

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

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

THE PEOPLE MATTER TRUST

CONTENTS

	Page
Trustees' report	1 - 4
Independent examiner's Report	5
Statement of financial activities	6
Statement of financial position	7
Notes to the accounts	8 - 17

THE PEOPLE MATTER TRUST

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2021

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

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

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

Trustees responsibilities

Company law requires the Trustee's 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

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	£	£	£	£	£	£
Income from:							
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
Total	3	165,667	67,613	233,280	187,576	80,725	268,301
Expenditure on:							
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
	5	124,194	114,112	238,306	124,429	86,750	211,179
Net Income (expenditure) before transfers		41,473	(46,499)	(5,026)	63,147	(6,025)	57,122
Transfers between funds	12	(31,227)	31,227	-	(11,891)	11,891	-
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
Fund balances at 31 October 2021		72,491	891	73,382	62,245	16,163	78,408

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

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 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.

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
	£	£	£	£	£	
Donations						
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>
Charitable activities						
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>
Other trading activities						
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>
Investment Income						
Bank Interest	-	-	0	17	-	17
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 £
Grants Received						
Peter Cruddas Foundation	9,000	-	9,000	-	-	-
Lottery Covid-19 Fund	-	46,558	46,558	-	21,772	21,772
Wealden Community Grant	7,562	-	7,562	7,000	-	7,000
Meads Fund	-	-	-	-	20,000	20,000
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 £
Cost of Generating Funds						
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>
Charitable Activities						
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>
Governance						
Professional fees including payroll	3,175	-	3,175	1,885	-	1,885
Accountancy and Independent examiners fee	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>
Total Resources Expended	<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

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

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

9 Trade and other receivables

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

10 Current liabilities

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

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:

	Balance at 1 November 2020	Movement in funds		Transfers	Balance at 31 October 2021
	£	Incoming Resources	Resources Expended	£	£
Unrestricted Funds					
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>
Restricted Funds					
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>
Total Funds	<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)

2019/20 comparatives

	Balance at 1 November 2019	Movement in funds		Transfers	Balance at 31 October 2020
	£	Incoming Resources	Resources Expended	£	£
Unrestricted Funds					
General fund	10,989	187,576	(124,429)	(11,891)	62,245
Restricted Funds					
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
Total Funds	21,286	268,301	(211,179)	-	78,408

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

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

The remuneration of key management personnel is as follows.

	2021 £	2020 £
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 .