



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day	Month	Year		Day	Month	Year

## Section A Reference and administration details

<b>Charity name</b>	AIM INFORMATION MATTERS CIO
<b>Other names charity is known by</b>	AIM GROUP FOUNDATION
<b>Registered charity number (if any)</b>	1178244
<b>Charity's principal address</b>	6 Hoffmans Way Chelmsford
<b>Postcode</b>	CM11GU

### 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	Andrew Binns	N/A		
2	Bridget Mazdon	N/A		
3	Zoe Mccracken	N/A		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Memorandum and Articles of Association
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	In selecting trustees for appointments as charity trustees. We appoint with skills, knowledge and experience needed for administration of the CIO

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

To provide support and guidance for individuals looking for work and apprenticeship. Providing apprenticeship advise and guidance across Essex, Norfolk, Suffolk and Cambridge. Educating teachers on apprenticeship routes.

Pre employability skills  
Apprenticeship advice and guidance  
Charity Placement service  
Career Guidance  
Schools support on soft skills for students leaving schools  
Teacher CPD

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

Providing apprenticeship guidance to 50,000 16- 18 years olds virtually following the pandemic.

Provide CPD session for teachers across target areas educating on apprenticeship guidance

Working with local employee's to support young people into work.

## Section E Financial review

Brief statement of the charity's policy on reserves

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Details of any funds materially in deficit

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### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

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## Section F Other optional information

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## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Lewis Mazdon	
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Position (eg Secretary, Chair, etc)

Managing Director	
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Date

18th July 2022
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AIM INFORMATION MATTERS		1178244		CC16a
Receipts and payments accounts				
For the period from	01/10/2020	To	30/09/2021	

## 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 £
<b>A1 Receipts</b>					
Product Sales				-	-
Contract Sales	695			695	57,016
Grant-Essex Community Foundation		-		-	-
Grants (Other)	-	10,000		10,000	5,208
Donations	59,905	-		59,905	115,781
Other Income	13,062			13,062	5,056
Bank Interest				-	-
				-	-
<b>Sub total (Gross income for AR)</b>	<b>73,662</b>	<b>10,000</b>	<b>-</b>	<b>83,662</b>	<b>183,061</b>
<b>A2 Asset and investment sales, (see table).</b>					
New loan	-	-	-	-	20,000
vat not yet repaid	127	-	-	127	8,743
<b>Sub total</b>	<b>127</b>	<b>-</b>	<b>-</b>	<b>127</b>	<b>28,743</b>
<b>Total receipts</b>	<b>73,789</b>	<b>10,000</b>	<b>-</b>	<b>83,789</b>	<b>211,804</b>
<b>A3 Payments</b>					
Cost of goods sold	-			-	18
Marketing and Advertising		3,505		3,505	14,002
Website costs		61		61	320
Employee Wages and Salaries	95,168	4,764		99,932	140,292
Rent				-	102
Electricity				-	1
Vehicle expenses	1,963			1,963	1,607
Travelling				-	1,060
Hotel and Accomodation				-	280
Entertainment				-	67
Printing, postage and carriage	3			3	562
Stationery	96			96	355
Telephone & Internet	56			56	319
Computer & Software		1,558		1,558	1,747
Repairs and renewals	336			336	439
Subscriptions	247	575		822	898
Insurance				-	619
Training Costs				-	119
General expenses				-	1,671
Bank Charges and Interest	184			184	390
Legal fees				-	-
Consultancy & professional fees				-	10,758
<b>Sub total</b>	<b>98,054</b>	<b>10,463</b>	<b>-</b>	<b>108,516</b>	<b>175,626</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Asset purchases				-	6,615
Repay Loan	1,271				
vat payments not yet recovered				-	-
<b>Sub total</b>	<b>1,271</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,615</b>
<b>Total payments</b>	<b>99,325</b>	<b>10,463</b>	<b>-</b>	<b>108,516</b>	<b>182,241</b>
<b>Net of receipts/(payments)</b>	<b>(25,536)</b>	<b>(462)</b>	<b>-</b>	<b>(24,727)</b>	<b>29,563</b>
<b>A5 Transfers between funds</b>	<b>(462)</b>	<b>462</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>29,136</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>3,138</b>	<b>(0)</b>	<b>-</b>	<b>(24,727)</b>	<b>29,563</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 £
B1 Cash funds	Bank Account	1,972	-	1,972
	<b>Total cash funds</b>	<b>1,972</b>	<b>-</b>	<b>1,972</b>

(agree balances with receipts and payments account(s))

Agreement Error OK Agreement Error

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Recoverable Grants		-	-
	Trade Debtors	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Computer and Office Equipment	Unrestricted	9,499	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Trade Creditors	Unrestricted	-	
	PAYE /NI	Unrestricted	3,011	
	Pensions	Unrestricted	1,321	
	Other Creditors	Unrestricted	21,927	
	VAT	Unrestricted	12,387	

Signed by two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Andrew Binns	
	Zoe McCracken	
	Bridget Mazdon	



## Section A Independent Examiner's Report

Report to the trustees/ members of

On accounts for the period ended  Charity no (if any)

Set out on pages

I report to the trustees on my examination of the accounts of the above charity for the period ended **30 / 09 / 2021**.

**Responsibilities and basis of report** As the charity 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 charities accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 giving me cause to believe that in, any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act or
- the accounts do not accord with those records

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:

Name:

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

Address:

## Section B Disclosure

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

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





## Section A

## Independent Examiner's Report

**Report to the  
trustees/ members  
of**

Charity Name  
AIM Information Matters

**On accounts for the  
year ended**

30<sup>th</sup> September 2021

**Charity  
no (if  
any)**

1178244

**Set out on pages**

One to Three

**Responsibilities and  
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30/09/2021**

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

I have no concerns and have come across no 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:** 14/07/2022

**Name:**

Sarah Walker

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

ICAEW

**Address:**

89C Rayleigh Avenue, Leigh on Sea, Essex, SS9 5DL


**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.**

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