

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 2019



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 2019**

Letter from the chair

Dear members,

The situation for people with learning difficulties has been getting worse. Our policy work is about stopping this and trying to make things better. So, we have been working even harder to get our voices included and heard.



Some things that we used to take for granted are no longer the case. We used to trust that the Government and organisations understood that:



- The voice of user-led organisations is very important
- We should all work to the Social Model of Disability



- People that are affected by a change to the law must be **consulted** in a way that is accessible to them



Consult or consultation: this is when a person or an organisation asks people what they think about an idea, plan, document, decision or change.

However, a lot of the work we have been doing shows that this is no longer happening, and we have to fight harder to get the voice of people with learning difficulties heard in politics.



This is not OK, and we will work very hard to support user led organisations to speak up and have access to politics and important decisions that affect our lives.



Even though there have been many barriers, it has been a great time to work together on campaigns with members, member groups and partner organisations. We are really grateful for all of the support and hard work.



Together we are stronger!
Nothing about us without us!

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

The year has been a very good year for the organisation in terms of developing internal policies and systems as well as moving forward with campaigning and project work. As a user led organisation run and controlled by people with learning difficulties, our internal policies and systems, as well as our support structure are very important. They are important to the way that the organisation works and to making sure that we can have as much impact as possible.



We have spent a big part of the legacy from Simon Raynor on rebuilding the organisation. Last year we invested in the equipment and IT systems and this year we have focused on rebuilding core roles and staff in the organisation. After many years of having to make cuts to staff and salaries, the organisation needed **investment**.



Investment: this means spending money to help the organisation get stronger for the future.

We used this money to recruit support staff with the right skills and expertise to support People First staff. We also brought staff salaries back up in line with national salary scales.



Finally we worked on the organisations structure, policies and internal systems. We are now in a very good position internally and are focusing on our Fundraising Strategy. After this big investment and now that we are in a good core position, some staff levels are now going back down to make sure that we are not overspending.



2.1 Fundraising

Core Funding

This year we continued to get funds from the Esmée Fairbairn Foundation for core work. We are currently using our Charitable Trust Fundraising Strategy to increase core funds for the organisation and to make sure we are able to continue growing as an organisation in our core policy and campaigns work.



Supporting Each Other Equals Power

We are also in the second year of Big Lottery funding (getting approximately £180,000 over 4 years) for the Supporting Each Other Equals Power Project. This work is in partnership with Lambeth People First and the Social Care Institute for Excellence (SCIE). This project has been more successful that we could have imagined, which brings its own challenges.



This **holistic** service has been **oversubscribed** from the very beginning as it is exactly the kind of service that we know people with learning difficulties need to take forward and deal with issues in any area of their lives.



Holistic: this means that the service looks at a person as whole and does not try to break up a person's life into different areas.

Oversubscribed: this means that more people want to use the service than we are able to work with.

As a result of **austerity** and cuts to benefits, services and support, this project has more people who need it than we are able to work with.



Austerity: this means that the government decides to spend less money on public services and support.

Not only are there a lot of people that need to use the service, but each case is a lot more difficult to deal with as when it comes to signposting people to other services, we find that other services are either not available or are running at full capacity.



This means that the project staff end up doing a lot more straight advocacy than was ever planned. For this reason we are now seeking more project funding to make sure that this project is well funded. We also want to make sure that the core costs of a service this size are also fully funded.



Easy Read Service

Another important part of our fundraising plan is the business model for our Easy Read

One-Stop-Shop. We aimed to support local groups to use this **income generation model** to meet the local need for Easy Read as well as using this service to get funds for their organisations as well as for People First (Self Advocacy).



Income generation model: this means a way of making money for the organisation.

However, we had not realised how badly austerity would impact on the **capacity** organisations have to take on new work like this. It was not possible.



Capacity: this means how much work an organisation can do or take on.

Our overall aim is that more people use Easy Read and therefore more people with learning difficulties have access to accessible information.



For this reason we will be developing toolkits that anyone can use to translate information into Easy Read.



Alongside this we are also seeking funding to write and carry out an Easy Read Service business plan for the organisation to ensure we can develop the business in the current climate and ensure sustainability for People First.



Simon Raynor Legacy

During the last financial year we got a big donation from Simon Raynor, a People First member that unfortunately passed away. His donation supported the organisation to fund work with local groups.

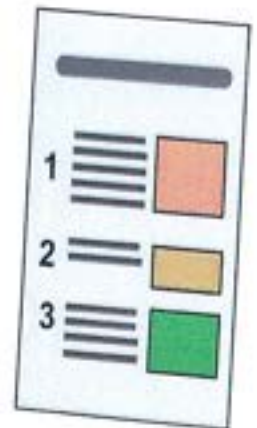


The Legacy we received from Simon Raynor during 2017/18 allowed the organisation to spend time and money on making sure that everything works well. It supported the organisation to build stronger policies and systems. It meant that we could review the structure of the organisation and make it stronger. It has put the organisation in a good place to be able to grow and become more stable.



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 2018/19 the number of groups stayed the same. 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

76 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.



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 regularly to make sure that we are still doing them right and that they continue to meet our needs.



Risks to funding have been an ongoing problem. However, with the donation from Simon Raynor we are now in a good financial place. We will now focus on the Easy Read business plan in the current climate, in order to make sure we can generate core funds for the organisation and are less dependent on Trust funding.



We had underestimated the impact that the success of a project can have on the core work of an organisation. We are now working to make sure that the core elements of project work of the organisation are well funded.



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. He makes 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 aim to have reserves to cover the organisations running costs for 6 months.

Our unrestricted funds as at 31st March 2018 were £145,100. The balance on our unrestricted reserves as at 31st March 2019 is now £60,285.

We aim to raise this level of reserves slightly through our Easy Read Service and picture bank sales. This will help us to ensure the organisations stability.



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.



3. Main things we did in 2018/19 and future plans

3.1 Main things we did

3.1.1 Cuts Impact Action Now

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 the end of 2016/17 we started work with 5 local member self-advocacy groups. This year we have been 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.



Due to cuts and the capacity of groups, only 4 groups were able to continue with the research. These groups are now coming to the end of their research and are writing their research reports. These groups are Comet Group, Worthing Speakabout, People First Dorset and Bromley Speak Up Group.



This research shows the direct impact that local and national cuts are having on people with learning difficulties. It also shows that before this research there was no information about how badly this was affecting people. Some of the main issues we have seen from interviews and focus groups are:



- There is not enough local advocacy and support in the community and people get into crisis situations without this support.
- Advocacy organisations that are flexible and understand access and support needs of people with learning difficulties are very important.



- Self-advocacy groups are finding it hard to survive and the impact this is having on local people with learning difficulties is very big.



- Many people are going through cuts and changes to benefits and support, but they do not have the support to go through the process.



- There are big barriers to accessing benefits and support. There are too many barriers for people to make the changes they need in their lives.



- People are finding it hard to speak up and challenge things and so don't have real choice and control.



3.1.2 Accessible Information and our Easy Read Services

We know that a lot of the information people use and need in Easy Read is given at a local level. This is why we worked to set up Easy Read Hubs at a local level so that local self-advocacy groups could lead on Easy Read. So that they could support local authorities and organisations to produce information in Easy Read.



However, as a result of austerity, the groups we were going to work with did not have the capacity to take on this work. Even though this work would bring in funding, with groups having less money coming in and more work to do it was not possible to take on the Easy Read Hub.



We worked with one group that successfully set up an Easy Read Hub, but did not have the capacity to do Easy Read Translation or Training. For this reason we decided we needed to look again at our Easy Read **Strategy** to increase access to accessible information. We are writing a new strategy for this work.



Strategy: this means a big picture plan.

In the meantime, one of the key issues we faced when working with different groups, was that each group uses different Easy Read standards and there is no one national standard. We decided to set up an Easy Read Strategy Group. This group has been:



- Looking at all the national standards to see what each one says and whether anything is missing
- Starting to write a new strategy for our Easy Read work and services so that we can fundraise for this work



The group has started its research into Easy Read standards. The main findings so far have been that most Easy Read standards focus on how the information is organised and formatted on the page. However, one of the big areas that is missing from all Easy Read standards, is, how do people decide what information goes into an Easy Read document and what information gets left out.



We are looking for funding for the Strategy Group, together with other self-advocacy groups to put together a toolkit. This toolkit would help people and organisations decide what information goes into an Easy Read document, to make sure documents are empowering and not just **tokenistic**.



Tokenistic: this means when something is done just to tick boxes and not to really support people to be a part of making decisions.

This toolkit can then be used together with any other national standards.



Accessible information and Easy Read are about being empowered and have choice and control, so the information that goes into a document is very important. The aim of the document should be to empower someone and not just be an accessible summary that misses out important information. Information is power!



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

We continue to offer our Advocacy, Signposting and Advice telephone service. This service supports people by telephone on any issue that they are having in any area of their lives. We support people to find the service or support that they need to take the issues they face forward.



After a service **evaluation** we found that people would like a face to face version of this service. We got funding from the Big Lottery Fund to **pilot** this service in Lambeth.



Evaluation: this is when you look at a service and see what is working and what is not working so that you can make changes.

Pilot: this is when you try something out to see how well it works.

We have now finished our first year of this project 'Supporting Each Other Equals Power'. The project is a one to one peer advocacy support service run in partnership with Lambeth People First and the Social Care Institute for Excellence (SCIE).



The first year has been very successful, we have been oversubscribed. People have been coming in with many issues and we have supported them out of crisis and supported them to move forward. This kind of holistic advocacy support has been very successful in supporting people to move forward in the way that they want to.



The success of this project means that we will be working with our partners to support local authorities and **commissioners** to pay for this kind of support in their local areas.

Commissioner: this is the person that looks at the needs of a local area and decides what services are needed. They then use local authority money to buy the services.



This kind of service in all local authorities would be one important way of supporting independent living for people with learning difficulties in their local communities. We think that a service like this should be part of any National Independent Living Service where support is given at the point of need as with the National Health Service.



3.1.4 Policy and Campaigning in 2018/19

Policy work

Things have been very difficult for Disabled people and many people with learning difficulties have faced crisis this year. This is why we have worked harder than ever to campaign together with our member self-advocacy groups. We are stronger together and the impact we have managed to have this year has proved this.



This year has been a great year for working with member self-advocacy organisations to campaign. There have been so many changes happening at the same time that, we have not been able to input into everything but have had to **prioritise** where we can have more impact.

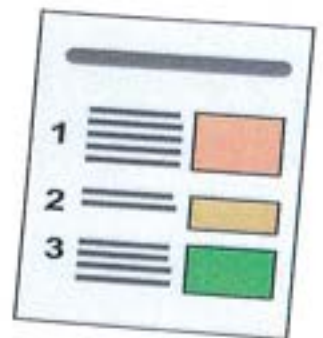


Prioritise: this means choosing what is more important.

We started work on our new campaigns and communications plans. We are excited to get started to meet our campaign aims as set my members:



1. Wider use of Easy Read
2. Better funding for self-advocacy
3. More advocacy and support in the community

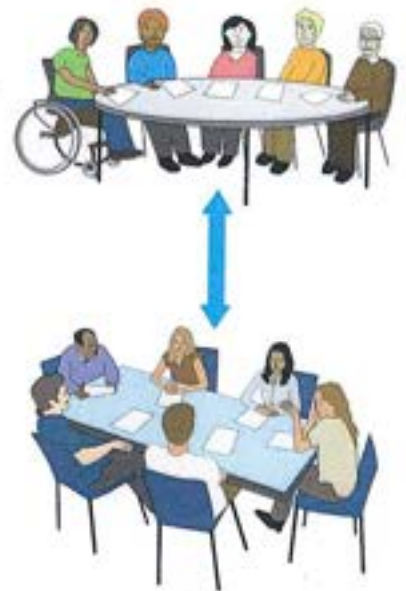


This year we have supported members to speak up on a number of issues. One of the most important areas that we campaigned on this year was about the changes that were being made to the Mental Capacity Amendment Bill.



This took work on many different levels and we worked with partner organisations and member self-advocacy groups. We ran an accessible consultation event and focus groups with Inclusion London and used information from these events to **brief** MP's. We also managed to get meetings with MP's.

Brief: this means give information on the main points of an issue.



Members and self-advocacy groups also briefed their MP's which helped **raise the profile** of the Bill. We worked with 10 member self-advocacy groups from around the country in order to get a meeting with the Bill Team. As we made so much noise, we got a meeting with the Minister of State for Care.

Raise the profile: this means make something more important so that more people hear about it.



This campaign was supported by Brighton and Hove Speakout, Speakout in Hounslow, Bromley Speaking Up Group, Harrow Mencap, RCT People First, Lewisham Speak Up, Speak Easy N.O.W, Wiltshire People 1st, North Somerset People First and Inclusion Barnet. Thanks to all of these organisations we made sure we could get the voice of people with learning difficulties heard on this issue.



All of this work meant that changes were made to the Bill. The changes made will mean that people will have the right to accessible information, the right to an advocate, that hospital and care home managers will have less power in deciding what care and support someone needs. Most importantly, this work meant that the voice of people with learning difficulties was heard on this issue.



Through this work we were able to see how inaccessible politics is for us as people with learning difficulties and self-advocacy groups. The amount of inaccessible information, as well as complicated processes that move too fast means that we get left out. There are lots of barriers!



We learnt a lot from this campaign about how much impact we can have when we are able to make the process accessible and work together with partners and member groups.



We also started to work on improving our communications directly with members and by using social media.



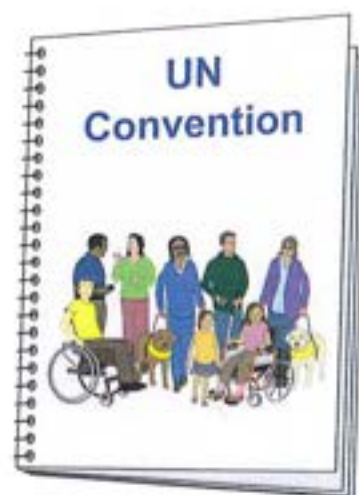
Meetings

The Director continues to keep strong links with partner organisations and government departments. The Director works with organisations on specific issues and goes to events and meetings that are important to members or where he can have impact and speak up for people with learning difficulties.



As well as one-off meetings, the Director regularly goes to the meetings below:

1. The Independent Living Strategy Group: This group is made up of Deaf and Disabled people from different organisations. It is brought together by Baroness Jane Campbell. This meeting allows us to be a part of the big picture debate on moving forward with Disabled people's rights in line with the **UN Convention on the Rights of Persons with Disabilities**.



2. The Alternative Formats Task Force: this government meeting allows People First to be a part of the government policy and practice around accessible information.



3. The Reclaiming Our Futures Alliance (ROFA): this is an **alliance** of user led disabled people's organisations. Organisations work together to campaign on issues important to us as Disabled people's organisations.



We were able to have input in to the 'Independent Living for the Future: Our vision for a national independent living support system' and we produced the easy read version.



Other work: Portsmouth self-advocacy group, 'Stepping Stones to Positivity':

We have been funded by Portsmouth Council to support a group of self-advocates in Portsmouth to set up a self-advocacy group. This group is now fully set up and running as a strong self-advocacy group.



We supported them through the process of **electing** their Management Committee and writing a **constitution**, as well as running 4 training sessions for the new Management Committee.



Electing: this means voting for or choosing the management committee.

Constitution: this is the legal document that tells people what the organisation does and how it is run.

We have supported them to write funding applications and they have started their first campaign around transport.



We know the value of user led organisations and how important self-advocacy groups are for people with learning difficulties. We are fundraising to continue supporting Stepping Stones to Positivity and to support other groups to either restart or get set up.



3.2 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. We have been able to establish ourselves in the area of policy and campaigns. This has allowed us to raise our profile as an organisation in this area and have more impact.



We have also used the money to support member self-advocacy groups to carry out research into cuts and changes in their local areas in the Cuts Impact Action Now project. We also supported one group to set up an Easy Read Hub in their local area.



We now have £60,285 remaining from the donation and we plan to keep this as reserves.



3.3 Future Plans

Over the next year we plan to:

- Complete the local research reports of the Cuts Impact Action Now project so that both People First, member groups and partner organisations can use this information in policy work.
- Work with the Easy Read Strategy Group to develop a new plan for moving forward with Easy Read and accessible information.
- Working with the Easy Read Strategy Group to get funding in order to write a toolkit that helps organisations to decide what information should go into an Easy Read document.
- We will continue to support a second successful year of the Supporting Each Other Equals Power project. Including pulling out as much learning from this pilot project as possible to improve advocacy and support services given to people with learning difficulties all over the UK.



- We want to get stronger as a channel for people with learning difficulties and self-advocacy groups to access politics and have their say! We want to break down barriers so that more people with learning difficulties can actively take part in government and local authority policy and decision making.



- We want to raise our profile using social media and strengthen links with journalists.



- We want to continue to show the importance of self-advocacy and self-advocacy groups for people with learning difficulties and why they need to be well funded.



- We will work to continue strengthening our organisation and the way that it is run and take advantage of the big skill base that we have in our Management Committee.



Part 4. Summary Accessible Accounts for the year 2018/19



Accessible Accounts report by: The Treasurer

The full independently examined accounts for 2018/19 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.

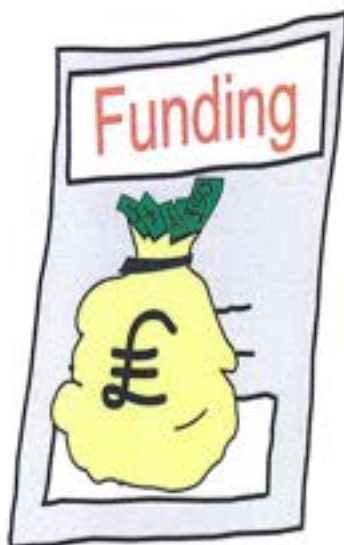


What the Independent Examiner Thought of the full Accounts!

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:

Esmée Fairbairn Foundation
Big Lottery Fund

Total Grants – £52,199



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

Total - £84,221



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

Total - £6,620



Donations and other

Total - £200



**Total money coming in:
£143,240**

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:

£228,065



Did we have any money left over at 31st March 2019?



Yes, we had:

£60,285

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
...17th... December 2019

and signed on its behalf by:

J. Elliffe
John ELLiffe

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 2019 which are set out on pages 48 to 54.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Dick Maule FCA
3 Penlee View Terrace, Penzance, TR18 4HZ

Date

21-12-19

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Dick Maule FCA

People First (Self Advocacy)

Statement of Financial Activities [including Income and Expenditure Account]
for the year ended 31st. March 2019

	Notes	Unrestricted	Restricted		
		Fund	Funds	2019	2018
		£	£	£	£
Income from	[1]				
Consultancy, sales and services		6,620	-	6,620	15,302
Donations and legacies		-	-	-	13,346
Interest receivable		200	-	200	588
Charitable activities					
Grants and contracts		52,199	-	52,199	59,521
Access to Work		84,221	-	84,221	74,098
Total		<u>143,240</u>	<u>-</u>	<u>143,240</u>	<u>162,854</u>
Expenditure on:					
Charitable activities		228,065	-	228,065	200,283
Total	[9]	<u>228,065</u>	<u>-</u>	<u>228,065</u>	<u>200,283</u>
Net income / [expenditure]		(84,824)	-	(84,824)	(37,429)
Reconciliation of funds					
Total funds brought forward		145,109	-	145,109	182,538
Total funds at 31st. March 2019		<u>60,285</u>	<u>-</u>	<u>60,285</u>	<u>145,109</u>

People First (Self Advocacy)

Company number O3134827

Balance Sheet as at 31st. March 2019

	Notes	2019		2018
		£	£	£
Tangible assets	(2)		-	-
Current assets				
Stock	(4)	75		75
Debtors and prepayments	(5)	18,828		30,368
Cash at bank and in hand		<u>45,638</u>		<u>128,388</u>
		64,541		158,832
Current liabilities				
Creditors: amounts falling due	(6)	<u>(4,256)</u>		<u>(13,723)</u>
Net current assets			<u>60,285</u>	<u>145,109</u>
Net assets			<u>60,285</u>	<u>145,109</u>
Unrestricted funds				
General reserves			60,285	145,109
Restricted funds				
Total funds	(8)		<u>60,285</u>	<u>145,109</u>

For the year ended 31st March 2019

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

J. Elliffe

John Elliffe

Derek Stevens

Derek Stevens

dated: 17/12/19

Notes to the accounts for the year ended 31st. March 2019

(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 2019

(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	77,987		
depreciation charge for the year	-		
	<u>77,987</u>		
Net book value 31st. March 2019	-		
Net book value 31st. March 2018	-		
		2019	2018
	£	£	

(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	<u>17,478</u>	<u>29,018</u>
	<u>18,828</u>	<u>30,368</u>

(5) Creditors: amounts falling due within 12 months

Sundry creditors and accruals	<u>4,256</u>	<u>13,723</u>
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People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2019

(6) Capital commitments and contingent liabilities

There are no capital commitments at 31st March 2019.

(7) Movements in funds

	Balance 1st. April	2018 Income	Expenditure	Balance 31st. March 2019
	£	£	£	£
Unrestricted funds				
General Fund	<u>145,109</u>	<u>143,240</u>	<u>(228,065)</u>	<u>60,285</u>

(7) Movements in funds : prior year

	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>

People First (Self Advocacy)

Notes to the accounts for the year ended 31st. March 2019

(8) Expenditure

	Charitable Activities	Total
	2019	2018
	£	£
Staff costs	152,788	111,251
Travel, subsistence and hospitality	2,543	1,666
Rent, rates and premises	3,970	4,953
Independent examiner's fees	775	775
Bank charges	218	213
Depreciation	-	-
Non capitalised equipment	3,473	6,833
Legal and professional	7,059	1,003
Consultancy and supporting staff	47,971	64,744
Print, post and stationery	1,200	1,506
Picture Bank Development	2,815	3,156
Telephone	396	326
Equipment rental and repairs	-	-
Insurance	473	464
Books and subscriptions	212	50
Website and IT support	3,567	1,608
Training and project development	204	66
Recruitment and advertising	-	79
Committee expenses	401	1,591
	<u>228,065</u>	<u>200,283</u>

(9) Employee information

	2019	2018
Number of employees	6	4

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	137,387	100,327
Social security costs	10,578	8,172
Pension costs	4,823	2,751
	<u>152,788</u>	<u>111,251</u>

(10) Trustees information

	£	£
Trustees remuneration and expenses	<u>401</u>	<u>1,591</u>

The trustees received no remuneration in the year.

The expenses refer to the cost of attending trustees meetings.

Notes to the accounts for the year ended 31st. March 2019

(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 2018

	Unrestricted Fund	Restricted Funds	2018	2018	2017
	£	£	£	£	£
Income from [1]					
Consultancy, sales and services	2,780	-	2,780	6,690	
Donations	240,000	-	240,000	-	
Interest receivable	50	-	50	9	
Charitable activities					
Grants and contracts	55,000	-	55,000	30,000	
Access to Work	60,838	-	60,838	54,250	
Total	<u>358,667</u>	<u>-</u>	<u>358,667</u>	<u>90,949</u>	
Expenditure on:					
Charitable activities	<u>172,061</u>	<u>-</u>	<u>172,061</u>	<u>108,260</u>	
Total [9]	<u>172,061</u>	<u>-</u>	<u>172,061</u>	<u>108,260</u>	
Net income / [expenditure]	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>	
Total funds at 31st. March 2018	<u>182,538</u>	<u>-</u>	<u>182,538</u>	<u>(4,068)</u>	