

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

TRUSTEES	Dr C Webb	Chairman
	D Baker	Vice Chairman
	C Grimaldi	
	S Mackenzie	
	J Whiteman	
	D Ingham	
SECRETARY	A Hughes	
CHIEF EXECUTIVE OFFICER	A Gillard	
CHARITY NUMBER	1062467	
COMPANY NUMBER	03360047	
PRINCIPAL ADDRESS	2nd Floor 55 South Street Eastbourne East Sussex BN21 4UT	
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

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THE PEOPLE MATTER TRUST

TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2023

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

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

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

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

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

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	£	£	£	£	£	£
Income from:							
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
Total	3	249,763	181,175	430,938	240,794	-	240,794
Expenditure on:							
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
	5	218,802	180,738	399,540	276,937	-	276,937
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
Fund balances at 31 October 2023		67,249	1,388	68,637	36,348	891	37,239

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

		2023	2022
	Notes	£	£
Fixed Assets			
Tangible fixed assets	8	7,037	2,544
Current Assets			
Debtors	9	24,800	10,730
Cash at Bank & in Hand		54,135	59,610
		<u>78,935</u>	<u>70,340</u>
Current liabilities	10	17,335	35,645
Net current assets		<u>61,600</u>	<u>34,695</u>
Total assets less current liabilities		<u>68,637</u>	<u>37,239</u>
Net Assets		<u><u>68,637</u></u>	<u><u>37,239</u></u>
Income Funds			
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

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

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
	£	£	£	£	£	£
Donations						
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>
Charitable activities						
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>
Other trading activities						
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>
Investment Income						
Bank Interest	265	-	265	1	-	1
Total Incoming Resources	<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 £
Grants Received						
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 £
Cost of Generating Funds						
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>
Charitable Activities						
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>
Governance						
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>
Total Resources Expended	<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

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>

Employment Costs

	2023 £	2022 £
Salaries	303,857	200,111
Employers NIC	16,491	11,467
Pension Contributions	12,537	6,129
	<u>332,885</u>	<u>217,707</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
	£	£	£
Cost			
At 1 November 2022	46,732	26,413	73,145
Additions	2,755	5,715	8,470
At 31 October 2023	<u>49,487</u>	<u>32,128</u>	<u>81,615</u>
Depreciation			
At 1 November 2022	45,110	25,491	70,601
Charge for Year	2,540	1,437	3,977
At 31 October 2023	<u>47,650</u>	<u>26,928</u>	<u>74,578</u>
Net Book Value			
At 31 October 2023	<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
	£	£
Amounts falling due within one year:		
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
	£	£	£	£	£
Unrestricted Funds					
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>
Restricted Funds					
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>
Total Funds	<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)

	Balance at 1 November 2021	Movement in funds		Transfers	Balance at 31 October 2022
	£	Incoming Resources £	Resources Expended £	£	£
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>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 .