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Charity registration number 1062467

Company registration number 03360047 (England and Wales)

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



**Caladine**

Chartered Certified Accountants

# THE PEOPLE MATTER TRUST

## LEGAL AND ADMINISTRATIVE INFORMATION

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

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# THE PEOPLE MATTER TRUST

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# THE PEOPLE MATTER TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 OCTOBER 2024

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

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the trust's memorandum and articles of association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

#### **Objectives and activities**

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

#### *CIAG Services*

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

#### *Public benefit*

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

#### **Achievements and performance**

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

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

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

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

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

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

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

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

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

#### **Outreach**

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

# THE PEOPLE MATTER TRUST

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

### FOR THE YEAR ENDED 31 OCTOBER 2024

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#### Matrix

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

#### General

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

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

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

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

#### Highlights

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

#### Transition to eVisa – Home Office

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

#### Moving on Up

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

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

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

#### Support into Work

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

#### Multiply

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

# THE PEOPLE MATTER TRUST

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

### FOR THE YEAR ENDED 31 OCTOBER 2024

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

#### **2025 and beyond**

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

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

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

#### **Financial review**

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

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

#### *Reserves policy*

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

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

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

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

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

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

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

(Resigned 12 February 2024)

(Appointed 21 May 2024)

# THE PEOPLE MATTER TRUST

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

**FOR THE YEAR ENDED 31 OCTOBER 2024**

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### *Recruitment and appointment of trustees*

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

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

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

  
.....  
Dr C Webb Chairman

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

# THE PEOPLE MATTER TRUST

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

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

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

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

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

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



# THE PEOPLE MATTER TRUST

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF THE PEOPLE MATTER TRUST

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

#### Responsibilities and basis of report

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

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

#### Independent examiner's statement

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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the trust as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



**John Caladine FCCA CTA FCIE**

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

Dated: 6 February 2025

# THE PEOPLE MATTER TRUST

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 OCTOBER 2024**

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

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

# THE PEOPLE MATTER TRUST

## BALANCE SHEET

AS AT 31 OCTOBER 2024

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

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


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

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

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

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

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

  
Dr C Webb Chairman

Company registration number 03360047 (England and Wales)

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 OCTOBER 2024

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#### 1 Accounting policies

##### Company information

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

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the trust's memorandum and articles of association, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The trust is a Public Benefit Entity as defined by FRS 102.

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

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

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

##### 1.2 Going concern

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

##### 1.3 Charitable funds

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

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

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

##### 1.4 Income

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

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

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

##### 1.5 Expenditure

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

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2024

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#### 1 Accounting policies (Continued)

##### 1.6 Tangible fixed assets

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

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

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

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

##### 1.7 Cash and cash equivalents

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

##### 1.8 Financial instruments

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

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

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

##### 1.9 Employee benefits

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

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

##### 1.10 Retirement benefits

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

#### 2 Critical accounting estimates and judgements

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

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

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2024

#### 3 Income from donations and legacies

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

#### 4 Income from charitable activities

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

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 OCTOBER 2024

### 5 Income from other trading activities

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

### 6 Income from investments

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

### 7 Expenditure on raising funds

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

# THE PEOPLE MATTER TRUST

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

### 8 Expenditure on charitable activities

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



# THE PEOPLE MATTER TRUST

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

### 9 Support costs allocated to activities

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

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

### 10 Trustees

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

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

### 11 Employees

The average monthly number of employees during the year was:

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

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

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2024

#### 11 Employees (Continued)

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

##### Remuneration of key management personnel

The remuneration of key management personnel was as follows:

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

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

#### 12 Taxation

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

#### 13 Tangible fixed assets

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

#### 14 Debtors

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

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2024

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

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

#### 16 Retirement benefit schemes

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

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

#### 17 Restricted funds

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

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

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

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2024

#### 17 Restricted funds (Continued)

The following restricted funds were in operation during the year:

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

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

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

#### 18 Unrestricted funds

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

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

# THE PEOPLE MATTER TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2024

#### 19 Analysis of net assets between funds

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

#### 20 Operating lease commitments

##### Lessee

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

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

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

#### 21 Related party transactions

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