

Charity Number 1087319

People First Tameside

Annual Report and Accounts

Year Ended 31 March 2022

People First Tameside

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People First Tameside

Legal and Administrative Details

Name: People First Tameside

Status: Unincorporated association established 2001. Registered as a charity.
Charity number 1087319

Principal Address: St. Michael's Court
St. Michael's Square
Stamford Street
Ashton-under-Lyne
Tameside
OL6 6XN

Charity Objects: To promote any charitable purpose for the benefit of persons who have a learning disability in Tameside or the surrounding areas.

Charity Trustees: Katie Horrocks
Emily Ashe
Elise Sheridan
Samara Cambell
Rosalind Harding
Andrew Barber
Jennifer Threadgold
Eleanor Woosey
Haylea Morrissey
Jean Quinn
Jim Battle
Alex Glover

Accountants: J A Simpson & Co Ltd.
48 Bredbury Green
Romiley
Stockport
SK6 3DN

Bankers: Unit Trust Bank
Nine Brindley Place
Birmingham
B1 2HB

Activities Report for Accounts 01.04.21 - 31.03.2022

Report of the Trustees

The Trustees of People First Tameside submit the Annual Report and Accounts for the year ended 31 March 2022.

The purposes of the charity are to:

Provide a place to talk about concerns and issues about the lives of people labelled as having a "learning disability" in Tameside.

Uphold the rights of people with learning disabilities.

Let services and other people know that people with learning disabilities have thoughts and feelings and ideas and have a right to be heard and have a say in the services they use.

Raise awareness and educate the general public about the issues people with learning disabilities have.

Provide training opportunities for people with learning disabilities.

Network with other People First groups and advocacy groups throughout the UK and Europe.

Activities and Review of the Period

This year was a year on from the start of the COVID-19 pandemic which dramatically changed all our lives, and for many people with learning disabilities made their world a much more challenging place to be. People First continued to support people and open the doors in order to ensure people were not socially isolated and able to keep services running trying not to compromise health and keep lives safe whilst still under national lockdowns and restrictions.

We continue to be thankful to our staff team and volunteers for their dedication and flexibility over the challenging times. The support to members, families and others has been outstanding. Staff continued to be flexible and creative in their approach to enable a bespoke service especially for people who needed to shield and were struggling to gain confidence to step out of their own front doors.

As a result of the continued pandemic PFT continued to offer flexible services included using Facebook Portals, laptops, home shopping, entertainment packs, online support services, quizzes, chat rooms, home/garden and park visits to mention a few!

As was the case from the previous year we continued to keep all staff employed with no use of the furlough scheme which the Government put in place.

New outside activities started up including cycling at Richmond cycle park, everyone enjoying the challenge of counting laps and seeing their friends more. The Priory Tennis Club sponsored People First offering tennis coaching sessions, this was fantastic to see people gaining new skills.

All areas of the building were transformed into safe spaces, with the use of dividers and distance between workspaces to enable people to feel comfortable being with each other again.

People First continued to meet virtually with the Manchester Mayoral Panel, the panel meetings continued to work on COVID recovery and support to people who had been affected. People First were also asked to represent learning disabled adult on the Equality and Diversity Reference Group within Tameside. People First did a questionnaire and research paper into the affects of COVID on learning disabled adults in Tameside this was published and sent out to Tameside Council Members.

The Shadow Partnership Board continued to meet online, with less members that it ordinarily did. The Main Partnership Board also met each quarter with regular updates and support systems in place.

People First purchased its first mode of transport in the form of an 8-seater van, this was helpful in getting people out to the wider community to enjoy the countryside and places of interest without having the concern of using public transport.

Staffing

People First employed an average of 11 staff over this period. Policies and Procedures are in place for staff and are continually reviewed and updated. Staff are supervised by senior staff and regular team meeting online took place.

Recruitment and Appointment of Management Committee

Members had an AGM on the 1st December 2021. Full membership of the Charity shall be open to any person over the age of 18 years who has a learning disability and is interested in furthering the objects of the charity.

Governance Document

The charity's governing document is a constitution which was adopted on 26th September 2000. This sets out what the charity's objects are and how it should be run. The format of the Constitution has been adapted by the charity to make it more accessible; however, none of the provisions in it have been changed.

Public Benefit

The charity raises public awareness of matters concerning people with learning difficulties; this is one of the main aims of the charity. The opportunity to benefit from the work of the charity is open to all people with learning disabilities in Tameside and there is no membership fee charged, so people on low income are not excluded.

Honorary Officers.

At the annual general meeting of the Charity the full members shall elect from amongst themselves a chair, a secretary and a treasurer, who shall hold office from the conclusion of that meeting.

Reserves Policy

The organisation carries sufficient reserves to enable the organisation to be restructured in the event of cessation of grant funding. We have an accessible policy for members.

Committee.

The Committee shall consist of not less than 3 members nor more than 12 members

Induction of trustees

People First have an Induction pack for new trustees on the committee.

Conflicts of Interest

There is an accessible conflict of interest policy for trustees.

Trustee benefits

Although none of the trustees receive any benefit by way of payment from the charity, they do use the services provided by it.

COVID-19

A new risk assessment was developed and shared within the organisation, supporting the protection on members, volunteers, staff and the general public.

Risk Management

A number of our paid workers have completed a Level 3 Award in Risk Assessment Principles and Practice through Groundwork. The following policies have been made accessible and are now available to our members. Policies include health and safety, compliments, comments and complaints, fire safety, confidentiality, our rules and code of practice, risk assessment, use of computers, internet and e-mail policies. We have ensured that People First Tameside is complying with the Health and Safety Act 1974 and have carried out risk assessments on our offices and the outside of the building. We have also designed health and safety sheets, COSHH assessments and a health and safety policy. We also operate a robust Business Continuity Plan that aims to set out the procedures and strategies to be followed in the event of a business disruption affecting the ability of the organisation to deliver services as usual.

Financial Risks Policy

An updated risk assessment of financial procedures has been developed.

Presently, the Charity's financial statements are prepared by Rick Seccombe and then passed to accountant John Simpson for Independent Examination.

Rick currently supports the committee and project manager in managing their accounts, preparing budget and financial reports.

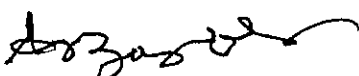
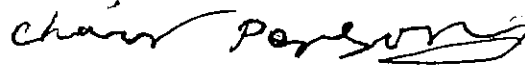
Trustees Responsibilities In respect of the Financial Statements

Under the Charities Act 2011, the trustees are required to prepare a statement of accounts for each financial year which gives a true and fair view of the state of affairs of the charity at the end of the financial year and of the Incoming resources and application of resources in the year. In preparing the statement, the trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgments' and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the statement of accounts
- prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its operations

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity at that time and to enable the trustees to ensure that any statement of account prepared by them complies with the regulations under section 132 of the Charities Act 2011. They are also responsible for safeguarding the charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees at their meeting on 2-11-22 and signed on their behalf by

(Trustee)   Chair Person

Report of the Independent Examiner to the Trustees of
People First Tameside

I report on the accounts of the charity for the year ended 31 March 2022, which are set out on pages 8 to 13.

Respective responsibilities of the trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts under section 145 of the Act;
follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items for disclosures in the accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with the 2011 Act; and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

John A Simpson
Chartered Accountant

JA Simpson 13/01/23

48 Bredbury Green, Romiley, Stockport, SK6 3DN

People First Tameside

**Statement of Financial
Activities
for the year ended
31 March 2022**

	Notes	Unrestricted £	Restricted £	Year Ended 31 Mar 2022 £	Year Ended 31 Mar 2021 £
Incoming Resources					
Incoming Resources from charitable activities:					
Grants	2	30,721	44,179	74,900	176,432
Donations		516		516	81
Fees		152,027		152,027	132,390
Other Income		5,107		5,107	747
Bank Interest		177		177	0
Total Incoming Resources		<u>188,548</u>	<u>44,179</u>	<u>232,727</u>	<u>309,650</u>
Resources Expended					
Charitable activities	3	149,169	74,942	224,111	215,951
Governance costs	3	750		750	700
Total resources expended		<u>149,919</u>	<u>74,942</u>	<u>224,861</u>	<u>216,651</u>
Net Income for the Year	4	38,629	-30,763	7,866	92,999
Funds at 1st April 2020	11	386,468	77,979	464,447	371,448
Funds at 31st March 2021	11	<u>425,097</u>	<u>47,216</u>	<u>472,313</u>	<u>464,447</u>

People First Tameside

**Balance Sheet
As at 31 March 2022**

	Notes	Unrestricted	Restricted	Total	2021
Current Assets					
Debtors	5	16,329	0	16,329	23,713
Cash at Bank		426,365	47,216	473,581	456,616
		<u>442,694</u>	<u>47,216</u>	<u>489,910</u>	<u>480,329</u>
Creditors	6	17,597	0	17,597	15,882
Net Current Assets		<u>425,097</u>	<u>47,216</u>	<u>472,313</u>	<u>464,447</u>
Net Assets		<u>425,097</u>	<u>47,216</u>	<u>472,313</u>	<u>464,447</u>
Funds					
Unrestricted Funds	11	425,097	0	425,097	386,468
Restricted Funds	11	0	47,216	47,216	77,979
		<u>425,097</u>	<u>47,216</u>	<u>472,313</u>	<u>464,447</u>

Approved by the Trustees at their meeting on

2-11-22

Signed on behalf of the Trustees by

Arasat Chaudhary

People First Tameside

Notes to the Accounts

1 Accounting Policies

- a) The financial statements have been prepared in accordance with applicable accounting standards and follow recommendations in FRS 102.
- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received.
- c) Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- d) Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds
- e) Designated funds are unrestricted funds which have been designated for particular purposes by the Trustees.
- f) Restricted funds are funds received for specific purposes. They are held on trust until they have been expended.
- g) Office equipment purchases have not been capitalised and have been charged as resources expended in their period of purchase.

2 Grants

	Unrestricted	Restricted	Total	2021
Tameside MBC	30,721	23,379	54,100	40,842
NHS Tameside CCG	0	20,000	20,000	0
Big Lottery Fund - Reaching Communities	0	0	0	124,863
Lankelly Trust	0	0	0	5,000
GM Business	0	0	0	2,519
Mayoral Panel	0	800	800	1,950
HMRC JRS	0	0	0	1,258
Total	<u>30,721</u>	<u>44,179</u>	<u>74,900</u>	<u>176,432</u>

People First Tameside

Notes to the Accounts

3 Total Resources Expended

	Base of Allocation	Unrestricted	Reaching Communities (Restricted)	Winter Warm Project	Lankelly Trust	Mayoral Panel	Engagement	Shadow Partnership Board	Employment	Equalities	Total Restricted	Governance	Total	2021
Costs directly allocated to activities														
Salaries	Direct	93,477	6,376	20,489		2,750	20,000	18,380	275	4,999	73,269		166,746	159,739
Travel	Direct	5,108	207								207		5,315	1,304
Training	Direct	1,195									0		1,195	0
Recruitment	Direct	202									0		202	0
Producing Information	Direct										0		0	108
Project costs	Direct	3,471	451	460	555						1,466		4,937	15,739
Equipment	Direct	8,436									0		8,436	5,112
Miscellaneous	Direct	38									0		38	491
Support costs allocated to activities														
General Running Expenses	Funding	15,774									0		15,774	12,906
Accountancy	Funding	3,116									0	750	3,866	3,690
Premises	Funding	18,352									0		18,352	17,562
Transfer funds	Funding										0		0	0
		<u>149,169</u>	<u>7,034</u>	<u>20,949</u>	<u>555</u>	<u>2,750</u>	<u>20,000</u>	<u>18,380</u>	<u>275</u>	<u>4,999</u>	<u>74,942</u>	<u>750</u>	<u>224,861</u>	<u>216,651</u>

4 Net Incoming Resources for the year

This is stated after charging	2022 £	2021 £
Independent Examiners' remuneration	<u>750</u>	<u>700</u>

5 Debtors and Prepayments

	2022	2021
Debtors	14,323	21,631
Prepayments	2,006	2,082
	<u>16,329</u>	<u>23,713</u>

6 Creditors

	2022	2021
Sundry Creditors	<u>17,597</u>	<u>15,882</u>

People First Tameside

7 Staff Costs and Numbers

Staff costs were as follows:

	2022	2021
	£	£
Salaries and wages	160,594	155,058
Social security costs	6,152	4,681
Total	<u>166,746</u>	<u>159,739</u>

No employee received emoluments of more than £80,000.

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

	2022 Number	2021 Number
Direct charity activities	16	13
Administration	3	3
	<u>19</u>	<u>16</u>

The charity does not operate any pension scheme for its employees but does administer contributions to a stakeholder pension scheme for 8 (2021 - 7) staff. The charity makes a contribution of 5% of the wage of the staff member into the scheme.

8 Trustee Remuneration & Related Party Transactions

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2021 - Nil)

9 Taxation

As a charity, People First Tameside is exempt from tax on income and gains.
No tax charges have arisen within the charity during the year.

10 Analysis of Net Assets Between Funds

	General Funds £	Restricted Funds £	Total Funds £
Current Assets	442,694	47,216	489,910
Current Liabilities	17,597	0	17,597
Net Assets at 31 March 2022	<u>425,097</u>	<u>47,216</u>	<u>472,313</u>

People First Tameside

11 Movement of Funds

Restricted funds

	At 1 April 2021	Incoming Resources	Outgoing Resources	At 31 March 2022
Sexual Health	41,335	0	0	41,335
Training Funds	2,828	0	0	2,828
Shadow Partnership Board	0	18,380	(18,380)	0
Engagement	0	20,000	(20,000)	0
Big Lottery Fund - Reaching Communities	7,034	0	(7,034)	0
Lankelly Trust	555	0	(555)	0
Winter Warm Project	20,949	0	(20,949)	0
Employment Project	3,328	0	(275)	3,053
Mayoral Panel	1,950	800	(2,750)	0
Equalities	0	4,999	(4,999)	0

Unrestricted

General Fund	386,468	188,548	(149,919)	425,097
	<u>464,447</u>	<u>232,727</u>	<u>(224,861)</u>	<u>472,313</u>

J.A.SIMPSON & Co Ltd

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Cheshire SK6 3DN
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E-mail : johnsimpsonaca@hotmail.com

Our Ref.: JAS/939

5th November 2022

Liz Wright
People First Tameside
St Michael's Court
St Michael's Square
Stamford Street
Ashton-under-Lyne
Tameside
OL6 6XN

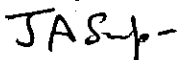
Dear Liz

Accounts for year ended 31st March 2022

I have enclosed one set of accounts. Please read through them and if you have any queries please let me know.

The accounts need to be signed and dated on pages 6 and 9 to show that they have been approved. Please send me a copy of the signed accounts so that I can sign the Independent Examiner's report.

Yours sincerely



John A Simpson
Director