

People

First

a voice for people with learning difficulties

People First (Self-Advocacy)








A charity and a company limited by guarantee

Annual Report and Financial Statements

**For the Year
Ended
31 March 2016**



Charity number 1057354
Company number 03134827

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**The Management Committee presents its report
and audited financial statements for the year
ended 31 March 2016**

Letter from the chair

Dear Members,

This year has been a very busy year for People First in many ways and I would like to give just a few highlights of the year and what has been achieved and what future plans have come out of this:



We successfully launched our Cuts Impact Action Now research together with People's Choice at Barnet Centre for Independent Living. This research has shown the unfair impact that cuts and changes to services and benefits are having on people with learning difficulties. We made good links with Barnet Council and other local self-advocacy groups that are interested in carrying out their own research.



We have worked hard this year on the new website and updating our membership database in order to have better links with members and to make channels stronger for getting the voices of people with learning difficulties heard.



The organisation won funding from the John Ellerman Foundation and the Esmee Fairbairn Foundation which will support the core work of the organisation. We were also given a big amount on money from one of our members who sadly passed away.



Finally, we would like to offer our support to people with learning difficulties who are struggling to get through and to self-advocacy groups that are going through a difficult time. Together we are stronger and we look forward to working with you next year.



Best wishes,
Kate Brackley
Chair

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



Management Committee Members

Michael Brookstein: Treasurer

Christine Spooner: Campaigns Officer

Derek Stevens: Co-Membership Secretary

Kate Brackley: Chair

Ruth Caroline Carter: Co-Membership Secretary



Management Team

Andrew Lee, Director of Policy and Campaigns

Brian Stocker, Director of Staff, Finance and Marketing



Independent Examiner

Dick Maule, Bristol Community Accountants
12 Picton Street, Bristol BS6 5QA



Bankers

Barclays Bank PLC
Bedford Square Business Centre PO Box 314,
6 Bedford Square, London WC18 3TD



Part 2. Report of the Management Committee

2.1 Fundraising

Due to the general downturn in the economy raising funds has been very difficult. However, this year we secured 3 year funding from the John Ellerman Foundation as well as two years funding from the Esmee Fairbairn Foundation.



As ever a big part of our future fundraising plan is marketing our new Easy Read One-Stop-Shop. This will have a big impact on core funding. It has not moved forward as quickly as we hoped due to other work pressures. Unfortunately, as the new picture bank was not completed during 2015/16 this lead to a delay in the launch of the Easy Read One Stop Shop Service. However, on a positive note we have received pre-orders of the picture bank totally £8,300.

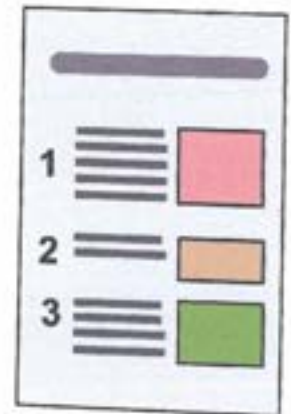


As well as this, we were informed that we would receive a donation of approximately £240,000 from Simon Raynor who had named People First (Self Advocacy) in his will. This money gives the organisation very healthy reserves for the future.



2.2 The Company Rules We Have to Follow

The organisation is a charitable company limited by guarantee, started on 6th December 1985 and registered as a charity on 6th August 1996. The company has a set of rules called the Memorandum of Association, which says what we are set up to do and the Articles of Association which is a set of rules which says how we can go about doing it. If the company has to close down members are required to contribute an amount not exceeding £1.

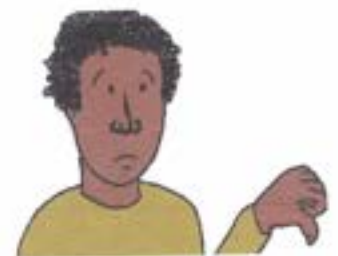


2.3 Membership

In 2015/16 we saw the continuation of local groups folding as more advocacy services are being taken over by non-user led organisations. Also many groups are folding because their funding is being cut by local authorities. Many local self-advocacy groups rely on support from their Local authority.



This means that groups fold and are therefore are not able to engage with wider policy issues as they affect equality and human rights for people with learning difficulties.



Our plans over the next year are to increase membership and support groups that have closed to fundraise and reopen.



At the moment we have:
60 Group Members
103 Individual Members

Note: Self advocacy groups may vary in size from 18 members to 250 members.

2.5 Risk Management

The Management Committee has spent time looking at what things can go wrong. We regularly look at systems and procedures to reduce the risks the charity faces.



Risks to funding have been an ongoing problem. However, with the development of the Easy Read One Stop Shop and the donation from Simon Raynor we now have a very secure financial situation.



How the office works and the rules we have for checking things, such as paying bills, also reduces the chance of things going wrong.

Procedures are also in place to make sure we have good health and safety for staff, volunteers and visitors. We look at the way we do things every so often to make sure that we are still doing them right and that they continue to meet our needs.



2.6 Organisational Structure

People First has a Management Committee of up to 12 members who meet a minimum of six times per year and are responsible for the direction and policy of the charity as agreed by the members.



2.7 Day to day Management

There are now two Directors of People First: The Director of Policy and Campaigns and the Director Staff, Finance and Marketing. They both share the role of Director. The Directors of People First are given the authority to carry out the day to day work. They make sure the charity meets its targets and that staff are able to perform their work and continue to develop their skills and work well together.



2.8 Reserves Policy

The reserves policy is still as it was last year. We want to have a reserve, which is enough to cover the organisations running costs for 3 months. In 2015/16 we had to use all our reserves, partly to develop our Easy Read Service and partly to survive the economic climate which saw Local authority funding cuts and low interest rates reducing funding available from Charitable Trusts.

Our unrestricted funds as at 31st March 2015 were £9,083 The balance on our unrestricted reserves as at 31st March 2016 is now Nil. However due to our Legacy income in 2016 we are now in a position to comply with our reserves policy.

2.10 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.



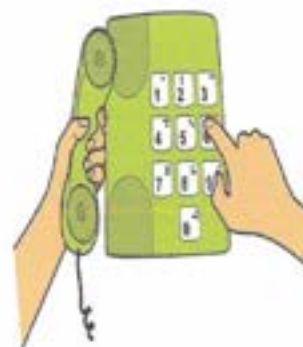
Part 3. Main things we did in 2015/16 and future plans

3.1 Main things we did

People First had a very busy year with policy work and the launch of our new website. We also launched the Cuts Impact Action Now Report in Barnet. The research shows the impact the cuts and changes to benefits and services have had on people with learning difficulties. We are now working with Barnet Council on the recommendations made in the report.



The number of difficult issues that take longer to deal with through our Advocacy, Signposting and Advice telephone services is still going up. We have been supporting people with issues around local advocacy and support, work and voluntary roles, housing, hate crime, support with benefits and supporting people to access their rights.



We also received core funding from the John Ellerman Foundation and the Esmee Fairbairn Foundation. This will support the organisation until the Easy Read One Stop Shop can cover more of the organisations core funds.



3.1.1 The Cuts Impact Action Now Project (CIAN)

The Cuts Impact Action Now project aims to collect evidence on the impact of local and national cuts on local people with learning difficulties. In September 2013 we started working on this project with People's Choice at Barnet Centre for Independent Living.



In 2014/15 we completed this ground breaking research project. In 2015/16 we launched the report at a local event in Barnet. Someone from Barnet Council came and answered questions from the audience and gave an official response to the report, its findings and the recommendations made.



This led to a meeting with Barnet Council to discuss how People First, People's Choice and the Council can work together to make sure that the recommendations made in the report were put into place to improve the lives and experience of people with learning difficulties in Barnet. We then had a meeting with the council to look at the areas that need to be reviewed by the council.



We plan to work nationally with local groups and support them to carry out their own research. Barnet Council will support us and the local groups to link into their local authorities first, so that it can be a collaborative piece of work, whereby the local authority and the local self-advocacy group work together from the start.



We have also already been in touch with 20 groups about carrying out their own research using this model. Many of the groups are interested in being part of the project.



3.1.2 Accessible Information and our Easy Read Services

Training: This is now a long term part of our Easy Read One Stop Shop. We want to make sure that organisations have a more 'do it yourself' way of thinking about giving information in Easy Read. We have been doing more in-house training than training at our office.



Easy Read Translation Service: We still offer translation of documents into Easy Read as part of our Easy Read One Stop Shop. Organisations use this service when they do not have time to do it themselves or when the document is too difficult to translate.



This service has been used by organisations such as: Social Care Institute of Excellence, NHS Trusts, the Office for Disability Issues, Equality and Human Rights Commission and a number of third sector organisations. Some of these organisations have attended our training and asked us to check documents they have produced for accessibility.



This year we have had more new and repeat customers including Department of Health and the Mayor's Office for Policing and Crime.



Picture Bank: This was almost finished within the financial year. We aim for the Easy Read Service to increase over the next year, so that eventually it will cover most of our core costs. This is a very important way of making sure that People First has strong finances for the future.



We are very excited about the final product and it will be a key part of our Easy Read One Stop Shop. It will support us to give professionals all of the tools that they need to make information accessible to people with learning difficulties.



3.1.3 Advocacy, Signposting and Advice telephone service

We now give support to over 500 people each year. We have used the data collected to produce further factsheets on getting Access to Work support and going through local authority assessments.



As well as supporting callers with their issues, the information given by callers has supported us in policy work in areas such as Access to Work, the House of Lords Equality Act 2010 Consultation and evidence session, feeding into Fulfilling Potential meetings with the Department for Work and Pensions, as well as a range of other consultations that the organisation has responded to.



We also carried out an evaluation of this service (31 users, 2016). We found that 100% of those spoken to felt they were listened to and taken seriously. 81% said they now better understand their rights, 90% feel better about the future and 97% feel more relaxed.



People were asked to describe how they felt after receiving support, one person's response was typical: "I feel like I've got my life back".



As a result of the success of this project, we have made a joint bid to the Big Lottery Fund with the Social Care Institute for Excellence (SCIE) and Lambeth People First, to run a four year face to face pilot version of this service for people with learning difficulties in Lambeth.



Supporting Each Other Equals Power! (SEOEP!) will empower 300 people with learning difficulties in Lambeth to work together to tackle their problems, provide each other with peer support and break down barriers that stop them participating equally in society.



The project will be designed, managed and delivered by people with learning difficulties, with SCIE's co-production team facilitating and evaluating the project, and sharing learning nationally.



3.1.4 Policy and Campaigning in 2015/16

The membership database has now been updated, with a focus on self-advocacy group members. There are still a number of self-advocacy groups that we cannot get in touch with and therefore will have to assume that they have closed down.



The new membership pack has now been produced and launched. Five self-advocacy groups have requested the membership pack and we are waiting for these to be sent back so that they can be sent and approved to the Management Committee.



This has been a very long process, mainly because small local self-advocacy groups tend to meet only once per month and therefore contacting them is difficult. During the next quarter we will be confirming the results of our findings around the number and reasons for self-advocacy groups closing.



As planned, we reviewed our member consultation, decided on the organisations campaign priorities and wrote a campaign plan. The three campaign areas are:



a. Wider use of Easy Read: this is being done through our Easy Read shop.



b. Better funding for local self-advocacy groups: this is being done through the Cuts Impact Action Now project, in showing the need for local self-advocacy groups, as well as including local self-advocacy groups in the roll out of our Easy Read One Stop Shop Hub in local authorities.



- c. Better local advocacy and support for people with learning difficulties: this is again being done through the Cut Impact Action Now project, as lack of independent advocacy/support was a key finding in our research.



This is also being done through consultation responses and is being raised at the many meetings that the Director of Policy and Campaigns attends. There is more detail about this below.



As well as this our website was completed and launched in November 2015. It has received very positive feedback in terms of accessibility and has proven to be a useful tool in getting the voices of people with learning difficulties heard and ensuring people with learning difficulties are kept informed. We are now at the point of launching the organisation through Twitter and Facebook.



This has also been a successful year in terms of being a channel for people with learning difficulties and making sure that they get their voices heard, below are some examples of the endless work that has been done that combines consultation responses, meetings, forums and demonstrations:



Some area of policy that have been worked on this year:

Making sure Access to Work support is meeting the needs of people with learning difficulties: Through speaking to member groups that employ people with learning difficulties, we have become aware of a change in the Department for Work and Pensions Access to Work fund and the way that decisions to support people with learning difficulties were being made.



Many people were losing support or having their full time support reduced to 20%. We collected case studies working together with the Stop Changes to Access to Work campaigning group, they demonstrated a lack of understanding by Access to Work of the support needs of people with learning difficulties in work.



Our Director of Policy and Campaigns attends the Office for Disability Fulfilling Potential Forum meetings and had the opportunity to speak to the new Minister for Disabled People about this issue. Based on this conversation about People First's concerns our Director gained a meeting with the Minister in January 2016 to specifically deal with this issue.



People First met with the Minister and held a very successful meeting. The Minister then set up a meeting between People First and the Department for Work and Pensions Staff member responsible for Access to Work and the production of guidelines for staff. We are currently working together to make sure that Access to Work does not exclude people with learning difficulties.



Through this meeting we also secured a meeting with the Department for Work and Pensions and the Department of Health to talk about our Easy Read One Stop Shop and how we can support the Government to meet the access needs of people with learning difficulties.



We now have a direct link with the new Minister for Disabled People who is taking this issue seriously as a result of information given by People First. It is the first step to ensuring that staff at Access to Work understand and meet the access needs of people with learning difficulties, and a positive step towards equal access to employment.



UN inquiry considers alleged UK disability rights violations: The Reclaiming Our Futures Alliance wrote a UN submission about the unfair impact of welfare reform on Disabled People. People First input into this submission. Through working with the Alliance, and Disabled People Against Cuts (DPAC) the information sent, triggered a confidential inquiry into grave and systematic violations of disabled people's rights as a result of welfare reform carried out by the UK Government.



Our Director of Policy and Campaigns also gave information to the Committee in a confidential verbal evidence session. This work shows how working together with grass roots Disabled Peoples Organisations increases the impact and influence that user led organisations can have.



Lords Select Committee Equality Act Consultation: A House of Lords Committee was set up especially to look at the Equality Act 2010 and its impact on Disabled people since the transition from the Disability Discrimination Act. People First used our Cuts Impact Action Now research report case studies to input into this consultation.



Our Director of Policy and Campaigns was then invited to an oral evidence session whereby he was asked more in depth questions about information that was given in the consultation. The Committee listened to the voice of disabled people on this issue and for most it was the first time that they had heard a person with learning difficulties speak in a professional capacity.



The Director of Policy and Campaigns now has a direct link to the Lords on the Committee in ensuring that the Equality Act ensures that rights of people with learning difficulties. This work shows that through using direct evidence from people with learning difficulties, People First can reach decision makers, allowing local people with learning difficulties a national voice.



General Political Debate

Our Director of Policy and Campaigns has attended a range of policy meetings and he is key to getting the user led voice of people with learning difficulties heard. He attends All Party Parliamentary Group meetings at parliament on a range of issues. One of the last meetings was about the government strategy 'Transforming Care' and the Green Paper consultation 'No voice unheard, no right ignored'.



Transforming Care is a strategy directly aimed at ensuring people with learning difficulties that have been sent far away from home to hospitals and units can stay in the community. This strategy is directly aimed at people with learning difficulties yet our Director and a member of People First made up 50% of the people with learning difficulties at this meeting.



Our policy work around Transforming Care is one of the ways that we are campaigning for better local advocacy and support services. Other All Party Parliamentary Group on Disability meetings have been about Welfare Reform and the Work Bill, and building the right support in the community.



He also attends the Fulfilling Potential Meeting, which gives our organisation a direct link to government ministers. Some of the areas that have been looked at in these meetings include; barriers that disabled peoples organisations face when services are tendered, welfare reform, the extra costs of disability, the built environment, health and social care working together and digital inclusion for disabled people.



The Director of Policy and Campaigns and the People First team have also been working closely with Healthwatch England. We are looking to work jointly on offering learning difficulty awareness training. We are also working with Healthwatch on our Easy Read One Stop Shop.



As well as this People First has been working with the Care Quality Commission around people with learning difficulties in care, what they think about services, how inspections should be carried out and helping inspectors to know what to look for. We also supported the Commission in making research around diabetes and the way that it was carried out, accessible to people with learning difficulties.



Build strong partnerships with Disabled People's Organisations and other organisations:

We have been working with a range of local member groups and Disabled People's Organisations in our Policy work including Inclusion London, Allfie, the Laughing Boy Bill Team, Reclaiming Our Futures Alliance, Disabled People Against Cuts, Lambeth People First, Barnet People's Choice and the Wish: Women's Mental Health Network. We are working hard to build strong links with Disabled People's Organisations (DPO's) and local self-advocacy groups.



Local and national organisations working together are so important at the moment and this can be seen when looking at the government strategy Transforming Care. Joint local and national work is needed to make sure that people with learning difficulties that are staying in hospitals or assessment units for a long period of time, can live in the community, with the right local care and support.



As an organisation and through ROFA People First worked closely with the Laughing Boy Bill Team (the team that initiated a change in the law, made up of the family of a young man who died in an assessment unit, DPO's and a legal team) and input into the Government consultation about this strategy called 'No Voice Unheard, No Right Ignored.



Transforming Care is a national strategy, yet many of the changes to community advocacy and support that are needed, are decided and paid for at a local level. In the Government Response to the consultation the Government made clear that the right local advocacy and support is needed, yet they inserted a clause saying that this can only happen if there is enough money.



As one of our member's key priorities is better funded local advocacy and support, we are working with local groups on this strategy in order to ensure that there is pressure at a local level and collective national pressure to ensure that this strategy is carried out and sufficient funding is allocated to local advocacy and support for people with learning difficulties to live in the community.



We have also maintained work with larger government and third sector organisations which have already been highlighted above including: the Department for Work and Pensions, the Department of Health, the Office for Disability Issues, the Social Care Institute for Excellence, the Care Quality Commission, as well as Healthwatch England.



3.2 Future Plans

Over the next year we will work on the national roll out of the Cuts Impact Action Now Project. We will also be working with local self-advocacy groups supporting them to carry out their own evidence collection of the impact of the cuts in their local area.



We will be building strong links with local self-advocacy groups through working together and supporting each other's work and campaigns. We will again be having a big push on getting more members, this is so that we can all work together to make change happen for people with learning difficulties.



We will be working on our Easy Read One Stop Shop marketing plan. Making sure that Easy Read is used by more organisations, giving people with learning difficulties better access to information, opportunities, choice and control.



We will continue to work on our joint Big Lottery Fund application with the Social Care Institute for Excellence. We hope to successfully test run the Advocacy, Signposting and Advice telephone service face to face.



We will also work to make sure that we are a channel for the voice of people with learning difficulties to reach government and decision makers.



Part 4. Summary Accessible Accounts for the year 2015/16

**Accessible Accounts report by:
The Treasurer**

**The full independently examined
accounts for 2015/16 are shown
at the end of this report. They are
not very easy to understand so I
have made an easy read version.**

**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 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:

John Ellerman
Esmee Fairbairn
Persula Foundation



Total Grants – £30,000



**Access to Work: Money
for workers' support**

Total - £54,250



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

Total - £6,690



Donations

Total - Nil



**Total money coming in:
£90,949**

What did we spend the money on?

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



Did we have any money left over at 31st March 2016?

No we did not. We had spent more money than we had.



At the end of the year we owed **£4,068**

Part 5. Statement of Financial Activities

Responsibilities of the Management Committee

The Management Committee, who are also known as the Trustees, are responsible for keeping proper accounting records which show clearly, at any time how we are doing with our money and 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 pages 3 and 4.



The next part is a statement of the Trustees responsibilities for the purposes of Company Law and is declaring that that we have met these responsibilities.



Trustees' responsibilities statement - Charitable Company

The trustees (who are also directors of People First Self Advocacy for the purposes of company law) are responsible for preparing the Trustees' 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 give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year.



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 from Community Accountants will continue as independent examiner

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities 2015 (FRS 102) issued on the 16th July 2014, as updated by update bulletin 1 issued on 2nd February 2016 and in accordance with the **special provision of the Companies Act 2006** relating to small entities.



Approved by the Management Committee on

11th December 2016

and signed on its behalf by: *DEARIL STEVENS*

Independent Examiner's Report to the Trustees of PEOPLE FIRST [SELF ADVOCACY]

I report on the accounts of the company for the year ended 31st March 2016 which are set out on pages 40 to 46

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. 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 2011 Act;

follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Dick Maule FCA

3 Penlee View Terrace, Penzance, TR18 4HZ

Also at: 10-12 Picton St, Bristol BS6 5QA

Date

25/11/17
Dick Maule³⁹ fca

People First (Self Advocacy)

**Statement of Financial Activities [including Income and Expenditure Account]
for the year ended 31st. March 2016**

	Notes	Unrestricted Fund		Restricted Funds		2015
		2016	2016	2016	2015	
		£	£	£	£	
Income from	[1]					
Consultancy, sales and services		6,690	-	6,690		15,350
Donations		-	-	-		10,100
Interest receivable		9	-	9		8
Charitable activities						
Grants and contracts		30,000	-	30,000		19,105
Access to Work		54,250	-	54,250		74,635
Total		<u>90,949</u>	<u>-</u>	<u>90,949</u>		<u>119,198</u>
Expenditure on:						
Charitable activities		<u>104,100</u>	<u>4,160</u>	<u>108,260</u>		<u>130,456</u>
Total	[9]	<u>104,100</u>	<u>4,160</u>	<u>108,260</u>		<u>130,456</u>
Net income / [expenditure]		(13,151)	(4,160)	(17,311)		(11,258)
Reconciliation of funds						
Total funds brought forward		<u>9,083</u>	<u>4,160</u>	<u>13,243</u>		<u>24,500</u>
Total funds at 31st. March 2016		<u>(4,068)</u>	<u>-</u>	<u>(4,068)</u>		<u>13,243</u>

People First (Self Advocacy)

Balance Sheet as at 31st. March 2016

	Notes	2016		2015
		£	£	£
Tangible assets	(2)		-	<u>651</u>
Current assets				
Stock	(4)		75	75
Debtors and prepayments	(5)		26,897	30,510
Cash at bank and in hand			<u>(12,492)</u>	<u>(2,698)</u>
			14,480	27,887
Current liabilities				
Creditors: amounts falling due	(6)		<u>(18,548)</u>	<u>(15,296)</u>
Net current assets			<u>(4,068)</u>	<u>12,592</u>
Net assets			<u>(4,068)</u>	<u>13,243</u>
Unrestricted funds				
General reserves			(4,068)	9,083
Restricted funds			<u>-</u>	<u>4,160</u>
Total funds		-8	<u>(4,068)</u>	<u>13,243</u>

For the year ended 31st March 2016

The company was entitled to the exemption from audit under section 477(2) of the Companies Act 2006

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

The directors acknowledge their responsibility for complying with the requirements of the act with respect to accounting records and for the preparation of the accounts.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

On behalf of the Trustees

DELEK STEVENS

C. P. Spooner

dated:-

19th Dec 2016

Notes to the accounts for the year ended 31st. March 2016

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year except for SORP compliance changes.

(a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. 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) issued on 16 July 2014, as updated by Update Bulletin 1 issued on 2 February 2016, the Charities Act 2011 and the Companies Act 2006.

The financial statements have been prepared under the historical cost convention. Although there is a deficit overall on reserves a considerable legacy was received in 2016 and it is considered appropriate to prepare accounts on the going concern basis.

(b) Fund accounting

- [i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- [ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- [iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

- [i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- [ii] Donated services and facilities are included at the value to the charity where this can be quantified.
- [iii] The value of services provided by volunteers has not been included in these accounts.
- [iv] Investment income is included when receivable.
- [v] Income from charitable trading activity are accounted for when earned.
- [vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

- [i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.
- [ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2016

(1) Principal Accounting Policies

(iii) All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

(e) Fixed assets

Fixed assets are depreciated over their expected useful lives on the following bases:

equipment: 25% per annum on the reducing balance basis.

Items of equipment are capitalised when the purchase price exceeds £500.

(2) Tangible Assets

	Equipment £		
Cost:			
Balance brought forward	77,987		
Additions in the year	-		
	<u>77,987</u>		
Depreciation:			
Balance brought forward	77,336		
depreciation charge for the year	651		
	<u>77,987</u>		
Net book value 31st. March 2016	-		
Net book value 31st. March 2015	652		
		2016	2015
	£	£	

(3) Stock

Publications, cassettes and T-shirts	<u>75</u>	<u>75</u>
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(4) Debtors

Deposit for rent	1,350	1,350
Sundry debtors	20,833	29,160
	<u>22,183</u>	<u>30,510</u>

(5) Creditors: amounts falling due within 12 months

Sundry creditors and accruals	<u>18,548</u>	<u>15,296</u>
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People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2016

(6) Capital commitments and contingent liabilities

There are no capital commitments at 31st March 2016.

(7) Movements in funds

	Balance 1st. April 2015 £	Income £	Expenditure £	Balance 31st. March 2016 £
Unrestricted funds				
General Fund	<u>9,082</u>	<u>90,949</u>	<u>(104,100)</u>	<u>(4,068)</u>
Restricted funds				
Awards for All	<u>4,160</u>	<u>-</u>	<u>(4,160)</u>	<u>-</u>

(7) Movements in funds : prior year

	Balance 1st. April 2014 £	Incoming Resources £	Outgoing Resources £	Balance 31st. March 2015 £
Unrestricted funds				
General Fund	<u>19,500</u>	<u>105,092</u>	<u>(115,510)</u>	<u>9,082</u>
Restricted funds				
Trust for London	<u>5,000</u>	<u>5,000</u>	<u>(10,000)</u>	<u>-</u>
Awards for All	<u>-</u>	<u>9,106</u>	<u>(4,946)</u>	<u>4,160</u>
	<u>5,000</u>	<u>14,106</u>	<u>(14,946)</u>	<u>4,160</u>

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2016

(8) Expenditure

	Charitable Activities	Total
	2016	2015
	£	£
Staff costs	86,086	89,125
Travel, subsistence and hospitality	1,578	832
Rent, rates and premises	5,131	6,035
Auditor's fees	775	775
Bank charges	776	128
Depreciation	651	169
Non capitalised equipment	-	195
Legal and professional	373	7,310
Consultancy and supporting staff	481	20,815
Print, post and stationery	5,318	478
Picture Bank Development	534	-
Equipment rental and repairs	3,076	5,816
Room hire	42	-
Insurance	490	538
Moving costs	-	515
IT support	2,301	-
Training and project development	-	210
Committee expenses	632	1,672
	<u>108,260</u>	<u>132,470</u>

(9) Employee information

	2016	2015
Number of employees	7	7

The average weekly number of employees during the year were calculated on the basis of average monthly head count.

No employee received emoluments of more than £60,000.

	£	£
Salaries and wages	80,867	83,839
Social security costs	2,288	2,540
Pension costs	7,933	3,046
	<u>86,086</u>	<u>89,425</u>

(10) Trustees information

	£	£
Trustees remuneration and expenses	<u>632</u>	<u>1,672</u>

The trustees received no remuneration in the year.

The expenses refer to the cost of attending trustees meetings.

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2016

(11) Analysis of prior year funds

People First (Self Advocacy)

Statement of Financial Activities [Including Income and Expenditure Account]
for the year ended 31st. March 2015

	Unrestricted Fund	Restricted Funds	2015	2015	2014
	£	£	£	£	£
Incoming resources					
Incoming resources from generated funds					
Voluntary income					
Membership	-	-	-	-	25
Consultancy, sales and services	15,350	-	15,350	-	15,114
Miscellaneous income	-	-	-	-	703
Donations	10,100	-	10,100	-	145
Investment income and interest receivable	8	-	8	-	14
Incoming resources from charitable activities					
Grants and contracts	4,999	14,106	19,105	-	54,325
Access to Work	74,635	-	74,635	-	76,404
Total Incoming Resources	<u>105,092</u>	<u>14,106</u>	<u>119,198</u>	<u>-</u>	<u>146,729</u>
Resources expended					
Charitable activities	108,063	14,946	123,009	-	159,003
Governance costs	1,447	-	1,447	-	6,663
Total Resources Expended	<u>115,510</u>	<u>14,946</u>	<u>130,456</u>	<u>-</u>	<u>165,666</u>
Net incoming resources	(10,418)	(840)	(11,258)	-	(18,937)
Reconciliation of funds					
Total funds brought forward	19,500	5,000	24,500	-	43,437
Total funds at 31st. March 2015	<u>9,082</u>	<u>4,160</u>	<u>13,242</u>	<u>-</u>	<u>24,500</u>