

JET JOBS EDUCATION AND TRAINING

England & Wales · Charity number 1117026

Details

Status Registered

Legal form Charitable company

Company number [05775686](#)

Registered 2006-11-28

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

Contact

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Carnegie Building
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Activities

Objects: THE RELIEF OF UNEMPLOYMENT FOR PUBLIC BENEFIT IN SUCH WAYS AS MAY BE THOUGHT FIT INCLUDING THE ADVANCEMENT OF EDUCATION AND ASSISTANCE TO FIND EMPLOYMENT, SPECIFICALLY, BUT NOT LIMITED TO, PERSONS FOR ETHNIC MINORITY GROUPS AND THEIR DEPENDENTS, SO AS TO HELP THEM ADVANCE IN LIFE

Activities: Advice guidance and training.

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Prevention Or Relief Of Poverty, Economic/community Development/employment
- **Who:** People Of A Particular Ethnic Or Racial Origin

Geography

- **Area of benefit:** NOT DEFINED IN PRACTICE THE NORTH OF ENGLAND
- Gateshead
- Newcastle Upon Tyne City
- North Tyneside
- Northumberland
- South Tyneside
- Sunderland

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£538,315	£493,583	£317,358	13
2024-03-31	£381,684	£376,583	-	-
2023-03-31	£467,721	£426,235	-	-
2022-03-31	£486,705	£414,458	-	-
2021-03-31	£368,921	£337,728	-	-

Trustees

Name	Role	Appointed
Ross Stephen WALDIE	Chair	2021-11-22
Hardus le Cornu du Plessis		2020-12-15
Justine Claire King		2022-11-29
Massoud Seifipour		2026-04-01
Sean Nairn		2022-03-22

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England & Wales - Charity number 1117026

Accounts

JET JOBS EDUCATION AND TRAINING
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
For the year ended 31 March 2025

Charity Number 1117026
Company Number 05775686

JET JOBS EDUCATION AND TRAINING

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TRUSTEES ANNUAL REPORT

For the year ended 31 March 2025

JET's Board of Trustees are pleased to present the annual Directors' report together with financial statements of the charity for the year ended 31 March 2025, which are also prepared to meet the requirements for a Directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

The charitable objects of JET Jobs, Education, and Training ("JET") are:

"The relief of unemployment for public benefit in such ways as may be thought fit including the advancement of education and assistance to find employment, specifically, but not limited to, persons from ethnic minority groups and their dependents, to help them advance in life."

Achievements and performance

The financial year 2024/2025 marked a period of growth, innovation, and strategic development for JET (Jobs, Education and Training). Our key projects, Talent Pools & Pathways and Wise Group Relational Mentoring, not only contributed to the overall mission but also provided measurable impact in building a sustainable future for our communities. The efforts undertaken through these projects align with our strategic goals of fostering leadership, promoting inclusion, and developing pathways to success for all stakeholders involved.

Project 1: Talent Pools & Pathways

Project Overview

The *Talent Pools & Pathways* project was created to support people who are nearer the labour market with referrals into specific training for a variety of career routes. These are childcare, construction, care work and green jobs. Anyone, who is ready to look for work can access this intensive support, even if they do not want to go into one of the job types listed. The project was designed to identify, cultivate, and support emerging talent across key sectors. With a focus on diversity, inclusion, and skill development, this project aims to create sustainable talent pipelines, ensuring that individuals from various backgrounds have access to opportunities in professional roles.

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Key Achievements

- **121** clients registered and supported
- Assisted individuals in developing practical and applicable plans to achieve their professional goals.
- Provided tailored support and information to help each person explore the various options and opportunities available to them.
- Engaged individuals with suitable training and experiences
- Supported individuals in overcoming barriers to employment.
- Liaised some individuals with some employers and providing job opportunities for them.

Project 2: Wise Group Relational Mentoring

Project Overview

The *Wise Group Relational Mentoring* program focuses on pairing experienced professionals with emerging talent to provide mentorship, guidance, and strategic advice. Through this initiative, we aim to foster a supportive community where individuals can thrive through meaningful connections and shared knowledge.

Key Achievements include:

- **169** clients registered and supported
- **170** ESOL sessions
- The support provided for clients includes, IT skills, referring clients to wellbeing activities, advocacy support work, job search activities, ESOL assessments, completing various application forms and referrals to external organisations.
- Improved clients' basic IT skills related to job search activities such as working with emails, opening personal job search accounts and learning how to carry out job search
- Improved skills in using email for communications, writing job applications and draft CV
- Carried out Signal Assessments for further support on the issues affecting their progress
- Helped participants with Housing application & process
- Worked alongside the Wellbeing mentors and coordinator such as accompanying participants in different activities and organising meetings and small events

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Other Projects Delivered:

1. National Career Services

The National Careers Service offered a range of tailored support through various delivery channels, including face-to-face, telephone and online resources. Services include:

- One-to-one careers guidance appointments
- CV writing and interview skills support
- Job search and application support
- Skills assessments and career planning tools
- Information on local labour market trends and training opportunities
- Referrals to training, education providers, or other support services

Key Achievements include:

- **3744** interactions with clients
- **72** Job Outcomes
- **431** Learning Outcomes

2. Vita Health Group Partnership

JET collaborated with Vita Health Group to promote Vita Health Group's mental health services among the BAME community in Newcastle and increasing the BAME referrals to their talking therapy services. This was achieved by attending networking meetings, community group events and meeting with professionals to promote VHG services.

Key Achievements include:

- **53** clients registered and supported
- **18** sessions for the engagement with BME communities
- **2** support sessions at ACANE (African Community Advice North East).
- **3** Employability Drop-In sessions at the Women & Girls Centre.
- **2** BNO support groups at JET, providing regular language support on a weekly basis.
- **1** Participant event at JET, delivered by Vita Health Group.
- Meetings with **3** community groups: Hope Beyond the Borders (Spanish-speaking group), Roma Women's Group, and Dwine (Arabic-speaking support group).
- White Ribbon Event: Promoting awareness and prevention of male violence against women and girls.

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- Communities Tackling Hate Together / Being You Is Not a Crime event: A collaborative session with supporting services, Northumbria Police, and City Council staff to discuss the impact of hate crime and strategies for promoting inclusivity and safety.

3. British Nationals from Overseas Integration activities

With support from the British National (Overseas) Integration Grant, JET played a vital role in assisting Hong Kong BN(O) status holders to settle into life in the UK. Community outreach events and workshops were held to help individuals and families build networks, navigate systems, and feel confident in their new environment.

Key Achievements include:

- Economic and social integration: helped BN(O)s contribute and participate meaningfully in British society
- Language confidence: ensured clients acquired conversational and functional English
- Reduced isolation and destitution: through many different integration activities
- In total had **113** participations.

4. BNO ESOL Programme

As part of our broader support for the BN(O) community, JET delivered a dedicated ESOL (English for Speakers of Other Languages) programme tailored to their needs. Classes were designed to improve everyday communication skills, boost confidence, and support participants in accessing employment and education opportunities.

Key Achievements

- **114** sessions
- **23** students participated in ESOL classes
- Helped to ease integration into UK society
- Supported employment and education
- Boosted confidence in using English in real-life settings
- Aided long-term settlement success

Strategic Focus for the Upcoming Year

Looking ahead to the coming year, the Board of Trustees believe that JET is in very good shape to continue to work with our communities to empower individuals,

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particularly from underrepresented groups, by providing them with the skills, connections, and support needed to succeed in today's job market.

Key priorities include:

- Strengthen partnerships with local employers to facilitate better job matching and increase placement rates for program participants.
- Develop support systems for ongoing mentoring and career coaching to ensure participants not only secure jobs but also thrive in their roles long-term.
- Create pathways for individuals with diverse learning needs or those facing barriers to entry into the workforce, such as long-term unemployment or health problems

The financial year 2025/2026 has been a period of exceptionally dedicated work by the JET team to ensure that the people we support continue to receive a warm, professional service to help them achieve their goals. The flexibility to meet the needs of our customers and overcome the challenges that they face is at the heart of what the JET team deliver.

The outlook for 2024/2025 was one of transition in the funding arena, and the team members have adapted with great commitment and determination to ensure that the service we offer to those who need it, is of the highest standard. We are delighted that this period has culminated in a very bright outlook for 2025/2026. This is a testament to the whole team's focus to ensure that we champion the needs of our communities and deliver a service that we can be proud of.

Case Study and Client Quotes

The wonderful story of Vino Varghese journey:

From Homelessness to Hope: A Nurse's Inspiring Journey in the UK – and the Job Coach Who Walked Beside Him

When X arrived in the UK from India, he carried dreams of building a better life for his young family. As a registered nurse and dependent on his wife's Skilled Worker visa, he envisioned stability, opportunity, and growth.

But life took an unexpected turn.

Following a painful family breakdown, X suddenly found himself without a home, income, or support network. He became homeless — relying on temporary hostel stays funded by his sister abroad. Even more devastating, he was caught in complex court proceedings connected to the family situation, leaving him without access to his children and unsure of his rights or next steps.

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It was during this dark and confusing time that X sought help from a job coach — someone who would prove to be a lifeline when he needed it most.

A Job Coach's Commitment to Stand Beside Him

As his job coach, we saw someone who had lost nearly everything — but who refused to give up. X came not asking for charity, but for **a chance to work**, to rebuild, and to reclaim a future where he could support and be present for his children.

Understanding the urgency of his situation, we began an intensive job search journey. It wasn't easy. Despite his background in healthcare, the ongoing court case made it difficult to secure roles working with vulnerable people. We explored training and referral options, and X successfully completed an induction programme — but job opportunities in his field remained limited for the time being.

JET encouraged him not to lose hope, and we redirected our strategy, supported him in applying for roles outside his usual field — focusing on immediate stability over long-term career goals. Through persistence, X landed a night-shift job at Amazon. JET was able to cover his travel expenses for the first month, helping bridge the gap until his first payment.

The Night Shift job wasn't glamorous, but it was his **turning point** — enough to afford a room and start piecing his life back together.

Throughout this time, JET's coach continued to walk alongside him — not just as a job coach, but as consistent, non-judgmental sources of support. We helped him navigate housing, finances, and understand his basic rights, while encouraging him to keep going, even on the hardest days. When the community didn't know him and couldn't offer support, we remained by his side. And when he doubted his own strength, we reminded him of everything he had already overcome.

A Powerful Turnaround

Eventually, he began to have third-party contact with his children and, over time, was able to reunite with them. He found joy again in seeing them, supporting them, and simply being a Dad.

Now, he is hoping to complete the legal procedures that will allow him full access to his children.

He also received an excellent DBS check and re-entered the care sector — the field he loves and was trained in. Today, he works hard, lives independently, and is thriving both personally and professionally. He tells us he feels like a completely different person — more confident, more grounded, and, finally, happy.

With support from his employer, he is now hoping to begin CBT and OSCE training very soon, with the goal of becoming a registered nurse in the UK.

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The Power of Walking Alongside Someone

X's journey is not just one of personal resilience, but also a testament to what can happen when someone receives **the right support at the right time**. As a job coach, our role wasn't just to help him find a job — it was to help him keep going when the path was unclear, and to walk beside him until he could walk on his own again.

This is the heart of what we do. One life changed. One future reclaimed. One family reunited.

Client feedback about support received:



Coffee Shop

The purpose of the Wicker Chair Coffee Shop in Westerhope is to support the delivery of JET's charitable objectives by:

a) generating a small level of surplus income, and b) directly supporting work outcomes by offering placements and training to some of JET's clients helping them further on their employability journey. Our partnership with Your Homes Newcastle, and the Your Homes Your Jobs programme, continues to offer paid placements and amazing outcomes for those who are gaining much needed employment skills in the catering sector. We continue to work in Partnership with Fareshare Northeast (who are in the same building as us), and offer a free space to Nourish Food School, within the coffee shop, to deliver cookery classes to the local members of the community, volunteers and anyone interested in taking part. Both these partnerships, along with providing a free hot meal each day to all the Fareshare Volunteers who wish to take up the offer, aim to use surplus food to reduce waste and hence play our part in environmental sustainability.

The Trustees continue to keep the Coffee Shop under regular review to ensure that it supports the objectives of the charity and to ensure that it remains financially viable for the Charity.

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In this financial year we secured funding from The National Lottery Community Fund for our Coffee Shop makeover. The project aimed to revitalise and modernise a vital community café space to enhance inclusivity, and sustainability. With the generous support from the fund, we transformed the café into a welcoming, functional, and environmentally conscious venue that serves as a hub for local engagement. With the support of this funding, we managed to upgrade:

- Kitchen equipment: the facilities in our kitchen were old and ineffective
- New equipment, such as fridges, a dishwasher, mixers, panini makers, pots & pans, crockery and cutlery, etc, to support our beneficiaries to provide a service they can take pride in and learn from
- Café furniture/décor: the café space has become tired, with some of the tables and chairs being in a state of disrepair. We invested in new furniture and décor to improve the public-facing spaces, creating a welcoming environment
- Promotional/Marketing materials: We improved the visibility of the café by creating new menus, flyers, posters, and signage that will raise our profile in the local community of residents and businesses. We distributed flyers/menus to all businesses on the local industrial estate and amongst other businesses who would be interested in our buffet/outside catering offer.

Our beneficiaries gain vital skills in the food and hospitality industry through practical training in a real-world setting, opening doors to sustainable job opportunities in the UK. This enhanced their employability and financial independence, empowering them to support themselves going forward.

Operational Outlook

The social and economic backdrop to the financial year continues to be challenging, particularly with the cost of living crisis, fuel poverty, and high inflation leading to a downturn in economic output, which could be reflected in higher unemployment and fewer employment opportunities. In addition, changes to traditional funding streams and a change of Government provided uncertainty around the future make up of JET's operational income and its ability to meet the demands of all of our customer groups. The Charity has taken opportunities to continue to find new and innovative ways to communicate and deliver services to clients, enhancing JET's social media presence, and looking at other potential community initiatives / partnerships.

JET continues to play a vital and integral role in supporting people with English as a Second Language through their employability and integration journey. This is achieved not just through our core activity of advice, guidance, education, and training but also by encouraging engagement, volunteering, and participation in the local

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For the year ended 31 March 2025

community. We believe it is our holistic approach that has helped JET to make such a difference, along with the staff team who very much mirror the client group.

The Trustees are continuing to focus on succession planning to ensure good governance.

Financial Review

The Trustees are pleased with JETs Financial performance during the year.

JET's principal funding sources are from contracts and grants to provide a range of training and bespoke services for the relief of unemployment, to ethnic minority groups. The total income for the year ended 31 March 2025 was £538,315, this represents an increase of £156,631 from 2024 and is due to a big project that started in 2024 April, which was Talent Pools & Pathways and continuation of the Wise Group Relational Mentoring.

JET's expenditure during the year increased from £376,583 (2024) to £493,583 (2025) an increase of £117,000. This increase is mainly as a result of increased number of the staff members because of the new projects. In 2025 staff costs were £426,694 (13 FTE) an increase of £94,780 from the prior year where costs were £331,914 (11.5 FTE). The average salary per FTE has risen significantly from £28,862 (2024) to £32,823 (2025) which is expected as a conscious effort has been made during the period to increase staff benefits to retain staff.

The net income for the year was £44,732 which was up £39,631 on 2024 (£5,101).

The Charity ended the financial year in a healthy financial position with £317,358 in funds to be carried forward to support JET's policy on reserves (2024: £272,626). The funds are allocated across respective funds on the Statement of Financial Activities in accordance with the Statement of Recommended Practice (SORP) 2019.

The funds held at the year-end consist of unrestricted funds £242,358 (£195,301 2024), Designated funds £75,000 (£57,950 2024) and Restricted funds of £0 (£19,375 2024).

Reference and administrative details of the charity, its trustees and advisors

Charity Name JET Jobs, Education, and Training

Registered Charity 1117026
Number

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For the year ended 31 March 2025

Company Number	05775686
Registered Office and operational address	Carnegie Building Atkinson Road Benwell Newcastle upon Tyne NE4 8XS
Trustees	Ross Stephen Waldie (Chair) Hardus Le Cornu Du Plessis (appointed on 15 December 2020) Sean Nairn (appointed on 22 March 2022) Justine King (appointed on 29 November 2022) Manish Shukla (appointed on 01 September 2022)
Bankers	Unity Trust Bank Nine Brindley place Birmingham B1 2HB
Independent Examiner	Jim Dodds FCIE 33 The Glebe Morpeth NE61 6HW

Structure, governance, and management

Governing documents

The organisation is a charitable company limited by guarantee, incorporated on the 10 April 2006. The company was established under a Memorandum of Association which establishes the objectives and powers of the charitable company and is governed under its Articles of Association.

Appointment of trustees

Trustees are elected at the ATM and can serve for a period time in line with the Memo & Articles of Association. Interested possible new trustees are encouraged to attend trustee meetings when vacancies arise.

Organisation

All of the trustees meet every quarter and deal with the administration of the charity to ensure that JET Jobs, Education and Training has a clear vision and strategy for the

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For the year ended 31 March 2025

future, and to monitor the performance against plans, to support the management and staff team, and to oversee financial accountability and risk management.

The operational management of the organisation is undertaken by the paid staff team.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Public benefit statement

The trustees/directors have considered the guidance produced by the Charity Commission on the provision of public benefit and they confirm that public benefit has been provided by the range of activities as described above.

Statement of trustee responsibilities

The trustees, who are also directors for the purposes of company law, are responsible for preparing the Trustees' Annual 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 show the state of affairs of the charitable company and of incoming resources and application of resources, including the income and expenditure of the charitable company for that year. In preparing those financial statements, the trustees are required to:

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

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The trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board on: 18 September 2025

and signed on their behalf by:

Ross Waldie
Chair

A handwritten signature in black ink that reads "Ross Waldie". The signature is written in a cursive, flowing style.

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2025

I report on the financial statements of JET Jobs Education And Training for the year ended 31 March 2025, which are set out on pages 14 to 25.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

Jim Dodds FCIE
33 The Glebe
Morpeth
NE61 6HW
Date: 18 September 2025



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STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2025

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
<u>Income from:</u>						
Donations and legacies	6	28	-	-	28	-
Charitable activities						
Grants and contracts	6	221,254	-	281,586	502,840	360,688
Other trading activities	7	29,835	-	-	29,835	15,571
Investments	8	5,612	-	-	5,612	5,425
Total income		256,729	-	281,586	538,315	381,684
<u>Expenditure on:</u>						
Raising funds	9	17,189	-	86	17,275	3,907
Charitable activities						
Operation of the charity	10	175,433	-	300,875	476,308	372,676
Total expenditure		192,622	-	300,961	493,583	376,583
Net income/(expenditure)		64,107	-	(19,375)	44,732	5,101
Transfers between funds		(17,050)	17,050	-	-	-
Net movement of funds		47,057	17,050	(19,375)	44,732	5,101
<u>Reconciliation of funds</u>						
Total funds brought forward		195,301	57,950	19,375	272,626	267,525
Total funds carried forward		242,358	75,000	-	317,358	272,626

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 17 to 25 form an integral part of these accounts.

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Charity Number 1117026

Company Number 05775686

BALANCE SHEET

As at 31 March 2025

	Notes	£	Total 2025 £	£	Total 2024 £
<u>Fixed assets</u>					
Tangible assets	17		3,340		4,030
Total fixed assets			3,340		4,030
<u>Current assets</u>					
Debtors	18	99,165		70,209	
Cash at bank and in hand	19	223,968		206,078	
Total current assets		323,133		276,287	
Creditors: amounts falling due within one year	20	(9,115)		(7,691)	
Net current assets			314,018		268,596
Total assets less current liabilities			317,358		272,626
Total net assets or liabilities			317,358		272,626
<u>Funds of the charity</u>					
Unrestricted income funds			242,358		195,301
Designated income funds			75,000		57,950
Restricted income funds			-		19,375
Total funds			317,358		272,626

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 17 to 25 form an integral part of these accounts.

These financial statements were approved by the Board on 18 September 2025

and are signed on its behalf by: Ross Waldie
Chair

Ross Waldie

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STATEMENT OF CASH FLOWS

For the year ended 31 March 2025

	Notes	2025 £	2024 £
<u>Cash flows from operating activities</u>			
Net movement in funds		44,732	5,101
Depreciation		690	115
Investment income		(5,612)	(5,425)
Increase in trade receivables		(28,956)	(40,206)
Increase in trade payables		1,424	(4,167)
<i>Cash generated from operations</i>		12,278	(44,582)
<u>Cash flow from investing activities</u>			
Purchase of property, plant and equipment		-	(4,145)
Interest received		5,612	5,425
<i>Net cash used in investing activities</i>		<u>5,612</u>	<u>1,280</u>
Increase in cash and cash equivalents		17,890	(43,302)
Cash and cash equivalents at start of year		206,078	249,380
Cash and cash equivalents at end of year		<u>223,968</u>	<u>206,078</u>

The notes on pages 17 to 25 form an integral part of these accounts.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with 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) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

JET Jobs Education And Training meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The charity reported total unrestricted funds at the year-end of £242,358 and has already secured a significant amount of funding for the current year.

The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

3.4 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

3.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

3.6 Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

3.7 Investment gains and losses

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

3.8 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

4.2 Charitable activities

Expenditure on charitable activities includes the costs of education, training and other activities undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

4.6 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Fixtures fittings and equipment	Straight line over four years
Office and computer equipment	Straight line over four years

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

Analysis of income

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
6 Donations and legacies					
Donations and gifts	28	-	-	28	-
	<u>28</u>	<u>-</u>	<u>-</u>	<u>28</u>	<u>-</u>
6 Charitable activities					
<u>Income from grants</u>					
Newcastle City Council - White Ribbon	-	-	-	-	2,800
Housing association for BNO	-	-	-	-	2,932
Newcastle City Learning - employment and pastoral support	22,000	-	-	22,000	20,600
Newcastle Fund	-	-	-	-	37,500
North Tyneside Council	-	-	-	-	5,500
Vita Health Group	38,215	-	-	38,215	38,187
The National Lottery	13,800	-	-	13,800	-
Other	5,876	-	-	5,876	6,288
<u>Income from contracts</u>					
Educational Development Trust (NCS)	92,401	-	-	92,401	77,357
Job Centre Plus	-	-	-	-	56,575
Newcastle City Council British Nationals Overseas	12,750	-	-	12,750	49,300
UK Talent Match UKSPF	-	-	101,219	101,219	-
BNO Integration Activities	11,623	-	-	11,623	9,195
Karbon Homes (New Starters)	24,589	-	-	24,589	-
The Wise Group Relational Mentoring Programme	-	-	48,555	48,555	37,269
The Wise Group Relational Mentoring Programme (National Community Lottery Fund)	-	-	131,812	131,812	17,185
	<u>221,254</u>	<u>-</u>	<u>281,586</u>	<u>502,840</u>	<u>360,688</u>
7 Other trading activities					
Wicker Chair					
Venue Hire	264	-	-	264	-
Fareshare LCP City Partnership	9,204	-	-	9,204	-
Café income	14,670	-	-	14,670	12,292
Buffets	5,697	-	-	5,697	3,279
	<u>29,835</u>	<u>-</u>	<u>-</u>	<u>29,835</u>	<u>15,571</u>
8 Income from investments					
Bank interest	5,612	-	-	5,612	5,425
	<u>5,612</u>	<u>-</u>	<u>-</u>	<u>5,612</u>	<u>5,425</u>

Income was £538,315 (2024: £381,684) of which £256,729 was unrestricted or designated (2024: £327,230) and £281,586 was restricted (2024: £54,454).

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
9 Raising funds					
Café supplies	3,152	-	31	3,183	2,765
Café other costs	687	-	55	742	1,142
Cafe Maintenance and Refurbishment	13,350	-	-	13,350	-
	<u>17,189</u>	<u>-</u>	<u>86</u>	<u>17,275</u>	<u>3,907</u>
			-		
10 Charitable activities					
<u>Direct costs</u>					
Staff costs	156,543	-	270,151	426,694	331,914
Staff training	965	-	219	1,184	144
Staff travel	1,036	-	1,473	2,509	1,814
Client and volunteer expenses	419	-	2,461	2,880	2,796
Marketing	21	-	-	21	273
Activities and events	904	-	910	1,814	2,131
<u>Support costs</u>					
ICT maintenance and software	4,072	-	1,498	5,570	4,410
Insurance	1,790	-	406	2,196	951
Professional fees	1,486	-	336	1,822	333
Rent and utility costs	354	-	19,745	20,099	17,044
Bank charges	179	-	41	220	202
Stationery and postage	784	-	591	1,375	1,423
Telephone, fax and internet	2,009	-	2,059	4,068	4,200
Other support costs	1,135	-	302	1,437	2,219
Staff well-being	2,015	-	450	2,465	1,442
Depreciation	690	-	-	690	115
<u>Governance costs</u>					
Legal fees	28	-	6	34	35
Independent examiner's fees for reporting on the accounts	1,003	-	227	1,230	1,230
	<u>175,433</u>	<u>-</u>	<u>300,875</u>	<u>476,308</u>	<u>372,676</u>

Expenditure on charitable activities was £493,583 (2024: £376,583) of which £192,622 was unrestricted or designated (2024: £343,499) and £300,961 was restricted (2024: £33,084).

11 Fees for examination of the accounts

	2025 £	2024 £
Independent examiner's fees for reporting on the accounts	1,230	1,230
	<u>1,230</u>	<u>1,230</u>

There were no other fees paid to the examiner (2024: £nil).

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

12 Analysis of staff costs and the cost of key management personnel

	2025 £	2024 £
Salaries and wages	382,791	299,607
Social security costs	33,932	24,886
Pension costs (defined contribution pension plan)	7,762	5,851
Redundancy	2,209	-
Sessional costs	-	1,570
	426,694	331,914

No employee received remuneration above £60,000 (2024: nil).

The key management personnel of the charity, comprise the Trustees, and the Chief Executive. The total employee benefits of the key management personnel of the charity were £56,430 (2024: £41,092).

13 Staff numbers

The average monthly head count was 14 staff (2024: 13 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2025 Number	2024 Number
The parts of the charity in which the employee's work.		
Charitable activities	13.0	11.5
	13.0	11.5

14 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

Trustees' expenses

No trustee expenses have been incurred in the year.

Transaction(s) with related parties

There have been no related party transactions in the reporting period.

15 Defined contribution pension scheme

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

The employer's pension costs represent contributions payable by the charity to the fund and amount to £7,762 (2024: £5,851). There was £0 outstanding as at 31 March 2025 (2024: £0).

16 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

	Fixtures, fittings and equipment £	Office and computer equipment £	Total £
17 Tangible fixed assets			
Cost			
Balance brought forward	2,150	1,995	4,145
Additions	-	-	-
Disposals	-	-	-
Balance carried forward	2,150	1,995	4,145
Depreciation			
Basis	SL	SL	
Rate	25%	25%	
Balance brought forward	60	55	115
Depreciation charge for year	358	332	690
Disposals	-	-	-
Balance carried forward	418	387	805
Net book value			
Brought forward	2,090	1,940	4,030
Carried forward	1,732	1,608	3,340
18 Debtors and prepayments (receivable within 1 year)			
	2025 £	2024 £	
Trade debtors	99,165	63,409	
Other debtors	-	6,800	
	99,165	70,209	
19 Cash at bank and in hand			
	2025 £	2024 £	
Bank deposit account	215,418	191,062	
Bank current account	7,751	14,031	
Cash in hand and pre paid card	799	985	
	223,968	206,078	
20 Creditors and accruals (payable within 1 year)			
	2025 £	2024 £	
Taxation and social security	7,541	5,921	
Accruals			
Independent examination of accounts	1,230	1,230	
Room hire	344	540	
	9,115	7,691	

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

21 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

22 Analysis of charitable funds

Analysis of movements in unrestricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	195,301	256,729	(192,622)	(17,050)	242,358
Designated funds					
Contingency	57,950	-	-	17,050	75,000
Totals	253,251	256,729	(192,622)	-	317,358

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' after allowing for designated funds.

Designated funds

Contingency To cover potential close down costs of the whole charity.

Analysis of movement in restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
The Wise Group Relational Mentoring Programme	5,786	48,555	(54,341)	-	-
The Wise Group Relational Mentoring Programme (National Community Lottery Fund)	13,589	131,812	(145,401)	-	-
UK Talent Match UKSPF	-	101,219	(101,219)	-	-
Totals	19,375	281,586	(300,961)	-	-

Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

The Wise Group Relational
Mentoring Programme Partnership programme funded by ESF and Big Lottery, managed by Wise Group to help those furthest from the labour market to access employment and improve their skills.

UK Talent Match UKSPF Programme that works with young people who are out of employment, training, or education to offer intensive support through a dedicated Mentor who will help move them closer to the labour market and connect them with their communities.

JET JOBS EDUCATION AND TRAINING

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

23 Capital commitments

As at 31 March 2025, the charity had no capital commitments (2024 -£nil).

24 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2025 £
Tangible fixed assets	3,340	-	-	3,340
Cash at bank and in hand	148,968	75,000	-	223,968
Other net current assets/(liabilities)	90,050	-	-	90,050
	<u>242,358</u>	<u>75,000</u>	<u>-</u>	<u>317,358</u>

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2024 £
Tangible fixed assets	4,030	-	-	4,030
Cash at bank and in hand	128,753	57,950	19,375	206,078
Other net current assets/(liabilities)	62,518	-	-	62,518
	<u>195,301</u>	<u>57,950</u>	<u>19,375</u>	<u>272,626</u>

JET JOBS EDUCATION AND TRAINING

England & Wales - Charity number 1117026

Accounts

JET JOBS EDUCATION AND TRAINING
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
For the year ended 31 March 2024

Charity Number 1117026
Company Number 05775686

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2024

JET's board of trustees are pleased to present the annual Directors' report together with financial statements of the charity for the year ended 31 March 2024, which are also prepared to meet the requirements for a Directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

The charitable objects of JET Jobs, Education, and Training ("JET") are:

"The relief of unemployment for public benefit in such ways as may be thought fit including the advancement of education and assistance to find employment, specifically, but not limited to, persons from ethnic minority groups and their dependents, to help them advance in life."

Achievements and performance

Despite facing numerous challenges this year, such as the loss of European funding, especially in the employment and skills sector, the launch of the new North East Combined Authority, and various changes in government leadership, JET is pleased to report that we have successfully navigated these obstacles without any disruption to our services. This year has been both fulfilling and rewarding, with many fantastic outcomes and the development and initiation of new programs throughout the financial year.

Many in our sector recognise that government policies continue to impact migrants, making our support for clients more crucial than ever. The cost of living crisis has further intensified the challenges faced by those we assist, particularly in deprived communities who have been disproportionately affected. It is essential that we remain steadfast in our commitment, and agile in our approach, to helping them navigate these difficult times.

Our policy of partnership development has continued, to build with other third sector organisations, the Local Community Partnership (in our role as Vice-Chair), being active on many local steering groups and employment partnerships boards, along with delivery in mainstream colleges and JobCentre Plus ensure that we can offer the best value for money and add value to otherwise often stale learning offers and employment support offers. We have held events across the year including supporting White Ribbon and becoming accredited as a Living Wage Employer, making sure that we can look after our team as well as our clients.

Our staff team very much continue to be our major asset, coming from across the world themselves with a depth of knowledge around immigration and the clients they work with. Along with our dedicated volunteers they currently speak 29 languages and represent many different faiths and religions.

An overview of our stats for the year can be seen below, along with a few quotes and stories from our clients, to give a real feel for the vital work we do and the communities we support.

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2024

- Worked with over **1700** individuals
- Delivered well over **4200** individual interventions to provide information, advice, and guidance
- Delivered **458** pastoral interactions to support our clients to integrate into life in the North East
- Delivered over **341** ESOL (English for Speakers of Other Languages) training sessions
- Referred over **508** learners into learning with other training providers
- Supported over **100** people to move into the work environment

JET's work has been delivered through several focused projects and programmes which have been financed through grants and contracts from a wide variety of funding sources. There have been no significant primary funders with programmes all coming together from a variety of funders, grants and contracts to deliver the overall service, each grant having specific target groups and beneficiaries attached to them. This can make management difficult but we continue to make sure we understand the wider offer across the City, which allows us to fill gaps where necessary and refer to other providers where our funding does not cover the needs of the client.

Case Study and Client Quotes

Patrycja came from Poland to the UK in 2018.

She is a mother, wife, florist and a fighter. But like with most of us, the things that make us who we are, sometimes seem to hold us back. Thankfully, Patrycja found her way and now nothing is holding her back. After being a stay-at-home mother for 4 years, she decided to take the first step towards working again and what better way to get started than attending ESOL for Work classes? She completed the course, received a lot of employability support during that time and she is now ready to jump again into the job market.

This is what she had to say about her time with JET:

"I'm really glad that I was part of an ESOL for Work course group with JET. When I started this course I felt comfortable from beginning. I knew that I had support with everything I needed. That made me want to learn English and finish this course.

I meet my wonderful teacher and people who were volunteers. Lessons are amazing, interesting and funny in a good sense of the word. During the lesson, an Advisor helped me created my new CV, completely fit to me. After this course I got a certificate, I feel and believe that I can find a job.

After this course I also met another JET Advisor, she helped me so much to apply for many jobs. Before my first interview job I had meeting an Advisors from whom I got mental support, and I believed in my abilities. Thank you all, it was a pleasure to meet you."

We are so proud of you Patrycja, and we all wish you the best for your future!

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2024

Parycja is now working and looking forward to moving up in her career and is currently awaiting an interview at Primark.

Orlando – MHM: "Thank you for your help and your useful advice. you helped a lot, and you encouraged me to introduce myself to restaurants. I am happy I found a job close to my house."

Anonymous – Newcastle Fund: "Thank you to served my respectfully and give more motivation to find a job and help me in job search."

Anonymous – NCS: "I would like to say massive thank you for carefully preparing my CV. At the point where we are stuck, you are looking for new areas and making searches. Thank you for trying to help me at every stage."

Anonymous – WG: "very pleased to have somebody with the knowledge about services and information about how to access them correctly. I am not confident, suffering from anxiety

and feeling lost not knowing what to do. My adviser made appointment for me with Welfare benefit adviser and accompanied me during my appointment making sure I provide all the

documents for my appointment. I don't feel alone anymore and surely will reach to a stable situation soon and progress further."

Anonymous – NCS: "Thank you for your support. I wish I had know this before."

Irene – General "... The activity I enjoyed most is the Art session. It was a campaign hosted by Newcastle University and JET. In the campaign we know more about

the history of Newcastle by visiting different landmarks in Newcastle e.g. Wall town, The Sill, Hancock Museum and Newcastle university art gallery."

Coffee Shop

The purpose of the Wicker Chair Coffee Shop in Westerhope is to support the delivery of JET's charitable objectives by: a) generating a small level of surplus income, and b) directly supporting work outcomes by offering placements and training to some of JET's clients helping them further on their employability journey. Our partnership with Your Homes Newcastle, and the Your Homes Your Jobs programme, continues to offer paid placements and amazing outcomes for those who are gaining much needed employment skills in the catering sector. We continue to work in Partnership with Fareshare North East (who are in the same building as the Coffee Shop), to help reduce food waste, by include their surplus produce in our menus. We also have an up and coming programme to support their volunteers with a hot vegetarian meal each day, the offer of careers advice, if they wish, from our team, to help them find paid work, if any of them are looking to enter the labour market.

The Trustees continue to keep the Coffee Shop under regular review to ensure that it supports the objectives of the charity and to ensure that it remains financially viable for the Charity.

JET JOBS EDUCATION AND TRAINING

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TRUSTEES ANNUAL REPORT

For the year ended 31 March 2024

In the coming year we plan to raise funds to upgrade the Coffee Shop, as it is now over 10 years old and in desperate need of a makeover and upgrade to much of the equipment.

Operational Outlook

The social and economic backdrop to the financial year continues to be challenging, particularly with the cost of living crisis, fuel poverty, and high inflation leading to a downturn in economic output, which could be reflected in higher unemployment and fewer employment opportunities. In addition, changes to traditional funding streams and the end of European Union funding provided uncertainty around the future make up of JET's operational income and its ability to meet the demands of all of our customer groups. The Charity has taken opportunities to continue to find new and innovative ways to communicate and deliver services to clients, enhancing JET's social media presence, and looking at other potential community initiatives / partnerships.

JET continues to play a vital and integral role in supporting people with English as a Second Language through their employability and integration journey. This is achieved not just through our core activity of advice, guidance, education, and training but also by encouraging engagement, volunteering, and participation in the local community. We believe it is our holistic approach that has helped JET to make such a difference, along with the staff team who very much mirror the client group themselves.

The Trustees are continuing to focus on succession planning to ensure good governance. Within JET's Articles of Association one-third of Trustees typically retire each year.

Financial Review

The Trustees are pleased with JET's Financial performance during the year.

JET's principal funding sources are from contracts and grants to provide a range of training and bespoke services for the relief of unemployment, to ethnic minority groups. The total income for the year ended 31 March 2024 was £381,684, this represents a fall of £86,037 from 2023 and is due to The Wise Steps programme ending (The Wise Group Relational Mentoring Programme) which saw a significant reduction of £183,259 from the prior year. Other grants/contracts have grown to mitigate this large reduction to the net effect of £86,037 above.

JET's expenditure during the year reduced from £426,235(2023) to £376,583(2024) a reduction of £49,652 this reduction is mainly a result of a reduction in staff numbers & therefore staff costs. In 2024 staff costs were £331,914 (11.5 FTE) a reduction of £40,895 from the prior year where costs were £372,809 (16 FTE). The average salary per FTE has risen significantly from £23,301(2023) to £28,862(2024) which is expected as a conscious effort has been made during the period to increase staff benefits to retain staff.

The net income for the year was £5,101 which was down £36,385 on what was achieved in 2023 (£41,486).

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2024

The Charity ended the financial year in a healthy financial position with £272,626 in funds to be carried forward to support JET's policy on reserves (2023: £267,525). The funds are allocated across respective funds on the Statement of Financial Activities in accordance with the Statement of Recommended Practice (SORP) 2019.

The funds held at the year-end consist of unrestricted funds £195,301 (£130,648 2023), Designated funds £57,950 (£136,877 2023) and Restricted funds of £19,375 (£0 2023).

Reference and administrative details of the charity, its trustees and advisors

Charity Name	JET Jobs, Education, and Training
Registered Charity Number	1117026
Company Number	05775686
Registered Office and operational address	Carnegie Building Atkinson Road Benwell Newcastle upon Tyne NE4 8XS
Trustees	Ross Stephen Waldie (Chair) Hardus Le Cornu Du Plessis (appointed on 15 December 2020) Sean Nairn (appointed on 22 March 2022) Justine King (appointed on 29 November 2022) Manish Shukla (appointed on 01 September 2022)
Bankers	Unity Trust Bank Nine Brindley place Birmingham B1 2HB
Independent Examiner	Jim Dodds FCIE 33 The Glebe Morpeth NE61 6HW

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2024

Structure, governance, and management

Governing documents

The organisation is a charitable company limited by guarantee, incorporated on the 10 April 2006. The company was established under a Memorandum of Association which establishes the objectives and powers of the charitable company and is governed under its Articles of Association.

Appointment of trustees

Trustees are elected at the ATM and can serve for a period time in line with the Memo & Articles of Association. Interested possible new trustees are encouraged to attend trustee meetings when vacancies arise.

Organisation

All of the trustees meet every quarter and deal with the administration of the charity to ensure that JET Jobs, Education and Training has a clear vision and strategy for the future, and to monitor the performance against plans, to support the management and staff team, and to oversee financial accountability and risk management.

The operational management of the organisation is undertaken by the paid staff team.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Public benefit statement

The trustees/directors have considered the guidance produced by the Charity Commission on the provision of public benefit and they confirm that public benefit has been provided by the range of activities as described above.

Statement of trustee responsibilities

The trustees, who are also directors for the purposes of company law, are responsible for preparing the Trustees' Annual 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 show the state of affairs of the charitable company and of incoming resources and

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2024

application of resources, including the income and expenditure of the charitable company for that year. In preparing those financial statements, the trustees are required to:

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

The trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board on: 16 October 2024

and signed on their behalf by: Ross Waldie
Chair



JET JOBS EDUCATION AND TRAINING

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2024

I report on the financial statements of JET Jobs Education And Training for the year ended 31 March 2024, which are set out on pages 9 to 19.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

Jim Dodds FCIE

33 The Glebe

Morpeth

NE61 6HW

Date: 16 October 2024



JET JOBS EDUCATION AND TRAINING

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STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2024

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Income from:						
Charitable activities						
Grants and contracts	6	306,234	-	54,454	360,688	453,981
Other trading activities	7	15,571	-	-	15,571	11,470
Investments	8	5,425	-	-	5,425	2,270
Total income		327,230	-	54,454	381,684	467,721
Expenditure on:						
Raising funds	9	3,907	-	-	3,907	2,846
Charitable activities						
Operation of the charity	10	339,592	-	33,084	372,676	423,389
Total expenditure		343,499	-	33,084	376,583	426,235
Net income/(expenditure)		(16,269)	-	21,370	5,101	41,486
Transfers between funds		80,922	(78,927)	(1,995)	-	-
Net movement of funds		64,653	(78,927)	19,375	5,101	41,486
Reconciliation of funds						
Total funds brought forward		130,648	136,877	-	267,525	226,039
Total funds carried forward		195,301	57,950	19,375	272,626	267,525

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 11 to 19 form an integral part of these accounts.

JET JOBS EDUCATION AND TRAINING

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Charity Number 1117026

Company Number 05775686

BALANCE SHEET

As at 31 March 2024

	Notes	£	Total 2024 £	£	Total 2023 £
<u>Fixed assets</u>					
Tangible assets	17		4,030		-
Total fixed assets			4,030		-
<u>Current assets</u>					
Debtors	18	70,209		30,003	
Cash at bank and in hand	19	206,078		249,380	
Total current assets		276,287		279,383	
Creditors: amounts falling due within one year	20	(7,691)		(11,858)	
Net current assets			268,596		267,525
Total assets less current liabilities			272,626		267,525
Total net assets or liabilities			272,626		267,525
<u>Funds of the charity</u>					
Unrestricted income funds			195,301		130,648
Designated income funds			57,950		136,877
Restricted income funds			19,375		-
Total funds			272,626		267,525

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 11 to 19 form an integral part of these accounts.

These financial statements were approved by the Board: 10 October 2024

and are signed on its behalf by: Ross Waldie
Chair



JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with 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) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

JET Jobs Education And Training meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The charity reported total unrestricted funds at the year-end of £195,301 and has already secured a significant amount of funding for the current year.

The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

JET JOBS EDUCATION AND TRAINING

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

3.4 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

3.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

3.6 Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

3.7 Investment gains and losses

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

3.8 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

4.2 Charitable activities

Expenditure on charitable activities includes the costs of education, training and other activities undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

JET JOBS EDUCATION AND TRAINING

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

4.6 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Fixtures fittings and equipment	Straight line over four years
Office and computer equipment	Straight line over four years

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

Analysis of income

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
6 Charitable activities					
<u>Income from grants</u>					
Newcastle City Council - White Ribbon	2,800	-	-	2,800	-
Housing association for BNO	2,932	-	-	2,932	-
Newcastle City Learning - employment and pastoral support	20,600	-	-	20,600	16,500
Newcastle Fund	37,500	-	-	37,500	-
North Tyneside Council	5,500	-	-	5,500	10,553
Mental Health Matters	-	-	-	-	11,250
Your Homes Newcastle	-	-	-	-	2,123
The Reece Group	-	-	-	-	12,500
Vita Health Group	38,187	-	-	38,187	22,138
Other	6,288	-	-	6,288	7,812
<u>Income from contracts</u>					
Educational Development Trust (NCS)	77,357	-	-	77,357	93,477
Job Centre Plus	56,575	-	-	56,575	-
Newcastle City Council British Nationals Overseas	49,300	-	-	49,300	57,100
BNO Integration Activities	9,195	-	-	9,195	-
The Wise Group Relational Mentoring Programme	-	-	37,269	37,269	220,528
The Wise Group Relational Mentoring Programme (National Community Lottery Fund)	-	-	17,185	17,185	-
	<u>306,234</u>	<u>-</u>	<u>54,454</u>	<u>360,688</u>	<u>453,981</u>
7 Other trading activities					
Wicker Chair					
Café income	12,292	-	-	12,292	9,366
Buffets	3,259	-	-	3,259	2,104
Other Income	20	-	-	20	-
	<u>15,571</u>	<u>-</u>	<u>-</u>	<u>15,571</u>	<u>11,470</u>
8 Income from investments					
Bank interest	5,425	-	-	5,425	2,270
	<u>5,425</u>	<u>-</u>	<u>-</u>	<u>5,425</u>	<u>2,270</u>

Income was £381,684 (2023: £467,721) of which £327,230 was unrestricted or designated (2023: £247,193) and £54,454 was restricted (2023: £220,528).

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
9 Raising funds					
Café supplies	2,765	-	-	2,765	2,557
Café other costs	1,142	-	-	1,142	289
	<u>3,907</u>	<u>-</u>	<u>-</u>	<u>3,907</u>	<u>2,846</u>

10 Charitable activities

Direct costs

Staff costs	302,107	-	29,807	331,914	372,809
Staff training	144	-	-	144	1,924
Staff travel	1,666	-	148	1,814	1,392
Client and volunteer expenses	2,433	-	363	2,796	3,017
Marketing	240	-	33	273	-
Activities and events	2,131	-	-	2,131	70
Grant refundable	-	-	-	-	2,400
Project expenses	-	-	-	-	246

Support costs

ICT maintenance and software	4,200	-	210	4,410	6,039
Insurance	792	-	159	951	1,148
Professional fees	312	-	21	333	2,448
Rent and utility costs	16,607	-	437	17,044	13,536
Bank charges	191	-	11	202	284
Stationery and postage	1,330	-	93	1,423	2,618
Telephone, fax and internet	3,560	-	640	4,200	6,083
Other support costs	1,090	-	1,129	2,219	8,145
Staff well-being	1,409	-	33	1,442	-
Depreciation	115	-	-	115	-

Governance costs

Legal fees	35	-	-	35	-
Independent examiner's fees for reporting on the accounts	1,230	-	-	1,230	1,230
	<u>339,592</u>	<u>-</u>	<u>33,084</u>	<u>372,676</u>	<u>423,389</u>

Expenditure on charitable activities was £376,583 (2023: £426,235) of which £343,499 was unrestricted or designated (2023: £215,991) and £33,084 was restricted (2023: £210,244).

11 Fees for examination of the accounts

	2024 £	2023 £
Independent examiner's fees for reporting on the accounts	1,230	1,230
	<u>1,230</u>	<u>1,230</u>

There were no other fees paid to the examiner (2023: £nil).

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

12 Analysis of staff costs and the cost of key management personnel

	2024 £	2023 £
Salaries and wages	299,607	338,392
Social security costs	24,886	28,892
Pension costs (defined contribution pension plan)	5,851	5,525
Sessional costs	1,570	-
	331,914	372,809

No employee received remuneration above £60,000 (2023: nil).

The key management personnel of the charity, comprise the Trustees, and the Chief Executive. The total employee benefits of the key management personnel of the charity were £51,092 (2023: £51,899).

13 Staff numbers

The average monthly head count was 13 staff (2023: 18 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2024 Number	2023 Number
The parts of the charity in which the employee's work.		
Charitable activities	11.5	16.0
	11.5	16.0

14 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

Trustees' expenses

No trustee expenses have been incurred in the year.

Transaction(s) with related parties

There have been no related party transactions in the reporting period.

15 Defined contribution pension scheme

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

The employer's pension costs represent contributions payable by the charity to the fund and amount to £5,851 (2023: £5,525). There was £0 outstanding as at 31 March 2024 (2023: £0).

16 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

JET JOBS EDUCATION AND TRAINING

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

	Fixtures, fittings and equipment £	Office and computer equipment £	Total £
17 Tangible fixed assets			
Cost			
Balance brought forward	-	-	-
Additions	2,150	1,995	4,145
Disposals	-	-	-
Balance carried forward	2,150	1,995	4,145
Depreciation			
Basis	SL	SL	
Rate	25%	25%	
Balance brought forward	-	-	-
Depreciation charge for year	60	55	115
Disposals	-	-	-
Balance carried forward	60	55	115
Net book value			
Brought forward	-	-	-
Carried forward	2,090	1,940	4,030
18 Debtors and prepayments (receivable within 1 year)			
	2024	2023	
	£	£	
Trade debtors	63,409	26,536	
Other debtors	6,800	3,467	
	70,209	30,003	
19 Cash at bank and in hand			
	2024	2023	
	£	£	
Bank deposit account	191,062	237,911	
Bank current account	14,031	8,401	
Cash in hand and pre paid card	985	3,068	
	206,078	249,380	
20 Creditors and accruals (payable within 1 year)			
	2024	2023	
	£	£	
Taxation and social security	5,921	8,228	
Accruals			
Independent examination of accounts	1,230	1,230	
Room hire	540	-	
Other creditors	-	2,400	
	7,691	11,858	

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

21 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

22 Analysis of charitable funds

Analysis of movements in unrestricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	130,648	327,230	(343,499)	80,922	195,301
Designated funds					
Strategic development fund	85,000	-	-	(85,000)	-
Contingency	51,877	-	-	6,073	57,950
Totals	267,525	327,230	(343,499)	1,995	253,251

Purpose of unrestricted funds

General unrestricted fund	The 'free reserves' after allowing for designated funds.
Designated funds	
Strategic Development Fund	To fund the continuation of ESOL Learner to Salary Earner project and Integration Programme,
Contingency	To cover potential close down costs of the whole charity.

Analysis of movement in restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
The Wise Group Relational Mentoring Programme	-	37,269	(31,483)	-	5,786
The Wise Group Relational Mentoring Programme (National Community Lottery Fund)	-	17,185	(1,601)	(1,995)	13,589
Totals	-	54,454	(33,084)	(1,995)	19,375

Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

The Wise Group Relational Mentoring Programme	Partnership programme funded by ESF and Big Lottery, managed by Wise Group to help those furthest from the labour market to access employment and improve their skills.
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JET JOBS EDUCATION AND TRAINING

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

22 Analysis of charitable funds continued

Transfers between funds

	Reason for transfer	Amount £
Between Designated Funds and General Unrestricted Funds	Funds previously designated for strategic development are no longer required.	85,000
Between Restricted Funds and General Unrestricted Funds	This represents the value of the fixed assets paid for by the Wise Group contract that were transferred to the fixed asset fund.	1,995

23 Capital commitments

As at 31 March 2024, the charity had no capital commitments (2023 -£nil).

24 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2024 £
Tangible fixed assets	4,030	-	-	4,030
Cash at bank and in hand	128,753	57,950	19,375	206,078
Other net current assets/(liabilities)	62,518	-	-	62,518
	<u>195,301</u>	<u>57,950</u>	<u>19,375</u>	<u>272,626</u>

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £
Cash at bank and in hand	112,503	136,877	-	249,380
Other net current assets/(liabilities)	18,145	-	-	18,145
	<u>130,648</u>	<u>136,877</u>	<u>-</u>	<u>267,525</u>

JET JOBS EDUCATION AND TRAINING

England & Wales - Charity number 1117026

Accounts

JET JOBS EDUCATION AND TRAINING
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
For the year ended 31 March 2023

Charity Number 1117026
Company Number 05775686

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2023

JET's board of trustees is pleased to present the annual Directors' report together with financial statements of the charity for the year ended 31 March 2023, which are also prepared to meet the requirements for a Directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

The charitable objects of JET Jobs, Education, and Training ("JET") are:

"The relief of unemployment for public benefit in such ways as may be thought fit including the advancement of education and assistance to find employment, specifically, but not limited to, persons from ethnic minority groups and their dependents, to help them advance in life."

Achievements and performance

As the charity continues to adapt to the post-COVID employment and skills market, we have also been required to respond to new funding opportunities and alterations to existing funding. Throughout the year, the charity has sought opportunities to help support our communities and have -

- Worked with over **1,600** individuals
- Led over **2,600** individual interventions to provide information, advice, and guidance
- Delivered over **245** pastoral interactions to support our clients to integrate into life in the North East
- Delivered over **341** ESOL (English for Speakers of Other Languages) training sessions
- Referred over **508** learners into learning with other training providers
- Supported over **100** people to move into the work environment

JET's work has been delivered through several focused projects and programmes which have been financed through grants and contracts with a diverse range of funders. The projects and programmes are delivered by JET's diverse staff team of 18, who represent a range of backgrounds and communities and speak 18 different languages.

National Careers Services

During the year JET performed well against targets with the National Careers Service, a national programme which provides tailored information, advice, and guidance to assist clients to make the right decisions on learning, training, and work. JET supported over **1,500** clients and achieved **495** job and learning outcomes.

These achievements build on the successes in previous years and as expected demand for the services was up due to the Covid pandemic.

JET JOBS EDUCATION AND TRAINING

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TRUSTEES ANNUAL REPORT

For the year ended 31 March 2023

Mentoring and Volunteer Programme

Through this programme JET places clients in many roles spread across different parts of the community, with employers and local businesses and in our coffee shop. Participants gain valuable work and life skills, as well as qualifications, which builds confidence and experience to take with them when looking for paid work.

Wise Steps

Wise Steps is the largest programme that JET operated in this financial year. It came to an end in February 2022 but during the life time of the programme, It helped people including ethnic minorities in Tyne and Wear to transform their lives. The project provided one to one tailored support to help people take positive steps towards work. Wise Steps is a partnership of local organisations led by the Wise Group and JET had been delivering as a Coaching Partner since October 2016, as a specialist with Black & Minority Ethnic individuals. The programme was funded by the Big Lottery Fund and the European Social Fund.

The first phase of the Wise Steps programme finished in August 2019. Because of the great outcomes, this programme was extended for two more phases from September 2019 to February 2023. In this period in total JET engaged and registered 344 people all from ethnic backgrounds during the year: 166 Males and 178 Females. These clients came from a range of diverse backgrounds; 198 were Refugees, 40 were Lone Parents, and 55 declared Disabilities. Furthermore, 277 were Unemployed, 67 were Economically Inactive and 42 were aged 50+. As can be seen from these figures JET really have a wide spread of clients, from all different backgrounds and parts of the world.

Client Case Study

ELSE case study - Andrew Ehizojie Unuareokpa

When opportunities meet readiness

Andrew is originally from Nigeria, he is an Italian Citizen and he came to England in 2019 with his family searching for a better life. He was confused and desperately needed support to obtain a job, to improve his family's life.

He approached JET in November 2019 asking for support towards finding a job and supporting his family. His job coach at JET set up an action plan to start a journey towards building up his confidence and improving his employability skills and knowledge. He was referred to the National Careers Service to create a CV and was also registered for IT training run by Your Homes Newcastle at JET. He was also studying on our ELSE (ESOL Learner to Salary Earner) programme, but his level of English was significantly low at the time.

When the pandemic started, Andrew found himself living in a jobless household with three young children and in great need of support in finding a suitable job, to provide for his family. His job coach had been in touch with him regularly and provided him with support such as receiving help from the food bank. Andrew had the right mindset and determination to carry

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TRUSTEES ANNUAL REPORT

For the year ended 31 March 2023

on with learning and building up his skills and knowledge despite the restrictions during the pandemic. His job coach encouraged him to attend and complete various online courses, which would help strengthen his CV and his ability to speak English.

After the lockdowns, his job coach arranged several face-to-face sessions with Andrew to help him with his job search and he continued studying through ESOL, for the Warehousing Sector Training. Eventually, all their efforts led him to an apprenticeship opportunity with Your Homes Newcastle (YHN) at the Palatine Beds factory, for a production line vacancy. Andrew completed the ELSE for Warehouse training, which also offered him extra sessions for Production Line positions in order to be ready for the above opportunity, plus an intensive job interview practice session at JET. As part of ELSE, a group visit for the ELSE learners to the Palatine Beds factory was also arranged with YHN, so the learners could become familiar with the work environment while preparing themselves for the job interview. Andrew felt very positive and confident during the interview and in August 2021 he was offered the job. Andrew is very happy at his job and still maintains contact with JET, updating us on his accomplishments.

Coffee Shop

The purpose of the Wicker Chair Coffee Shop in Westerhope is to support the delivery of JET's charitable objectives by: a) generating a small level of surplus income, and b) directly supporting work outcomes by offering placements and training to some of JET's clients helping them further on their employability journey. The Trustees continue to keep the Coffee Shop under regular review to ensure that it supports the objectives of the charity and to ensure that it remains financially viable for the Charity.

Performance over the last year

Operational Outlook

The social and economic backdrop to the financial year continues to be challenging, particularly with the cost of living crisis, fuel poverty, and high inflation leading to a downturn in economic output, which could be reflected in higher unemployment and fewer employment opportunities. In addition, changes to traditional funding streams and the end of European Union funding provide uncertainty around the future make up of JET's operational income and its ability to meet the demands of all of our customer groups. The Charity has taken opportunities to continue to find new and innovative ways to communicate and deliver services to clients, enhancing JET's social media presence, and looking at other potential community initiatives / partnerships.

JET continues to play a vital and integral role in supporting people with English as a Second Language through their employability and integration journey. This is achieved not just through our core activity of advice, guidance, education, and training but also by encouraging engagement, volunteering, and participation in the local community. We believe it is our

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holistic approach that has helped JET to make such a difference, along with the staff team who very much mirror the client group themselves.

The Wise Steps was the largest delivery programme and JET will continue to seek alternative sources of funding to deliver for clients as the project will closed in early 2023. JET is well positioned to compete for funds as it is well regarded and has long-standing relationships with local government and many other key stakeholders in the region.

The Trustees are continuing to focus on succession planning to ensure good governance. Within JET's Articles of Association one-third of Trustees typically retire each year.

Financial review

The Trustees are pleased with the financial position of the Charity in the financial year.

JET's principal funding sources are from contracts and grants to provide a range of training and bespoke services for the relief of unemployment, to ethnic minority groups. The total income for the year ended 31 March 2023 was £467,721, this represents a change of £18,984 from 2021/22. This income is allocated across respective funds on the Statement of Financial Activities in accordance with the Statement of Recommended Practice (SORP) 2019.

Expenditure increased from £414,458 in 2021/22 to £426,235. This continues to be managed with care. This resulted in a net income up/down on the previous year of £41,486 (2022: £72,247).

The Charity ended the financial year in a healthy financial position with £267,525 in funds to be carried forward to support JET's policy on reserves (2022: £226,039).

The detail on the Balance Sheet as at 31 March 2022 showed total funds carried forward of £267,525 (2022: £226,039), £130,648 of which was unrestricted (2022: £28,573). As at 31 March 2023, there was £0 in restricted funds carried forward (2022: £60,589) and £136,877 in designated funds (2022: £136,877).

The Trustees are fully aware that the continues stability of the charity's financial position, and therefore, its capacity to support and deliver life-changing outcomes for the communities JET serves is due to the drive, commitment, and immense hard work of our Chief Executive and all of JET's staff and volunteers who have done an excellent job in continuing to diversify funding streams with new grants and contracts and manage expenditure carefully in an ever-challenging economic backdrop.

Reserves policy

JET Jobs, Education, and Training has established a policy whereby the unrestricted funds held by the charity should be between three and six months of annual expenditure. This will provide sufficient funds to cover management and administration support costs and any

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emergencies that may arise from time to time. In addition, in the event of challenges JET may need to cover contractual payments to employees which are not included in any funding awarded. Total reserves were £267,525 at 31 March 2023 (2022: £226,039). Unrestricted reserves were £130,648 (2022: £28,573). Designated reserves were at £136,877 (2022: £136,877) which were broken down as £85,000 to fund the continuation of the ESOL Learner to Salary Earner project and Integration Programme, which were delayed due to Covid19 and access to work placements and face to face group work and £51,877 to cover potential close down costs of the whole charity. In this context of the wider economic backdrop, the Trustees are pleased to report that the Charity's total reserves as at 31 March 2023 continued to be managed with reference to the policy.

Reference and administrative details of the charity, its trustees and advisors

Charity Name	JET Jobs, Education, and Training
Registered Charity Number	1117026
Company Number	05775686
Registered Office and operational address	Carnegie Building Atkinson Road Benwell Newcastle upon Tyne NE4 8XS
Trustees	Ross Stephen Waldie (Chair) Hardus Le Cornu Du Plessis (appointed on 15 December 2020) Sean Nairn (appointed on 22 March 2022) David Thackwray (appointed on 22 March 2022) Justine King (appointed on 29 November 2022) Manish Shukla (appointed on 01 September 2022) Graeme Hudson (retired on 29 November 2022) Barry Coleman (retired on 29 November 2022) Sanjee Ratnatunga (retired on 29 November 2022)
Bankers	Unity Trust Bank Nine Brindley place Birmingham B1 2HB
Independent Examiner	Jim Dodds FCIE 33 The Glebe Morpeth NE61 6HW

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Structure, governance, and management

Governing documents

The organisation is a charitable company limited by guarantee, incorporated on the 10 April 2006. The company was established under a Memorandum of Association which establishes the objectives and powers of the charitable company and is governed under its Articles of Association.

Appointment of trustees

Trustees are elected at the ATM and can serve for a period time in line with the Memo & Articles of Association. Interested possible new trustees are encouraged to attend trustee meetings when vacancies arise.

Organisation

All of the trustees meet every quarter and deal with the administration of the charity to ensure that JET Jobs, Education and Training has a clear vision and strategy for the future, and to monitor the performance against plans, to support the management and staff team, and to oversee financial accountability and risk management.

The operational management of the organisation is undertaken by the paid staff team.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Public benefit statement

The trustees/directors have considered the guidance produced by the Charity Commission on the provision of public benefit and they confirm that public benefit has been provided by the range of activities as described above.

Statement of trustee responsibilities

The trustees, who are also directors for the purposes of company law, are responsible for preparing the Trustees' Annual 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 show the state of affairs of the charitable company and of incoming resources and

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For the year ended 31 March 2023

application of resources, including the income and expenditure of the charitable company for that year. In preparing those financial statements, the trustees are required to:

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

The trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board on:

15 November 2023

and signed on their behalf by: Ross Waldie
Chair



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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2023

I report on the financial statements of Jet Jobs Education And Training for the year ended 31 March 2023, which are set out on pages 9 to 19.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ('the Charities Act') and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

Jim Dodds FCIE

33 The Glebe

Morpeth

NE61 6HW

Date: 17 November 2023



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STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2023

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Income from:						
Donations and legacies	6	-	-	-	-	4,300
Charitable activities						
Grants and contracts	7	233,453	-	220,528	453,981	476,611
Other trading activities	8	-	11,470	-	11,470	5,694
Investments	9	2,270	-	-	2,270	100
Total income		235,723	11,470	220,528	467,721	486,705
Expenditure on:						
Raising funds	9	-	2,846	-	2,846	4,420
Charitable activities						
Operation of the charity	10	192,348	20,797	210,244	423,389	410,038
Total expenditure		192,348	23,643	210,244	426,235	414,458
Net income/(expenditure)		43,375	(12,173)	10,284	41,486	72,247
Transfers between funds		58,700	12,173	(70,873)	-	-
Net movement of funds		102,075	-	(60,589)	41,486	72,247
Reconciliation of funds						
Total funds brought forward		28,573	136,877	60,589	226,039	153,792
Total funds carried forward		130,648	136,877	-	267,525	226,039

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 11 to 19 form an integral part of these accounts.

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Charity Number 1117026

Company Number 05775686

BALANCE SHEET

As at 31 March 2023

	Notes	£	Total 2023 £	£	Total 2022 £
<u>Current assets</u>					
Debtors	17	30,003		28,246	
Cash at bank and in hand	18	249,380		222,076	
Total current assets		279,383		250,322	
Creditors: amounts falling due within one year	19	(11,858)		(24,283)	
Net current assets			267,525		226,039
Total assets less current liabilities			267,525		226,039
Total net assets or liabilities			267,525		226,039
<u>Funds of the charity</u>					
Unrestricted income funds			130,648		28,573
Designated income funds			136,877		136,877
Restricted income funds			-		60,589
Total funds			267,525		226,039

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 11 to 19 form an integral part of these accounts.

These financial statements were approved by the Board 15 November 2023

and are signed on its behalf by: Ross Waldie
Chair



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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with 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) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Jet Jobs Education And Training meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The charity reported total unrestricted funds at the year-end of £130,648 and has already secured a significant amount of funding for the current year.

The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

3.4 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

3.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

3.6 Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

3.7 Investment gains and losses

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

3.8 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

4.2 Charitable activities

Expenditure on charitable activities includes the costs of education, training and other activities undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

4.6 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Leasehold property improvements	Straight line over life of lease
Office and computer equipment	Straight line over four years

The charity does not currently own any tangible fixed assets.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

Analysis of income

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
6 Donations and legacies					
Donations and gifts	-	-	-	-	4,300
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,300</u>
7 Charitable activities					
<u>Income from grants</u>					
Action Foundation	-	-	-	-	15,000
Newcastle City Learning - employment and pastoral support	16,500	-	-	16,500	22,500
Newcastle Fund	-	-	-	-	25,653
North Tyneside Council	10,553	-	-	10,553	5,850
People's Postcode Lottery	-	-	-	-	17,740
HMRC Job Retention Scheme	-	-	-	-	12,363
Mental Health Matters	11,250	-	-	11,250	11,250
Your Homes Newcastle	2,123	-	-	2,123	2,605
The Reece Group	12,500	-	-	12,500	-
Vita Health Group	22,138	-	-	22,138	-
Other	7,812	-	-	7,812	2,105
<u>Income from contracts</u>					
Educational Development Trust	93,477	-	-	93,477	101,153
Newcastle City Council British Nationals Overseas	57,100	-	-	57,100	30,400
Good Things Foundation	-	-	-	-	1,960
Probation	-	-	-	-	10,000
The Wise Group	-	-	220,528	220,528	218,032
	<u>233,453</u>	<u>-</u>	<u>220,528</u>	<u>453,981</u>	<u>476,611</u>
8 Other trading activities					
Wicker Chair					
Café income	#	9,366	-	9,366	4,819
Buffets	-	2,104	-	2,104	875
	<u>-</u>	<u>11,470</u>	<u>-</u>	<u>11,470</u>	<u>5,694</u>
9 Income from investments					
Bank interest	2,270	-	-	2,270	100
	<u>2,270</u>	<u>-</u>	<u>-</u>	<u>2,270</u>	<u>100</u>

Income was £467,721 (2022: £486,705) of which £247,193 was unrestricted or designated (2022: £238,273) and £220,528 was restricted (2022: £248,432).

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
9 Raising funds					
Café refurbishment	-	289	-	289	1,385
Café supplies	-	2,557	-	2,557	3,035
	<u>-</u>	<u>2,846</u>	<u>-</u>	<u>2,846</u>	<u>4,420</u>

10 Charitable activities

Direct costs

Staff costs	158,996	20,786	193,027	372,809	353,806
Staff training	1,924	-	-	1,924	2,651
Staff travel	1,167	11	214	1,392	885
Client and volunteer expenses	181	-	2,836	3,017	10,426
Marketing	-	-	-	-	14
Activities and events	70	-	-	70	18
Grant refundable	-	-	2,400	2,400	-
Project expenses	102	-	144	246	-

Support costs

ICT maintenance and software	3,211	-	2,828	6,039	9,284
Insurance	1,044	-	104	1,148	1,156
Professional fees	2,225	-	223	2,448	3,005
Rent and utility costs	7,189	-	6,347	13,536	15,521
Bank charges	258	-	26	284	191
Stationery and postage	2,292	-	326	2,618	1,092
Telephone, fax and internet	5,530	-	553	6,083	6,477
Other support costs	6,929	-	1,216	8,145	3,940
Bad debt write off	-	-	-	-	80

Governance costs

Independent examiner's fees for reporting on the accounts	1,230	-	-	1,230	1,492
	<u>192,348</u>	<u>20,797</u>	<u>210,244</u>	<u>423,389</u>	<u>410,038</u>

Expenditure on charitable activities was £426,235 (2022: £414,458) of which £215,991 was unrestricted or designated (2022: £220,912) and £210,244 was restricted (2022: £193,546).

11 Fees for examination of the accounts

	2023 £	2022 £
Independent examiner's fees for reporting on the accounts	1,230	1,492
	<u>1,230</u>	<u>1,492</u>

There were no other fees paid to the examiner (2022: £nil).

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

12 Analysis of staff costs and the cost of key management personnel

	2023 £	2022 £
Salaries and wages	338,392	315,928
Social security costs	28,892	25,517
Pension costs (defined contribution pension plan)	5,525	5,068
Sessional Costs	-	7,293
	372,809	353,806

No employee received remuneration above £60,000 (2022: nil).

The key management personnel of the charity, comprise the Trustees, Chief Executive and Finance Officer. The total employee benefits of the key management personnel of the charity were £57,529 (2022: £55,417).

13 Staff numbers

The average monthly head count was 18 staff (2022: 18 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2023 Number	2022 Number
The parts of the charity in which the employee's work.		
Charitable activities	16.0	16.0
	16.0	16.0

14 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

Trustees' expenses

No trustee expenses have been incurred in the year.

Transaction(s) with related parties

There have been no related party transactions in the reporting period.

15 Defined contribution pension scheme

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

The employer's pension costs represent contributions payable by the charity to the fund and amount to £5,525 (2022: £5,068). There was £0 outstanding as at 31 March 2023 (2022: £1,130).

16 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

17 Debtors and prepayments (receivable within 1 year)

	2023 £	2022 £
Trade debtors	26,536	18,960
Other debtors	3,467	9,286
	<u>30,003</u>	<u>28,246</u>

18 Cash at bank and in hand

	2023 £	2022 £
Bank deposit account	237,911	180,641
Bank current account	8,401	39,026
Cash in hand and pre paid card	3,068	2,409
	<u>249,380</u>	<u>222,076</u>

19 Creditors and accruals (payable within 1 year)

	2023 £	2022 £
Trade creditors		3,669
Taxation and social security	8,228	6,622
Accruals		
Independent examination of accounts	1,230	1,492
Other creditors	2,400	-
Deferred income		
Reece Group	-	12,500
	<u>11,858</u>	<u>24,283</u>

20 Deferred income

Deferred income comprises of advance payments from grants that relate to future periods.

	2023 £
Balance brought forward	12,500
Amount released to income earned from charitable activities	(12,500)
Amount deferred in year	-
Balance carried forward	<u>-</u>

21 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

22 Analysis of charitable funds

Analysis of movements in unrestricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	28,573	235,723	(192,348)	58,700	130,648
Designated funds					
Wicker Chair - Westerhope	-	11,470	(23,643)	12,173	-
Strategic development fund	85,000	-	-	-	85,000
Contingency	51,877	-	-	-	51,877
Totals	165,450	247,193	(215,991)	70,873	267,525

Purpose of unrestricted funds

General unrestricted fund	The 'free reserves' after allowing for designated funds.
Designated funds	
Wicker Chair - Westerhope	Community café that offers volunteers training and work experience as a route to employment.
Strategic Development Fund	To fund the continuation of ESOL Learner to Salary Earner project and Integration Programme, which were delayed due to Covid19 and access to work placements and face to face group work.
Contingency	To cover potential close down costs of the whole charity.

Analysis of movement in restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
Wise Group	30,030	220,528	(210,085)	(40,473)	-
Newcastle City Council British Nationals Overseas	30,400			(30,400)	-
Connected Voice Spirit of Xmas	159	-	(159)	-	-
Totals	60,589	220,528	(210,244)	(70,873)	-

Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

Wise Group	Partnership programme funded by ESF and Big Lottery, managed by Wise Group to help those furthest from the labour market to access employment and improve their skills.
Newcastle City Council British Nationals Overseas	ESOL classes for Hong Kong British Nationals from overseas.

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

22 Analysis of charitable funds continued

Transfers between funds

	Reason for transfer	Amount £
Between Designated Funds and General Unrestricted Funds	A transfer has been made from general unrestricted funds to designated funds and represents a contribution to Wicker Chair costs.	(12,173)
Between Restricted Funds and General Unrestricted Funds	A transfer has been made from restricted funds to unrestricted funds and represents expenses relating to the Wise Group that were misallocated as unrestricted expenditure in previous years.	(40,473)
Between Designated Funds and General Unrestricted Funds	A transfer has been made from restricted funds to unrestricted funds as the income from Newcastle City Council British Nationals Overseas was incorrectly classified as restricted income in the prior year.	(30,400)

23 Capital commitments

As at 31 March 2023, the charity had no capital commitments (2022 -£nil).

24 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £
Cash at bank and in hand	112,503	136,877	-	249,380
Other net current assets/(liabilities)	18,145	-	-	18,145
	<u>130,648</u>	<u>136,877</u>	<u>-</u>	<u>267,525</u>

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £
Cash at bank and in hand	24,610	136,877	60,589	222,076
Other net current assets/(liabilities)	3,963	-	-	3,963
	<u>28,573</u>	<u>136,877</u>	<u>60,589</u>	<u>226,039</u>

JET JOBS EDUCATION AND TRAINING

England & Wales - Charity number 1117026

Accounts



*JOB*S • *EDUCATION* • *TRAINING*
Helping you find your way in the UK

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2022

Charity number 1117026

Company number 05775686

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2022

The trustees are pleased to present their annual Directors' report together with financial statements of the charity for the year ended 31 March 2022 which are also prepared to meet the requirements for a Directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

The charitable objects of JET Jobs, Education and Training ("JET") are:

"The relief of unemployment for public benefit in such ways as may be thought fit including the advancement of education and assistance to find employment, specifically, but not limited to, persons from ethnic minority groups and their dependents, to help them advance in life."

Achievements and performance

As JET emerged from the challenging backdrop of the global pandemic the Charity continued to deliver for our clients. In summary, during the year 21/22 JET:

- Worked with over **1,480** individuals
- Led over **6,000** individual interventions to provide information, advice and guidance
- Delivered over **600** pastoral interactions to support our clients to integrate into life in the North East community
- Delivered over **550** ESOL (English for Speakers of Other Languages) training sessions
- Referred over **650** learners into learning with other training providers
- Supported over **60** people to move into the work environment

JET's work has been delivered through several focused projects and programmes which have been financed through grants and contracts with a diverse range of funders. The projects and programmes are delivered by JET's staff – made up of 18 individuals, from a diverse range of backgrounds and who speak over 20 different languages between them.

National Careers Services

During the year JET performed well against targets with the National Careers Service, a national programme which provides tailored information, advice and guidance to assist clients to make the right decisions on learning, training and work. JET supported **1196** clients and achieved **686** job and learning outcomes.

These achievements build on the successes in previous years and as expected demand for the services was up due to the Covid pandemic.

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Mentoring and Volunteer Programme

Through this programme JET places clients in many roles spread across different parts of the community, with employers and local businesses, as well as in schools and in our coffee shop. Participants gain valuable work and life skills, as well as qualifications, which builds confidence and experience to take with them when looking for paid work. JET's programme was impacted by the Covid pandemic which limited the ability for advisors to run some face-to-face sessions and to organise placements and roles across the community and within a local business. The programme will continue into the next financial year thanks to the support of committed funders, and we expect some amazing partnerships to evolve with organisations such as LUSH and Food Nation.

Wise Steps

Wise Steps is the largest programme which JET operates and it helps people including ethnic minorities in Tyne and Wear to transform their lives. The project provides one-to-one tailored support to help people take positive steps towards work. Wise Steps is a partnership of local organisations led by the Wise Group and JET has been delivering as a Coaching Partner since October 2016, as a specialist with Black & Minority Ethnic individuals. The programme is funded by the Big Lottery Fund and the European Social Fund.

In total JET engaged and registered 146 people all from ethnic backgrounds during the year: 66 Male and 80 Female. These clients came from a range of diverse backgrounds; 75 were Refugees, 15 were Lone Parents, and 22 Declared Disabilities. Furthermore, 122 were Unemployed, 23 were Economically Inactive, 3 were Unpaid Carers and 22 were aged 50+.

Client Case Study

One of our clients was originally from Nigeria and is an Italian Citizen. They came to England with their family searching for a better life. They were confused and desperately needed support to obtain a job and to improve family life.

They approached JET before the pandemic asking for support towards finding a job and supporting their family. Their Job Coach at JET helped them to develop an action plan to start a journey towards building up confidence and improving employability skills and knowledge. They were referred to National Careers Service to create a CV and they were also registered for IT training run at JET. They were considered as an ESOL Learner to Salary Earner (ELSE) programme but unfortunately, their level of English was significantly lower than required at that time.

When the pandemic started, our client found themselves living in a jobless household with three young children and in great need of support to find a suitable job, to provide for their family. JET supported this client during difficult times and their Job Coach was in touch with them regularly and provided them with support, including help from the food bank.

With support from JET our client quickly developed the right mindset and determination to carry on with learning and building up skills and knowledge despite

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TRUSTEES ANNUAL REPORT

For the year ended 31 March 2022

the restrictions during the pandemic. Their JET Job Coach encouraged them to attend and complete various online courses, which would help strengthen their CV and their ability to speak English, as well as improving confidence and make good use of the lockdown period.

After the lockdowns the JET Job Coach arranged several face-to-face sessions with them to help with job searches and they also registered him with ELSE (as their English had now improved significantly) for the Warehousing Sector Training at JET.

This gave our client the opportunity to gain more knowledge about working in such an environment and help to prepare them for interviews going forward and be as work ready as possible. This also included a visit to a factory in the area, along with the rest of the group, to get a feel for what the job role would look like in real life.

Eventually, all their efforts led them to being successful in securing an apprenticeship opportunity with Your Homes Newcastle (YHN) at the Palatine Beds factory, for a production line vacancy. JET is pleased that our client is very happy in their new job and they still maintain contact with JET, updating us on their many accomplishments!

Coffee Shop

The purpose of the Wicker Chair Coffee Shop in Westerhope is to support the delivery of JET's charitable objectives by: a) generating a small level of surplus income, and b) directly supporting work outcomes by offering placements and training to some of JET's clients helping them further on their employability journey. The Trustees continue to keep the Coffee Shop under regular review to ensure that it supports the objectives of the charity and to ensure that it remains financially viable for the Charity.

During the pandemic JET allowed other community groups to use the facility to support the Covid response, including Fareshare. The Wicker Chair Coffee Shop re-opened in the autumn of 2021 and continues to support the delivery of JET's charitable object.

Operational Outlook

JET continues to play a vital and integral role in supporting people with English as a Second Language through their employability and integration journey. This is achieved not just through our core activity of advice, guidance, education, and training but also by encouraging engagement, volunteering, and participation in the local community. We believe it is our holistic approach that has helped JET to make such a difference, along with the staff team who very much mirror the client group themselves.

The social and economic backdrop to the financial year continued to be challenging given the pandemic, and some uncertainties exist for all organisations and funders. JET's operations largely returned to normal during the financial year and JET returned furloughed staff as demand for services returned. The Charity has taken opportunities to continue to find new and innovative ways to communicate and deliver services to clients, enhancing JET's social media presence, and looking at other potential community initiatives / partnerships.

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For the year ended 31 March 2022

The Wise Steps project continues to be the largest delivery programme and JET will continue to seek alternative sources of funding to deliver to clients as the project will close in early 2023. JET is well positioned to compete for funds as it is well regarded and has long-standing relationships with local government and many other key stakeholders in the region.

The Trustees are continuing to focus on succession planning to ensure good governance. Within JET's Articles of Association one-third of Trustees typically retire each year.

Financial review

The Trustees are pleased with the financial position of the Charity in the financial year.

JET's principal funding sources are contracts and grants to provide a range of training and bespoke services for the relief of unemployment, to ethnic minority groups. The total income for the year ended 31 March 2022 was up on the previous year at £486,705 (2021: £368,920). This income is allocated across respective funds on the Statement of Financial Activities in accordance with the Statement of Recommended Practice (SORP) 2015.

Expenditure increased during with financial year as we emerged from the pandemic and nevertheless continued to be managed with care given the wider economic backdrop. Expenditure was £414,458 on 31 March 2022 (2021: £337,727). This resulted in a net income up on the previous year of £72,247 (2021: £31,193).

The Charity ended the financial year in a healthy financial position with £226,039 in funds to be carried forward to support JET's policy on reserves (2021: £153,792).

The detail on the Balance Sheet as at 31 March 2022 showed total funds carried forward of £226,039 (2021: £153,792), £28,573 of which was unrestricted (2021: £11,212). As at 31 March 2022 there was £60,589 in restricted funds carried forward (2021: £5,703) and £136,877 in designated funds (2021: £136,877).

The Trustees are fully aware that this is due to the drive and determination and immense hard work of our Chief Executive and all of JET's staff and volunteers who have done an excellent job in continuing to diversify funding streams with new grants and contracts and manage expenditure carefully in an ever-challenging economic backdrop.

Reserves policy

JET Jobs, Education and Training has established a policy whereby the unrestricted funds held by the charity should be between three and six months of annual expenditure. This will provide sufficient funds to cover management and administration support costs and any emergencies that may arise from time to time. In addition, in the event of challenges JET may need to cover contractual payments to employees which are not included in any funding awarded. Total reserves were £226,039 at 31 March 2022 (2021: £153,792). Unrestricted reserves were £28,573 (2021: £11,212). Designated reserves were flat year-on-year at

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For the year ended 31 March 2022

£136,877 (2021: £136,877) which were broken down as £49,155 to fund the continuation of the ESOL Learner to Salary Earner project and Integration Programme and access to work placements and face-to-face group work, and £87,722 for contingencies – as outlined above and including any contractual payments required in unforeseen circumstances. In the context of the wider economic backdrop, the Trustees are pleased to report that Charity's total reserves as of 31 March 2022 continued to be managed with reference to the policy. Scenario plans are in place for the next financial year as JET's largest programme support (Wise Steps) comes to an end.

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For the year ended 31 March 2022

Reference and administrative details of the charity, its trustees and advisors

Charity Name	JET Jobs, Education and Training
Registered Charity Number	1117026
Company Number	05775686
Registered Office and operational address	81 Adelaide Terrace Benwell Newcastle upon Tyne NE4 8BB
Trustees	Graeme Hudson (Chair) Hardus Le Cornu Du Plessis Barry Coleman Sanjee Ratnatunga (appointed on 22 November 2021) Sean Nairn (appointed on 22 March 2022) David Thackwray (appointed on 22 March 2022) Ross Stephen Waldie (appointed on 22 November 2021) Justine King (retired on 22 November 2021) Ann Schofield (retired on 22 November 2021) Claire Atkins (retired on 31 March 2022) Manish Shukla (appointed 1 September 2022)
Bankers	Unity Trust Bank Nine Brindley place Birmingham B1 2HB
Independent Examiner	Jim Dodds FCIE Ellison Services Limited Higham House Higham Place Newcastle upon Tyne NE1 8AF

JET JOBS EDUCATION AND TRAINING

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TRUSTEES ANNUAL REPORT

For the year ended 31 March 2022

Structure, governance and management

Governing documents

The organisation is a charitable company limited by guarantee, incorporated on the 10th of April 2006. The company was established under a Memorandum of Association which establishes the objectives and powers of the charitable company and is governed under its Articles of Association.

Appointment of trustees

Trustees are elected at the ATM and can serve for a period of time in line with the Memo & Articles of Association. Interested possible new trustees are encouraged to attend trustee meetings when vacancies arise.

Organisation

All of the trustees meet every quarter and deal with the administration of the charity to ensure that JET Jobs, Education and Training has a clear vision and strategy for the future, and to monitor the performance against plans, to support the management and staff team, and to oversee financial accountability and risk management.

The operational management of the organisation is undertaken by the paid staff team.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Public benefit statement

The trustees/directors have considered the guidance produced by the Charity Commission on the provision of public benefit and they confirm that public benefit has been provided by the range of activities as described above.

Statement of trustee responsibilities

The trustees, who are also directors for the purposes of company law, are responsible for preparing the Trustees' Annual 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 show the state of affairs of the charitable company and of incoming resources and

JET JOBS EDUCATION AND TRAINING

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TRUSTEES ANNUAL REPORT

For the year ended 31 March 2022

application of resources, including the income and expenditure of the charitable company for that year. In preparing those financial statements, the trustees are required to:

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

Statement of trustee responsibilities

The trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board on:

25 Nov 22

and signed on their behalf by: Graeme Hudson
Chair



JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2022

I report on the financial statements of Jet Jobs Education And Training for the year ended 31 March 2022, which are set out on pages 10 to 20.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

Jim Dodds ACIE
Connected Voice Business Services Limited
Higham House
Higham Place
Newcastle upon Tyne
NE1 8AF
Date: 28 Nov 22



JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2022

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Income from:						
Donations and legacies	6	4,300	-	-	4,300	57,316
Charitable activities						
Grants and contracts	7	210,439	17,740	248,432	476,611	309,776
Other trading activities	8	100	5,694	-	5,794	1,828
Total income		214,839	23,434	248,432	486,705	368,920
Expenditure on:						
Raising funds	9	196	4,224	-	4,420	290
Charitable activities						
Operation of the charity	10	197,282	19,210	193,546	410,038	337,437
Total expenditure		197,478	23,434	193,546	414,458	337,727
Net income/(expenditure) and net movement of funds		17,361	-	54,886	72,247	31,193
Reconciliation of funds						
Total funds brought forward		11,212	136,877	5,703	153,792	122,599
Total funds carried forward		28,573	136,877	60,589	226,039	153,792

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 12 to 20 form an integral part of these accounts.

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Charity Number 1117026

Company Number 05775686

BALANCE SHEET

As at 31 March 2022

	Notes	£	Total 2022 £	£	Total 2021 £
<u>Current assets</u>					
Debtors	17	28,246		18,695	
Cash at bank and in hand	18	222,076		188,598	
Total current assets		250,322		207,293	
Creditors: amounts falling due within one year	19	(24,283)		(53,501)	
Net current assets			226,039		153,792
Total assets less current liabilities			226,039		153,792
Total net assets or liabilities			226,039		153,792
<u>Funds of the charity</u>					
Unrestricted income funds			28,573		11,212
Designated income funds			136,877		136,877
Restricted income funds			60,589		5,703
Total funds			226,039		153,792

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 12 to 20 form an integral part of these accounts.

These financial statements were approved by the Board 25 Nov 22

and are signed on its behalf by: Graeme Hudson
Chair



JET JOBS EDUCATION AND TRAINING

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with 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) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Jet Jobs Education And Training meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The charity reported total unrestricted funds at the year-end of £28,573 and has already secured a significant amount of funding for the current year. The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. In response to the COVID-19 pandemic and its aftermath, the trustees have revised their forecasts to take into account measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

3.4 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

3.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

3.6 Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

3.7 Investment gains and losses

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

3.8 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

4.2 Charitable activities

Expenditure on charitable activities includes the costs of education, training and other activities undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

JET JOBS EDUCATION AND TRAINING

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

4.6 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Leasehold property improvements	Straight line over life of lease
Office and computer equipment	Straight line over four years

The charity does not currently own any tangible fixed assets

JET JOBS EDUCATION AND TRAINING

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

Analysis of income

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
6 Donations and legacies					
Donations and gifts	4,300	-	-	4,300	412
Other income	-	-	-	-	56,904
	<u>4,300</u>	<u>-</u>	<u>-</u>	<u>4,300</u>	<u>57,316</u>
7 Charitable activities					
<u>Income from grants</u>					
Action Foundation	15,000	-	-	15,000	14,837
Newcastle City Learning - employment and pastoral support	22,500	-	-	22,500	50,568
Newcastle Fund	25,653	-	-	25,653	-
North Tyneside Council	5,850	-	-	5,850	5,617
People's Postcode Lottery	-	17,740	-	17,740	-
HMRC Job Retention Scheme	12,363	-	-	12,363	-
Metal Health Maters	11,250	-	-	11,250	-
Your Homes Newcastle	2,605	-	-	2,605	-
Other	2,105	-	-	2,105	-
<u>Income from contracts</u>					
Educational Development Trust	101,153	-	-	101,153	82,429
Newcastle City Council British Nationals Overseas	-	-	30,400	30,400	-
Good Things Foundation	1,960	-	-	1,960	3,783
Probation	10,000	-	-	10,000	-
Wise Group	-	-	218,032	218,032	152,542
	<u>210,439</u>	<u>17,740</u>	<u>248,432</u>	<u>476,611</u>	<u>309,776</u>
8 Other trading activities					
Wicker Chair					
Café income	-	4,819	-	4,819	1,577
Buffets	-	875	-	875	135
Interest received	100	-	-	100	116
	<u>100</u>	<u>5,694</u>	<u>-</u>	<u>5,794</u>	<u>1,828</u>

Income was £486,705 (2021: £368,920) of which £238,273 was unrestricted or designated (2021: £214,978) and £248,432 was restricted (2021: £153,942).

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
9 Raising funds					
Café refurbishment	196	1,189	-	1,385	-
Café supplies	-	3,035	-	3,035	290
	<u>196</u>	<u>4,224</u>	<u>-</u>	<u>4,420</u>	<u>290</u>
10 Charitable activities					
<u>Direct costs</u>					
Staff costs	163,379	17,297	173,130	353,806	305,067
Staff training	2,651	-	-	2,651	16
Staff travel	870	-	15	885	212
Client and volunteer expenses	178	1,857	8,391	10,426	4,958
Marketing	14	-	-	14	-
Activities and events	18	-	-	18	2,519
Project expenses	-	-	-	-	11
<u>Support costs</u>					
ICT maintenance and software	4,755	37	4,492	9,284	4,505
Insurance	1,156	-	-	1,156	1,043
Professional fees	3,005	-	-	3,005	702
Rent and utility costs	8,347	1	7,173	15,521	6,625
Bank charges	191	-	-	191	158
Stationery and postage	1,092	-	-	1,092	264
Telephone, fax and internet	6,412	5	60	6,477	3,668
Other support costs	3,642	13	285	3,940	6,333
Bad debt write off	80	-	-	80	-
<u>Governance costs</u>					
Independent examiner's fees for reporting on the accounts	1,492	-	-	1,492	1,356
	<u>197,282</u>	<u>19,210</u>	<u>193,546</u>	<u>410,038</u>	<u>337,437</u>

Expenditure on charitable activities was £414,458 (2021: £337,727) of which £220,912 was unrestricted or designated (2021: £169,505) and £193,546 was restricted (2021: £168,222).

11 Fees for examination of the accounts

	2022 £	2021 £
Independent examiner's fees for reporting on the accounts	1,492	1,356
	<u>1,492</u>	<u>1,356</u>

There were no other fees paid to the examiner (2021: £nil).

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

12 Analysis of staff costs and the cost of key management personnel

	2022 £	2021 £
Salaries and wages	315,928	281,733
Social security costs	25,517	20,724
Pension costs (defined contribution pension plan)	5,068	4,308
Sessional Costs	7,293	-
	353,806	306,765

No employee received remuneration above £60,000 (2021: nil).

The key management personnel of the charity, comprise the trustees and, Chief Executive and Finance Officer. (2021 included the office manager) . The total employee benefits of the key management personnel of the charity were £55,417 (2021: £64,807).

13 Staff numbers

The average monthly head count was 18 staff (2021: 15 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2022 Number	2021 Number
The parts of the charity in which the employee's work		
Charitable activities	16.0	12.0
	16.0	12.0

14 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

Trustees' expenses

No trustee expenses have been incurred in the year.

Transaction(s) with related parties

There have been no related party transactions in the reporting period.

15 Defined contribution pension scheme

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

The employer's pension costs represent contributions payable by the charity to the fund and amount to £5,068 (2021: £4,308). There was £1,130 outstanding as at 31 March 2022 (2021: £934).

16 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

17 Debtors and prepayments (receivable within 1 year)

	2022 £	2021 £
Trade debtors	18,960	889
Other debtors	9,286	17,806
	28,246	18,695

18 Cash at bank and in hand

	2022 £	2021 £
Bank deposit account	180,641	125,540
Bank current account	39,026	62,327
Cash in hand and pre paid card	2,409	731
	222,076	188,598

19 Creditors and accruals (payable within 1 year)

	2022 £	2021 £
Trade creditors	3,669	-
Taxation and social security	6,622	5,286
Other Payroll	-	1,083
Accruals		
Independent examination of accounts	1,492	1,356
Utilities	-	148
Other Creditors	-	2,888
Deferred Income		
Reece Group	12,500	-
People's Postcode	-	17,740
Probation	-	10,000
Action Foundation	-	15,000
	24,283	53,501

20 Deferred income

Deferred income comprises of advance payments from grants that relate to future periods.

	2022 £
Balance brought forward	42,740
Amount released to income earned from charitable activities	(42,740)
Amount deferred in year	12,500
Balance carried forward	12,500

21 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

22 Analysis of charitable funds

Analysis of movements in unrestricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	11,212	214,839	(197,478)	-	28,573
Designated funds					
Wicker Chair - Westerhope	-	23,434	(23,434)	-	-
Strategic development fund	85,000	-	-	(35,845)	49,155
Contingency	51,877	-	-	35,845	87,722
Totals	148,089	238,273	(220,912)	-	165,450

Purpose of unrestricted funds

General unrestricted fund	The 'free reserves' after allowing for designated funds.
Designated funds	
Wicker Chair - Westerhope	Community café that offers volunteers training and work experience as a route to employment.
Strategic Development Fund	To fund the continuation of ESOL Learner to Salary Earner project and Integration Programme, which were delayed due to Covid19 and access to work placements and face to face group work.
Contingency	To cover potential close down costs of the whole charity.

Analysis of movement in restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
Wise Group	5,544	218,032	(193,546)	-	30,030
Newcastle City Council British Nationals Overseas	-	30,400	-	-	30,400
Connected Voice Spirit of Xmas	159	-	-	-	159
Totals	5,703	248,432	(193,546)	-	60,589

Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

Wise Group	Partnership programme funded by ESF and Big Lottery, managed by Wise Group to help those furthest from the labour market to access employment and improve their skills.
Newcastle City Council British Nationals Overseas	ESOL classes for Hong Kong British Nationals from overseas.

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

23 Capital commitments

As at 31 March 2022, the charity had no capital commitments (2021 -£nil).

24 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £
Cash at bank and in hand	24,610	136,877	60,589	222,076
Other net current assets/(liabilities)	3,963	-	-	3,963
	<u>28,573</u>	<u>136,877</u>	<u>60,589</u>	<u>226,039</u>

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £
Cash at bank and in hand	46,018	136,877	5,703	188,598
Other net current assets/(liabilities)	(34,806)	-	-	(34,806)
	<u>11,212</u>	<u>136,877</u>	<u>5,703</u>	<u>153,792</u>

JET JOBS EDUCATION AND TRAINING

England & Wales - Charity number 1117026

Accounts

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2021

Charity number 1117026

Company number 05775686

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2021

The trustees are pleased to present their annual Directors' report together with financial statements of the charity for the year ended 31 March 2021 which are also prepared to meet the requirements for a Directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

The charitable objects of JET Jobs, Education and Training ("JET") are:

"The relief of unemployment for public benefit in such ways as may be thought fit including the advancement of education and assistance to find employment, specifically, but not limited to, persons from ethnic minority groups and their dependents, to help them advance in life."

Achievements and performance

The global pandemic provided a challenging backdrop, however JET innovated to continue to deliver for our clients by using a range of virtual tools as well as face to face interactions where safe and within guidelines. During the year JET:

- Worked with over **600** individuals;
- Led over **2600** information, advice and guidance sessions;
- Delivered over **200** pastoral interactions to support our clients to integrate into life in the North East community;
- Supported **14** people to move into the work environment;
- Delivered over **700** focused training sessions;
- Referred over **470** learners into learning with other training providers

JET's work has been delivered through several focused projects and programmes which have been financed through grants and contracts with a diverse range of funders. The projects and programmes are delivered through the continued efforts of JET's dedicated staff – made up of **15** individuals, from a diverse range of backgrounds and who speak over **15** different languages between them.

National Careers Services

During the year JET performed well against targets with the National Careers Service, a national programme which provides tailored information, advice and guidance to assist clients to make the right decisions on learning, training and work. JET supported **572** clients and achieved **476** job and learning outcomes.

These achievements build on the successes in previous years, although as expected demand for the services was down due to the Covid pandemic.

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2021

Mentoring and Volunteer Programme

Through this programme JET places clients in many roles spread across different parts of the community, with employers and local businesses, as well as in schools and in our coffee shop. Participants gain valuable work and life skills, as well as qualifications, which builds confidence and experience to take with them when looking for paid work. JET's programme was impacted by the Covid pandemic which limited the ability for advisors to run face-to-face sessions and to organise placements and roles across the community and within local business. The programme will continue into the next financial year thanks to the support of committed funders, and we expect some amazing partnerships to evolve with organisations such as LUSH and Food Nation.

Wise Steps

Wise Steps is the largest programme which JET operates and it helps ethnic minorities in Tyne and Wear to transform their lives. The project provides one to one tailored support to help people take positive steps towards work. Wise Steps is a partnership of local organisations led by the Wise Group and JET has been delivering as a Coaching Partner since October 2016, as a specialist with Black & Minority Ethnic individuals. The programme is funded from the Big Lottery Fund and the European Social Fund.

In total JET engaged and registered **55** people all from ethnic backgrounds during the year: 28 Male and 27 Female. These clients came from a range of diverse backgrounds; 34 were Refugees, 8 were Lone Parents and 13 Declared Disabilities. Furthermore, 42 were Unemployed, 13 were Economically Inactive, 4 were Unpaid Carers and 4 were aged 50+.

Client case study - It's back to nursing for Amer

Amer Rostami is a certified Nurse. He graduated from the Kurdish University of Medical Sciences in Iran in 2012. He came to the UK in 2018 after been forced to leave his country and claim asylum in the UK. He was granted refugee status in 2019.

In August 2019, Amer joined the Wise Steps programme at JET and actively worked hard to develop his personal and career skills as well as his English. His clear plan for the future was to become registered as a nurse again here in the UK.

After much research JET's advisor was able to put him in touch with the RefuAid programme, which seemed perfect for Amer's needs, but unfortunately, it was not possible to register him as he did not live within the area they supported.

With support from his JET advisor Amer continued to look for other opportunities and took part in workshops to upgrade his knowledge on NHS policies and culture as well as volunteering in adult nursing and improving his English. JET funded him to attend a 3 month IELTS course as well as practice for his Occupational English Test which is a language assessment test designed for healthcare professionals.

In November 2020, Amer was asked to join the RefuAid NHS Program for Nurses. Amer was so happy, he accepted the offer and then attended a four-week

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For the year ended 31 March 2021

assessment course for Nurses which led him to a paid placement on a NHS top-up degree at John Moore's University where he worked as a nurse at Liverpool Heart and Chest Hospital (LHCH). He has since successfully received his clear DBS check and will start his career as a health care assistant in April 2021.

Coffee Shop

The purpose of the Wicker Chair Coffee Shop in Westerhope is to support the delivery of JET's charitable object by: a) generating a small level of surplus income, and b) directly supporting work outcomes by offering placements and training to some of JET's clients helping them further on their employability journey. The Trustees continue to keep the Coffee Shop under regular review to ensure that it supports the objectives of the charity and to ensure that it remains financially viable for the Charity. The Wicker Chair Coffee Shop was temporarily closed from late March 2020 in response to the Covid pandemic. We allowed other community groups to use the facility to support the Covid response, including Fareshare. Post-the end of the financial year the coffee shop re-opened in the Autumn of 2021.

Operational Outlook

JET continues to play a vital and integral role in supporting people with English as a Second Language through their employability journey. This is achieved not just through our core activity of advice, guidance education and training but also by encouraging engagement, volunteering, and participation in the local community. We believe it is our holistic approach that has helped JET to make such a difference.

The social and economic backdrop to the financial year was very different as a result of the Covid pandemic, and as countries are beginning to re-open many uncertainties exist for all organisations and funders. JET responded to the crisis by changing the delivery model to continue to support its clients and the wider community. This included a move to some digital working, finding new and innovative ways to communicate and deliver services to clients, enhancing JET's social media presence, and looking at other potential community initiatives / partnerships. There will be more challenges as the pandemic evolves and we look forward to navigating these to successfully deliver for our clients in the year ahead.

During the year JET furloughed staff only as necessary to reflect the temporary closure of the Wicker Chair Coffee Shop and the reduction in demand for the National Careers Service. The Trustees kept this under review and all staff have now returned to work. The health and support of JET's staff during the crisis was of great importance to the Trustees. JET will continue to provide enhanced mental health support to its staff, including regular check-ins with each staff member and the provision of more specific individual support as required.

The Covid pandemic is not the only significant backdrop on our operations, as the UK's withdrawal from the EU continues to add to the uncertainties for the Charity as the implications continue to evolve. In particular, funding from central European sources could be delayed and emerging policies on migration could also have an impact on the Charity. Nevertheless, JET will continue to explore opportunities to support projects in the North East. JET is well

JET JOBS EDUCATION AND TRAINING

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For the year ended 31 March 2021

positioned to compete for these funds as it is well regarded and has long-standing relationships with local government and many other key stakeholders in the region.

Financial review

JET's principal funding source is from contracts to provide a range of training and bespoke services for the relief of unemployment, particularly to ethnic minority groups. The total income for the year ended 31 March 2021 was slightly up on the previous year at £368,921 (2020: £347,018). This income is allocated across respective funds on the Statement of Financial Activities in accordance with the Statement of Recommended Practice (SORP) 2015.

Expenditure was managed with care during the financial year given the wider economic backdrop and was £337,728 at 31 March 2021 (2020: £318,824). This resulted in a net income broadly similar to the previous year of £31,193 (2020: £28,194).

The Charity ended the financial year in a healthy financial position with £153,792 in funds to be carried forward to support JET's policy on reserves (2020: £122,599).

The Balance Sheet as at 31 March 2021 therefore showed total funds carried forward of £153,792 (2020: £122,599), £11,212 of which was unrestricted (2020: £5,294). As at 31 March 2021 there was £5,703 in restricted funds (2020: £19,983) and £136,877 in designated funds (2020: £97,322).

The Trustees are fully aware that this is due to the drive and determination and immense hard work of our Chief Executive and all of JET's staff and volunteers who have done an excellent job in continuing to diversify funding streams with new grants and contracts and manage expenditure carefully in a challenging economic backdrop.

Reserves policy

JET Jobs, Education and Training has established a policy whereby the unrestricted funds held by the charity should be between three and six months of annual expenditure. This will provide sufficient funds to cover management and administration support costs and any emergencies that may arise from time to time. In addition, in the event of challenges JET may need to cover contractual payments to employees which are not included in any funding awarded. Total reserves were £153,792 at 31 March 2021 (2020: £122,599). Unrestricted reserves were £11,212 (2020: £5,294). Designated reserves were £136,877 (2020: £97,322) which were broken down as £85,000 to fund the continuation of the ESOL Learner to Salary Earner project and Integration Programme (delayed due to Covid) and access to work placements and face to face group work, and £51,877 for contingencies – as outlined above and including any contractual payments required in unforeseen circumstances. In the context of the wider economic backdrop the Trustees are pleased to report that the Charity's total reserves as at 31 March 2021 continued to be managed within policy. Plans are in place to maintain that position for the next financial year.

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2021

Reference and administrative details of the charity, its trustees and advisors

Charity Name	JET Jobs, Education and Training
Registered Charity Number	1117026
Company Number	05775686
Registered Office and operational address	81 Adelaide Terrace Benwell Newcastle upon Tyne NE4 8BB
Trustees	Graeme Hudson (Chair) Hardus Le Cornu Du Plessis (Joined 15 th December 2020) Justine Claire King Ross Stephen Waldie (Resigned 8 th September 2020) Claire Atkins Barry Coleman Ann Schofield Nasrin Ahmadi (Resigned 30 th August 2020)
Bankers	Unity Trust Bank Nine Brindley place Birmingham B1 2HB
Independent Examiner	Michelle Wright MAAT Connected Voice Business Services Limited Higham House Higham Place Newcastle upon Tyne NE1 8AF

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2021

Structure, governance and management

Governing documents

The organisation is a charitable company limited by guarantee, incorporated on the 10 April 2006. The company was established under a Memorandum of Association which establishes the objectives and powers of the charitable company and is governed under its Articles of Association.

Appointment of trustees

Trustees are elected at the ATM and can serve for a period time in line with the Memo & Articles of Association. Interested possible new trustees are encouraged to attend trustee meetings when vacancies arise.

Organisation

All of the trustees meet every quarter and deal with the administration of the charity to ensure that JET Jobs, Education and Training has a clear vision and strategy for the future, and to monitor the performance against plans, to support the management and staff team, and to oversee financial accountability and risk management.

The operational management of the organisation is undertaken by the paid staff team.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Public benefit statement

The trustees/directors have considered the guidance produced by the Charity Commission on the provision of public benefit and they confirm that public benefit has been provided by the range of activities as described above.

Statement of trustee responsibilities

The trustees, who are also directors for the purposes of company law, are responsible for preparing the Trustees' Annual 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 show the state of affairs of the charitable company and of incoming resources and

JET JOBS EDUCATION AND TRAINING

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TRUSTEES ANNUAL REPORT

For the year ended 31 March 2021

application of resources, including the income and expenditure of the charitable company for that year. In preparing those financial statements, the trustees are required to:

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

Statement of trustee responsibilities

The trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board on:

29/11/21

and signed on their behalf by: Graeme Hudson
Chair



JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2021

I report on the financial statements of Jet Jobs Education And Training for the year ended 31 March 2021, which are set out on pages 9 to 20.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Member of the Association of Accounting Technicians.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

Michelle Wright MAAT
Connected Voice Business Services Limited
Higham House
Higham Place
Newcastle upon Tyne
NE1 8AF
Date: 30/11/2021



JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2021

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income from:						
Donations and legacies	6	12,700	43,216	1,400	57,317	3,532
Charitable activities						
Grants and contracts	7	5,000	152,233	152,542	309,776	313,423
Other trading activities	8	116	1,712	-	1,829	30,063
Total income		17,817	197,162	153,942	368,921	347,018
Expenditure on:						
Raising funds	9	-	290	-	290	12,100
Charitable activities						
Operation of the charity	10	11,898	157,317	168,222	337,437	306,723
Total expenditure		11,898	157,607	168,222	337,728	318,824
Net income/(expenditure) and net movement of funds		5,918	39,555	(14,280)	31,193	28,194
Reconciliation of funds						
Total funds brought forward		5,294	97,322	19,983	122,599	94,405
Total funds carried forward		11,212	136,877	5,703	153,792	122,599

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 11 to 20 form an integral part of these accounts.

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

Charity Number 1117026

Company Number 05775686

BALANCE SHEET

As at 31 March 2021

	Notes	£	Total 2021 £	£	Total 2020 £
<u>Current assets</u>					
Debtors	17	18,695		25,887	
Cash at bank and in hand	18	188,598		114,526	
Total current assets		207,293		140,413	
Creditors: amounts falling due within one year	19	(53,500)		(17,813)	
Net current assets			153,792		122,600
Total assets less current liabilities			153,792		122,600
Total net assets or liabilities			153,792		122,600
<u>Funds of the charity</u>					
Unrestricted income funds			11,212		5,294
Designated income funds			136,877		97,322
Restricted income funds			5,703		19,983
Total funds			153,792		122,599

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

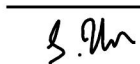
These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 11 to 20 form an integral part of these accounts.

These financial statements were approved by the Board 29/11/2021

and are signed on its behalf by: Graeme Hudson
Chair

29/11/2021



JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with 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) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Jet Jobs Education And Training meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The charity reported total unrestricted funds at the year-end of £11,212 and has already secured a significant amount of funding for the current year. The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. In response to the COVID-19 pandemic, the trustees have revised their forecasts to take into account measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

JET JOBS EDUCATION AND TRAINING

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For the year ended 31 March 2021

3.4 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

3.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

3.6 Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

3.7 Investment gains and losses

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

3.8 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

4.2 Charitable activities

Expenditure on charitable activities includes the costs of education, training and other activities undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

4.6 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Leasehold property improvements	Straight line over life of lease
Office and computer equipment	Straight line over four years

The charity does not currently own any tangible fixed assets

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

Analysis of income

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
6 Donations and legacies					
Donations and gifts	412			412	17
Other income	12,289	43,216	1,400	56,905	3,515
	<u>12,700</u>	<u>43,216</u>	<u>1,400</u>	<u>57,317</u>	<u>3,532</u>
7 Charitable activities					
<u>Income from grants and contracts</u>					
Action Foundation	-	14,837	-	14,837	-
Educational Development Trust	-	82,429	-	82,429	98,693
Good Things Foundation	-	3,783	-	3,783	250
Newcastle Fund	-	-	-	-	28,288
Newcastle City Learning - employment and pastoral support	5,000	45,568	-	50,568	25,000
Newcastle CMF	-	-	-	-	20,000
Northumbria Police	-	-	-	-	2,000
North Tyneside Council	-	5,617	-	5,617	3,667
People Plus - work programme	-	-	-	-	(498)
Your Homes Newcastle	-	-	-	-	750
Wise Group	-	-	152,542	152,542	135,273
	<u>5,000</u>	<u>152,233</u>	<u>152,542</u>	<u>309,776</u>	<u>313,423</u>
8 Other trading activities					
Wicker Chair					
Café income	-	1,577	-	1,577	26,397
Buffets	-	135	-	135	1,220
Joicey Trust Grant	-	-	-	-	1,200
Hadrian Trust Grant	-	-	-	-	1,000
Interest received	116	-	-	116	246
	<u>116</u>	<u>1,712</u>	<u>-</u>	<u>1,829</u>	<u>30,063</u>

Income was £368,921 (2020: £347,018) of which £214,979 was unrestricted or designated (2020: £211,266) and £153,942 was restricted (2020: £135,752)

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
9 Raising funds					
Café refurbishment	-		-	-	3,160
Café supplies	-	290	-	290	8,941
	-	290	-	290	12,100
10 Charitable activities					
<u>Direct costs</u>					
Staff costs	796	150,306	153,965	305,067	270,228
Staff training	-	-	16	16	-
Staff travel	63	95	54	212	1,375
Client and volunteer expenses	82	-	4,876	4,958	1,375
Marketing	-	-	-	-	184
Activities and events	806	360	1,353	2,519	1,290
Project expenses	-	11	-	11	344
<u>Support costs</u>					
ICT maintenance and software	1,668	1,231	1,606	4,505	8,371
Insurance	1,043	-	-	1,043	960
Professional fees	352	152	198	702	4,400
Rent and utility costs	1,961	2,024	2,640	6,625	7,579
Bank charges	124	15	20	158	214
Stationery and postage	34	103	127	264	1,226
Telephone, fax and internet	1,040	1,088	1,540	3,668	3,921
Other support costs	2,573	1,931	1,829	6,333	3,901
<u>Governance costs</u>					
Independent examiner's fees for reporting on the accounts	1,356	-	-	1,356	1,356
	11,898	157,317	168,222	337,437	306,723

Expenditure on charitable activities was £337,728 (2020: £318,823) of which £169,505 was unrestricted or designated (2020: £190,929) and £168,222 was restricted (2020: £127,894)

11 Fees for examination of the accounts

	2021 £	2020 £
Independent examiner's fees for reporting on the accounts	1,356	1,229
Other accountancy services paid to the examiner	-	732
	1,356	1,961

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

12 Analysis of staff costs and the cost of key management personnel

	2021 £	2020 £
Salaries and wages	281,733	245,887
Social security costs	20,724	17,377
Pension costs (defined contribution pension plan)	4,308	3,828
Sessional Costs	-	3,136
	306,765	270,228

No employee received remuneration above £60,000 (2020: nil)

The key management personnel of the charity, comprise the trustees and, Chief Executive, Finance Officer and the Office Manager. The total employee benefits of the key management personnel of the charity were £64,807 (2020: £63,623).

13 Staff numbers

The average monthly head count was 15 staff (2020: 13 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2021 Number	2020 Number
The parts of the charity in which the employee's work		
Charitable activities	12.0	11.0
	12.0	11.0

14 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

Trustees' expenses

No trustee expenses have been incurred in the year.

Transaction(s) with related parties

There have been no related party transactions in the reporting period.

15 Defined contribution pension scheme

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

The employer's pension costs represent contributions payable by the charity to the fund and amount to £4,308 (2020: £2,505). There was £934 outstanding as at 31 March 2021 (2020: £483)

16 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

JET JOBS EDUCATION AND TRAINING

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

17 Debtors and prepayments (receivable within 1 year)

	2021 £	2020 £
Trade debtors	889	23,183
Prepayments	-	2,704
Other debtors	17,806	-
	18,695	25,887

18 Cash at bank and in hand

	2021 £	2020 £
Bank deposit account	125,540	100,424
Bank current account	62,327	13,737
Cash in hand and pre paid card	731	366
	188,598	114,526

19 Creditors and accruals (payable within 1 year)

	2021 £	2020 £
Trade creditors	-	948
Taxation and social security	5,286	4,594
Other Payroll	1,083	-
Accruals		
Independent examination of accounts	1,356	1,356
Training	-	732
Utilities	148	115
Other Creditors	2,888	68
Deferred Income		
Newcastle City Council CMF	-	10,000
People's Postcode	17,740	-
Probation	10,000	-
Action Foundation	15,000	-
	53,500	17,813

20 Deferred income

Deferred income comprises of advance payments from grants that relate to future periods

	2021 £
Balance brought forward	10,000
Amount released to income earned from charitable activities	(10,000)
Amount deferred in year	42,740
Balance carried forward	42,740

JET JOBS EDUCATION AND TRAINING

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

21 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

22 Analysis of charitable funds

Analysis of movements in unrestricted funds

	Fund balances brought forward	Incoming resources	Resources expended	Transfers	Fund balances carried forward
	£	£	£	£	£
Unrestricted funds					
General unrestricted fund	5,294	17,817	(11,898)	-	11,212
Designated funds					
Wicker Chair - Westerhope	-	15,145	(15,156)	11	-
Strategic development fund	50,000	182,017	(142,451)	(4,566)	85,000
Contingency	47,322	-	-	4,555	51,877
Totals	102,616	214,979	(169,505)	-	148,090

Purpose of unrestricted funds

General unrestricted fund	The 'free reserves' after allowing for designated funds
Designated funds	
Wicker Chair - Westerhope	Community café that offers volunteers training and work experience as a route to employment
Strategic Development Fund	To fund the continuation of ESOL Learner to Salary Earner project and Integration Programme, which were delayed due to Covid19 and access to workplacements and face to face group work.
Contingency	To cover potential close down costs of the whole charity

JET JOBS EDUCATION AND TRAINING

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For the year ended 31 March 2021

22 Analysis of charitable funds (continued)

Analysis of movement in restricted funds

	Fund balances brought forward	Incoming resources	Resources expended	Transfers	Fund balances carried forward
	£	£	£	£	£
Restricted funds					
Wise Group	19,983	152,942	(167,381)	-	5,544
Connected Voice Spirit of Xmas	-	1,000	(841)	-	159
Totals	19,983	153,942	(168,222)	-	5,703

Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

Wise Group

Partnership programme funded by ESF and Big Lottery, managed by Wise Group to help those furthest from the labour market to access employment and improve their skills.

Transfers between funds

	Reason for transfer	Amount £
Between Strategic Development Fund and Contingency Funds	To ensure there are enough funds to cover contractual payments not covered by funders	4,566
Between Wicker Chair and Contingency	To cover the small loss made by the Wicker Chair as agreed by the Trustees	11

23 Capital commitments

As at 31 March 2021, the charity had no capital commitments (2020 -£nil).

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

24 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £
Cash at bank and in hand	46,018	136,877	5,703	188,598
Other net current assets/(liabilities)	(34,805)	-	-	(34,805)
	<u>11,213</u>	<u>136,877</u>	<u>5,703</u>	<u>153,792</u>

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2020 £
Cash at bank and in hand	(2,779)	97,322	19,983	114,526
Other net current assets/(liabilities)	8,073	-	-	8,073
	<u>5,294</u>	<u>97,322</u>	<u>19,983</u>	<u>122,599</u>

JET IE Full Doc YE 2021

Final Audit Report

2021-11-30

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