

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

England & Wales · Charity number 1070674

## Details

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|                |                                                                         |
|----------------|-------------------------------------------------------------------------|
| Other names    | NATIONAL ASSOCIATION FOR PROVIDERS OF ACTIVITIES FOR OLDER PEOPLE, NAPA |
| Status         | Registered                                                              |
| Legal form     | Charitable company                                                      |
| Company number | <a href="#">03482943</a>                                                |
| Registered     | 1998-07-24                                                              |
| Register       | <a href="#">View on the Charity Commission register</a>                 |

## Contact

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|         |                                                                                                          |
|---------|----------------------------------------------------------------------------------------------------------|
| Address | Napa<br>c/o Cansdales Business Advisers Ltd<br>St. Marys Court<br>The Broadway<br>Amersham<br>Buckingham |
| Phone   | 08001585503                                                                                              |
| Email   | <a href="mailto:hilary@napa-activities.co.uk">hilary@napa-activities.co.uk</a>                           |
| Website | <a href="http://www.napa-activities.co.uk">www.napa-activities.co.uk</a>                                 |

## Activities

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**Objects:** TO RELIEVE THE ELDERLY PARTICULARLY BY THE PROVISION OF INFORMATION ADVICE SUPPORT AND EDUCATION FOR THOSE WHO ARE RESPONSIBLE FOR THE PROVISION OF ACTIVITIES FOR OLDER PERSONS IN ESTABLISHMENTS WHICH PROVIDE SERVICES OR CARE.

**Activities:** NAPA is the professional association for Activity Providers and activity provision for care and support services in the UK. We set activity standards and provide professional and practice development services for activity and care teams. Our members provide care and support services to adults these include care homes, supported living, day services, hospitals and community services.

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Arts/culture/heritage/science, Recreation
- **Who:** Elderly/old People, Other Defined Groups

## Geography

- Scotland
- Throughout England And Wales

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2026-03-31 | £399,334 | £464,764    | -      | -         |
| 2025-03-31 | £461,092 | £441,365    | -      | -         |
| 2024-03-31 | £421,245 | £471,376    | -      | -         |
| 2023-03-31 | £421,208 | £431,892    | -      | -         |
| 2022-03-31 | £382,871 | £362,761    | -      | -         |
| 2021-03-31 | £353,219 | £305,773    | -      | -         |

## Trustees

| Name                      | Role  | Appointed  |
|---------------------------|-------|------------|
| Oliver Henry Dixon Thomas | Chair | 2019-02-11 |
| DAVID WATKINSON           |       | 2019-02-11 |
| Isabelle Latham           |       | 2026-06-23 |
| Kieun Kwon                |       | 2025-10-29 |
| Scarlet Leatham           |       | 2024-10-29 |
| Susan Ascott              |       | 2019-05-14 |
| Susan Goldsmith           |       | 2019-07-22 |

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# Accounts

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Charity registration number 1070674 (England and Wales)

Charity registration number SC038991 (Scotland)

Company registration number 3482943

**NATIONAL ACTIVITY PROVIDERS ASSOCIATION**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                                    |                                                                                                                                                                 |                                |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Trustees                           | S Ascot                                                                                                                                                         |                                |
|                                    | S Leatham                                                                                                                                                       | (Appointed on 29 October 2024) |
|                                    | S Cooper                                                                                                                                                        | (Resigned on 29 October 2024)  |
|                                    | S Goldsmith - (Treasurer)                                                                                                                                       |                                |
|                                    | T Paine, MBE                                                                                                                                                    |                                |
|                                    | O Thomas - (Chairman)                                                                                                                                           |                                |
|                                    | G V Haynes - (Vice Chairman)                                                                                                                                    | (Resigned on 29 October 2024)  |
|                                    | C Wills-Cole                                                                                                                                                    |                                |
|                                    | E Watkinson                                                                                                                                                     |                                |
| Secretary                          | Ms Hilary Woodhead                                                                                                                                              |                                |
| Charity number (England and Wales) | 1070674                                                                                                                                                         |                                |
| Charity number (Scotland)          | SC038991                                                                                                                                                        |                                |
| Company number                     | 3482943                                                                                                                                                         |                                |
| Registered office                  | Cansdales Business Advisers Limited<br>St Mary's Court<br>The Broadway<br>Old Amersham<br>Bucks<br>HP7 0UT                                                      |                                |
| Independent examiner               | Caroline Brazier ACA DChA<br>Cansdales Business Advisers Limited<br>Chartered Accountants<br>St Mary's Court<br>The Broadway<br>Old Amersham<br>Bucks<br>HP70UT |                                |
| Bankers                            | CAF Bank<br>25 Kings Hill Avenue<br>Kings Hill<br>West Malling<br>Kent<br>ME19 4TA                                                                              |                                |

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**NATIONAL ACTIVITY PROVIDERS ASSOCIATION**

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## NATIONAL ACTIVITY PROVIDERS ASSOCIATION

### CHAIRMAN'S REPORT

**FOR THE YEAR ENDED 31 MARCH 2025**

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Let me start, rather than end, this year's Chairman's words by thanking the NAPA team, both my fellow Trustees and those who work so hard during 2024/25 to achieve the positive impact we know NAPA membership can have on the way in which people are looked after, on how fulfilled their lives are and the support that those who provide that care receive.

Our helpline provides direct support, advice and, if necessary, comfort to anyone who may need it, free of charge; we provide ideas for every day of the week through our Activities Calendar to help those on the front line and we provide a wide range (developed still further in 2024/25!) of training courses to extend knowledge, skills and confidence. We fundraise, develop new relationships across the sector and have put on events and award ceremonies to recognise the efforts and achievements of those providing care across the country.

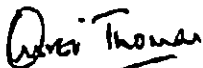
The list is long and reflects the hard work of every single one of the team.

The Trustees provide tremendous support to the NAPA team that I know is greatly valued. They give freely of their time and advice and their constant support and contribution is much appreciated, especially by myself!

For the last few years I have begun these words with reference to the pandemic, one of those (hopefully) once in a century events that impacts the whole world. I suspect that future historians will look back on this period as one that generated significant change. The world of work is very different than it was a few years ago; people have and continue to suffer from the consequences of Covid 19; who knows what the long term effects will be on the education of several years of children and young adults having a very different University 'experience' or the long term impact on the mental health of individuals; whole economies have been affected and are in need of repair. Add to that conflict in Ukraine and the Middle East and it is no wonder that the world currently feels in turmoil.

If all that sounds full of doom and gloom we shouldn't forget that we, mostly, came through the pandemic period. Scientists found solutions, quickly, which were shared around the world. It wasn't perfect or always equitable, the social restrictions weren't always welcome and individuals and families were deeply affected but we have come through it.

And why does that matter to NAPA? Simply put we do not operate in isolation. Inflation and the state of the economy affects us and our budgets and what we can do just as it does everyone else; our members feel that impact as well; our staff team and those we recruit live in the world of work where 'working from home' is far more extensive than it was; our members need different services provided in different ways. We have done a great deal to adapt over the last few years and in 2024/25 will continue to do so. Thank you to everyone for your support, commitment and contribution to NAPA.



Oliver Thomas  
Chairman, NAPA

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2025

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The trustees present their report and financial statements for the year ended 31 March 2025.

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 charitable company's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" 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)".

#### Objectives and activities

This report highlights NAPA's key achievements against our strategic aims in 2023.

**Our History** - NAPA was originally founded in 1997 to raise the profile of activity provision and Activity Providers. It started at a time when the role of Activity Provider was new to the sector and activity and engagement were not prioritised. NAPA aimed to establish a membership network of care providers committed to improving the experience of older people living in care homes. Since 1997 NAPA has supported the sector to prioritise wellbeing; focussing on improving the experience of people who use care and support services by providing professional and practice development opportunities for Activity Providers and care teams and promoting the importance of activity and engagement.

**Our Vision** – A UK where activity and engagement is an integral part of care provision, where people with care and support needs live meaningful lives.

#### Our Mission – NAPA

- Sets standards and provides guidance that supports positive activity and engagement.
- Advances the role of the Activity Provider by offering professional and practice development services that enhance knowledge and skills.
- Supports positive practice by celebrating and sharing examples of outstanding practice.
- Seeks and represents the views of Activity Providers and care services to influence change.
- Influences the sector to recognise the importance of activity and engagement.

**We Champion** - Activity Provision, which prioritises connection, is respectful, creative, innovative, and meaningful and enabled by skilled Activity Providers.

**Our Approach** - The aspirations and experiences of the people we support drive everything we do at NAPA and have underpinned and informed all the developments we have made. We have consulted extensively with our staff, trustees, volunteers, members, and supporters to help us decide which areas to focus on. And we will continue the conversations to keep us on track and accountable.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2025

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**NAPA's Values** - Everything we do is underpinned by our values which capture the essence of who we are. The behaviours we each demonstrate every day are how we bring our values to life.

- **Inclusion.** We are determined to provide an inclusive experience, where difference is valued, and no one is left out.
- **Collaboration.** We bring people together and make connections. We believe that by sharing, learning, and working together, we can achieve much more.
- **Expertise.** We are professional, organised, and competent. We adapt to changes in policy and the law, keeping our advice and support as helpful and accessible as possible. We value and support our experienced and skilled team, the majority of whom have been Activity Providers themselves. We champion the expertise of Activity Providers.
- **Creativity.** We think creatively, seeing potential and possibility, finding a way forward.
- **Celebration.** Achievements are worth celebrating. Supporting people to live content, creative and connected lives bring meaning and purpose. We notice and celebrate positive practice, inspiring us all to keep going.
- **Dignity and respect.** We believe that everyone has the right to be treated with dignity and respect. We are determined to create an inclusive culture that supports every NAPA team member and every 'Activity Provider' to flourish and reach their potential.

Our services are co-created with our members, affiliate members, advisory panels and are directed by our Executive Director and governed by the NAPA board of Trustees. We pride ourselves on our inclusive approach and appreciate the contributions and ideas of all who work alongside us to prioritise wellbeing.

#### **This report highlights NAPA's key achievements against our strategic aims in 2023.**

NAPA continued to support the care sector following the covid 19 pandemic. Our digital transformation plan enabled new ways of working that created access to the practice development tools needed to prioritise the wellbeing of those they support.

#### **NAPA development and growth**

Having merged with The Grow Old Disgracefully Charitable Trust in 2022 we established our Positive Ageing Campaign and Living The Dream fund in 2023. This strategic move expanded our impact, enabling NAPA to invest in our fundraising activity and develop our focus on positive ageing.

We established ourselves as the Professional Body for Activity Providers in the UK and activity association for the care and support sector. on the trusts great work, to defy ageist stereotypes and enable older people to take part in activities that others may view as in appropriate or 'disgraceful'. NAPA will launch the campaign in June 2023.

We established ourselves as the Professional Body for Activity Providers in the UK and activity association for the care and support sector.

#### **NAPA Membership**

Our strong membership numbers allow us to impact on and influence the care sector. Despite identifying risks to the membership due to the financial pressures facing the care sector we maintained our membership numbers.

Our communications plan for 2023 was successful, enabling a substantial increase in our reach across the sector. NAPA has significant presence in the care home sector with care homes comprising 90% of membership in 2023.

This year we have continued to build our membership numbers by further extending our reach and presence in the care home sector but also ensuring our offers are attractive to the broader Health, Housing and Social Care sector, we continue to build relationships with care providers and key stakeholders across the country and have gained new members providing supporting housing services, domiciliary care, and support to adults with learning disabilities. We have seen particular growth in membership registration from Home Care Providers.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2025

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In 2023 we secured the membership of several new care groups. We have significantly improved our membership benefits and continue to consult with our members to ensure our offer meets their needs and our services remain responsive.

#### Professional Development Services and pathway

Over the last year we have built on the digital approaches introduced in 2021 /22 and have delivered several commissioned programmes of work as well an open course online programme of professional development opportunities.

The NAPA Professional Development Pathway enables Activity Providers to gain a leadership qualification and be registered as NAPA Recognised Activity Professionals. This professional development option continued to grow in 2023.

Our training qualification offer currently comprises: Distance Learning Qualifications in Activity Provision at level 2 and 3, bespoke training courses on commission. Our accrediting body and our skills for care Endorsed provider status was renewed for another year.

Our QCF qualifications continue to attract interest from members and non-members with 95 new students enrolling in 2023. To date 964 students have completed the Level 2 Award in Supporting Activities. We now have 131 qualified in the level 3 Certificate in Activity provision in Social Care. Over the course of the year 655 students have attended bespoke training days. Between April 2023 and March 2024, we trained a total of 909 activity and care workers

NAPA is now a green employer and provider of leaning and development. All our qualifications are now available digitally. This development in 2023 enabled us to close the head office. NAPA now has a virtual HQ with all team members working remotely.

#### Activity Support Service

We extended our Support line service and significantly developed The Activity Support Service between 2021 and in 2022 and in 2023 the service continued to grow. The NAPA Activity Support Service is a service for Activity Providers and includes a phone line for information and advice, a network of Activity Advisors, support groups online and in person and free resources.

In 2023 the Activity Support Service supported hundreds of activity, care and support workers and family carers to prioritise wellbeing. We also established the Resource, Advice an Information Network (RAIN) a monthly community of practice, set up to provide free professional development and peer support for Activity Providers employed by NAPA members. This has been hugely successful with hundreds of attendees. Experts provide education for the first part of the session enabling opportunities to learn and share from related positive practice examples.

The Activity Providers Advisory Group continues to grow and develop with over 60 members now involved in the coproduction of toolkits, resources, research programmes and product-based projects.

#### Communications

We continue to receive positive feedback on the rebrand and have expanded our comms and marketing campaigns. The website promotes the range of services that NAPA provides.

The Activity Shed is a practice development platform for NAPA Members, it hosts tools to support positive practice. It is continually evolving based on consultation with our members and specifically with Activity Providers. In 2023 2,300 members accesses the Activity Shed. We are in the process of enabling users to access the Activity Shed via an app, we look forward to launching the app in the late spring of 2024.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2025

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We have been delighted with the increase in social media attention and interest. We now have established Facebook, twitter, linked in and Instagram accounts. Our weekly NAPA News has been rebranded in line with all our digital communications and subscription rates have soared. Subscribers receive weekly updates, resources, and news. We have also introduced a member only newsletter, this goes out weekly and shares our weekly offer for members, bundles of resources to support practice as well as opportunities to attend learning events.

In 2023 we published over 100 new toolkits and resources. Our publications reached over 100,000 downloads. Everything we publish is developed in consultation and provided at no or low cost.

#### Highlights from 2023

**1.Arts in Care Homes National Campaign and The Year of Connected Community Campaign:** NAPA launched our annual national campaign called "The Year of Connected Communities." Year of Connected Communities Campaign - This initiative encouraged community engagement and facilitated meaningful connections and collaborations.

Arts in Care Homes - a five-year programme, managed by NAPA and funded by The Baring Foundation and The Rayne Foundation came to an end. There is a wealth of arts and cultural activities taking place in care homes across England. These range from everyday creative activities run by staff teams to large scale arts projects, artist-led sessions and partnerships with museums and galleries. We promote and celebrate existing arts activities and encourage more. During Covid-19 we saw and experienced the importance of art and creativity in care settings, and the beneficial outcomes for all the participants. We have continued to shine a light on the importance of this work, which has been increasingly vital during the pandemic. The programme culminated in a fantastic event at Somerset House, bringing together care and arts organisations to celebrate the programme and consider next steps. Our funders have committed to an additional year's funding enabling us to manage the national day in 2024. The Arts in Care Homes report can be found here [NationalDayOfArtsInCareHomes-Evaluation.pdf](#)

**2. NAPA Conference:** NAPA organised a conference in June in central London, welcoming over a hundred Activity Providers and enthusiasts. The event showcased positive practices and facilitated learning, with experts in Community Engagement from across the sector participating.

**3. Projects and Partnerships and Research:** NAPA formed new partnerships with several organisations, such as, Relish and My Life TV These partnerships provided NAPA members with access to free and discounted resources and training, enhancing their ability to promote wellbeing. We developed our corporate partnerships enabling us to provide free resources to the entire sector, such as The Jubilee Resources (Unilever Food Solutions) and the NAPA Calendar and Afternoon Tea Week Resources (Lakeland Dairies.)

**4. Research: Research** - In 2023 NAPA launched our first research strategy. NAPA is committed to supporting research and evaluation, our activity in this area falls into two areas. Co-delivery of research programmes, in partnership with academic institutions, and the delivery of service and project evaluations. In 2023 our research partners include the University of Surrey, the university of East Anglia and University college London.

Further information about our research activity can be found here [Research and Evaluation - NAPA Activities \(napa-activities.co.uk\)](#)

**5. NAPA Awards:** The NAPA Awards ceremony was a huge success, taking place in person at The Museum of Brands with the participation of hundreds of activity and care teams, along with the individuals they support. The photobook can be found here [The National Activity Awards - NAPA Activities \(napa-activities.co.uk\)](#)

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2025**

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### NAPA Finances

Ambitious targets for the commissioning of qualifications were not realised in 2023. Several funding applications and sponsorship arrangements were not successful. The fundraising strategy built on the work undertaken in 2022 and we exceeded our target. We were delighted to receive substantial corporate sponsorship from Unilever Food Solutions and Lakeland Dairies as well as Relish and Kyn. NAPA reserves as of 31st March 2023 were £258,062.00 (cash in bank plus shares.)

Our cash position is healthy for a charity of our size, our reserves policy shows that we currently have reserves equal to approx. 8 months running costs). We aim to maintain the equivalent in reserves over the next 2 years.

### Risk management:

The Chief Executive Officer and NAPA Board of trustees have continued to review the main risks facing the charity. These risks have been classified under headings with the actions set out below to mitigate these risks:

**Financial risk:** to ensure good forward planning and to continue to maintain a suitable reserves policy.

**Operational risk:** to ensure that policies for Health and Safety, Equal Opportunities and Safeguarding are up-to-date and implemented; to ensure that training and supervision for staff and volunteers is consistent and regular.

**Regulatory risk:** to ensure good practice is followed regarding employment issues and the issues noted under operational risk; to ensure compliance with relevant legislation regarding charities and companies.

**Reputational risk:** to build on the charity's reputation for good practice and to continue to develop good working relationships with others.

### The NAPA Team

We have expanded the core team, NAPA Associate team and engaged several Advisors and Ambassadors to guide us in our work.

I want to thank the NAPA team for their openness, honesty and ambition and the Activity Providers who keep us on track and remind us why we exist. I would also like to thank the NAPA Board of Trustees for their support and encouragement, the ongoing commitment of our Board of Trustees, the NAPA staff team, the dedication and loyalty of our members and the support of our key stakeholders and investment of our funders, enables us to do what we do.

As we conclude the fiscal year 2023-2024, we express gratitude for the opportunity to serve individuals and their communities. The achieved milestones and forged partnerships reaffirm our commitment. With renewed energy, we look forward to the year ahead, dedicated to advancing our mission and promoting wellbeing.

### Plans for 2024-25

We have great plans for 2024 as we embark on implementation of year 2 of our 3-year strategic plan.

Our new strategic framework brings clarity and focus to our efforts and allow us to making strategy actionable and more importantly achievable on a day-to-day basis. It is an exciting and ambitious plan that builds on all we do well, it is taking the charity in innovative and important new directions. The strategy describes what we must do to fulfil our vision and demonstrates how we will continue to support the sector to prioritise wellbeing; at its heart there is a desire to expand our reach and measure our impact. It is designed to help coordinate our work and make our efforts more effective. It also helps us to be more accountable and transparent.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2025**

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I came into post in September 2019, it has certainly been an interesting and rewarding 3 4 years. We have worked hard over this time to listen to the needs of our members. We have improved our membership offer, implemented new services, and adopted new ways of working. Undoubtedly the last four years has presented us with huge challenges, but it has also given us opportunities to innovate, and we have come out of it better and stronger and in a position to support even more members, Activity Providers and care and support services.

Since the publication of our last strategic plan, we have made a great deal of improvements; we identified gaps in our programmes of work and worked hard to bring in further resources to fund new services and improve existing ones. We introduced a new website, a practice development platform, a professional pathway, and the Activity Support Service. Behind the scenes we have strengthened the way that we operate. We have modernised the way we manage our services, integrated a new finance system, and introduce home working. We are excited to continue our valuable work.

We know that recent and current challenges place real pressure on all forms of income and expenditure, collectively we are experiencing an unknown financial climate. We anticipate that there will be pressure on our income streams, whether that is through membership or training commissions, or through fundraising. The application process for grant funding has become more competitive. Increasing salaries and investing in our team will increase cost pressures. We will continue to monitor funding closely.

Over the next 2 years we will seek to strengthen our financial resilience. We will continue to operate with the heart of a charity and the head of a business, build a well led sustainably funded charity that invests in our team and is held in high regard.

**Our values will shape the way we will work as we pursue our strategic objectives.**

**NAPA's vision for the next 2 years:** By 2026 NAPA will be known and respected for providing excellent support to Individual Activity Providers and activity/wellbeing teams, Care and support teams, Care services, the wider health, housing and social care sector, and the friends and family of people with care and support needs.

Six strategic objectives will determine our programmes of work over the next three years.

**Objective 1: To champion wellbeing, (activity, arts, cultural participation, and engagement)**

- We will articulate our vision through our communications, website, practice development platform, resources, information, guidance, qualification, and training course content.
- Demonstrate our commitment, through our dedicated national programme 'Arts in Care Homes,' and our range of partnership projects and research programmes.

**Objective 2: To professionalise the role of the Activity Provider**

- Investigate registration potential as 'national professional body' for Activity Providers.
- Gather interest in developing a professional registration of Activity Providers and professionals.
- Launch competence framework, professional standards, and rules of conduct.
- Raise the profile of Activity Providers by gathering, sharing, and celebrating examples of positive activity practice.
- Establish professional development pathway as the preferred 'learning provider.'

**Objective 3: To extend our reach**

- Grow our membership, services, programmes, and campaigns.
- Improve our infrastructure and grow our team.
- Provide services, programmes and campaigns that are intentionally inclusive.
- Become a greener organisation.

## NATIONAL ACTIVITY PROVIDERS ASSOCIATION

### TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2025**

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**Objective 4: To work better together**

- Develop partnership projects with value aligned organisations to maximise impact.
- Develop our research programme and evaluation capacity.
- Translate and disseminate best practice approaches, informing NAPA's core programmes of work.

**Objective 5: To improve perceptions**

- Contribute to national debate and influence change.
- Demonstrate our commitment through our Positive Ageing campaign (Grow Old Disgracefully.)

**Objective 6: To be financially stable and sustainable**

- Develop audit processes to enable sustainable financial management.
- Formulate financial plans to ensure all streams of work deliver return on investment.
- Increase income generation with clear targets across all programmes of work.
- Decrease relative expenditure.



**Hilary Woodhead**  
Chief Executive Officer

## NATIONAL ACTIVITY PROVIDERS ASSOCIATION

### TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2025**

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#### **Structure, governance and management**

The charity is a company limited by guarantee. The charity's objects are to set standards of appropriate practices regarding the provision of activities for older persons and adults with learning disabilities. The Trustees confirm that they have referred to the Charity Commission's guidance on public benefit

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of winding up and for a year after they cease to be a member.

The trustees set the policies of the charity and exercise overall control, while day-to-day matters are dealt with by employees.

Trustees are appointed by invitation and drawn from our network of contacts across the care sector. We aim to have a cross-section of skills and geographic representation. Potential Trustees are invited to attend and observe a Meeting prior to being formally appointed. All new Trustees are sent an information pack based on materials generated by the Charity Commission.

NAPA does not work directly with care setting residents or tenants but by supporting care teams to enable meaningful engagement. Our aim is to ensure that skilled, well informed staff generate life, love and laughter to ensure older people have more fulfilled lives.

S Ascot

S Cooper

(Resigned on 29 October 2024)

S Goldsmith - (Treasurer)

T Paine, MBE

O Thomas - (Chairman)

G V Haynes - (Vice Chairman)

(Resigned on 29 October 2024)

C Wills-Cole

E Watkinson

S Leatham

(Appointed on 29 October 2024)

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2025**

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### Statement of Trustees' Responsibilities

The trustees, who are also the directors of National Activity Providers Association 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

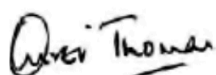
In preparing these financial statements, the trustees are required to:

- 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 charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to Independent examiner each of the trustees has confirmed that there is no information of which they are aware which is relevant to the Independent examination, but of which the Independent examiner is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the Independent examiner is aware of such Information.

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



**O Thomas**  
Trustee

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF NATIONAL ACTIVITY PROVIDERS ASSOCIATION

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I report to the trustees on my examination of the financial statements of National Activity Providers Association (the charitable company) for the year ended 31 March 2025.

#### **Responsibilities and basis of report**

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 44 (1) (c) of the 2005 Act and section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Since the charitable company is required by company law to prepare its accounts on an accruals basis and is registered as a charity in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

#### **Use of my report**

This report is made solely to the Board, in accordance with section 145 of the Charities Act 2011. My independent examination has been undertaken so that I might state to the Board those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Board, for my independent examination or for this report.

**Caroline Brazier ACA DChA**  
**Cansdales Business Advisers Limited**  
**Chartered Accountants**  
**The Broadway**  
**Old Amersham**  
**Bucks**  
**HP70UT**

**Dated: 20 June 2025**

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

|                                                                                                  |       | Unrestricted<br>funds | Restricted<br>funds | Total<br>2025  | Total<br>2024<br>As restated |
|--------------------------------------------------------------------------------------------------|-------|-----------------------|---------------------|----------------|------------------------------|
|                                                                                                  | Notes | £                     | £                   | £              | £                            |
| <b><u>Income and endowments from:</u></b>                                                        |       |                       |                     |                |                              |
| Donations and legacies                                                                           | 2     | 7,982                 | 35,000              | 42,982         | 46,355                       |
| Charitable activities                                                                            | 3     | 447,576               | -                   | 447,576        | 369,836                      |
| Investments                                                                                      | 4     | 5,534                 | -                   | 5,534          | 5,054                        |
| Other income                                                                                     | 5     | -                     | -                   | -              | 105,405                      |
| <b>Total income</b>                                                                              |       | <b>461,092</b>        | <b>35,000</b>       | <b>496,092</b> | <b>526,650</b>               |
| <b><u>Expenditure on:</u></b>                                                                    |       |                       |                     |                |                              |
| Charitable activities                                                                            | 6     | 441,365               | 16,657              | 458,022        | 471,376                      |
| <b>Total resources expended</b>                                                                  |       | <b>441,365</b>        | <b>16,657</b>       | <b>458,022</b> | <b>471,376</b>               |
| <b>Net income/(expenditure) and net movement in funds before gains and losses on investments</b> |       | <b>19,727</b>         | <b>18,343</b>       | <b>38,070</b>  | <b>55,274</b>                |
| Net gains on investments                                                                         | 9     | 11,937                | -                   | 11,937         | 6,131                        |
| <b>Net (expenditure)/ income before transfers</b>                                                |       | <b>31,664</b>         | <b>18,343</b>       | <b>50,007</b>  | <b>61,405</b>                |
| Gross transfers between funds                                                                    |       | 19,131                | (19,131)            | -              | -                            |
| <b>Net income/(expenditure) for the year/<br/>Net movement in funds</b>                          |       | <b>50,795</b>         | <b>(788)</b>        | <b>50,007</b>  | <b>61,405</b>                |
| Fund balances at 1 April 2024                                                                    |       | 200,521               | 22,958              | 223,479        | 162,074                      |
| <b>Fund balances at 31 March 2025</b>                                                            |       | <b>251,316</b>        | <b>22,170</b>       | <b>273,486</b> | <b>223,479</b>               |

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

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.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## BALANCE SHEET

AS AT 31 MARCH 2025

|                                                                |       | 2025           |                | 2024           |                |
|----------------------------------------------------------------|-------|----------------|----------------|----------------|----------------|
|                                                                | Notes | £              | £              | As restated    | £              |
| <b>Fixed assets</b>                                            |       |                |                |                |                |
| Investments                                                    | 10    |                | 123,473        |                | 111,536        |
| <b>Current assets</b>                                          |       |                |                |                |                |
| Stocks                                                         | 12    | -              |                | 882            |                |
| Debtors                                                        | 11    | 34,374         |                | 53,445         |                |
| Cash at bank and in hand                                       |       | 207,190        |                | 149,109        |                |
|                                                                |       | <u>241,564</u> |                | <u>203,436</u> |                |
| <b>Creditors: amounts falling due within one year</b>          | 13    | (81,202)       |                | (69,181)       |                |
| Net current assets                                             |       |                | <u>160,362</u> |                | <u>134,255</u> |
| <b>Total assets less current liabilities</b>                   |       |                | 283,835        |                | 245,791        |
| <b>Creditors: amounts falling due after more than one year</b> | 14    |                | (10,349)       |                | (22,312)       |
| <b>Net assets</b>                                              |       |                | <u>273,486</u> |                | <u>223,479</u> |
| <b>Income funds</b>                                            |       |                |                |                |                |
| Restricted funds                                               | 16    |                | 22,170         |                | 22,958         |
| Unrestricted funds                                             |       |                | 251,316        |                | 200,521        |
|                                                                |       |                | <u>273,486</u> |                | <u>223,479</u> |

## NATIONAL ACTIVITY PROVIDERS ASSOCIATION

### BALANCE SHEET (CONTINUED)

**AS AT 31 MARCH 2025**

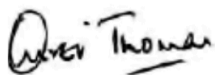
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The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The trustees' responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Trustees on 20 June 2025



O Thomas  
Trustee



T Paine, MBE  
Trustee

Company Registration No. 3482943

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2025**

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### **1 Accounting policies**

#### **Charity information**

National Activity Providers Association is a private company limited by guarantee incorporated in England & Wales. The registered office can be found on the legal and administrative page.

#### **1.1 Accounting convention**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. 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 charitable company 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.

Designated funds are unrestricted funds of the charity, which the trustees have decided at their discretion to set aside to use for a specific purpose.

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.

#### **1.4 Income**

Income is recognised when the charitable company 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 charitable company 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 charitable company 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.

#### **1.5 Expenditure**

Expenditure is recognised on accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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### 1 Accounting policies

(Continued)

#### 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:

|                                |                   |
|--------------------------------|-------------------|
| Fixtures, fittings & equipment | 25% straight line |
|--------------------------------|-------------------|

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 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

#### 1.8 Stocks

Stocks is valued at the lower of cost and net realisable value.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### 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 charitable company is a registered charity within the definitions of section 506(1) Income and Corporation Taxes Act 1988 and therefore it is not assessable to corporation tax on any surplus charitable funds.

#### 1.11 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

#### 1.12 Pension

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 2 Donations and legacies

|                     | Unrestricted<br>funds | Restricted<br>funds | Total     | Unrestricted<br>funds | Restricted<br>funds | Total     |
|---------------------|-----------------------|---------------------|-----------|-----------------------|---------------------|-----------|
|                     | 2025<br>£             | 2025<br>£           | 2025<br>£ | 2024<br>£             | 2024<br>£           | 2024<br>£ |
| Donations and gifts | 7,982                 | 35,000              | 42,982    | 23,888                | 22,467              | 46,355    |

### 3 Charitable activities

|                            | 2025<br>£      | 2024<br>£      |
|----------------------------|----------------|----------------|
| Membership subscriptions   | 218,046        | 166,489        |
| Shop income                | 5,100          | 4,950          |
| Research projects          | 20,136         | -              |
| NAPA activity show         | 3,348          | -              |
| Fee income                 | 137,501        | 99,750         |
| Baring Consultation        | -              | 19,995         |
| NAPA Challenge             | -              | 14,773         |
| NAPA awards                | 26,234         | -              |
| Training days income       | 21,050         | 22,212         |
| Advertising and commission | 16,161         | 2,672          |
|                            | <u>447,576</u> | <u>369,836</u> |
| <b>Analysis by fund :</b>  |                |                |
| Unrestricted funds         | 447,576        | 349,841        |
| Restricted funds           | -              | 19,995         |
|                            | <u>447,576</u> | <u>369,836</u> |

## NATIONAL ACTIVITY PROVIDERS ASSOCIATION

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

#### 4 Investments

|                     | Unrestricted<br>funds<br>2025<br>£ | Unrestricted<br>funds<br>2024<br>£ |
|---------------------|------------------------------------|------------------------------------|
| Bank interest       | -                                  | 5,054                              |
| Interest receivable | 5,534                              | -                                  |
|                     | <u>5,534</u>                       | <u>5,054</u>                       |

#### 5 Other income

|                                                           | Unrestricted<br>funds<br>2025<br>£ | Unrestricted<br>funds<br>2024<br>As restated<br>£ |
|-----------------------------------------------------------|------------------------------------|---------------------------------------------------|
| Donation from The Grow Old Disgracefully Charitable Trust | -                                  | 105,405                                           |
|                                                           | <u>-</u>                           | <u>105,405</u>                                    |

The above value contains a prior year restatement in the form of investments as fund and share account held with Hargraves Lansdown.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 6 Charitable activities

|                                                  | 2025<br>£      | 2024<br>£      |
|--------------------------------------------------|----------------|----------------|
| Staff costs                                      | 279,212        | 268,370        |
| National lottery isolated but not lonely project | -              | 3,227          |
| Training and travel                              | 4,696          | 5,040          |
| Travel                                           | -              | 600            |
| QCF courses                                      | 39,728         | 26,162         |
| Arts In Care Home Project                        | 9,537          | 17,998         |
| Systems support                                  | 12,811         | 10,847         |
| Premises costs                                   | 537            | 17,349         |
| Printing, postage & stationery                   | 1,271          | 3,040          |
| Telephone                                        | 3,916          | 2,724          |
| Conference costs                                 | -              | 360            |
| Other costs                                      | 37,580         | 52,150         |
| Baring Consultation                              | 101            | 19,995         |
| Support costs                                    | 29,139         | 14,806         |
| Management Fee                                   | 4,250          | 600            |
| Advertising and promotion                        | 20,501         | 10,789         |
| Marketing - NAI                                  | 2,769          | 3,269          |
| New members costs                                | 11,974         | 17,277         |
|                                                  | <u>458,022</u> | <u>471,376</u> |
| <b>Analysis by fund :</b>                        |                |                |
| Unrestricted funds                               | 441,365        | 428,914        |
| Restricted funds                                 | <u>16,657</u>  | <u>42,462</u>  |
|                                                  | <u>458,022</u> | <u>471,376</u> |

#### Restricted fund includes :

National Day of Arts in Care Homes project cost of £16,657 (2024: £22,467) - out of which £9,537 relates to other project expenses which are included within "Arts In Care Home Project", £101 relates to project officer's travel & subsistence expenses which are included within "Travel", £4,250 relates to support cost expenses which are included within "Management Fee" and £2,769 relates to advertising and promotion expenses which are included within "Marketing - NAI".

And Baring cost of £nil (2024: 19,995) related to marketing and project cost which is included within "Baring Consultation".

Included within support costs is the independent examiner's fee of £4,620 (2024: £4,636) and £nil (2024: £1,849) for other services.

## NATIONAL ACTIVITY PROVIDERS ASSOCIATION

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

#### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year (2024: None).

No trustees were reimbursed for any expense during the year (2024: None).

#### 8 Employees

##### Number of employees

The average monthly number of employees during the year was:

|                   | 2025<br>Number | 2024<br>Number |
|-------------------|----------------|----------------|
| Direct activities | 6              | 6              |
| Administration    | 1              | 1              |
|                   | <u>7</u>       | <u>7</u>       |

##### Employment costs

|                       | 2025<br>£      | 2024<br>£      |
|-----------------------|----------------|----------------|
| Wages and salaries    | 251,037        | 242,566        |
| Social security costs | 21,650         | 19,687         |
| Other pension costs   | 6,525          | 6,117          |
|                       | <u>279,212</u> | <u>268,370</u> |

During the year key management received remuneration totalling £72,465 (2024: £70,015) and expenses totalling £Nil(2024: £Nil). Expenses consisted of travel, mobile phone costs and stationery supplies. There were Nil members of key management in the year (2024: Nil).

There was one employees whose annual remuneration was £60,000 or more (2024: 1).

#### 9 Gains and losses on investments

|                               | Unrestricted<br>funds<br>2025<br>£ | Unrestricted<br>funds<br>2024<br>As restated<br>£ |
|-------------------------------|------------------------------------|---------------------------------------------------|
| Unrealised gain on investment | 11,937                             | 6,131                                             |
|                               | <u>11,937</u>                      | <u>6,131</u>                                      |

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 10 Fixed asset investments

|                          | Investments<br>£ |
|--------------------------|------------------|
| <b>Cost or valuation</b> |                  |
| At 1 April 2024          | 111,536          |
| Unrealised gain          | 11,937           |
|                          | <hr/>            |
| At 31 March 2025         | 123,473          |
|                          | <hr/>            |
| <b>Carrying amount</b>   |                  |
| At 31 March 2025         | 123,473          |
|                          | <hr/>            |
| At 31 March 2024         | 111,536          |
|                          | <hr/>            |

Investments are held with Hargraves Lansdown and the amount represents market value as at the balance sheet date.

### 11 Debtors

|                                             | 2025<br>£ | 2024<br>£ |
|---------------------------------------------|-----------|-----------|
| <b>Amounts falling due within one year:</b> |           |           |
| Trade debtors                               | 33,478    | 50,639    |
| Prepayments and accrued income              | 896       | 2,806     |
|                                             | <hr/>     | <hr/>     |
|                                             | 34,374    | 53,445    |
|                                             | <hr/>     | <hr/>     |

### 12 Stocks

|                       | 2025<br>£ | 2024<br>£ |
|-----------------------|-----------|-----------|
| Goods held for resale | -         | 882       |
|                       | <hr/>     | <hr/>     |

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

|                                    | 2025<br>£ | 2024<br>£ |
|------------------------------------|-----------|-----------|
| Other taxation and social security | 7,166     | 6,066     |
| Trade creditors                    | 2,998     | 4,299     |
| Accruals and deferred income       | 71,038    | 58,816    |
|                                    | <hr/>     | <hr/>     |
|                                    | 81,202    | 69,181    |
|                                    | <hr/>     | <hr/>     |

Included in accruals and deferred income is £Nil relating to deferred income which is for membership fees received in advance that relate to 2025 (2024: £nil relating to deferred income which is for membership fees received in advance that relate to 2024).

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 14 Creditors: amounts falling due after more than one year

|                              | 2025   | 2024   |
|------------------------------|--------|--------|
|                              | £      | £      |
| Accruals and deferred income | 10,349 | 22,312 |

The whole amount in accruals and deferred income relates to deferred income which is for membership fees received in advance that relate to 2025, 2026, 2027 and 2028 (2024: whole amount relates to deferred income which is for membership fees received in advance for 2025 to 2028).

#### 15 Prior period adjustment

##### Changes to the balance sheet

|                     | At 31 March 2024       |                |                |
|---------------------|------------------------|----------------|----------------|
|                     | As previously reported | Adjustment     | As restated    |
|                     | £                      | £              | £              |
| <b>Fixed assets</b> |                        |                |                |
| Investments         | -                      | 111,536        | 111,536        |
| Capital funds       |                        |                |                |
| Income funds        |                        |                |                |
| Restricted funds    | 22,958                 | -              | 22,958         |
| Unrestricted funds  | 88,985                 | 111,536        | 200,521        |
| <b>Total funds</b>  | <b>111,943</b>         | <b>111,536</b> | <b>223,479</b> |

##### Changes to the profit and loss account

|                                 | Period ended 31 March 2024 |            |             |
|---------------------------------|----------------------------|------------|-------------|
|                                 | As previously reported     | Adjustment | As restated |
|                                 | £                          | £          | £           |
| Other income                    | -                          | 105,405    | 105,405     |
| Unrealised gains on investments | -                          | 6,131      | 6,131       |
| Income/expenditure for the year | (50,131)                   | 111,536    | 61,405      |
| Net movement in funds           | (50,131)                   | 111,536    | 61,405      |

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 16 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:

|                                    | Movement in funds          |               |                 |                 |                             |
|------------------------------------|----------------------------|---------------|-----------------|-----------------|-----------------------------|
|                                    | Balance at 1<br>April 2024 | Income        | Expenditure     | Transfers       | Balance at 31<br>March 2025 |
|                                    | £                          | £             | £               | £               | £                           |
| National Day of Arts in Care Homes | 22,958                     | 35,000        | (16,657)        | (19,131)        | 22,170                      |
|                                    | <u>22,958</u>              | <u>35,000</u> | <u>(16,657)</u> | <u>(19,131)</u> | <u>22,170</u>               |

National Day of the Arts in Care Homes - To dedicate a day to the arts in care homes in order to focus attention on existing resources and emphasise the benefits of arts in care settings.

### 17 Analysis of net assets between funds

|                                                    | Unrestricted<br>funds | Restricted funds | Total          |
|----------------------------------------------------|-----------------------|------------------|----------------|
| Fund balances at 31 March 2025 are represented by: |                       |                  |                |
| Investments                                        | 123,473               | -                | 123,473        |
| Current assets/(liabilities)                       | 138,192               | 22,170           | 160,362        |
| Long term liabilities                              | (10,349)              | -                | (10,349)       |
|                                                    | <u>251,316</u>        | <u>22,170</u>    | <u>273,486</u> |

### 18 Related party transactions

There are no related party transactions during the year (2024: £None).

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# Accounts

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Charity registration number 1070674 (England and Wales)

Charity registration number SCO38991 (Scotland)

Company registration number 3482943 (England and Wales)

**NATIONAL ACTIVITY PROVIDERS ASSOCIATION**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                                    |                                                                                                           |                 |
|------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------|
| Trustees                           | S Ascot                                                                                                   |                 |
|                                    | S Cooper                                                                                                  |                 |
|                                    | S Goldsmith                                                                                               | (Treasurer)     |
|                                    | T Paine                                                                                                   |                 |
|                                    | O Thomas                                                                                                  | (Chairman)      |
|                                    | G V Haynes                                                                                                | (Vice Chairman) |
|                                    | C Wills-Cole                                                                                              |                 |
|                                    | E Watkinson                                                                                               |                 |
| Secretary                          | Ms Hilary Woodhead                                                                                        |                 |
| Charity number (England and Wales) | 1070674                                                                                                   |                 |
| Charity number (Scotland)          | SC038991                                                                                                  |                 |
| Company number                     | 3482943                                                                                                   |                 |
| Registered office                  | C/O Cansdales Business Advisers Limited<br>St Marys Court<br>The Broadway<br>Amersham<br>Bucks<br>HP7 0UT |                 |
| Independent examiner               | Samir Shah<br>Ramon Lee Ltd<br>Chartered Accountants<br>93 Tabernacle Street<br>London<br>EC2A 4BA        |                 |
| Bankers                            | CAF Bank<br>25 Kings Hill Avenue<br>Kings Hill<br>West Malling<br>Kent<br>ME19 4TA                        |                 |

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# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

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# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## CHAIRMAN'S REPORT

**FOR THE YEAR ENDED 31 MARCH 2024**

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Let me start, rather than end, this year's Chairman's words by thanking the NAPA team, both my fellow Trustees and those who work so hard during 2023/24 to achieve the positive impact we know NAPA membership can have on the way in which people are looked after, on how fulfilled their lives are and the support that those who provide that care receive.

Our helpline provides direct support, advice and, if necessary, comfort to anyone who may need it, free of charge; we provide ideas for every day of the week through our Activities Calendar to help those on the front line and we provide a wide range (developed still further in 2024/25!) of training courses to extend knowledge, skills and confidence. We fundraise, develop new relationships across the sector and have put on events and award ceremonies to recognise the efforts and achievements of those providing care across the country.

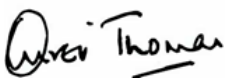
The list is long and reflects the hard work of every single one of the team.

The Trustees provide tremendous support to the NAPA team that I know is greatly valued. They give freely of their time and advice and their constant support and contribution is much appreciated, especially by myself!

For the last few years I have begun these words with reference to the pandemic, one of those (hopefully) once in a century events that impacts the whole world. I suspect that future historians will look back on this period as one that generated significant change. The world of work is very different than it was a few years ago; people have and continue to suffer from the consequences of Covid 19; who knows what the long term effects will be on the education of several years of children and young adults having a very different University 'experience' or the long term impact on the mental health of individuals; whole economies have been affected and are in need of repair. Add to that conflict in Ukraine and the Middle East and it is no wonder that the world currently feels in turmoil.

If all that sounds full of doom and gloom we shouldn't forget that we, mostly, came through the pandemic period. Scientists found solutions, quickly, which were shared around the world. It wasn't perfect or always equitable, the social restrictions weren't always welcome and individuals and families were deeply affected but we have come through it.

And why does that matter to NAPA? Simply put we do not operate in isolation. Inflation and the state of the economy affects us and our budgets and what we can do just as it does everyone else; our members feel that impact as well; our staff team and those we recruit live in the world of work where 'working from home' is far more extensive than it was; our members need different services provided in different ways. We have done a great deal to adapt over the last few years and in 2024/25 will continue to do so. Thank you to everyone for your support, commitment and contribution to NAPA.



Oliver Thomas  
Chairman, NAPA

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2024

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The trustees present their 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 charitable company's [governing document], the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) 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

This report highlights NAPA's key achievements against our strategic aims in 2023.

**Our History** – NAPA was originally founded in 1997 to raise the profile of activity provision and Activity Providers. It started at a time when the role of Activity Provider was new to the sector and activity and engagement were not prioritised. NAPA aimed to establish a membership network of care providers committed to improving the experience of older people living in care homes. Since 1997 NAPA has supported the sector to prioritise wellbeing; focussing on improving the experience of people who use care and support services by providing professional and practice development opportunities for Activity Providers and care teams and promoting the importance of activity and engagement.

**Our Vision** – A UK where activity and engagement is an integral part of care provision, where people with care and support needs live meaningful lives.

#### Our Mission – NAPA

- Sets standards and provides guidance that supports positive activity and engagement.
- Advances the role of the Activity Provider by offering professional and practice development services that enhance knowledge and skills.
- Supports positive practice by celebrating and sharing examples of outstanding practice.
- Seeks and represents the views of Activity Providers and care services to influence change.
- Influences the sector to recognise the importance of activity and engagement.

**We Champion** - Activity Provision, which prioritises connection, is respectful, creative, innovative, and meaningful and enabled by skilled Activity Providers.

**Our Approach** - The aspirations and experiences of the people we support drive everything we do at NAPA and have underpinned and informed all the developments we have made. We have consulted extensively with our staff, trustees, volunteers, members, and supporters to help us decide which areas to focus on. And we will continue the conversations to keep us on track and accountable.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2024

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**NAPA's Values** - Everything we do is underpinned by our values which capture the essence of who we are. The behaviours we each demonstrate every day are how we bring our values to life.

- **Inclusion.** We are determined to provide an inclusive experience, where difference is valued, and no one is left out.
- **Collaboration.** We bring people together and make connections. We believe that by sharing, learning, and working together, we can achieve much more.
- **Expertise.** We are professional, organised, and competent. We adapt to changes in policy and the law, keeping our advice and support as helpful and accessible as possible. We value and support our experienced and skilled team, the majority of whom have been Activity Providers themselves. We champion the expertise of Activity Providers.
- **Creativity.** We think creatively, seeing potential and possibility, finding a way forward.
- **Celebration.** Achievements are worth celebrating. Supporting people to live content, creative and connected lives bring meaning and purpose. We notice and celebrate positive practice, inspiring us all to keep going.
- **Dignity and respect.** We believe that everyone has the right to be treated with dignity and respect. We are determined to create an inclusive culture that supports every NAPA team member and every 'Activity Provider' to flourish and reach their potential.

Our services are co-created with our members, affiliate members, advisory panels and are directed by our Executive Director and governed by the NAPA board of Trustees. We pride ourselves on our inclusive approach and appreciate the contributions and ideas of all who work alongside us to prioritise wellbeing.

**This report highlights NAPA's key achievements against our strategic aims in 2023.**

NAPA continued to support the care sector following the covid 19 pandemic. Our digital transformation plan enabled new ways of working that created access to the practice development tools needed to prioritise the wellbeing of those they support.

#### **NAPA development and growth**

Having merged with The Grow Old Disgracefully Charitable Trust in 2022 we established our Positive Ageing Campaign and Living The Dream fund in 2023. This strategic move expanded our impact, enabling NAPA to invest in our fundraising activity and develop our focus on positive ageing.

We established ourselves as the Professional Body for Activity Providers in the UK and activity association for the care and support sector. on the trusts great work, to defy ageist stereotypes and enable older people to take part in activities that others may view as in appropriate or 'disgraceful'. NAPA will launch the campaign in June 2023.

We established ourselves as the Professional Body for Activity Providers in the UK and activity association for the care and support sector.

#### **NAPA Membership**

Our strong membership numbers allow us to impact on and influence the care sector. Despite identifying risks to the membership due to the financial pressures facing the care sector we maintained our membership numbers.

Our communications plan for 2023 was successful, enabling a substantial increase in our reach across the sector. NAPA has significant presence in the care home sector with care homes comprising 90% of membership in 2023.

This year we have continued to build our membership numbers by further extending our reach and presence in the care home sector but also ensuring our offers are attractive to the broader Health, Housing and Social Care sector, we continue to build relationships with care providers and key stakeholders across the country and have gained new members providing supporting housing services, domiciliary care, and support to adults with learning disabilities. We have seen particular growth in membership registration from Home Care Providers.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2024

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In 2023 we secured the membership of several new care groups. We have significantly improved our membership benefits and continue to consult with our members to ensure our offer meets their needs and our services remain responsive.

#### **Professional Development Services and pathway**

Over the last year we have built on the digital approaches introduced in 2021 /22 and have delivered several commissioned programmes of work as well as an open course online programme of professional development opportunities.

The NAPA Professional Development Pathway enables Activity Providers to gain a leadership qualification and be registered as NAPA Recognised Activity Professionals. This professional development option continued to grow in 2023.

Our training qualification offer currently comprises: Distance Learning Qualifications in Activity Provision at level 2 and 3, bespoke training courses on commission. Our accrediting body and our skills for care Endorsed provider status was renewed for another year.

Our QCF qualifications continue to attract interest from members and non-members with 95 new students enrolling in 2023. To date 964 students have completed the Level 2 Award in Supporting Activities. We now have 131 qualified in the level 3 Certificate in Activity provision in Social Care. Over the course of the year 655 students have attended bespoke training days. Between April 2023 and March 2024, we trained a total of 909 activity and care workers

NAPA is now a green employer and provider of learning and development. All our qualifications are now available digitally. This development in 2023 enabled us to close the head office. NAPA now has a virtual HQ with all team members working remotely.

#### **Activity Support Service**

We extended our Support line service and significantly developed The Activity Support Service between 2021 and in 2022 and in 2023 the service continued to grow. The NAPA Activity Support Service is a service for Activity Providers and includes a phone line for information and advice, a network of Activity Advisors, support groups online and in person and free resources.

In 2023 the Activity Support Service supported hundreds of activity, care and support workers and family carers to prioritise wellbeing. We also established the Resource, Advice and Information Network (RAIN) a monthly community of practice, set up to provide free professional development and peer support for Activity Providers employed by NAPA members. This has been hugely successful with hundreds of attendees. Experts provide education for the first part of the session enabling opportunities to learn and share from related positive practice examples.

The Activity Providers Advisory Group continues to grow and develop with over 60 members now involved in the coproduction of toolkits, resources, research programmes and product-based projects.

#### **Communications**

We continue to receive positive feedback on the rebrand and have expanded our comms and marketing campaigns. The website promotes the range of services that NAPA provides.

The Activity Shed is a practice development platform for NAPA Members, it hosts tools to support positive practice. It is continually evolving based on consultation with our members and specifically with Activity Providers. In 2023 2,300 members accessed the Activity Shed. We are in the process of enabling users to access the Activity Shed via an app, we look forward to launching the app in the late spring of 2024.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2024

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We have been delighted with the increase in social media attention and interest. We now have established Facebook, twitter, linked in and Instagram accounts. Our weekly NAPA News has been rebranded in line with all our digital communications and subscription rates have soared. Subscribers receive weekly updates, resources, and news. We have also introduced a member only newsletter, this goes out weekly and shares our weekly offer for members, bundles of resources to support practice as well as opportunities to attend learning events.

In 2023 we published over 100 new toolkits and resources. Our publications reached over 100,000 downloads. Everything we publish is developed in consultation and provided at no or low cost.

#### Highlights from 2023

**1.Arts in Care Homes National Campaign and The Year of Connected Community Campaign:** NAPA launched our annual national campaign called "The Year of Connected Communities." Year of Connected Communities Campaign - This initiative encouraged community engagement and facilitated meaningful connections and collaborations.

Arts in Care Homes - a five-year programme, managed by NAPA and funded by The Baring Foundation and The Rayne Foundation came to an end. There is a wealth of arts and cultural activities taking place in care homes across England. These range from everyday creative activities run by staff teams to large scale arts projects, artist-led sessions and partnerships with museums and galleries. We promote and celebrate existing arts activities and encourage more. During Covid-19 we saw and experienced the importance of art and creativity in care settings, and the beneficial outcomes for all the participants. We have continued to shine a light on the importance of this work, which has been increasingly vital during the pandemic. The programme culminated in a fantastic event at Somerset House, bringing together care and arts organisations to celebrate the programme and consider next steps. Our funders have committed to an additional year's funding enabling us to manage the national day in 2024. The Arts in Care Homes report can be found here [NationalDayOfArtsInCareHomes-Evaluation.pdf](#)

**2. NAPA Conference:** NAPA organised a conference in June in central London, welcoming over a hundred Activity Providers and enthusiasts. The event showcased positive practices and facilitated learning, with experts in Community Engagement from across the sector participating.

**3. Projects and Partnerships and Research:** NAPA formed new partnerships with several organisations, such as, Relish and My Life TV These partnerships provided NAPA members with access to free and discounted resources and training, enhancing their ability to promote wellbeing. We developed our corporate partnerships enabling us to provide free resources to the entire sector, such as The Jubilee Resources (Unilever Food Solutions) and the NAPA Calendar and Afternoon Tea Week Resources (Lakeland Dairies.)

**4. Research: Research** - In 2023 NAPA launched our first research strategy. NAPA is committed to supporting research and evaluation, our activity in this area falls into two areas. Co-delivery of research programmes, in partnership with academic institutions, and the delivery of service and project evaluations. In 2023 our research partners include the University of Surrey, the university of East Anglia and University college London.

Further information about our research activity can be found here [Research and Evaluation - NAPA Activities \(napa-activities.co.uk\)](#)

**5. NAPA Awards:** The NAPA Awards ceremony was a huge success, taking place in person at The Museum of Brands with the participation of hundreds of activity and care teams, along with the individuals they support. The photobook can be found here [The National Activity Awards - NAPA Activities \(napa-activities.co.uk\)](#)

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2024

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#### NAPA Finances

Ambitious targets for the commissioning of qualifications were not realised in 2023. Several funding applications and sponsorship arrangements were not successful. The fundraising strategy built on the work undertaken in 2022 and we exceeded our target. We were delighted to receive substantial corporate sponsorship from Unilever Food Solutions and Lakeland Dairies as well as Relish and Kyn. NAPA reserves as of 31st March 2023 were £258,062.00 (cash in bank plus shares.)

Our cash position is healthy for a charity of our size, our reserves policy shows that we currently have reserves equal to approx. 8 months running costs). We aim to maintain the equivalent in reserves over the next 2 years.

#### Risk management:

The Chief Executive Officer and NAPA Board of trustees have continued to review the main risks facing the charity. These risks have been classified under headings with the actions set out below to mitigate these risks:

**Financial risk:** to ensure good forward planning and to continue to maintain a suitable reserves policy.

**Operational risk:** to ensure that policies for Health and Safety, Equal Opportunities and Safeguarding are up-to-date and implemented; to ensure that training and supervision for staff and volunteers is consistent and regular.

**Regulatory risk:** to ensure good practice is followed regarding employment issues and the issues noted under operational risk; to ensure compliance with relevant legislation regarding charities and companies.

**Reputational risk:** to build on the charity's reputation for good practice and to continue to develop good working relationships with others.

#### The NAPA Team

We have expanded the core team, NAPA Associate team and engaged several Advisors and Ambassadors to guide us in our work.

I want to thank the NAPA team for their openness, honesty and ambition and the Activity Providers who keep us on track and remind us why we exist. I would also like to thank the NAPA Board of Trustees for their support and encouragement, the ongoing commitment of our Board of Trustees, the NAPA staff team, the dedication and loyalty of our members and the support of our key stakeholders and investment of our funders, enables us to do what we do.

As we conclude the fiscal year 2023-2024, we express gratitude for the opportunity to serve individuals and their communities. The achieved milestones and forged partnerships reaffirm our commitment. With renewed energy, we look forward to the year ahead, dedicated to advancing our mission and promoting wellbeing.

#### Plans for 2024-25

We have great plans for 2024 as we embark on implementation of year 2 of our 3-year strategic plan.

Our new strategic framework brings clarity and focus to our efforts and allow us to making strategy actionable and more importantly achievable on a day-to-day basis. It is an exciting and ambitious plan that builds on all we do well, it is taking the charity in innovative and important new directions. The strategy describes what we must do to fulfil our vision and demonstrates how we will continue to support the sector to prioritise wellbeing; at its heart there is a desire to expand our reach and measure our impact. It is designed to help coordinate our work and make our efforts more effective. It also helps us to be more accountable and transparent.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2024

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I came into post in September 2019, it has certainly been an interesting and rewarding 3 4 years. We have worked hard over this time to listen to the needs of our members. We have improved our membership offer, implemented new services, and adopted new ways of working. Undoubtedly the last four years has presented us with huge challenges, but it has also given us opportunities to innovate, and we have come out of it better and stronger and in a position to support even more members, Activity Providers and care and support services.

Since the publication of our last strategic plan, we have made a great deal of improvements; we identified gaps in our programmes of work and worked hard to bring in further resources to fund new services and improve existing ones. We introduced a new website, a practice development platform, a professional pathway, and the Activity Support Service. Behind the scenes we have strengthened the way that we operate. We have modernised the way we manage our services, integrated a new finance system, and introduce home working. We are excited to continue our valuable work.

We know that recent and current challenges place real pressure on all forms of income and expenditure, collectively we are experiencing an unknown financial climate. We anticipate that there will be pressure on our income streams, whether that is through membership or training commissions, or through fundraising. The application process for grant funding has become more competitive. Increasing salaries and investing in our team will increase cost pressures. We will continue to monitor funding closely.

Over the next 2 years we will seek to strengthen our financial resilience. We will continue to operate with the heart of a charity and the head of a business, build a well led sustainably funded charity that invests in our team and is held in high regard.

**Our values will shape the way we will work as we pursue our strategic objectives.**

**NAPA's vision for the next 2 years:** By 2026 NAPA will be known and respected for providing excellent support to Individual Activity Providers and activity/wellbeing teams, Care and support teams, Care services, the wider health, housing and social care sector, and the friends and family of people with care and support needs.

Six strategic objectives will determine our programmes of work over the next three years.

#### **Objective 1: To champion wellbeing, (activity, arts, cultural participation, and engagement)**

- We will articulate our vision through our communications, website, practice development platform, resources, information, guidance, qualification, and training course content.
- Demonstrate our commitment, through our dedicated national programme 'Arts in Care Homes,' and our range of partnership projects and research programmes.

#### **Objective 2: To professionalise the role of the Activity Provider**

- Investigate registration potential as 'national professional body' for Activity Providers.
- Gather interest in developing a professional registration of Activity Providers and professionals.
- Launch competence framework, professional standards, and rules of conduct.
- Raise the profile of Activity Providers by gathering, sharing, and celebrating examples of positive activity practice.
- Establish professional development pathway as the preferred 'learning provider.'

#### **Objective 3: To extend our reach**

- Grow our membership, services, programmes, and campaigns.
- Improve our infrastructure and grow our team.
- Provide services, programmes and campaigns that are intentionally inclusive.
- Become a greener organisation.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2024**

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### **Objective 4: To work better together**

- Develop partnership projects with value aligned organisations to maximise impact.
- Develop our research programme and evaluation capacity.
- Translate and disseminate best practice approaches, informing NAPA's core programmes of work.

### **Objective 5: To improve perceptions**

- Contribute to national debate and influence change.
- Demonstrate our commitment through our Positive Ageing campaign (Grow Old Disgracefully.)

### **Objective 6: To be financially stable and sustainable**

- Develop audit processes to enable sustainable financial management.
- Formulate financial plans to ensure all streams of work deliver return on investment.
- Increase income generation with clear targets across all programmes of work.
- Decrease relative expenditure.



**Hilary Woodhead**  
Chief Executive Officer

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2024**

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### Structure, governance and management

The charity is a company limited by guarantee. The charity's objects are to set standards of appropriate practices regarding the provision of activities for older persons and adults with learning disabilities. The Trustees confirm that they have referred to the Charity Commission's guidance on public benefit

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of winding up and for a year after they cease to be a member.

The trustees set the policies of the charity and exercise overall control, while day-to-day matters are dealt with by employees.

Trustees are appointed by invitation and drawn from our network of contacts across the care sector. We aim to have a cross-section of skills and geographic representation. Potential Trustees are invited to attend and observe a Meeting prior to being formally appointed. All new Trustees are sent an information pack based on materials generated by the Charity Commission.

NAPA does not work directly with care setting residents or tenants but by supporting care teams to enable meaningful engagement. Our aim is to ensure that skilled, well informed staff generate life, love and laughter to ensure older people have more fulfilled lives.

S Ascot

S Cooper

S Goldsmith

(Treasurer)

T Paine

O Thomas

(Chairman)

G V Haynes

(Vice Chairman)

J Pool

(Resigned on 09 November 2023)

C Wills-Cole

E Watkinson

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

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### Statement of Trustees' Responsibilities

The trustees, who are also the directors of National Activity Providers Association 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

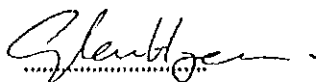
In preparing these financial statements, the trustees are required to:

- 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 charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of Information to Independent examiner each of the trustees has confirmed that there is no information of which they are aware which is relevant to the Independent examination, but of which the Independent examiner is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the Independent examiner is aware of such information.

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



G Haynes  
Trustee



O Thomas  
Trustee

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF NATIONAL ACTIVITY PROVIDERS ASSOCIATION

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I report to the trustees on my examination of the financial statements of National Activity Providers Association (the charitable company) for the year ended 31 March 2024.

#### Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 44 (1) (c) of the 2005 Act and section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Since the charitable company is required by company law to prepare its accounts on an accruals basis and is registered as a charity in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

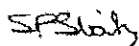
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act and Regulation 4 of the 2006 Accounts Regulations; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of Regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

#### Use of my report

This report is made solely to the Board, in accordance with section 145 of the Charities Act 2011. My independent examination has been undertaken so that I might state to the Board those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Board, for my independent examination or for this report.



Samir Shah FCA, ATII  
Ramon Lee Ltd  
Chartered Accountants  
93 Tabernacle Street  
London  
EC2A 4BA

Dated: 10/07/2024

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

|                                                                | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|----------------------------------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income from:</b>                                            |       |                            |                          |                    |                    |
| Donations and legacies                                         | 2     | 23,888                     | 22,467                   | 46,355             | 48,767             |
| Charitable activities                                          | 4     | 349,841                    | 19,995                   | 369,836            | 370,820            |
| Investments                                                    | 3     | 5,054                      | -                        | 5,054              | 1,621              |
| <b>Total income</b>                                            |       | <b>378,783</b>             | <b>42,462</b>            | <b>421,245</b>     | <b>421,208</b>     |
| <b>Expenditure on:</b>                                         |       |                            |                          |                    |                    |
| Charitable activities                                          | 5     | 428,914                    | 42,462                   | 471,376            | 431,892            |
| <b>Net (expenditure)/ income before transfers</b>              |       | <b>(50,131)</b>            | <b>-</b>                 | <b>(50,131)</b>    | <b>(10,684)</b>    |
| Gross transfers between funds                                  |       | 6,571                      | (6,571)                  | -                  | -                  |
| <b>Net expenditure for the year/<br/>Net movement in funds</b> |       | <b>(43,560)</b>            | <b>(6,571)</b>           | <b>(50,131)</b>    | <b>(10,684)</b>    |
| Fund balances at 1 April 2023                                  |       | 132,545                    | 29,529                   | 162,074            | 172,758            |
| <b>Fund balances at 31 March 2024</b>                          |       | <b>88,985</b>              | <b>22,958</b>            | <b>111,943</b>     | <b>162,074</b>     |

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

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.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## BALANCE SHEET

AS AT 31 MARCH 2024

|                                                         | Notes | 2024<br>£      | £              | 2023<br>£      | £              |
|---------------------------------------------------------|-------|----------------|----------------|----------------|----------------|
| <b>Current assets</b>                                   |       |                |                |                |                |
| Stocks                                                  | 9     | 882            |                | 2,248          |                |
| Debtors                                                 | 8     | 53,445         |                | 31,383         |                |
| Cash at bank and in hand                                |       | 149,109        |                | 228,303        |                |
|                                                         |       | <u>203,436</u> |                | <u>261,934</u> |                |
| Creditors: amounts falling due within one year          | 10    | (69,181)       |                | (97,182)       |                |
| Net current assets                                      |       |                | 134,255        |                | 164,752        |
| Creditors: amounts falling due after more than one year | 11    |                | (22,312)       |                | (2,678)        |
| Net assets                                              |       |                | <u>111,943</u> |                | <u>162,074</u> |
| <b>Income funds</b>                                     |       |                |                |                |                |
| Restricted funds                                        | 13    |                | 22,958         |                | 29,529         |
| Unrestricted funds                                      |       |                | 88,985         |                | 132,545        |
|                                                         |       |                | <u>111,943</u> |                | <u>162,074</u> |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

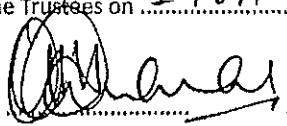
The trustees' responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Trustees on 10/07/2024



G V Haynes  
Trustee



O Thomas  
Trustee

Company Registration No. 3482943

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2024

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#### 1 Accounting policies

##### Charity information

National Activity Providers Association is a private company limited by guarantee incorporated in England & Wales. The registered office can be found on the legal and administrative page.

#### 1.1 Accounting convention

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. 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 charitable company 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.

Designated funds are unrestricted funds of the charity, which the trustees have decided at their discretion to set aside to use for a specific purpose.

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.

#### 1.4 Income

Income is recognised when the charitable company 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 charitable company 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 charitable company 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.

#### 1.5 Expenditure

Expenditure is recognised on accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

---

#### 1 Accounting policies (Continued)

##### 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:

|                                |                   |
|--------------------------------|-------------------|
| Fixtures, fittings & equipment | 25% straight line |
|--------------------------------|-------------------|

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 Stocks

Stocks is valued at the lower of cost and net realisable value.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

##### 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 charitable company is a registered charity within the definitions of section 506(1) Income and Corporation Taxes Act 1988 and therefore it is not assessable to corporation tax on any surplus charitable funds.

##### 1.10 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

##### 1.11 Pension

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

#### 2 Donations and legacies

|                     | Unrestricted<br>funds | Restricted<br>funds | Total  | Unrestricted<br>funds | Restricted<br>funds | Total  |
|---------------------|-----------------------|---------------------|--------|-----------------------|---------------------|--------|
|                     | 2024                  | 2024                | 2024   | 2023                  | 2023                | 2023   |
|                     | £                     | £                   | £      | £                     | £                   | £      |
| Donations and gifts | 23,888                | 22,467              | 46,355 | 28,953                | 19,814              | 48,767 |

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 3 Investments

|                     | Unrestricted<br>funds | Unrestricted<br>funds |
|---------------------|-----------------------|-----------------------|
|                     | 2024                  | 2023                  |
|                     | £                     | £                     |
| Interest receivable | 5,054                 | 1,621                 |

### 4 Charitable activities

|                            | 2024    | 2023    |
|----------------------------|---------|---------|
|                            | £       | £       |
| Membership subscriptions   | 205,484 | 166,489 |
| Shop income                | 4,950   | 6,850   |
| Fee income                 | 99,750  | 154,037 |
| Baring Consultation        | 19,995  | -       |
| NAPA Challenge             | 14,773  | 5,144   |
| Training days income       | 22,212  | 37,193  |
| Sale of publications       | -       | 507     |
| Advertising and commission | 2,672   | 600     |
|                            | 369,836 | 370,820 |

#### Analysis by fund :

|                    |         |         |
|--------------------|---------|---------|
| Unrestricted funds | 349,841 | 370,820 |
| Restricted funds   | 19,995  | -       |
|                    | 369,836 | 370,820 |

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 5 Charitable activities

|                                                  | 2024<br>£      | 2023<br>£      |
|--------------------------------------------------|----------------|----------------|
| Staff costs                                      | 268,370        | 203,992        |
| National lottery isolated but not lonely project | -              | 3,227          |
| Training and travel                              | 5,040          | 4,266          |
| Travel                                           | 600            | 600            |
| QCF courses                                      | 26,162         | 29,383         |
| Arts In Care Home Project                        | 17,998         | 15,540         |
| Systems support                                  | 10,847         | 13,536         |
| Premises costs                                   | 17,349         | 14,928         |
| Printing, postage & stationery                   | 3,040          | 2,997          |
| Telephone                                        | 2,724          | 1,841          |
| Conference costs                                 | 360            | 612            |
| Other costs                                      | 52,150         | 91,712         |
| Baring Consultation                              | 19,995         | -              |
| Support costs                                    | 14,806         | 25,093         |
| Management Fee                                   | 600            | -              |
| Advertising and promotion                        | 10,789         | 16,590         |
| Marketing - NAI                                  | 3,269          | -              |
| New members costs                                | 17,277         | 7,575          |
|                                                  | <u>471,376</u> | <u>431,892</u> |
| <b>Analysis by fund :</b>                        |                |                |
| Unrestricted funds                               | 428,914        | 415,752        |
| Restricted funds                                 | <u>42,462</u>  | <u>16,140</u>  |
|                                                  | <u>471,376</u> | <u>431,892</u> |

#### Restricted fund includes :

National Day of Arts in Care Homes project cost of £22,467 (2023: £16,140) - out of which £17,998 relates to other project expenses which are included within "Arts In Care Home Project", £600 relates to project officer's travel & subsistence expenses which are included within "Travel", £600 relates to support cost expenses which are included within "Management Fee" and £3,269 relates to advertising and promotion expenses which are included within "Marketing - NAI".

And Baring cost of £19,995 (2023: nil) related to marketing and project cost which is included within "Baring Consultation".

Included within support costs is the independent examiner's fee of £4,636 (2023: £4,640) and £1,849 (2023: £2,844) for other services.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year (2023 : None).

No trustees were reimbursed for any expense during the year (2023: None).

#### 7 Employees

##### Number of employees

The average monthly number of employees during the year was:

|                   | 2024<br>Number | 2023<br>Number |
|-------------------|----------------|----------------|
| Direct activities | 6              | 5              |
| Administration    | 1              | 1              |
|                   | <u>7</u>       | <u>6</u>       |

##### Employment costs

|                       | 2024<br>£      | 2023<br>£      |
|-----------------------|----------------|----------------|
| Wages and salaries    | 242,566        | 187,475        |
| Social security costs | 19,687         | 14,630         |
| Other pension costs   | 6,117          | 4,206          |
|                       | <u>268,370</u> | <u>206,311</u> |

During the year key management received remuneration totalling £70,015 (2023: £67,000) and expenses totalling £xxx (2023: £Nil). Expenses consisted of travel, mobile phone costs and stationery supplies. There were xx members of key management in the year (2023: 3).

There was one employees whose annual remuneration was £60,000 or more (2023: 1).

#### 8 Debtors

|                                      | 2024<br>£     | 2023<br>£     |
|--------------------------------------|---------------|---------------|
| Amounts falling due within one year: |               |               |
| Trade debtors                        | 50,639        | 27,747        |
| Prepayments and accrued income       | 2,806         | 3,636         |
|                                      | <u>53,445</u> | <u>31,383</u> |

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

|          |                       |                   |                   |
|----------|-----------------------|-------------------|-------------------|
| <b>9</b> | <b>Stocks</b>         | <b>2024</b>       | <b>2023</b>       |
|          |                       | <b>£</b>          | <b>£</b>          |
|          | Goods held for resale | 882               | 2,248             |
|          |                       | <u>          </u> | <u>          </u> |

|           |                                                       |                   |                   |
|-----------|-------------------------------------------------------|-------------------|-------------------|
| <b>10</b> | <b>Creditors: amounts falling due within one year</b> | <b>2024</b>       | <b>2023</b>       |
|           |                                                       | <b>£</b>          | <b>£</b>          |
|           | Other taxation and social security                    | 6,066             | 4,946             |
|           | Trade creditors                                       | 4,299             | 7,158             |
|           | Accruals and deferred income                          | 58,816            | 85,078            |
|           |                                                       | <u>          </u> | <u>          </u> |
|           |                                                       | 69,181            | 97,182            |
|           |                                                       | <u>          </u> | <u>          </u> |

Included in accruals and deferred income is £Nil relating to deferred income which is for membership fees received in advance that relate to 2025 (2023: £12,475 relating to deferred income which is for membership fees received in advance that relate to 2024).

|           |                                                                |                   |                   |
|-----------|----------------------------------------------------------------|-------------------|-------------------|
| <b>11</b> | <b>Creditors: amounts falling due after more than one year</b> | <b>2024</b>       | <b>2023</b>       |
|           |                                                                | <b>£</b>          | <b>£</b>          |
|           | Accruals and deferred income                                   | 22,312            | 2,678             |
|           |                                                                | <u>          </u> | <u>          </u> |

The whole amount in accruals and deferred income relates to deferred income which is for membership fees received in advance that relate to 2025, 2026, 2027 and 2028 (2023: whole amount relates to deferred income which is for membership fees received in advance for 2025 to 2028).

|           |                                                                                                                                                                                   |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>12</b> | <b>Operating lease commitments</b>                                                                                                                                                |
|           | At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows: |

|                 |                   |                   |
|-----------------|-------------------|-------------------|
|                 | <b>2024</b>       | <b>2023</b>       |
|                 | <b>£</b>          | <b>£</b>          |
| Within one year | -                 | 4,676             |
|                 | <u>          </u> | <u>          </u> |
|                 | -                 | 4,676             |
|                 | <u>          </u> | <u>          </u> |

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 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<br>April 2023 | Movement in funds |                 |                | Balance at 31<br>March 2024 |
|------------------------------------|----------------------------|-------------------|-----------------|----------------|-----------------------------|
|                                    |                            | Income            | Expenditure     | Transfers      |                             |
|                                    | £                          | £                 | £               | £              | £                           |
| NAPA Challenge                     | 6,571                      | -                 | -               | (6,571)        | -                           |
| National Day of Arts in Care Homes | 22,958                     | 22,467            | (22,467)        | -              | 22,958                      |
| Baring Consultation                | -                          | 19,995            | (19,995)        | -              | -                           |
|                                    | <u>29,529</u>              | <u>22,467</u>     | <u>(22,467)</u> | <u>(6,571)</u> | <u>22,958</u>               |

NAPA Challenge – A competition held annually in which donations are raised towards the cost of the challenge, including prizes.

National Day of the Arts in Care Homes - To dedicate a day to the arts in care homes in order to focus attention on existing resources and emphasise the benefits of arts in care settings.

Baring Consultation - xxx

#### 14 Analysis of net assets between funds

|                                                    | Unrestricted<br>funds | Restricted funds | Total          |
|----------------------------------------------------|-----------------------|------------------|----------------|
| Fund balances at 31 March 2024 are represented by: |                       |                  |                |
| Current assets/(liabilities)                       | 111,297               | 22,958           | 134,255        |
| Long term liabilities                              | (22,312)              | -                | (22,312)       |
|                                                    | <u>88,985</u>         | <u>22,958</u>    | <u>111,943</u> |

#### 15 Related party transactions

There are no related party transactions during the year (2023: £None).

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# Accounts

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Charity registration number 1070674 (England and Wales)

Charity registration number SCO38991 (Scotland)

Company registration number 03482943 (England and Wales)

**NATIONAL ACTIVITY PROVIDERS ASSOCIATION**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                                    |                                                                                                                        |                              |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Trustees                           | S Ascot                                                                                                                |                              |
|                                    | S Cooper                                                                                                               |                              |
|                                    | S Goldsmith                                                                                                            | (Treasurer)                  |
|                                    | T Paine                                                                                                                | (Appointed on 26 April 2022) |
|                                    | J Pool                                                                                                                 | (Appointed on 26 April 2022) |
|                                    | O Thomas                                                                                                               | (Chairman)                   |
|                                    | G V Haynes                                                                                                             | (Vice Chairman)              |
|                                    | C Wills-Cole                                                                                                           |                              |
|                                    | E Watkinson                                                                                                            |                              |
| Secretary                          | Ms Hilary Woodhead                                                                                                     |                              |
| Charity number (England and Wales) | 1070674                                                                                                                |                              |
| Charity number (Scotland)          | SC038991                                                                                                               |                              |
| Company number                     | 03482943                                                                                                               |                              |
| Registered office                  | St Marys Court<br>The Broadway<br>Amersham<br>Bucks<br>HP7 0UT                                                         |                              |
| Independent examiner               | James Foscett<br>Cansdales Business Advisers Limited<br>St Marys Court<br>The Broadway<br>Amersham<br>Bucks<br>HP7 0UT |                              |
| Bankers                            | CAF Bank<br>25 Kings Hill Avenue<br>Kings Hill<br>West Malling<br>Kent<br>ME19 4TA                                     |                              |

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# **NATIONAL ACTIVITY PROVIDERS ASSOCIATION**

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# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## CHAIRMAN'S REPORT

**FOR THE YEAR ENDED 31 MARCH 2023**

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It is March 2023 and I opened last year's report with the similar words. Just the date was different but many of the issues are familiar. Covid is still present in the population, still impacting the world of work and healthcare more generally, still having a social impact, some of which, in the fields of education and mental health for example, may not become fully apparent for some years to come. There are still no solutions for those unfortunate enough to have developed long term Covid.

The year before that I wrote about the impact of the Spanish Flu Pandemic in the immediate post WW1 era which led to the Roaring Twenties and then the Great Depression of 1929/33. Perhaps our generation's pandemic shortens some of those timescales – a century on there's no sign yet of anything particularly Roaring socially and, although we appear, at the moment anyway, to have avoided a worldwide Economic Depression, there are certainly major economic pressures and challenges having to be tackled across the whole world. Not all of those can be laid solely at the door of the pandemic – the war in Ukraine and the attendant political fallout has added a significant influence – but we are certainly living in uncertain times.

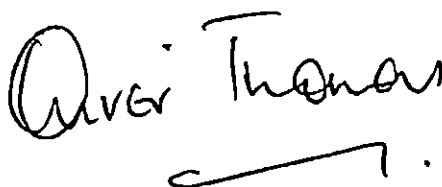
Alongside that the reviews have begun. Most Governments around the world, it could be argued, followed the lockdown route albeit with different degrees of control. Some towns and cities elsewhere in the world are apparently still locked down. Step forward an outlier, Sweden, which (very, very broadly) allowed its citizens to choose whether or not and how to lock themselves down, kept its economy and businesses going and apparently saw no huge spike in 'excess deaths' as a result of Covid.

Perhaps the Swedish people are genuinely unique in their ability to receive advice and information from their Government and then make sensible decisions about not only their own health but also that of their fellow citizens; perhaps not. But in the face of strong suggestions from scientists that another global pandemic is only a matter of time it is to be hoped that the reviews taking place will allow the lessons afforded by hindsight to be applied should the need rise again.

All this matters to NAPA in three ways. Firstly, as an organisation and a staff team impacted by the economy and the very real changes in the way we and the rest of the world work and live. Secondly, our members are mostly providers of residential care to elderly people and they have been at the forefront of those organisations in the UK impacted by the events of the last few years. Their response to the challenges they have faced has, in my view, been magnificent but continuing challenges lie ahead. NAPA will continue to help our members, new and old, to meet those challenges. And thirdly, we have to continue to be a nimble organisation, ready to change to meet changing circumstances. We have merged with two different organisations in the last two years, have developed an ambitious three year strategy, grown our team and thereby expanded the range of services we offer to our members, but further challenges will inevitably arise.

May I thank all the NAPA team for all their considerable efforts during the year and also my fellow Trustees for their commitment, support, advice, guidance and input to what has been achieved. To coin a phrase, without them none of this would be possible. Thank you.

Oliver Thomas  
Chairman, NAPA



# **NATIONAL ACTIVITY PROVIDERS ASSOCIATION**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2023**

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The trustees present their report and financial statements for the year ended 31 March 2023.

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 charitable company's [governing document], the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) 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**

This report highlights NAPA's key achievements against our strategic aims in 2022.

NAPA continued to support the care sector during the covid 19 pandemic. Our digital approach enabled our members to introduce new ways of working, gain access to practice development tools and receive support and advice that helped them to prioritise wellbeing.

**Our History** - NAPA was originally founded in 1997 to raise the profile of activity provision and Activity Providers. It started at a time when the role of Activity Provider was new to the sector and activity and engagement were not prioritised. NAPA aimed to establish a membership network of care providers committed to improving the experience of older people living in care homes. Since 1997 NAPA has supported the sector to prioritise wellbeing; focussing on improving the experience of people who use care and support services by providing professional and practice development opportunities for Activity Providers and care teams and promoting the importance of activity and engagement.

**Our Vision** - A UK where activity and engagement is an integral part of care provision, where people with care and support needs live meaningful lives.

#### **Our Mission - NAPA**

- Sets standards and provides guidance that supports positive activity and engagement.
- Advances the role of the Activity Provider by offering professional and practice development services that enhance knowledge and skills.
- Supports positive practice by celebrating and sharing examples of outstanding practice.
- Seeks and represents the views of Activity Providers and care services to influence change.
- Influences the sector to recognise the importance of activity and engagement.

**We Champion** - Activity Provision, which prioritises connection, is respectful, creative, innovative, and meaningful and enabled by skilled Activity Providers.

**Our Approach** - The aspirations and experiences of the people we support drive everything we do at NAPA and have underpinned and informed all the developments we have made. We have consulted extensively with our staff, trustees, volunteers, members, and supporters to help us decide which areas to focus on. And we will continue the conversations to keep us on track and accountable.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2023

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**NAPA's Values** - Everything we do is underpinned by our values which capture the essence of who we are. The behaviours we each demonstrate every day are how we bring our values to life.

- **Inclusion.** We are determined to provide an inclusive experience, where difference is valued, and no one is left out.
- **Collaboration.** We bring people together and make connections. We believe that by sharing, learning, and working together, we can achieve much more.
- **Expertise.** We are professional, organised, and competent. We adapt to changes in policy and the law, keeping our advice and support as helpful and accessible as possible. We value and support our experienced and skilled team, the majority of whom have been Activity Providers themselves. We champion the expertise of Activity Providers.
- **Creativity.** We think creatively, seeing potential and possibility, finding a way forward.
- **Celebration.** Achievements are worth celebrating. Supporting people to live content, creative and connected lives bring meaning and purpose. We notice and celebrate positive practice, inspiring us all to keep going.
- **Dignity and respect.** We believe that everyone has the right to be treated with dignity and respect. We are determined to create an inclusive culture that supports every NAPA team member and every 'Activity Provider' to flourish and reach their potential.

Our services are co-created with our members, affiliate members, advisory panels and are directed by our Executive Director and governed by the NAPA board of Trustees. We pride ourselves on our inclusive approach and appreciate the contributions and ideas of all who work alongside us to prioritise wellbeing.

**This report highlights NAPA's key achievements against our strategic aims in 2022.**

NAPA continued to support the care sector following the covid 19 pandemic. Our digital transformation plan enabled new ways of working that created access to the practice development tools needed to prioritise the wellbeing of those they support. We launched our professional development pathway, enabling professional Activity provider status and developed our research and project activity.

#### **NAPA development and growth**

We have merged with The Grow Old Disgracefully Charitable Trust. We build on the trusts great work, to defy ageist stereotypes and enable older people to take part in activities that others may view as inappropriate or 'disgraceful'. NAPA will launch the campaign in June 2023. The merger enables NAPA to invest in our fundraising activity and to develop our focus on positive ageing.

#### **NAPA Membership**

Our strong membership numbers allow us to impact on and influence the care sector. Despite identifying risks to the membership due to the pandemic we increased our membership numbers from 3,126 at the end of March 2022 to 3,241 at the end of March 2023.

Our communications plan for 2022 was successful, enabling a substantial increase in our reach across the sector. NAPA has significant presence in the care home sector with care homes comprising 90% of membership in 2022.

This year we have continued to build our membership numbers by further extending our reach and presence in the care home sector but also ensuring our offers are attractive to the broader Health, Housing and Social Care sector, we continue to build relationships with care providers and key stakeholders across the country and have gained new members providing supporting housing services, domiciliary care, and support to adults with learning disabilities.

In 2022 we secured the membership of several new care groups. We have significantly improved our membership benefits and continue to consult with our members to ensure our offer meets their needs and our services remain responsive.

# **NATIONAL ACTIVITY PROVIDERS ASSOCIATION**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2023**

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#### **Professional Development Services and pathway**

Over the last year we have built on the digital approaches introduced in 2021 and have delivered several commissioned programmes of work as well as an open course online programme of professional development opportunities.

The NAPA Professional Development Pathway enables Activity Providers to gain a leadership qualification and be registered as NAPA Recognised Activity Professionals. This professional development option continued to grow in 2022.

Our training qualification offer currently comprises: Distance Learning Qualifications in Activity Provision at level 2 and 3, bespoke training courses on commission. Our accrediting body and our skills for care Endorsed provider status was renewed for another year.

Our QCF qualifications continue to attract new interest from members and non-members with 191 new students enrolling in 2022. To date 913 students have completed the Level 2 Award in Supporting Activities and we now have 110 qualified in the level 3 Certificate in Activity provision in Social Care. Over the course of the year 806 students have attended bespoke training days. Between April 2022 and March 2023, we trained a total of 1,511 activity and care workers.

#### **Activity Support Service**

We extended our Helpline service and developed The Activity Support Service in 2021 and in 2022 the service continued to grow. The NAPA Activity Support Service is a service for Activity Providers and includes a phone line for information and advice, a network of Activity Advisors, support groups online and in person and free resources. In 2022-23 the Activity Support Service supported hundreds of Activity, care and support workers and family carers to prioritise wellbeing.

#### **Communications**

We continue to receive positive feedback on the rebrand and have expanded our comms and marketing campaigns. The website promotes the range of services that NAPA provides.

The Shed is a practice development platform for NAPA Members, it hosts tools to support positive practice. It is continually evolving based on consultation with our members and specifically with Activity Providers.

We have been delighted with the increase in social media attention and interest. We now have established Facebook, twitter, linked in and Instagram accounts. Our weekly NAPA News has been rebranded in line with all our digital communications and subscription rates have soared. Subscribers receive weekly updates, resources, and news.

Following consultation with NAPA members we have decided to embrace the digital and immediate need of our members to access resources at their fingertips. The quarterly magazine ceased production in March 2022 and was replaced by a daily digital offer 'NAPA Every Day' which was launched in April 2022. The final issue celebrated NAPA's 25<sup>th</sup> Year.

#### **10 Highlights from 2022**

**1. 25th Anniversary and National Wellbeing Walk:** NAPA celebrated its 25th anniversary by organising a national wellbeing walk. The NAPA team led the walk from the NAPA head office, and NAPA members from all over the country joined in. This event aimed to promote wellbeing and bring the NAPA community together.

**2. Merger –** NAPA merged with The Grow Old Disgracefully Charitable Trust. NAPA will build on the Trust's work by launching a National Positive Ageing Campaign and associated funds to support older people to fulfil their dreams and ambitions.

## NATIONAL ACTIVITY PROVIDERS ASSOCIATION

### TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

#### FOR THE YEAR ENDED 31 MARCH 2023

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**3. Arts In Care Homes National Campaign and The Year of Creativity Campaign:** NAPA launched an annual national campaign called "The Year of Creativity." This campaign focused on celebrating creative engagement and providing opportunities to share positive practices throughout the year. It aimed to highlight the importance of creativity in enhancing wellbeing and was a direct result of the outcomes from feedback obtained from our National campaign, Arts in Care Homes.

Arts in Care Homes - a five-year programme, managed by NAPA and funded by The Baring Foundation and The Rayne Foundation. There is a wealth of arts and cultural activities taking place in care homes across England. These range from everyday creative activities run by staff teams to large scale arts projects such as A Choir in Every Care Home, artist-led sessions and partnerships with museums and galleries. We promote and celebrate existing arts activities and encourage more. During Covid-19 we saw and experienced the importance of art and creativity in care settings, and the beneficial outcomes for all the participants. We have continued to shine a light on the importance of this work, which has been increasingly vital during the pandemic. Our 2022 consultation with the care sector about a daily arts and cultural offer in all care settings can be accessed on our website. The Arts in Care Homes annual report can be found here [alch-evaluation-report-2022 \(napa-activities.co.uk\)](https://www.napa-activities.co.uk/alch-evaluation-report-2022)

**4. Collaboration with NAAP and NAPPW:** NAPA collaborated with international partners, including the National Association of Activity Professionals (NAAP) in the United States, to organise the first-ever UK NAPPW (National Activity Providers and Professionals Week). This event aimed to shine a light on the amazing work of Activity Providers in the UK and around the world.

**5. International Knowledge Exchange:** In February, NAPA contributed to the first-ever International Knowledge Exchange. Live broadcasts were conducted from the UK, Japan, the United States, Australia, and New Zealand, inviting Activity Providers from across the world to share their experiences and positive practices.

**6. Development of Best Practice Toolkits and Resources:** NAPA worked closely with its members and partner organisations, such as My Home Life England, Vegetarian for Life, and The Blair Academy, to co-create best practice toolkits and resources for Activity Providers. These toolkits aimed to provide guidance and support in delivering outstanding activity provision.

**7. NAPA Conference:** NAPA organised a conference in June in central London, welcoming over a hundred activity providers and enthusiasts. The event showcased positive practices and facilitated learning, with experts in creativity from across the sector participating. The conference had a hybrid format, allowing international partners from the United States and New Zealand to join online.

**8. Projects, Partnerships and Research:** NAPA formed new partnerships with several organisations, such as Famileo, The Museum of Brands, and The European Reminiscence Network. These partnerships provided NAPA members with access to free and discounted resources and training, enhancing their ability to promote wellbeing. We developed our corporate partnerships enabling us to provide free resources to the entire sector, such as The Coronation Resources (Unilever Food Solutions) and the NAPA Calendar and Afternoon Tea Week Resources (Lakeland Dairies.) We developed relationships with a range of academic partners including Exeter University, University College London, Chichester University and Cardiff University. We provided consultancy and evaluation for several research and partnership projects including working with National Dance Wales and Magic Me.

**9. Support for National Celebrations:** NAPA supported care services in celebrating the Queen's Jubilee by developing a range of free resources in collaboration with Unilever Food Solutions. These resources were made available free to all care and support services and received over 30,000 downloads, along with excellent feedback. In response to the Queen's passing, NAPA quickly published a range of free resources within 48 hours to support care services in remembering and honouring her. These resources aimed to facilitate meaningful remembrance and support during a time of national mourning.

**10. NAPA Awards:** The NAPA Awards ceremony was a huge success, taking place online with the participation of hundreds of activity and care teams, along with the individuals they support. Celebrations occurred in care homes across the country, recognising the outstanding contributions made in the sector.

# **NATIONAL ACTIVITY PROVIDERS ASSOCIATION**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 31 MARCH 2023**

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### **NAPA Finances**

Income was up by £38,337 against the budget. Ambitious targets for the commissioning of qualifications were realised. Several funding applications and sponsorship arrangements were successful enabling us to extend our training offer and develop a range of resources. The fundraising strategy built on the work undertaken in 2021 and we exceeded our target. We were delighted to receive substantial corporate sponsorship from Unilever food solutions and Lakeland Dairies as well as Hallmark Care Homes. NAPA's 25<sup>th</sup> Anniversary Appeal was successful generating approximately £25,000.

Our cash position is healthy for a charity of our size, our reserves policy shows that we currently have reserves equal to approx. £162,074. (the equivalent of 9 months running costs), a development from only 4 month reserves 3 years ago. We aim to maintain the equivalent in reserves over the next 3 years.

### **Risk management:**

The Executive Director and NAPA Board of trustees have continued to review the main risks facing the charity. These risks have been classified under headings with the actions set out below to mitigate these risks:

**Financial risk:** to ensure good forward planning and to continue to maintain a suitable reserves policy.

**Operational risk:** to ensure that policies for Health and Safety, Equal Opportunities and Safeguarding are up-to-date and implemented; to ensure that training and supervision for staff and volunteers is consistent and regular.

**Regulatory risk:** to ensure good practice is followed regarding employment issues and the issues noted under operational risk; to ensure compliance with relevant legislation regarding charities and companies.

**Reputational risk:** to build on the charity's reputation for good practice and to continue to develop good working relationships with others.

### **The NAPA Team**

We have expanded the core team, NAPA Associate team and engaged several Advisors and Ambassadors to guide us in our work.

I want to thank the NAPA team for their openness, honesty and ambition and the Activity Providers who keep us on track and remind us why we exist. I would also like to thank the NAPA Board of Trustees for their support and encouragement, the ongoing commitment of our Board of Trustees, the NAPA staff team, the dedication and loyalty of our members and the support of our key stakeholders and investment of our funders, enables us to do what we do.

### **Plans for 2023-24**

We have great plans for 2023 as we embark on the implementation of a new 3-year strategic plan.

Our new strategic framework will bring clarity and focus to our efforts and allow us to begin the process of making strategy actionable and more importantly achievable on a day-to-day basis. It is an exciting and ambitious plan that will build on all we do well and take the charity in innovative and important new directions. The strategy describes what we must do to fulfil our vision and demonstrates how we will continue to support the sector to prioritise wellbeing; at its heart there is a desire to expand our reach and measure our impact. It is designed to help coordinate our work and make our efforts more effective. It will also help us to be more accountable and transparent.

# **NATIONAL ACTIVITY PROVIDERS ASSOCIATION**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 31 MARCH 2023**

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We came into post in September 2019, It has certainly been an interesting and rewarding 3 years. We have worked hard over this time to listen to the needs of our members. We have improved our membership offer, implemented new services, and adopted new ways of working. Undoubtedly the last three years has presented us with huge challenges, but it has also given us opportunities to innovate, and we have come out of it better and stronger and in a position to support even more members, Activity Providers and care and support services.

Since the publication of our last strategic plan, we have made a great deal of improvements; we identified gaps in our programmes of work and worked hard to bring in further resources to fund new services and improve existing ones. We introduced a new website, a practice development platform, a professional pathway, and the Activity Support Service. Behind the scenes we have strengthened the way that we operate. We have modernised the way we manage our services, integrated a new finance system, and introduced home working. In many ways we have never been in a better position financially and we are excited to continue our valuable work.

We know that recent and current challenges place real pressure on all forms of income and expenditure, collectively we are facing an unknown financial climate. We anticipate that there will be pressure on our income streams, whether that is through membership or training commissions, or through fundraising. There are indications that the application process for grant funding may become more competitive. Increasing salaries and investing in our team will increase cost pressures. We will continue to monitor funding closely.

Our merger with the Grow Old Disgracefully Charitable trust will enable us to invest in fundraising activity and project management to support and extend our Positive Ageing work. This is an exciting development and the assets transferred will provide additional income, enabling us to invest in the Activity Support Service and the fundraising team. Over the next 3 years we will seek to strengthen our financial resilience. We will operate with the heart of a charity and the head of a business, build a well led sustainably funded charity that invests in our team and is held in high regard.

**Our values will shape the way we will work as we pursue our strategic objectives.**

**NAPA's vision for the next 3 years:** By 2026 NAPA will be known and respected for providing excellent support to Individual Activity Providers and activity/wellbeing teams, Care and support teams, Care services, the wider health, housing and social care sector, and the friends and family of people with care and support needs.

Six strategic objectives will determine our programmes of work over the next three years.

### **Objective 1: To champion wellbeing, (activity, arts, cultural participation, and engagement)**

- We will articulate our vision through our communications, website, practice development platform, resources, information, guidance, qualification, and training course content.
- Demonstrate our commitment, through our dedicated national programme 'Arts in Care Homes,' and our range of partnership projects and research programmes.

### **Objective 2: To professionalise the role of the Activity Provider**

- Investigate registration potential as 'national professional body' for Activity Providers.
- Gather interest in developing a professional registration of Activity Providers and professionals.
- Launch competence framework, professional standards, and rules of conduct.
- Raise the profile of Activity Providers by gathering, sharing, and celebrating examples of positive activity practice.
- Establish professional development pathway as the preferred 'learning provider'

### **Objective 3: To extend our reach**

- Grow our membership, services, programmes, and campaigns.
- Improve our infrastructure and grow our team.
- Provide services, programmes and campaigns that are intentionally inclusive.
- Become a greener organisation.

# **NATIONAL ACTIVITY PROVIDERS ASSOCIATION**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 31 MARCH 2023**

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### **Objective 4: To work better together**

- Develop partnership projects with value aligned organisations to maximise impact.
- Develop our research programme and evaluation capacity.
- Translate and disseminate best practice approaches, informing NAPA's core programmes of work.

### **Objective 5: To improve perceptions**

- Contribute to national debate and influence change.
- Demonstrate our commitment through our Positive Ageing campaign (Grow Old Disgracefully.)

### **Objective 6: To be financially stable and sustainable**

- Develop audit processes to enable sustainable financial management.
- Formulate financial plans to ensure all streams of work deliver return on investment.
- Increase Income generation with clear targets across all programmes of work.
- Decrease relative expenditure.

### **Structure, governance and management**

The charity is a company limited by guarantee. The charity's objects are to set standards of appropriate practices regarding the provision of activities for older persons and adults with learning disabilities. The Trustees confirm that they have referred to the Charity Commission's guidance on public benefit

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of winding up and for a year after they cease to be a member.

The trustees set the policies of the charity and exercise overall control, while day-to-day matters are dealt with by employees.

Trustees are appointed by invitation and drawn from our network of contacts across the care sector. We aim to have a cross-section of skills and geographic representation. Potential Trustees are invited to attend and observe a Meeting prior to being formally appointed. All new Trustees are sent an information pack based on materials generated by the Charity Commission.]

NAPA does not work directly with care setting residents or tenants but by supporting care teams to enable meaningful engagement. Our aim is to ensure that skilled, well informed staff generate life, love and laughter to ensure older people have more fulfilled lives.

S Ascot

S Cooper

S Goldsmith

T Paine

J Pool

O Thomas

G V Haynes

C Willis-Cole

E Watkinson

(Treasurer)

(Appointed on 26 April 2022)

(Appointed on 26 April 2022)

(Chairman)

(Vice Chairman)

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2023**

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### Statement of Trustees' Responsibilities

The trustees, who are also the directors of National Activity Providers Association 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 charitable company 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

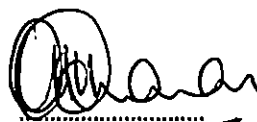
### Disclosure of Information to Independent examiner

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

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



G Haynes  
Trustee



O Thomas  
Trustee

.....  
Date : 10 July 2023

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF NATIONAL ACTIVITY PROVIDERS ASSOCIATION

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I report to the trustees on my examination of the financial statements of National Activity Providers Association (the charitable company) for the year ended 31 March 2023.

#### Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for Independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 44 (1) (c) of the 2005 Act and section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Since the charitable company is required by company law to prepare its accounts on an accruals basis and is registered as a charity in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act and Regulation 4 of the 2006 Accounts Regulations; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of Regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

#### Use of my report

This report is made solely to the Board, in accordance with section 145 of the Charities Act 2011. My Independent examination has been undertaken so that I might state to the Board those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Board, for my Independent examination or for this report.

  
James Foskett BSc (Hons), FCA, DChA  
Cansdales Business Advisers Limited  
St Marys Court  
The Broadway  
Amersham  
Bucks  
HP7 9QS

Dated: 12 July 2023

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

|                                                                         | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|-------------------------------------------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b><u>Income from:</u></b>                                              |       |                            |                          |                    |                    |
| Donations and legacies                                                  | 2     | 28,953                     | 19,814                   | 48,767             | 38,456             |
| Charitable activities                                                   | 5     | 370,820                    | -                        | 370,820            | 338,693            |
| Other trading activities                                                | 3     | -                          | -                        | -                  | 5,686              |
| Investments                                                             | 4     | 1,621                      | -                        | 1,621              | 36                 |
| <b>Total income</b>                                                     |       | <b>401,394</b>             | <b>19,814</b>            | <b>421,208</b>     | <b>382,871</b>     |
| <b><u>Expenditure on:</u></b>                                           |       |                            |                          |                    |                    |
| Charitable activities                                                   | 6     | 415,752                    | 16,140                   | 431,892            | 362,761            |
| <b>Net (expenditure)/income for the year/<br/>Net movement in funds</b> |       | <b>(14,358)</b>            | <b>3,674</b>             | <b>(10,684)</b>    | <b>20,110</b>      |
| <b>Fund balances at 1 April 2022</b>                                    |       | <b>146,903</b>             | <b>25,855</b>            | <b>172,758</b>     | <b>152,648</b>     |
| <b>Fund balances at 31 March 2023</b>                                   |       | <b>132,545</b>             | <b>29,529</b>            | <b>162,074</b>     | <b>172,758</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.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## BALANCE SHEET

AS AT 31 MARCH 2023

|                                                                | Notes | 2023<br>£       | £              | 2022<br>£       | £              |
|----------------------------------------------------------------|-------|-----------------|----------------|-----------------|----------------|
| <b>Current assets</b>                                          |       |                 |                |                 |                |
| Stocks                                                         | 10    | 2,248           |                | 1,910           |                |
| Debtors                                                        | 9     | 31,383          |                | 69,048          |                |
| Cash at bank and in hand                                       |       | 228,303         |                | 195,598         |                |
|                                                                |       | <u>261,934</u>  |                | <u>266,556</u>  |                |
| <b>Creditors: amounts falling due within one year</b>          | 11    | <u>(97,182)</u> |                | <u>(85,308)</u> |                |
| <b>Net current assets</b>                                      |       |                 | 164,752        |                 | 181,248        |
| <b>Creditors: amounts falling due after more than one year</b> | 12    |                 | (2,678)        |                 | (8,490)        |
| <b>Net assets</b>                                              |       |                 | <u>162,074</u> |                 | <u>172,758</u> |
| <b>Income funds</b>                                            |       |                 |                |                 |                |
| Restricted funds                                               | 14    | 29,529          |                | 25,855          |                |
| Unrestricted funds                                             |       | 132,545         |                | 146,903         |                |
|                                                                |       | <u>162,074</u>  |                | <u>172,758</u>  |                |

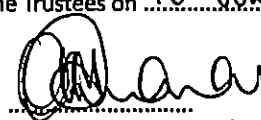
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The trustees' responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Trustees on 10 July 2023

  
G V Haynes  
Trustee

  
O Thomas  
Trustee

Company Registration No. 03482943

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2023**

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### **1 Accounting policies**

#### **Charity Information**

National Activity Providers Association is a private company limited by guarantee incorporated in England & Wales. The registered office can be found on the legal and administrative page.

#### **1.1 Accounting convention**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. 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 charitable company 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.

Designated funds are unrestricted funds of the charity, which the trustees have decided at their discretion to set aside to use for a specific purpose.

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.

#### **1.4 Income**

Income is recognised when the charitable company 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 charitable company 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 charitable company 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.

#### **1.5 Expenditure**

Expenditure is recognised on accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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**1 Accounting policies** **(Continued)**

**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:

|                                |                   |
|--------------------------------|-------------------|
| Fixtures, fittings & equipment | 25% straight line |
|--------------------------------|-------------------|

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 Stocks**

Stocks is valued at the lower of cost and net realisable value.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

**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 charitable company is a registered charity within the definitions of section 506(1) Income and Corporation Taxes Act 1988 and therefore it is not assessable to corporation tax on any surplus charitable funds.

**1.10 Leases**

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

**1.11 Pension**

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

**2 Donations and legacies**

|                     | Unrestricted<br>funds | Restricted<br>funds | Total             | Unrestricted<br>funds | Restricted<br>funds | Total             |
|---------------------|-----------------------|---------------------|-------------------|-----------------------|---------------------|-------------------|
|                     | 2023                  | 2023                | 2023              | 2022                  | 2022                | 2022              |
|                     | £                     | £                   | £                 | £                     | £                   | £                 |
| Donations and gifts | 28,953                | 19,814              | 48,767            | 17,741                | 20,715              | 38,456            |
|                     | <u>          </u>     | <u>          </u>   | <u>          </u> | <u>          </u>     | <u>          </u>   | <u>          </u> |

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 3 Other trading activities

|                                | Total | Total |
|--------------------------------|-------|-------|
|                                | 2023  | 2022  |
|                                | £     | £     |
| Trading activity income: other | -     | 5,686 |

### 4 Investments

|               | Unrestricted funds | Unrestricted funds |
|---------------|--------------------|--------------------|
|               | 2023               | 2022               |
|               | £                  | £                  |
| Bank interest | 1,621              | 36                 |

### 5 Charitable activities

|                                                  | 2023           | 2022           |
|--------------------------------------------------|----------------|----------------|
|                                                  | £              | £              |
| Membership subscriptions                         | 166,489        | 215,462        |
| Shop income                                      | 6,850          | 6,600          |
| Fee Income                                       | 154,037        | 69,808         |
| National lottery isolated but not lonely project | -              | 1,866          |
| The Rayne Foundation Helpline                    | -              | 5,686          |
| Training days income                             | 37,193         | 28,040         |
| Sale of publications                             | 507            | 931            |
| Advertising and commission                       | 600            | 2,650          |
| NAPA Challenge                                   | 5,144          | 7,650          |
|                                                  | <u>370,820</u> | <u>338,693</u> |

#### Analysis by fund :

|                    |                |                |
|--------------------|----------------|----------------|
| Unrestricted funds | 370,820        | 331,043        |
| Restricted funds   | -              | 7,650          |
|                    | <u>370,820</u> | <u>338,693</u> |

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 6 Charitable activities

|                                                  | 2023<br>£      | 2022<br>£      |
|--------------------------------------------------|----------------|----------------|
| Staff costs                                      | 203,992        | 166,277        |
| National lottery isolated but not lonely project | 3,227          | 910            |
| Rayne Foundation                                 | -              | 11,848         |
| Training and travel                              | 4,266          | 11,186         |
| Travel                                           | 600            | 500            |
| Newsletter                                       | -              | 11,292         |
| QCF courses                                      | 29,383         | 23,207         |
| Arts in Care Home Project                        | 15,540         | 20,488         |
| Systems support                                  | 13,536         | 13,468         |
| Premises costs                                   | 14,928         | 12,637         |
| Printing, postage & stationery                   | 2,997          | 2,985          |
| Telephone                                        | 1,841          | 2,039          |
| Depreciation                                     | -              | 329            |
| Books for resale                                 | -              | 137            |
| Conference costs                                 | 612            | 499            |
| Other costs                                      | 91,712         | 47,295         |
| Support costs                                    | 25,093         | 8,097          |
| NAPA Challenge                                   | -              | 7,229          |
| Advertising and promotion                        | 16,590         | 20,963         |
| New members costs                                | 7,575          | 1,373          |
|                                                  | <u>431,892</u> | <u>362,761</u> |
| <b>Analysis by fund :</b>                        |                |                |
| Unrestricted funds                               | 415,752        | 334,544        |
| Restricted funds                                 | 16,140         | 28,217         |
|                                                  | <u>431,892</u> | <u>362,761</u> |

#### Restricted fund includes :

National Day of Arts in Care Homes project cost of £16,140 (2022: £20,988) - out of which £15,540 relates to other project expenses which are included within support cost and £600 relates to project officer's travel & subsistence expenses which are included within travel.

Included within support costs is the independent examiner's fee of £4,640 (2022: £2,432) and £2,844 (2022: £1,489) for other services.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year (2022 : None).

No trustees were reimbursed for any expense during the year (2022: None).

### 8 Employees

#### Number of employees

The average monthly number of employees during the year was:

|                   | 2023<br>Number | 2022<br>Number |
|-------------------|----------------|----------------|
| Direct activities | 5              | 4              |
| Administration    | 1              | 1              |
|                   | <u>6</u>       | <u>5</u>       |

#### Employment costs

|                       | 2023<br>£      | 2022<br>£      |
|-----------------------|----------------|----------------|
| Wages and salaries    | 187,475        | 152,916        |
| Social security costs | 14,630         | 11,844         |
| Other pension costs   | 4,206          | 3,410          |
|                       | <u>206,311</u> | <u>168,170</u> |

During the year key management received remuneration totalling £67,000 (2022: £57,154) and expenses totalling £Nil(2022: £Nil). Expenses consisted of travel, mobile phone costs and stationery supplies. There were 3 members of key management in the year (2022: 3).

There were one employees whose annual remuneration was £60,000 or more (2022: None).

### 9 Debtors

|                                      | 2023<br>£     | 2022<br>£     |
|--------------------------------------|---------------|---------------|
| Amounts falling due within one year: |               |               |
| Trade debtors                        | 27,747        | 66,588        |
| Prepayments and accrued income       | 3,636         | 2,460         |
|                                      | <u>31,383</u> | <u>69,048</u> |

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

| 10 | Stocks                | 2023<br>£ | 2022<br>£ |
|----|-----------------------|-----------|-----------|
|    | Goods held for resale | 2,248     | 1,910     |

| 11 | Creditors: amounts falling due within one year | 2023<br>£ | 2022<br>£ |
|----|------------------------------------------------|-----------|-----------|
|    | Other taxation and social security             | 4,946     | 4,488     |
|    | Trade creditors                                | 7,158     | 7,598     |
|    | Accruals and deferred income                   | 85,078    | 73,222    |
|    |                                                | 97,182    | 85,308    |

Included in accruals and deferred income is £12,475 relating to deferred income which is for membership fees received in advance that relate to 2024 (2022: £8,475 relating to deferred income which is for membership fees received in advance that relate to 2023).

| 12 | Creditors: amounts falling due after more than one year | 2023<br>£ | 2022<br>£ |
|----|---------------------------------------------------------|-----------|-----------|
|    | Accruals and deferred income                            | 2,678     | 8,490     |

The whole amount in accruals and deferred income relates to deferred income which is for membership fees received in advance that relate to 2025, 2026, 2027 and 2028 (2022: whole amount relates to deferred income which is for membership fees received in advance for 2023 to 2025).

### 13 Operating lease commitments

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

|                            | 2023<br>£ | 2022<br>£ |
|----------------------------|-----------|-----------|
| Within one year            | 4,676     | 11,484    |
| Between two and five years | -         | 4,676     |
|                            | 4,676     | 16,160    |

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

#### 14 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<br>April 2022 | Movement in funds |                 | Balance at 31<br>March 2023 |
|------------------------------------|----------------------------|-------------------|-----------------|-----------------------------|
|                                    | £                          | Income            | Expenditure     | £                           |
| NAPA Challenge                     | 6,571                      | -                 | -               | 6,571                       |
| National Day of Arts in Care Homes | 19,284                     | 19,814            | (16,140)        | 22,958                      |
|                                    | <u>25,855</u>              | <u>19,814</u>     | <u>(16,140)</u> | <u>29,529</u>               |

NAPA Challenge – A competition held annually in which donations are raised towards the cost of the challenge, including prizes.

National Day of the Arts in Care Homes - To dedicate a day to the arts in care homes in order to focus attention on existing resources and emphasise the benefits of arts in care settings.

#### 15 Analysis of net assets between funds

|                                                    | Unrestricted funds | Restricted funds | Total          |
|----------------------------------------------------|--------------------|------------------|----------------|
| Fund balances at 31 March 2023 are represented by: |                    |                  |                |
| Current assets/(liabilities)                       | 135,223            | 29,529           | 164,752        |
| Long term liabilities                              | (2,678)            | -                | (2,678)        |
|                                                    | <u>132,545</u>     | <u>29,529</u>    | <u>162,074</u> |

#### 16 Related party transactions

There are no related party transactions during the year (2022: £None).

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# Accounts

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Charity registration number 1070674 (England and Wales)

Charity registration number SCO38991 (Scotland)

Company registration number 03482943 (England and Wales)

**NATIONAL ACTIVITY PROVIDERS ASSOCIATION**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                 |              |                                |
|-----------------|--------------|--------------------------------|
| <b>Trustees</b> | S Ascot      |                                |
|                 | J Cattnach   | (Resigned on 20 January 2022)  |
|                 | S Cooper     |                                |
|                 | S Goldsmith  | (Treasurer)                    |
|                 | T Paine      | (Appointed on 26 April 2022)   |
|                 | J Pool       | (Appointed on 26 April 2022)   |
|                 | S Reynolds   | (Resigned on 20 January 2022)  |
|                 | O Thomas     | (Chairman)                     |
|                 | G V Haynes   | (Vice Chairman)                |
|                 | C Wills-Cole | (Appointed on 20 January 2022) |
|                 | E Watkinson  |                                |

**Secretary** Ms Hilary Woodhead

**Charity number (England and Wales)** 1070674

**Charity number (Scotland)** SCO38991

**Company number** 03482943

**Registered office**  
St Marys Court  
The Broadway  
Amersham  
Bucks  
HP7 0UT

**Independent examiner**  
James Foscett  
Cansdales Business Advisers Limited  
Bourbon Court  
Nightingales Corner  
Little Chalfont  
Bucks  
HP7 9QS

**Bankers**  
CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4TA

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# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

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| Independent examiner's report     | 8       |
| Statement of financial activities | 9       |
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# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## CHAIRMAN'S REPORT

### *FOR THE YEAR ENDED 31 MARCH 2022*

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It is March 2022 and although Covid is still very much present the fear of it has much declined in the general population, though not perhaps amongst those who remain vulnerable. Restrictions have largely, in England at least, been lifted depending upon what you are doing and where you are. I visited a friend in hospital two days ago. He was allowed one visitor only, pre-booked, mask and lateral flow test mandatory, but I can walk into any bar or restaurant or cinema without restriction. The requirement that staff in care homes are vaccinated as a condition of employment has quietly been removed along with a similar requirement on the NHS, probably more because the NHS can ill afford the compulsory loss of large numbers of people than any particular concern about the owners and residents of care homes.

Life is now back to normal. And not.

This time last year we were in the throes of Pandemic lockdowns, roadmaps, vaccinations, Nightingale hospitals, worries about ITU beds, excess deaths and the reintroduction of visiting residents in care homes. We didn't know that we had two more spikes of Covid case numbers to come. Who knows what is yet to happen?

Social change has undoubtedly occurred - where people work, mental health, the education of several years of children, the way in which social services and other public services around the country operate and recover ground lost, never mind the impact on NHS waiting lists and our wider healthcare system, as just a few examples. What will be the impact on how our cities operate, the office property market, the demands on technology, how we, our children and grandchildren live our lives? We've already seen significant increases in inflation around the world and economies under considerable strain. We know that the less wealthy tend to be more significantly affected by such events than those who can ride economic pressures more readily.

I wrote last year that the last global pandemic led to the "Roaring Twenties" which in turn led to the Great Depression of 1929/33. I wouldn't begin to be so negative as to suggest that we are about to see history repeat itself, but the pandemic has shown us many things - how interconnected we all are around the world, how it doesn't take much to encourage social panic, how good scientists are at finding solutions and how Governments can act quickly and positively, how supportive people can be to strangers in need. But what will be the lessons we learn should there be future pandemics - will we take a more laissez-faire approach, create herd immunity more quickly but watch people die when they might have otherwise survived or repeat the messages of isolation, masks and better hand washing? Or perhaps we will follow the example of Australia and New Zealand with their high levels of internal and external isolation. Each way of dealing with such an event has its supporters and detractors and as individual countries review their own responses perhaps some kind of collective approach reflecting best practice might emerge.

And in all of that what of NAPA and the care sector from where all of our members originate?

I wrote last year of how we rose to the challenge of the first year of Covid. Our team more than met the challenge set by the last year's difficulties and on behalf of all the Trustees I would like to thank them, collectively and individually, for all their efforts. The two highlights, for me, have been the new Website, developed in partnership with QCS, and our Activities calendar, giving ideas for new things to do for every day of the week. But we have also developed our helpline to give direct support- a comforting and supportive voice and good advice to anyone who might need it; we have extended our fundraising efforts, and will continue to do so, offered training and new courses to help personal development, put on events and award ceremonies, improved the marketing of our services and developed new relationships across the sector. The list is long and reflects the hard work of every single one of the team. My sincerest thanks go to each of them.

And, lastly, my thanks go to my fellow Trustees, for their hard work, many contributions and their commitment to and support of NAPA's work; and to our members and supporters whose continued backing allows us to improve the well being of so many

**Oliver Thomas**  
Chairman, NAPA

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2022

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The trustees present their 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 charitable company's [governing document], the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) 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**

This report highlights NAPA's key achievements against our strategic aims in 2021.

NAPA continued to support the care sector during the covid 19 pandemic. Our digital approach enabled our members to introduce new ways of working, gain access to practice development tools and receive support and advice that helped them to prioritise wellbeing.

#### **Umbrella organisation:**

The National Activity Providers Association is the UK's leading activity and engagement charity. We support care services to prioritise wellbeing and promote activity, arts, and engagement. Our Vision - A UK where activity and engagement is an integral part of care provision, where people live content, creative and connected lives. Our Mission - To advance the role of the Activity Provider by offering professional development opportunities that enhance knowledge, skills, and confidence. We believe that everyone has the right to live content, creative and connected lives. Our approach to wellbeing is one of appreciative professional development. We provide opportunities to develop the essential knowledge, skills, and confidence needed to prioritise wellbeing and provide person-centred activity and engagement.

Our services are co-created with our members, affiliate members, advisory panels and are directed by our Executive Director and governed by the NAPA board of Trustees. We pride ourselves on our inclusive approach and appreciate the contributions and ideas of all who work alongside us to prioritise wellbeing.

We lead and contribute to discussions at strategic level about the importance of wellbeing and engagement. Exhibiting and speaking at national and international conferences and contributing to sector guidance.

NAPA recognises value aligned activity suppliers, we have an established directory, with 28 NAPA Recognised Suppliers listed to date.

#### **NAPA Membership:**

Our strong membership numbers allow us to impact on and influence the care sector. Despite identifying risks to the membership due to the pandemic we have increased our membership numbers from 2,888 at the end of March 2021 to 3126 at the end of March 2022.

Our communications plan for 2021 was successful, enabling a substantial increase in our reach across the sector. NAPA has significant presence in the care home sector with care homes comprising 90% of membership in 2021.

This year we have continued to build our membership numbers by further extending our reach and presence in the care home sector but also ensuring our offers are attractive to the broader Health, Housing and Social Care sector, we continue to build relationships with care providers and key stakeholders across the country and have gained new members providing supporting housing services, domiciliary care, and support to adults with learning disabilities. In 2021 we secured the membership of several new care groups and local authority quality and improvement teams. We have significantly improved our membership benefits and continue to consult with our members to ensure our offer meets their needs and our services remain responsive.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### **Professional Development Services and pathway**

Over the last year we have built on the digital approaches introduced in 2020 and towards the end of 2021 we began to deliver face to face training courses once again.

We launched the NAPA Professional Development Pathway, enabling Activity Providers to gain a leadership qualification and be registered as NAPA Recognised Activity Professionals.

Our training qualification offer currently comprises: Distance Learning Qualifications in Activity Provision at level 2 and 3, bespoke training courses on commission. Our accrediting body and our skills for care Endorsed provider status was renewed for another year. Our QCF qualifications continue to attract new interest from members and non-members with 124 new students enrolling in 2021. To date 868 students have completed the Level 2 Award in Supporting Activities and we now have 90 qualified in the level 3 Certificate in Activity provision in Social Care. Over the course of the year 1,008 students have attended bespoke training days, 1,106 delegates completed our e-learning programmes.

Between April 2021 and March 2022, we trained a total of 2,138 activity and care workers. Funding from the national lottery which had enabled us to establish a national support network for activity professionals across the sector in 2020 ended and yet we continued to provide monthly reflective practice and support sessions, so that staff could receive peer support and be inspired by innovative ideas and best practice.

In June 2021 we hosted our first virtual annual conference, highlighting our national campaign for 2021 – The Year of Moving and Grooving. We were delighted with the conference which welcomed 100 delegates and gained excellent feedback.

We extended our Helpline service and developed The Activity Support Service. The NAPA Activity Support Service is a service for Activity Providers and includes a phone line for information and advice, a network of Activity Advisors, support groups online and in person and free resources. In 2021-22 the helpline service supported over 200 care and support workers and family carers to prioritise wellbeing.

In August 2021 we built on the NAPA National Day of Conversation and Connection which was established the previous year: Tea Tuesday – encouraging our members and supporters to connect. We held a virtual Tea Dance, which was free for every care home in the country to attend. We were delighted to welcome hundreds of care homes across the UK and Internationally. Our monthly Tea Tuesday events continue to welcome sector specialists across the sector and provide professional development opportunities for the activity provider workforce, free of charge.

In January 2022 we launched the UK's first National Activity Providers and Professionals Week. Thousands took to social media to show their support and to celebrate the contributions of Activity Providers everywhere. The week was provided in partnership with NAAP (The National Association of Activity Professionals in the United States), Care England, NCF and Scottish Care. Activity Providers and care settings were invited to pledge their support, attend education, consultation and entertainment events across the week. The feedback was amazing, with one Activity Provider sharing. The week began with the release of a film of appreciation. Leaders from across the sector shared their support for NAPP week and celebrated the incredible difference Activity Providers make, a series of events took place across the week and the event was brought to close at an online party, celebrating the contributions of Activity Providers across the UK.

#### **Communications:**

We have rebranded the charity, with a new logo, website and digital platform for NAPA members. The website enables us to better promote the range of services that NAPA provides. The members only digital platform invites NAPA members to access thousands of practice development tools and tips, including activity resources. The platform can be accessed by every staff member within the NAPA member setting, 24 hours a day, 7 days a week and is designed to be responsive to the needs of the sector.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2022

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We have been delighted with the increase in social media attention and interest. We now have established Facebook, twitter, linked in and Instagram accounts. Our weekly NAPA News has been rebranded in line with all our digital communications and subscription rates have soared. Subscribers receive weekly updates, resources and news.

Following consultation with NAPA members we have decided to embrace the digital and immediate need of our members to access resources at their fingertips. The quarterly magazine will cease production in March 2022 and will be replaced by a daily digital offer 'NAPA Every Day' which will be launched on April 1st, 2022. The final issue will celebrate NAPA's 25th Year.

In October 2021 we held our second online Awards ceremony, the event reached hundreds of NAPA members, supporters, care home residents and family carers. We recognised excellence in activity and engagement across the sector and celebrated best practice. We were grateful to our sponsors Unilever Food Solutions and Hallmark Care homes for sponsoring the event and related fundraising activity, and all those who donated their time and resources to make the event truly spectacular.

#### **NAPA Finances**

Income was up by £42,829 against the budget and expenditure reduced by £42,762.

Ambitious targets for the commissioning of qualifications were realised. Several funding applications and sponsorship arrangements were successful enabling us to extend our training offer and develop a range of resources.

The fundraising strategy built on the work undertaken in 2020 and we exceeded our target. We were delighted to receive substantial corporate sponsorship from Unilever food solutions. Charitable donations from Grow Old Disgracefully, NAPA digital concerts and a number of smaller fundraising initiatives were highly successful, generating £17,742. Reserves as of 31st March 2021 were £195,150 whilst reserves were £193,781 at 31st March 2022.

#### **Partnerships:**

We developed partnerships with a number of value aligned organisations including Museum of Brands and Famileo. We continue to work closely with Care England, The National Care Forum and My Home Life and supply specialist consultancy to Unilever Food Solutions, Lakeland Dairies and William Murray. We are also working closely with QCS who sponsored the development of our new website.

#### **Some partnership project examples include:**

**Arts in Care Homes** - a five-year programme, managed by [NAPA](#) and funded by The Baring Foundation and The Rayne Foundation. There is a wealth of arts and cultural activities taking place in care homes across England. These range from everyday creative activities run by staff teams to large scale arts projects such as A Choir in Every Care Home, artist-led sessions and partnerships with museums and galleries. We promote and celebrate existing arts activities and encourage more. During Covid-19 we have seen and experienced the importance of art and creativity in care settings, and the beneficial outcomes for all the participants. We want to continue to shine a light on the importance of this work, which has been increasingly vital during the pandemic. Our 2021 consultation with the care sector about a daily arts and cultural offer in all care settings can be accessed on our website.

**The Culture Box Study** - a national research programme, promoting social interaction and public health through the arts in the time of Covid-19, conducted by the University of Exeter and funded by the Arts and Humanities Research Council. The aim was to see how the arts can be used to alleviate social isolation and loneliness while improving the wellbeing of people living with dementia.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2022

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**Moment in Time'** – a project idea evolved from work with people and organisations affected by multiple losses during the pandemic, particularly within Health and Social Work. NAPA, NCF and Beacon Consultancy came together to create this unique project. The COVID-19 pandemic is a significant moment in time, which has changed and disrupted people's lives across the globe. This project aimed to capture the range of these experiences for posterity, by creating 'Moment in Time' boxes, which were 'sealed' and will be opened on the same day in 2022.

#### **Risk management:**

The Executive Director and NAPA Board of trustees have continued to review the main risks facing the charity. These risks have been classified under headings with the actions set out below to mitigate these risks:

**Financial risk:** to ensure good forward planning and to continue to maintain a suitable reserves policy.

**Operational risk:** to ensure that policies for Health and Safety, Equal Opportunities and Safeguarding are up-to-date and implemented; to ensure that training and supervision for staff and volunteers is consistent and regular.

**Regulatory risk:** to ensure good practice is followed regarding employment issues and the issues noted under operational risk; to ensure compliance with relevant legislation regarding charities and companies.

**Reputational risk:** to build on the charity's reputation for good practice and to continue to develop good working relationships with others.

#### **The NAPA Team**

We want to pay tribute to the staff team who have seen meaningful change to the usual ways of working in recent years. Their resilience and enthusiasm enables NAPA to continue to respond to the needs of our members. Staff members have transitioned to working from home and continue to work flexibly.

#### **Plans for 2022-23**

We have great plans for 2022, as we embark on our 25th Anniversary we look forward to building our digital offer (The Shed) and Activity Support Service in consultation with the NAPA membership and our sector partners.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### Structure, governance and management

The charity is a company limited by guarantee. The charity's objects are to set standards of appropriate practices regarding the provision of activities for older persons and adults with learning disabilities. The Trustees confirm that they have referred to the Charity Commission's guidance on public benefit

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of winding up and for a year after they cease to be a member.

The trustees set the policies of the charity and exercise overall control, while day-to-day matters are dealt with by employees.

Trustees are appointed by invitation and drawn from our network of contacts across the care sector. We aim to have a cross-section of skills and geographic representation. Potential Trustees are invited to attend and observe a Meeting prior to being formally appointed. All new Trustees are sent an information pack based on materials generated by the Charity Commission.]

NAPA does not work directly with care setting residents or tenants but by supporting care teams to enable meaningful engagement. Our aim is to ensure that skilled, well informed staff generate life, love and laughter to ensure older people have more fulfilled lives.

|              |                                |
|--------------|--------------------------------|
| S Ascot      |                                |
| J Cattnach   | (Resigned on 20 January 2022)  |
| S Cooper     |                                |
| S Goldsmith  | (Treasurer)                    |
| T Paine      | (Appointed on 26 April 2022)   |
| J Pool       | (Appointed on 26 April 2022)   |
| S Reynolds   | (Resigned on 20 January 2022)  |
| O Thomas     | (Chairman)                     |
| G V Haynes   | (Vice Chairman)                |
| C Wills-Cole | (Appointed on 20 January 2022) |
| E Watkinson  |                                |

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2022**

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### Statement of Trustees' Responsibilities

The trustees, who are also the directors of National Activity Providers Association 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 charitable company 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Disclosure of information to independent examiner

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

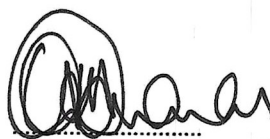
**The trustees' report was approved by the Board of Trustees.**



G Haynes  
Trustee

30/6/2022

Date



O Thomas  
Trustee

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF NATIONAL ACTIVITY PROVIDERS ASSOCIATION

---

I report to the trustees on my examination of the financial statements of National Activity Providers Association (the charitable company) for the year ended 31 March 2022.

#### Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 44 (1) (c) of the 2005 Act and section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Since the charitable company is required by company law to prepare its accounts on an accruals basis and is registered as a charity in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act and Regulation 4 of the 2006 Accounts Regulations; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of Regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

#### Use of my report

This report is made solely to the Board, in accordance with section 145 of the Charities Act 2011. My independent examination has been undertaken so that I might state to the Board those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Board, for my independent examination or for this report.

James Foskett BSc (Hons), FCA, DChA  
Cansdales Business Advisers Limited  
Bourbon Court  
Nightingales Corner  
Little Chalfont  
Amersham  
Bucks  
HP7 9QS



Dated: 04 July 2022

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2022**

|                                                           | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|-----------------------------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income from:</b>                                       |       |                            |                          |                    |                    |
| Donations and legacies                                    | 2     | 17,741                     | 20,715                   | 38,456             | 34,502             |
| Charitable activities                                     | 5     | 331,043                    | 7,650                    | 338,693            | 318,638            |
| Other trading activities                                  | 4     | 5,686                      | -                        | 5,686              | -                  |
| Investments                                               | 3     | 36                         | -                        | 36                 | 79                 |
| <b>Total income</b>                                       |       | <b>354,506</b>             | <b>28,365</b>            | <b>382,871</b>     | <b>353,219</b>     |
| <b>Expenditure on:</b>                                    |       |                            |                          |                    |                    |
| Charitable activities                                     | 6     | 334,544                    | 28,217                   | 362,761            | 305,773            |
| <b>Net income for the year/<br/>Net movement in funds</b> |       | <b>19,962</b>              | <b>148</b>               | <b>20,110</b>      | <b>47,446</b>      |
| Fund balances at 1 April 2021                             |       | 126,941                    | 25,707                   | 152,648            | 105,202            |
| <b>Fund balances at 31 March 2022</b>                     |       | <b>146,903</b>             | <b>25,855</b>            | <b>172,758</b>     | <b>152,648</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.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## BALANCE SHEET

AS AT 31 MARCH 2022

|                                                                | Notes | 2022<br>£       | £              | 2021<br>£       | £              |
|----------------------------------------------------------------|-------|-----------------|----------------|-----------------|----------------|
| <b>Fixed assets</b>                                            |       |                 |                |                 |                |
| Tangible assets                                                | 9     |                 | -              |                 | 329            |
| <b>Current assets</b>                                          |       |                 |                |                 |                |
| Stocks                                                         | 10    | 1,910           |                | 13,344          |                |
| Debtors                                                        | 11    | 69,048          |                | 14,859          |                |
| Cash at bank and in hand                                       |       | 195,598         |                | 195,150         |                |
|                                                                |       | <u>266,556</u>  |                | <u>223,353</u>  |                |
| <b>Creditors: amounts falling due within one year</b>          | 12    | <u>(85,308)</u> |                | <u>(57,762)</u> |                |
| Net current assets                                             |       |                 | 181,248        |                 | 165,591        |
| <b>Total assets less current liabilities</b>                   |       |                 | 181,248        |                 | 165,920        |
| <b>Creditors: amounts falling due after more than one year</b> | 13    |                 | (8,490)        |                 | (13,272)       |
| <b>Net assets</b>                                              |       |                 | <u>172,758</u> |                 | <u>152,648</u> |
| <b>Income funds</b>                                            |       |                 |                |                 |                |
| Restricted funds                                               | 15    |                 | 25,855         |                 | 25,707         |
| Unrestricted funds                                             |       |                 | 146,903        |                 | 126,941        |
|                                                                |       |                 | <u>172,758</u> |                 | <u>152,648</u> |

## NATIONAL ACTIVITY PROVIDERS ASSOCIATION

### BALANCE SHEET (CONTINUED)

**AS AT 31 MARCH 2022**

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The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

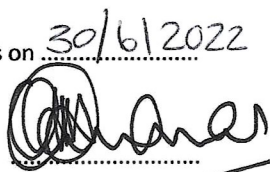
The trustees' responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Trustees on 30/6/2022



G V Haynes  
Trustee



O Thomas  
Trustee

**Company Registration No. 03482943**

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 1 Accounting policies

##### Charity information

National Activity Providers Association is a private company limited by guarantee incorporated in England & Wales. The registered office can be found on the legal and administrative page.

##### 1.1 Accounting convention

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. 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 charitable company 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.

##### 1.4 Income

Income is recognised when the charitable company 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 charitable company 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 charitable company 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.

##### 1.5 Expenditure

Expenditure is recognised on accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

---

#### 1 Accounting policies (Continued)

##### 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:

|                                |                   |
|--------------------------------|-------------------|
| Fixtures, fittings & equipment | 25% straight line |
|--------------------------------|-------------------|

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 Stocks

Stocks is valued at the lower of cost and net realisable value.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

##### 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 charitable company is a registered charity within the definitions of section 506(1) Income and Corporation Taxes Act 1988 and therefore it is not assessable to corporation tax on any surplus charitable funds.

##### 1.10 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

##### 1.11 Pension

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

#### 2 Donations and legacies

|                     | Unrestricted<br>funds | Restricted<br>funds | Total  | Unrestricted<br>funds | Restricted<br>funds | Total  |
|---------------------|-----------------------|---------------------|--------|-----------------------|---------------------|--------|
|                     | 2022                  | 2022                | 2022   | 2021                  | 2021                | 2021   |
|                     | £                     | £                   | £      | £                     | £                   | £      |
| Donations and gifts | 17,741                | 20,715              | 38,456 | 7,702                 | 26,800              | 34,502 |
|                     | =====                 | =====               | =====  | =====                 | =====               | =====  |

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2022**

---

### **3 Investments**

|               | <b>Unrestricted<br/>funds</b> | Unrestricted<br>funds |
|---------------|-------------------------------|-----------------------|
|               | <b>2022</b>                   | 2021                  |
|               | <b>£</b>                      | £                     |
| Bank interest | 36                            | 79                    |
|               | <u>          </u>             | <u>          </u>     |

### **4 Other trading activities**

|                                | <b>Unrestricted<br/>funds</b> | Total             |
|--------------------------------|-------------------------------|-------------------|
|                                | <b>2022</b>                   | 2021              |
|                                | <b>£</b>                      | £                 |
| Trading activity income: other | 5,686                         | -                 |
|                                | <u>          </u>             | <u>          </u> |

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 5 Charitable activities

|                                                  | 2022<br>£             | 2021<br>£             |
|--------------------------------------------------|-----------------------|-----------------------|
| Membership subscriptions                         | 215,462               | 167,518               |
| Shop income                                      | 6,600                 | 6,050                 |
| Fundraising event                                | -                     | 10,875                |
| Awareness online course                          | -                     | 400                   |
| Fee income                                       | 69,808                | 66,223                |
| Ours Yesterday                                   | -                     | 1,680                 |
| National lottery isolated but not lonely project | 1,866                 | 7,883                 |
| The Rayne Foundation Helpline                    | 5,686                 | 9,314                 |
| Training days income                             | 28,040                | 41,760                |
| Sale of publications                             | 931                   | 2,924                 |
| Advertising and commission                       | 2,650                 | 3,975                 |
| NAPA Challenge                                   | 7,650                 |                       |
| Royalties                                        | -                     | 36                    |
|                                                  | <u>338,693</u>        | <u>318,638</u>        |
|                                                  | <u><u>338,693</u></u> | <u><u>318,638</u></u> |
| <b>Analysis by fund :</b>                        |                       |                       |
| Unrestricted funds                               | 331,043               | 318,638               |
| Restricted funds                                 | 7,650                 | -                     |
|                                                  | <u>338,693</u>        | <u>318,638</u>        |
|                                                  | <u><u>338,693</u></u> | <u><u>318,638</u></u> |

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 6 Charitable activities

|                                                  | 2022<br>£      | 2021<br>£      |
|--------------------------------------------------|----------------|----------------|
| Staff costs                                      | 166,277        | 148,933        |
| National lottery isolated but not lonely project | 910            | 7,884          |
| Rayne Foundation                                 | 11,848         | 9,314          |
| Training and travel                              | 11,187         | 3,370          |
| Travel                                           | 500            | 600            |
| Newsletter                                       | 11,292         | 9,914          |
| QCF courses                                      | 23,207         | 23,033         |
| Arts in Care Home Project                        | 20,488         | 15,540         |
| Systems support                                  | 13,468         | 10,266         |
| Premises costs                                   | 12,637         | 15,730         |
| Printing, postage & stationery                   | 2,985          | 5,433          |
| Telephone                                        | 2,039          | 3,152          |
| Depreciation                                     | 329            | 165            |
| Books for resale                                 | 137            | 3,803          |
| Conference costs                                 | 499            | 585            |
| Other costs                                      | 48,668         | 17,315         |
| Support costs                                    | 8,098          | 9,581          |
| NAPA Challenge                                   | 7,229          | 6,665          |
| Advertising and promotion                        | 20,963         | 13,464         |
| New members costs                                | -              | 1,026          |
|                                                  | <u>362,761</u> | <u>305,773</u> |
| <b>Analysis by fund :</b>                        |                |                |
| Unrestricted funds                               | 334,544        | 282,967        |
| Restricted funds                                 | 28,217         | 22,806         |
|                                                  | <u>362,761</u> | <u>305,773</u> |

Included within support costs is the independent examiner's fee of £2,432 (2021: £2,361) and £1,489 (2021: £1,458) for other services.

Restricted fund includes :

- (1) NAPA Challenge cost of £7,229 (2021: £6,665) - included within support cost and
- (2) National Day of Arts in Care Homes project cost of £20,988 (2021: £16,140) - out of which £20,488 relates to other project expenses which are included within support cost and £500 relates to project officer's travel & sub. exp. which are included within travel.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

---

#### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year (2021: None).

No trustees (2021: 3) were reimbursed for any expense during the year (2021: £396 - mobile phone and fundraising cost expenses).

#### 8 Employees

##### Number of employees

The average monthly number of employees during the year was:

|                   | 2022<br>Number | 2021<br>Number |
|-------------------|----------------|----------------|
| Direct activities | 4              | 4              |
| Administration    | 1              | 1              |
|                   | <hr/>          | <hr/>          |
|                   | 5              | 5              |
|                   | <hr/>          | <hr/>          |

##### Employment costs

|                       | 2022<br>£ | 2021<br>£ |
|-----------------------|-----------|-----------|
| Wages and salaries    | 152,916   | 133,014   |
| Social security costs | 11,844    | 12,947    |
| Other pension costs   | 3,410     | 2,972     |
|                       | <hr/>     | <hr/>     |
|                       | 168,170   | 148,933   |
|                       | <hr/>     | <hr/>     |

During the year key management received remuneration totalling £57,154 (2021: £53,333) and expenses totalling £Nil(2021: £396). Expenses consisted of travel, mobile phone costs and stationery supplies. There were 3 members of key management in the year (2021: 3).

There were no employees whose annual remuneration was £60,000 or more (2021: None).

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2022**

### 9 Tangible fixed assets

Fixtures, fittings & equipment  
£

#### Cost

At 1 April 2021 41,215

At 31 March 2022 41,215

#### Depreciation and impairment

At 1 April 2021 41,215

At 31 March 2022 41,215

#### Carrying amount

At 31 March 2022 -

At 31 March 2021 329

### 10 Stocks

2022 2021  
£ £

Goods held for resale 1,910 13,344

### 11 Debtors

2022 2021  
£ £

#### Amounts falling due within one year:

Trade debtors 66,588 13,703

Other debtors - 636

Prepayments and accrued income 2,460 520

69,048 14,859

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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

|                                    | 2022<br>£     | 2021<br>£     |
|------------------------------------|---------------|---------------|
| Other taxation and social security | 4,488         | 3,291         |
| Trade creditors                    | 7,598         | 9,787         |
| Accruals and deferred income       | 73,222        | 44,684        |
|                                    | <u>85,308</u> | <u>57,762</u> |

Included in accruals and deferred income is £8,475 relating to deferred income which is for membership fees received in advance that relate to 2023 (2021: £3,360 relating to deferred income which is for membership fees received in advance that relate to 2022).

#### 13 Creditors: amounts falling due after more than one year

|                              | 2022<br>£    | 2021<br>£     |
|------------------------------|--------------|---------------|
| Accruals and deferred income | 8,490        | 13,272        |
|                              | <u>8,490</u> | <u>13,272</u> |

The whole amount in accruals and deferred income relates to deferred income which is for membership fees received in advance that relate to 2023, 2024 and 2025 (2021: whole amount relates to deferred income which is for membership fees received in advance for 2022 to 2023).

#### 14 Operating lease commitments

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

|                            | 2022<br>£     | 2021<br>£    |
|----------------------------|---------------|--------------|
| Within one year            | 11,484        | 4,900        |
| Between two and five years | 4,676         | -            |
|                            | <u>16,160</u> | <u>4,900</u> |

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 15 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<br>April 2021 | Movement in funds |                 | Balance at 31<br>March 2022 |
|------------------------------------|----------------------------|-------------------|-----------------|-----------------------------|
|                                    | £                          | Income            | Expenditure     | £                           |
| NAPA Challenge                     | 6,150                      | 7,650             | (7,229)         | 6,571                       |
| National Day of Arts in Care Homes | 19,557                     | 20,715            | (20,988)        | 19,284                      |
|                                    | <u>25,707</u>              | <u>28,365</u>     | <u>(28,217)</u> | <u>25,855</u>               |

NAPA Challenge – A competition held annually in which donations are raised towards the cost of the challenge, including prizes.

National Day of the Arts in Care Homes - To dedicate a day to the arts in care homes in order to focus attention on existing resources and emphasise the benefits of arts in care settings.

#### 16 Analysis of net assets between funds

|                                                    | Unrestricted<br>funds | Restricted<br>funds | Total          |
|----------------------------------------------------|-----------------------|---------------------|----------------|
| Fund balances at 31 March 2022 are represented by: |                       |                     |                |
| Current assets/(liabilities)                       | 155,393               | 25,855              | 181,248        |
| Long term liabilities                              | (8,490)               | -                   | (8,490)        |
|                                                    | <u>146,903</u>        | <u>25,855</u>       | <u>172,758</u> |

#### 17 Related party transactions

There are no related party transactions during the year.

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# Accounts

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**REGISTERED COMPANY NUMBER: 03482943 (England and Wales)**

**REGISTERED CHARITY NUMBER: 1070674 (England and Wales)**

**REGISTERED CHARITY NUMBER: SCO38991 (Scotland)**

Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 March 2021  
for  
National Activity Providers Association

Cansdales Business Advisers Limited  
Bourbon Court  
Nightingales Corner  
Little Chalfont  
Amersham  
Buckinghamshire  
HP7 9QS

National Activity Providers Association

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for the Year Ended 31 March 2021

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National Activity Providers Association

Reference and Administrative Details  
for the Year Ended 31 March 2021

|                                      |                                                                                                                                                                                                                                                              |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TRUSTEES</b>                      | G V Haynes (Vice Chairman)<br>J Cattnach<br>S Cooper<br>S Goldsmith (Treasurer)<br>S Reynolds<br>O H D Thomas (Chairman)<br>E Watkinson<br>S M Ascot<br>J Van Loxton (resigned 26.1.21)<br>A Stevenson (resigned 26.1.21)<br>H Woodhead (Executive Director) |
| <b>REGISTERED OFFICE</b>             | St Mary's Court<br>The Broadway<br>Amersham<br>HP7 0UT                                                                                                                                                                                                       |
| <b>REGISTERED COMPANY<br/>NUMBER</b> | 03482943 (England and Wales)                                                                                                                                                                                                                                 |
| <b>REGISTERED CHARITY<br/>NUMBER</b> | 1070674 (England and Wales)                                                                                                                                                                                                                                  |
| <b>REGISTERED CHARITY<br/>NUMBER</b> | SCO38991 (Scotland)                                                                                                                                                                                                                                          |
| <b>INDEPENDENT EXAMINER</b>          | Cansdales Business Advisers Limited<br>Bourbon Court<br>Nightingales Corner<br>Little Chalfont<br>Amersham<br>Buckinghamshire<br>HP7 9QS                                                                                                                     |

National Activity Providers Association

Chairman's Report  
for the Year Ended 31 March 2021

I am writing these words in March 2021. The UK Roadmap has only recently been published and schools have only just reopened. I am very aware that by the time they are printed, never mind read, much will have changed. So be it!

Many similar expressions have been used to describe the last twelve months (and rising) - 'a year like no other', 'a year without precedent' - but, of course, those descriptions are, strictly, inaccurate. Our forebears experienced a pandemic just over a century ago; before that there was the Black Death in the 14th century, the Plague in the 17th century and the flu pandemic of the late 19th century. All of those events happened at times when scientific knowledge was, in comparison to modern times, so small that its impact as a force for recovery was almost non-existent. Each event was responsible for the loss of huge percentages of the population in the UK and around the world.

Just as with those others though, our generation's Pandemic has caused great hardship and sorrow and will almost certainly continue to impact the world's economies, societies and health for a long time to come. But let us at least be thankful that scientists around the world have been able to find solutions and that the blunt impact of lockdowns has apparently been able to lessen, if not control, the numbers of those that have died. In a world trying to recover from the ravages of World War One between 50 and 100 million people died from the so-called Spanish Flu pandemic in the early years of the 20th century. Our world recently recorded 2.6 million deaths from Covid19 although we should recognise that new cases are still happening and there is evidence of figures increasing once again in Europe. It will be many years before we know the final figure for those directly impacted by the virus.

Amongst all the sadness it is important to acknowledge that the Pandemic has also been a force for change. Zoom didn't exist in the vocabularies of many in 2019; scientists now know that they can develop successful vaccines quickly and safely, although distribution remains a challenge; the world of work has changed significantly, and maybe permanently (or not), and is, for many, less secure, though others have prospered, sometimes unexpectedly; we perhaps understand better the roles that our educators and health providers play in our society, and maybe appreciate them a little more; we know, if we didn't know before, how important hugs are, how important is social interaction and connection and to have the means to do so, how important it is to be kind to each other, online and in person; we know that we can change, quickly, the way we work.

We also know that freedoms hard won can also be lost; that trust of information, organisations and people is not universal; that the impact of a pandemic on different people of different ages, different frailties and different ethnicities is different, just because (until we find out why) they are different. Or perhaps it might be about luck and genes.

And amongst all that change NAPA changed too. Our members have changed.

Care homes and the wider care sector were at the forefront of the UK response, accepting residents from hospitals to clear space and beds for an influx of patients, without the knowledge and equipment, initially, to protect themselves, their residents and staff. Visitors have had (for almost a year) to be curtailed in a sector that has always prided itself on its openness, supply lines have had to be reinforced, control of infection policies strengthened and developed, ways found to deal with the loss of friends, colleagues and residents. And the need amongst all of that for NAPA's services has incrementally increased.

Our team, led by our recently appointed Executive Director Hilary Woodhead, has responded in style. New ways of working including a move of office (even if it hasn't been used as much as it might have been), more online events, more fundraising, especially for our helpline, an online awards ceremony, exploring new relationships with others in a wider healthcare sector and reinvigorating the longer term links, adding ReVitalize to our offer, musical concerts, the development of new branding that reflects Wellbeing, new systems behind the scenes and the start of a new website to allow us to develop connections even more effectively. And there will be more.

All represent an organisation changing rapidly in rapidly changing times, responding to the needs of our members and the sector and also helping to shift the agenda to improve the lives of elderly and frail people in our society.

National Activity Providers Association

Chairman's Report  
for the Year Ended 31 March 2021

2021/22 will be, I suspect, equally challenging as the vaccine roll out continues apace in the UK, but more slowly elsewhere. Reform of the Care Sector system continues to be talked about in Westminster but, so far, words are all. It remains to be seen whether the psychological impact of Covid19 on elderly people and their families will impact the business models of the care sector and to what effect, whether tighter immigration rules will significantly impact the provision of services in care homes and homes and whether economic recovery around the world is easily or hard won. It will be interesting to look back at these words in a year's time.

I end by thanking my predecessor, Steve Reynolds, for his fantastic service as Chairman of NAPA over 6 years and I hope that we can find a way to allow him to continue to offer his valuable contributions to NAPA and the Trustees; by thanking my fellow Trustees for their many, many contributions both at Trustee Board meetings and outside, which have been invaluable; for all our supporters and those who have helped our fundraising efforts for their generosity and support which means so much to us and those who use our services; and, of course, to Hilary Woodhead and her team, without whom, as the saying goes, none of this would have been possible.

Oliver Thomas  
Chairman, NAPA  
March 2021

Report of the Trustees  
for the Year Ended 31 March 2021

## **Objectives and Aims**

We would like to thank all those who have stood alongside NAPA this year; for their trust, enthusiasm, generosity and support. We rely on the network of NAPA members and partner organisations, much of what we achieve depends on this network. As this report documents our work in 2020/21 we must reflect on the catastrophic impact of the pandemic on the NAPA membership and the wider care and support sector. We are deeply proud of the social care workforce and our team here at NAPA who have shown incredible commitment and have worked so hard to become familiar with digital solutions in such a short amount of time. We look forward to a brighter 2021/22 as we continue to work together to support the sector to prioritise wellbeing.

## **Umbrella agency:**

As the only membership charity focussed on supporting the sector to prioritise wellbeing, NAPA continues to lead the sector in promoting the importance of activity, arts and engagement.

In July 2020 we relaunched The NAPA Helpline service; a free confidential service for all practitioners and family carers to access for information and advice on all issues related to activity, engagement and wellbeing. With support from the Rayne Foundation we were able to engage a project manager, extend the hours and expand the service to include digital contact through email and social media support groups. In 2020 the helpline service has supported over 100 care and support workers and family carers to prioritise wellbeing.

In October 2020 we held our first online awards ceremony for the sector. The event reached hundreds of NAPA members, supporters, care home residents and family carers. We recognised excellence in activity and engagement and celebrated best practice. We were grateful to Unilever Food Solutions for sponsoring the event and all those who donated their time and resources to make the event truly spectacular.

In August 2020 we established the NAPA National Day of conversation and connection: Tea Tuesday - encouraging our members and supporters to connect. We held a virtual live 'in conversation with...' event, launching a series of monthly Tea Tuesday live broadcasts, which continued throughout the year and will continue in 2021.

The NAPA Recognised Suppliers Directory is well established with 21 recognised suppliers registered in 2020.

The NAPA Leaders Network is growing and with the generous support of Hallmark Healthcare we were able to host leadership events for members to share best practice during the pandemic.

## **Projects and Partnerships**

At NAPA we are only able to support the sector to prioritise wellbeing because we act together with others. We continue to work collaboratively and welcome opportunities to work in partnership.

Our Arts In Care Homes project, funded by The Baring Foundation and The Rayne Foundation was hugely successful in 2020. Both funders have agreed to 3 more years of funding. Our Programme Director continues to develop resources for the sector, with a view to work towards a third national arts in care homes day on September 24th 2021.

NAPA supported a large-scale public health research project to test how music and art can alleviate social isolation and loneliness while boosting wellbeing in care home residents living with dementia during the COVID-19 restrictions.

In April we celebrated our own year partnership with Careshield, our e-learning partner we have developed a successful e-learning programme and will be launching further programmes in 2021.

We continue to work closely with Care England, The National Care Forum and My Home Life and provide specialist consultancy to Unilever Food Solutions, Lakeland Diaries and William Murray. In 2020 we collaborated with a number of sector leaders to produce guidance leaflets for care homes on both safe singing in care homes and the use of music during the roll out of national vaccination programme.

Report of the Trustees  
for the Year Ended 31 March 2021

Our formal partnership with Our Yesterday was terminated following the sudden death of their CEO; Howard Bashford. Howard was a committed advocate for Older People's wellbeing. Our thoughts are with his family and friends.

In July we led the Stars in Memory campaign - a national initiative to acknowledge all those we had lost to the pandemic.

In March 2021 we supported the national Day of Reflection led by Marie Curie and we are about to publish an anthology of poetry in memory of those we lost.

In December 2020 we were delighted to work in partnership with Innovations in Dementia to run a small pilot project; funded by The Rayne Foundation to support people living with dementia at homes to lead craft-based activities for people living with dementia in a care home via a digital platform.

**Robust finances:**

In 2020 NAPA has maintained our membership numbers we have increased the monies raised through fundraising and controlled our costs. The result is that not only have we exceeded our budget but also extended our reserves. Income was up by £14,155 against the budget and expenditure reduced by £13,057. Ambitious targets for the commissioning of qualifications and training were realised despite having to cancel our annual conference in June 2020.

Several funding applications were successful enabling us to extend our training offer and develop a range of resources and services:

The Rayne Foundation - Helpline Service  
The National Lottery Community Fund - Activity providers network  
The Arts and Humanities research Council Consultation for UWL/Exeter - The Culture Box Study  
The Baring Foundation and The Rayne Foundation - NAPA Arts In Care Homes Project  
The Rayne Foundation - The Dementia Craftivism project  
The Bucks Neighbourhood fund - (Emergency) Helpline funding

Our first fundraising strategy and plan was introduced in April 2020. We were delighted to receive substantial corporate sponsorship from Unilever food solutions. Charitable donations from Grow Old Disgracefully, The summer and Christmas NAPA Benefit Concerts and a number of smaller fundraising initiatives were very successful, generating approximately £18,000 in income and exceeding our fundraising target. Looking forward we have developed an action plan in response to the COVID-19 pandemic, related contingency budgets and fundraising strategy for 2021-22.

**Communications Internet and social media:**

In March 2020 we made a decision to transfer all our communications to digital and downloadable formats. Though this was initially a cost cutting exercise in our COVID-19 contingency plan it became clear that this was a timely and more inclusive approach, enabling our members easier and more frequent access to NAPA resources:

The NAPA magazine, a quarterly resource for NAPA members has been warmly received by the sector. We have also worked with a number of sector experts to develop a range of online resources made available for free download due to sponsorship.

The NAPA online shop has been improved with several new third party listings, we plan to improve the shop further in 2021 and introduce a new digital platform.

We have paid particular attention to our social media presence and we are delighted with the increase in social media attention and interest. We now have a following approximately 20,000 'subscribers across our social media platforms.

For the duration of the Covid -19 Pandemic all NAPA web-based resources have been unlocked on the members only platform of the website. This has led to a significant increase in traffic.

Report of the Trustees  
for the Year Ended 31 March 2021

The NAPA News Network - Our eNews goes out twice a week and has increased from 1041 subscribers in March 2020 to 5,000 subscribers in March 2021. During the pandemic NAPA News has sent new resources twice weekly instead of fortnightly. We have collaborated with a range of providers to ensure information is up to date and relevant.

We are working closely with QCS who are sponsoring the development of our new website and we look forward to the website launch in the summer of 2021.

**Strong membership numbers/mixed membership:**

Despite identifying risks to the membership due to the pandemic we have increased our membership numbers by almost 100. Our comms plan for 2020 was successful, enabling a significant increase in our reach across the sector. NAPA has significant presence in the care home sector with care homes comprising 95% of membership in 2020. Looking forward we plan to build our membership numbers by further extending our reach and presence in the care home sector but also ensuring our offers are attractive to the broader Health, Housing and Social Care sector. We continue to build relationships with care providers and key stakeholders across the country. In 2020 we have secured the membership of a number of new care groups and local authority quality and improvement teams. We have significantly improved our membership benefits and continue to consult with our members to ensure our offer meets their needs and our services remain responsive.

**Training and qualifications:**

Over the last year our entire training and development offer has been digitalised. All face to face learning was suspended in March 2019. Our accrediting body OCN and our skills for care Endorsed provider status was renewed for another year. Our qualification offer currently comprises a number of Distance Learning Qualifications in Activity Provision at level 2 and 3 and Dementia Awareness at level 2. Our QCF qualifications continue to attract new interest from members and non-members with 60 new students enrolling in 2020. To date 827 students have completed the Level 2 Award in Supporting Activities and we now have 69 qualified in the level 3 Certificate in Activity provision in Social Care. We developed a range of online open training events and were commissioned to deliver online training courses. We have worked with our e-learning partner Caresield to provide an induction programme for NAPA members to access free of charge. Funding from the national lottery enabled us to establish a national support network for activity professionals across the sector, monthly support sessions were offered during the pandemic so that staff could receive peer support and be inspired by new ideas and best practice. Over the course of the year 710 students have attended bespoke training events, 1412 delegates completed our e-learning programmes. In total we trained a total of 2,917 activity and care workers.

**Career path for activity providers:**

We continue to raise the profile of activity providers and develop learning and career opportunities. The register of NAPA qualified activity workers continues to grow and we now have 49 practitioners listed on the Activity Worker register and 15 practitioners listed on the Activity Lead register. All practitioners must provide evidence of continuous professional development to remain registered with NAPA. In 2021 we plan to launch a national qualification pathway for activity workers which we will introduce to all our members in the summer of 2021 and invite them to commit to supporting the professional development of activity providers.:

**Covid Plans:**

A comprehensive coronavirus action plan and contingency budget were introduced in March of 2020, plans were regularly reviewed throughout the year, ensuring we were being as responsive as possible to the needs of the sector, whilst ensuring NAPAs financial stability. We consulted regularly with our members through the NAPA leaders network and NAPA News and NAPA magazine online surveys. We are delighted that their feedback suggests we have responded to their requirements.

Report of the Trustees  
for the Year Ended 31 March 2021

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity is a company limited by guarantee. The charity's objects are to set standards of appropriate practices regarding the provision of activities for older persons and adults with learning disabilities. The Trustees confirm that they have referred to the Charity Commission's guidance on public benefit.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of winding up and for a year after they cease to be a member.

The trustees set the policies of the charity and exercise overall control, while day-to-day matters are dealt with by employees.

Trustees are appointed by invitation and drawn from our network of contacts across the care sector. We aim to have a cross-section of skills and geographic representation. Potential Trustees are invited to attend and observe a Meeting prior to being formally appointed. All new Trustees are sent an information pack based on materials generated by the Charity Commission.]

NAPA does not work directly with care setting residents or tenants but by supporting care teams to enable meaningful engagement. Our aim is to ensure that skilled, well informed staff generate life, love and laughter to ensure older people have more fulfilled lives.

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees, who are also the directors of National Activity Providers Association 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 charitable company 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 charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Report of the Trustees  
for the Year Ended 31 March 2021

**Disclosure of information to independent examiner**

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

Approved by order of the board of trustees on 5 August 2021 and signed on its behalf by:

.....  
G V Haynes - Trustee

.....  
O H D Thomas - Trustee

Independent Examiner's Report to the Trustees of  
National Activity Providers Association (Registered number: 03482943)

**Independent examiner's report to the trustees of National Activity Providers Association ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of BSc (hons), FCA, DChA which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Use of my report**

This report is made solely to the Board, in accordance with section 145 of the Charities Act 2011. My independent examination has been undertaken so that I might state to the Board those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Board, for my independent examination or for this report.

James Foscett  
BSc (hons), FCA, DChA  
Cansdales Business Advisers Limited  
Bourbon Court  
Nightingales Corner  
Little Chalfont  
Amersham  
Buckinghamshire  
HP7 9QS

Date: 6 August 2021

National Activity Providers Association

Statement of Financial Activities  
for the Year Ended 31 March 2021

|                                    | Notes | Unrestricted<br>funds<br>£ | Restricted<br>fund<br>£ | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|------------------------------------|-------|----------------------------|-------------------------|-----------------------------|-----------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                            |                         |                             |                             |
| Donations and legacies             | 2     | 7,702                      | 26,800                  | 34,502                      | 29,429                      |
| <b>Charitable activities</b>       | 4     |                            |                         |                             |                             |
| Charitable Activities              |       | 318,638                    | -                       | 318,638                     | 258,867                     |
| Other trading activities           | 3     | <u>79</u>                  | <u>-</u>                | <u>79</u>                   | <u>238</u>                  |
| <b>Total</b>                       |       | 326,419                    | 26,800                  | 353,219                     | 288,534                     |
| <br><b>EXPENDITURE ON</b>          |       |                            |                         |                             |                             |
| <b>Charitable activities</b>       | 5     |                            |                         |                             |                             |
| Charitable Activities              |       | <u>282,968</u>             | <u>22,805</u>           | <u>305,773</u>              | <u>318,465</u>              |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | 43,451                     | 3,995                   | 47,446                      | (29,931)                    |
| <br><b>RECONCILIATION OF FUNDS</b> |       |                            |                         |                             |                             |
| <b>Total funds brought forward</b> |       | <u>83,490</u>              | <u>21,712</u>           | <u>105,202</u>              | <u>135,133</u>              |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u><u>126,941</u></u>      | <u><u>25,707</u></u>    | <u><u>152,648</u></u>       | <u><u>105,202</u></u>       |

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

National Activity Providers Association (Registered number: 03482943)

Balance Sheet  
31 March 2021

|                                              | Notes | 2021<br>£      | 2020<br>£      |
|----------------------------------------------|-------|----------------|----------------|
| <b>FIXED ASSETS</b>                          |       |                |                |
| Tangible assets                              | 10    | 329            | 494            |
| <b>CURRENT ASSETS</b>                        |       |                |                |
| Stocks                                       | 11    | 13,344         | 24,313         |
| Debtors                                      | 12    | 14,859         | 24,741         |
| Cash at bank                                 | 13    | <u>195,150</u> | <u>124,563</u> |
|                                              |       | 223,353        | 173,617        |
| <b>CREDITORS</b>                             |       |                |                |
| Amounts falling due within one year          | 14    | (57,762)       | (56,937)       |
| <b>NET CURRENT ASSETS</b>                    |       | <u>165,591</u> | <u>116,680</u> |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | 165,920        | 117,174        |
| <b>CREDITORS</b>                             |       |                |                |
| Amounts falling due after more than one year | 15    | (13,272)       | (11,972)       |
| <b>NET ASSETS</b>                            |       | <u>152,648</u> | <u>105,202</u> |
| <b>FUNDS</b>                                 | 18    |                |                |
| Unrestricted funds:                          |       |                |                |
| Unrestricted Fund                            |       | 126,941        | 83,490         |
| Restricted funds:                            |       |                |                |
| Restricted Fund                              |       | <u>25,707</u>  | <u>21,712</u>  |
| <b>TOTAL FUNDS</b>                           |       | <u>152,648</u> | <u>105,202</u> |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

Balance Sheet - continued  
31 March 2021

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 5 August 2021 and were signed on its behalf by:

.....  
G V Haynes - Trustee

.....  
O H D Thomas - Trustee

## **1. ACCOUNTING POLICIES**

### **BASIS OF PREPARING THE FINANCIAL STATEMENTS**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

### **INCOME**

Income is recognised when the charitable company 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 charitable company 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 charitable company 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.

### **EXPENDITURE**

Expenditure is recognised on accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

### **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:

|                                |                   |
|--------------------------------|-------------------|
| Fixtures, fittings & equipment | 25% straight line |
|--------------------------------|-------------------|

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 net income/(expenditure) for the year.

### **STOCKS**

Stocks is valued at the lower of cost and net realisable value.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

### **TAXATION**

The charitable company is a registered charity within the definitions of section 506(1) Income and Corporation Taxes Act 1988 and therefore it is not assessable to corporation tax on any surplus charitable funds.

National Activity Providers Association

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

**1. ACCOUNTING POLICIES - continued**

**FUND ACCOUNTING**

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.

**PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS**

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

**GOING CONCERN**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company 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.

**2. DONATIONS AND LEGACIES**

|           | 2021          | 2020          |
|-----------|---------------|---------------|
|           | £             | £             |
| Donations | <u>34,502</u> | <u>29,429</u> |

Out of total Donation of £34,502, £26,800 is Restricted.

**3. OTHER TRADING ACTIVITIES**

|               | 2021      | 2020       |
|---------------|-----------|------------|
|               | £         | £          |
| Bank Interest | <u>79</u> | <u>238</u> |

**4. INCOME FROM CHARITABLE ACTIVITIES**

|                                                  |                       | 2021           | 2020           |
|--------------------------------------------------|-----------------------|----------------|----------------|
|                                                  | Activity              | £              | £              |
| Membership Subscriptions                         | Charitable Activities | 167,518        | 122,258        |
| Fee Income                                       | Charitable Activities | 66,223         | 90,693         |
| Training days income                             | Charitable Activities | 41,760         | 29,705         |
| Sale of publications                             | Charitable Activities | 2,924          | 4,107          |
| Advertisement & commission                       | Charitable Activities | 3,975          | 10,610         |
| Royalties                                        | Charitable Activities | 36             | 114            |
| Ours Yesterday                                   | Charitable Activities | 1,680          | 1,380          |
| National lottery isolated but not lonely project | Charitable Activities | 7,883          | -              |
| Fundraising event                                | Charitable Activities | 10,875         | -              |
| Shop income                                      | Charitable Activities | 6,050          | -              |
| Awareness online course                          | Charitable Activities | 400            | -              |
| The Rayne Foundation                             |                       |                |                |
| Helpline                                         | Charitable Activities | <u>9,314</u>   | <u>-</u>       |
|                                                  |                       | <u>318,638</u> | <u>258,867</u> |

National Activity Providers Association

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

**5. CHARITABLE ACTIVITIES COSTS**

|                       |                                      |
|-----------------------|--------------------------------------|
|                       | Direct<br>Costs (see<br>note 6)<br>£ |
| Charitable Activities | <u>305,773</u>                       |

**6. DIRECT COSTS OF CHARITABLE ACTIVITIES**

|                                                  | 2021<br>£      | 2020<br>£      |
|--------------------------------------------------|----------------|----------------|
| Staff costs                                      | 148,933        | 142,740        |
| Telephone                                        | 3,152          | 2,592          |
| Postage and stationery                           | 5,433          | 5,337          |
| Advertising                                      | 13,464         | 14,267         |
| Sundries                                         | 17,315         | 20,486         |
| Staff cost                                       | -              | 8,129          |
| Training & travel                                | 3,370          | 10,466         |
| NAPA Magazine                                    | 9,914          | 26,850         |
| QCF courses                                      | 23,033         | 21,228         |
| System support                                   | 10,266         | 6,866          |
| Premises costs                                   | 15,730         | 9,683          |
| Books for resale                                 | 3,803          | 1,868          |
| Conference cost                                  | 585            | 6,069          |
| Support cost                                     | 9,581          | 11,912         |
| New members cost                                 | 1,026          | 793            |
| Travel                                           | 600            | 1,409          |
| Arts in Care Home Project                        | 15,540         | 19,155         |
| NAPA Challenge                                   | 6,665          | 8,389          |
| National lottery isolated but not lonely project | 7,884          | -              |
| Rayne foundation                                 | 9,314          | -              |
| Depreciation                                     | <u>165</u>     | <u>226</u>     |
|                                                  | <u>305,773</u> | <u>318,465</u> |

**7. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

|                             | 2021<br>£  | 2020<br>£  |
|-----------------------------|------------|------------|
| Depreciation - owned assets | <u>165</u> | <u>226</u> |

National Activity Providers Association

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

**8. TRUSTEES' REMUNERATION AND BENEFITS**

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year (2020 : None).

Three (2020 : Three ) trustees were reimbursed a total of £396 for mobile phone and fundraising cost expenses during the year (2020 : £1,227 ).

**TRUSTEES' EXPENSES**

During the year key management received remuneration totalling £53,333 (2020 : £58,813) and expenses totalling £396 (2020 : £2,072). Expenses consisted of mobile phone and fundraising cost.

**9. STAFF COSTS**

|                       | 2021<br>£      | 2020<br>£      |
|-----------------------|----------------|----------------|
| Wages and salaries    | 133,014        | 129,358        |
| Social security costs | 12,947         | 11,858         |
| Other pension costs   | <u>2,972</u>   | <u>1,524</u>   |
|                       | <u>148,933</u> | <u>142,740</u> |

During the year key management received remuneration totalling £53,333 (2020 : £58,813) and expenses totalling £396 (2020 : £2,702). Expenses consisted of travel, mobile phone costs and stationery supplies. There were 3 members of key management in the year (2020 : 3).

The average monthly number of employees during the year was as follows:

|                   | 2021     | 2020     |
|-------------------|----------|----------|
| Direct activities | 4        | 4        |
| Administration    | <u>1</u> | <u>1</u> |
|                   | <u>5</u> | <u>5</u> |

No employees received emoluments in excess of £60,000.

National Activity Providers Association

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

**10. TANGIBLE FIXED ASSETS**

Fixtures  
and  
fittings  
£

**COST**

At 1 April 2020 and 31 March 2021

41,215

**DEPRECIATION**

At 1 April 2020

40,721

Charge for year

165

At 31 March 2021

40,886

**NET BOOK VALUE**

At 31 March 2021

329

At 31 March 2020

494

**11. STOCKS**

2021

2020

£

£

Raw materials

13,344

24,313

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

2021

2020

£

£

Trade debtors

13,703

19,183

Other debtors

636

2,624

Prepayments and accrued income

520

2,934

14,859

24,741

**13. CASH AT BANK AND IN HAND**

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.

National Activity Providers Association

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                 | 2021          | 2020          |
|---------------------------------|---------------|---------------|
|                                 | £             | £             |
| Social security and other taxes | 3,291         | 3,016         |
| Other trade creditors           | 9,787         | 10,134        |
| Accruals and deferred income    | <u>44,684</u> | <u>43,787</u> |
|                                 | <u>57,762</u> | <u>56,937</u> |

Included in accruals and deferred income is £3,360 relating to deferred income which is for membership fees received in advance that relate to 2022 (2020 : £17,678 relating to deferred income which is for membership fees received in advance for 2021).

**15. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

|                       | 2021          | 2020          |
|-----------------------|---------------|---------------|
|                       | £             | £             |
| Other trade creditors | <u>13,272</u> | <u>11,972</u> |

The whole amount in accruals and deferred income relates to deferred income which is for membership fees received in advance that relate to 2023 (2020 : whole amount relates to deferred income which is for membership fees received in advance for 2021 to 2022).

**16. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

|                            | 2021         | 2020          |
|----------------------------|--------------|---------------|
|                            | £            | £             |
| Within one year            | 4,900        | 11,397        |
| Between one and five years | <u>-</u>     | <u>4,900</u>  |
|                            | <u>4,900</u> | <u>16,297</u> |

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

**17. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

|                       | Unrestricted<br>funds | Restricted<br>fund | 2021<br>Total<br>funds | 2020<br>Total<br>funds |
|-----------------------|-----------------------|--------------------|------------------------|------------------------|
|                       | £                     | £                  | £                      | £                      |
| Fixed assets          | 329                   | -                  | 329                    | 494                    |
| Current assets        | 197,646               | 25,707             | 223,353                | 173,617                |
| Current liabilities   | (57,762)              | -                  | (57,762)               | (56,937)               |
| Long term liabilities | <u>(13,272)</u>       | <u>-</u>           | <u>(13,272)</u>        | <u>(11,972)</u>        |
|                       | <u>126,941</u>        | <u>25,707</u>      | <u>152,648</u>         | <u>105,202</u>         |

National Activity Providers Association

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

**18. MOVEMENT IN FUNDS**

| Restricted funds                   | Movement in funds          |        |             | Balance at<br>31 March 2021 |
|------------------------------------|----------------------------|--------|-------------|-----------------------------|
|                                    | Balance at<br>1 April 2020 | Income | Expenditure |                             |
| NAPA Challenge                     | 6,015                      | 6,800  | 6,665       | 6,150                       |
| National Day of Arts in Care Homes | 15,697                     | 20,000 | 16,140      | 19,557                      |
| Total                              | 21,712                     | 26,800 | 22,805      | 25,707                      |

NAPA Challenge - A competition held annually in which donations are raised towards the cost of the challenge, including prizes.

National Day of the Arts in Care Homes - To dedicate a day to the arts in care homes in order to focus attention on existing resources and emphasise the benefits of arts in care settings.

**19. RELATED PARTY DISCLOSURES**

During the year the charity made payments totalling £ 12,024 ( 2020 : £12,024) to Elbow Creative Limited, a company with which the charity shares a director, Julian Van Loxton, for brand consultancy services.

**20. EVENT DURING THE REPORTING YEAR**

For the year ended 31 March 2021, the coronavirus ( COVID-19) has emerged globally resulting in a significant impact on business worldwide. As a result some business operations have been restricted, however the charity continues to operate using alternative methods and remote working.

The members are continuing to monitor, assess and the act with reference to the current changing environment in order to position the company to ensure its future success.