

People First

a voice for people with learning difficulties

Annual Report

April 2024 - March 2025



See Us, Hear Us, Value Us!

People First (Self Advocacy)

A charity and company limited by guarantee

Charity number: 1057354 Company number: 03134827
Registered office: 336 Brixton Road, London SW9 7AA

Contents

Message from the Chair	4
Message from the Director	5
Our People	6
Vision, Missions and Values	7
Our Campaign Priorities	9
Our Activities and Achievements:	11
Our Policy Work	17
Making Policy Accessible	18
Organisational Development	19
Legal Section and Finance Reports:	20
Part 1: Legal and Administrative Information	
Part 2: Report of the Management Committee	
Part 3: Summary Accessible Accounts for the year 2024/25	
Part 4: Independent Examiner's Report	
Part 5: Financial Statements including Notes	

The Trustees, who are Directors for the purposes of Company Law, present their report and independently examined financial statements for the year ended 31 March 2025

People First (Self Advocacy) is a national user-led self-advocacy organisation. We have both individual members and member self-advocacy organisations. Our Management Committee members and staff all have learning difficulties and our staff are supported through Access to Work to break down the barriers they face as professionals.



60+

Policy meetings & events attended

26

Online meetings & focus groups with self advocates

100+

individuals received advocacy support or signposting

29

Workshops delivered

57

Easy Read translation jobs

3

Newsletters

6

Partnership projects

30+

Network & Campaigns Meetings

Message from the Chair

Christine Spooner



Our Board of Trustees did a lot of planning over 2024-2025. At the end of the year we signed off our Big Strategic Plan for 2025-2028.

The tough decisions we made in the previous year paid off and we have been in a stronger position. Although we had less grant money and had to reduce staff hours, we brought in more income through project work and easy read translation and training work.

The Trustees and staff team worked together to produce an accessible Management Committee training pack. This is being piloted with our own Board of Trustees and is being made available to other self advocacy organisations.

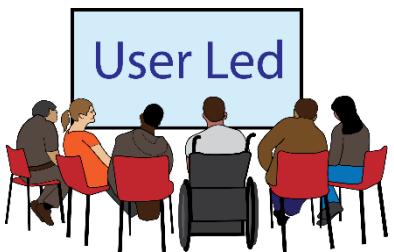
I want to thank our fantastic staff team. They have done a great job delivering on a big programme of work over the last year. I hope you enjoy reading about it in this report.



Thank you to all of our members, supporters and funders for making all of this possible.

Message from the Director

Andrew Lee



2024-2025 was full of exciting projects and opportunities.

We finished and launched the resources for the Co-producing Accessible Legal Information research project with the University of Birmingham.

We also completed the Health Check Matters and the Lambeth 'Living Our Best Lives' projects.

Our work with Transport for London and the Bringing People Home from Psychiatric Hospital Network continued over the year.

We also had some new projects. The London Campaign Network was launched in September 2024, and in October 2024, I was asked to co-chair the Covid Inquiry 'How we survive and thrive' with Dame Phillipa Russell.

I'm really proud of what we achieved with limited resources. A big thank you to everyone who made it possible.



Our people

Management Committee Members

Christine Spooner: Chair

Marie Emma Claire: Vice Chair

Michael Brookstein: Treasurer
(resigned 28 Oct 2025)

Kate Brackley: Membership Secretary

Kweku Wilson: Management Committee Member

John Elliffe: Management Committee Member
(resigned 28 Oct 2025)

Bella Edwards: Management Committee Member

Firielle Al Jubeh: Management Committee Member
(appointed 28 Oct 2025)

Maria Barrett: Management Committee Member
(appointed 28 Oct 2025)

Janet Kane: Management Committee Member
(appointed 28 Oct 2025)

Staff Team

Andrew Lee:
Director

Samantha Johnson:
Advocacy Manager

Ray Johnson:
Development Manager



We have a team of fantastic supporters who help us do our work. We fund this support through Access to Work.

Vision

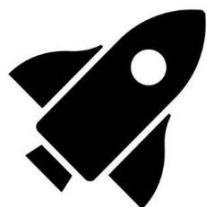


A UK which is free of barriers faced by people with learning difficulties.

Where people with learning difficulties have:

- Real choice, control and independence
- Access to user-led self-advocacy organisations, accessible information and the advocacy and support that they need to have real equality of opportunity and inclusion in society

Mission



To promote the user-led voice of people with learning difficulties as equal and valued citizens. We do this by supporting people with learning difficulties and their user-led organisations to grow and have a voice both at a local and a national level.

We also support decision makers and services to understand the barriers we face at all levels of society and the support we need to break down these barriers.

Values



- People with learning difficulties are always the first point of contact within the organization
- People with learning difficulties should have the support to speak up, speak out and get heard
- Local self-advocacy organisations should be 100% user-led
- Society should be inclusive; with people with a learning difficulty having equal access to community life, employment and relationships
- People with learning difficulties should know and be able to exercise their rights
- People with learning difficulties can make decisions and have control of their lives with the right support

During this year we finalised our Big Plan for 2025 - 2028.

We are now working hard to raise the funds and increase our capacity to be able to achieve the goals we have set for the next 3 years.



See Us, Hear Us, Value Us



In June 2024 we produced our Manifesto in advance of the general election.

We asked the Government to:

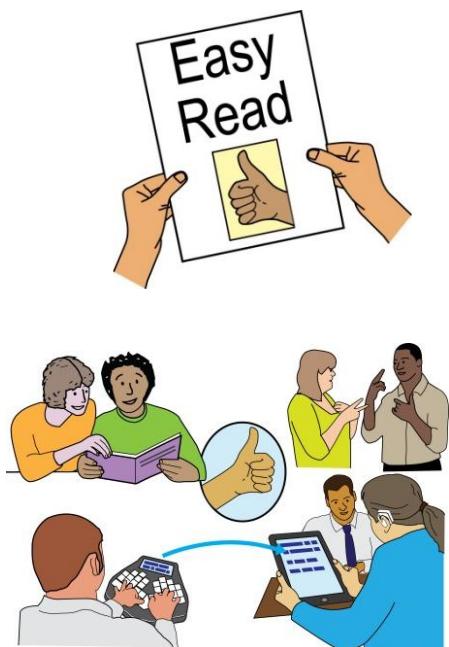
1. **See us** - we are the experts in our own lives, we need to be recognised for the things we can do and know.
2. **Hear us** - speak to us directly, listen to our voices, not just our supporters (PA's, carers, staff).
3. **Value us** – treat us all fairly, make sure people from Black and ethnic minorities do not face additional discrimination or criminalisation.
4. **Include us** – we have the right to be involved in all aspects of civil society, make sure we can understand and use all types of communications and technology.
5. **Free us** - do not lock us up away from our families and communities in hospitals and residential homes, keep to your promises to move people out of them and do not keep sending us into these places.
6. **Support us** - reinvest in independent community and self advocacy, provide the social care support so we can live as independently as possible.

We deserve better – we have a right to live in a world where we are not locked away or written off!

Our Campaign Priorities



Accessible Information and Easy Read



Supporting access to information through more accessible information, processes, communication, and wider use of Easy Read, so that people have the information they need to make decisions and have control of their lives.

Information is power!

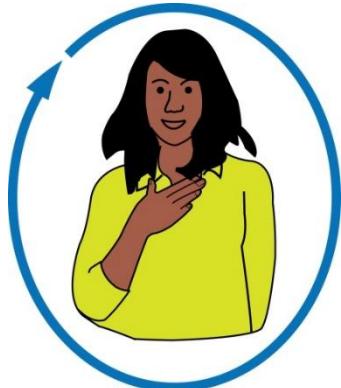
Self-advocacy and speaking up



Supporting the growth of user-led speaking up and self-advocacy groups so that people with learning difficulties have the support to speak up, build confidence and break down barriers together.

Nothing about us without us!

Community Advocacy and Support

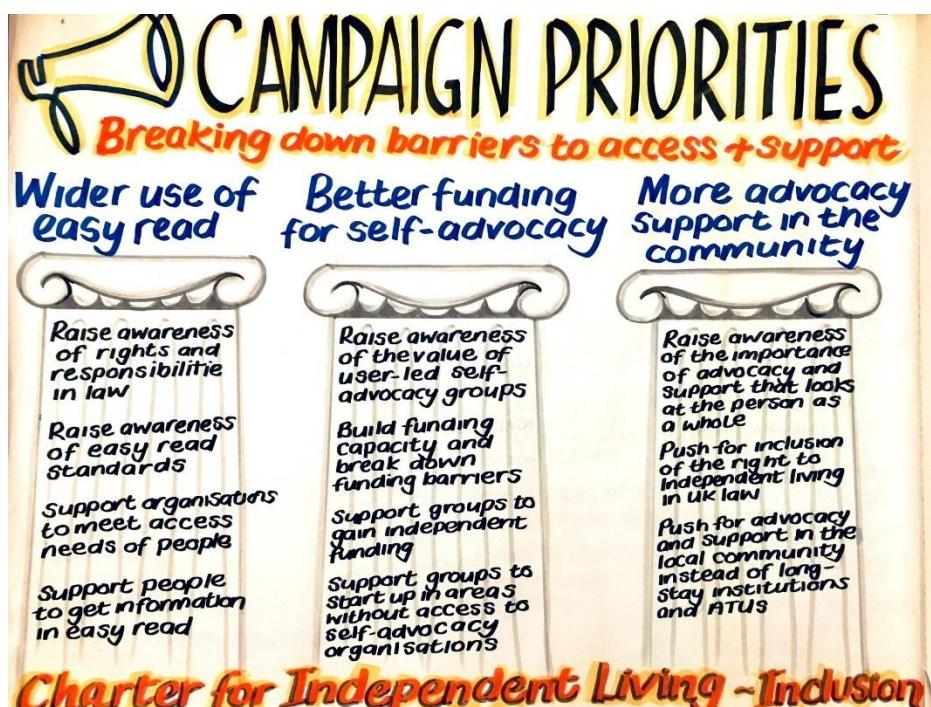


Supporting access to good, flexible independent local advocacy and support that treats each person as a whole. Having the support to do what they want in life and full access to independent living, choice, and control.

Don't break my life up into pieces!

Everything we do is to promote what is important to people with learning difficulties across the UK.

All our activity takes forward our campaign priorities set by our members. These will be reviewed in 2026.

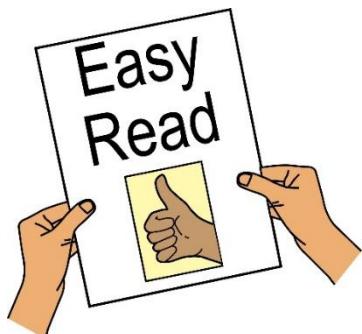


Our Activities and Achievements



Empower

Accessible information & communication service



The Empower Enterprise

Our Empower service includes Easy Read Translation, Easy Read Training and the Easy Read Picture Bank.

We have translated 57 easy documents for a wide range of organisations over the last year.

We were able to update our Easy Read training package and have delivered 8 training sessions.

We are updating the Picture Bank and exploring new ways of creating images so we can continue to provide a high quality service.





We produced an Easy Read video to explain how important accessible information is. You can watch the video [here](#).

We also produced a short video about Digital Exclusion to support the case study we wrote for the HEAR Equality Network. You can watch the video [here](#).



Visit our YouTube Channel

<https://www.youtube.com/@peoplefirstltd1329>

The Advocacy Plus service includes 'Advocacy, Signposting and Advice service', and our 'Advocacy Matters' work, providing support to over 100 individuals.



We finished our 'Living Our Best Lives project in May 2025 with local people with learning difficulties in Lambeth. Our final workshops included:

- Eye Care with SightAbility
- Online Safety with Breaking Out Of The Bubble

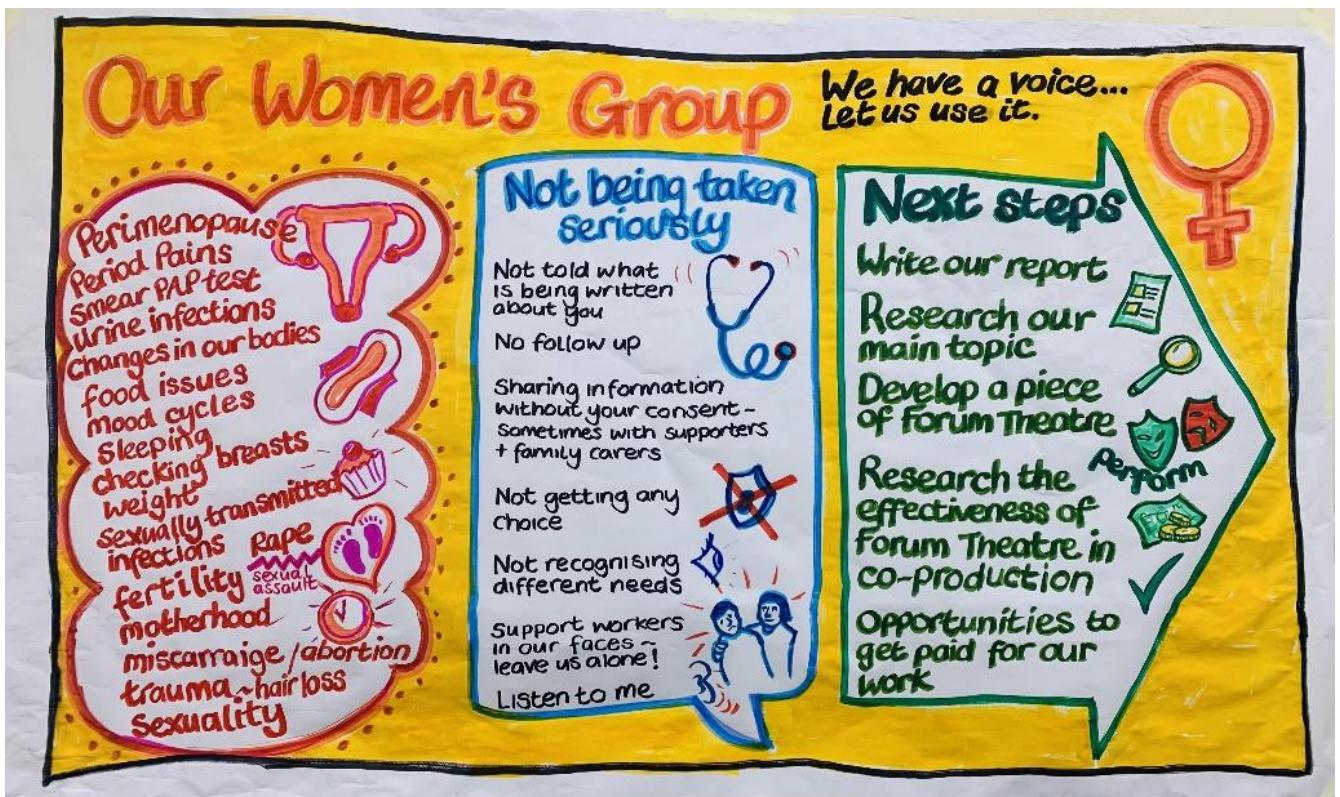


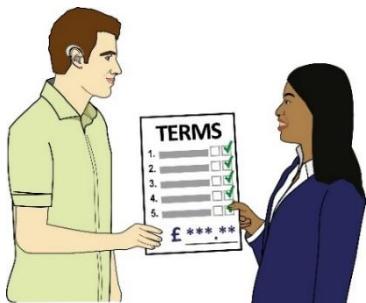
Women's Group Research Project

We worked in partnership with the University of Salford. We ran 2 online sessions and 2 in-person sessions.

Women were able to think about what issues and subjects they would like to talk about more.

We produced a report to tell researchers what the most important issues are for women with learning difficulties. We produced a graphic which listed the issues and what the women wanted to focus on.





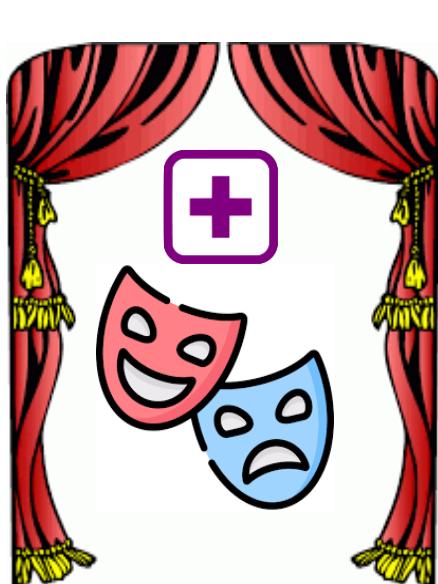
Co-producing Accessible Legal Information

We worked with the University of Birmingham on this research project for over a year.

The easy read legal information templates and report were launched at an online event in July 2024.

We also presented the resources to the Law Works free advice clinics network in October.

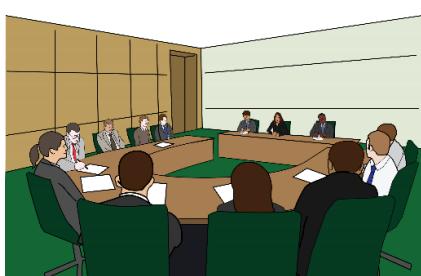
The Accessible Legal Toolkit is available [here](#).



Health Check Matters

We delivered workshops for BHR CEPN (Barking & Dagenham, Havering and Redbridge Community Education Provider Network), using Forum theatre. They were for health professionals who are involved in Annual Health Checks for people with learning difficulties across 3 boroughs.

Our Policy work



Strategic Advocacy

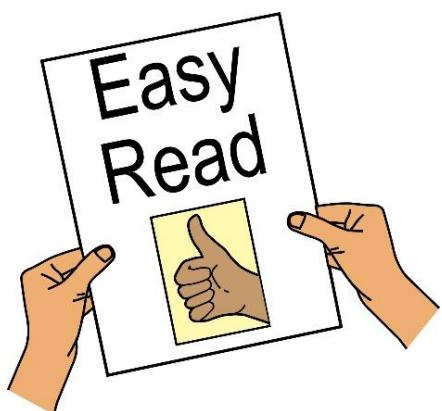
To take forward our campaign priorities and influence policy and decision makers we do the following things.

- Run our own campaigns
- Attend local, regional and national policy meetings
- Join networks
- Support other campaigns
- Respond to consultations about the things that will affect us

We continued to attend:

- NHS England Learning Disability and Autism Partners webinar.
- NHS Learning Disability and Autism Advisory Group
- All Party Parliamentary Group on Learning Disability.
- National (Disabled People's Organisations) DPO Forum.

Making policy accessible

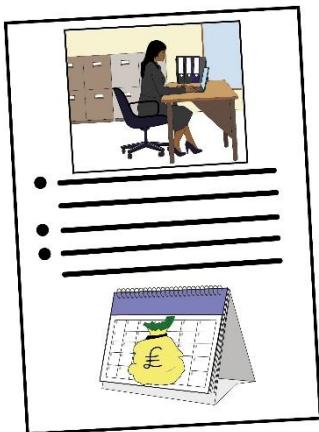


We have had the opportunity to make many policy and campaign documents accessible.

Here are some of them:

- Equality, Diversity & Inclusion Strategy – Brent Council
- DDPO Manifesto – Inclusion London
- Co-production Reimbursement Policy – Hammersmith & Fulham Council
- Equity Surveys – London Funders
- London Hate Crime – Equally Ours
- Local Plan – Richmond & Wandsworth Council
- Equity in Motion strategy – Transport for London
- CBM Global Strategy 2025 – 2030 – CBM Global
- Making the Invisible Visible Summary report - UNFPA

Our Organisational Development



We reviewed our 2020-2023 Organisational Strategy and published our new business plan for 2025-2028.

We continued our work on transforming and modernising our digital operations and systems. All staff received individual digital coaching and training to use the new systems.

We reviewed and updated our Job Descriptions and started reviewing our organisational policies.

During this year we received mentoring support from Equally Ours for marketing our Empower service.

We also received support from Inclusion London to work through an organisational health check.

Legal Section and Finance Report

Part 1: Legal and Administrative Information



Charity Name: People First (Self Advocacy)
Charity registration number: 1057354
Company registration number: 03134827

Registered Office and operational address:
336 Brixton Road, London, SW9 7AA

Independent Examiner

Dick Maule FCA

The Cross House,
South Woodchester, GL5 5EL



Bankers

CAF Bank Ltd

25 Kings Hill Avenue, Kings Hill,
West Malling, Kent ME19 4JQ



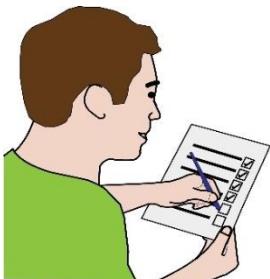
Barclays Bank PLC

UK Banking, 1 Churchill Place
London E14 5HP

Part 2: Report of the Management Committee

2.1 Risk Management

Risk management: this means when an organisation looks at things that might go wrong and thinks of ways to stop them from becoming a reality.



The Management Committee has spent time looking at what things can go wrong. We often look at ways to make sure the charity faces less risks.

For example:

- We have rules for checking things, such as paying bills
- We follow rules to make sure there is good health and safety for staff, volunteers and visitors
- We make sure that Privacy and **Safeguarding** are reviewed often and put into practice.

Safeguarding: this means putting rules into place to make sure that people who could be at risk, can live safely.

- We look at the way we do things often, to make sure that we are still doing them right and that they carry on meeting our needs.



Fundraising continues to be our main concern. We have had success in getting small grants and have increased income from our Easy Read work. We need to increase core funding and unrestricted income.

2.2 Structure of the Organisation



People First has a Management Committee of up to 8 members who meet four times a year.

They are the Trustees and are responsible for agreeing on the aims and policies of the charity.

People First (Self Advocacy) is a charity and a company limited by guarantee. People First is governed by Articles of Association; incorporated on 6th December 1995, Articles amended 23rd March 2020.

2.3 Day to day Management



The Director of People First, Andrew Lee, does the day-to-day work and manages the team.

Andrew makes sure the charity meets its targets. He makes sure that staff can do their jobs and carry on building their skills and working well together.

2.4 Financial Review

1 April 2024 to 31 March 2025

Total Income: £161,559

1 April 2023 to 31 March 2024

Total Income: £200,242



1 April 2024 to 31 March 2025

Total expenditure: £153,615

1 April 2023 to 31 March 2024

Total expenditure: £190,952



Reserves Policy

We must aim to have reserves to cover the organisations running costs for at least 3 months.

Our unrestricted funds at 31st March 2025 are **£3,118** (£4,049 2024).

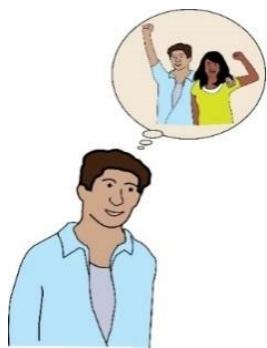
The balance on our restricted income reserves at 31st March 2025 is now **£16,425** (£7,550 2024).



We are aiming to increase our reserves through our Empower! Enterprise - Accessible Information and Communication Service and other consultancy contracts.



2.5 Public benefit Statement



The company's objectives and principal activities are to:

- Support groups and individuals with learning difficulties to speak up about what is important to them
- Raise awareness of the rights of people with learning difficulties.
- Develop the skill base of self-advocacy groups and individuals
- Make sure that the voices of people with learning difficulties are heard at local and national government policy level
- Work at a national level providing support, information, advice and training to individuals and user-led self-advocacy groups.

Part 3: Summary Accessible Accounts for the year ending 31st March 2025

Accessible Accounts report by: The Treasurer



The full independently examined accounts for **2024/2025** are shown at the end of this report.

The next few pages explain the money information in a different way to make it clearer.

What the Independent Examiner thought of the full Accounts:



Because we are a charity as well as a company, we have had our finances independently examined.

They said we kept good records and that we spent money correctly.

Where we got our money from:



Grant Money that we got from funders:
Grants from Charitable Trusts

Total Grants: £80,550 (2024: £107,000)



Access to Work: Money for workers' support

Total: 54,239 (2024: £55,615)



By **selling things**, giving training, making documents accessible



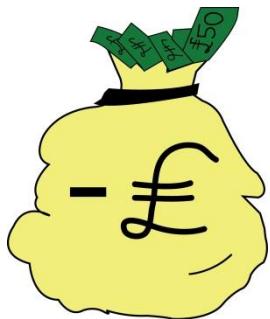
Total: £24,465 (2024: £21,790)

Bank Interest Total: £247 (2024: £96)

Donations Total: £2,058 (2024: £15,741)

Total money coming in: £161,559 (2024: £200,242).

What did we spend the money on?



Money was spent mainly on wages for staff, rent and running costs for the office, general membership and project activity.

Total money going out: £153,615

(2024: £190,952)



Did we have any money left over at

31st March 2025?

Yes, we had: £19,543 (2024: £11,599)

Responsibilities of the Management Committee



The Management Committee, who are also the Trustees, are responsible for keeping proper accounting records. These records must show clearly how we are doing with our money at any point in time.

The Management Committee have to make sure that the financial statements follow the rules of the Companies Act 2006.

The Management Committee is also responsible for looking after the assets of the charitable company, such as computers and furniture, and for taking reasonable steps to stop or prevent anyone from stealing or cheating.

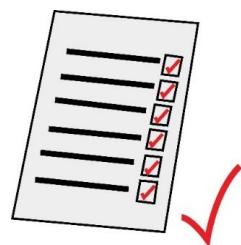
The names of the Members of the Management Committee who served during the year and up to the date of this report are set out on page 7.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable UK 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 charitable company will continue in operation.

The trustees are responsible for keeping adequate 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.



In so far as the trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.



Dick Maule FCA will continue as independent examiner

This report has been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) 2nd edition, the Charities Act 2011, and the Companies Act 2006.

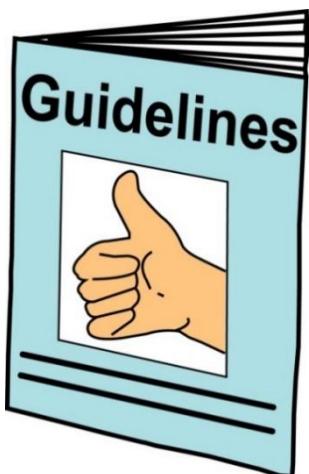
Approved by the Management Committee

Date: 28th October 2025 and signed on its behalf by:

C. P. Spooner.



Christine Spooner



The People First Management Committee submits its statutory Report and Accounts for the year ended **31 March 2025**.

The Trustee's Report and Financial Statements have been prepared in accordance with the Companies Act 2006, the Charities Act 2016 and comply with UK Generally Accepted Accounting Practice (GAAP). They also comply with the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) in accordance with the Financial Reporting Standard, also known as the Charities (FRS 102) SORP.

Public benefit statement

In reviewing our aims, objectives and activities, the Trustees have taken into account the Charity Commission's general guidance on public benefit. The Trustees ensure that the activities undertaken are always in line with the charitable aims and objectives as set out in People First's governing document. This annual report does not include exemptions from disclosure.

Part 4: Independent Examiner's Report

Respective responsibilities of trustees and examiner

Report to the trustees of People First (Self Advocacy) Ltd

On accounts for the year ended 31st March 2025 as set out on pages 35 to 46.

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

The charity's trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 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 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:

A handwritten signature in black ink, appearing to read 'Dick Maule FCA'.

1 - 12 - 25

Dick Maule
Fellow

Chartered Institute of Accountants England & Wales
The Cross House, South Woodchester, GL5 5EL

Part 5: Financial Statements for the year ending 31st March 2025



People First
a voice for people with learning difficulties



People First (Self Advocacy) 336 Brixton Road, London SW9 7AA, England
Email: info@peoplefirstltd.com Website: www.peoplefirstltd.com
Tel: 020 7274 5484 Twitter: @PFselfadvocacy

People First (Self Advocacy)
(Limited by Guarantee)

Statement of Financial Activities
(including Income and Expenditure Account)
For the year ended 31st March 2025

Income from	Notes	2025			2024		
		Unrestricted funds	Restricted funds	£	Unrestricted funds	Restricted funds	£
Donations and legacies	3	2,058	-	2,058	15,741	-	15,741
Charitable activities	3	33,315	125,939	159,254	38,640	145,765	184,405
Investment income	3	247	-	247	96	-	96
Total income		35,620	125,939	161,559	54,477	145,765	200,242
Expenditure:	4						
Raising funds		4,903	-	4,903	7,293	-	7,293
Charitable activities		31,648	117,064	148,712	45,444	138,215	183,659
Total expenditure		36,551	117,064	153,615	52,737	138,215	190,952
Net income		(931)	8,875	7,944	1,740	7,550	9,290
Net income and net movement in funds for the year		(931)	8,875	7,944	1,740	7,550	9,290
Reconciliation of funds							
Total funds brought forward		4,049	7,550	11,599	2,309	-	2,309
Total funds carried forward		£ 3,118	£ 16,425	£ 19,543	£ 4,049	£ 7,550	£ 11,599

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

The statement of financial activities complies with the requirements for an income and expenditure account under the Companies Act 2006.

The notes on pages 38 to 46 form part of these accounts.

**People First (Self Advocacy)
(Limited by Guarantee)**

Balance Sheet

As at 31st March 2025

	Note	2025 £	2024 £
Fixed assets	10	-	-
Current assets			
Stock	7	-	75
Debtors	8	20,752	18,639
Cash at bank and in hand		24,319	6,554
		45,071	25,268
Liabilities:			
Creditors: Amount falling due within one year	9	25,528	13,669
		19,543	11,599
Total assets less current liabilities		19,543	11,599
The funds of the charity:	11		
Restricted income funds	12	16,425	7,550
Unrestricted income funds	12		
General reserve		3,118	4,049
		19,543	11,599

The charity is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31st March 2025. No member of the charity has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The trustees acknowledge their responsibilities for ensuring that the charitable company keeps accounting records which comply with sections 386 and 387 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The notes on pages 38 to 46 form part of these accounts.

The accounts were approved by the Board on 28th October 2025

C.P.Spooner.

Trustee

Charity Registration No. 1057354
Company Registration No. 03134827

Christine Spooner

Name

People First (Self Advocacy) (Limited by Guarantee)

Notes to the financial statements for the year ended 31st March 2025

1 Statutory information

People First (Self Advocacy) is a charitable company, limited by guarantee, registered in England and Wales number 03134827, charity number 1057354. The charitable company's registered office address is 336 Brixton Road, London, SW9 7AA. The registered office is the principle place of business. The accounts are prepared in sterling, which is the functional currency.

2 Accounting policies

2.1 Basis of preparation

The financial statements 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), (Charities SORP FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

2.2 Public benefit entity

The charitable company meets the definition of a public benefit entity under FRS102.

2.3 Going concern

The trustees consider that there are no material doubts about the charity's ability to continue as a going concern. Funding confirmed for the next 12 to 18 months is sufficient to enable the charity to continue operating.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

2.4 Income

Donations and grants receivable are included when receivable, unless conditions are attached which specify their application to later periods. Such income would then be carried forward as income received in advance (deferred income). Government grants likewise receivable are included when receivable, unless conditions are attached which specify their application to later periods. Donated goods and services are included at the value to the charity where this can be quantified.

2.5 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.

2.6 Fund accounting

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

People First (Self Advocacy) (Limited by Guarantee)

Notes to the financial statements for the year ended 31st March 2025: *continued*

2.7 Expenditure and basis of apportioning costs

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis with the irrecoverable element of VAT included with the item to which it relates and has been classified under headings that aggregate all costs related to the category. Expenditure is classified under the following activity headings:

Raising funds: Costs of raising funds relate to the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose, including trading.

Charitable activities: Expenditure on charitable activities includes conducting research, publishing analyses and recommendations, convening meetings and conferences, offering consultancy and expert advice and other activities undertaken to further the purposes of the charity and their associated support costs. Resources expended are allocated to directly to the activity to which the cost relates. Salaries are allocated according to time spent, other shared costs are apportioned on an equal basis with central overhead costs apportioned on the basis of total expenditure on each activity.

2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments.

The trustees seek to use short term deposits to maximise the return on monies held at the bank and to manage cash flow.

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS102 to all of its financial instruments. The Charity only has financial assets and liabilities of a kind that qualify as basic financial subsequently measured at their settlement value.

2.9 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.10 Creditors and provisions

Creditors and provisions are recognised where the charitable company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2.11 Fixed assets

Fixed assets are accounted for over their expected useful life. Items of equipment are capitalised when their purchase price exceeds £500.

Depreciation is provided on the following basis: Equipment: 25% on straight line basis

Previous accounts erroneously stated depreciation was provided on reducing line basis.

2.12 Fundraising

People First (Self Advocacy) doesn't use 3rd party fundraising organisations. Funds are raised through individual donations, grants from Trusts, Foundations and Government grants and contracts.

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2025: continued

2.13 Pensions

The charitable company operates an Auto Enrolment defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they are incurred.

2.14 Services provided by volunteers

The value of services provided by volunteers has not been included in these accounts.

3	Income from donations and legacies	Unrestricted	Restricted	Total 2025	Unrestricted	Restricted	Total 2024
		£	£	£	£	£	£
	Gifts	2,058	-	2,058	15,741	-	15,741
	Total income from donations and legacies	2,058	-	2,058	15,741	-	15,741
	Income from charitable activities	Unrestricted	Restricted	Total 2025	Unrestricted	Restricted	Total 2024
		£	£	£	£	£	£
	Grants & contracts						
	Access to Work	-	54,239	54,239	-	55,615	55,615
	Equally Ours	-	12,500	12,500	-	20,000	20,000
	The London Community Foundation	-	-	-	-	14,900	14,900
	Trust for London	-	59,200	59,200	-	38,500	38,500
	LHEP NHSE London	-	-	-	-	5,000	5,000
	Eleanor Rathbone Charitable Trust	-	-	-	-	3,000	3,000
	Kathleen Beryl Sleigh Charitable Trust	-	-	-	5,000	-	5,000
	Steven Block Image of Disability Charitable Trust	-	-	-	2,000	-	2,000
	Birmingham University	-	-	-	1,200	-	1,200
	National Federation of the Disabled	-	-	-	-	8,750	8,750
	BILD	8,850	-	8,850	5,900	-	5,900
	Other grants	-	-	-	2,750	-	2,750
	Total grants	8,850	125,939	134,789	16,850	145,765	162,615
		Unrestricted	Restricted	Total 2025	Unrestricted	Restricted	Total 2024
		£	£	£	£	£	£
	Consultancy, sales & services						
	Consultancy	8,315	-	8,315	8,485	-	8,485
	Easy Read	13,750	-	13,750	12,985	-	12,985
	Picture Bank	2,400	-	2,400	320	-	320
	Total consultancy, sales & services	24,465	-	24,465	21,790	-	21,790
	Total income from charitable activities	33,315	125,939	159,254	38,640	145,765	184,405
	Investment income	Unrestricted	Restricted	Total 2025	Unrestricted	Restricted	Total 2024
		£	£	£	£	£	£
	Interest income	247	-	247	96	-	96
	Total investment income	247	-	247	96	-	96

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2025: continued

4 Analysis of expenditure

	Cost of raising funds	Charitable activities	Support & Governance costs	2025 Total	2024 Total
	£	£	£	£	£
Staff costs	4,633	83,387	4,633	92,652	110,715
Consultants & consultant support	-	36,396	-	36,396	55,395
Easy Read	-	9,342	-	9,342	7,438
Accounting	-	-	1,046	1,046	1,341
Fundraising	-	-	-	-	1,400
Rent & rates/registered office	-	-	60	60	4,904
Computer Costs	-	3,394	-	3,394	2,781
Travel and Accommodation	-	444	-	444	104
Office & related costs	-	1,515	-	1,515	1,744
Telephone	-	499	-	499	596
Website	-	1,097	-	1,097	1,172
Room hire & meeting costs	-	3,199	-	3,199	886
Insurances	-	-	391	391	330
Legal and professional fees	-	1,225	-	1,225	75
Management Committee Expenses	-	-	846	846	518
Independent Examination	-	-	775	775	775
Bank charges	-	-	200	200	265
Storage			534	534	-
Away Day	-	-	-	-	513
Total	4,633	140,498	8,485	153,615	190,952
Support & governance costs	271	8,214	(8,485)	-	
Total expenditure 2024	4,903	148,712	-	153,615	190,952
		Unrestricted	Restricted	Total	
Of the total expenditure:	2025	36,551	117,064	153,615	
	2024	52,737	138,215	190,952	

Analysis of expenditure - prior year comparative

	Cost of raising funds	Charitable activities	Support & Governance costs	2024 Total
	£	£	£	£
Staff costs	5,536	99,644	5,536	110,715
Consultants & consultant support	-	55,395	-	55,395
Easy Read	-	7,438	-	7,438
Fundraising	1,400	-	-	1,400
Rent & rates	-	4,904	-	4,904
Computer Costs	-	2,781	-	2,781
Travel and Accommodation	-	104	-	104
Office & related costs	-	1,744	-	1,744
Telephone	-	596	-	596
Website	-	1,172	-	1,172
Room hire	-	886	-	886
Insurances	-	-	330	330
Legal and professional fees	-	-	75	75
Management Committee Expenses	-	-	518	518
Independent Examination	-	-	775	775
Bank charges	-	-	265	265
Away Day	-	-	513	513
Total	6,936	174,664	9,353	190,952
Governance costs	357	8,996	(9,353)	-
Total expenditure 2024	7,293	183,659	-	190,952

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2025: continued

5 Net income for the year

The net income for the year is stated after charging:	2025 £	2024 £
Independent Examination	775	775

6 Staff & trustee costs

Staff costs during the year were:	2025 £	2024 £
Salaries and wages	89,283	97,600
Social Security costs	1,045	1,785
Employer's contribution to defined contribution pension schemes	2,324	10,594
Redundancy costs	736	
	92,652	110,715

Number of staff

The average monthly number of staff during the year was 5 (2024: 6.3)

There are no employees whose annual remuneration was £60,000 or more.

The key management personnel of the charitable company included the Trustees and Director plus support, which this year was provided by freelance staff. Total benefits paid to key management personnel including NIC and pension were £36,229 (2024: £81,512).

Trustee expenses during the year were:	2025 £	2024 £
Trustee travel expenses	567	518

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2025: continued

	2025	2024
	£	£
7 Stock		
Publications, cassettes and T-shirts	-	75
8 Debtors	2025	2024
Due within one year:	£	£
Accrued income	2,178	1,039
Sundry debtors	18,574	17,600
	20,752	18,639
9 Creditors		
Amounts falling due within one year:		
	2025	2024
	£	£
Trade creditors	1,761	809
Social Security and other taxes	1,382	3,176
Pension	710	7,087
Deferred income	20,500	380
Accruals	1,175	2,217
	25,528	13,669
10 Tangible fixed assets		Equipment
Cost		£
At 1 April 2024		77,987
Additions		-
At 31 March 2025		77,987
Accumulated Depreciation		
At 1 April 2024		77,987
Charge for the year		-
At 31 March 2025		77,987
Net book value		
At 31 March 2025		-
At 31 March 2024		-

People First (Self Advocacy)
(Limited by Guarantee)

Notes to the financial statements for the year ended 31st March 2025: continued

11 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
<i>Fund Balances at 31 March 2025 are represented by:</i>			
Tangible Fixed Assets	-	-	-
Current Assets	28,646	16,425	45,071
Creditors: Amounts falling due within one year	(25,528)	-	(25,528)
Total net assets	3,118	16,425	19,543

Analysis of net assets between funds - prior year comparative

	Unrestricted Funds £	Restricted Funds £	Total Funds £
<i>Fund Balances at 31 March 2024 are represented by:</i>			
Tangible Fixed Assets	-	-	-
Current Assets	17,718	7,550	25,268
Creditors: Amounts falling due within one year	(13,669)	-	(13,669)
Total net assets	4,049	7,550	11,599

12 Funds - current year

The income funds of the charity include restricted and unrestricted funds comprising the following unexpended balances of donations and grants held on trust:

	At 1 Apr 2024 £	Incoming £	Outgoing £	At 31 Mar 2025 £
Restricted Funds				
EDP	3,750	12,500	(16,250)	-
Disability Justice Fund	3,000	59,200	(45,775)	16,425
Women's Group	800	-	(800)	-
Access to Work	-	54,239	(54,239)	-
Total Restricted Funds	7,550	125,939	(117,064)	16,425
Unrestricted funds:				
General funds	4,049	35,620	(36,551)	3,118
Total funds	11,599	161,559	(153,615)	19,543

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2025: continued

Funds - prior year

The income funds of the charity include restricted and unrestricted funds comprising the following unexpended balances of donations and grants held on trust:

	At	Incoming	Outgoing	At
	1 Apr 2023	£	£	31 Mar 2024
Restricted Funds				
EDP	-	20,000	(16,250)	3,750
Advocacy Plus	-	14,900	(14,900)	-
Disability Justice Fund	-	38,500	(35,500)	3,000
LHEP NHSE London	-	5,000	(5,000)	-
Women's Group	-	3,000	(2,200)	800
Nepal	-	8,750	(8,750)	-
Access to Work	-	55,615	(55,615)	-
 <i>Total Restricted Funds</i>	 -	 145,765	 (138,215)	 7,550
Unrestricted funds:				
 General funds	 2,309	 54,477	 (52,737)	 4,049
 Total funds	 2,309	 200,242	 (190,952)	 11,599

Restricted Funds - description

Access to Work

Funding provided by the Government to support additional needs within the workplace.

EDP

Funding to follow on from previous funding to improve and market the Empower Enterprise to build sustainability and self funding. The Empower Enterprise is our user-led accessible information service. It is the overall service that we offer to organisations to support them to produce accessible information. This is so they can meet the access needs of people with learning difficulties, disabilities and autistic people.

Advocacy Plus

A peer advocacy service where people with learning difficulties support each other to reach goals, break down barriers and reduce isolation.

Disability Justice Fund

Funding from Trust for London to support user led self advocacy groups and groups in the London Campaign Network.

LHEP NHSE London

Funding for the Health Check Matters Forum Theatre work.

Women's Group

Funding from Eleanor Rathbone Trust to support women specific self advocacy groups.

Nepal - Consultancy

The project covered three years involving Disability International Nepal and CBM Global. The overall aim was to help self-advocates in Nepal to set up an Easy Read service in Katmandu.

**People First (Self Advocacy)
(Limited by Guarantee)**

Notes to the financial statements for the year ended 31st March 2025: continued

13 Taxation

The charitable company is registered as a charity and all of its income falls within the exemptions under Part 11 of the Corporation Tax Act 2010.

14 Related parties

There are no donations from related parties, none which are outside the normal course of business and no restricted donations from related parties.

15 Pension and other post-retirement benefit commitments

	2025	2024
	£	£
Contributions payable by the company for the year	2,323	10,594

At 31 March 2025 £710 was outstanding, paid in April 2024 (2024: £7,442)

During 2023/24 an error on the Auto Enrolment Pension scheme was corrected, with contributions being made by the charitable company to compensate the affected employees and correct the scheme.

16 Contingent assets or liabilities

There are no contingent assets or liabilities at March 2025 (2024:Nil) and no capital commitments.

17 Professional indemnity insurance

The charitable company has insurance to protect it from loss arising from the neglect or defaults of its Trustee, employees and agents and to indemnify the Trustees or other officers against the consequences of any neglect or default on their part. The total insurance premium incurred by the charitable company during the year totalled £391 (2024: £330).

18 Liability of members

People First (Self Advocacy) is a company limited by guarantee and has no share capital. In the event of the company being wound up, the liability of the members is limited to £1 each.

19 Ultimate controlling party

The charitable company was under the control of the trustees during the period under review. There is no single ultimate controlling party.