

CHARITY REGISTRATION NUMBER: 1067252

Caerphilly People First
Unaudited Financial Statements
31-Mar-22

Caerphilly People First
Financial Statements
Year Ended 31 March 2022

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Caerphilly People First

Trustees' Annual report

2021/2022

The trustees present their report of the charity for the year ending 31 March 2022.

| | |
|------------------------------------|--|
| Registered charity name | Caerphilly People First |
| Charity registration number | 1067252 |
| Principle office | Bargoed YMCA, Aeron Place, Bargoed, CF81 8JA |
| The trustees | Fflon Bethell Sian Northey Tracy Tregaskis Amanda Evans |

Aims and Objectives

Caerphilly People First aims to support all people with learning disabilities in Caerphilly County Borough through training, information, and the promotion of self-advocacy. It is a user-led organisation aiming to support its members – and others – by raising awareness of the rights of people to make their own decisions, and to determine that services for people with learning disabilities are appropriately provided.

Structure, governance and management

The charity is governed by its constitution and is a charity registered with the Charity

Election of trustees: According to the constitution of Caerphilly People First, the charity in a general meeting shall elect the officers and the other trustees in line with the terms of the constitution.

The trustees may appoint a person who is willing to act as a trustee. They may also appoint trustees to act as officers. Each of the trustees shall retire with the effect from the conclusion of the annual general meeting next after his or her term of office, but shall be eligible for re-election at that annual general meeting.

Charity Structure, Our Team

Caerphilly People First employs a Manager who works 31 hours per week, and an admin worker who works 25 hours per week. During this year, our previous Manager retired, and we went through a transition period where the new Manager took over his roles and responsibilities.

Caerphilly People First staff undergo regular supervision sessions.

Caerphilly People First

Trustees' Annual report (continued)

2021/2022

The management committee, which is made up of people with and without a learning disability, has unfortunately only held one meeting during this year. We undertook a recruitment process during the year and were able to recruit two new members to the committee, and going forward we plan to meet every quarter.

After the reduced activities of last year, during 2021-2022 Caerphilly People First are again working at full capacity. The work we do has changed a lot because of the closure in Caerphilly of a number of large day centres, as a result of which we have recruited a number of new members who no longer have the option of using day opportunities in Caerphilly.

HAVING A VOICE

Staff and members have attended the following meetings (some online)

- ☐ Caerphilly Voluntary Sector meeting
- ☐ Social Services Scrutiny Committee
- ☐ Nye's Community Champions meeting
- ☐ TRAC (Teaching Research Advisory Committee)
- ☐ SWAN (South Wales Advisors Network)
- ☐ Gwent Citizens Panel
- ☐ All Wales People First National Council meetings
- ☐ All Wales People First safeguarding meeting
- ☐ All Wales People First Human Rights Act meeting
- ☐ Lloyds Bank webinar – Helping people to access bank services
- ☐ British Institute of Human Rights Easy-Read workshop
- ☐ All Wales People First Health Equality Framework Consultation
- ☐ Welsh Ambulance Service meetings

We have attended the following events over the past year.

- ☐ All Wales People First conference 2021
- ☐ Cardiff People First period-day event
- ☐ Bargoed networking event

Members

We have still been unable to hold our regular monthly county meetings with our members (usually attended by 35+ people), but staff have kept in constant contact with members via phone calls and zoom. At our office base we are once again at full capacity in terms of volunteers – we host eight volunteers per week at our office, some for more than one day per week.

Caerphilly People First

Trustees' Annual report (continued)

2021/2022

We run a group every Tuesday called the Reconnect Focus Group. This is made up of 6-8 people with learning disabilities, and the groups meets up to learn new skills (cooking, drawing) go on walks, listen to talks, receive training (keeping safe online, Ipad training, Health Equality Framework), and catch up with friends

Achievements and performance

TRAINING

Members and staff have attended the following training courses (some online):

- ❑ 'How to be successful with fundraising' 4 week course, run by Rosie Cribb.
- ❑ 'Good governance for groups' training provided by All Wales People First
- ❑ Annual health checks training run by Conwy Connect

Caerphilly People First has, in addition to attending courses and events, facilitated our own training courses and events online. These include:

- ❑ Winter Wellbeing – 4 week course
- ❑ Ipad training for members
- ❑ Hate crime awareness training

We have also taken part in training on behalf of the University of South Wales, where members played the roles of doctors, nurses and patients in their simulation suite.

PARTNERSHIP WORK

We have met and worked with various individuals and organisations, including:

- ❑ Growing Space
- ❑ Taraggan Project (community allotments)
- ❑ Nonaff Arts, Bargoed
- ❑ Blackwood Safe Places scheme
- ❑ Caerphilly Parent Network
- ❑ Person to Person
- ❑ Insight app
- ❑ Gig Buddies
- ❑ My Mates
- ❑ Women's Equality Network

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Trustees' Annual report (continued)
2021/2022

We also met with Chris Evans MP, to discuss the proposed changes to the Human Rights Act.

We have worked with other People First groups, including Blaenau Gwent, Newport, Torfaen, Cardiff, Abergavenny and Caldicot People First groups in Wales.

We continue to have a very good relationship with Caerphilly County Borough Council and are in close contact with Directors, Managers and other people who work for the council. We are due to meet the Commissioning Service Manager for Caerphilly Social Services to discuss our core funding, which is due to come to an end in June 2023. In the future we will meet with Social Services Management on a quarterly basis,

We have continued to work closely with Bargoed YMCA, working on joint projects.

ADDITIONAL WORK AND ACTIVITIES

Caerphilly People First took part in an organisation and governance review, with the assistance of Hilary Barnard, a consultant working on behalf of the Lloyds Bank Foundation Enhance programme. As a result of the review, it was agreed that the Manager (Cyril Luke) would step down and, and a transition plan was put in place whereby Christy Taylor succeeded Cyril. She is now the Manager of Caerphilly People First.

We worked with Abigail Tweed (working as a contractor for Lloyds Bank Foundation) who supported our new Manager, Christy, through her transition period, focussing on governance, trustee recruitment, and also looking at Strengths, Weaknesses, Opportunities and Threats (SWOT).

We worked with Liz Pepler (also working for the Lloyds Bank Foundation) who helped us to develop financial skills and confidence, and took us through the gap analysis process.

With the assistance of Bijal Ruparelia, a safeguarding specialist, we put together an easy-read Safeguarding Adults at Risk Policy and Procedure.

We have continued to carry out crisis advocacy over the past year.

We held a coffee morning to raise funds for the people of Ukraine, and donated the £208.10 we raised to the British Red Cross.

INFORMATION SHARING

Caerphilly People First produces a newsletter – usually quarterly - which we send to approximately 100 people (mainly online). Caerphilly County Borough Council also kindly shares the newsletter with their contacts. We have a Facebook page which is followed by 637 people and a Twitter page which has 179 followers.

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Trustees' Annual report (continued)
2021/2022

Financial review / Projects & income

Our core funding comes from Caerphilly County Borough Council. This has been guaranteed until April 2023.

We were also funded by:

- ☐ Lloyds Bank Foundation, who provided £25,000 as part of their Covid fund, to reduce isolation and loneliness among Caerphilly People First members.
- ☐ Welsh Water, who gave us £500 to carry out activities promoting health and wellbeing to our members.
- ☐ All Wales People First, who provided £1,000 for us to run a 4-week winter wellbeing course for our members.
- ☐ All Wales People First, who gave us £1,000 to carry out Hate Crime Awareness training during Hate Crime Awareness week.

Throughout the financial year we kept and updated an income and expenditure forecast. The accounts reflect that funds are available to continue providing the charity's ongoing projects, however the dependence on continuing grant aid poses a potential risk. We are managing this risk through strengthening our financial management and developing our fundraising activities.

Reserves policy

The board of management strives to maintain reserves to ensure that the charity can continue its work. To this end it aims to hold sufficient reserves to maintain its work for six months. At the moment the charity does not hold six months of reserves money, but trustees are putting in place efforts to build enough reserves to reach this aim.

Responsibilities of trustees

The charity's trustees are responsible for preparing the trustees annual report and the financial statements in accordance with applicable laws and regulations.

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year. The trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity for that period.

Caerphilly People First
Trustees' Annual report (continued)
2021/2022

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

- ☐ Select suitable accounting policies and then apply them consistently.
- ☐ Make judgements and accounting estimates that are reasonable and prudent.
- ☐ State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- ☐ Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for:

- ☐ Keeping adequate accounting records that are sufficient to show and explain the charity's transactions, and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity Statement of Recommended Practice (FRSSE) 2015.
- ☐ Safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.
- ☐ The maintenance and integrity of the charity's information included on the charity's website.

The trustees' annual report was approved on3.10.22.....and signed on behalf of the board of trustees by:

Ffion Bethell
Trustee



Caerphilly People First

First

Year ended 31 March 2022

I report to the trustees on my examination of the financial statements of Caerphilly People First ('the charity') for the year ended 31 March 2022.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

in connection with the examination giving me cause for concern to believe that in any material respect:

Act; or

2. the financial statements do not accord with those records; or

3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of the independent examination.

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.



Mr Michael Fisher
Independent Examiner
14 Glas Fryn
Penpediarheol
HENGIED
CF82 7TN

30th September 2022

Caerphilly People First

Statement of Financial Activities

Year Ended 31 March 2022

| | | 2022 | | | 2021 |
|---|------|-------------------------|-----------------------|------------------|------------------|
| | Note | Unrestricted funds £ | Restricted funds £ | Total funds £ | Total funds £ |
| Income and endowments | | | | | |
| Charitable activities | 2 | 60,652 | 2,610 | 63,262 | 116,542 |
| Other trading activities | 3 | - | - | - | - |
| Total income | | 60,652 | 2,610 | 63,262 | 116,542 |
| Expenditure | | | | | |
| Expenditure on charitable activities | 4, 5 | 65,450 | 27,352 | 92,802 | 79,590 |
| Total expenditure | | 65,450 | 27,352 | 92,802 | 79,590 |
| Net income and net movement in funds | | - 4,798 | - 24,742 | - 29,540 | 36,952 |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | 36,228 | 27,352 | 63,580 | 26,628 |
| Total funds carried forward | | 31,430 | 2,610 | 34,040 | 63,580 |

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Caerphilly People First

Statement of Financial Position

Year Ended 31 March 2022

| | | 2022 | | 2021 |
|---|------|---------------|---------------|----------------|
| | Note | £ | £ | £ |
| Current assets: | | | | |
| Debtors | 11 | - | | 116,542 |
| Cash at bank and in hand | | <u>34,040</u> | | - |
| Total income | | 34,040 | | 116,542 |
| Creditors: amounts falling due within one year | 12 | <u>-</u> | | |
| Net Current assets | | | 34,040 | - |
| Total assets less current liabilities | | | 34,040 | 116,542 |
| Net Assets | | | 34,040 | |
| Funds of the charity | | | | |
| Unrestricted funds | | | 31,430 | 26,628 |
| Restricted funds | | | 2,610 | |
| Total charity funds | 13 | | 34,040 | 143,170 |

These financial statements were approved by the board of trustees and authorised for issue on 3.10.22 and are signed on behalf of the board by:

Miss Ffion Bethall
Trustee



Caerphilly People First

Accounting Policies

Year Ended 31 March 2022

Basis of preparation

The particular accounting policies adopted are set out below.

Accounting convention

convention.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going Concern

The charity is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid

Disclosure exemptions

advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102;

- (a) No cash flow statement has been presented.
- (b) Disclosures in respect of financial instruments have not been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for the use at the discretion of the trustees to further any of the charity's purposes. Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Caerphilly People First

Accounting Policies (continued)

Year Ended 31 March 2022

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift receipt is probable and the amount can be measured reliably.
- Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably. In which case the value is derived from the cost to the donor. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an actual basis. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of all its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

All fixed assets are initially recorded at cost. No item costing less than £1,000 is capitalised.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment - 33% per annum straight line basis.

Caerphilly People First

Accounting Policies (continued)

Year Ended 31 March 2022

Taxation

As a registered charity, the charity is exempt from income tax to the extent that its income and gains are applicable to charitable purposes only. Value added Tax is not recoverable by the charity and is therefore included in the relevant costs in the statement of financial activities.

Winding Up or Dissolution of the Charity

If upon winding up or dissolution of the charity there remains any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objectives to the charity.

Caerphilly People First

Notes to the Financial Statements

Year Ended 31 March 2022

1 Statement of Compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Report Standard applicable in the UK and Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

2 Charitable activities

| | 2022 | | |
|---|-------------------------|-----------------------|------------------|
| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
| Caerphilly County Borough Council Service Contracts | 30,404 | - | 30,404 |
| Intermediate Care Fund | - | - | - |
| Other Income from charitable activities | 5,040 | - | 5,040 |
| Community Foundation Wales | - | - | - |
| GAVO | - | - | - |
| Lloyds Bank Foundation for England & Wales | 25,000 | - | 25,000 |
| National Lottery | - | - | - |
| Coalfields Regeneration Trust | - | - | - |
| Aneurin Bevan University Health Board | - | - | - |
| Garfield Weston | - | - | - |
| University of South Wales | 208 | - | 208 |
| Weslh Water | - | 500 | 500 |
| All Wales PF | - | 2,110 | 2,110 |
| | 60,652 | 2,610 | 63,262 |

| | 2021 | | |
|---|-------------------------|-----------------------|------------------|
| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
| Caerphilly County Borough Council Service Contracts | 30,404 | 0 | 30,404 |
| Intermediate Care Fund | - | 8,879 | 8,879 |
| Other Income from charitable activities | - | 1,412 | 1,412 |
| Community Foundation Wales | - | 30,000 | 30,000 |
| GAVO | - | 972 | 972 |
| Lloyds Bank Foundation for England & Wales | 25,000 | - | 25,000 |
| National Lottery | - | 9,375 | 9,375 |
| Coalfields Regeneration Trust | - | 500 | 500 |
| Garfield Weston | - | 10,000 | 10,000 |
| | 55,404 | 61,138 | 116,542 |

3 Other trading activities

| | Restricted funds | Total funds 2022 | Restricted funds | Total funds 2021 |
|--------------------|------------------|------------------|------------------|------------------|
| Fundraising events | 0 | 0 | 0 | 0 |

Caerphilly People First

Notes to the Financial Statements (continued)

Year Ended 31 March 2022

4 Expenditure on charitable activities by fund type

| | 2022 | | |
|-----------------------|-------------------------|-----------------------|------------------|
| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
| Charitable activities | 34,971 | 17,352 | 52,323 |
| Support costs | 30,479 | 10,000 | 40,479 |
| | 65,450 | 27,352 | 92,802 |

| | 2021 | | |
|-----------------------|-------------------------|-----------------------|------------------|
| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
| Charitable activities | 19,413 | 25,901 | 45,314 |
| Support costs | 21,391 | 12,885 | 34,276 |
| | 40,804 | 38,786 | 79,590 |

5 Expenditure on charitable activities by activity type

| | Activities undertaken directly | Support Costs £ | Total Funds 2022 £ | Total Funds 2021 £ |
|-----------------------|--------------------------------|--------------------|-----------------------|-----------------------|
| Charitable activities | 52,323 | 37,478 | 89,801 | 72,798 |
| Governance costs | - | 3,001 | 3,001 | 1,008 |
| | 52,323 | 40,479 | 92,802 | 73,806 |

6 Analysis of support costs

| | Support Costs £ | Total Funds 2022 £ | Total Funds 2021 £ |
|-----------------------------|--------------------|-----------------------|-----------------------|
| Staff costs | 36,864 | 36,864 | 33,422 |
| Governance costs | 3,615 | 3,615 | 1,008 |
| Support costs - consultancy | | | 243 |
| | 40,479 | 40,479 | 34,673 |

7 Independent examination fees

| | 2022 £ | 2021 £ |
|--|-----------|-----------|
| Fees payable to the independent examiner for: Independent examination of the financial statements | 500 | 1,032 |

Caerphilly People First

Notes to the Financial Statements (continued)

Year Ended 31 March 2022

8 Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

| | 2022 | 2021 |
|---|---------------|---------------|
| | £ | £ |
| Wages and Salaries | 62,353 | 63,549 |
| Social Security Costs | - | - |
| Employer contributions to pension plans | 2,893 | 961 |
| | <u>65,246</u> | <u>54,510</u> |

The average head count of employees during the year was 3 (2021: 3). The average number of full-time equivalent employees during the year is analysed as follows:

| | 2022 | 2021 |
|-----------------|----------|----------|
| Number of staff | <u>2</u> | <u>2</u> |

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

9 Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by any trustee (2021: Nil).

No payments were made to any trustee for expenses in year (2021: Nil).

10 Tangible fixed assets

| | Equipment £ | Total £ |
|-----------------------------------|----------------|---------------|
| Cost | | |
| At 1st Apr 2021 and 31 March 2022 | <u>11,936</u> | <u>11,936</u> |
| Depreciation | | |
| At 1st Apr 2021 and 31 March 2022 | <u>11,936</u> | <u>11,936</u> |
| Carrying amount | | |
| At 31 Mar 2022 | <u>-</u> | <u>-</u> |
| At 31 Mar 2021 | <u>-</u> | <u>-</u> |

11 Debtors

| | 2022 £ | 2021 £ |
|--------------------------------|-----------|------------|
| Prepayments and accrued income | - | 348 |
| Other Debtors | <u>-</u> | <u>-</u> |
| | <u>-</u> | <u>348</u> |

12 Creditors: amounts falling due within one year

| | 2022 £ | 2021 £ |
|---------------------------------|-----------|--------------|
| Accruals and deferred income | - | 1,032 |
| Social security and other taxes | <u>-</u> | <u>776</u> |
| | <u>-</u> | <u>1,808</u> |

Caerphilly People First

Notes to the Financial Statements (continued)

Year Ended 31 March 2022

13 Analysis of charitable funds

Unrestricted funds

| | At 1 Apr 2021 £ | Income £ | Expenditure £ | At 31 Mar 2022 £ |
|---------------|-----------------------|-------------|------------------|------------------------|
| General funds | 36,228 | 60,652 | 65,450 | 31,430 |
| | At 1 Apr 2020 £ | Income £ | Expenditure £ | At 31 Mar 2021 £ |
| General funds | 21,628 | 55,404 | 40,804 | 36,228 |

Caerphilly County Borough Council provide funds through a Service Level Agreement which this year amounted to £30,404 (2021: £30,404)

Restricted funds

| | At 1 Apr 2021 £ | Income £ | Expenditure £ | At 31 Mar 2022 £ |
|--|-----------------------|-------------|------------------|------------------------|
| Intermediate Care Fund | - | - | - | - |
| Other restricted funds small grants | - | - | - | - |
| Community Foundation Wales | 7,977 | - | 7,977 | - |
| GAVO | - | - | - | - |
| National Lottery | 9,375 | - | 9,375 | - |
| Lloyds Bank Foundation for England & Wales | - | - | - | - |
| Aneurin Bevan University Health Board | - | - | - | - |
| Coalfields Regeneration Trust | - | - | - | - |
| Garfield Weston | 10,000 | - | 10,000 | - |
| Wesli Water | - | 500 | - | 500 |
| All Wales PF | - | 2,110 | - | 2,110 |
| | 27,352 | 2,610 | 27,352 | 2,610 |
| | At 1 Apr 2020 £ | Income £ | Expenditure £ | At 31 Mar 2021 £ |
| Intermediate Care Fund | - | 8,879 | 8,879 | - |
| Other restricted funds small grants | - | 1,412 | 1,412 | - |
| Community Foundation Wales | - | 30,000 | 22,023 | 7,977 |
| GAVO | - | 972 | 972 | - |
| National Lottery | - | 9,375 | - | 9,375 |
| Lloyds Bank Foundation for England & Wales | - | - | - | - |
| Aneurin Bevan University Health Board | - | - | - | - |
| Coalfields Regeneration Trust | 5,000 | 500 | 5,500 | - |
| Garfield Weston | - | 10,000 | - | 10,000 |
| | 5,000 | 61,138 | 38,786 | 27,352 |

14 Analysis of net assets between funds

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2022 £ |
|----------------|----------------------------|--------------------------|--------------------------|
| Current assets | 31,430 | 2,610 | 34,040 |
| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2021 £ |
| Current assets | 36,228 | 27,352 | 63,580 |

14 Related parties

There have been no related party transactions in the reporting period