

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

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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.

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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 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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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

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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.

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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

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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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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



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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



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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.

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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.

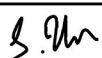
These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

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



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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.

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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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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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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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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

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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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NOTES TO THE FINANCIAL STATEMENTS

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).

JET JOBS EDUCATION AND TRAINING

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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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