

## YES MANCHESTER CIO

### TRUSTEES' REPORT

#### FOR THE YEAR ENDED 31 MARCH 2023

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The trustees present their report and financial statements for the year ended 31 March 2023.

The Charitable Incorporated Organisation was constituted 16 November 2021 and is registered with the Charity Commission under charity number 1196593. It was formed to take on all the activities, obligations, assets and liabilities of Your Employment Service CIC (company registration number 08467469).

The financial statements have been prepared in accordance with the accounting policies set out in note to the financial statements and comply with the CIO's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### Objectives and Activities

Yes Manchester CIO helps North Manchester residents to access employment, volunteering and learning opportunities, improve their digital skills, and achieve financial independence by providing supportive, whole-person information, advice, and guidance for unemployed and under-employed individuals in North Manchester.

*The charity's vision is to "build confidence, drive ambition and inspire people to be the best that they can be". Their values are to be always positive, community focused and person centred.*

The charitable objects are the relief of unemployment and the relief of poverty.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the CIO should undertake.

#### Achievements and Performance

Yes Manchester CIO has delivered significant impact to communities of North Manchester over this financial year despite challenging financial headwinds both internally and in the external funding market.

In the year, 22-23, we supported 135 people into meaningful employment and training opportunities through the delivery of core services, and helped 31 people to build their digital confidence through improved digital skills in partnership with North Manchester's libraries.

Partnership with the library service, and delivery from their community venues, improved accessibility to our services, helping to minimize travel expenses for unemployed residents in the context of the cost-of-living crisis, as well as enabling Yes to build new customer bases in the Blackley and Harpurhey neighbourhoods of the city, with 40% of library customers moving into employment, training and volunteering opportunities following digital skills support, helping to create stronger communities in North Manchester.

We have continued to develop existing employer partnerships through relationships with employers including Procure Plus Manchester City Council and DWP, alongside establishing new routes into employment, bringing more opportunities to communities across the charity's footprint in North Manchester, with 81 vacancies offered to customers in 22/23, through collaboration with 20 local employers across the city.

Our focus on employer partnerships and providing communities with the skills required to access opportunities continues to be the focus of our efforts and whilst we have moved to a more outreach-based model, following the closure of a site in 2021, our brand and reputation has gained strength throughout the year – attracting more people to use our service from across North and even Greater Manchester.

## YES MANCHESTER CIO

### TRUSTEES' REPORT (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2023

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##### Financial review

During the year, the total incoming resources were £373,286 as compared to £417,917 in the previous year.

Total resources expended in the year were £442,391 as compared to £396,916 in the previous year.

The deficit for the year was £69,105 as compared to a surplus of £21,001 in the prior year.

The charity financial policies requires that it should have sufficient reserves to provide for 3 months activity plus any statutory redundancy liability.

The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the CIO's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the CIO is exposed, and are satisfied that systems are in place to mitigate exposure to these risks.

##### Structure, Governance and Management

##### Governing Document

The CIO is governed by its constitution adopted 16 November 2021.

##### Governing Body

The trustees who served during the year and up to the date of signature of the financial statements were:-

Anne Taylor (Resigned 13 October 2023)

Daniel Matthews

Lisa Fish

Martin Oldfield (Resigned 18 October 2023)

Rebecca Ord (Appointed 27 April 2022)

Kirsty Evans

Jane Partington (Resigned 18 October 2023)

Trustees are appointed in accordance with the charity's constitution. Professional advisers and other appointments are appointed at the Annual General Meeting or by the Board of Trustees.

All trustees are required to complete an on-line course introducing the statutory responsibilities of the role on appointment and are professionals and / or have an interest in the CIO. The trustees are able to use other trustees or third party advisors if needed.

The Board of trustees meet a number of times throughout the year including the AGM meeting. The day to day running of the charity is the responsibility of the management team.

The Trustees' Report was approved by the Board of Trustees.

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**Daniel Matthews**

Chair of Trustees

Dated: .....

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**Daniel Matthews**

Chair of Trustees

Dated: .....

**Yes Manchester CIO**  
**Year ended 31 March 2023**

<b>Audit Journals</b>		<b>Dr</b>	<b>Cr</b>	<b>(deficit)/surplus</b>
			Profit before tax per Quickbooks	115,089.35
Uncategorised Income is bank deposit				(146,727.81)
Opening balance differences				(653.24)
Draft accounts loss C5/2				(32,291.70)
<b>1</b> Office Equipment additions	<b>6351</b>	1,328.00		
Computer costs	<b>1225</b>		1,328.00	1,328.00
<i>Additions of 2 Dell computers reposted from computer costs</i>				
<b>2</b> Computer software amortisation	<b>6091</b>		2,289.75	
F&F depreciation	<b>6331</b>		484.58	
IT Equipment depreciation	<b>6361</b>		2,881.34	
Depreciation	<b>1210</b>	2,289.75		(2,289.75)
Amortisation	<b>1210</b>	3,365.92		(3,365.92)
<i>Being depreciaton and amortisation for the year</i>				
<b>3</b> Audit fees	<b>5410</b>	5,500.00		
Legal fees	<b>5414</b>		5,500.00	-
<i>Being Audit fee moved to own nominal</i>				
<b>4</b> Charitable income	<b>1020</b>	750.00		(750.00)
Trade debtors	<b>7100</b>		750.00	
<i>Being client amendment to TB after accounts prep</i>				
<b>5</b> Prepayments	<b>7350</b>		2,000.00	
Charitable income	<b>1020</b>	2,000.00		(2,000.00)
<i>Being reversal of opening accrued income</i>				
<b>6</b> Charitable income	<b>1020</b>	15.00		
Sundries	<b>5181</b>		15.00	-
<i>Being refund removed form income</i>				
<b>7</b> Accruals	<b>8085</b>	2,500.00		
Charitable income	<b>1020</b>		2,500.00	2,500.00
<i>Being reversal of opening deferred income</i>				
<b>8</b> Support recharge	<b>5195</b>		18,851.95	
Share of support costs	<b>1260</b>	18,851.95		
General recharge	<b>5450</b>		13,286.00	
Share of governance costs	<b>1280</b>	13,286.00		-
<i>Being recharge of support and governance costs</i>				
<b>9</b> Social security costs	<b>1201</b>		736.39	736.39
PAYE liability	<b>7330</b>	736.39		
Net wages	<b>8070</b>		168.10	-
PAYE liability	<b>7330</b>	168.10		
<i>Being November 2022 payroll entered incorrectly</i>				
<b>10</b> PAYE liabiltiy	<b>7330</b>	5,000.00		
Social security costs	<b>1201</b>		5,000.00	5,000.00
<i>Being Employment allowance for 22/23</i>				
<b>11</b> PAYE liability	<b>7330</b>	1,033.66		
Pension liability	<b>8080</b>		1,033.66	-
<i>Being Oct 22 E'ee pension to incorrect nominal</i>				



**Yes Manchester CIO**  
**Year ended 31 March 2023**

<b>Audit Journals</b>	<b>Dr</b>	<b>Cr</b>	<b>(deficit)/surplus</b>
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**Yes Manchester CIO**  
**Year ended 31 March 2023**

<b>Audit Journals</b>		<b>Dr</b>	<b>Cr</b>	<b>(deficit)/surplus</b>
<b>12</b> PAYE	<b>7330</b>	6,533.57		
Current account	<b>7810</b>		6,533.57	-
<i>Being March 2022 PAYE payment being deleted on Quickbooks post accounts prep</i>				
<b>13</b> Trade debtors	<b>7100</b>		16,000.00	
Charitable income	<b>1020</b>		1,010.75	
Trade creditors	<b>8000</b>	3,737.88		
Sundry	<b>5181</b>	216.80		
Bank charges	<b>5180</b>	66.85		
Premises exps	<b>1223</b>	112.00		
Computer	<b>1225</b>	73.84		
Telephone	<b>1230</b>	218.40		
Sundry	<b>5181</b>		103.86	
Current account 1	<b>7800</b>	12,688.84		426.72
<i>Being Bank trans post 16/3/22 deleted in error</i>				
<b>14</b> Prepayments	<b>7350</b>		10,985.39	
VAT control	<b>8160</b>	10,985.39		
Last account in trade payables	<b>814Z</b>		40,000.00	
VAT control	<b>8160</b>	40,000.00		
Irrecoverable VAT	<b>5182</b>	11,684.51		(11,684.51)
VAT control	<b>8160</b>		11,684.51	
Irrecoverable VAT	<b>5182</b>	-		-
VAT control	<b>8160</b>		-	
Staff training	<b>1221</b>	500.00		
Premises exps	<b>1223</b>	180.00		
VAT control	<b>8160</b>		680.00	(680.00)
VAT control	<b>8160</b>	65.27		
Computer costs	<b>1225</b>		65.27	65.27
<i>Being adjustments to VAT nominal see U3</i>				
<b>15</b> Prepayments	<b>7350</b>	9,000.00		
Charitable income	<b>1020</b>		9,000.00	9,000.00
<i>Being accrued Re: Vision invoices</i>				
<b>16</b> Accruals	<b>8085</b>		41,666.67	
Charitable income	<b>1020</b>	41,666.67		(41,667)
<i>Being National Lottery funding deferred income</i>				
<b>17</b> Other debtors	<b>7433</b>	1,260.49		
Trade Creditors	<b>8000</b>		1,260.49	-
<i>Being Business rates overpayment</i>				
<b>18</b> Wages and salaries	<b>1200</b>		542.81	542.81
Wages and salaries control	<b>8070</b>	542.81		
<i>Being write off wages control immaterial differences</i>				
<b>19</b> Trade creditors	<b>8000</b>	4216.12		
VAT	<b>8160</b>		693.69	
Computer costs	<b>1225</b>		3,468.43	
Insurance	<b>1224</b>		54.00	3,522.43
<i>Being payments put to P&amp;L instead of trade creditors</i>				



**Yes Manchester CIO**  
**Year ended 31 March 2023**

<b>Audit Journals</b>		<b>Dr</b>	<b>Cr</b>	<b>(deficit)/surplus</b>
<b>20</b> Trade creditors	<b>8000</b>	2,646.18		
VAT	<b>8160</b>		393.44	
Computer costs	<b>1225</b>		1,967.13	
Insurance	<b>1224</b>		129.18	
North Manc Business Network	<b>1234</b>		208.33	
PPS	<b>1227</b>		25.50	
Computer costs	<b>1225</b>	77.40		2,252.74
<i>Being write off Tr Cr balances that aren't due at year end</i>				
<b>21</b> Trade creditors	<b>8000</b>	300.00		
VAT	<b>8160</b>		50.00	
Computer costs	<b>1225</b>		250.00	250.00
<i>Being duplicated Myson invoice</i>				
<b>22</b> Marketing	<b>1233</b>		4,349.92	
Computer costs	<b>1225</b>	320.00		
Staff welfare	<b>1220</b>	120.00		
Sundry	<b>5181</b>	558.95		
PPS	<b>1227</b>	978.82		
Premises exps	<b>1223</b>	1,790.50		
Staff recruitment	<b>1219</b>	581.65		-
<i>Being split of marketing exps to other nominals</i>				
<b>23</b> Legal & professional fees	<b>5414</b>		2,500.00	
North Manchester Business Network	<b>1234</b>	2,500.00		
<i>Being Carol Bartram costs moved to NMBN costs</i>				
<b>24</b> Corporation tax liability	<b>8150</b>		0.48	
Sundry expenses	<b>5181</b>	0.48		(0.48)
<i>Being underprovision for CT prior year</i>				
<b>25</b> Charitable income	<b>1020</b>	20,000.00		
Restricted income	<b>3021</b>		20,000.00	
North Manchester Business Network	<b>1234</b>		18,055.57	
Restricted expenditure	<b>3220</b>	18,055.57		-
<i>Being North Manchester Business Network funding split to be restricted as per the contract. Q4/6</i>				
<b>26</b> Fixtures and fittings additions	<b>6321</b>	1,790.50		
Premises expenses	<b>1223</b>		1,790.50	1,790.50
SOFA depreciation	<b>1210</b>	111.90		(111.90)
Fixtures and fittings depreciation for year	<b>6331</b>		111.90	
<i>Capitalise new signs and depreciate at 15% for 5 months</i>				
<b>27</b> Fixtures and fittings depreciation for year	<b>6331</b>	193.83		
SOFA depreciation	<b>1210</b>		193.83	193.83
<i>Reduce F&amp;f depreciation to 15%</i>				
<b>Deficit after tax per CCH</b>				<b><u>(67,232.24)</u></b>

