

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 2024

SKILLS FOR PEOPLE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J Whaley G Atwal-Churchley S Woosey A Dagg S Halpin	
Secretary	E Wright	
Charity number	1069993	
Company number	03487635	
Principal address	4 Glendale Terrace Byker Newcastle upon Tyne Tyne and Wear NE6 1PB	
Key management personnel	E Wright - Chief Executive N Ball - Deputy Chief Executive K Chaplin - Deputy Chief Executive L Cottrell - Operational Specialist Finance and Operations Director	to 30 May 2023 to 30 June 2023 from 4 September 2023
Auditor	Robson Laidler Accountants Limited Fernwood House Fernwood Road Jesmond Newcastle upon Tyne Tyne and Wear England NE2 1TJ	
Bankers	Unity Trust Bank 4 Brindley Place Birmingham B1 2JB	

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SKILLS FOR PEOPLE

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

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 and disabled people to develop greater resilience, independence, confidence, wellbeing and influence. Much of our work supports people who have a learning disability, autistic people, and their families.

Activities include

- Information, guidance and support 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 offer healthy activity and friendship each week. Learning Disability Community Link Workers work with local GPs to help patients who have a learning disability make the connections they need to maintain good health.
- Social inclusion and Friendship: 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. Information and support helps people to connect with people, places, and activities within their communities.
- Self Advocacy: We support people who have a learning disability to build their confidence through 'Speaking Up Groups', and share their views.
- Support for family carers: Advice, information and training is provided for families of disabled children. An online peer support group reaches well over 5000 members.
- Easy Information Service: producing accessible information for people with a learning disability benefiting hundreds of people each year.
- Voice: We support disabled people to become more confident to speak up, and to influence their local community, health and care services, through taking on roles as expert advisors, leaders, and training health and care staff.
- Quality Checkers: a team of people who have a learning disability created this project which checks that health and social care services offer good support for people who have a learning disability. The idea has spread across the country and is now used across many health and social care services.

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TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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: people 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.

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.

Achievements and performance

The organisation worked across the North East and North Cumbria, primarily in Tyneside and Teesside. Some of the highlights of the year are set out below

Our work benefited around 5000 people: both disabled people and family carers.

- Around 4000 disabled people and family carers were supported by Skills for People
- Over 5000 people received information or support via social media
- 300 were involved in shaping, influencing and improving health and care services
- Around 1700 received one-to-one advice, information or guidance about their situation: health, finance, benefits, housing, and services; or support to connect with people, places and activities in their communities. A sample of people supported by Community Connectors showed that 90% felt more independent, 79% felt they had more friends and allies, with 72% seeing an improvement in their physical health and 63% reporting better mental health.
- The organisation celebrated its 40th birthday at the end of the year with an awards ceremony to celebrate everyone who has contributed to our success.
- Being with people, friendship and relationships are core to much of our work: connecting people with places and people where they live, and supporting people to be together means that they are less isolated/vulnerable and their mental and physical health benefits. Over 300 people regularly attended a social group or activity. More of our activities have been outdoors: walking groups, gardening groups, and learning about the planet. People make friends and enjoy the benefits of nature.
- In Redcar and Cleveland, people who have a learning disability support 38 *Safe Places*. These are ordinary places like shops, and public buildings where anyone can get support if they feel unsafe or unwell when they are out and about.
- 450 people learned how to be healthy through our health education programmes, or attended healthy activities through programmes covering mindfulness, relationships, bereavement, relationships, sexual health, cancer, diabetes, healthy eating and cooking. 100% of the people surveyed said their mental health had improved, and 91% felt their physical health was better. 71% felt more included in their community, and 75% felt more independent. 82% of those attending Love Life programme felt more confident about their sexual health.
- Around 1400 families of disabled children received support. Family carers attended courses to learn about positive behavioural support and Keyworkers provided support for young people who are autistic, or have a learning disability, who face admission to hospital due to their mental health, and their families.
- Over 300 people have been supported to share their ideas about their lives and how local health, care and other services might improve for people who have a learning disability or are autistic.

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TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

- Over 80 members of self advocacy (speaking up) groups learned about their rights and how to speak up. Groups include: Geordie Voices, Men of the North, Geordie Mums and Womens Zone and Independent Voices in Redcar and Cleveland.
- Quality Checkers, an idea at Skills for People created with people who have a learning disability is now a national phenomenon. The team continue to check that health and care services meet the needs of people who have a learning disability. This year they continued to train new Quality Checkers, and worked with NHS England's North East and Cumbria Learning Disability Network to create more toolkits to check NHS screening programmes.
- Oliver McGowan Mandatory Training; Following the tragic and unnecessary death of Oliver, his mother and others successfully campaigned for training to become compulsory for anyone working with autistic people and people who have a learning disability. Skills for People is a founder member of the Good Life Collaborative, a group of like minded community organisations. Together we have been delivering this important training in the North East and Cumbria.

The **Easy Info 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.

Financial review

The Statement of Financial Activities shows a surplus for the year of £28,731 (a deficit of £110,027 in 2023). The surplus in unrestricted funds is £59,330 (£66,809 in the previous year).

There has been an increase in income from £1,058,287 to £1,356,717. The increase was largely due to an increase in contract income from statutory bodies, like councils and the health service. There was a reduction in grants, largely those from these statutory bodies.

Expenditure increased from £1,168,314 to £1,327,986 with direct costs (wages and service delivery costs increase due to the increase in delivery of services/projects. Other costs remain consistent to previous years and expectation

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 2024, these restricted reserves stood at £0 (2023 £30,599).

The balance sheet remains healthy, with an increase of funds from £874,637 to £903,368.

Reserves

Unrestricted funds stand at £903,368 which £441,510 (2023: £365,681) is classed as free reserves. Almost all restricted funds were spent in 2023/2024 financial year.

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 - those 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.

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.

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TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2024**

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

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.

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:

J Whaley
G Atwal-Churchley
S Woosey
A Dagg
S Halpin

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.

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.

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.

- 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.

SKILLS FOR PEOPLE

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

FOR THE YEAR ENDED 31 MARCH 2024

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.

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.

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TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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.



J Whaley
Trustee

3 November 2024

SKILLS FOR PEOPLE

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF SKILLS FOR PEOPLE

Opinion

We have audited the financial statements of Skills For People (the 'charity') for the year ended 31 March 2024 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 2024 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.

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

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 has been assessed in conjunction with how internal controls may mitigate any such risk. These controls are reviewed as part of the audit by performing systems walkthroughs to ensure they are operating effectively. Analytical review and substantive testing is also performed on all material balances and therefore any instances of non-compliance should be identified or considered as insignificant. In identifying and assessing risks of material misstatement in respect of irregularities, including fraud, the audit engagement team;

- obtained an understanding of the nature of the industry and sector, including the legal and regulatory framework, in which the company operates and how the company complies with that legal and regulatory framework
- Inquired with management and those charged with governance about their own identification and assessment of the risks of irregularities, including any known actual, suspected or alleged instances of fraud
- discussed with management and those charged with governance any non-compliance with laws and regulations and how fraud might occur including assessments of how and where the financial statements may be susceptible to fraud.

The risk of management override of controls was also considered an area of potential misstatement due to fraud. Audit procedures performed included testing of manual journal entries and other adjustments and evaluating the business rationale in relation to significant, unusual transactions and transactions entered into outside the normal course of business.

SKILLS FOR PEOPLE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF SKILLS FOR PEOPLE

There are inherent limitations in the audit procedures described above and the primary responsibility for the prevention and detection of irregularities including fraud rests with management. As with any audit, there remained a risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal controls.

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.

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.



Nicholas Cunningham MSc BSc ACCA (Senior Statutory Auditor)
for and on behalf of Robson Laidler Accountants Limited

20 November 2004

Statutory Auditor

Fernwood House
Fernwood Road
Jesmond
Newcastle upon Tyne
Tyne and Wear
England
NE2 1TJ

SKILLS FOR PEOPLE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

Current financial year		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
	Notes				
Income from:					
Donations and legacies	2	19,261	16,958	36,219	150,496
Charitable activities		1,267,535	2,645	1,270,180	834,122
Other trading activities	3	50,123	195	50,318	71,750
Investments		-	-	-	1,919
Total income		1,336,919	19,798	1,356,717	1,058,287
Expenditure on:					
Charitable activities	4	1,270,328	57,658	1,327,986	1,168,314
Total expenditure		1,270,328	57,658	1,327,986	1,168,314
Net income/(expenditure)		66,591	(37,860)	28,731	(110,027)
Transfers between funds		(7,261)	7,261	-	-
Net movement in funds	6	59,330	(30,599)	28,731	(110,027)
Reconciliation of funds:					
Fund balances at 1 April 2023		844,038	30,599	874,637	984,664
Fund balances at 31 March 2024		903,368	-	903,368	874,637

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

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

FOR THE YEAR ENDED 31 MARCH 2024

Prior financial year		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes			
Income from:				
Donations and legacies	2	108,506	41,990	150,496
Charitable activities		833,687	435	834,122
Other trading activities	3	71,750	-	71,750
Investments		1,919	-	1,919
Total income		1,015,862	42,425	1,058,287
Expenditure on:				
Charitable activities	4	949,053	219,261	1,168,314
Total expenditure		949,053	219,261	1,168,314
Net income/(expenditure) and movement in funds		66,809	(176,836)	(110,027)
Reconciliation of funds:				
Fund balances at 1 April 2022		777,229	207,435	984,664
Fund balances at 31 March 2023		844,038	30,599	874,637

SKILLS FOR PEOPLE

BALANCE SHEET

AS AT 31 MARCH 2024

		2024		2023	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	10		461,858		478,357
Current assets					
Debtors	11	41,455		676,966	
Cash at bank and in hand		540,479		581,292	
		581,934		1,258,258	
Creditors: amounts falling due within one year	12	(140,424)		(861,978)	
Net current assets			441,510		396,280
Total assets less current liabilities			903,368		874,637
The funds of the charity					
Restricted income funds	14		-		30,599
Unrestricted funds			903,368		844,038
			903,368		874,637

The financial statements were approved by the trustees on 3 November 2024

J Whaley
Trustee



Company registration number 03487635 (England and Wales)

SKILLS FOR PEOPLE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash absorbed by operations	18		(40,813)		(366,251)
Investing activities					
Purchase of tangible fixed assets		-		(13,228)	
Investment income received		-		1,919	
Net cash used in investing activities			-		(11,309)
Net cash used in financing activities			-		-
Net decrease in cash and cash equivalents			(40,813)		(377,560)
Cash and cash equivalents at beginning of year			581,292		958,852
Cash and cash equivalents at end of year			<u>540,479</u>		<u>581,292</u>

SKILLS FOR PEOPLE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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 or grantors 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.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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 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.

1.9 Taxation

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

1.10 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 2024

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024 £	2024 £	2024 £	2023 £	2023 £	2023 £
Donations and gifts	932	2,633	3,565	1,854	23,752	25,606
Grants	18,329	14,325	32,654	106,652	18,238	124,890
	<u>19,261</u>	<u>16,958</u>	<u>36,219</u>	<u>108,506</u>	<u>41,990</u>	<u>150,496</u>

Included in gifts and donations are amounts from The Joicey Trust (£3,000 for social groups); Spectrum Enterprises CIC (£11,500 for employment costs); The Joseph Strong Frazer Trust (£1,000); The Leslie & Lilian Manning Charitable Trust (£1,000) and The Hospital of God (£1,000).

Grants receivable for core activities

The Sir James Knott Trust	-	-	-	-	5,000	5,000
Newcastle City Council	10,936	-	10,936	32,550	1,515	34,065
The Joicey Trust	-	3,000	3,000	-	-	-
Contact a family	6,175	11,325	17,500	-	-	-
NHS County Durham CCG	-	-	-	50,000	-	50,000
Bentley Motor Group	500	-	500	-	-	-
National Lottery Awards for All	-	-	-	8,490	-	8,490
Other	718	-	718	15,612	11,723	27,335
	<u>18,329</u>	<u>14,325</u>	<u>32,654</u>	<u>106,652</u>	<u>18,238</u>	<u>124,890</u>

3 Other trading activities

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2024 £	2024 £	2024 £	2023 £
Rents receivable	7,996	-	7,996	12,267
Better days recharge	35,765	135	35,900	52,808
Room hire	6,330	-	6,330	6,532
Other trading income	32	60	92	143
	<u>50,123</u>	<u>195</u>	<u>50,318</u>	<u>71,750</u>

SKILLS FOR PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

4 Expenditure on charitable activities

	Charitable activities 2024 £	Charitable activities 2023 £
Direct costs		
Staff costs	1,025,450	889,653
Depreciation and impairment	16,499	18,872
Consultancy fees	16,866	24,336
Other staff costs	47,940	37,966
Project costs	86,512	67,220
IT costs	28,239	31,871
Rent & rates	4,758	4,714
Insurance	7,042	5,861
Light & heat	10,312	11,100
Premises repairs	16,682	15,937
Telephone	12,427	13,997
Postage and stationery	28,257	20,579
Health & safety	4,976	3,066
Sundry expenses	2,200	2,112
Bad debts	8,005	-
	<u>1,316,165</u>	<u>1,147,284</u>
Share of support and governance costs (see note 5)		
Support	2,613	2,992
Governance	9,208	18,038
	<u>1,327,986</u>	<u>1,168,314</u>
Analysis by fund		
Unrestricted funds	1,270,328	949,053
Restricted funds	57,658	219,261
	<u>1,327,986</u>	<u>1,168,314</u>

5 Support costs allocated to activities

	2024 £	2023 £
Bank interest	321	294
Cleaning	2,292	2,698
Legal and professional fees	9,208	18,038
	<u>11,821</u>	<u>21,030</u>
Analysed between:		
Charitable activities	<u>11,821</u>	<u>21,030</u>

SKILLS FOR PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

6	Net movement in funds	2024	2023
		£	£
	The net movement in funds is stated after charging/(crediting):		
	Fees payable for the audit of the charity's financial statements	5,029	2,934
	Depreciation of owned tangible fixed assets	16,499	18,872
		<u> </u>	<u> </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:

	2024	2023
	Number	Number
Employees	55	46
	<u> </u>	<u> </u>

Employment costs

	2024	2023
	£	£
Wages and salaries	937,281	815,267
Social security costs	65,014	54,743
Other pension costs	23,155	19,643
	<u> </u>	<u> </u>
	1,025,450	889,653
	<u> </u>	<u> </u>

The total employee benefits of the key management personnel of the charity were £62,704 (2023: £82,090).

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

9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

SKILLS FOR PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

10 Tangible fixed assets			
	Leasehold land and buildings	Fixtures and fittings	Total
	£	£	£
Cost			
At 1 April 2023	468,511	94,976	563,487
At 31 March 2024	468,511	94,976	563,487
Depreciation and impairment			
At 1 April 2023	18,659	66,471	85,130
Depreciation charged in the year	9,371	7,128	16,499
At 31 March 2024	28,030	73,599	101,629
Carrying amount			
At 31 March 2024	440,481	21,377	461,858
At 31 March 2023	449,852	28,505	478,357
11 Debtors		2024	2023
		£	£
Amounts falling due within one year:			
Trade debtors		28,204	665,212
Other debtors		13,251	11,754
		41,455	676,966
12 Creditors: amounts falling due within one year		2024	2023
		£	£
Other taxation and social security		18,342	16,492
Deferred income		115,038	828,980
Trade creditors		2,123	11,225
Other creditors		1,231	1,232
Accruals		3,690	4,049
		140,424	861,978

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

SKILLS FOR PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

13 Retirement benefit schemes

	2024 £	2023 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	23,155	19,643

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

14 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Geordie Mums	40	1,778	(3,508)	1,690	-
Speaking Up Groups	29,582	4,195	(36,926)	3,149	-
Pottery	977	-	-	(977)	-
Parents Forum	-	11,325	(14,724)	3,399	-
Spectrum Enterprises CIC	-	2,500	(2,500)	-	-
	<u>30,599</u>	<u>19,798</u>	<u>(57,658)</u>	<u>7,261</u>	<u>-</u>
Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2023 £
Geordie Mums	-	435	(395)	-	40
Speaking Up Groups	-	41,990	(12,408)	-	29,582
Pottery	977	-	-	-	977
Charities Aid Foundation	206,458	-	(206,458)	-	-
	<u>207,435</u>	<u>42,425</u>	<u>(219,261)</u>	<u>-</u>	<u>30,599</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.

Spectrum Enterprises: Funding was received from Spectrum Enterprises CIC, which aims to create or sustain paid employment opportunities for neuro-divergent people, in line with current employment legislation.

SKILLS FOR PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
General funds	844,038	1,336,919	(1,270,328)	(7,261)	903,368
Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2023 £
General funds	777,229	1,015,862	(949,053)	-	844,038

16 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Tangible assets	461,858	-	461,858
Current assets/(liabilities)	441,510	-	441,510
	903,368	-	903,368
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 March 2023:			
Tangible assets	478,357	-	478,357
Current assets/(liabilities)	365,681	30,599	396,280
	844,038	30,599	874,637

17 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

SKILLS FOR PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

18	Cash generated from operations	2024 £	2023 £
	Surplus/(deficit) for the year	28,731	(110,027)
	Adjustments for:		
	Investment income recognised in statement of financial activities	-	(1,919)
	Depreciation and impairment of tangible fixed assets	16,499	18,872
	Movements in working capital:		
	(Increase)/decrease in stocks	-	131
	Decrease/(increase) in debtors	635,511	(504,915)
	(Decrease)/increase in creditors	(7,612)	1,547
	(Decrease)/increase in deferred income	(713,942)	230,060
	Cash absorbed by operations	(40,813)	(366,251)

19 Analysis of changes in net funds

The charity had no material debt during the year.

