

JET JOBS EDUCATION AND TRAINING
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
For the year ended 31 March 2023

Charity Number 1117026
Company Number 05775686

JET JOBS EDUCATION AND TRAINING

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TRUSTEES ANNUAL REPORT

For the year ended 31 March 2023

JET's board of trustees is pleased to present the annual Directors' report together with financial statements of the charity for the year ended 31 March 2023, which are also prepared to meet the requirements for a Directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

The charitable objects of JET Jobs, Education, and Training ("JET") are:

"The relief of unemployment for public benefit in such ways as may be thought fit including the advancement of education and assistance to find employment, specifically, but not limited to, persons from ethnic minority groups and their dependents, to help them advance in life."

Achievements and performance

As the charity continues to adapt to the post-COVID employment and skills market, we have also been required to respond to new funding opportunities and alterations to existing funding. Throughout the year, the charity has sought opportunities to help support our communities and have -

- Worked with over **1,600** individuals
- Led over **2,600** individual interventions to provide information, advice, and guidance
- Delivered over **245** pastoral interactions to support our clients to integrate into life in the North East
- Delivered over **341** ESOL (English for Speakers of Other Languages) training sessions
- Referred over **508** learners into learning with other training providers
- Supported over **100** people to move into the work environment

JET's work has been delivered through several focused projects and programmes which have been financed through grants and contracts with a diverse range of funders. The projects and programmes are delivered by JET's diverse staff team of 18, who represent a range of backgrounds and communities and speak 18 different languages.

National Careers Services

During the year JET performed well against targets with the National Careers Service, a national programme which provides tailored information, advice, and guidance to assist clients to make the right decisions on learning, training, and work. JET supported over **1,500** clients and achieved **495** job and learning outcomes.

These achievements build on the successes in previous years and as expected demand for the services was up due to the Covid pandemic.

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Mentoring and Volunteer Programme

Through this programme JET places clients in many roles spread across different parts of the community, with employers and local businesses and in our coffee shop. Participants gain valuable work and life skills, as well as qualifications, which builds confidence and experience to take with them when looking for paid work.

Wise Steps

Wise Steps is the largest programme that JET operated in this financial year. It came to an end in February 2022 but during the life time of the programme, It helped people including ethnic minorities in Tyne and Wear to transform their lives. The project provided one to one tailored support to help people take positive steps towards work. Wise Steps is a partnership of local organisations led by the Wise Group and JET had been delivering as a Coaching Partner since October 2016, as a specialist with Black & Minority Ethnic individuals. The programme was funded by the Big Lottery Fund and the European Social Fund.

The first phase of the Wise Steps programme finished in August 2019. Because of the great outcomes, this programme was extended for two more phases from September 2019 to February 2023. In this period in total JET engaged and registered 344 people all from ethnic backgrounds during the year: 166 Males and 178 Females. These clients came from a range of diverse backgrounds; 198 were Refugees, 40 were Lone Parents, and 55 declared Disabilities. Furthermore, 277 were Unemployed, 67 were Economically Inactive and 42 were aged 50+. As can be seen from these figures JET really have a wide spread of clients, from all different backgrounds and parts of the world.

Client Case Study

ELSE case study - Andrew Ehizojie Unuareokpa

When opportunities meet readiness

Andrew is originally from Nigeria, he is an Italian Citizen and he came to England in 2019 with his family searching for a better life. He was confused and desperately needed support to obtain a job, to improve his family's life.

He approached JET in November 2019 asking for support towards finding a job and supporting his family. His job coach at JET set up an action plan to start a journey towards building up his confidence and improving his employability skills and knowledge. He was referred to the National Careers Service to create a CV and was also registered for IT training run by Your Homes Newcastle at JET. He was also studying on our ELSE (ESOL Learner to Salary Earner) programme, but his level of English was significantly low at the time.

When the pandemic started, Andrew found himself living in a jobless household with three young children and in great need of support in finding a suitable job, to provide for his family. His job coach had been in touch with him regularly and provided him with support such as receiving help from the food bank. Andrew had the right mindset and determination to carry

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on with learning and building up his skills and knowledge despite the restrictions during the pandemic. His job coach encouraged him to attend and complete various online courses, which would help strengthen his CV and his ability to speak English.

After the lockdowns, his job coach arranged several face-to-face sessions with Andrew to help him with his job search and he continued studying through ESOL, for the Warehousing Sector Training. Eventually, all their efforts led him to an apprenticeship opportunity with Your Homes Newcastle (YHN) at the Palatine Beds factory, for a production line vacancy. Andrew completed the ELSE for Warehouse training, which also offered him extra sessions for Production Line positions in order to be ready for the above opportunity, plus an intensive job interview practice session at JET. As part of ELSE, a group visit for the ELSE learners to the Palatine Beds factory was also arranged with YHN, so the learners could become familiar with the work environment while preparing themselves for the job interview. Andrew felt very positive and confident during the interview and in August 2021 he was offered the job. Andrew is very happy at his job and still maintains contact with JET, updating us on his accomplishments.

Coffee Shop

The purpose of the Wicker Chair Coffee Shop in Westerhope is to support the delivery of JET's charitable objectives by: a) generating a small level of surplus income, and b) directly supporting work outcomes by offering placements and training to some of JET's clients helping them further on their employability journey. The Trustees continue to keep the Coffee Shop under regular review to ensure that it supports the objectives of the charity and to ensure that it remains financially viable for the Charity.

Performance over the last year

Operational Outlook

The social and economic backdrop to the financial year continues to be challenging, particularly with the cost of living crisis, fuel poverty, and high inflation leading to a downturn in economic output, which could be reflected in higher unemployment and fewer employment opportunities. In addition, changes to traditional funding streams and the end of European Union funding provide uncertainty around the future make up of JET's operational income and its ability to meet the demands of all of our customer groups. The Charity has taken opportunities to continue to find new and innovative ways to communicate and deliver services to clients, enhancing JET's social media presence, and looking at other potential community initiatives / partnerships.

JET continues to play a vital and integral role in supporting people with English as a Second Language through their employability and integration journey. This is achieved not just through our core activity of advice, guidance, education, and training but also by encouraging engagement, volunteering, and participation in the local community. We believe it is our

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holistic approach that has helped JET to make such a difference, along with the staff team who very much mirror the client group themselves.

The Wise Steps was the largest delivery programme and JET will continue to seek alternative sources of funding to deliver for clients as the project will closed in early 2023. JET is well positioned to compete for funds as it is well regarded and has long-standing relationships with local government and many other key stakeholders in the region.

The Trustees are continuing to focus on succession planning to ensure good governance. Within JET's Articles of Association one-third of Trustees typically retire each year.

Financial review

The Trustees are pleased with the financial position of the Charity in the financial year.

JET's principal funding sources are from contracts and grants to provide a range of training and bespoke services for the relief of unemployment, to ethnic minority groups. The total income for the year ended 31 March 2023 was £467,721, this represents a change of £18,984 from 2021/22. This income is allocated across respective funds on the Statement of Financial Activities in accordance with the Statement of Recommended Practice (SORP) 2019.

Expenditure increased from £414,458 in 2021/22 to £426,235. This continues to be managed with care. This resulted in a net income up/down on the previous year of £41,486 (2022: £72,247).

The Charity ended the financial year in a healthy financial position with £267,525 in funds to be carried forward to support JET's policy on reserves (2022: £226,039).

The detail on the Balance Sheet as at 31 March 2022 showed total funds carried forward of £267,525 (2022: £226,039), £130,648 of which was unrestricted (2022: £28,573). As at 31 March 2023, there was £0 in restricted funds carried forward (2022: £60,589) and £136,877 in designated funds (2022: £136,877).

The Trustees are fully aware that the continues stability of the charity's financial position, and therefore, its capacity to support and deliver life-changing outcomes for the communities JET serves is due to the drive, commitment, and immense hard work of our Chief Executive and all of JET's staff and volunteers who have done an excellent job in continuing to diversify funding streams with new grants and contracts and manage expenditure carefully in an ever-challenging economic backdrop.

Reserves policy

JET Jobs, Education, and Training has established a policy whereby the unrestricted funds held by the charity should be between three and six months of annual expenditure. This will provide sufficient funds to cover management and administration support costs and any

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emergencies that may arise from time to time. In addition, in the event of challenges JET may need to cover contractual payments to employees which are not included in any funding awarded. Total reserves were £267,525 at 31 March 2023 (2022: £226,039). Unrestricted reserves were £130,648 (2022: £28,573). Designated reserves were at £136,877 (2022: £136,877) which were broken down as £85,000 to fund the continuation of the ESOL Learner to Salary Earner project and Integration Programme, which were delayed due to Covid19 and access to work placements and face to face group work and £51,877 to cover potential close down costs of the whole charity. In this context of the wider economic backdrop, the Trustees are pleased to report that the Charity's total reserves as at 31 March 2023 continued to be managed with reference to the policy.

Reference and administrative details of the charity, its trustees and advisors

Charity Name	JET Jobs, Education, and Training
Registered Charity Number	1117026
Company Number	05775686
Registered Office and operational address	Carnegie Building Atkinson Road Benwell Newcastle upon Tyne NE4 8XS
Trustees	Ross Stephen Waldie (Chair) Hardus Le Cornu Du Plessis (appointed on 15 December 2020) Sean Nairn (appointed on 22 March 2022) David Thackwray (appointed on 22 March 2022) Justine King (appointed on 29 November 2022) Manish Shukla (appointed on 01 September 2022) Graeme Hudson (retired on 29 November 2022) Barry Coleman (retired on 29 November 2022) Sanjee Ratnatunga (retired on 29 November 2022)
Bankers	Unity Trust Bank Nine Brindley place Birmingham B1 2HB
Independent Examiner	Jim Dodds FCIE 33 The Glebe Morpeth NE61 6HW

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Structure, governance, and management

Governing documents

The organisation is a charitable company limited by guarantee, incorporated on the 10 April 2006. The company was established under a Memorandum of Association which establishes the objectives and powers of the charitable company and is governed under its Articles of Association.

Appointment of trustees

Trustees are elected at the ATM and can serve for a period time in line with the Memo & Articles of Association. Interested possible new trustees are encouraged to attend trustee meetings when vacancies arise.

Organisation

All of the trustees meet every quarter and deal with the administration of the charity to ensure that JET Jobs, Education and Training has a clear vision and strategy for the future, and to monitor the performance against plans, to support the management and staff team, and to oversee financial accountability and risk management.

The operational management of the organisation is undertaken by the paid staff team.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Public benefit statement

The trustees/directors have considered the guidance produced by the Charity Commission on the provision of public benefit and they confirm that public benefit has been provided by the range of activities as described above.

Statement of trustee responsibilities

The trustees, who are also directors for the purposes of company law, are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which show the state of affairs of the charitable company and of incoming resources and

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application of resources, including the income and expenditure of the charitable company for that year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board on:

15 November 2023

and signed on their behalf by: Ross Waldie
Chair



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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2023

I report on the financial statements of Jet Jobs Education And Training for the year ended 31 March 2023, which are set out on pages 9 to 19.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

Jim Dodds FCIE
33 The Glebe
Morpeth
NE61 6HW
Date: 17 November 2023



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STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2023

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Income from:						
Donations and legacies	6	-	-	-	-	4,300
Charitable activities						
Grants and contracts	7	233,453	-	220,528	453,981	476,611
Other trading activities	8	-	11,470	-	11,470	5,694
Investments	9	2,270	-	-	2,270	100
Total income		235,723	11,470	220,528	467,721	486,705
Expenditure on:						
Raising funds	9	-	2,846	-	2,846	4,420
Charitable activities						
Operation of the charity	10	192,348	20,797	210,244	423,389	410,038
Total expenditure		192,348	23,643	210,244	426,235	414,458
Net income/(expenditure)		43,375	(12,173)	10,284	41,486	72,247
Transfers between funds		58,700	12,173	(70,873)	-	-
Net movement of funds		102,075	-	(60,589)	41,486	72,247
Reconciliation of funds						
Total funds brought forward		28,573	136,877	60,589	226,039	153,792
Total funds carried forward		130,648	136,877	-	267,525	226,039

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 11 to 19 form an integral part of these accounts.

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BALANCE SHEET

As at 31 March 2023

	Notes	£	Total 2023 £	£	Total 2022 £
<u>Current assets</u>					
Debtors	17	30,003		28,246	
Cash at bank and in hand	18	249,380		222,076	
Total current assets		279,383		250,322	
Creditors: amounts falling due within one year	19	(11,858)		(24,283)	
Net current assets			267,525		226,039
Total assets less current liabilities			267,525		226,039
Total net assets or liabilities			267,525		226,039
<u>Funds of the charity</u>					
Unrestricted income funds			130,648		28,573
Designated income funds			136,877		136,877
Restricted income funds			-		60,589
Total funds			267,525		226,039

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with the respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 11 to 19 form an integral part of these accounts.

These financial statements were approved by the Board 15 November 2023

and are signed on its behalf by: Ross Waldie
Chair



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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with 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) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Jet Jobs Education And Training meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The charity reported total unrestricted funds at the year-end of £130,648 and has already secured a significant amount of funding for the current year.

The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

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3.4 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

3.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

3.6 Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

3.7 Investment gains and losses

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

3.8 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

4.2 Charitable activities

Expenditure on charitable activities includes the costs of education, training and other activities undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

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4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

4.6 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Leasehold property improvements	Straight line over life of lease
Office and computer equipment	Straight line over four years

The charity does not currently own any tangible fixed assets.

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For the year ended 31 March 2023

Analysis of income

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
6 Donations and legacies					
Donations and gifts	-	-	-	-	4,300
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,300</u>
7 Charitable activities					
<u>Income from grants</u>					
Action Foundation	-	-	-	-	15,000
Newcastle City Learning - employment and pastoral support	16,500	-	-	16,500	22,500
Newcastle Fund	-	-	-	-	25,653
North Tyneside Council	10,553	-	-	10,553	5,850
People's Postcode Lottery	-	-	-	-	17,740
HMRC Job Retention Scheme	-	-	-	-	12,363
Mental Health Matters	11,250	-	-	11,250	11,250
Your Homes Newcastle	2,123	-	-	2,123	2,605
The Reece Group	12,500	-	-	12,500	-
Vita Health Group	22,138	-	-	22,138	-
Other	7,812	-	-	7,812	2,105
<u>Income from contracts</u>					
Educational Development Trust	93,477	-	-	93,477	101,153
Newcastle City Council British Nationals Overseas	57,100	-	-	57,100	30,400
Good Things Foundation	-	-	-	-	1,960
Probation	-	-	-	-	10,000
The Wise Group	-	-	220,528	220,528	218,032
	<u>233,453</u>	<u>-</u>	<u>220,528</u>	<u>453,981</u>	<u>476,611</u>
8 Other trading activities					
Wicker Chair					
Café income	#	9,366	-	9,366	4,819
Buffets	-	2,104	-	2,104	875
	<u>-</u>	<u>11,470</u>	<u>-</u>	<u>11,470</u>	<u>5,694</u>
9 Income from investments					
Bank interest	2,270	-	-	2,270	100
	<u>2,270</u>	<u>-</u>	<u>-</u>	<u>2,270</u>	<u>100</u>

Income was £467,721 (2022: £486,705) of which £247,193 was unrestricted or designated (2022: £238,273) and £220,528 was restricted (2022: £248,432).

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Analysis of expenditure on charitable activities

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
9 Raising funds					
Café refurbishment	-	289	-	289	1,385
Café supplies	-	2,557	-	2,557	3,035
	<u>-</u>	<u>2,846</u>	<u>-</u>	<u>2,846</u>	<u>4,420</u>
10 Charitable activities					
<u>Direct costs</u>					
Staff costs	158,996	20,786	193,027	372,809	353,806
Staff training	1,924	-	-	1,924	2,651
Staff travel	1,167	11	214	1,392	885
Client and volunteer expenses	181	-	2,836	3,017	10,426
Marketing	-	-	-	-	14
Activities and events	70	-	-	70	18
Grant refundable	-	-	2,400	2,400	-
Project expenses	102	-	144	246	-
<u>Support costs</u>					
ICT maintenance and software	3,211	-	2,828	6,039	9,284
Insurance	1,044	-	104	1,148	1,156
Professional fees	2,225	-	223	2,448	3,005
Rent and utility costs	7,189	-	6,347	13,536	15,521
Bank charges	258	-	26	284	191
Stationery and postage	2,292	-	326	2,618	1,092
Telephone, fax and internet	5,530	-	553	6,083	6,477
Other support costs	6,929	-	1,216	8,145	3,940
Bad debt write off	-	-	-	-	80
<u>Governance costs</u>					
Independent examiner's fees for reporting on the accounts	1,230	-	-	1,230	1,492
	<u>192,348</u>	<u>20,797</u>	<u>210,244</u>	<u>423,389</u>	<u>410,038</u>

Expenditure on charitable activities was £426,235 (2022: £414,458) of which £215,991 was unrestricted or designated (2022: £220,912) and £210,244 was restricted (2022: £193,546).

11 Fees for examination of the accounts

	2023 £	2022 £
Independent examiner's fees for reporting on the accounts	1,230	1,492
	<u>1,230</u>	<u>1,492</u>

There were no other fees paid to the examiner (2022: £nil).

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12 Analysis of staff costs and the cost of key management personnel

	2023	2022
	£	£
Salaries and wages	338,392	315,928
Social security costs	28,892	25,517
Pension costs (defined contribution pension plan)	5,525	5,068
Sessional Costs	-	7,293
	<u>372,809</u>	<u>353,806</u>

No employee received remuneration above £60,000 (2022: nil).

The key management personnel of the charity, comprise the Trustees, Chief Executive and Finance Officer. The total employee benefits of the key management personnel of the charity were £57,529 (2022: £55,417).

13 Staff numbers

The average monthly head count was 18 staff (2022: 18 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2023	2022
	Number	Number
The parts of the charity in which the employee's work.		
Charitable activities	<u>16.0</u>	<u>16.0</u>
	<u>16.0</u>	<u>16.0</u>

14 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

Trustees' expenses

No trustee expenses have been incurred in the year.

Transaction(s) with related parties

There have been no related party transactions in the reporting period.

15 Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The employer's pension costs represent contributions payable by the charity to the fund and amount to £5,525 (2022: £5,068). There was £0 outstanding as at 31 March 2023 (2022: £1,130).

16 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

JET JOBS EDUCATION AND TRAINING

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

17 Debtors and prepayments (receivable within 1 year)

	2023 £	2022 £
Trade debtors	26,536	18,960
Other debtors	3,467	9,286
	<u>30,003</u>	<u>28,246</u>

18 Cash at bank and in hand

	2023 £	2022 £
Bank deposit account	237,911	180,641
Bank current account	8,401	39,026
Cash in hand and pre paid card	3,068	2,409
	<u>249,380</u>	<u>222,076</u>

19 Creditors and accruals (payable within 1 year)

	2023 £	2022 £
Trade creditors		3,669
Taxation and social security	8,228	6,622
Accruals		
Independent examination of accounts	1,230	1,492
Other creditors	2,400	-
Deferred income		
Reece Group	-	12,500
	<u>11,858</u>	<u>24,283</u>

20 Deferred income

Deferred income comprises of advance payments from grants that relate to future periods.

	2023 £
Balance brought forward	12,500
Amount released to income earned from charitable activities	(12,500)
Amount deferred in year	-
Balance carried forward	<u>-</u>

21 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

22 Analysis of charitable funds

Analysis of movements in unrestricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	28,573	235,723	(192,348)	58,700	130,648
Designated funds					
Wicker Chair - Westerhope	-	11,470	(23,643)	12,173	-
Strategic development fund	85,000	-	-	-	85,000
Contingency	51,877	-	-	-	51,877
Totals	165,450	247,193	(215,991)	70,873	267,525

Purpose of unrestricted funds

General unrestricted fund	The 'free reserves' after allowing for designated funds.
Designated funds	
Wicker Chair - Westerhope	Community café that offers volunteers training and work experience as a route to employment.
Strategic Development Fund	To fund the continuation of ESOL Learner to Salary Earner project and Integration Programme, which were delayed due to Covid19 and access to work placements and face to face group work.
Contingency	To cover potential close down costs of the whole charity.

Analysis of movement in restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
Wise Group	30,030	220,528	(210,085)	(40,473)	-
Newcastle City Council British Nationals Overseas	30,400			(30,400)	-
Connected Voice Spirit of Xmas	159	-	(159)	-	-
Totals	60,589	220,528	(210,244)	(70,873)	-

Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

Wise Group	Partnership programme funded by ESF and Big Lottery, managed by Wise Group to help those furthest from the labour market to access employment and improve their skills.
Newcastle City Council British Nationals Overseas	ESOL classes for Hong Kong British Nationals from overseas.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

22 Analysis of charitable funds continued

Transfers between funds

	Reason for transfer	Amount £
Between Designated Funds and General Unrestricted Funds	A transfer has been made from general unrestricted funds to designated funds and represents a contribution to Wicker Chair costs.	(12,173)
Between Restricted Funds and General Unrestricted Funds	A transfer has been made from restricted funds to unrestricted funds and represents expenses relating to the Wise Group that were misallocated as unrestricted expenditure in previous years.	(40,473)
Between Designated Funds and General Unrestricted Funds	A transfer has been made from restricted funds to unrestricted funds as the income from Newcastle City Council British Nationals Overseas was incorrectly classified as restricted income in the prior year.	(30,400)

23 Capital commitments

As at 31 March 2023, the charity had no capital commitments (2022 -£nil).

24 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £
Cash at bank and in hand	112,503	136,877	-	249,380
Other net current assets/(liabilities)	18,145	-	-	18,145
	<u>130,648</u>	<u>136,877</u>	<u>-</u>	<u>267,525</u>

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £
Cash at bank and in hand	24,610	136,877	60,589	222,076
Other net current assets/(liabilities)	3,963	-	-	3,963
	<u>28,573</u>	<u>136,877</u>	<u>60,589</u>	<u>226,039</u>