

# People First

a voice for people with learning difficulties

## People First (Self-Advocacy)





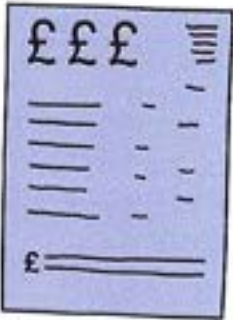
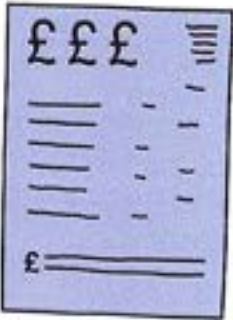
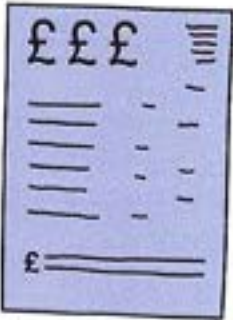
A charity and a company limited by guarantee

### Annual Report and Financial Statements

For the Year  
Ended  
31 March 2018



Charity number 1057354  
Company number 03134827

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The Management Committee presents its report  
and independently examined financial statements  
for the year ended 31 March 2018

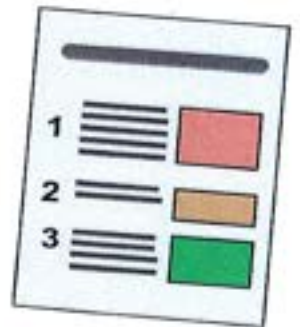
## Letter from the chair

Dear Members,

This year has been a very good year for People First after a number of difficult years and I would like to give just a few highlights of the year:

We are really proud of the self-advocacy groups that we are working with on the Cuts Impact Action Now Project. They are doing some great work and the research they are doing is going to give MPs and decision makers a lot to think about. Our work on the Easy Read Hubs with member groups is also very exciting and is one step closer to equal access to information for people with learning difficulties.

We will carry on building links and campaigning with local member self-advocacy groups. As well as this we will be supporting new groups to start up using the training we are developing with the new Portsmouth group called Stepping Stones to Positivity.



The donation we received last year from Simon Raynor, a People First member who sadly passed away has made our work with member groups possible and has kept People First (Self Advocacy) in a very strong place.



Finally, we would like to offer our support to people with learning difficulties who are facing cuts, changes and difficult times. Together we will work to make sure choice, independence and control become a reality.



Best wishes,  
Christine Spooner  
**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

**Derek Stevens:** Campaigns Officer

**Kate Brackley:** Membership Secretary

**Christine Spooner:** Chair

**Marie Emma Claire:** Vice Chair

**Ruth Caroline Carter:** Company Secretary

**Bella Edwards:** Management Committee Member

**John Elliffe:** Management Committee Member



## Management Team

Andrew Lee, Director



## Independent Examiner

Dick Maule, Bristol Community  
Accountants  
3 Penlee View Terrace, Penzance,  
TR18 4HZ



## 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

This year we continued to get funds from the John Ellerman Foundation and the Esmée Fairbairn Foundation for core work. We are also in the first year of Big Lottery funding (getting approximately £180,000 over 4 years) for the Supporting Each Other Equals Power Project (SEOEP) in partnership with Lambeth People First and the Social Care Institute for Excellence.



Another important part of our fundraising plan is marketing our new Easy Read One-Stop-Shop. Easy Read income is gradually increasing over the years and this will continue with the launch of the local Easy Read Hubs.

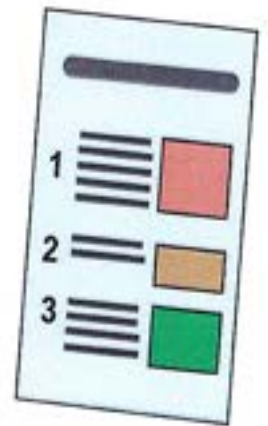


As well as this during the last financial year we got a big donation from Simon Raynor, a People First member that unfortunately passed away. His donation has supported the organisation to fund work with local groups as well as this it has put the organisation in a good financial place.



## 2.2 The Company Rules We Have to Follow

The organisation is a charitable company limited by guarantee, started on 6<sup>th</sup> December 1985 and registered as a charity on 6<sup>th</sup> 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 2017/18 the number of groups stayed the same for the first time in many years. This is after years of local groups folding after losing local authority funding or being taken over by non-user led organisations.



Our plans over the next year are to increase self-advocacy group membership through supporting groups that have folded to reopen or to set up new groups in areas where there are not groups.





At the moment we have:

**56 Group Members**  
**75 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

The Director of People First is 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 do their jobs and continue to develop their skills and work well together.



## 2.8 Reserves Policy

We must make sure we have reserves to cover the organisations running costs for at least 6 months. As a result of a large donation from Simon Raynor we now have large reserves. In section 3 there is information about how we plan to spend some of this money; however we plan to keep the majority of the donation as reserves.



Our unrestricted funds as at 31st March 2017 were £182,538. The balance on our unrestricted reserves as at 31<sup>st</sup> March 2018 is now £145,109.



## 2.9 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 2017/18 and future plans

## 3.1 Main things we did

### 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.



At the end of 2016/17 we started work with 5 local member self-advocacy groups. We are working with the groups so that they can carry out their own local research into the impact that cuts and changes are having on people in their local areas.



Groups working on this project have written local reports about the changes happening and have started their research through planning interviews and focus groups. Groups are working really hard to carry out this research and People First is supporting them when needed. We are really enjoying working with these really strong member organisations.



### 3.1.2 Accessible Information and our Easy Read Services

The Easy One Stop Shop is made up of Easy Read training, a translation service, a picture bank and general support for organisations wanting to make their service and information more accessible for people with learning difficulties.



We know that most of the information that people get and need in Easy Read comes from their local area and their local organisations. This means that to get more people putting information into Easy Read, it needs to be done more at a local level.



This is why we are working with local groups to set up local Easy Read Hubs run and led by these groups. The first step this year has been looking at the many different standards that groups work to. Each group offers different services and works to different standards, so the way we work with each group is very different.



This has opened up the conversation around deciding on Easy Read standards that we can all agree on. For this reason, we are setting up a Steering Group to make these decisions.



Nationally, we were invited to join the Accessible Formats Task Force at the Department for Work and Pensions. We carried out training for them and we are now talking with other areas within the Department for Work and Pensions to look at the information that they should be producing in Easy Read.



This is a great achievement in terms of pushing for more use of Easy Read, it will also give us more power when working with local authorities.



### 3.1.3 Advocacy, Signposting and Advice telephone service and Supporting Each Other Equals Power!

We now give support to over 500 people each year. We use the experiences of callers to feed into policy and campaigning work.



We did an evaluation in 2015/16 and found that people were very happy with the service however they would like a face to face version of this service. For this reason, we applied for funding from the Big Lottery Fund together with the Social Care Institute for Excellence and Lambeth People First to pilot a face to face version of this peer support service in Lambeth called Supporting Each Other Equals Power!



At the end of this year we started the Supporting Each Other Equality Power Project. This project means that we can test run a face to face peer support project that looks at each person as a whole rather than seeing each crisis or problem separately.



With this project we hope to support each person to move in the direction that they want to in the way that they want to.





This is a 4-year project to test run this type of service. Once it has been tried and tested we will be able to work with the Social Care Institute for Excellence's and their national links with local authorities and commissioners, to push for this peer support model being used nationally.



### 3.1.4 Policy and Campaigning in 2017/18

Since our AGM Event last year called, Speak Up, Get Strong, Be Heard! we have had very strong links with member self-advocacy groups. This has had a very good influence on our campaigning work as we have been working together on consultations and campaigns, giving people with learning difficulties a stronger voice.



Over the last 5 years we have seen a lot of organisations closing, with around 40% of local self-advocacy organisations closing. During this year we have maintained our number of self-advocacy group members for the first time in a long time. Our individual members have decreased slightly.



We have made sure that we get important information out to our members, which is now much easier with an updated membership database. We send out important information about national changes that are happening, consultations and information about events taking place.



**We have supported members to speak up on a number of issues this year and below is more information about the Directors policy work:**

The Director has supported members to speak through consultations, meetings and attending events. Below is some of the work carried out:



- We were supported by member groups to write a response to the Work and Pensions Select Committee Inquiry into assistive technology for Deaf and Disabled people in work



- We supported the campaigns for Independent Living, including campaigning at the Royal Courts of Justice for an Independent Living Care Act court hearing



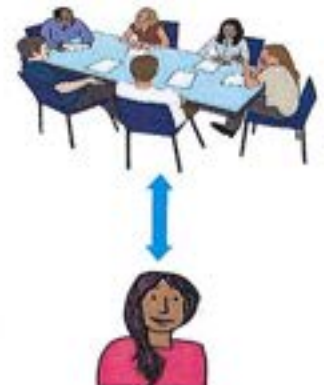
- We worked with a number of members, the NHS and Disabled people on mental health law and the Transforming Care strategy which is looking to make sure people with learning difficulties are not locked up in hospitals and units far away from their communities.



- Policy work on the Governments Social Care work stream: working with other Deaf and Disabled People's Organisations to demonstrate the need for real consultation with Disabled people and our organisations on changes to social care.



The Director also keeps strong links with Disabled People's Organisations (DPO's), larger third sector organisations and government departments. The Director works with organisations on specific issues and attends events and meetings that are important to our members.



As well as this he regularly goes to two meetings to raise issues face by members:

**1. The Independent Living Strategy Group:** this group is made up of Deaf and Disabled people from a range of organisations. It is brought together by Baroness Jane Campbell. It is an excellent place for dealing with issues and for finding out about important changes that will affect Deaf and Disabled people with learning difficulties. This is a great channel for getting people's voices heard and accessing parliament.



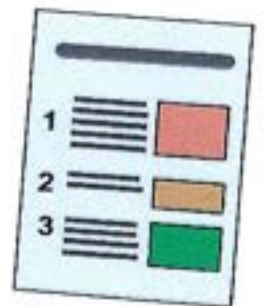
**2. The Alternative Formats Task Force:** the Director has used this to further raise the profile of Easy Read and the access needs of people with learning difficulties, including the barriers faced through the use of online services and communication. As a result of our work in this area the Task Force has decided to write internal Easy Read standards for the DWP of which People First will have direct input, this is a great success.



We have been working with partner organisations through the Independent Living Strategy Group on including the Right to Independent Living in UK Law, this covers all of the key areas that affect the lives of people with learning difficulties and more specifically the care and support we need to do this. This area is very important to our members.



As well as this we have been working with the Reclaiming Our Futures Alliance and the Equality and Human Rights Commission which aims to ensure that the recommendations made by the UN Committee Inquiry are acknowledged and put into place by the Government.



In this work we aim to make sure that the voice of people with learning difficulties is heard and that the care and support that they get in every aspect of their life improves drastically.



**Other work looking to raise the profile of self-advocacy groups and show how important they are:**

We also continue to work with Portsmouth council, supporting them to set up a new self-advocacy group. They have an office, they have members and they are now ready to start work. We are fundraising to continue supporting them.



We also plan to fundraise in order to use this training to support groups that are struggling as well as self-advocates and other local authorities that want to set up similar groups in areas where people with learning difficulties do not have access to a self-advocacy group.



So far, we have spoken to three current member groups and people in Birmingham, Bristol and Ealing about setting up groups.



### 3.2 The Simon Raynor Legacy

We received a big donation from Simon Raynor when he passed away. This money has changed a lot of things in the organisation and means that we are in a much better place now. We plan to keep most of the money as reserves.



However, we plan to continue using this money to pay 10 local self-advocacy groups to support us on the Cuts Impact Action Now project and the Easy Read Hub Project.



### 3.3 Future Plans

Over the next year we will work with groups on carrying out their Cuts Impact Action Now research and writing reports and recommendations which we will then use to campaign at both a local and national level.



We will also work with the Easy Read Hub Steering group to define Easy Read standards that we can all work to. We will support groups to move forward with developing their local Easy Read Hubs to promote the wider use of Easy Read.



We will keep on building strong links with local self-advocacy groups through working together and supporting each other's work and campaigns. We will be focusing on the many changes to mental health law that are coming up.



We will also continue work the joint Big Lottery Funded project Supporting Each Other Equals Power! We are already seeing great results for people using the service and we will continue to work hard on this project to test run a face to face version of the Advocacy, Signposting and Advice telephone service.



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. Especially the quietest voices such as those locked up in units and hospitals around the UK.



We will work hard to show the value of self-advocacy groups and using the work being done with the new group in Portsmouth, we will use this to support people with learning difficulties to set up other groups.





## **Part 4. Summary Accessible Accounts for the year 2017/18**

**Accessible Accounts report by:  
The Treasurer**



**The full independently examined accounts for 2017/18 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.**

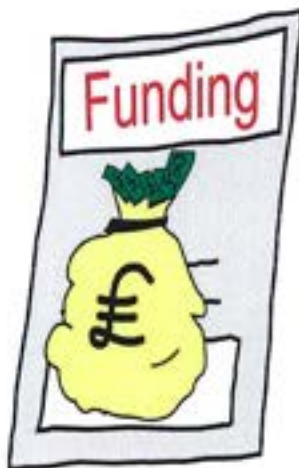


## What the Independent Examiner Thought of the full Accounts!

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  
Esmée Fairbairn  
Big Lottery Fund



**Total Grants – £59,500**



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

**Total - £74,050**



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

**Total - £16,000**



**Donations**

**Total - £13,300**



**Total money coming in:  
£162,854**



## What did we spend the money on?

Money was spent mainly on wages for staff, rent and running costs for the office and funding local self-advocacy group projects.

**Total money going out:  
£200,250**



**Did we have any money left over at 31<sup>st</sup> March 2018?**

**Yes, we had:  
£145,100**

# 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 16<sup>th</sup> July 2014, as updated by update bulletin 1 issued on 2<sup>nd</sup> February 2016 and in accordance with the **special provision of the Companies Act 2006** relating to small entities.



Approved by the Management Committee on  
..19<sup>th</sup> October 2018

and signed on its behalf by:

I. F. Edwards

Bella Edwards



**Independent Examiner's Report to the Trustees of People First (Self Advocacy)**

I report on the accounts of the company for the year ended 31<sup>st</sup> March 2018 which are set out on pages 34 to 40.

**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 Charities have 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

*Dick Maule FCA*

Date 20-10-18

**People First (Self Advocacy)**

**Statement of Financial Activities [including Income and Expenditure Account]  
for the year ended 31st. March 2018**

	Notes	Unrestricted Fund 2018 £	Restricted Funds 2018 £	2018 £	2017 £
<b>Income from</b>	[1]				
Consultancy, sales and services		15.302	-	15.302	2.780
Donations and legacies		13.346	-	13.346	240.000
Interest receivable		588	-	588	50
<b>Charitable activities</b>					
Grants and contracts		59.521	-	59.521	55.000
Access to Work		74.098	-	74.098	60.838
<b>Total</b>		<u>162.854</u>	<u>-</u>	<u>162.854</u>	<u>358.667</u>
<b>Expenditure on:</b>					
Charitable activities		<u>200.283</u>	<u>-</u>	<u>200.283</u>	<u>172.061</u>
<b>Total</b>	[9]	<u>200.283</u>	<u>-</u>	<u>200.283</u>	<u>172.061</u>
<b>Net income / [expenditure]</b>		(37.429)	-	(37.429)	186.606
Reconciliation of funds					
Total funds brought forward		<u>182.538</u>	<u>-</u>	<u>182.538</u>	<u>(4.068)</u>
<b>Total funds at 31st. March 2018</b>		<u><u>145.109</u></u>	<u><u>-</u></u>	<u><u>145.109</u></u>	<u><u>182.538</u></u>

Balance Sheet as at 31st. March 2018

	Notes	2018		2017	
		£	£	£	£
<b>Tangible assets</b>	(2)		-		-
<b>Current assets</b>					
Stock	(4)		75		75
Debtors and prepayments	(5)		30.368		21.329
Cash at bank and in hand			<u>128.388</u>		<u>165.767</u>
			158.832		187.170
<b>Current liabilities</b>					
Creditors: amounts falling due	(6)		<u>(13.723)</u>		<u>(4.632)</u>
<b>Net current assets</b>			<u>145.109</u>		<u>182.538</u>
<b>Net assets</b>			<u>145.109</u>		<u>182.538</u>
<b>Unrestricted funds</b>					
General reserves			145.109		182.538
<b>Restricted funds</b>			-		-
<b>Total funds</b>	(8)		<u>145.109</u>		<u>182.538</u>

For the year ended 31st March 2018

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

*C. P. Spooner*  
 .....  
 Christine Spooner  
 .....

dated:- 19<sup>th</sup> October 2018

Michael Brookstein 35  
 M. Brookstein

## People First (Self Advocacy)

### Notes to the accounts for the year ended 31st. March 2018

#### (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.

##### (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 2018**

**(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			
Additions in the year	77.987		
	<u>-</u>		
	77.987		
Depreciation:			
Balance brought forward	77.987		
depreciation charge for the year	<u>-</u>		
	77.987		
Net book value 31st. March 2018	<u>-</u>		
Net book value 31st. March 2017	<u>-</u>		
		2018	2017
	£		£
<b>(3) Stock</b>			
Publications, cassettes and T-shirts		<u>75</u>	<u>75</u>
<b>(4) Debtors</b>			
Deposit for rent	1.350		1.350
Sundry debtors	<u>29.018</u>		<u>19.979</u>
	<u>30.368</u>		<u>21.329</u>
<b>(5) Creditors: amounts falling due within 12 months</b>			
Sundry creditors and accruals		<u>13.723</u>	<u>4.632</u>

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2018

(6) Capital commitments and contingent liabilities

There are no capital commitments at 31st March 2018.

(7) Movements in funds

	Balance 1st. April	2017 Income	Expenditure	Balance 31st. March 2018
	£	£	£	£
Unrestricted funds				
General Fund	<u>182.538</u>	<u>162.854</u>	<u>(200.283)</u>	<u>145.109</u>

(7) Movements in funds : prior year

	Balance 1st. April	2015 Income	Expenditure	Balance 31st. March 2017
	£	£	£	£
Unrestricted funds				
General Fund	<u>(4.068)</u>	<u>358.667</u>	<u>(172.061)</u>	<u>182.538</u>

**People First (Self Advocacy)**

Notes to the accounts for the year ended 31st. March 2018

**(8) Expenditure**

	Charitable	
	Activities	Total
	2018	2017
	£	£
Staff costs	111.251	42.630
Travel, subsistence and hospitality	1.666	913
Rent, rates and premises	4.953	4.933
Independent examiner's fees	775	775
Bank charges	213	282
Depreciation	-	-
Non capitalised equipment	6.833	303
Legal and professional	1.003	16.440
Consultancy and supporting staff	64.744	80.790
Print, post and stationery	1.506	502
Picture Bank Development	3.156	405
Telephone	326	307
Equipment rental and repairs	-	1.989
A.G.M.	-	8.180
Expected donations written off	-	10.000
Insurance	464	557
Books and subscriptions	50	125
IT support	1.608	176
Training and project development	66	2.470
Recruitment and advertising	79	-
Committee expenses	1.591	283
	<u>200.283</u>	<u>172.061</u>

**(9) Employee information**

	2018	2017
Number of employees	4	2

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	100.327	39.931
Social security costs	8.172	-
Pension costs	2.751	2.699
	<u>111.251</u>	<u>42.630</u>

**(10) Trustees information**

	£	£
Trustees remuneration and expenses	1.591	283

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 2018

(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 2017

	Unrestricted Fund	Restricted Funds		
	2017	2017	2017	2016
	£	£	£	£
<b>Income from</b>				
Consultancy, sales and services	2.780	-	2.780	6.690
Donations	240.000	-	240.000	-
Interest receivable	50	-	50	9
<b>Charitable activities</b>				
Grants and contracts	55.000	-	55.000	30.000
Access to Work	60.838	-	60.838	54.250
<b>Total</b>	<u>358.667</u>	<u>-</u>	<u>358.667</u>	<u>90.949</u>
<b>Expenditure on:</b>				
Charitable activities	<u>172.061</u>	<u>-</u>	<u>172.061</u>	<u>108.260</u>
<b>Total</b>	<u>172.061</u>	<u>-</u>	<u>172.061</u>	<u>108.260</u>
<b>Net income / [expenditure]</b>	186.606	-	186.606	(17.311)
Reconciliation of funds				
Total funds brought forward	<u>(4.068)</u>	<u>-</u>	<u>(4.068)</u>	<u>13.243</u>
<b>Total funds at 31st. March 2017</b>	<u><u>182.538</u></u>	<u><u>-</u></u>	<u><u>182.538</u></u>	<u><u>(4.068)</u></u>



needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the financial statements.

**Grants and donations**

14 All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

Yours faithfully

*C.P. Spooner*  
.....  
Signed on behalf of the board of directors/trustees      *Christine Spooner*  
People First (Self Advocacy)

Date: *19<sup>th</sup> October 2018*