

**Charity registration number 1069993**

**Company registration number 03487635 (England and Wales)**

**SKILLS FOR PEOPLE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

## SKILLS FOR PEOPLE

### LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	J Whaley	
	K Johnston	
	G Atwal-Churchley	
	S Woosey	
	A Dagg	(Appointed 24 November 2021)
	Ms S Halpin	(Appointed 24 November 2021)
<b>Secretary</b>	E Wright	
<b>Charity number</b>	1069993	
<b>Company number</b>	03487635	
<b>Principal address</b>	4 Glendale Terrace Byker Newcastle upon Tyne Tyne and Wear NE6 1PB	
<b>Key management personnel</b>	E Wright - Chief Executive N Ball - Deputy Chief Executive K Chaplin - Deputy Chief Executive L Cottrell - Office Manager	
<b>Auditor</b>	Robson Laidler Accountants Limited Fernwood House Fernwood Road Jesmond Newcastle Upon Tyne Tyne and Wear England NE2 1TJ	
<b>Bankers</b>	Unity Trust Bank 4 Brindley Place Birmingham B1 2JB	

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# **SKILLS FOR PEOPLE**

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# SKILLS FOR PEOPLE

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT)

### FOR THE YEAR ENDED 31 MARCH 2022

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The trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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)" (effective 1 January 2019).

#### **Objectives and activities**

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Our purpose is to enable disabled people and their families to lead fulfilling and independent lives, to be healthy and safe, to exercise choice and control over the services which affect their lives, to be strong, confident and able to speak up for themselves and to overcome the daily challenges they face.

In pursuit of our purpose, we offer a range of services and activities that help disabled people (especially those with a learning disability and autistic people) to develop greater resilience, independence, confidence and well-being. These include:

- Information, advice, guidance and advocacy to ensure the rights of disabled people and their families are protected, and that they get the help they need to lead fulfilled, healthy lives.
- Wellbeing: We offer a comprehensive health and wellbeing education programme for people with a learning disability, offering education and support to help people live a healthy life. A range of groups offering healthy activity and friendship are provided each week. Our Learning Disability Community Link Workers work with local GPs to help their patients who have a learning disability make the connections they need to maintain good health.
- Social and Friendship Groups: We run a range of social and friendship groups for people with a learning disability and autistic people, which aim to reduce social isolation and loneliness.
- Social inclusion: Information, advice and support to help people to connect with people, places, and activities within their communities in order to reduce social isolation.
- Self Advocacy: We support people with learning disabilities to build their self-advocacy skills by involving them in 'Speaking Up Groups'.
- Support for family carers: our Families Advice and Support team (Newcastle upon Tyne) provides advice and information, training for families of disabled children, and supports the Pass it on Parents online peer support group which has over 4000 members. Across the North East and Cumbria, we provide support for family carers to learn about Positive Behaviour Support, and provide Keyworkers for young people facing admission to hospital due to their mental health, and their families.
- Easy Information Service: The Accessible information Standard (AIS) says that everyone should be given information in a way they can understand. We translate documents into 'easyread' format, and make short films, on behalf of a range of organisations, including councils, colleges, health services and others. This helps people with a learning disability understand information, benefiting thousands of people each year.
- Changing services: We support disabled people to influence policy and local health and care services, providing support for engagement of local people, and workforce training.
- Quality Checkers: our team of people with learning disabilities created this project which checks that health and social care services offer good support. The idea has spread across the country and is now used across many health and social care services. Our team train Quality Checkers across the country.



# SKILLS FOR PEOPLE

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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### Public benefit

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

The outcomes of our work includes:

- Improvements in health and wellbeing through programmes of health education, healthy activities and one-to-one support.
- A reduction in social isolation: beneficiaries are supported to gain friends, enjoy social activities and to play an active role in their communities.
- The active engagement of disabled people and their families in shaping and improving local services.
- An increased understanding among people who support disabled people and their families, and the public.
- Quality of life is improved by supporting people to understand their rights, to access services, and to feel more confident in voicing their needs.

### Achievements and performance

The organisation worked across the North East and Cumbria, primarily in Tyneside and Teesside. Our work benefited around 5000 people: both disabled people and family carers.

A grant from the Charities Aid Foundation enabled us to progress several strategic objectives, in order to improve the resilience of the organisation. A programme of training and development has been created to improve our organisational culture and capacity for reflection, reporting impact and development. We were able to improve our staff training and support. The grant enabled plans for extending our health and wellbeing work and reaching new communities. This work will continue throughout the following year.

The organisation continued its work aimed at improving the health and wellbeing for people with a learning disability. Funding from NHS Charities Together enabled the organisation to work with three other charities, across Tyneside to share ideas and promote the role of the charitable and community sector in delivering health and wellbeing outcomes.

We were able to make good use of our fully refurbished and accessible building in Newcastle upon Tyne, as Covid restrictions allowed.

The organisation continued to support its beneficiaries in response to the Covid-19 pandemic, offering support online and, as restrictions permitted, resuming face-to-face contact. Members of the team supported the Covid Vaccination bus in Newcastle upon Tyne to help ensure that people with a learning disability were able to be vaccinated. Charitable funding and support in kind enabled the organisation to provide free IT equipment, wifi, and guidance to beneficiaries who would otherwise have been extremely isolated. A huge range of short films had been created and remain accessible to all, providing guidance on a range of issues.

### Support for families of disabled children and young people

The Families Advice and Support Team of 7 staff includes 6 family carers of disabled children/adults. The team continued to support parents and family carers with advice information about support services, support at online meetings, grant applications and funding opportunities ranging from activities for the summer holidays, household items to short breaks away. Our online coffee mornings have been popular with family carers. The Pass it on Parents facebook peer support group is supported and reaches over 4000 people. Workshops were created and delivered to help parents support their children with their mental health and wellbeing. Toys and gifts were distributed to 30 families in need at Christmas.

This year we were funded to set up a new **Keyworker project**, working in partnership with the *Children and Young People's Provider Collaborative for the North East and North Cumbria*. This is one of a number of projects around the country testing new ways of supporting families of children/young people who have a learning disability, autism or both, and who are at risk of admission to inpatient care relating to their mental health needs. Each Keyworker works alongside young people and their family to help ensure they get the right support, and are at the heart of decision making.

## SKILLS FOR PEOPLE

### TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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#### Health and wellbeing

This year, we were able to expand our work to improve the health and wellbeing of people who have a learning disability. We offered a range of activities, online and face to face to help people be connected to others, and supported to have a happy and healthy life. Activities included new walking groups, cooking groups (on line), workshops about cancer and the importance of screening, delivered by and for people with a learning disability.

We continued to develop our programme to improve mental health, of people with a learning disability, based on the success of our innovative **Mindfulness for Life** programme, offering a range of groups, and courses, virtually and face-to-face.

Our **Love Life programme** to educate and support people with a learning disability in relation to sexual health and relationships was affected by Covid restrictions which did not allow for face-to-face contact. A series of short films were created and shared via a closed online group, and the project was able to resume education courses and one-to-one support later in the year.

Our **Learning Disability Community Link Workers** worked with GP practices in Newcastle upon Tyne and their patients who have a learning disability to improve their health and wellbeing. They supported people with mental health, loneliness, healthy eating, improving fitness. They were able to help ensure that people received the Covid-19 vaccine, and attended important screening appointments.

#### Connecting people in their communities

The easing of lockdown restrictions has provided more opportunities to introduce people to new activities, volunteering, and support services. In Redcar and Cleveland, and Newcastle upon Tyne, our work continues help individual people who have a learning disability get connected with people, activities and places in their neighbourhoods. This has led to improvements in mental health, physical health and fitness, and reduced isolation.

#### Social and speaking up groups

Covid-19 has meant that many of our beneficiaries felt especially isolated. Our social groups have been vital for keeping people connected on line. Once able to meet up, group members have enjoyed a range of outings and activities across Teesside and Tyneside.

Speaking up (or 'self advocacy') groups help people to become more confident about their rights, and about speaking up. Many go on to influence health and care services providing a forum for consultation and co-production. This year members of the Geordie Mums group sat on an Advisory group helping a Bristol University research team working on the meaning of 'Substituted Parenting'.

#### Improving health and care services

We continued to work with local NHS and social care providers to ensure the views of people who use these services shape their improvement.

**Quality Checkers** continued to develop its model, of people with lived experience checking the quality of health and social care services. The team was able to carry out some Quality Checks online. Online training courses were created and used to train new Quality Checkers around the country. The team were able to test the new 'toolkits' they had created in partnership with the North East & Cumbria Learning Disability Network. A comprehensive programme of checks was started in Durham and Teesside, checking GP and social care services.

Our **Easy Information Service** continued to create accessible information ('easyread' documents and short films) to help councils, health professionals, colleges and other organisations to communicate their message, particularly to people with a learning disability, in line with the Accessible Information Standard.

# SKILLS FOR PEOPLE

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### Financial review

The Statement of Financial Activities shows a surplus for the year of £295,395 (£21,535 in 2021). The majority of the surplus relates to restricted grant funding, which will be spent in the following year. The surplus in unrestricted funds is £91,937, an increase from £30,385 in the previous year.

The unrestricted reserves stand at £777,229 (2021: £685,292) of which £293,228 (2021 £193,584) are classed as free reserves of the charity (see reserves policy below).

The trustees have looked at restricted fund balances during the year and ensured that these balances have been spent in accordance with the donors' requirements. At 31 March 2022, these restricted reserves stood at £207,435 (2021: £3,977). These restricted funds are expected to be fully spent in the 2022-2023 year.

### Reserves policy

The calculation of reserves is based on the definition included in the Charity Statement for Recommended Practice (SORP) which provides recommendations for accounting and reporting for charities. The trustees have examined the requirements of the charitable company to hold free reserves - unrestricted reserves not invested in tangible fixed assets, excluding long term liabilities, or designated for a particular purpose. This exercise considered:

- Identification and planning for the maintenance of essential services for beneficiaries;
- The risks of unplanned closure, spending commitments, potential liabilities and financial forecasts; and
- The risks of unplanned closure on their beneficiaries (in particular, vulnerable beneficiaries), staff and volunteers.
- The challenges faced by the charity sector in the current financial climate, and the impact of the Covid pandemic.

The board have formally agreed to aspire to holding the equivalent of six months operating costs in reserve, which allows for potential closure/redundancy costs, in order to provide short term financial resilience. This is to cover unexpected events, reductions in funding or to seize on new opportunities that may present themselves.

At 31 March 2022 free reserve levels were £293,228. Based on the 2022 accounts and estimated costs for 2023, this levels of reserves represents in the region of 5 months general running costs and is therefore in line with the stated reserves policy. The trustees and Chief Executive will continue to work with funders to budget for future surpluses in order to provide improved organisational sustainability.

### Principal funding sources

The organisation has been successful in securing the majority of its income from earned income, mainly as a result of agreements with local authorities and NHS organisations. The organisation has had significant funding from charitable sources in this year.

### Going concern

The trustees have prepared a budget and cashflow forecast and have concluded that the charity continues to be a going concern for the foreseeable future. On that basis they have continued to adopt the going concern basis when preparing the financial statements.

### Plans for future periods

The Board has taken precautions to ensure that the organisation is sustainable. The Board and the staff team manage budgets closely. The Board plans to secure the future of the organisation through careful financial management, and raising income through a diverse range of contracts, grants and sales. We will continue to provide and build on the successful programmes described earlier in this report, which will enable access to new sources of income.

### Structure, governance and management

#### Governing document

Skills for People is a company limited by guarantee, not having share capital, and is therefore governed by a memorandum and articles of association. Every member of the company undertakes to contribute to the assets if the company is wound up while he/she is a member or within one year of ceasing to be a member, such amount as may be required not exceeding £1. The company is a registered charity number 1069993.

## **SKILLS FOR PEOPLE**

### **TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2022**

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The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

A Schofield	(Retired 15 May 2021)
J Whaley	
K Johnston	
G Atwal-Churchley	
S Woosey	
A Dagg	(Appointed 24 November 2021)
Ms S Halpin	(Appointed 24 November 2021)

#### **Recruitment and appointment of new trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the company's articles are known as directors. Under the requirements of the Memorandum and Articles of Association one third of directors retire by rotation every year and can offer themselves for re-election. The Board can also co-opt directors to join them until the next AGM. The charity ensures that a range of skills are represented on the Board (business, financial, educational and management). Efforts are made to recruit Board Members who possess the skills which the organisation requires and membership is kept under review by the Board.

#### **Organisational structure**

Skills for People has a Board which meets at least 4 times a year. The Board members are trustees of the charity, and directors of the company. They are legally responsible for the organisation. The Board is responsible for the strategic direction of the organisation. A scheme of delegation is in place and day to day. Responsibility for the running of the organisation rests with the Chief Executive (CEO). She is responsible for ensuring the charity delivers the services specified and for meeting key performance targets. She also has responsibility for making sure that staff and volunteers are well supported.

Members of the Board, the CEO and the Deputy CEO meet at other times during the year, in smaller strategic groups, in order to guide and oversee the business management of the organisation.

#### **Advisory Board**

During this year, the organisation created an advisory group made up of local disabled people, ('Self Advocate Board') who advise the Board on matters of importance for disabled people.

#### **Induction and training of new trustees**

New board members are made aware of:

- the obligations of the directors/trustees
- the main documents which set out the operational framework for the charity
- resourcing and the current financial position
- future plans and objectives

A handbook is provided to Board members and training provided as required.

#### **Key management remuneration**

The board members give their time freely. No trustees received remuneration in the year. The board has considered who the key management personnel of the charitable company. Together with the board, these staff are those in charge of directing and controlling, running and operating the activities of the charity on a day to day basis.

The pay of the key management personnel is reviewed annually. The trustees benchmark against pay levels of other charities and similar organisations within the sector and the region. Pay levels are set using this information together with budget and forecast information, ensuring that the charitable company can afford any proposed increases.

# SKILLS FOR PEOPLE

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### **Risk management**

The Board has conducted a review of the major risks to which the organisation is exposed. This assessment of risk is reviewed and updated at least annually. Where appropriate, systems and procedures have been established to mitigate risks. Internal control risks are minimised by the implementation of robust policies and procedures which safeguard the resources and reputation of the organisation. A key element in the management of financial risk is the setting of a Reserves Policy and its regular review by directors/trustees. Aside from building a prudent level of reserves and maintaining the level of working capital, there are limited funds for long term investment.

### **Statement of trustees' responsibilities**

The trustees, who are also the directors of Skills For People for the purpose 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that 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; and
- 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 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 Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Auditor**

In accordance with the company's articles, a resolution proposing that Robson Laidler Accountants Limited be reappointed as auditor of the company will be put at a General Meeting.

### **Disclosure of information to auditor**

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees' report was approved by the Board of Trustees.



S Woosey  
Trustee

27 September 2022



# SKILLS FOR PEOPLE

## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF SKILLS FOR PEOPLE

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#### Opinion

We have audited the financial statements of Skills For People (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

# SKILLS FOR PEOPLE

## INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF SKILLS FOR PEOPLE

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### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

The risk of material misstatement due to error or fraud is deemed to be low within the entity as the charity operate strong internal controls to mitigate any such risk. These controls are reviewed as part of the audit by performing systems walkthroughs to ensure they are operating effectively. Other substantive testing is also performed on all material balances and therefore any instances of non-compliance should be identified or considered as insignificant. Manual journal entries are scrutinised by data analytics software used as part of the audit.

The laws and regulations which are considered to be significant to the entity relate to health and safety. Discussions are held with management to determine whether any breaches have occurred as well as legal expenditure being scrutinised for any evidence on non-compliance.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

# SKILLS FOR PEOPLE

## INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF SKILLS FOR PEOPLE

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### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



**Michael T Moran BA FCA (Senior Statutory Auditor)**  
**for and on behalf of Robson Laidler Accountants Limited**

**Statutory Auditor**

17 October 2022  
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Fernwood House  
Fernwood Road  
Jesmond  
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Tyne and Wear  
England  
NE2 1TJ



# SKILLS FOR PEOPLE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

### Current financial year

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
	Notes				
<b><u>Income and endowments from:</u></b>					
Donations and legacies	2	194,594	253,521	448,115	164,262
Charitable activities		535,986	3,145	539,131	428,275
Other trading activities	3	48,920	-	48,920	41,988
Investments		296	-	296	-
Other income	4	15,036	-	15,036	55,694
<b>Total income</b>		<b>794,832</b>	<b>256,666</b>	<b>1,051,498</b>	<b>690,219</b>
<b><u>Expenditure on:</u></b>					
Charitable activities	5	702,895	53,208	756,103	668,694
<b>Net income for the year/ Net movement in funds</b>		<b>91,937</b>	<b>203,458</b>	<b>295,395</b>	<b>21,525</b>
Fund balances at 1 April 2021		685,292	3,977	689,269	667,744
<b>Fund balances at 31 March 2022</b>		<b>777,229</b>	<b>207,435</b>	<b>984,664</b>	<b>689,269</b>

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

All income and expenditure derive from continuing activities.

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

# SKILLS FOR PEOPLE

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

Prior financial year

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
<b><u>Income and endowments from:</u></b>				
Donations and legacies	2	109,730	54,532	164,262
Charitable activities		425,650	2,625	428,275
Other trading activities	3	39,951	2,037	41,988
Other income	4	55,694	-	55,694
<b>Total income</b>		<b>631,025</b>	<b>59,194</b>	<b>690,219</b>
<b><u>Expenditure on:</u></b>				
Charitable activities	5	570,502	98,192	668,694
Gross transfers between funds		(30,138)	30,138	-
<b>Net income for the year/ Net movement in funds</b>		<b>30,385</b>	<b>(8,860)</b>	<b>21,525</b>
Fund balances at 1 April 2020		654,907	12,837	667,744
<b>Fund balances at 31 March 2021</b>		<b>685,292</b>	<b>3,977</b>	<b>689,269</b>

# SKILLS FOR PEOPLE

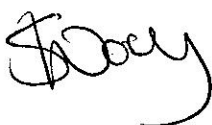
## BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	9		484,001		491,708
<b>Current assets</b>					
Stocks	10	131		131	
Debtors	11	172,051		90,452	
Cash at bank and in hand		958,852		413,347	
		<u>1,131,034</u>		<u>503,930</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(630,371)</u>		<u>(306,369)</u>	
Net current assets			500,663		197,561
<b>Total assets less current liabilities</b>			<u>984,664</u>		<u>689,269</u>
<b>Income funds</b>					
Restricted funds	13	207,435		3,977	
Unrestricted funds		777,229		685,292	
		<u>984,664</u>		<u>689,269</u>	

The financial statements were approved by the Trustees on 28 September 2022

S Woosey  
Trustee



Company registration number 03487635

# SKILLS FOR PEOPLE

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	16		554,365		112,897
<b>Investing activities</b>					
Purchase of tangible fixed assets		(9,156)		(50,895)	
Investment income received		296		-	
<b>Net cash used in investing activities</b>			(8,860)		(50,895)
<b>Net cash used in financing activities</b>			-		-
<b>Net increase in cash and cash equivalents</b>			545,505		62,002
Cash and cash equivalents at beginning of year			413,347		351,345
<b>Cash and cash equivalents at end of year</b>			958,852		413,347

# SKILLS FOR PEOPLE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 1 Accounting policies

##### Charity information

Skills For People is a private company limited by guarantee incorporated in England and Wales. The registered office is 4 Glendale Terrace, Byker, Newcastle upon Tyne, Tyne and Wear, NE6 1PB.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

##### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Assets for distribution are recognised only when distributed. Assets given for use by the charity are recognised when receivable. Stocks of undistributed donated goods are not valued for balance sheet purposes.

# SKILLS FOR PEOPLE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold land and buildings	Over term of the lease
Fixtures and fittings	25% reducing balance basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.10 Taxation

The charity is exempt from corporation tax on its charitable activities.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

# SKILLS FOR PEOPLE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022 £	2022 £	2022 £	2021 £	2021 £	2021 £
Donations and gifts	2,081	11,050	13,131	14,507	-	14,507
Grants	192,513	242,471	434,984	95,223	54,532	149,755
	<u>194,594</u>	<u>253,521</u>	<u>448,115</u>	<u>109,730</u>	<u>54,532</u>	<u>164,262</u>

Included in gifts and donations are amounts from Joseph Strong Frazer Trust and The Bernicia Foundation.

#### Grants receivable for core activities

Sir James Knott	6,000	-	6,000	6,000	-	6,000
Newcastle City Council	37,550	-	37,550	818	54,532	55,350
Charities Aid Foundation	-	239,471	239,471	-	-	-
NHS Sunderland CCG	24,270	-	24,270	13,700	-	13,700
NHS County Durham CCG	46,940	-	46,940	-	-	-
Postcode Neighbourhood Trust	9,000	-	9,000	-	-	-
NHS Tees Valley CCG	17,499	-	17,499	-	-	-
Your Voice Counts	15,063	-	15,063	-	-	-
Garfield Weston	25,000	-	25,000	-	-	-
National Lottery Awards for All	7,290	-	7,290	32,990	-	32,990
Other	3,901	3,000	6,901	41,715	-	41,715
	<u>192,513</u>	<u>242,471</u>	<u>434,984</u>	<u>95,223</u>	<u>54,532</u>	<u>149,755</u>

Included in other grants are £2,500 from the Catherine Cookson Charitable Trust and £499 from Waitrose.

# SKILLS FOR PEOPLE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 3 Other trading activities

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Rents receivable	11,696	-	11,696	9,247	-	9,247
Better days recharge	34,140	-	34,140	28,153	2,037	30,190
Room hire	3,028	-	3,028	484	-	484
Other trading income	56	-	56	2,067	-	2,067
	<u>48,920</u>	<u>-</u>	<u>48,920</u>	<u>39,951</u>	<u>2,037</u>	<u>41,988</u>

### 4 Other income

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Job Retention Scheme funding	<u>15,036</u>	<u>55,694</u>



# SKILLS FOR PEOPLE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 5 Charitable activities

	Charitable activities 2022 £	Charitable activities 2021 £
Staff costs	566,195	512,001
Depreciation and impairment	16,863	15,943
Consultancy fees	14,860	10,400
Other staff costs	17,875	12,076
Project costs	34,789	32,207
IT costs	22,638	6,602
Rent & rates	5,747	7,161
Insurance	4,981	4,127
Light & heat	6,871	5,395
Premises repairs	20,981	21,326
Telephone	8,380	9,301
Postage and stationery	13,206	7,107
Health & safety	5,495	3,077
Sundry expenses	1,906	2,274
	<u>740,787</u>	<u>648,997</u>
Share of support costs (see note 6)	3,144	1,707
Share of governance costs (see note 6)	12,172	17,990
	<u>756,103</u>	<u>668,694</u>
<b>Analysis by fund</b>		
Unrestricted funds	702,895	570,502
Restricted funds	53,208	98,192
	<u>756,103</u>	<u>668,694</u>

## SKILLS FOR PEOPLE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

#### 6 Support costs

	Support costs £	Governance costs £	2022 £	Support costs £	Governance costs £	2021 £
Bank interest	262	-	262	255	-	255
Cleaning	2,882	-	2,882	1,452	-	1,452
Audit fees	-	2,600	2,600	-	2,400	2,400
Legal and professional	-	9,572	9,572	-	15,590	15,590
	<u>3,144</u>	<u>12,172</u>	<u>15,316</u>	<u>1,707</u>	<u>17,990</u>	<u>19,697</u>
Analysed between Charitable activities	<u>3,144</u>	<u>12,172</u>	<u>15,316</u>	<u>1,707</u>	<u>17,990</u>	<u>19,697</u>

#### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

#### 8 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Employees	<u>31</u>	<u>32</u>
<b>Employment costs</b>	<b>2022 £</b>	<b>2021 £</b>
Wages and salaries	513,464	467,590
Social security costs	35,521	29,115
Other pension costs	17,210	15,296
	<u>566,195</u>	<u>512,001</u>

The total employee benefits of the key management personnel of the charity were £84,142 (2021: £66,924).

There were no employees whose annual remuneration was more than £60,000.

# SKILLS FOR PEOPLE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 9 Tangible fixed assets

	Leasehold land and buildings £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 1 April 2021	464,439	76,664	541,103
Additions	-	9,156	9,156
At 31 March 2022	464,439	85,820	550,259
<b>Depreciation and impairment</b>			
At 1 April 2021	-	49,395	49,395
Depreciation charged in the year	9,289	7,574	16,863
At 31 March 2022	9,289	56,969	66,258
<b>Carrying amount</b>			
At 31 March 2022	455,150	28,851	484,001
At 31 March 2021	464,439	27,269	491,708

### 10 Stocks

	2022 £	2021 £
Raw materials and consumables	131	131

### 11 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Trade debtors	103,763	62,943
Other debtors	68,288	26,379
Prepayments and accrued income	-	1,130
	172,051	90,452

## SKILLS FOR PEOPLE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

#### 12 Creditors: amounts falling due within one year

	Notes	2022 £	2021 £
Other taxation and social security		11,788	8,269
Deferred income		598,920	289,494
Trade creditors		14,877	2,415
Other creditors		1,462	3,191
Accruals		3,324	3,000
		<u>630,371</u>	<u>306,369</u>

Deferred income represents contract income received in advance of the related service being provided.

#### 13 Restricted funds

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

	Balance at 1 April 2021 £	Movement in funds		Balance at 31 March 2022 £
		Incoming resources £	Resources expended £	
Geordie Mums	-	145	(145)	-
Speaking Up Groups	3,000	17,050	(20,050)	-
Pottery	977	-	-	977
Charities Aid Foundation	-	239,471	(33,013)	206,458
	<u>3,977</u>	<u>256,666</u>	<u>(53,208)</u>	<u>207,435</u>

#### Purpose of restricted funds

**Geordie Mums:** Fundraising to support the activities of the group of mothers who have a learning disability

**Speaking up groups:** Funding was received from the Sir James Knott Trust and an anonymous donation to support speaking up groups for people with a learning disability.

**Charities Aid Foundation:** Funding was received from the Charities Aid Foundation Resilience Fund, which aims to help the people and causes hardest hit by Covid-19. It supported the delivery of wellbeing and community connecting services, and a development programme to improve the resilience of the organisation.

# SKILLS FOR PEOPLE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 14 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	484,001	-	484,001	491,708	-	491,708
Current assets/(liabilities)	293,228	207,435	500,663	193,584	3,977	197,561
	<u>777,229</u>	<u>207,435</u>	<u>984,664</u>	<u>685,292</u>	<u>3,977</u>	<u>689,269</u>

### 15 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

### 16 Cash generated from operations

	2022 £	2021 £
Surplus for the year	295,395	21,525
Adjustments for:		
Investment income recognised in statement of financial activities	(296)	-
Depreciation and impairment of tangible fixed assets	16,863	15,943
Movements in working capital:		
(Increase)/decrease in debtors	(81,599)	60,899
Increase/(decrease) in creditors	14,576	(101,678)
Increase in deferred income	309,426	116,208
<b>Cash generated from operations</b>	<u>554,365</u>	<u>112,897</u>

### 17 Analysis of changes in net funds

The charity had no debt during the year.