

## Trustees' Annual Report for the period



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

**From:** 1 Apr 2021 **Period start date** | **To:** 31 Mar 2022 **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"> <li>• 90 individuals attended our weekly courses in 2021/22</li> <li>• 33 members attended the full day workshops</li> </ul>

### 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 £26,130 in the year ended 31 March 2022. This included a £15,000 grant from Basingstoke and Deane Borough Council.</p> <p>Donations totalled £11,130 in the year, 55% higher than the £7,179 received in the previous year.</p> <p>Expenses incurred in the year totalled £23,503, 13% higher than the £20,717 incurred in 2020/21. This was mainly due to one off IT costs.</p> <p>As at 31 March 2022 the club held £21,476 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/Trustee	Appointed 31 Aug 2022	CIO
2	Nikki Wild	Chairperson/Trustee	Resigned 31 Aug 2022	CIO
3	Lynda Cant	Trustee	Resigned 27 May 2022	CIO
4	Stephen Grosvenor	Trustee	N/A	CIO
6	Maxine Hart	Trustee	N/A	CIO
7	Gill Cheesewright	Trustee	Resigned 1 Oct 2021	CIO
8	Kaia Vincent	Trustee	Appointed 11 Jan 2022	CIO
9				
10				
11				
12				
13				
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
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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

None
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**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)	R Thayer	S J Grosvenor
Position (e.g. Secretary, Chair, etc)	Chair	Treasurer
Date	23 November 2022	



2021/22

M3 JOBCLUB

1156499

## Receipts and payments accounts

CC16  
a

For the period from

01-Apr-21

To


31-Mar-22

## Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees					
Grants		15,000		15,000	12,710
Sponsorship					
Other					
Donations	11,130			11,130	7,179
<b>Sub total (Gross income for AR)</b>	<b>11,130</b>	<b>15,000</b>		<b>26,130</b>	<b>19,889</b>
<b>A2 Asset and investment sales, (see table).</b>					
<b>Sub total</b>					
<b>Total receipts</b>	<b>11,130</b>	<b>15,000</b>		<b>26,130</b>	<b>19,889</b>
<b>A3 Payments</b>					
Staffing	3,709	4,320		8,029	7,752
Management support					
Volunteer expenses					
Participant expenses					
Premises (or contribution to)	480			480	
Insurance (or contribution to)	372			372	372
Office / Administrative costs					
Activity costs	15	12,106		12,121	11,977
Hire of equipment					
Travel					
Catering					
IT	2,490			2,490	618
Misc	11			11	-2
<b>Sub total</b>	<b>7,077</b>	<b>16,426</b>		<b>23,503</b>	<b>20,717</b>
<b>A4 Asset and investment purchases, (see table)</b>					
<b>Sub total</b>					
<b>Total payments</b>	<b>7,077</b>	<b>16,426</b>		<b>23,503</b>	<b>20,717</b>
<b>Net of receipts/(payments)</b>	<b>4,052</b>	<b>-1,426</b>		<b>2,626</b>	<b>-828</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>16,956</b>	<b>1,894</b>		<b>18,850</b>	<b>19,678</b>
<b>Cash funds this year end</b>	<b>21,008</b>	<b>468</b>		<b>21,476</b>	<b>18,850</b>



## 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 £
<b>B1 Cash funds</b>	Cash at bank	21,008	468	
		-	-	-
		-	-	-
	<b>Total cash funds</b>	21,008	468	
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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
			Richard Thayer Stephen Grosvenor	

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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 2022

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 / 2022.

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:

ECrowson

Date: 29/11/2022

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, Sulhamstead, 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.**