

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

TRUSTEES	Dr C Webb	Chairman
	D Baker	
	C Grimaldi	
	D Ingham	
	S Mackenzie	
	J Whiteman	
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 2022

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

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

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

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

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	£	£	£	£	£	£
Income from:							
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	-	-	-
Total	3	240,794	-	240,794	165,667	67,613	233,280
Expenditure on:							
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
	5	276,937	-	276,937	124,194	114,112	238,306
Net Income (expenditure) before transfers		(36,143)	-	(36,143)	41,473	(46,499)	(5,026)
Transfers between funds	12	-	-	-	(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
Fund balances at 31 October 2022		36,348	891	37,239	72,491	891	73,382

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

		2022		2021	
	Notes	£	£	£	£
Fixed Assets					
Tangible fixed assets	8		2,544		8,191
Current Assets					
Debtors	9	10,730		12,187	
Cash at Bank & in Hand		59,610		64,127	
		<u>70,340</u>		<u>76,314</u>	
Current liabilities	10	35,645		11,123	
Net current assets		<u>34,695</u>		<u>65,191</u>	
Total assets less current liabilities		<u>37,239</u>		<u>73,382</u>	
Net Assets		<u>37,239</u>		<u>73,382</u>	
Income Funds					
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>37,239</u>		<u>73,382</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

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

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
	£	£	£	£	£	
Donations						
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>
Charitable activities						
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>
Other trading activities						
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>
Investment Income						
Bank Interest	<u>1</u>	<u>-</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Incoming Resources	<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 £
Grants Received						
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 £
Cost of Generating Funds						
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>
Charitable Activities						
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>
Governance						
Professional fees including payroll	1,484	-	1,484	3,175	-	3,175
Accountancy and Independent examiners fee	2,000	-	2,000	1,860	-	1,860
	<u>3,484</u>	<u>-</u>	<u>3,484</u>	<u>5,035</u>	<u>-</u>	<u>5,035</u>
Total Resources Expended	<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

	2022	2021
The average number of employees during the year was:	<u>10</u>	<u>10</u>
Employment Costs	2022	2021
	£	£
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
	£	£	£
Cost			
At 1 November 2021	46,732	26,208	72,940
Additions		205	205
At 31 October 2022	<u>46,732</u>	<u>26,413</u>	<u>73,145</u>
Depreciation			
At 1 November 2021	39,551	25,198	64,749
Charge for Year	5,558	294	5,852
At 31 October 2022	<u>45,109</u>	<u>25,492</u>	<u>70,601</u>
Net Book Value			
At 31 October 2022	<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
	£	£
Amounts falling due within one year:		
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 1 November 2021	Incoming Resources	Resources Expended	Transfers	Balance at 31 October 2022
	£	£	£	£	£
Unrestricted Funds					
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>
Restricted Funds					
Client Assistance	891	-	-	-	891
	<u>891</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>891</u>
Total Funds	<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)

	Balance at 1 November 2020	Movement in funds			Balance at 31 October 2021
	£	Incoming Resources £	Resources Expended £	Transfers £	£
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	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>(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	2022	2021
	£	£
The remuneration of key management personnel is as follows.		
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.