

PEOPLE MATTERS (WEST YORKSHIRE) CIO

REPORT AND ACCOUNTS

31st MARCH 2023

PEOPLE MATTERS (WEST YORKSHIRE) CIO

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

Trustees **M Dean**
J Cravitz
R Ellis
R Firth **(resigned 8th December 2022)**
R Herbert **(resigned 8th December 2022)**
C Hirschhorn
M Hirschhorn
T Lee **(resigned 17th January 2023)**
K Masters
S Moreland
G Turner

Accountants **Lee & Company**
Chartered Accountants
Photon House
Percy Street
Leeds

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 2023.

Objectives and Activities all same

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 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 centered 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. 2022 saw some work regarding health inequalities start when PM lead a consortium of partners to develop a structured program to further tackle the health inequalities in the city for a whole range of people in varied groups suitable to their needs and wishes.

In addition, the charity also has an employment service which includes, job clubs, short workshops, work placements, an enterprise project where young people take part in running business related activities as trainees and partnership work with local organizations to provide a 12-week course to support those furthest away from employment.

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.

Members and staff were still feeling the effects of the pandemic, the legal requirement to self-isolate was removed however had ongoing implications for People Matters due to the vulnerability of the people they supported. PPE and other infection control measures were still implemented throughout the organisation to prevent a spread and protect the people supported. Covid cases were still being recorded, however the removal of the infection control grants meant that the sick pay scheme for staff was removed. The previously reported isolation and effects on mental wellbeing were still present which have been further impacted by the cost of living rises.

During the year the People matters office staff returned to the office on a part time basis, promoting the flexible working systems to improve productivity and overall retention of office-based staff.

The strategies the charity adopted in 22/23 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 the 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.
- Continuing to embed flexible and hybrid working taking learning from the pandemic
- Having a commitment to being a good employer. This was continuing to support staff to keep safe during the year and although the sick pay scheme was removed, offered options such as flexible and hybrid working to keep people safe We continued to offer the Leeds Living Wage and offered work to people who are disadvantaged through disability or long-term illness
- Continued to actively seek opportunities from a range of funding sources such as different departments of Leeds City Council, Lloyds Bank Foundation, NHS Together, National Lottery Community Fund, Forum central and good things foundation. In order to grow and develop services in response 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 organizations where objectives align such as through Forum Central, Pyramid of arts, united response and the NHS.
- Continuing to review its service delivery and business continuity plan and having an up-to-date action plan to develop and maintain performance

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. An annual staff survey taken in 2022 reinforces this with over 97% of staff stating they feel valued at work and 100% saying they receive good support from their manager 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. HR monitoring records show the charity have 25% of staff that have shared that they have a disability and/or long term health condition with staff sharing that they feel included and valued.

In 22/23 the use of volunteers was fully established with offers for both short and long term placement opportunities, both internally and externally. We offered 10 student placements totalling 900 hours and over 600 hours of other volunteering opportunities. The member's council continued to meet regularly to help steer the direction of the organisation with participants from each project representing. We continued to have 2 trustees with lived experience both sitting on the board and supporting the member council.

A frequent source of external volunteers continues to be ongoing 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 continued 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., this was done in Nov 22.

Achievements and Performance - A report from the teams

In the last year, approximately **335** People Matters members were offered the equivalent of **16,250** individual hours within group activities & over **31,000** hours of one-to-one support. Support returned to "normal" however the staff team were well versed with delivering remote sessions, which meant they were able to implement this as an alternative to a member cancelling sessions if they were ill. We also introduced an on-call service for all outreach members, to relieve some of the management pressures and offer members some phone / WhatsApp / teams support if issues came up outside support days / times as many members were still feeling the fallout from the pandemic and needed a little extra support. We provided additional support to the members in the winter of 2022 with the household support fund, supporting the breadth of the membership with practical items to keep warm and support with outstanding debt to mitigate the increase in energy prices.

2022 saw the introduction of the Oliver McGowan training for all of the workforce, with an aim to save lives by ensuring all the health and social care workforce have the right skills and knowledge to provide safe, compassionate and informed care to autistic people and people with a learning disability. Tier 2 training will be introduced in the coming months.

My body my choice (new service)

These groups were established in Nov 22 for an initial 6-month period. This was part of a consortium of groups funded by NHS health inequalities. People Matters was the lead partner for the project engaging with 6 other providers to support them to deliver much needed health inequalities groups to a variety of people within the Leeds area.

Overall the project produced 9 groups in the city. Each project group has been led by its own members, resulting in valuable contributions to the content and style of each group. This approach has allowed for more customised and personalised group delivery. As a result, a wide range of health and well-being topics have been covered, for example, groups with a large proportion of members who have diabetes explored this topic in detail. Whereas some groups focused more on healthy relationships and sexuality as this is what the group members wanted to explore. These groups were designed for the Learning Disability and Neuro - divergent population in Leeds, with a focus on reaching a diverse audience. To achieve this, the groups were geographically dispersed, covering south, west, and east Leeds, and scheduled at different times throughout the week.

The project's overall structure accommodated individuals from various regions and with different schedules. The well-being of individuals was the primary focus of the project partners. All groups shared concerns about mental health, but Canal Connections stood out with their unique approach to mindfulness. They utilised their unique environment on the canal boat to provide group members with specific goals, tasks, and roles, enabling them to focus on the present moment, leading to emotional growth, improved social communication and, confidence.

Physical health was also a key focus for all groups, with external talks and demonstrations from NHS volunteers covering topics such as diabetes, basic first aid, healthy eating, cancer checks, and annual health checks. Individuals with learning disabilities often have lower rates of receiving health check-ups, potentially due to negative past experiences or a lack of support. Thus, it is crucial to offer them resources and education on maintaining good health and accessing healthcare services effectively. Health for All and Leep1 went a step further by providing cooking facilities to teach members how to plan and cook healthy meals, an essential skill especially given the current cost of living crisis. Sexual health is an area that has historically been neglected for the Learning Disability

and Neuro - divergent community.

People Matters focused heavily on this topic, culminating in taking group members on an educational and pre-arranged trip to a sexual health clinic where if they chose to were tested for HIV, Chlamydia, and Gonorrhoea. This was a significant achievement, given that some group members were in long-term relationships and having sex yet had never attended a sexual health clinic. Overall, the project provided education on a wide range of health-related topics, positive social interaction, and a safe space for group members to discuss topics they have previously struggled with to get adequate information. The project achieved its aim to improve mental and physical wellbeing, providing members with knowledge to keep them safe and healthy in the future.

The data collected showed what the need for the groups were and what impact could be made with the right services in the right place, delivered by the right people. Unfortunately, the funding was not extended beyond the 6 months due to cost pressures in the NHS, however we continue to engage with the NHS to recommission a project of this nature.

Social groups

These have continued to flourish and prove very popular, running Mon-Thursday evenings and Saturday afternoons. We continued to take some breaks from our usual groups during the year's main holidays when we ran trips. During our Easter break we had Purple Patch Arts come in and deliver workshops through the form of music, art, drama and Movement to help members understand and gain confidence about transitioning into different situations in life. During this break, we ran trips to Yorkshire Wildlife Park and Blackpool Pleasure Beach. During the summer months, we ran 12 trips and a 2-night residential. The trips were decided in collaboration with the group's members, and the first trip was to the theatre, for some of our members this was their first live theatre trip and caused great excitement. Other trips included a trip to the Seaside, The Deep in Hull, using the City Zap into York and visiting York Chocolate Story. We used public transport to go to Saltaire, singing and entertaining the locals on the way, held a mini-Olympics day at our local park and finished our summer trips at the York Maze for the first time.

For this year's residential we ventured for the first time to a new location in the Peak district with Kingswood Adventures. 27 members attended with five staff. Activities varied from raft building to operating a 3D swing and using teamwork to enable each person to fly high. Members enjoyed climbing and zipping down a super high zip wire, outside laser tag and open-air games, in the evening we sat round a campfire toasting marshmallows and singing camp fire songs and we also had a disco where members let their hair down and enjoyed a good dance.

We have had 120 T and T members involved in the project over the last two years.

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 planning session every six weeks, in which members plan their programme for the upcoming weeks. Members each have their say about what they would like to do each week and then vote if there are numerous suggestions. These groups like our teens and twenties groups do similar things and there is a high demand for places for both groups.

Outreach services

We continued to support approx. 70 members over the reporting period offering 1-1 individual support, tailored to what the individual wants and needs. Support is in place to encourage people to become more independent over time, reducing the barriers to opportunities and experiences. Although the service continued to experience some staffing difficulties aligned to the fallout from the pandemic, this began to pick back up in the Autumn and the service continued to grow. Members have enjoyed a whole range of opportunities, experiences and exciting support, from moving house, to learning to ride a bike, to going swimming for the very first time.

PPE was still a requirement in some situations, and we were able to provide this free of charge to all our staff.

Leeds City Council are still carrying out financial assessments for all people who receive statutory support, to determine how much they can pay towards their client contribution. This continues to cause concerns for members, parents and carers and has meant that a small number of members have reduced 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 service can run effectively.

Across the year, we have delivered 31,000 hours of support for our members. Person centred reviews and keyworkers have continued throughout, with still an option of in person and remote.

Health and Wellbeing Groups

The wellbeing project funded by NHS charities together continues to go from strength to strength. The aim of the 2year project is 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. In the reporting period we have had 47 autistic and/or learning-disabled adults attending the project.

Scholemoor Beacon held their event, and we took members from both groups. They enjoyed a day of activities and met the members of their project. We held our event in October 2022 at Leeds Central Library. The event was a huge success and 52 people attended. There were information stalls and activities as well as an art workshop for people to participate in. It gave us an opportunity to showcase all that the members had achieved and learnt during the project's first year. Feedback from the event was really positive with lots of people commenting on the links they had made for potential partnerships whilst at the event.

We secured 2 extra grants of £350 each for some sports equipment which the groups could benefit from. People Matters social groups have also enjoyed using these resources and another grant to promote gardening activity in the local area, with the funds we have been working in a local park to our offices to brighten up the area with planters and tending to the work as part of the group's activity.

We had talks from Leeds Health Awareness about testing for cancer, diabetes, heart disease and dementia. Alongside this we have built a resource bank of easy read information that is available to the wider People Matters membership. Leeds Health Awareness also delivered a talk to our staff teams at their bi-monthly team meetings. The group took part in digital art workshops, plenty of arts and crafts, mindfulness events, enjoyed sessions run by Leeds UTD foundation, visited museums and boat rides on the canal and have supported local a local university to inform them on what to include on their curriculum for their new learning disability nursing course. All activities and talks have been discussed and agreed with the participants of the group to ensure it remains member led.

Employment Service

The employment service is continuing to run running face-to-face employment services, with an average 9 members in each group. From April'22 and March 23 56 members attended our employment groups, we now have three job coaches who offer support across employment groups including a volunteers who support the project.

We are still focussing on helping members reach their particular employment goals by assisting them in locating paid jobs and gaining access to volunteer work experience programmes in the area. Additionally, we assist members in accessing training and educational opportunities. Members received offers of paid jobs, volunteer opportunities, project work, and enrolment in Functional abilities courses, all of which helped members grow their confidence, job-related abilities, and new social networks that lessen social isolation.

We have also secured additional funding from Leeds City Council called 'Multiply' to support members with low levels of numeracy to upskill and use the learning in daily lives such as budgeting to manage their money more effectively. With the funding, we were able to offer a digital device of their choice with 2 years' worth of data which would help develop their digital skills. This will be incorporated into both future employment services and embed as learning in other areas of the organisation.

The team continued to work hard to build and expand contacts with local businesses and work towards providing training for members and this continues to be the case. Furthermore, we received a funding grant from the International Day of Disabled People. The grant was utilised to help create a focus group, whereby members with lived experiences of LD and Autism were asked to share and discuss their experiences of employment. This helped provide insight into the benefits and qualities people with LD and autism can bring to the workplace. From the conversations and discussions with members, the coordinating staff from the employment service were able to create a presentation to engage employers, highlighting the benefits of supported employment and providing information on Access to Work Funding.

Overall, the service has continued to maintain relationships with local organisations and employers. We have received referrals from third-sector organisations, Adult Social Care, NHS, and DWP including Leeds City College. In addition, local Jobcentres returned to networking meetings that the service has been attending and provide us with a newsletter to keep us up to date with job fairs and local support services. Staff also attend Employment Task Group meeting both in Leeds and surrounding areas, gathering information about employment opportunities and local services.

Our micro social enterprise Nourishing People has 11 trainees working on their job skills and gaining valuable work experience. It continued to expand 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 and attending local events. Members who come into Nourishing people are usually just starting their work journey and an environment is provided to develop our trainees' strengths and confidence in this area.

The team continued to provide honesty boxes for businesses and 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 across Leeds within different industries. We have also recently made links with a prestigious national company who placed orders with us for their local offices and business conferences.

Developing you – New Service

May 22 saw the start of developing you, an exciting partnership between People matters, United response Pyramid of Arts and Employment and Skills (part of Leeds City council.) The course was developed to support

adults with a learning disability who are unemployed to be happier, healthier and closer to employment. The first 2 cohorts saw 16 participants complete with the majority of participants reported an improvement in practical skill and that the course had been beneficial to their mental health. The participants worked on developing a video CV, thinking about their aspirations in life and setting up work placements as well as eating healthier and maintaining their own wellbeing. The groups had a number of external guest speakers over the course to enrich their experience, for example Leeds CAB, Advonet, Connect in the North, Canal Connections and Purple Patch Arts. Funding for this project came from Employment And Skills and was for 3 cohorts (each cohort was 12 weeks in duration.)

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 22/23 the charity held £37,723 of restricted funds and £187,934 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 towards investment.

The cash flow position remains stable but is still at the base of the charity's reserve policy. A deficit of £6,653 was achieved with restricted funds changing by + £7,603 and unrestricted reserves decreasing by £14,256 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 month's expenditure with 2 months being utilised as working capital. This gives approximately 1 month held as cash as of 31st March 2023, 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.
- Employment and skills funds developing you
- NHS Health inequalities funds My body, my choice (plus consortium)

The charity operates using a social enterprise model with approximately 79% 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 the option to do a hybrid option for the meetings is still available. This continues to maximize the level of attendance in the meetings-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 scrutinized by the trustees includes operational delivery reports from each service area, business risk information and monthly management accounts. 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. Development and Corporate Services continued to be led by the Chief Executive Officer with operations being overseen by the director of operations. 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
J Cravitz
R Ellis
R Firth (resigned 8th December 2022)
R Herbert (Resigned 8th December 2022)
C Hirschhorn
M Hirschhorn
T Lee (appointed 9th December 2021, resigned 17th January 2023)
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

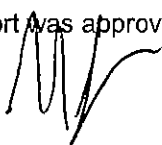
No exemptions from disclosure have been made in compiling this report

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

Date:



M Dean – Chairperson

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31st March 2023

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

Date:

7/12/22

PEOPLE MATTERS (WEST YORKSHIRE) CIO

**Statement of Financial Activities
for the year ended 31st March 2023**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	2022 £
Income from:					
Donations and gifts		550	-	550	3,312
Charitable activities		700,538	182,081	882,619	893,925
Other Income		-	-	-	26,793
		<u>701,088</u>	<u>182,081</u>	<u>883,169</u>	<u>924,030</u>
Expenditure on:					
Charitable activities	2	715,344	174,478	889,822	907,196
Net Income		<u>(14,256)</u>	<u>7,603</u>	<u>(6,653)</u>	<u>16,834</u>
Balance brought forward		202,190	30,120	232,310	215,476
Total funds carried forward		<u><u>187,934</u></u>	<u><u>37,723</u></u>	<u><u>225,657</u></u>	<u><u>232,310</u></u>

The notes on pages 16 to 18 form part of the accounts.

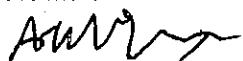
PEOPLE MATTERS (WEST YORKSHIRE) CIO

Balance Sheet as at 31st March 2023

	Notes	£	£	2022 £
Fixed assets	5		-	<u>7,435</u>
Current assets				
Debtors		198,852		185,311
Cash at Bank and in hand		<u>73,865</u>		<u>84,442</u>
			272,717	<u>269,753</u>
			<u>272,717</u>	<u>277,188</u>
Creditors: amounts falling due within one year				
Accruals		37,404		31,314
Taxation and social security		<u>9,656</u>		<u>13,564</u>
			47,060	<u>44,878</u>
Net Assets			<u>225,657</u>	<u>232,310</u>
Unrestricted Funds				
General fund			187,934	202,190
Restricted fund			37,723	30,120
Total funds	6		<u>225,657</u>	<u>232,310</u>

Approved by the Board on 17 October 2023 and signed on its behalf by:

K Masters



PEOPLE MATTERS (WEST YORKSHIRE) CIO

Notes to the accounts 31st March 2023

1. Accounting Policies

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

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	2022
	£	£	£	£
Direct expenses	11,594	5,800	17,394	19,317
Rent, rates and premises costs	14,265	7,776	22,041	20,743
Travel and staff expenses	8,144	1,204	9,348	10,186
Legal and professional	26,004	6,306	32,310	31,787
General administration costs	38,554	10,549	49,103	53,910
Depreciation	7,435	-	7,435	8,879
Staff costs	609,348	142,843	752,191	762,374
	715,344	174,478	889,822	907,196

3. Staff costs

	Unrestricted	Restricted	Total	2022
	£	£	£	£
Salaries	561,243	132,554	693,797	714,795
Social Security costs	38,922	8,291	47,213	37,681
Pension	9,183	1,998	11,181	9,898
	<u>609,348</u>	<u>142,843</u>	<u>752,191</u>	<u>762,374</u>

Average number of employees during the year was 29 FTE

The Trustees have identified 2 Key Management Personnel and their total remuneration in the year was £63,368

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 2022	20,934	6,714	27,648
Additions			
At 31st March 2023	<u>20,934</u>	<u>6,714</u>	<u>27,648</u>
Accumulated depreciation			
At 1st April 2022	15,738	4,475	20,213
Charge for the year	5,196	2,239	7,435
As at 31st March 2023	<u>20,934</u>	<u>6,714</u>	<u>27,648</u>
Net book value			
As at 31st March 2023	<u>0</u>	<u>0</u>	<u>0</u>
As at 31st March 2022	<u>5,196</u>	<u>2,239</u>	<u>7,435</u>

5. Statement of Funds

	At 01.04.22	Incoming Resources Resources Expended		At 31.03.23
	£	£	£	£
General reserve - unrestricted	202,190	701,088	715,344	187,934
<u>Restricted funds</u>				
Big Lottery	15,152	93,869	90,888	18,133
Henry Smith Foundation	9,722	59,500	59,500	9,722
NHS	5,246	28,712	24,090	9,868
	30,120	182,081	174,478	37,723
Total funds	232,310	883,169	889,822	225,657