	21,000	-
Between two to five years	34,693	-
	<u>55,693</u>	<u>-</u>

This relates the lease on the Trust property at Second Floor 55 South Street, Eastbourne.

#### 15 Contingent liabilities

The charity is not aware of any potential contingent liabilities at 31st October 2023.

#### 16 Related party transactions

Remuneration of key management personnel	2023 £	2022 £
The remuneration of key management personnel is as follows.		
Aggregate compensation	<u>85,454</u>	<u>86,580</u>

The charity's key personnel are the Chief Executive Officer of People Matter, Ann Gillard and the Director of Operations, Carol Hyatt who are responsible for the day to day management of the charity .

**PEOPLE MATTER TRUST**

England & Wales - Charity number 1062467

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# Accounts

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**Charity Registration No: 1062467**

**Company Registration No: 03360047 (England & Wales)**

**THE PEOPLE MATTER TRUST**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2022**

**THE PEOPLE MATTER TRUST**  
**LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>TRUSTEES</b>	Dr C Webb D Baker C Grimaldi D Ingham S Mackenzie J Whiteman	Chairman
<b>SECRETARY</b>	A Hughes	
<b>CHIEF EXECUTIVE OFFICER</b>	A Gillard	
<b>CHARITY NUMBER</b>	1062467	
<b>COMPANY NUMBER</b>	03360047	
<b>PRINCIPAL ADDRESS</b>	6 Saffrons Road Eastbourne East Sussex BN21 9DG	
<b>REGISTERED OFFICE</b>	Chantry House 22 Upperton Road Eastbourne East Sussex BN21 1BF	
<b>INDEPENDENT EXAMINER</b>	J R Caladine FCCA CTA FCIE Caladine Limited Chantry House 22 Upperton Road Eastbourne East Sussex BN21 1BF	
<b>BANKERS</b>	HSBC 94 Terminus Road Eastbourne East Sussex BN21 3ND	

# THE PEOPLE MATTER TRUST

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Statement of financial position	7
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# THE PEOPLE MATTER TRUST

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2022

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The Trustees present their report and accounts for the year ended 31 October 2022.

### **Structure, governance and management**

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 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)" (as amended for accounting periods commencing from 1 January 2019)

### **Objects of the charity**

The Trust is a registered charity and a company limited by guarantee. The principal activity of the trust, as a Christian ministry, is the relief of poverty amongst unemployed persons through the provision of career information, advice and guidance in order to assist them in gaining employment. This activity is further extended to employed jobseekers looking to change career.

### **Service Delivery**

The Trust operates from its Head Office in Saffrons Road and responding to local need by taking services into the community - currently at Hailsham Library, Crowborough Community Centre, St Elisabeth's Centre in Eastbourne Old Town, The Gateway Centre and Eastbourne Job Centre. Ukrainian Hubs at Eastbourne, Hellingly, Heathfield and Burwash. Services are delivered in accordance with the principles of the nationally recognised Matrix quality standard, the standard for organisations delivering information, advice and/or guidance on learning and work.

In June 2022 the Trust was awarded the Queen's Award for Voluntary Service, the charity equivalent of an MBE.

### **Staffing**

There are 46 team members, 15 of whom are salaried (329 hours per week) and 31 volunteers (267 hours per week). There are a variety of work experience and volunteering opportunities available for clients needing/wanting to gain experience. There are five Client Advisers, all qualified to Level 6 in Career Guidance and Development.

### **CIAG Services**

The principal activity of the Trust during the year was the delivery of career information, advice and guidance (C.I.A.G.) to clients seeking suitable employment. This support was provided through a combination of one-to-one face-to-face appointments, by email, telephone and Zoom. Most clients were unemployed, with a smaller number seeking to change jobs.

We remain committed to help a diverse range of clients irrespective of their background or ability.

### **1-2-1 advice**

Clients are primarily referred by the local Job Centre or are signposted by other voluntary and statutory agencies. Clients may also access services independently. There is no limit to the number of times individuals may receive support.

595 new clients were helped during the year, and there were a total of 4,501 client sessions (1-2-1 and small groups). The main funding for core services was from a contract with the Education & Skills Funding Agency via the prime contractor, CXK Ltd. The funding was on the basis of providing career information, advice and guidance services, both one-to-one and in groups and on achieving outcomes and reaching targets.

# THE PEOPLE MATTER TRUST

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2022

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### **Workshops: are regularly reviewed and the following are usually offered**

- A series of 2 workshops preparing clients for employment.
- A six-week CAMEO confidence building course.
- A one-day Level 2 accredited Food Hygiene course.

### **Additional Services:**

- Mock Interviews
- Listening Service

### **Contract**

Continually monitor and review engagement with client groups identified by ESFA.

### **Outreach**

Annually promote services through local schools, community forums and The Big Futures Show. We will review outreach opportunities, depending on identified need and adviser capacity.

### **Matrix**

We will carry out annual continuous improvement checks to ensure that we are adhering to the standard, and review progress.

### **General**

We will review course content and delivery, and the Business Start Up provision.

We will conduct regular audits contract documentation to ensure quality is maintained.

We will evaluate Outreach opportunities in Wealden and Rother.

We will work to identify and research evolving client needs with a view to developing new services.

In addition to government funding we will seek alternative funding streams, including community funding, corporate sponsorship, events, trusts, legacies and other major donors.

## THE PEOPLE MATTER TRUST

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2022

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#### Public Benefit

The Trustees consider that the objectives and activities as described above fulfil the requirements of the Charity Commission's public benefit disclosure.

#### Review of financial position

There was a deficit of £36,143 (2021: surplus of £10,246) on the General Fund after transfers. Unrestricted funds at 31 October 2022 amounted to £36,348 (2021: £72,491). Restricted funds at the end of the year remained unchanged at £891.

#### Reserves Policy

The charity relies on funding from various charitable trusts, grant making bodies and the support of individuals, in addition to statutory funding. Trustees have agreed that it is desirable to have reserves equivalent to three months General Fund expenditure.

#### Risk Factors

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to major risks.

#### Structure, Governance and Management

The trust is managed on a day to day basis by the Chief Executive Officer and support staff. The Trustees meet regularly to carry out the legal and fiscal oversight of the charity.

#### Trustees

The Trustees, who are also directors for the purpose of company law, and who served during the year were:

Dr C Webb	Chairman	
D Baker	Vice Chair	
R Colkett	Resigned	30-Nov-21
C Grimaldi		
D Ingham	Appointed	01-Dec-21
J Purkiss	Resigned	23-May-22
S Mackenzie		
J Whiteman	Appointed	14-Oct-22

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Additional Trustees are elected by the majority of the existing Trustees.

Only Trustees of a suitable spiritual and business maturity are appointed and training / induction procedures are in place.

## THE PEOPLE MATTER TRUST

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2022

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#### Trustees responsibilities

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the charitable company's state of affairs at the end of the year and of its income and expenditure for that period.

In preparing these accounts, the Trustees are required to:

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

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

On behalf of the board of Trustees



**Dr C Webb**

Chairman

Dated: February 2023

**THE PEOPLE MATTER TRUST**  
**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF THE PEOPLE MATTER TRUST**

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I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 October 2022.

**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 ('the 2006'). 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 requirements 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.

  
**J R Caladine FCCA CTA FCIE**  
**Caladine Limited**  
Chantry House  
22 Upperton Road  
Eastbourne  
East Sussex  
BN21 1 BF

Dated: 10 February 2023

## THE PEOPLE MATTER TRUST

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 31 OCTOBER 2022

		Unrestricted Funds	Restricted Funds	Total 2022	Unrestricted Funds	Restricted Funds	Total 2021
	Notes	£	£	£	£	£	£
<b>Income from:</b>							
Donations		170,917	-	170,917	96,347	66,218	162,565
Charitable Activities		63,885	-	63,885	69,242	1,395	70,637
Other trading activities		5,991	-	5,991	78	-	78
Investments		1	-	1	-	-	-
<b>Total</b>	<b>3</b>	<b>240,794</b>	<b>-</b>	<b>240,794</b>	<b>165,667</b>	<b>67,613</b>	<b>233,280</b>
<b>Expenditure on:</b>							
Raising Funds		4,855	-	4,855	3,450	-	3,450
Charitable Activities		268,598	-	268,598	115,709	114,112	229,821
Governance		3,484	-	3,484	5,035	-	5,035
<b>Total</b>	<b>5</b>	<b>276,937</b>	<b>-</b>	<b>276,937</b>	<b>124,194</b>	<b>114,112</b>	<b>238,306</b>
Net Income (expenditure) before transfers		(36,143)	-	(36,143)	41,473	(46,499)	(5,026)
Transfers between funds	<b>12</b>	-	-	-	(31,227)	31,227	-
Net movement in Funds		(36,143)	-	(36,143)	10,246	(15,272)	(5,026)
Fund Balances at 1 November 2021		72,491	891	73,382	62,245	16,163	78,408
<b>Fund balances at 31 October 2022</b>		<b>36,348</b>	<b>891</b>	<b>37,239</b>	<b>72,491</b>	<b>891</b>	<b>73,382</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**THE PEOPLE MATTER TRUST**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 OCTOBER 2022**

	Notes	2022		2021	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible fixed assets	8		2,544		8,191
<b>Current Assets</b>					
Debtors	9	10,730		12,187	
Cash at Bank & in Hand		59,610		64,127	
		<u>70,340</u>		<u>76,314</u>	
<b>Current liabilities</b>	<b>10</b>	<b>35,645</b>		<b>11,123</b>	
Net current assets			<u>34,695</u>		<u>65,191</u>
<b>Total assets less current liabilities</b>			<u>37,239</u>		<u>73,382</u>
<b>Net Assets</b>			<u><u>37,239</u></u>		<u><u>73,382</u></u>
<b>Income Funds</b>					
Restricted Funds	12		891		891
Unrestricted Funds	12				
Designated fund		30,000		30,000	
General Fund		<u>6,348</u>		<u>42,491</u>	
			<u>36,348</u>		<u>72,491</u>
			<u><u>37,239</u></u>		<u><u>73,382</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 October 2021. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to the accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Trustees on February 2023.

Dr C Webb  
Trustee



D Ingham  
Trustee



Company Registration No. 03360047 (England and Wales)

# THE PEOPLE MATTER TRUST

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2022

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### 1 Accounting policies

#### Company Information

The People Matter Trust is a charitable company limited by guarantee incorporated in England and Wales. The registered office is Chantry House, 22 Upperton Road, Eastbourne, East Sussex, BN21 1BF.

#### 1.1 Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 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)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

Covid-19 continues to have a significant impact on the charity which has adapted services, both to remain viable and impactful. At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the accounts.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Voluntary income and donations are accounted for as received by the charity. Grants are recognised in the Statement of Financial Activities in the year in which they are receivable. Grants received where a donor has imposed condition specifying a time period over which the expenditure can take place are deferred as a liability and subsequently recognised as income over the specified time period.

## THE PEOPLE MATTER TRUST

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2022

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#### 1.5 Expenditure

Resources expended are recognised in the period in which they are incurred and allocated to the particular cost centre to which they relate. Resources expended include irrecoverable VAT.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Tangible fixed assets are stated as cost less depreciation. Depreciation is provided at rates calculated to write the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	33.3% on a straight line basis
Fixtures, fittings and equipment	20% on a straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Cash and cash equivalents

Cash and cash equivalents included cash in hand, deposits held at call with banks.

#### 1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### 1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits

#### 1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due. are received.

# THE PEOPLE MATTER TRUST

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2022

### 1.11 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

### 1.12 Taxation

The trust is a charity, and in the opinion of the trustees its incoming resources are not subject to corporation tax.

## 2 Critical accounting estimates and judgements

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

These estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised on the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

## 3 Incoming Resources

	Unrestricted Funds	Restricted Funds	Total 2022	Unrestricted Funds	Restricted Funds	Total 2021
	£	£	£	£	£	
<b>Donations</b>						
Donations & Gifts	21,743	-	21,743	29,153	-	29,153
Grants (see note 4)	135,532	-	135,532	48,062	66,218	114,280
Legacy	11,100	-	11,100	17,203	-	17,203
Tax refunds	2,542	-	2,542	1,929	-	1,929
	<u>170,917</u>	<u>-</u>	<u>170,917</u>	<u>96,347</u>	<u>66,218</u>	<u>162,565</u>
<b>Charitable activities</b>						
Outwork funding (CXK)	55,989	-	55,989	64,242	-	64,242
Employer Income	7,896	-	7,896	5,000	1,395	6,395
Sundry Income	-	-	-	-	-	-
	<u>63,885</u>	<u>-</u>	<u>63,885</u>	<u>69,242</u>	<u>1,395</u>	<u>70,637</u>
<b>Other trading activities</b>						
Events	5,867	-	5,867	-	-	-
Room Hire and training	96	-	96	-	-	-
Card Sales	28	-	28	78	-	78
Furlough claims	-	-	-	-	-	-
	<u>5,991</u>	<u>-</u>	<u>5,991</u>	<u>78</u>	<u>-</u>	<u>78</u>
<b>Investment Income</b>						
Bank Interest	<u>1</u>	<u>-</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Incoming Resources</b>	<u>240,794</u>	<u>0</u>	<u>240,794</u>	<u>165,667</u>	<u>67,613</u>	<u>233,280</u>

## THE PEOPLE MATTER TRUST

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2022

#### 4 Grants Receivable

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Unrestricted Funds £	Restricted Funds £	Total 2021 £
<b>Grants Received</b>						
Peter Cruddas Foundation	-	-	-	9,000	-	9,000
Lottery Covid-19 Fund	-	-	-	-	46,558	46,558
Wealden Community Grant	9,438	-	9,438	7,562	-	7,562
John Jackson Charitable Trust	17,000	-	17,000	-	17,160	17,160
All Churches Trust	-	-	-	15,000	-	15,000
Rotherwick Foundation	2,500	-	2,500	-	2,500	2,500
People's Postcode Lottery	-	-	-	16,500	-	16,500
The Sussex Community	6,480	-	6,480	-	-	-
The Duke of Devonshire Charitable Trust	5,000	-	5,000	-	-	-
The John Swire 1989 Charitable Trust	10,000	-	10,000	-	-	-
ESCC Rural Rother Employability Programme	29,950	-	29,950	-	-	-
ESCC - The Bexhill Project	10,000	-	10,000	-	-	-
SELEP - Eastbourne	13,332	-	13,332	-	-	-
SELEP - Wealden	13,332	-	13,332	-	-	-
ESCC - Consultancy	3,500	-	3,500	-	-	-
ESCC - Engagement	5,000	-	5,000	-	-	-
Other grants received	10,000	-	10,000	-	-	-
	<u>135,532</u>	<u>-</u>	<u>135,532</u>	<u>48,062</u>	<u>66,218</u>	<u>114,280</u>

# THE PEOPLE MATTER TRUST

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2022

### 5 Resources Expended

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Unrestricted Funds £	Restricted Funds £	Total 2021 £
<b>Cost of Generating Funds</b>						
Fundraising	620	-	620	3,450	-	3,450
Events	4,235	-	4,235	-	-	-
	<u>4,855</u>	<u>-</u>	<u>4,855</u>	<u>3,450</u>	<u>0</u>	<u>3,450</u>
<b>Charitable Activities</b>						
Office Salaries	125,491	-	125,491	37,097	97,226	134,323
Management Salaries	74,620	-	74,620	59,056	8,436	67,492
Employers' National Insurance	11,467	-	11,467	6,683	3,742	10,425
Pension contributions	6,129	-	6,129	4,714	1,308	6,022
Consultancy fees	-	-	-	-	808	808
Rent, rates and water	237	-	237	354	-	354
Contingency provision	-	-	-	(30,000)	-	(30,000)
Job's Fair	222	-	222	-	-	-
Premises repairs and maintenance	1,766	-	1,766	935	-	935
Bank charges	123	-	123	-	-	-
Equipment repairs and maintenance	390	-	390	842	-	842
Outwork - Room hire	1,338	-	1,338	-	-	-
Cleaning and shredding	3,193	-	3,193	2,863	-	2,863
Insurance	3,260	-	3,260	2,381	-	2,381
Irrecoverable VAT	4,061	-	4,061	3,758	-	3,758
Subscriptions and licences	2,125	-	2,125	3,582	1,657	5,239
Telephone & internet	3,291	-	3,291	2,873	215	3,088
Marketing	6,573	-	6,573	3,483	-	3,483
Printing postage and stationery	6,911	-	6,911	2,704	-	2,704
Computer costs	8,999	-	8,999	8,869	720	9,589
Travel and entertainment	1,110	-	1,110	594	-	594
Client expenses	150	-	150	-	-	-
Training	1,100	-	1,100	460	-	460
Miscellaneous	190	-	190	249	-	249
Depreciation	5,852	-	5,852	4,212	-	4,212
	<u>268,598</u>	<u>-</u>	<u>268,598</u>	<u>115,709</u>	<u>114,112</u>	<u>229,821</u>
<b>Governance</b>						
Professional fees including payroll Accountancy and Independent examiners fee	1,484	-	1,484	3,175	-	3,175
	<u>2,000</u>	<u>-</u>	<u>2,000</u>	<u>1,860</u>	<u>-</u>	<u>1,860</u>
	<u>3,484</u>	<u>-</u>	<u>3,484</u>	<u>5,035</u>	<u>-</u>	<u>5,035</u>
<b>Total Resources Expended</b>	<u>276,937</u>	<u>-</u>	<u>276,937</u>	<u>124,194</u>	<u>114,112</u>	<u>238,306</u>

## THE PEOPLE MATTER TRUST

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2022

---

#### 6 Trustees

During the year the Trustees donated £961 in aggregate to the Trust (2021: £4,170).

None of the Trustees received any remuneration or were paid any expenses (2021: nil)

#### 7 Employees

	<b>2022</b>	<b>2021</b>
The average number of employees during the year was:	<u>10</u>	<u>10</u>

#### Employment Costs

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Salaries	200,111	201,815
Employers NIC	11,467	10,425
Pension Contributions	6,129	6,022
	<u>217,707</u>	<u>218,262</u>

No employee received more than £60,000 p.a. in 2022 or 2021.

We estimate Volunteer hours (267) provide an annualised value of £139,695 to the charity (based on £10.90 p/hr).

## THE PEOPLE MATTER TRUST

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2022

#### 8 Tangible Fixed Assets

	Computers Equipment	Fixtures, Fittings & Equipment	Total
	£	£	£
<b>Cost</b>			
At 1 November 2021	46,732	26,208	72,940
Additions		205	205
<b>At 31 October 2022</b>	<u>46,732</u>	<u>26,413</u>	<u>73,145</u>
<b>Depreciation</b>			
At 1 November 2021	39,551	25,198	64,749
Charge for Year	5,558	294	5,852
<b>At 31 October 2022</b>	<u>45,109</u>	<u>25,492</u>	<u>70,601</u>
<b>Net Book Value</b>			
<b>At 31 October 2022</b>	<u>1,623</u>	<u>921</u>	<u>2,544</u>
At 31 October 2021	<u>7,181</u>	<u>1,010</u>	<u>8,191</u>

#### 9 Trade and other receivables

	2022	2021
	£	£
<b>Amounts falling due within one year:</b>		
Other receivables	1,535	6,264
Prepayments and accrued income	9,195	5,923
	<u>10,730</u>	<u>12,187</u>

#### 10 Current liabilities

	2022	2021
	£	£
VAT	7,298	3,464
Accruals	8,347	7,659
Deferred income (Support into Work - Ukraine)	20,000	-
	<u>35,645</u>	<u>11,123</u>

## THE PEOPLE MATTER TRUST

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2022

#### 11 Retirement benefit schemes

##### Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to Statement of Financial Activities in respect of defined contribution schemes was £6,129 (2021 - £6,022).

#### 12 Movement in funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Balance at 31 October 2022
	Balance at 1 November 2021	Incoming Resources	Resources Expended	Transfers	
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General fund	42,491	240,794	(276,937)	-	6,348
Designated Reserve Fund	30,000	-	-	-	30,000
	<u>72,491</u>	<u>240,794</u>	<u>(276,937)</u>	<u>-</u>	<u>36,348</u>
<b>Restricted Funds</b>					
Client Assistance	891	-	-	-	891
	<u>891</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>891</u>
<b>Total Funds</b>	<u>43,382</u>	<u>240,794</u>	<u>(276,937)</u>	<u>-</u>	<u>7,239</u>

## THE PEOPLE MATTER TRUST

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2022

#### 12 Movement in funds (continued)

	Movement in funds				Balance at 31 October 2021
	Balance at 1 November 2020	Incoming Resources	Resources Expended	Transfers	
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General fund	62,245	165,667	(124,194)	(61,227)	42,491
Designated Reserve Fund	-	-	-	30,000	30,000
	<u>62,245</u>	<u>165,667</u>	<u>(124,194)</u>	<u>(31,227)</u>	<u>72,491</u>
<b>Restricted Funds</b>					
Computer Fund	22	-	-	(22)	-
Career Advice (JJCT)	-	17,160	(35,072)	17,912	-
Client Assistance	891	-	-	-	891
Working for You (Meads Fund)	10,329	3,895	(30,273)	16,049	-
Working Together (Lottery C-19)	4,921	46,558	(48,767)	(2,712)	-
	<u>16,163</u>	<u>67,613</u>	<u>(114,112)</u>	<u>31,227</u>	<u>891</u>
<b>Total Funds</b>	<u>78,408</u>	<u>233,280</u>	<u>(238,306)</u>	<u>(30,000)</u>	<u>43,382</u>

The transfer from the General Fund of £17,912 to Career Advice and £16,049 to Working For You were to cover deficits arising on those funds in the year.

The following restricted funds were in operation during the year ended 31st October 2022:

#### **Computer Fund**

This fund covered sums given to enable the trust to update its IT equipment.

#### **Career Advisors Salary (JJCT)**

This fund is for the employment costs of a Career Advisor who provides advice to clients on two days a week.

#### **Working for You (Meads Fund)**

This fund is for the employee costs of the Recruitment Manager and Service Manager to support the development of links with local employers.

#### **Working Together Fund (Lottery C-19)**

This fund was for additional staffing and IT equipment during the Covid-19 pandemic.

## THE PEOPLE MATTER TRUST

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2022

#### 13 Analysis of net assets between funds

	Unrestricted Funds	Designated Funds	Restricted Funds	TOTAL
	£	£	£	£
Fund balances at 31 October 2022 are represented by:				
Fixed assets	2,544	-	-	2,544
Current assets/(liabilities)	3,804	30,000	891	34,695
	<u>6,348</u>	<u>30,000</u>	<u>891</u>	<u>37,239</u>

#### 14 Operating lease commitments

At the reporting end date for 2022 and 2021 the charity had no outstanding commitments for future minimum lease payments.

#### 15 Contingent liabilities

The charity is not aware of any potential contingent liabilities at 31st October 2022.

#### 16 Related party transactions

##### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2022	2021
	£	£
Aggregate compensation	<u>86,580</u>	<u>77,747</u>

The charity's key personnel are the Chief Executive Officer of People Matter, Ann Gillard and the Director of Operations, Carol Hyatt who are responsible for the day to day management of the charity .

There are no other disclosable related party transactions.

**PEOPLE MATTER TRUST**

England & Wales - Charity number 1062467

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# Accounts

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**Charity Registration No: 1062467**

**Company Registration No: 03360047 (England & Wales)**

**THE PEOPLE MATTER TRUST**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2021**

# THE PEOPLE MATTER TRUST

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>TRUSTEES</b>	Dr C Webb C Grimaldi J Purkiss S Mackenzie D Baker D Ingham	Chairman
<b>SECRETARY</b>	A Hughes	
<b>CHIEF EXECUTIVE OFFICER</b>	A Gillard	
<b>CHARITY NUMBER</b>	1062467	
<b>COMPANY NUMBER</b>	03360047	
<b>PRINCIPAL ADDRESS</b>	6 Saffrons Road Eastbourne East Sussex BN21 9DG	
<b>REGISTERED OFFICE</b>	Chantry House 22 Upperton Road Eastbourne East Sussex BN21 1BF	
<b>INDEPENDENT EXAMINER</b>	J R Caladine FCCA CTA FCIE Caladine Limited Chantry House 22 Upperton Road Eastbourne East Sussex BN21 1BF	
<b>BANKERS</b>	HSBC 94 Terminus Road Eastbourne East Sussex BN21 3ND	

# THE PEOPLE MATTER TRUST

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Statement of financial position	7
Notes to the accounts	8 - 17

# THE PEOPLE MATTER TRUST

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2021

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The Trustees present their report and accounts for the year ended 31 October 2021.

### **Structure, governance and management**

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 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)" (as amended for accounting periods commencing from 1 January 2019)

### **Objects of the charity**

The Trust is a registered charity and a company limited by guarantee. The principal activity of the trust, as a Christian ministry, is the relief of poverty amongst unemployed persons through the provision of career information, advice and guidance in order to assist them in gaining employment. This activity is further extended to employed jobseekers looking to change career.

### **Service Delivery**

The Trust operates from its Head Office in Saffrons Road and responding to local need by taking services into the community - Hailsham Library, Eastbourne Old Town, Langney Library, Willingdon Trees Community Centre and Eastbourne Job Centre. Services are delivered in accordance with the principles of the nationally recognised Matrix quality standard, the standard for organisations delivering information, advice and/or guidance on learning and work.

### **Staffing**

There are 45 team members, 10 of whom are salaried (238.5 hours per week) and 35 volunteers (222 hours per week). There are a variety of work experience and volunteering opportunities available for clients needing/wanting to gain experience. There are six Client Advisers, five qualified to Level 6 in Career Guidance and Development. One adviser has completed a Level 6 qualification and is awaiting confirmation of result.

### **Changes to operating model due to the Covid-19 pandemic**

Although there had been a gradual return to face-to-face appointments during the Spring of 2020, by the start of this accounting period in November 2020 there was a return to remote working and another period of lockdown. In line with government guidance, the main offices remained closed with services instead being delivered remotely from home by advisers and support staff. Outreach from all venues also stopped. From April 2021 there was a gradual return to the more usual pattern of service delivery with face to face appointments, workshops and outreach.

### **CIAG Services**

The principal activity of the Trust during the year was the delivery of career information, advice and guidance (C.I.A.G.) to clients seeking suitable employment. This support was provided through a combination of one-to-one face-to-face appointments, by email, telephone and Zoom. Most clients were unemployed, with a smaller number seeking to change jobs.

We remain committed to help a diverse range of clients irrespective of their background or ability.

### **1-2-1 advice**

Clients are primarily referred by the local Job Centre or are signposted by other voluntary and statutory agencies. Clients may also access services independently. There is no limit to the number of times individuals may receive support.

689 new clients were helped during the year, and there were a total of 4,707 client sessions (1-2-1 and small groups). The main funding for core services was from a contract with the Education & Skills Funding Agency via the prime contractor, CXK Ltd. The funding was on the basis of providing career information, advice and guidance services, both one-to-one and in groups and on achieving outcomes and reaching targets.

## **THE PEOPLE MATTER TRUST**

### **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2021**

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#### **Workshops: are regularly reviewed and the following are usually offered**

- A series of 2 workshops preparing clients for employment.
- A six-week CAMEO confidence building course.
- A six-week IT for Beginners course.
- A one-day Level 2 accredited Food Hygiene course.
- A half-day session addressing employment issues for those aged 50+.

#### **"Getting a Job Workshops"**

For the majority of the accounting period face-to-face workshops were replaced by a series of on-line presentations posted to the People Matter YouTube channel. Occasional in-person workshops resumed in August 2021.

#### **Other Workshops**

The IT, 50+, Confidence Building (CAMEO) and Food Hygiene courses ceased during the reporting period because it was impractical to deliver them on-line due to their nature and content.

**Additional Services:** Mock Interviews and a Listening Service are available to all clients. The former has continued on-line and face-to-face. The latter has continued face-to-face and by telephone.

#### **FUTURE PLANS**

##### **Lessons from Covid-19**

Like many other charities and businesses we have needed to adapt the way we provide services, both to remain viable and impactful. We will carry some of those changes forward, including home-based working where it's appropriate, allowing flexibility for staff and clients.

##### **Contract**

Continually monitor and review engagement with client groups identified by ESFA.

##### **Outreach**

Annually promote services through local schools, community forums and The Big Futures Show. We will review outreach opportunities, depending on identified need and adviser capacity.

##### **Matrix**

We will carryout annual continuous improvement checks to ensure that we are adhering to the standard, and review progress.

##### **General**

We will review the course content and delivery of the IT workshop and the Business Start Up provision.

We will conduct regular audits contract documentation to ensure quality is maintained.

We will evaluate Outreach opportunities in Wealden (Crowborough) and Rother (Bexhill)

We will work to identify and research evolving client needs with a view to developing new services.

In addition to government funding we will seek alternative funding streams, including community funding, corporate sponsorship, events, trusts, legacies and other major donors.

## THE PEOPLE MATTER TRUST

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2021

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#### Public Benefit

The Trustees consider that the objectives and activities as described above fulfil the requirements of the Charity Commission's public benefit disclosure.

#### Review of financial position

There was a deficit on the General Fund for the year of £19,754 after transfers, which is primarily caused by transfers to top up deficits on restricted funds.

#### Reserves Policy

The charity relies on funding from various charitable trusts, grant making bodies and the support of individuals, in addition to statutory funding. Trustees have agreed that it is desirable to have reserves equivalent to three months General Fund expenditure, calculated as around £30,000 and this has been transferred to a separate Designated fund in the year.

After the above transfer, the General Fund had a balance of £42,491 at 31 October 2021.

#### Risk Factors

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to major risks.

#### Structure, Governance and Management

The trust is managed on a day to day basis by the Chief Executive Officer and support staff. The Trustees meet regularly to carry out the legal and fiscal oversight of the charity.

#### Trustees

The Trustees, who are also directors for the purpose of company law, and who served during the year were:

Dr C Webb	Chairman	
R Colkett	Resigned	30 November 2021
A Bluemel	Resigned	23 February 2021
C Grimaldi		
J Purkiss		
S Mackenzie		
D Baker		
D Ingham	Appointed	01 December 2021

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Additional Trustees are elected by the majority of the existing Trustees.

Only Trustees of a suitable spiritual and business maturity are appointed and training / induction procedures are in place.

## THE PEOPLE MATTER TRUST

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2021

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#### Trustees responsibilities

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the charitable company's state of affairs at the end of the year and of its income and expenditure for that period.

In preparing these accounts, the Trustees are required to:

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

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

On behalf of the board of Trustees

  
Dr C Webb

Chairman

Dated: 7 February 2022

## THE PEOPLE MATTER TRUST

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PEOPLE MATTER TRUST

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I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 October 2021.

#### 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 ('the 2006'). 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 requirements 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.

  
J R Caladine FCCA CTA FCIE

Caladine Limited

Chantry House  
22 Upperton Road  
Eastbourne  
East Sussex  
BN21 1 BF

Dated: 28 February 2022

## THE PEOPLE MATTER TRUST

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 31 OCTOBER 2021

		Unrestricted Funds	Restricted Funds	Total 2021	Unrestricted Funds	Restricted Funds	Total 2020
	Notes	£	£	£	£	£	£
<b>Income from:</b>							
Donations		96,347	66,218	162,565	83,802	76,208	160,010
Charitable Activities		69,242	1,395	70,637	72,483	4,517	77,000
Other trading activities		78	-	78	31,274	-	31,274
Investments		-	-	-	17	-	17
<b>Total</b>	<b>3</b>	<b>165,667</b>	<b>67,613</b>	<b>233,280</b>	<b>187,576</b>	<b>80,725</b>	<b>268,301</b>
<b>Expenditure on:</b>							
Raising Funds		3,450	-	3,450	-	1,350	1,350
Charitable Activities		115,709	114,112	229,821	120,684	85,400	206,084
Governance		5,035	-	5,035	3,745	-	3,745
	<b>5</b>	<b>124,194</b>	<b>114,112</b>	<b>238,306</b>	<b>124,429</b>	<b>86,750</b>	<b>211,179</b>
Net Income (expenditure) before transfers		41,473	(46,499)	(5,026)	63,147	(6,025)	57,122
Transfers between funds	<b>12</b>	<b>(31,227)</b>	<b>31,227</b>	<b>-</b>	<b>(11,891)</b>	<b>11,891</b>	<b>-</b>
Net movement in Funds		10,246	(15,272)	(5,026)	51,256	5,866	57,122
Fund Balances at 1 November 2020		62,245	16,163	78,408	10,989	10,297	21,286
<b>Fund balances at 31 October 2021</b>		<b>72,491</b>	<b>891</b>	<b>73,382</b>	<b>62,245</b>	<b>16,163</b>	<b>78,408</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**THE PEOPLE MATTER TRUST**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 OCTOBER 2021**

	Notes	2021		2020	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible fixed assets	8		8,191		9,381
<b>Current Assets</b>					
Debtors	9	12,187		15,706	
Cash at Bank & in Hand		64,127		136,146	
		<u>76,314</u>		<u>151,852</u>	
<b>Current liabilities</b>	10	11,123		52,825	
Net current assets			<u>65,191</u>		<u>99,027</u>
<b>Total assets less current liabilities</b>			<u>73,382</u>		<u>108,408</u>
<b>Non-current liabilities</b>	15		-		30,000
<b>Net Assets</b>			<u><u>73,382</u></u>		<u><u>78,408</u></u>
<b>Total Funds</b>					
Restricted Funds	12		891		16,163
<b>Unrestricted Funds</b>	12				
Designated funds		30,000			
General fund		42,491		62,245	
		<u>72,491</u>		<u>62,245</u>	
			<u><u>73,382</u></u>		<u><u>78,408</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 October 2021. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to the accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

**THE PEOPLE MATTER TRUST**  
**STATEMENT OF FINANCIAL POSITION (CONT.)**  
**AS AT 31 OCTOBER 2021**

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The accounts were approved by the Trustees on 7 February 2022

Dr C Webb  
Trustee



D Ingham  
Trustee



Company Registration No. 03360047 (England and Wales)

# THE PEOPLE MATTER TRUST

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2021

---

### 1 Accounting policies

#### Company Information

The People Matter Trust is a charitable company limited by guarantee incorporated in England and Wales. The registered office is Chantry House, 22 Upperton Road, Eastbourne, East Sussex, BN21 1BF.

#### 1.1 Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 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)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

Covid-19 continues to have a significant impact on the charity which has adapted services, both to remain viable and impactful. At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the accounts.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds represent monies set aside by trustees for a particular purpose. These remain part of unrestricted funds and can be released at any point.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Voluntary income and donations are accounted for as received by the charity. Grants are recognised in the Statement of Financial Activities in the year in which they are receivable. Grants received where a donor has imposed condition specifying a time period over which the expenditure can take place are deferred as a liability and subsequently recognised as income over the specified time period.

# THE PEOPLE MATTER TRUST

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2021

---

### 1.5 Expenditure

Resources expended are recognised in the period in which they are incurred and allocated to the particular cost centre to which they relate.

### 1.6 VAT

The charity registered for VAT during the year. Prior to registration, all expenses were included gross of VAT. Since registration, costs are included net of VAT. The charity is subject to partial exemption and the irrecoverable element of input tax is allocated to the expense heading "Irrecoverable VAT".

### 1.7 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Tangible fixed assets are stated as cost less depreciation. Depreciation is provided at rates calculated to write the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	33.3% on a straight line basis
Fixtures, fittings and equipment	20% on a straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

### 1.8 Cash and cash equivalents

Cash and cash equivalents included cash in hand, deposits held at call with banks.

### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

### 1.1 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits

### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due, are received.

# THE PEOPLE MATTER TRUST

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2021

### 1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

### 1.13 Taxation

The trust is a charity, and in the opinion of the trustees its incoming resources are not subject to corporation tax.

## 2 Critical accounting estimates and judgements

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

These estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised on the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

## 3 Incoming Resources

	Unrestricted Funds	Restricted Funds	Total 2021	Unrestricted Funds	Restricted Funds	Total 2020
	£	£	£	£	£	£
<b>Donations</b>						
Donations & Gifts	29,153	-	29,153	38,677	-	38,677
Grants (see note 4)	48,062	66,218	114,280	37,844	76,208	114,052
Legacy	17,203	-	17,203	-	-	-
Tax refunds	1,929	-	1,929	7,281	-	7,281
	<u>96,347</u>	<u>66,218</u>	<u>162,565</u>	<u>83,802</u>	<u>76,208</u>	<u>160,010</u>
<b>Charitable activities</b>						
Outwork funding (CXK)	64,242	-	64,242	72,461	-	72,461
Employer Income	5,000	1,395	6,395	-	4,517	4,517
Sundry Income	0	-	0	22	-	22
	<u>69,242</u>	<u>1,395</u>	<u>70,637</u>	<u>72,483</u>	<u>4,517</u>	<u>77,000</u>
<b>Other trading activities</b>						
Events	-	-	-	-	-	-
Room Hire and training	-	-	-	715	-	715
Card Sales	78	-	78	351	-	351
Furlough claims	-	-	-	30,208	-	30,208
	<u>78</u>	<u>-</u>	<u>78</u>	<u>31,274</u>	<u>-</u>	<u>31,274</u>
<b>Investment Income</b>						
Bank Interest	-	-	0	17	-	17
	<u>-</u>	<u>-</u>	<u>0</u>	<u>17</u>	<u>-</u>	<u>17</u>
Total Incoming Resources	<u>165,667</u>	<u>67,613</u>	<u>233,280</u>	<u>187,576</u>	<u>80,725</u>	<u>268,301</u>

## THE PEOPLE MATTER TRUST

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2021

#### 4 Grants Receivable

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds £	Restricted Funds £	Total 2020 £
<b>Grants Received</b>						
Peter Cruddas Foundation	9,000	-	9,000	-	-	-
Lottery Covid-19 Fund	-	46,558	46,558	-	21,772	21,772
Wealden Community Grant Meads Fund	7,562	-	7,562	7,000	-	7,000
John Jackson Charitable Trust	-	17,160	17,160	-	14,436	14,436
All Churches Trust	15,000	-	15,000	-	-	-
Rotherwick Foundation	-	2,500	2,500	-	-	-
People's postcode Lottery	16,500	-	16,500	13,040	-	13,040
Goodnews Evangelical Mission	-	-	-	-	20,000	20,000
Chalk Cliff Trust	-	-	-	3,804	-	3,804
Coronavirus Grant (CAF)	-	-	-	3,000	-	3,000
Rotary Club of Eastbourne	-	-	-	1,000	-	1,000
The Sussex Community	-	-	-	10,000	-	10,000
	<u>48,062</u>	<u>66,218</u>	<u>114,280</u>	<u>37,844</u>	<u>76,208</u>	<u>114,052</u>

# THE PEOPLE MATTER TRUST

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2021

### 5 Resources Expended

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds £	Restricted Funds £	Total 2020 £
<b>Cost of Generating Funds</b>						
Fundraising	3,450	-	3,450	-	1,350	1,350
Events	-	-	-	-	-	-
	<u>3,450</u>	<u>-</u>	<u>3,450</u>	<u>-</u>	<u>1,350</u>	<u>1,350</u>
<b>Charitable Activities</b>						
Office Salaries	37,097	97,226	134,323	9,853	74,614	84,467
Management Salaries	59,056	8,436	67,492	50,898	1,199	52,097
Employers' National Insurance	6,683	3,742	10,425	-	-	-
Pension contributions	4,714	1,308	6,022	2,391	1,658	4,049
Consultancy fees	-	808	808	-	-	-
Rent, rates and water	354	-	354	541	-	541
Contingency provision	(30,000)	-	(30,000)	20,000	-	20,000
Light and heat	-	-	-	324	-	324
Premises repairs and maintenance	935	-	935	589	-	589
Equipment repairs and maintenance	842	-	842	3,195	-	3,195
Cleaning and shredding	2,863	-	2,863	3,170	-	3,170
Insurance	2,381	-	2,381	2,317	-	2,317
Irrecoverable VAT	3,758	-	3,758	-	-	-
Subscriptions and licences	3,582	1,657	5,239	2,828	-	2,828
Telephone & internet	2,873	215	3,088	5,943	140	6,083
Marketing	3,483	-	3,483	3,416	-	3,416
Printing postage and stationery	2,704	-	2,704	2,030	-	2,030
Computer costs	8,869	720	9,589	6,934	-	6,934
Travel and entertainment	594	-	594	787	-	787
Client expenses	-	-	-	5	149	154
Training	460	-	460	3,814	2,950	6,764
Miscellaneous	249	-	249	1,649	-	1,649
Depreciation	4,212	-	4,212	-	4,690	4,690
	<u>115,709</u>	<u>114,112</u>	<u>229,821</u>	<u>120,684</u>	<u>85,400</u>	<u>206,084</u>
<b>Governance</b>						
Professional fees including payroll	3,175	-	3,175	1,885	-	1,885
Accountancy and Independent examiners fees	1,860	-	1,860	1,860	-	1,860
	<u>5,035</u>	<u>-</u>	<u>5,035</u>	<u>3,745</u>	<u>-</u>	<u>3,745</u>
<b>Total Resources Expended</b>	<u>124,194</u>	<u>114,112</u>	<u>238,306</u>	<u>124,429</u>	<u>86,750</u>	<u>211,179</u>

## THE PEOPLE MATTER TRUST

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2021

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#### 6 Trustees

During the year the Trustees donated £1,440 in aggregate to the Trust (2020: £4,170).

None of the Trustees received any remuneration or were paid any expenses (2020: nil)

#### 7 Employees

	2021	2020
The average number of employees during the year was:	<u>10</u>	<u>9</u>

#### Employment Costs

	2021	2020
	£	£
Salaries	201,815	131,884
Employers NIC	10,425	4,680
Pension Contributions	6,022	4,049
	<u>218,262</u>	<u>140,613</u>

No employee received more than £60,000 p.a. in 2021 or 2020.

We estimate Volunteer hours (222) provide an annualised value of £97,014 to the charity (based on £9.50 p/hr)

**THE PEOPLE MATTER TRUST**

**NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 OCTOBER 2021**

**8 Tangible Fixed Assets**

	<b>Computers Equipment</b>	<b>Fixtures, Fittings &amp; Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
At 1 November 2020	44,972	24,945	69,917
VAT Adjustment	(3,433)	-	(3,433)
Additions	5,193	1,263	6,456
<b>At 31 October 2021</b>	<u>46,732</u>	<u>26,208</u>	<u>72,940</u>
<b>Depreciation</b>			
At 1 November 2020	35,592	24,945	60,536
VAT Adjustment	(1,635)	-	(1,635)
Charge for Year	5,594	253	5,847
<b>At 31 October 2021</b>	<u>39,551</u>	<u>25,198</u>	<u>64,749</u>
<b>Net Book Value</b>			
<b>At 31 October 2021</b>	<u>7,181</u>	<u>1,010</u>	<u>8,191</u>
At 31 October 2020	<u>9,381</u>	-	<u>9,381</u>

**9 Trade and other receivables**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
Other receivables	6,264	6,444
Prepayments and accrued income	5,923	9,262
	<u>12,187</u>	<u>15,706</u>

**10 Current liabilities**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
VAT	3,464	-
Accruals	7,659	6,267
Deferred income (Lottery Covid-19 Fund)	-	46,558
	<u>11,123</u>	<u>52,825</u>

## THE PEOPLE MATTER TRUST

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2021

#### 11 Retirement benefit schemes

##### Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to Statement of Financial Activities in respect of defined contribution schemes was £6,022 (2020 - £4,049).

#### 12 Movement in funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Balance at 1 November 2020	Incoming Resources	Resources Expended	Transfers	Balance at 31 October 2021
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General fund	62,245	165,667	(124,194)	(61,227)	42,491
Designated reserve fund	-	-	-	30,000	30,000
	<u>62,245</u>	<u>165,667</u>	<u>(124,194)</u>	<u>(31,227)</u>	<u>72,491</u>
<b>Restricted Funds</b>					
Computer Fund (GEM)	22	-	-	(22)	-
Career Advice (JJCT)	-	17,160	(35,072)	17,912	-
Client Assistance	891	-	-	-	891
Working for You (Meads Fund)	10,329	3,895	(30,273)	16,049	-
Working Together (Lottery C-19)	4,921	46,558	(48,767)	(2,712)	-
	<u>16,163</u>	<u>67,613</u>	<u>(114,112)</u>	<u>31,227</u>	<u>891</u>
<b>Total Funds</b>	<u>78,408</u>	<u>233,280</u>	<u>(238,306)</u>	<u>-</u>	<u>73,382</u>

##### Note

The transfer from the General Fund of £17,912 to Career Advice and £16,049 to Working For You were to cover deficits arising on those funds in the year.

The Designated reserve fund created in the year, through a transfer from the General Fund, represents 3 months of general fund expenditure in accordance with the reserves policy.

Where restricted funds are no longer being received, expenditure will no longer be allocated to these funds next year.

# THE PEOPLE MATTER TRUST

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2021

### 12 Movement in funds (continued)

<u>2019/20 comparatives</u>	Movement in funds				
	Balance at 1 November 2019	Incoming Resources	Resources Expended	Transfers	Balance at 31 October 2020
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General fund	10,989	187,576	(124,429)	(11,891)	62,245
<b>Restricted Funds</b>					
Job Club (GEM)	-	10,000	(15,673)	5,673	-
Reception Salaries (GEM)	-	8,000	(8,886)	886	-
Computer Fund (GEM)	-	2,000	(1,978)	-	22
Career Advice (JJCT)	-	14,436	(18,418)	3,982	-
Client Assistance	999	-	(108)	-	891
Fundraising	-	-	(1,350)	1,350	-
Working for You (Meads Fund)	9,298	24,517	(23,486)	-	10,329
Working Together (Lottery C-19)	-	21,772	(16,851)	-	4,921
	10,297	80,725	(86,750)	11,891	16,163
<b>Total Funds</b>	<b>21,286</b>	<b>268,301</b>	<b>(211,179)</b>	<b>-</b>	<b>78,408</b>

The following restricted funds are in operation:

#### The Job Club (GEM)

This fund is to enable job seekers to undertake their job search on site at People Matter using computers for internet job search and various free facilities including stamps and photocopying.

#### Receptionist Salary (GEM)

This fund is for the employment costs of a Receptionist for four days a week.

#### Computer Fund (GEM)

This fund covers sums given to enable the trust to update its IT equipment.

#### Career Advisors Salary (JJCT)

This fund is for the employment costs of a Career Advisor who provides advice to clients on two days a week.

#### Working for You (Meads Fund)

This fund is for the employee costs of the Recruitment Manager and Service Manager to support the development of links with local employers.

#### Working Together Fund (Lottery C-19)

This fund is for additional staffing and IT equipment during the Covid-19 pandemic.

## THE PEOPLE MATTER TRUST

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2021

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#### 13 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL £
Fund balances at 31 October 2021 are represented by:				
Fixed assets	8,191	-	-	8,191
Current assets/(liabilities)	34,300	30,000	891	65,191
	<u>42,491</u>	<u>30,000</u>	<u>891</u>	<u>73,382</u>

#### 14 Operating lease commitments

At the reporting end date for 2021 and 2020 the charity had no outstanding commitments for future minimum lease payments.

#### 15 Related party transactions

Remuneration of key management personnel	2021	2020
	£	£
The remuneration of key management personnel is as follows.		
Aggregate compensation	<u>67,492</u>	<u>49,686</u>

The charity's key personnel are the Chief Executive Officer of People Matter, Ann Gillard and the Director of Operations, Carol Hyatt who are responsible for the day to day management of the charity .