

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2019

Charity number 1117026

Company number 05775686

JET JOBS EDUCATION AND TRAINING

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2019

The trustees are pleased to present their annual Directors' report together with financial statements of the charity for the year ended 31 March 2019 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 2015).

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

During the year JET:

- Worked with over **1,300** individuals;
- Led over **6,000** information, advice and guidance sessions
- Delivered over **300** pastoral interactions to support our clients; and
- Supported over **90** 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.

These achievements would not have been possible without the continued efforts of JET's dedicated staff. This comprised 19 staff during the year from a diverse range of backgrounds.

National Careers Services

During the year JET once again overachieved on all 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 1,252 customers and achieved 472 job and learning outcomes. These achievements build on the successes in previous years and as a result JET has been given a further delivery contract for the National Careers Service, making it 13 years in a row.

JET also made c.300 pastoral interventions to assist clients with their integration into life in the North East.

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Sasha Semenova – JET Volunteer

“Volunteering at JET has helped me learn so much more about myself – it has been a journey of a lifetime, accompanied with deadlines, classes, assessments, laughs, team work, team building days and learning so many new skills, I will always remember the times I have spent at JET. Thank you for creating a warm and welcoming atmosphere in the office and for listening and sharing your stories.”

Sasha Semenova, EVS Volunteer 2018-19

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, as well as in schools and in our coffee shops. 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. During the year over 30 clients moved from the programme into accredited learning or training and over 5 clients moved directly into paid work. This included one individual who was mentored by a qualified interpreter and successfully went on to do an interpreting qualification from Tyne Met College and successfully started work as an interpreter on a supply basis.

This programme goes from strength to strength every year and by way of example JET was able to employ a Catering Tutor to ensure that the procedures and learning in JET's coffee shop is truly embedded for those being trained.

DWP Work Programme

JET once again delivered part of the DWP Work Programme contract as a specialist for PeoplePlus. JET received clients from PeoplePlus who all had English as their Second Language, many had been in the UK a very short time and had poor English levels. JET needed to assist with language and confidence, and developing the existing skills of participants to better align with local labour markets - supporting participants into employment. Payments are only made after 6 months of sustained employment and it is pleasing to see that out of a total of 251 participants, 110 went into employment (44%) and 93 were still in work after 6 months (37%). The participants included 15% who declared a disability and 46% were women.

WiseSteps

Wise Steps helps people in Tyne and Wear to transform their lives with funding from the Big Lottery Fund and the European Social Fund. The project provides 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 has been delivering as a Coaching Partner since October 2016, as a specialist with Black & Minority Ethnic individuals.

Client registration stopped in March 2018 but work with participants on the programme continued until March 2019.

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In total JET engaged and registered 213 people all from ethnic backgrounds during the year to March 2019: 111 Male, 102 Female. Clients came from diverse backgrounds, and from all walks of life; 112 were Refugees, 15 were Lone Parents and 23 Declared Disabilities. Furthermore, 145 were Unemployed, 68 were Economically Inactive, 11 were Unpaid Carers and 15 were aged 50+.

This stage of the programme is now closed, however, another round of funding was confirmed later in 2019 and JET looks forward to working to deliver further strong outcomes.

To highlight the impact a client story is provided below:

Wise Steps Client Story: Mozghan Hemati

"I would like to thank JET for all its support through Wise Steps programme. JET provided me with an excellent opportunity to start my work placement in a local cafe in order to improve my customer service and team working skills as well as, finally obtaining my food Hygiene level 3 qualification. Then, JET advised me to develop my business idea through ABConnexions, and with my Job Coach Support and follow-up, I have been able to achieve my dream by registering my first limited company Royyal Rolls Ltd. and receiving my start-up loan to run my business.

Great thanks and respect to my helpful and professional Job Coach Khalid for his continuous support and follow-up until my dreams becomes true".

Mozghan Hemati

Coffee Shops

During the year JET reviewed the operation of its Wicker Chair Coffee Shops. The purpose of the Coffee Shops is a) to generate a small level of surplus income to be used to deliver JET's charitable object, and b) to support work outcomes by offering placements and training to many of JET's clients helping them further on their employability journey. During the financial year the Trustees took the difficult decision to close the coffee shop in Kenton and consolidated operations into Westerhope. The Westerhope Coffee Shop supported 11 placements during the year. 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.

Operational Outlook

JET continues to play an integral role in supporting people with English as a Second Language through their employability 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 holistic approach that has helped JET to make such a difference and we look forward to another successful year ahead.

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The ongoing Brexit negotiations provided an uncertain backdrop for the Charity during the financial year and we anticipate there will be challenges for the Charity in the coming years as the implications become more apparent. In particular, funding from central European sources could be delayed in the short term and stopped altogether in the medium to long term, with uncertainty around replacement sources of funding in the U.K. Future policies on migration could also have an impact on the Charity.

In the short term we will continue to explore opportunities to support projects in the North East in a bid to plug some of the funding gaps. JET is well positioned to compete for these funds as we are well regarded and have long-standing relationships with local government and many key stakeholders in the region.

Financial review

The Trustees are pleased with the financial position of the Charity in the financial year. JET's principal funding source is from contracts to provide a range of training and bespoke services for the relief of unemployment, particularly to ethnic minority groups.

The total income for the year ended 31 March 2019 decreased to £360,471 (2018: £400,091) predominantly due to reduction in funding from Newcastle City Library and the People Plus programme alongside the managed closure of the Wicker Chair Cafe in Kenton. This income is allocated across respective funds on the Statement of Financial Activities in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

Expenditure was managed carefully during the financial year and reduced to £321,244 (2018: £360,780), which resulted in a net income similar to the previous year of £39,227 (2018: £39,314).

The Charity ended the financial year in a healthy financial position with £94,405 (2018: £55,178) funds to be carried forward to support JET's policy on reserves.

The Balance Sheet as at 31 March 2019 therefore showed total funds carried forward of £94,405 (2018: £55,178), £74,280 of which is unrestricted (2018: £38,754). As at 31 March 2019 there was £12,125 in restricted funds (2018: £8,424) and £8,000 in designated funds (2018: £8,000).

The Trustees are fully aware that this is due to the drive and determination and immense hard work of our Chief Executive and all of JET's staff who have done an excellent job in continuing to diversify funding streams with new grants and contracts from the likes of Postcode Lottery and Santander.

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Reserves policy

JET Jobs, Education and Training has established a policy whereby the unrestricted funds held by the charity should be between 3 and 6 months of annual expenditure. This will provide sufficient funds to cover management and administration support costs and any emergencies that may arise from time to time (including in the event of having to cover contractual payments to employees which are not included in any funding awarded). At 31 March 2019 the total reserves were £94,405 (2018: £55,178) and unrestricted and designated reserves were £82,280 (2018: £46,754). The Trustees are pleased to report that as at 31 March 2019 total reserves fell within policy for the first time in many years and operating surpluses are planned to allow the Charity to consolidate that position.

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	81 Adelaide Terrace Benwell Newcastle upon Tyne NE4 8BB
Trustees	Graeme Hudson Justine Claire King Ross Stephen Waldie Claire Atkins Barry Coleman Ann Schofield
Bankers	Unity Trust Bank Nine Brindley place Birmingham B1 2HB
Independent Examiner	Jim Dodds FCIE Ellison Services Limited Higham House Higham Place Newcastle upon Tyne NE1 8AF

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For the year ended 31 March 2019

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.

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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 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.

Statement of trustee responsibilities

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:

08/10/2019

and signed on their behalf by: Graeme Hudson
Chair

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2019

I report on the financial statements of Jet Jobs Education And Training for the year ended 31 March 2019, which are set out on pages 9 to 18.

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
Ellison Services Limited
Higham House
Higham Place
Newcastle upon Tyne
NE1 8AF
Date: 27/11/2019

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STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2019

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Income from:						
Donations and legacies	6	65	-	-	65	320
Charitable activities						
Grants and contracts	7	206,406	10,734	115,118	332,258	349,651
Other trading activities	8	2,292	25,856	-	28,148	50,120
Total income		208,763	36,590	115,118	360,471	400,091
Expenditure on:						
Raising funds	9	-	14,074	-	14,074	18,772
Charitable activities						
Operation of the charity	10	165,445	30,308	111,417	307,170	342,005
Total expenditure		165,445	44,382	111,417	321,244	360,777
Net income/(expenditure)		43,318	(7,792)	3,701	39,227	39,314
Transfers between funds		(7,792)	7,792	-	-	-
Net movement of funds		35,526	-	3,701	39,227	39,314
Reconciliation of funds						
Total funds brought forward		38,754	8,000	8,424	55,178	15,864
Total funds carried forward		74,280	8,000	12,125	94,405	55,178

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 18 form an integral part of these accounts.

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Charity Number 1117026

Company Number 05775686

BALANCE SHEET

As at 31 March 2019

	Notes	£	Total 2019 £	£	Total 2018 £
<u>Current assets</u>					
Debtors	17	30,896		13,111	
Cash at bank and in hand	18	69,474		46,311	
		100,370		59,422	
Creditors: amounts falling due within one year					
	19	(5,964)		(4,244)	
			94,405		55,178
<i>Net current assets</i>			94,405		55,178
<i>Total assets less current liabilities</i>			94,405		55,178
<i>Total net assets or liabilities</i>			94,405		55,178
<u>Funds of the charity</u>					
Unrestricted income funds			74,280		38,754
Designated income funds			8,000		8,000
Restricted income funds			12,125		8,424
			94,405		55,178
<i>Total funds</i>			94,405		55,178

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 18 form an integral part of these accounts.

These financial statements were approved by the Board 08/10/2019

and are signed on its behalf by: Graeme Hudson
Chair

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

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 2015) – 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 £74,280 and has already secured a significant amount of funding for the current year. The trustees are of the view that the immediate future of the charity for the next 12 to 18 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.

3.4 Volunteer help

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

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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.

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.

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For the year ended 31 March 2019

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 2019

Analysis of income

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
6 Donations and legacies					
Donations and gifts	65	-	-	65	160
Earned income	-	-	-	-	160
	<u>65</u>	<u>-</u>	<u>-</u>	<u>65</u>	<u>320</u>
7 Charitable activities					
<u>Income from grants and contracts</u>					
Community Foundation	2,500	-	-	2,500	2,500
Educational Development Trust	97,750	-	-	97,750	85,791
Good Things Foundation	8,750	-	-	8,750	10,594
Hadrian Trust	-	-	-	-	1,000
Joicey Trust	-	-	-	-	2,000
Newcastle Fund	15,460	3,009	-	18,469	20,000
Newcastle City Learning - employment and pastoral support	25,000	-	-	25,000	25,000
Newcastle City Library	-	-	-	-	12,000
North Tyneside Council	4,810	-	-	4,810	2,750
People Plus - work programme	28,611	-	-	28,611	44,647
Postcode Lottery	7,725	7,725	-	15,450	-
Santander	4,700	-	-	4,700	-
Wise Group	11,100	-	115,118	126,218	143,369
	<u>206,406</u>	<u>10,734</u>	<u>115,118</u>	<u>332,258</u>	<u>349,651</u>
8 Other trading activities					
Wicker Chair					
Café income	400	24,711	-	25,111	47,952
Buffets	-	1,145	-	1,145	1,487
Interest received	1	-	-	1	-
Other trading income	1,891	-	-	1,891	681
	<u>2,292</u>	<u>25,856</u>	<u>-</u>	<u>28,148</u>	<u>50,120</u>

Income was £360,471 (2018: £400,091) of which £245,353 was unrestricted or designated (2018: £256,722) and £115,118 was restricted (2018: £143,369)

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For the year ended 31 March 2019

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
9 Raising funds					
Café refurbishment	-	231	-	231	197
Café supplies	-	13,843	-	13,843	18,575
	<u>-</u>	<u>14,074</u>	<u>-</u>	<u>14,074</u>	<u>18,772</u>
10 Charitable activities					
<u>Direct costs</u>					
Staff costs	139,435	27,385	107,438	274,258	301,517
Staff training	2,500	-	-	2,500	23
Staff travel	802	-	674	1,476	1,726
Client and volunteer expenses	695	115	3,305	4,115	3,717
Marketing	34	95	-	129	162
Activities and events	20	-	-	20	60
Project expenses	377	-	-	377	1
<u>Support costs</u>					
ICT maintenance and software	2,950	277	-	3,227	5,848
Insurance	296	63	-	359	636
Professional fees	2,965	273	-	3,238	758
Rent and utility costs	7,989	1,296	-	9,285	15,147
Bank charges	209	-	-	209	210
Stationery and postage	2,070	259	-	2,329	2,308
Telephone, fax and internet	3,874	545	-	4,419	4,852
Other support costs	-	-	-	-	3,870
<u>Governance costs</u>					
Independent examiner's fees for reporting on the accounts	1,229	-	-	1,229	1,170
	<u>165,445</u>	<u>30,308</u>	<u>111,417</u>	<u>307,170</u>	<u>342,005</u>

Expenditure on charitable activities was £321,244 (2018: £360,780) of which £209,827 was unrestricted or designated (2018: £224,966) and £111,417 was restricted (2018: £135,814)

11 Fees for examination of the accounts

	2019 £	2018 £
Independent examiner's fees for reporting on the accounts	1,229	1,170
	<u>1,229</u>	<u>1,170</u>

There were no other fees paid to the examiner (2018: £nil)

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For the year ended 31 March 2019

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

	2019 £	2018 £
Salaries and wages	255,027	279,766
Social security costs	16,905	19,311
Pension costs (defined contribution pension plan)	2,505	1,384
	<u>274,438</u>	<u>300,462</u>

No employee received remuneration above £60,000 (2018: £nil)

The key management personnel of the charity, comprise the trustees and the charity manager. The total employee benefits of the key management personnel of the charity were £37,747 (2018: £33,776).

13 Staff numbers

The average monthly head count was 19 staff (2018: 19 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2019 Number	2018 Number
The parts of the charity in which the employee's work		
Charitable activities	14.0	15.5
	<u>14.0</u>	<u>15.5</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 £2,505 (2018: £1,384). There was £483 outstanding as at 31 March 2019 (2018:£nil)

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 2019

17 Debtors and prepayments (receivable within 1 year)

	2019 £	2018 £
Trade debtors	30,795	13,111
Prepayments	101	-
	30,896	13,111

18 Cash at bank and in hand

	2019 £	2018 £
Bank deposit account	178	177
Bank current account	67,637	42,862
Cash in hand and pre paid card	1,659	3,272
	69,474	46,311

19 Creditors and accruals (payable within 1 year)

	2019 £	2018 £
Trade creditors	571	635
Taxation and social security	4,163	2,439
Accruals		
Independent examination of accounts	1,230	1,170
	5,964	4,244

20 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.

21 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	38,754	208,763	(165,445)	(7,792)	74,280
Designated funds					
Wicker Chair - Kenton	-	6,512	(9,183)	2,671	-
Wicker Chair - Westerhope	-	30,078	(35,199)	5,121	-
Contingency	8,000	-	-	-	8,000
Totals	46,754	245,353	(209,827)	-	82,280

JET JOBS EDUCATION AND TRAINING

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

21 Analysis of charitable funds (continued)

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
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	8,424	115,118	(111,417)	-	12,125
Totals	8,424	115,118	(111,417)	-	12,125

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.
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22 Capital commitments

As at 31 March 2019, the charity had no capital commitments (2018 -£nil)

23 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2019 £
Cash at bank and in hand	49,348	8,000	12,125	69,474
Other net current assets/(liabilities)	24,932	-	-	24,932
	74,280	8,000	12,125	94,405