

PEOPLE MATTERS (WEST YORKSHIRE) CIO

REPORT AND ACCOUNTS

31st MARCH 2022

PEOPLE MATTERS (WEST YORKSHIRE) CIO

Address **41 Barkston House**
Croydon Street
Domestic Street Ind Est
Leeds
LS11 9RT

Trustees	M Dean (appointed 9th December 2021)
	J Cravitz
	R Ellis (appointed 9th December 2021)
	R Firth
	R Herbert
	C Hirschhorn
	M Hirschhorn
	T Lee (appointed 9th December 2021)
	K Masters
	S Moreland
	G Turner

Accountants **Lee & Company**
Chartered Accountants
Photon House
Percy Street
Leeds
LS12 1EL

Registered Charity No 1170724

PEOPLE MATTERS (WEST YORKSHIRE) CIO

Trustee's Report

The Trustees submit their report and accounts for the year ended 31st March 2022.

Objectives and Activities

The charity commenced its operations on 1st April 2017, taking over the operations from People Matters (Leeds) CIC. The charity's principal activity is to develop initiatives that empower people with learning and other disabilities. Its constitution is based upon a wide membership model where everyone who accesses the charities services automatically becomes a member with a say on the future direction of the organisation.

The charity's objectives are:

- (1) To promote social inclusion for the public benefit within Leeds and surrounding areas by preventing adults and young people with hidden disabilities or other disadvantage from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.
- (2) To promote learning for the public benefit within Leeds and surrounding areas by adults and young people with hidden disabilities or other disadvantage through the continued development of their individual capabilities, competencies, skills and understanding to promote independence and well-being and/or in subjects of education value.
- (3) To relieve unemployment of people with hidden disabilities or other disadvantage for the benefit of the public within Leeds and surrounding areas in such ways as may be thought fit, including, but not limited to, assistance to find employment (both paid and voluntary).

The charity's main activities align closely with its objectives and the trustees consider that they meet the public benefit requirements. Leeds has approximately 15,500 people with learning disabilities and approximately 7,000 people on the autistic spectrum. Holbeck where the charity is based is within the bottom 1% of deprivation nationally. This information demonstrates the needs which the charity seeks to address. It is recognised that people with disabilities are less likely to be in work, have lower life expectancy and more likely to be socially isolated as a result. The People Matters vision of 'developing inclusive communities' involves addressing these issues. It promotes the social model of disability where disability is considered to be caused by the way society is organised, rather than by a person's impairment or difference. It looks at ways of removing barriers that restrict life choices. People who accessed the charities services were able to access impartial advice that guided them into the service area(s) that best suited their needs or signposted them to alternatives if these were appropriate.

To support meeting its objectives the charity supported social groups, each comprising up to 15 members where participants plan, agree and then meet up within the community or virtually on a weekly basis. Different groups are for younger people (16 to 29) and for adults. The intention is to promote friendships, independence, life skill development, well-being and reduce social isolation. In particular the charity has supported young people as they approach leaving full time education to have a social life with their peers away from their education setting and independently from their families.

For those members in particular need of support the charity offers a 1 to 1 outreach support service for adults and young people. This service is registered with the Care Quality Commission so it can include personal care where members have need of support of that nature. Members are supported to achieve their own goals which can vary from budgeting to leisure activities, in work support and more. The continuing aim is to offer a person centred service which actively strives to meet needs, enabling people to be active participants in the community and reduce isolation. Services are provided where members need this support such as in the community and/or in their own homes.

The charity provides health and wellbeing groups from its base in Holbeck. These are structured as member led opportunities to explore activities and information to promote both physical health and mental wellbeing. From physical exercise, building awareness of more common conditions and addressing their prevention and self-management, through to activities that promote wellbeing. The intention in each group is to prevent ill health and promote the health of people who are subject to decreased life expectancy.

In addition the charity also has an employment service which includes, job clubs, short courses, work placements and an enterprise project where young people take part in running business related activities as trainees. Supporting people to progress closer to and into employment are key activities for the charity as those with learning disabilities are some of the furthest away from being in the workplace across Leeds and surrounding areas as well as nationally.

Across the financial year the country continued to experience the COVID 19 pandemic. People Matters stepped down from its full implementation of business continuity planning continuing to manage the risks of infection with its staff, volunteers and members but also to build back towards business as usual when and wherever possible. Agility was needed to modify services in response to infection levels but also to take opportunities to promote the rights of our members to take part in society as they preferred.

People had experienced isolation, some became anxious or depressed as a result. There continued to be some impact on group activities and support in the community which still quickly changed in nature as services responded. A great deal of digital and remote work continued to be undertaken particularly early in the year. As the vaccination programme launched in early 2021 the organisation ensured that its staff had early access, promoting uptake and over 90% of staff became fully vaccinated in the end. When the national rollout reached people with disabilities information and support was offered to members, their families and the wider population in Leeds with learning disabilities to promote uptake. The organisation strived to become a point of expertise and source of support to others, developing, collating and sharing resources.

During the year the People Matters office staff often worked from home with only a 'cover' service in the office when infection control warranted this approach. Lastly the charity's leadership team liaised with funders and commissioners to secure support for the approaches adopted and all responded positively meaning the charity was well placed to address changing service delivery needs as the lockdowns progressed.

The strategies the charity adopted in 21/22 in order to meet its objectives included:

- Utilising a constitution involving a wide and open membership model where everyone can influence the direction the charity takes through feedback opportunities
- Progressing the development of a new 3 year business plan with a service offer that was matched against the charitable objectives
- Refreshing a board of trustees to continue to enable a good mix of skills and voices to guide and monitor the staff team in service delivery, the board continued to meet regularly throughout the year
- Gradually learning from new ways of working in the pandemic and embedding them into the ongoing practice of flexible and hybrid working for its staff team
- Having a commitment to being a good employer. This was approached by supporting staff to keep safe during a difficult year through supporting the vaccination programme, continuing sick pay support and enabling them to undertake training. We continued to support progress towards the Leeds Living Wage to the best of the organisation's abilities and offered work to people who are disadvantaged through disability or long-term illness
- Actively seeking opportunities from a range of funding sources such as different departments of Leeds City Council, Lloyds Bank Foundation, NHS Together and the National Lottery Community Fund. This was in order to support services through the pandemic that align with its objectives, manage risk and respond to need.
- Seeking funding wherever possible that enables it to operate on a sustainable basis working as a social enterprise

- Actively developing partnerships and collaborating with other organisations where objectives align such as through Forum Central and the Day Services Recovery Group
- Reviewing it's service delivery and having an action plan to develop performance based upon its Business Continuity Plan in response to the pandemic.

As part of the charities commitment to being a 'good employer' it has taken steps to maintain being a Disability Confident Leader and Mindful Employer. It promotes an inclusive culture that staff in the annual wellbeing survey describe as being supportive, friendly and inclusive. Staff continue to have access to an anonymous employment assistance programme, mental health champions and an online staff room that provides safe, informal space for peer support, and all managers are Mental Health First Aiders. Through the updating of HR records the charity monitored that 25% of staff have shared that they have a disability and/or long term health condition with staff sharing that they feel included and valued.

In 21/22 the use of volunteers in the charity was gradually re-established following the impact of the pandemic. Volunteers were sought from the charity's members and also externally. Member volunteers formed a new members council instead of project steering groups which had previously been the technique employed. This meant that voices from across the whole organisation could be heard. The two trustees who have lived experience also became part of the members council which started to support them to be able to play a bigger part in trustees' meetings through reporting on more member views.

A frequent source of external volunteers was established through local universities with students contributing their time to supporting different groups. A goal was established of building a pool of volunteers to support the different groups. The ongoing challenge proved to be finding volunteers who would stay with groups for the medium to long term. The volunteer coordinator re-established links with the Volunteer Manager Network led by Voluntary Action Leeds and progressed preparation work to renew the Volunteer Kitemark held by the charity from this network.

Achievements and Performance - A report from the teams

In the last year, approximately 300 People Matters members were offered the equivalent of approximately 15500 individual hours within group activities & over 34500 hours of one-to-one support. Support changed dramatically this year due to the pandemic with us offering virtual sessions during lockdowns, lots of practical and telephone support as well as face to face sessions gaining the ability to flip back and forth between the two as infection levels changed. We

- Implemented our business continuity plans with the arrival of the pandemic
- Kept going as much as possible rapidly changing how we deliver our services as society closed down and opened up repeatedly
- Worked hard to keep our staff and members safe and well through our infection control measures, new ways of working and wellbeing work
- Collaborated with other third sector organisations in the city to support each other through difficult times
- Worked with slightly fewer people but supported individuals more intensely

Social groups

We found out in May 2021 that our bid to the lottery to fund our new Teens and Twenties project was successful. This project began in June 2021 and built up to have 5 groups of 15 members running for T&T- these are for members aged 16-29. They run Monday, Tuesday, Wednesday, and Thursday evenings 6.30-8.30, and Saturday 1-3pm.

We continued take some breaks from our usual groups during the year and instead run holiday programmes. Our summer programme in 2021 involved 5 trips, a 5 week drama course which concluded in members making a film about who they dream to be, and 5 relationships workshops- each with a different theme. These were friendships, online safety, romantic relationships-

including sex and consent, professional relationships, and LGBTQIA+- focusing on different LGBT identities, exploring the LGBT community in Leeds, and how to be an LGBT ally.

We have had 96 members involved in the project over the past year.

We also have two adult groups running for people 18+ on Tuesday and Thursday evenings 7-9pm. These do not have funding, so members pay a £20 monthly contribution. Both the T&T and adult social groups have a session every six weeks, often including a meal, in which members plan their programme for the upcoming six weeks. Members each have their say about what they would like to do each week and then vote if there are numerous suggestions. This year, bowling, meals, clip 'n' climb, trampolining and laser quest have been amongst the favourites. Other activities have included axe-throwing, Maths City, the arcade club, cinema, dance workshops, circus skills, and picnic and games in the park, to name just a few.

There is a focus in this project on member's progression, so all our social groups members have what we call a "Pathway to Progress". They agree targets with the group leader and review these regularly. These targets can be very different depending on the member. Some members have targets to be able to arrange activities and meet independently so they have done things such as book or run the activity and send the details out to all participants. Other members may be focusing on social skills so their target might be to say hi to the other group members as they arrive. An alternative would be to order their own drink at the bar.

Groups allow members to meet, socialise, make friends, and develop personal and social skills in a supportive community environment. The Covid-19 pandemic has increased the risk of isolation and poor mental health and wellbeing across our member base, and these groups have been a lifeline for many according to feedback we have received. Increased participation has been significant for our members' recovery following the pandemic.

Outreach services

During this period, it has continued to be a really challenging year for the outreach service as the aftermath of the pandemic continued to affect the delivery of support. In most cases, 1-1 support was able to resume face to face however, there were still restrictions in place that affected capacity, delivery and effectiveness of support. PPE and social distancing regulations were and are still regularly reviewed in line with Government guidance to minimise risks of infection during sessions and when travelling. Risk assessments were put in place for those most vulnerable.

Due to our Covid grants ending, at the close of the year the board had to make changes to the absence management and sickness policy which meant staff would go on to have much less sickness entitlement which we knew would affect their pay and cause problems long term. We devised a backup plan and sent out letters to inform members about our approach including rearranging support to a different day (if possible) or changing the support to remote.

There have been periods within the last year, where we have lost several staff, causing reduced capacity. This has meant managers have needed to pick up several sessions per month to tackle the ongoing staffing shortages. However, we have still managed to recruit new staff to backfill what has been lost and this is ongoing.

Leeds City Council started carrying out financial assessments during the year for our members, to determine how much they can pay towards their client contribution. This has caused concerns for members, parents and carers and has unfortunately meant that a small number of members have started to reduce their support or cancel their support all together.

Overall, the majority of sessions have continued to run albeit with a few changes put in place. Staff have continued to adapt and work together to ensure they provide the best, person-centred support for members which has strengthened relationships. Members have been understanding and resilient to many of the changes needed to ensure the organisation can run effectively.

Across the year, we have delivered 34885 hours of support for our Members. Person centred reviews and keyworkers have continued throughout, with a mixture of in person and remote.

Health and Wellbeing Groups

During the year we were able to secure funding from The Leeds NHS Charities Together to start a 2 year Health & Wellbeing Project to reduce some of the health inequalities faced by disabled people. We also act as lead partner with another organisation Scholemoor Beacon based in Bradford who support a different community. Whilst the COVID-19 pandemic impacted upon the whole population, it affected certain groups significantly more than others. People living with disabilities, learning disabilities, autism, mental health issues and long-term health conditions were amongst these groups.

At People Matters there are two groups that meet weekly with occasional opportunities for joint activities. For the reporting period 22 members joined the People Matters groups.

One of the strengths of the project is the co-production between People Matters and the members. They have helped to plan the project from the start by compiling lists of activities they would like to do. Some have also spoken to people they know to recruit new members or research potential activities. Groups have had outside organisations do talks on health topics, such as preventing cancer or recognising its symptoms. Other activities include walks in the local area and visiting places of interest. One visit was a tour of Leeds Central Library. This included signing members up for Library cards and showing them how to access the IT resources available. Another activity was a taster session at The Ministry of Food where each group had the opportunity to cook a healthy pasta dish for a nominal charge.

Another part of the project is to hold two joint bi-annual events per year with the aim of participants meeting up, sharing ideas and learning together. Scholemoor Beacon will host the first event in May and we will hold the subsequent event in November.

Adult Learning

Adult learning at People Matters sadly came to an end in July 21 after delivering courses for nearly 20 years. During the year we struggled to deliver the service that our members needed whilst also meeting the funding criteria and regulated service delivery expectations in place during the pandemic. This meant we managed limited service offer in the summer term supporting 44 learners attending 4 courses. We made a really difficult decision to then cease delivery for several reasons. These were primarily property restrictions, working on an anticipated property move and ever-increasing contract delivery requirements that would have led to us both comprising our values and the health and well-being interests of our members. We had been delivering the service at a financial loss for a considerable time and contract changes meant this would have increased to an unsustainable level.

Employment Service

The employment service re started its face-to-face support in April 21 and gradually increased its membership in groups from an average of 5 members to 8 as the following year started, supporting 35 people across the first year of the grant. In autumn 21, two job coaches worked across the whole of our employment service. The focus was on supporting members to reach their individual targets, through looking for paid work, volunteering or finding work experience. The aim being to support members to increase their employability skills and their confidence in finding work.

Some members were offered paid work, whereas others focused on enrolling on training courses and taking on volunteer roles which can help them increase their skills, meet new friends and lessen social isolation. The team worked hard to build contacts with local businesses and working towards providing training for members and this continues.

Our micro social enterprise Nourishing People had 10 trainees working on their job skills and gaining valuable work experience. It expanded its list of customers this year giving the trainees further opportunity to develop their customer service, communication and other essential transferrable skills. Trainees were supported by the Development Coordinator and Job Coaches to take an active role in

the enterprise and complete the essential work of production, marketing, stock control and sales online as well as face-to-face. A huge part of our enterprise is providing an environment to discover and develop our trainees' strengths, giving them a much-needed boost in confidence especially after the social isolation of covid-19 the past couple years.

As covid precautions started to relax in workplaces, the team began to provide honesty boxes for offices around Leeds which gave them the opportunity to connect with employers and make links for potential internships or work for our members. Connecting with a wide range of businesses – from cafes, pubs, libraries, schools, and other cultural hubs – also allows us to raise awareness of our aims and make connections all across Leeds within different industries.

The service maintained relationships with local organisations and employers and received referrals from DWP and Leeds City College. In addition local Jobcentres returned to networking meetings which the service has been attending. This has been a great way of making contacts with work coaches and gathering information about local services which may be useful to members who are the employment services.

Financial Review

The charity began to operate at the beginning of the 17/18 financial year when it received the assets of People Matters (Leeds) CIC of £209,066 via an asset transfer agreement. By the end of the period 21/22 the charity held £30,120 of restricted funds and £202,190 of unrestricted funds. The charity holds no substantial fixed assets such as property. Its bankers are the Cooperative Bank where a current account is held. The charity prefers to deposit its funds, where possible, with organisations that have a positive social or ethical stance to investment.

The cashflow position continues to improve very slowly but is still at the base of the charity's reserve policy. A surplus of £16,834 was achieved with restricted funds changing by + £9,928 and unrestricted reserves increasing by £6,906 at year end. There is an auto enrolment pension scheme in place through the People's Pension. There are no outstanding liabilities with this scheme.

The trustees have an established policy whereby reserves are maintained to manage financial risk and short-term income volatility. Specifically, People Matters holds reserves for the following reasons:

Income Risk: to protect against a fall in or delay to income and hence protect expenditure until income recovers or adjustments can be made.

Cessation: so that liabilities can be discharged if the charity was to cease operating.

Adversity: to protect the charity against unplanned adverse events e.g., Covid-19, loss of key staff, reputational damage.

Working Capital: to provide working capital for services to be delivered and expenditure covered where necessary before income is received.

Opportunities: funding for new initiatives or investments such as pilot working and capital items

Current reserves levels are at 3 months expenditure with 2 months being utilised as working capital. This gives approximately 1 month held as cash as at 31st March 2022, principally to support protection against income risks, cessation and adversity.

The trustees consider the balance of working capital to cash indicates that there is a necessary aspiration to grow reserve levels up to at least 4 months by 31st March 2024 and eventually to 6 months in order to

- Improve the protection for income risk, cessation and adversity
- Support the funding for new initiatives or investments as identified within the strategic plan 2022 – 2025.

There are no concerns about the charity's ability to continue as a going concern.

The principal funding sources of the charity are as follows

- Leeds City Council Adult Social Services funds the charity's outreach support service for adults and part of the charity's micro social enterprise
- The National Lottery Community Fund funds the charity's community based social groups for young people 14-25
- Henry Smith Foundation funds the charity's Employment Support Service
- NHS Together funds the charity's health and wellbeing service offer
- Lloyds Bank Foundation supports the charity's core costs to enable organisational development

The charity operates using a social enterprise model with approximately 82% of its income being through contracts and the remainder via grants, the latter largely being from the National Lottery Community Fund, Henry Smith Foundation and Lloyds Bank Foundation.

Structure, Governance & Management

People Matters (West Yorkshire) was formed out of its predecessor organisation. It was registered with the Charities Commission on 13th December 2016 as a Charitable Incorporated Organisation and commenced its activities on 1st April 2017.

The charity's constitution uses one of the standard Charity Commission's proformas and is a wide membership model. The initial trustees were the directors of the CIC. Subsequently the trustees have sought to broaden their skills and knowledge base through the recruitment of additional and replacement trustees.

Professional skills were sought through public advertisement and an interview process. Parent and member voices are sought through advertisement and election. All trustees are approved for appointment by members at the annual general meeting and role descriptions are available. Trustees are inducted through briefing by the chair or chief executive, review of previous board papers and a volunteer induction supported by the volunteer coordinator. They are also offered access to guidance documents and occasional external training where appropriate.

Trustees meet approximately every six weeks and during the year of pandemic transferred to meeting virtually or face to face as infection levels varied. Trustees are responsible for strategic decision making and monitoring of performance. They, as always, agree the charity's business plan/strategy, annual budget and approve substantial expenditure according to the financial procedures. Monitoring information that is scrutinised by the trustees includes operational delivery reports from each service area, business risk information and monthly management accounts. Early this year as service delivery changed extensively due to the pandemic, they monitored the delivery of business continuity plans and how risk management informed adaptations to delivery. Feedback is subsequently given to staff. Trustees also monitor key policy areas through standing items on safeguarding, health and safety and data protection.

The charity has 53 staff many of whom work on a part time basis approximating to 28 Full Time Equivalents. During the year the organisational structure was changed with a service delivery team formed led by an Operations Director. Development and Corporate Services continued to be led by the Chief Executive Officer. The salaries of key management personnel are set through the annual budgeting process.

Key management personnel, whom the trustees rely on to comply with the requirements of the charity's objectives, are the Chief Executive Officer, Operations Director and the Chief Financial Officer.

Market conditions and the financial performance of the charity inform decision making. One key goal of the charity has been to follow the implementation of the Leeds Living Wage for its staff to the best of its abilities.

Reference and Administrative Details

The charity is registered with the Charities Commission as People Matters (West Yorkshire) CIO. The registration number is 1170724. It is known informally as People Matters.

The address of the principal office is

41 Barkston House
Croydon Street
Leeds
LS11 9RT

Trustees

M Dean (appointed 9th December 2021)

J Cravitz

R Ellis (appointed 9th December 2021)

R Firth

R Herbert

C Hirschhorn

M Hirschhorn

T Lee (appointed 9th December 2021)

K Masters

S Moreland

G Turner

There are no corporate trustees and no property was held on behalf of the charity by any of the trustees.

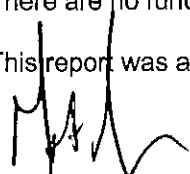
Exemptions from Disclosure

No exemptions from disclosure have been made in compiling this report

Funds held as custodian trustee on behalf of others

There are no funds held as custodian trustee on behalf of others

This report was approved by the Board on 18th October 2022.



M Dean - Chairperson

**Independent Examiner's Report
to the Trustees of
PEOPLE MATTERS (WEST
YORKSHIRE) CIO**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31st March 2022.

**Responsibilities and basis of
report**

Having satisfied myself that the accounts of the CIO are not required to be audited and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

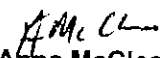
**Independent Examiner's
Statement**

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

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

1. accounting records were not kept in respect of the Company as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

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 to enable a proper understanding of the accounts to be reached.


Anna McClean FCA
Lee & Company
Photon House, Percy
Street
Leeds LS12 1EL

18th October 2022

**PEOPLE MATTERS (WEST
YORKSHIRE) CIO**

**Statement of Financial
Activities
for the year ended 31st
March 2022**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	2021 £
Income from:					
Donations and gifts		3,312	-	3,312	10,000
Charitable activities		732,240	161,685	893,925	807,762
Other income		26,793	-	26,793	39,249
		<hr/> 762,345	<hr/> 161,685	<hr/> 924,030	<hr/> 857,011
Expenditure on:					
Charitable activities	2	755,439	151,757	907,196	794,269
		<hr/> 6,906	<hr/> 9,928	<hr/> 16,834	<hr/> 62,742
Net Income					
Balance brought forward		195,284	20,192	215,476	152,734
Total funds carried forward		<hr/> 202,190	<hr/> 30,120	<hr/> 232,310	<hr/> 215,476

The notes on pages 14 to 16 form part of the accounts.

**PEOPLE MATTERS (WEST
YORKSHIRE) CIO**

**Balance Sheet as at 31st
March 2022**

	Notes	£	£	2021 £
Fixed assets	5		7,435	<u>10,245</u>
Current assets				
Debtors		185,311		148,414
Cash at Bank and in hand		<u>84,442</u>		<u>84,506</u>
			269,753	<u>232,920</u>
			<u>277,188</u>	<u>243,165</u>
Creditors: amounts falling due within one year				
Accruals		31,314		19,312
Taxation and social security		<u>13,564</u>		<u>8,377</u>
			44,878	<u>27,689</u>
Net Assets			<u>232,310</u>	<u>215,476</u>
Unrestricted Funds				
General fund			202,190	195,284
Restricted fund			30,120	20,192
Total funds	6		<u>232,310</u>	<u>215,476</u>

Approved by the Board on 18th October 2022 and signed on its behalf by:

K Masters



The notes on pages 14 to 16 form part of the accounts.

**PEOPLE MATTERS
(WEST YORKSHIRE)
CIO**

**Notes to the
accounts
31st March 2022**

1. Accounting Policies

Basis of accounting

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and with the Charities Act 2011.

Incoming resources

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Expenditure

Expenditure is recognised when a liability is incurred, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Fixed assets

Small items of office furniture and equipment are written-off in the year of purchase. Larger items are written off over 3 years.

Fund accounting

Funds held by the charity are either:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity.

2. Expenditure

	Unrestricted £	Restricted £	Total £	2020 £
Direct expenses	10,419	8,898	19,317	38,680
Rent, rates and premises costs	15,133	5,610	20,743	16,579
Motoring and staff expenses	9,145	1,041	10,186	17,563
Legal and professional	26,886	4,901	31,787	10,846
General administration costs	41,560	12,350	53,910	52,826
Depreciation	8,879	-	8,879	6,860
Staff costs	643,417	118,957	762,374	650,915
	<u>755,439</u>	<u>151,757</u>	<u>907,196</u>	<u>794,269</u>

3. Staff costs

	Unrestricted £	Restricted £	Total £	2021 £
Salaries	603,262	111,533	714,795	606,730
Social Security costs	31,801	5,880	37,681	34,873
Pension	8,354	1,544	9,898	9,312
	<u>643,417</u>	<u>118,957</u>	<u>762,374</u>	<u>650,915</u>

Average number of employees during the year was 28 FTE

During the year some employees were furloughed and £23,724 was received in government support. This receipt is included in 'other income'.

The Trustees have identified 2 Key Management Personnel and their total remuneration in the year was £72,177.

4. Trustees Remuneration and expenses

The management of the charity is undertaken by volunteers. No Trustees received remuneration or expenses during the year.

5. Fixed Assets

	Fixtures & fittings £	Electric bikes £	Total £
Cost			
At 1st April 2021	14,865	6,714	21,579
Additions	6,069	-	6,069
At 31st March 2022	<u>20,934</u>	<u>6,714</u>	<u>27,648</u>
Accumulated depreciation			
At 1st April 2021	9,096	2,238	11,334
Charge for the year	6,642	2,237	8,879
As at 31st March 2022	<u>15,738</u>	<u>4,475</u>	<u>20,213</u>
Net book value			
As at 31st March 2022	<u>5,196</u>	<u>2,239</u>	<u>7,435</u>
As at 31st March 2021	<u>5,769</u>	<u>-</u>	<u>10,245</u>

5. Statement of Funds

	At 01.04.21 £	Incoming Resource s £	Resource s Expended £	At 31.03.2 2 £
General reserve - unrestricted	195,284	762,345	755,439	202,190
<u>Restricted funds</u>				
Big Lottery	4,974	90,892	80,714	15,152
Henry Smith Foundation	9,718	58,300	58,296	9,722
Lloyds Bank Foundation	5,500	0	5,500	0
NHS		12,493	7,247	5,246
	<u>20,192</u>	<u>161,685</u>	<u>151,757</u>	<u>30,120</u>
Total funds	<u>215,476</u>	<u>924,030</u>	<u>907,196</u>	<u>232,310</u>