

Trustees' Annual Report for the period



CHARITY COMMISSION
FOR ENGLAND AND WALES

From: 1 Apr 2020 Period start date | To: 31 Mar 2021 Period end date

Charity name: M3 Job Club

Charity registration number: 1156499

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The relief of unemployment for the public benefit in such ways as may be thought fit, including assistance to find employment.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Provision of a free 16-week programme (three times per year) to adults enabling them to learn the tools & techniques, gain advice and employability skills to help them to secure employment.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees' purpose is to provide a practical, positive and encouraging environment for those in job transition or placed at risk of redundancy and utilise their experiences to support members back to work.</p> <p>Their commitment is to keep the service free and open to those in need by continuing to donate their skills and expertise for free for the benefit of others.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	We have approximately 15 volunteers from small and large business. M3JC exists due to their generosity and ability to connect to those who give their time. Volunteers are the lifeblood of the programme, without whom, we'd not be able to operate.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<ul style="list-style-type: none"> • 180 individuals attended our weekly courses in 2020/21 • 79 members attended new, additional workshops or coaching sessions • All the above were held online in 2020/21 due to the pandemic

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The Job Club generated income of £19,889 in the year ended 31 March 2021. This included a £12,710 grant from Basingstoke and Deane Borough Council.</p> <p>Donations totalled £7,179 in the year, 53% lower than the £15,302 received in the previous year. This was primarily due to the pandemic reducing our ability to generate donation income.</p> <p>Expenses incurred in the year totalled £20,717, 17% lower than the £25,036 incurred in 2019/20. This was mainly due to lower rent costs as activities were moved online.</p> <p>As at 31 March 2021 the club held £18,850 in cash.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Trustees aim to maintain sufficient reserves to enable the charity to continue to deliver its services for a minimum period of 3-6 months in the event that insufficient donations are received within the next financial year.
Amount of reserves held	Para 1.22	See para 1.21 above.
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Donations are predominantly from members and alumni. Monies also come from a council grant and various smaller charitable funds applied for from local businesses.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A

Structure, Governance and Management

Description of charity's trusts:		N/A
Type of governing document (trust deed, royal charter)	Para 1.25	
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Every charity trustee must be a natural person. No individual may be appointed as a charity trustee of the CIO if he / she is under the age of 16 years or is disqualified from acting as a charity trustee by virtue of sections 178180 of the Charities Act 2011. No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	None
Other		

Reference and Administrative details

Charity name	M3 Job Club
Other name the charity uses	None
Registered charity number	1156499
Charity's principal address	c/o Stephen Grosvenor, 1, Camden Walk, Fleet, Hampshire GU51 3EW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Richard Thayer	Chairperson	1 Apr 2020 – 8 Apr 2021	CIO
	Nikki Wild	Chairperson	Appointed 8 Apr 2021	
2	Nikki Wild	Vice Chair	1 Apr 2020 – 8 Apr 2021	CIO
3	Lynda Cant	Trustee	N/A	CIO
4	Stephen Grosvenor	Trustee	N/A	CIO
6	Maxine Hart	Trustee	N/A	CIO
7	Gill Cheesewright	Trustee	Appointed 27 May 2020	CIO
8				
9				
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11				
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14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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N/A		

Name of chief executive or names of senior staff members (Optional information)

Richard Thayer / Nikki

Exemptions from disclosure

Reason for non-disclosure of key personnel details

None

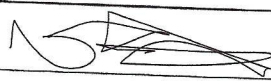
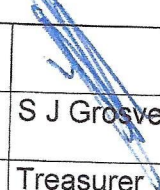
Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	N Wild	S J Grosvenor
Position (e.g. Secretary, Chair, etc)	Chair	Treasurer
Date	24 August 2021	

2020/21

M3 JOBCLUB

1156499

Receipts and payments accounts

CC16

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For the period from

01-Apr-20

To

31-Mar-21

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fees	0		0	0	0
Grants		12,710	0	12,710	13,710
Sponsorship	0		0	0	0
Other	0		0	0	0
Donations	7,179		0	7,179	15,302
	0		0	0	0
	0		0	0	0
	0		0	0	0
Sub total (Gross income for AR)	7,179	12,710	0	19,889	29,012
				0	0
A2 Asset and investment sales, (see table).					
	0	0	0	0	0
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	7,179	12,710	0	19,889	29,012
A3 Payments					
Staffing	3,432	4,320	0	7,752	7,200
Management support	0		0	0	211
Volunteer expenses	0		0	0	0
Participant expenses	0		0	0	0
Premises (or contribution to)				0	7,188
Insurance (or contribution to)	372			372	363
Office / Administrative costs	0			0	0
Activity costs		11,977		11,977	8,860
Hire of equipment	0		0	0	0
Travel	0		0	0	0
Catering	0		0	0	658
IT	618		0	618	555
Misc	-2	0	0	-2	1
Sub total	4,420	16,297	0	20,717	25,036
A4 Asset and investment purchases, (see table)					
	0	0	0	0	0
	0	0	0	0	0
Sub total	0	0	0	0	0
Total payments	4,420	16,297	0	20,717	25,036
Net of receipts/(payments)	2,759	-3,587	0	-828	3,976
A5 Transfers between funds					
A6 Cash funds last year end	14,197	5,481	0	19,678	15,702
Cash funds this year end	16,956	1,894	0	18,850	19,678

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	16,956	1,894	
		-	-	-
		-	-	-
	Total cash funds	16,956	1,894	
		Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Nikki Wild	
			Stephen Grosvenor	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

M3 Job Club

On accounts for the year
ended

31 March 2021

Charity no
(if any)

1156499

Set out on pages

8-9

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2021.

Responsibilities and basis of
report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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

Signed:



Date: 24/08/2021

Name: Emily Crowson FCCA

Relevant professional
qualification(s) or body (if
any):

ACCA

Address:

Goringe Accountants Limited

Unit 5, Theale Lakes Business Park, Moulden Way, Sulhampstead, RG7
4GB

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.