

NATIONAL PORTAGE ASSOCIATION

England & Wales · Charity number 1087865

Details

Other names	NPA
Status	Registered
Legal form	Charitable company
Company number	04165317
Registered	2001-08-06
Register	View on the Charity Commission register

Contact

Address	Kings Court 17 School Road Hall Green Birmingham
Phone	01212441807
Email	office.manager@portage.org.uk
Website	www.portage.org.uk

Activities

Objects: TO PROMOTE THE EDUCATION AND PROTECT THE HEALTH OF PRE-SCHOOL CHILDREN WHO HAVE ADDITIONAL SUPPORT NEEDS, THROUGH THE SYSTEM KNOWN AS PORTAGE HOME TEACHING

Activities: Improving the learning of young children with disabilities, and the skills of their parents, through the provision of quality training and support for Portage home visitors and the early years workforce.

Classification

- **How:** Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Disability
- **Who:** Children/young People, People With Disabilities

Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE, THE UNITED KINGDOM
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£89,024	£71,708	-	-
2024-03-31	£92,866	£75,896	-	-
2023-03-31	£79,268	£83,224	-	-
2022-03-31	£82,442	£72,100	-	-
2021-03-31	£51,044	£53,438	-	-

Trustees

Name	Role	Appointed
Fiona Jones		2025-11-11
Glenys Creese		2025-11-11
Jennifer Chapman		2022-04-25
Juliet Heath		2021-07-16
Kimberly Hannay-Young		2025-11-11
Lauren Williams		2024-11-14
Margje Anne Willemijntje Maria Nouwens		2021-03-18
Pamela Fry		2021-11-05
Rachel Alicia Deacon		2022-02-05
Sarah Moore		2025-11-11
Sarah Worlidge		2024-11-13
Vinarai Mistry		2024-02-16

NATIONAL PORTAGE ASSOCIATION

England & Wales - Charity number 1087865

Accounts

Charity registration number 1087865 (England and Wales)

Company registration number 04165317

NATIONAL PORTAGE ASSOCIATION
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

NATIONAL PORTAGE ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs J Rickman Mrs T Harvey Ms M Nouwens Mrs R Deacon Mrs P Fry Mrs J Heath Mrs J Chapman Ms V Mistry Ms L Williams Miss S Worlidge	(Appointed 13 November 2024) (Appointed 13 November 2024)
Secretary	Mrs J Rickman	
Charity number (England and Wales)	1087865	
Company number	04165317	
Principal address	Kings Court 17 School Road Hall Green Birmingham B28 8JG	
Registered office	Kings Court 17 School Road Hall Green Birmingham B28 8JG	
Independent examiner	Griffiths Marshall 4th Floor Llanthony Warehouse The Docks Gloucester Gloucestershire GL1 2EH	

NATIONAL PORTAGE ASSOCIATION

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NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

The Trustees present their annual 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 Charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on the 21 February 2001 and registered as a charity on the 6 August 2001. It was established under a Memorandum of Association, which established the objects of the charitable company and is governed under its Articles of Association. Under those articles:

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantors at 31st March 2025 was 530 (2024 - 504).

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

Mrs J Rickman	
Mrs T Harvey	
Ms M Nouwens	
Mrs R Deacon	
Mrs P Fry	
Mrs J Heath	
Mrs J Chapman	
Ms V Mistry	
Ms L Williams	(Appointed 13 November 2024)
Miss S Worlidge	(Appointed 13 November 2024)

Organisational Structure

The NPA has a Board of Trustees that undertakes to manage the business of the Association. The Trustees are representatives elected from the membership of the National Portage Association. The Chair is responsible for the day to day management of the Association, in liaison with the Office Manager

At Board level, elected officers are drawn from members who may be parents/carers and practitioners directly involved in Portage Services.

Board members fulfil their role in a voluntary capacity. Some aspects of the work are carried out by a small number of staff employed directly by or contracted by the NPA.

The Board is composed of 10 Trustees (2024 - 8).

The elected Board of Trustees comprises:

- Honorary Officers (Chairperson, Vice-Chairperson and Treasurer)
- Two Parent Representatives
- Services Trustee
- Members Trustee
- Social Media Trustee
- Quality Assurance Trustee
- Training Trustee
- Vice Training Trustee
- Co-opted Trustees (up to two members of the Association may be co-opted as Trustees as required, who may serve until the next AGM following their appointment).

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Trustees are also Directors of the Company.

Others in attendance at Board meetings at any time may include Regional Project Managers, the Conference Coordinator and the Office Manager.

The members of the Board are elected as follows:

- Officers and general members are elected at the AGM to serve a period of three years.
- Honorary Treasurer is elected at the AGM to serve a period of one year.
- Regional Representatives are elected at Regional Meetings held prior to the AGM to serve a period of three years.
- Co-opted members are appointed to the committee by the committee, to serve a period of one year.

Trustee Induction

New trustees undergo two orientation sessions one with the Chairperson to receive their induction pack and to be briefed on the committee and decision making process. The second session is with the Treasurer and Company Secretary to receive information on their legal obligations under charity and company law as well as internal financial processes. Trustees receive individual support from outgoing post holders. They are encouraged to attend appropriate training events where this will facilitate the understanding of their role.

Objectives and activities

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

The Charity's policy is to consult and discuss with employees, through unions, staff councils and at meetings, matters likely to affect employees' interests.

Information of matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the group's performance.

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the Charity continues and that the appropriate training is arranged. It is the policy of the Charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

Financial review

The statement of financial activities shows that the total assets less current liabilities of the charity at 31st March 2025 stood at £221,733 (2024 - £204,417). Total incoming resources over the financial year were £89,024 (2024 - £92,866) and the total resources expended were £71,708 (2024 - £75,896). The result was a surplus of £17,316 for the year to 31 March 2025 (2024 - £16,970).

Income:

Our income this year was slightly lower than last year but higher than budgeted. The main sources of income this year were Memberships, Service Registrations and the Development Day. This year the Service Registrations brought in significantly more than we had budgeted (£17,769 versus £12,000 budgeted) as did income from Accredited and Trainee Trainers (£3,900 versus £1,500). However the Development Day brought in less income than expected (£13,937 versus £16,000 budgeted) and income from Open Awards was also significantly lower than expected (£1,386 versus £3,000), Furthermore the income from Mentoring fell short against budget (£3,000 against £5,000 budgeted).

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Expenditure:

This year our overall expenditure has been lower than budgeted due to small discrepancies across several expense categories. The main savings were made on Open Awards (£1,386 versus £3,000 budgeted) and Trainer Fees (£3,166 versus £5,000 budgeted). Despite a rise in the Minimum Living Wage and National Insurance costs the spend on salaries remained under budget due to changes in office staff. However, we have seen an increase in the number of Boards Trustees and this has increased travel expenses and costs for overnight stays around Development Day, which both ended up above budget.

Reserves policy

The Trustees follow an established policy. Designated funds have been set up to ensure that each area of work has sufficient funds set aside to ensure the smooth running of each activity. The value of each fund is assessed annually to determine whether it is at an appropriate level and transfers made where necessary. The cost of planned work and the potential liability determines the level of each designated fund.

The unrestricted funds (the general reserve and the designated funds, excluding those invested in tangible fixed assets and stock) should be between 3 and 6 months of resources expended. The unrestricted funds stand at £207,817; budgeted expenditure for the year to 31 March 2026 is £80,501 and therefore the required reserves are between £12,374 to £24,748 for 25/26 as of 31 March 2025.

Investment policy

The present policy of the Trustees is to hold all funds in short-term interest-bearing accounts, having regard to the reserves policy and the liquidity requirements of the NPA. The board has received advice that it would be unwise to start to invest in longer term savings accounts at a time when cash flow requires careful oversight and management

Planning for the Future

The NPA is focusing on core activities in their Business Plan:

- To improve outcomes for children with SEND by supporting parents and carers.
- To develop sustainable income streams.
- To develop and maintain Portage training packages.
- To support members' services and settings to provide a high-quality level of service delivery.

The Portage Workshop and one day workshops are being used to form the basis of a commercial programme that it is hoped will provide the Association with a sustainable revenue stream. We are also looking into investing into the development of shorter training sessions which could become an additional income source. Further investment will be required for the development of a new NPA website.

Where possible and appropriate, funding will be requested from grant making trusts, although competition for such funding is fierce in the current economic climate. We are also looking into fundraising opportunities, which might require some financial investment initially, but which might in turn become another income stream

Approved by the Trustees on and signed on their behalf by:

Margje Nouwens, Treasurer

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Chair's Report

This report provides an overview of the National Portage Association's (NPA) activities and achievements from April 2024 to March 2025. The NPA, a national charity, functions as an umbrella organisation dedicated to ensuring high-quality support for Early Years children with Special Educational Needs and Disabilities (SEND) and their families. This is achieved through the registration of services via a graded criterion, the provision and monitoring of high-quality training for Portage and Early Years Practitioners, and the administration of a Stamp of Approval Scheme for Early Years Settings that demonstrate adherence to Portage Principles in supporting all children, particularly those with SEND.

The NPA is governed by a Board of Trustees, elected from the membership, who oversee the Association's business. The Chair is responsible for the day-to-day management of the Association, working in conjunction with the Office Manager. All Board members serve in a voluntary capacity, with certain aspects of the work being undertaken by a small team of employed or contracted staff

The NPA's core objectives are realised through:

- Maintaining and reviewing a Code of Practice as a framework for Portage services.
- Upholding service quality by delivering training with an agreed curriculum.
- Developing training curricula responsive to the needs of parents, Portage services, and associated professionals.
- Engaging with and responding to members' concerns at local, regional, and national levels.
- Encouraging innovations in Portage support delivery.
- Collaborating with other organisations supporting families and young children.
- Advocating for early access to Portage or other appropriate home visiting services for families with young children requiring additional support.
- Disseminating information to members via the website, virtual meetings, and an annual Development Day.

The Board of Trustees consistently works to ensure these aims are met in ways that reflect current best practices and evolving thought.

Business Plan

The NPA operates on a three-year Business Plan, outlining its strategic intentions. The 2023-2026 Business Plan comprises fourteen objectives, each with specific aims:

- Implement a robust business model for service development and sustainability.
- Increase awareness of the Portage Model and ensure the charity's long-term sustainability.
- Develop and maintain a comprehensive corporate Portage offering for Services and members.
- Ensure NPA Policies are current and reflect national changes.
- Expand the NPA's training provisions for Services, members, and families.
- Establish a comprehensive international training offer.
- Enhance NPA communications through social media platforms.
- Develop a comprehensive and sustainable offer for Services.
- Ensure the NPA Code of Practice remains relevant and up-to-date.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

- Increase and maintain individual membership.
- Increase and maintain the number of settings with Stamp of Approval.
- Improve the content and accessibility of information provided to families.
- Ensure the NPA's financial viability through long-term financial planning.
- Ensure NPA operations comply with all relevant duties and requirements.

Several aims within these objectives are currently being implemented, with many others in progress. The Plan undergoes an annual review.

Training

The revised Portage Workshop materials continue to be delivered effectively and have been positively received. Attendance at these workshops, delivered by accredited trainers, remains high, with a total of 58 validations this year (2024/25). Participant feedback on workshops and trainers is consistently collected for quality assurance purposes.

Overall workshop attendance remains strong, with 42 validations, one mentorship, and four workshops commissioned by local authorities from the NPA.

1 student have enrolled in the Level 3 Open Awards course. This qualification is designed to deepen understanding of Portage Principles, encourage reflective practice, and embed these principles in professional work. Maintaining standards and ensuring quality are key elements. The course is suitable for individuals who have completed the Portage Workshop, including parents, carers, and Early Years Practitioners, and is completed under mentor supervision. While current enrolment numbers are low, expansion and promotion of this programme are key components of our business strategy.

IT Infrastructure and Website

The redevelopment of the website is an ongoing project. Reviews of quotes for rebuilding and redesigning the current website are in progress, aiming to enhance user-friendliness, accessibility, and modernisation.

Service Registration and Membership

Service registration and membership renewal for this financial year were conducted in October. Renewal rates for both remain constant.

Development Day

The Development Day, held in March 2025, featured a diverse range of informative seminars, including:

- TAC PAC - sensory communication resource using touch and music
- Understanding sleep for pre-school children with SEND
- What is Gestalt Language Processing
- Supporting Neurodiversity in the workplace

A keynote speech delivered by Joel Wilson focused on the evidence and impact of Portage interventions, specifically highlighting Parental Self-Efficacy. Feedback was overwhelmingly positive, with many services noting strategies for improving their evaluation and impact outcomes. Mr. Wilson is currently leading a project with Manchester University to further evidence the impact of Portage in early years and on parental self-efficacy through a UK-wide evaluation.

The Board extends its gratitude to the staff at the Priory Rooms for their excellent support, which contributed significantly to the smooth execution of the day.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Virtual Meetings

Virtual meetings for Members, Managers, and Accredited Trainers continue to be well attended, providing valuable opportunities for information sharing, experience exchange, and professional networking.

Social Media

The NPA's social media presence has significantly increased over the past year, largely due to the appointment of a new Social Media Trustee to the Board. Further efforts are underway to expand reach and engagement across the NPA's social media platforms.

Membership, Registered Services and Stamp of Approval.

	2023	2024	2025
Individual members	518	504	535
Registered Services	96	98	100
Stamp of Approval	29	26	28

Individual membership has experienced a slight increase this year. Membership plays a crucial role in supporting the NPA's national advocacy and ensuring the quality assurance of Portage services, thereby contributing to the high-quality teaching delivered to future generations of children and families.

The number of Registered Services has shown a slight increase this year, aligning with one of the Business Plan's aims to expand services and ensure more children and families benefit from the Portage model.

The number of Stamp of Approval settings has also slightly increased this year. The process and criteria for this award have been thoroughly reviewed and all associated documentation has been rebranded. The re-launch of the new paperwork is scheduled for September 2025, with the expectation that this will lead to an increase in numbers as more settings are supported in integrating Portage Principles into their work with children and families.

Acknowledgements

The NPA continues to rely on a dedicated small office team, who provide essential administrative and support functions for the Board of Trustees, Members, and Services. Their exceptionally efficient service is deeply appreciated, and the Board extends its sincere thanks to Emma and the team for their unwavering support and commitment to the NPA.

The Board is pleased to welcome Lauren, who has been co-opted as the Parents Trustee, and Sarah, the Social Media Trustee. Both bring a wealth of knowledge and experience to the team. I have also assumed the role of Chair for the NPA, with Janet Rickman taking on the Vice-Chair Trustee role.

Finally, my profound thanks and appreciation are extended to the Trustees, Services, and Members for their steadfast commitment and dedication to the National Portage Association.

Signed on behalf of the Trustees on 3 November 2025

Pam Fry, MBE, Chair - National Portage Association

NATIONAL PORTAGE ASSOCIATION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NATIONAL PORTAGE ASSOCIATION

I report to the Trustees on my examination of the financial statements of National Portage Association (the Charity) for the year ended 31 March 2025.

Responsibilities and basis of report

As the Trustees of the Charity (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 Companies Act 2006.

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

Independent examiner's statement

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 Charity 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.

Griffiths Marshall

4th Floor
Llanthony Warehouse
The Docks
Gloucester
Gloucestershire
GL1 2EH
3 November 2025

NATIONAL PORTAGE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Income from:							
Donations and legacies	3	24,518	-	24,518	25,156	-	25,156
Charitable activities	7	59,589	-	59,589	60,912	-	60,912
Other trading activities	4	818	-	818	1,326	-	1,326
Investments	5	4,186	-	4,186	5,472	-	5,472
Other income	6	(87)	-	(87)	-	-	-
Total income		<u>89,024</u>	<u>-</u>	<u>89,024</u>	<u>92,866</u>	<u>-</u>	<u>92,866</u>
Expenditure on:							
Raising funds		58	-	58	-	-	-
Charitable activities	8	70,451	1,199	71,650	74,896	1,000	75,896
Total expenditure		<u>70,509</u>	<u>1,199</u>	<u>71,708</u>	<u>74,896</u>	<u>1,000</u>	<u>75,896</u>
Net income/(expenditure) and movement in funds		18,515	(1,199)	17,316	17,970	(1,000)	16,970
Reconciliation of funds:							
Fund balances at 1 April 2024		<u>189,302</u>	<u>15,115</u>	<u>204,417</u>	<u>171,332</u>	<u>16,115</u>	<u>187,447</u>
Fund balances at 31 March 2025		<u>207,817</u>	<u>13,916</u>	<u>221,733</u>	<u>189,302</u>	<u>15,115</u>	<u>204,417</u>

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

NATIONAL PORTAGE ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2025

		2025		2024	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	15		-		116
Current assets					
Debtors	16	4,886		9,262	
Cash at bank and in hand		241,477		217,886	
		<u>246,363</u>		<u>227,148</u>	
Creditors: amounts falling due within one year	17	<u>(24,630)</u>		<u>(22,847)</u>	
Net current assets			221,733		204,301
Total assets less current liabilities			<u>221,733</u>		<u>204,417</u>
The funds of the Charity					
Restricted income funds	19		13,916		15,115
Unrestricted funds	20		207,817		189,302
			<u>221,733</u>		<u>204,417</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 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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 3 November 2025

Mrs P Fry
Trustee

Company registration number 04165317 (England and Wales)

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

National Portage Association is a private company limited by guarantee incorporated in England and Wales. The registered office is Kings Court, 17 School Road, Hall Green, Birmingham, B28 8JG.

1.1 Basis of preparation

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

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

1.2 Going concern

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

1.3 Charitable funds

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

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

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

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

1.4 Income

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

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

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.5 Expenditure

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

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

Expenditure is recorded on the accruals basis and liabilities are included when the legal obligation has been created.

Expenditure in charitable activities represents the costs incurred in carrying out the charitable objectives of the project.

Governance costs represent the cost of general administration functions of the charity

Basis of apportionment of expenditure:

- Staff costs are allocated on a basis of time spent on each category of activity.
- Premises costs are allocated by floor area used for the activity.
- Depreciation provision is allocated on the basis of use of the assets.
- All other overheads are allocated to projects as a percentage of direct expenditure.

As a registered charity, the activities are generally except from Income Tax and Capital Gains Tax in connection with its direct charitable purpose, but not from VAT.

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

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

3 Income from donations and legacies

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Donations and gifts	24,518	25,156
Donations and gifts		
General	4,317	3,316
Registered Services	800	-
Gift Aid	-	526
Members Subscriptions	19,401	21,314
	<u>24,518</u>	<u>25,156</u>

4 Income from other trading activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Other income	818	1,326

5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	4,186	5,472

6 Other income

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Net gain on disposal of tangible fixed assets	(87)	-

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

7 Income from charitable activities

	Conferences & training	Registration of portage services	Total	Conferences & training	Registration of portage services	Total
	2025	2025	2025	2024	2024	2024
	£	£	£	£	£	£
Sales of goods & services	48,249	11,340	59,589	46,685	14,227	60,912
Analysis by fund						
Unrestricted funds	48,249	11,340	59,589	46,685	14,227	60,912

8 Expenditure on charitable activities

	Conference & training	Registration of portage services	Training & information publications	Voluntary income & activities for generating funds	Total
	2025	2025	2025	2025	2025
	£	£	£	£	£
Direct costs					
Training fees	2,111	-	-	-	2,111
Cost of goods sold/written off	120	16,750	-	199	17,069
Travel	360	-	-	-	360
Miscellaneous	(86)	-	-	-	(86)
Donations	184	-	-	-	184
	2,689	16,750	-	199	19,638
Grant funding of activities (see note 9)	-	-	-	1,000	1,000
Share of support and governance costs (see note 11)					
Support	21,421	11,425	4,284	10,473	47,603
Governance	1,773	273	409	954	3,409
	25,883	28,448	4,693	12,626	71,650
Analysis by fund					
Unrestricted funds	25,883	28,448	4,693	11,427	70,451
Restricted funds	-	-	-	1,199	1,199
	25,883	28,448	4,693	12,626	71,650

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

8 Expenditure on charitable activities (Continued)

Previous year:	Conference & training	Registration of portage services	Training & information publications	Voluntary income & activities for generating funds	Total
	2024	2024	2024	2024	2024
	£	£	£	£	£
Direct costs					
Training fees	2,011	-	-	-	2,011
Cost of goods sold/written off	174	20,610	95	-	20,879
Travel	330	-	-	-	330
Miscellaneous	472	-	-	-	472
Donations	303	-	-	-	303
	<u>3,290</u>	<u>20,610</u>	<u>95</u>	<u>-</u>	<u>23,995</u>
Grant funding of activities (see note 9)	-	-	-	1,000	1,000
Share of support and governance costs (see note 11)					
Support	21,477	11,454	4,295	10,500	47,726
Governance	1,651	254	381	889	3,175
	<u>26,418</u>	<u>32,318</u>	<u>4,771</u>	<u>12,389</u>	<u>75,896</u>
Analysis by fund					
Unrestricted funds	26,418	32,318	4,771	11,389	74,896
Restricted funds	-	-	-	1,000	1,000
	<u>26,418</u>	<u>32,318</u>	<u>4,771</u>	<u>12,389</u>	<u>75,896</u>

9 Grants payable

	Voluntary income & activities for generating funds	Voluntary income & activities for generating funds
	2025	2024
	£	£
Grants to institutions:		
Other	1,000	1,000
	<u>1,000</u>	<u>1,000</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

10 Net movement in funds	2025	2024
	£	£
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	1,900	1,384
Depreciation of owned tangible fixed assets	29	39
Loss on disposal of tangible fixed assets	87	-
	<u> </u>	<u> </u>

11 Support costs	Support costs	Governance costs	2025 Support costs		Governance costs	2024
	£	£	£	£	£	£
Depreciation	29	-	29	39	-	39
Premises Expenses	9,300	-	9,300	8,700	-	8,700
General Office	38,270	-	38,270	38,983	-	38,983
Bank Charges	4	-	4	5	-	5
Audit fees	-	1,900	1,900	-	1,384	1,384
Legal and professional	-	-	-	-	200	200
Travel	-	1,509	1,509	-	1,592	1,592
General Office	-	-	-	-	1	1
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	47,603	3,409	51,012	47,727	3,177	50,904
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Analysed between						
Charitable activities	47,603	3,409	51,012	47,726	3,175	50,901
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Governance costs includes payments to the independent examiner of £1,900 (2024 - £1,384) for independent examination.

12 Trustees

In accordance with the Charity's Memorandum of Association, agreed with the Charity Commission, up to five Trustees may receive reasonable payment for work in respect of the Charity's Training for Trainers course and PW Validation. In the financial year one Trustee received payments totalling £1,750 (2024 - None).

Out of Pocket Expenses were reimbursed to trustees during the year as follows:

Travel	£2,862 (2024 - £965)
Hotels & Refreshments	£1,746 (2024 - £1,205)

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

13 Employees

The average monthly number of employees during the year was:

2025 Number	2024 Number
4	3

During the year no members of staff were paid in excess of £60,000

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

14 Taxation

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

15 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2024	6,482
Disposals	(6,482)
	—
At 31 March 2025	-
	—
Depreciation and impairment	
At 1 April 2024	6,366
Depreciation charged in the year	29
Eliminated in respect of disposals	(6,395)
	—
At 31 March 2025	-
	—
Carrying amount	
At 31 March 2025	-
	—
At 31 March 2024	116
	—

16 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Trade debtors	4,586	8,265
Other debtors	300	997
	—	—
	4,886	9,262
	—	—

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

17 Creditors: amounts falling due within one year

	2025 £	2024 £
Other taxation and social security	4,350	3,305
Trade creditors	1,228	252
Other creditors	14,652	14,219
Accruals and deferred income	4,400	5,071
	<u>24,630</u>	<u>22,847</u>

18 Deferred income

Deferred income is included in the financial statements as follows:

	2025 £	2024 £
Accredited trainer fees	1,740	720
Postponement Trainers Forum	747	747
Portage Workshops	5,000	-
Other deferred income	7,165	7,067
Cumbria Mentoring	-	-
Helen George	-	185
Brighter Futures	-	5,500
	<u>14,652</u>	<u>14,219</u>

19 Restricted funds

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

	At 1 April 2024 £	Resources expended £	At 31 March 2025 £
Conference	4,388	-	4,388
Rosie's Fund	9,171	(1,000)	8,171
Kushlick Legacy	414	(199)	215
Service Donations	1,142	-	1,142
	<u>15,115</u>	<u>(1,199)</u>	<u>13,916</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

19 Restricted funds

(Continued)

Previous year:	At 1 April 2023 £	Resources expended £	At 31 March 2024 £
Conference	4,388	-	4,388
Rosie's Fund	10,171	(1,000)	9,171
Kushlick Legacy	414	-	414
Service Donations	1,142	-	1,142
	<u>16,115</u>	<u>(1,000)</u>	<u>15,115</u>

20 Unrestricted funds

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

	At 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2025 £
Stock book	262	-	(262)	-	-
Fixed assets	115	-	(115)	-	-
Training development reserve	19,839	-	-	-	19,839
General Reserve	169,086	89,024	(70,132)	-	187,978
	<u>189,302</u>	<u>89,024</u>	<u>(70,509)</u>	<u>-</u>	<u>207,817</u>

Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Stock book	262	-	-	-	262
Fixed assets	154	-	-	(39)	115
Training development reserve	19,839	-	-	-	19,839
General funds	151,077	92,866	(74,896)	39	169,086
	<u>171,332</u>	<u>92,866</u>	<u>(74,896)</u>	<u>-</u>	<u>189,302</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

21 Analysis of net assets between funds

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
At 31 March 2025:			
Current assets/(liabilities)	207,817	13,916	221,733
	<u>207,817</u>	<u>13,916</u>	<u>221,733</u>
	<u>207,817</u>	<u>13,916</u>	<u>221,733</u>
	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Tangible assets	116	-	116
Current assets/(liabilities)	189,186	15,115	204,301
	<u>189,302</u>	<u>15,115</u>	<u>204,417</u>
	<u>189,302</u>	<u>15,115</u>	<u>204,417</u>

22 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

NATIONAL PORTAGE ASSOCIATION

England & Wales - Charity number 1087865

Accounts

Charity registration number 1087865

Company registration number 04165317 (England and Wales)

NATIONAL PORTAGE ASSOCIATION
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

NATIONAL PORTAGE ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mrs J Rickman
Mrs T Harvey
Ms M Nouwens
Mrs R Deacon
Mrs P Fry
Mrs J Heath
Mrs J Chapman
Ms V Mistry

(Appointed 16 February 2024)

Secretary

Mrs P Fry

Charity number

1087865

Company number

04165317

Principal address

Kings Court
17 School Road
Hall Green
Birmingham
B28 8JG

Registered office

Kings Court
17 School Road
Hall Green
Birmingham
B28 8JG

Independent examiner

Griffiths Marshall
4th Floor
Llanthony Warehouse
The Docks
Gloucester
Gloucestershire
GL1 2EH

NATIONAL PORTAGE ASSOCIATION

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NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

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

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on the 21 February 2001 and registered as a charity on the 6 August 2001. It was established under a Memorandum of Association, which established the objects of the charitable company and is governed under its Articles of Association. Under those articles:

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantors at 31st March 2024 was 504.

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

Mrs J Rickman
Mrs T Harvey
Ms M Nouwens
Mrs R Deacon
Mrs P Fry
Mrs J Heath
Mrs J Chapman
Ms V Mistry

(Appointed 16 February 2024)

Organisational Structure

The NPA has a Board of Trustees that undertakes to manage the business of the Association. The Trustees are representatives elected from the membership of the National Portage Association. The Chair is responsible for the day to day management of the Association, in liaison with the Office Manager

At both Board and Regional level, elected officers are drawn from members who may be parents/carers and practitioners directly involved in Portage Services.

Board members fulfil their role in a voluntary capacity. Some aspects of the work are carried out by a small number of staff employed directly by or contracted by the NPA.

The Board is composed of up to 8 Trustees.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

The elected Board of Trustees comprises:

- Honorary Officers (Chairperson, Vice-Chairperson and Treasurer)
- Two Parent Representatives
- Services Trustee
- Members Trustee
- Social Media Trustee
- Quality Assurance Trustee
- Training Trustee
- Vice Training Trustee
- Co-opted Trustees (up to two members of the Association may be co-opted as Trustees as required, who may serve until the next AGM following their appointment).

Trustees are also Directors of the Company.

Others in attendance at Board meetings at any time may include Regional Project Managers, the Conference Coordinator and the Office Manager.

The members of the Board are elected as follows:

- Officers and general members are elected at the AGM to serve a period of three years.
- Honorary Treasurer is elected at the AGM to serve a period of one year.
- Regional Representatives are elected at Regional Meetings held prior to the AGM to serve a period of three years.
- Co-opted members are appointed to the committee by the committee, to serve a period of one year.

Trustee Induction

New trustees undergo two orientation sessions one with the Chairperson to receive their induction pack and to be briefed on the committee and decision making process. The second session is with the Treasurer and Company Secretary to receive information on their legal obligations under charity and company law as well as internal financial processes. Trustees receive individual support from outgoing post holders. They are encouraged to attend appropriate training events where this will facilitate the understanding of their role.

Objectives and activities

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

The Charity's policy is to consult and discuss with employees, through unions, staff councils and at meetings, matters likely to affect employees' interests.

Information of matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the group's performance.

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the Charity continues and that the appropriate training is arranged. It is the policy of the Charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Financial review

The statement of financial activities shows that the total assets less current liabilities of the charity at 31st March 2024 stood at £204,417 (2023 - £187,447).

Total incoming resources over the financial year were £92,866 (2023 - £79,268) and the total resources expended were £75,896 (2023 - £79,268). The result was a profit of £16,910 for the year to 31 March 2024 as against a loss for the previous year of £3,956.

Income:

Last year we reported a loss as, due to cut off issues, some of last year's income was not invoiced until this financial year. The estimation is that £5,000 of income fell into this category which would reduce the actual profit for this financial year to around £12,000.

The budget for the year to 31 March 2024 was based on actual figures for the previous year, together with the indication at the time that we would not be holding a Development Day. However we had a very successful Development Day.

We had budgeted for two portage workshops but have been able to deliver three as well as carry out mentoring and there has also been an increase in portage workshop validation applications.

The rise in interest has also meant that we have exceeded our budget by a considerable margin with regard to bank interest received.

Expenditure:

We have been able to save money on the insurance by reviewing the level of cover required.

We have also been able to save a considerable amount on room hire and travel expenses by relocating the board meetings to a venue kindly offered to us free of charge.

We amended the articles to downgrade from a full audit to a review by an Independent Examiner which has saved in the region of £2,000.

Reserves policy

The Trustees follow an established policy. Designated funds have been set up to ensure that each area of work has sufficient funds set aside to ensure the smooth running of each activity. The value of each fund is assessed annually to determine whether it is at an appropriate level and transfers made where necessary. The cost of planned work and the potential liability determines the level of each designated fund. The unrestricted funds (the general reserve and the designated funds, excluding those invested in tangible fixed assets and stock) should be between 3 and 6 months of resources expended. The unrestricted funds stand at £117,875; budgeted expenditure for the year to 31 March 2024 is £66,530 and therefore the required reserves are between £16,632 and £33,265 for 24/25 as at 31 March 2024.

Investment policy

The present policy of the Trustees is to hold all funds in short-term interest-bearing accounts, having regard to the reserves policy and the liquidity requirements of the NPA. Although the Trustees were disappointed at the low interest rates available in the year on these accounts, it has received advice that it would be unwise to start to invest in longer term savings accounts at a time when cash flow requires careful oversight and management.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Planning for the Future

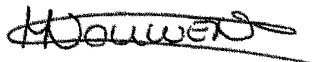
The NPA is focusing on core activities in their Business Plan:

- To improve outcomes for children with SEND by supporting parents and carers.
- To develop sustainable income streams.
- To develop and maintain Portage training packages.
- To support members' services and settings to provide a high-quality level of service delivery.

The Portage Workshop and one day workshops are being used to form the basis of a commercial programme that it is hoped will provide the Association with a sustainable revenue stream. We are also looking into developing an additional income source of shorter training sessions.

Where possible and appropriate, funding will be requested from grant making trusts, although competition for such funding is fierce in the current economic climate, where charities have been losing central and local government funding. Additionally, the Covid-19 pandemic since March 2020 has added further pressure to availability of grant funding.

Approved by the Trustees on 26th April 2024 and signed on their behalf by:



Margje Nouwens, Treasurer

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Chair's Report

The National Portage Association (NPA) is a national charity and an umbrella organisation that exists to ensure that high quality support is offered to Early Years children with Special Educational Needs and Disabilities (SEND) and their families. It does this through using a graded criterion to register Services and providing and monitoring high quality training for Portage and Early Years Practitioners. The NPA also runs a Stamp of Approval Scheme for Early Years Settings that indicates they are using the Portage Principles to support all the children in their care, particularly those with SEND.

The NPA has a Board of Trustees that undertakes management of the business of the Association. The Trustees are representatives elected from the membership. The Chair is responsible for the day-to-day management of the Association, in liaison with the Office Manager.

Board members fulfil their role in a voluntary capacity. Some aspects of the work are carried out by a small number of staff employed directly by or contracted by the NPA.

The NPA achieves its aims through: -

- Offering a Code of Practice as a framework for delivering Portage services and reviewing this Code as appropriate.
- Supporting quality of service by providing training with an agreed curriculum as a basic standard for Portage and Early Years Practitioners
- Developing a training curriculum that responds to the training needs of parents, Portage services and professionals associated with the Portage Model.
- Listening and responding to members' concerns at local, regional and national level.
- Encouraging new developments in the delivery of Portage support.
- Working collaboratively with other services dedicated to supporting families and young children.
- Campaigning for all families with a young child with additional support needs to have early access to Portage or other appropriate home visiting services.
- Keeping members informed about Portage via the website, virtual meetings and an annual Development Day.

The Board continues to work on these aims, to ensure that they are met in the most appropriate ways that reflect current practice and thinking.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Business Plan

The NPA sets a three year Business Plan which lays out what its intentions are to meet the aims of the organisation. The 2023-2026 Business Plan, comprises of fourteen Objectives, as set out below. Each Objective has a number of aims within it.

- To ensure that the NPA is using a business model/approach to develop and sustain its services.
- To increase awareness of the Portage Model and ensure long term sustainability of the charity.
- To develop and maintain a corporate Portage offer to Services and members.
- To ensure that the NPA Policies file is up to date and reflects any national changes.
- To increase the training offer from the NPA for Services, members and families.
- To develop a comprehensive international training offer for colleagues in other countries.
- To develop the NPA communications through social media platforms/tools
- To develop a comprehensive and sustainable offer for Services.
- To ensure that the NPA Code of Practice is relevant and up to date.
- To increase and maintain existing individual membership.
- To increase and maintain the existing number of settings with Stamp of Approval.
- To improve the content and accessibility of the information provided to families.
- To ensure that the NPA remains financially viable with long term financial planning.
- To ensure that the NPA is operating in line with duties and requirements.

Some of the aims of these Objectives are already being implemented and many others are in progress. The Plan is reviewed on an annual basis.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Training

The revision of the Portage Workshop has been completed and the new materials were launched at a meeting with Accredited Trainers (ATs) and Trainee Trainers (TTs) in September. The ethos of the model has been maintained with the main revision being in the modules Supporting the Development of Play and Positive Approaches to Children's Behaviour. The number of references to the Early Years Foundation Stage across the workshop have been reduced to allow more time to focus on the Portage Principles. The feedback from those at the meeting was very positive with Trainers saying that they considered that the revised modules better reflected current practices and research. There will be a meeting in the autumn with ATs and TTs to review the revised workshop materials.

There continues to be a good attendance at workshops, with 66 being validated, one mentored and four commissioned by local authorities from the NPA.

10 students have enrolled on Level 3 Open Awards. This course is designed to support students to reflect on their practice, deepen their understanding of the Portage Principles and to further embed them in their work. A key element of the qualification is maintaining standards and ensuring quality. The course is suitable for anyone who has successfully completed the Portage Workshop including Parents, Carers and Early Years Practitioners working in early years provision and is completed under the supervision of a Mentor.

IT Infrastructure and the Website

The Consultant who was appointed to completely overhaul the office IT infrastructure has almost completed this very large piece of work. This modernisation of the systems has led to improved efficiency of the office procedures and processes

Work on updating the website is taking place with most of the content being rewritten or updated. The new format has been agreed which will make it much simpler to navigate and also easier to access on mobile devices.

The Consultant has provided his services on a pro bono basis, for which the NPA is hugely indebted.

Service Registration and Membership.

Service registration and membership renewal both took place again in October in this financial year, which was a change from the previous way it was managed. The new system was successful as it streamlined the process for Services, Members and the office.

Development Day

The Development Day which was held in March 2024 took place with a range of interesting seminars, including

- Torbay Portage Parents have the Wow Factor!
- What does a Play Curriculum look like for those with PMLD?
- Early years Support for children with additional needs, Bladder & Bowel/Sleep & Behaviour tips for Parents and Carers
- How to look after yourself when supporting others – practitioner wellbeing.

An inspirational keynote speech was delivered on "Looking At Autism as a Fruit Salad" which was both fascinating and thought provoking.

The Day was well evaluated, with feedback being that all of the seminars and the keynote speech were relevant and interesting.

Our thanks to the staff at the Priory Rooms for looking after us so well which ensured that the day went smoothly.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Virtual Meetings

Virtual meetings for Members, Managers and Accredited Trainers continue to be well attended. These meetings give opportunities to share information and experiences and to networks with colleagues.

Social Media

The profile of the NPA across a number of social media platforms has increased tremendously again this year. The time and effort put in by those Trustees and by Emma, our Office manager, who have made this possible is much appreciated.

Membership, Registered Services and Stamp of Approval.

	2022	2023	2024
Individual members	468	518	504
Registered Services	95	96	98
Stamp of Approval	29	29	26

Membership has dropped slightly this year, which is disappointing. Membership gives an opportunity to support the national voice of the NPA and quality assurance of Portage services so that they continue to deliver high quality teaching to future generations of children and families.

Registered Service numbers have increased slightly this year, which is very positive. This meets one of the aims on the Business Plan which is to increase the number of services so that more children and families can benefit from the Portage model.

The number of Stamp of Approval settings has also dropped slightly this year. The process and criteria for this award is under review and it is hoped that this will increase the numbers so that more settings are being supported to use the Portage Principles to underpin their work with children and families.

Visit by Her Royal Highness The Princess of Wales.

The NPA was honoured to be contacted by the office of the Princess of Wales as the Princess was interested in learning more about services and support for children with special educational needs and disabilities as part of her work with the Royal Foundation for Early Childhood. A member of the of the Board of the Royal Foundation recommended Portage as one of the best examples of intervention so the Princess was keen to visit to find out more about the support that it provides.

A visit took place to Kent Portage Service, where the Princess met children and families who are receiving Portage. The Princess spent time talking to individual families, showing great interest in their accounts of the benefits of Portage as well as clearly enjoying playing with the children! She also took time to talk to staff and expressed her admiration for the work that they do and the impact it has on the lives of children and families.

The visit was covered by national and local press, magazines such as Nursery World and Hello!, television and radio channels. Articles appeared in the papers and interviews with the NPA Chair were played on Radio Kent and GB news. The Nursery World magazine published a four page article on Portage, extolling the benefits of Portage.

Thanks

The NPA has a small office team, which is a great support to the Board, Members and Services. They continue to maintain a very efficient service and the Board thanks Emma, Office Manager, Yvonne N, Finance Officer and Lauren, Office Administrator for their continued support and dedication to the NPA.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

The Board welcomes Vina, who has been co-opted as Vice Chair of Training. Vina brings a wealth of knowledge with her, having been a Portage Practitioner, Portage Manager and an Accredited Trainer.

Finally, my thanks and appreciation go to the Trustees, Services and Members for their commitment and dedication to the NPA.

Signed on behalf of the Trustees on 15th October 2024

Janet Rickman

Janet Rickman, Chairperson

NATIONAL PORTAGE ASSOCIATION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NATIONAL PORTAGE ASSOCIATION

I report to the Trustees on my examination of the financial statements of National Portage Association (the Charity) for the year ended 31 March 2024.

Responsibilities and basis of report

As the Trustees of the Charity (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 Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity 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 Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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 Charity as required by section 386 of the 2006 Act; or
- 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 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.



Griffiths Marshall

4th Floor
Llanthony Warehouse
The Docks
Gloucester
Gloucestershire
GL1 2EH

Dated:15/10/2024

NATIONAL PORTAGE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income from:							
Donations and legacies	3	25,156	-	25,156	19,764	-	19,764
Charitable activities	6	60,912	-	60,912	57,456	-	57,456
Other trading activities	4	1,326	-	1,326	624	-	624
Investments	5	5,472	-	5,472	1,424	-	1,424
Total income		<u>92,866</u>	<u>-</u>	<u>92,866</u>	<u>79,268</u>	<u>-</u>	<u>79,268</u>
Expenditure on:							
Charitable activities	7	74,896	1,000	75,896	83,024	200	83,224
Total expenditure		<u>74,896</u>	<u>1,000</u>	<u>75,896</u>	<u>83,024</u>	<u>200</u>	<u>83,224</u>
Net income/(expenditure) and movement in funds		17,970	(1,000)	16,970	(3,756)	(200)	(3,956)
Reconciliation of funds:							
Fund balances at 1 April 2023		<u>171,332</u>	<u>16,115</u>	<u>187,447</u>	<u>175,088</u>	<u>16,315</u>	<u>191,403</u>
Fund balances at 31 March 2024		<u>189,302</u>	<u>15,115</u>	<u>204,417</u>	<u>171,332</u>	<u>16,115</u>	<u>187,447</u>

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

NATIONAL PORTAGE ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	14		116		155
Current assets					
Debtors	15	9,262		12,537	
Cash at bank and in hand		217,886		195,072	
		<u>227,148</u>		<u>207,609</u>	
Creditors: amounts falling due within one year	16	<u>(22,847)</u>		<u>(20,317)</u>	
Net current assets			204,301		187,292
Total assets less current liabilities			<u>204,417</u>		<u>187,447</u>
The funds of the Charity					
Restricted income funds	18		15,115		16,115
Unrestricted funds	19		189,302		171,332
			<u>204,417</u>		<u>187,447</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.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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 15th October 2024

Janet Rickman

Mrs J Rickman
Trustee

Company registration number 04165317 (England and Wales)

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

National Portage Association is a private company limited by guarantee incorporated in England and Wales. The registered office is Kings Court, 17 School Road, Hall Green, Birmingham, B28 8JG.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

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

1.2 Going concern

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

1.3 Charitable funds

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

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

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

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

1.4 Income

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

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

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.5 Expenditure

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

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

Expenditure is recorded on the accruals basis and liabilities are included when the legal obligation has been created.

Expenditure in charitable activities represents the costs incurred in carrying out the charitable objectives of the project.

Governance costs represent the cost of general administration functions of the charity

Basis of apportionment of expenditure:

- Staff costs are allocated on a basis of time spent on each category of activity.
- Premises costs are allocated by floor area used for the activity.
- Depreciation provision is allocated on the basis of use of the assets.
- All other overheads are allocated to projects as a percentage of direct expenditure.

As a registered charity, the activities are generally except from Income Tax and Capital Gains Tax in connection with its direct charitable purpose, but not from VAT.

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% reducing balance
--------------------------------	----------------------

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

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

3 Income from donations and legacies

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Donations and gifts	25,156	19,764
	<u>25,156</u>	<u>19,764</u>
Donations and gifts		
General	3,316	1,420
Gift Aid	526	270
Members Subscriptions	21,314	18,074
	<u>25,156</u>	<u>19,764</u>

4 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Other income	1,326	624
	<u>1,326</u>	<u>624</u>

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	5,472	1,424
	<u>5,472</u>	<u>1,424</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

7 Expenditure on charitable activities

	Conference & training	Registration of portage services	Training & information publications	Voluntary income & activities for generating funds	Total
	2024	2024	2024	2024	2024
	£	£	£	£	£
Direct costs					
Training fees	2,011	-	-	-	2,011
Cost of goods sold/written off	174	20,610	95	-	20,879
Travel	330	-	-	-	330
Miscellaneous	472	-	-	-	472
Donations	303	-	-	-	303
	<u>3,290</u>	<u>20,610</u>	<u>95</u>	<u>-</u>	<u>23,995</u>
Grant funding of activities (see note 8)	-	-	-	1,000	1,000
Share of support and governance costs (see note 10)					
Support	21,477	11,454	4,295	10,500	47,726
Governance	1,651	254	381	889	3,175
	<u>26,418</u>	<u>32,318</u>	<u>4,771</u>	<u>12,389</u>	<u>75,896</u>
Analysis by fund					
Unrestricted funds	26,418	32,318	4,771	11,389	74,896
Restricted funds	-	-	-	1,000	1,000
	<u>26,418</u>	<u>32,318</u>	<u>4,771</u>	<u>12,389</u>	<u>75,896</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

7 Expenditure on charitable activities (Continued)

Previous year:	Conference & training	Registration of portage services	Training & information publications	Voluntary income & activities for generating funds	Total
	2023	2023	2023	2023	2023
	£	£	£	£	£
Direct costs					
Training fees	15,970	-	-	-	15,970
Cost of goods sold/written off	362	-	632	186	1,180
Travel	10,994	-	-	-	10,994
	<u>27,326</u>	<u>-</u>	<u>632</u>	<u>186</u>	<u>28,144</u>
Grant funding of activities (see note 8)	-	-	-	200	200
Share of support and governance costs (see note 10)					
Support	18,861	10,059	3,772	9,221	41,913
Governance	6,743	1,037	1,556	3,631	12,967
	<u>52,930</u>	<u>11,096</u>	<u>5,960</u>	<u>13,238</u>	<u>83,224</u>
Analysis by fund					
Unrestricted funds	52,930	11,096	5,960	13,038	83,024
Restricted funds	-	-	-	200	200
	<u>52,930</u>	<u>11,096</u>	<u>5,960</u>	<u>13,238</u>	<u>83,224</u>

8 Grants payable

	Voluntary income & activities for generating funds 2024 £	Voluntary income & activities for generating funds 2023 £
Grants to institutions:		
Other	1,000	200
	<u>1,000</u>	<u>200</u>

9 Net movement in funds

	2024 £	2023 £
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	1,384	2,000
Depreciation of owned tangible fixed assets	39	52
	<u>1,384</u>	<u>2,000</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

10 Support costs

	Support costs	Governance costs	2024 Support costs		Governance costs	2023
	£	£	£	£	£	£
Depreciation	39	-	39	44	8	52
Premises Expenses	8,700	-	8,700	8,400	-	8,400
General Office	38,982	-	38,982	33,331	-	33,331
Bank Charges	5	-	5	139	-	139
Audit fees	-	1,384	1,384	-	2,000	2,000
Legal and professional	-	200	200	-	-	-
Travel	-	1,592	1,592	-	2,027	2,027
General Office	-	-	-	-	5,883	5,883
Misc	-	-	-	-	434	434
Depreciation	-	-	-	-	2,592	2,592
Bank Charges	-	-	-	-	24	24
	<u>47,726</u>	<u>3,176</u>	<u>50,902</u>	<u>41,914</u>	<u>12,968</u>	<u>54,882</u>
Analysed between						
Charitable activities	<u>47,726</u>	<u>3,175</u>	<u>50,901</u>	<u>41,913</u>	<u>12,967</u>	<u>54,880</u>

Governance costs includes payments to the independent examiner of £1,384 (2023 - £2,000) for independent examination.

11 Trustees

In accordance with the Charity's Memorandum of Association, agreed with the Charity Commission, up to five Trustees may receive reasonable payment for work in respect of the Charity's Training for Trainers course and PW Validation. In the financial year no one Trustee received payment (2023 - One - £3,600).

Out of Pocket Expenses were reimbursed to trustees during the year as follows:

Travel to Board Meetings £965 (2023 - £2,027)

12 Employees

The average monthly number of employees during the year was:

2024	2023
Number	Number
<u>3</u>	<u>3</u>

During the year no members of staff were paid in excess of £60,000

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

13 Taxation

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

14 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2023	6,482
At 31 March 2024	6,482
Depreciation and impairment	
At 1 April 2023	6,327
Depreciation charged in the year	39
At 31 March 2024	6,366
Carrying amount	
At 31 March 2024	116
At 31 March 2023	155

15 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	8,265	12,537
Other debtors	997	-
	<u>9,262</u>	<u>12,537</u>

16 Creditors: amounts falling due within one year

	2024 £	2023 £
Other taxation and social security	3,305	1,526
Trade creditors	252	2,781
Other creditors	14,219	13,228
Accruals and deferred income	5,071	2,782
	<u>22,847</u>	<u>20,317</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

17 Deferred income

Deferred income is included in the financial statements as follows:

	2024 £	2023 £
Accredited trainer fees 2021-22	720	720
Postponement Trainers Forum	747	747
Postponement Portage Workshops	-	61
Other deferred income	7,067	6,700
Cumbria Mentoring	-	5,000
Helen George	185	-
Brighter Futures	5,500	-
	<u>14,219</u>	<u>13,228</u>

18 Restricted funds

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

	At 1 April 2023 £	Resources expended £	At 31 March 2024 £
Conference	4,388	-	4,388
Rosie's Fund	10,171	(1,000)	9,171
Kushlick Legacy	414	-	414
Service Donations	1,142	-	1,142
	<u>16,115</u>	<u>(1,000)</u>	<u>15,115</u>
Previous year:	At 1 April 2022 £	Resources expended £	At 31 March 2023 £
Conference	4,388	-	4,388
Rosie's Fund	10,371	(200)	10,171
Kushlick Legacy	414	-	414
Service Donations	1,142	-	1,142
	<u>16,315</u>	<u>200</u>	<u>16,115</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

19 Unrestricted funds

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

	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
Stock book	262	-	-	-	262
Fixed assets	154	-	-	(39)	115
Training development reserve	19,839	-	-	-	19,839
General funds	151,077	92,866	(74,896)	39	169,086
	<u>171,332</u>	<u>92,866</u>	<u>(74,896)</u>	<u>-</u>	<u>189,302</u>

Previous year:

	At 1 April 2022	Incoming resources	Resources expended	Transfers	At 31 March 2023
	£	£	£	£	£
Stock book	262	-	-	-	262
Fixed assets	206	-	-	(52)	154
Training development reserve	19,839	-	-	-	19,839
General funds	154,781	79,268	(83,024)	52	151,077
	<u>175,088</u>	<u>79,268</u>	<u>83,024</u>	<u>-</u>	<u>171,332</u>

20 Analysis of net assets between funds

	Unrestricted funds 2024	Restricted funds 2024	Total 2024
	£	£	£
At 31 March 2024:			
Tangible assets	116	-	116
Current assets/(liabilities)	189,186	15,115	204,301
	<u>189,302</u>	<u>15,115</u>	<u>204,417</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

20 Analysis of net assets between funds

(Continued)

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 March 2023:			
Tangible assets	155	-	155
Current assets/(liabilities)	171,177	16,115	187,292
	<u>171,332</u>	<u>16,115</u>	<u>187,447</u>

21 Related party transactions

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

NATIONAL PORTAGE ASSOCIATION

England & Wales - Charity number 1087865

Accounts

Charity registration number 1087865

Company registration number 04165317 (England and Wales)

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

**CHARITY COMMISSION
FIRST CONTACT**

07 NOV 2023

**RECORDED
RECEIVED**

**CHARITY COMMISSION
FIRST CONTACT**

07 NOV 2023

**ACCOUNTS
RECEIVED**

NATIONAL PORTAGE ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mrs J Rickman
Mrs T Harvey
Ms M Nouwens
Mrs R Deacon
Mrs P Fry
Mrs J Heath
Mrs J Chapman

(Appointed 25 April 2022)

Secretary

Mrs P Fry

Charity number

1087865

Company number

04165317

Principal address

Kings Court
17 School Road
Hall Green
Birmingham
B28 8JG

Registered office

Kings Court
17 School Road
Hall Green
Birmingham
B28 8JG

Independent examiner

Griffiths Marshall
Beaumont House
172 Southgate Street
Gloucester
GL1 2EZ

NATIONAL PORTAGE ASSOCIATION

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Balance sheet	10
Notes to the financial statements	11 - 20

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

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

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's articles of association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)"

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on the 21 February 2001 and registered as a charity on the 6 August 2001. It was established under a Memorandum of Association, which established the objects of the charitable company and is governed under its Articles of Association. Under those articles:

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantors at 31st March 2023 was 518.

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

Mrs J Rickman

Mrs T Harvey

Mr T Milson

(Resigned 27 March 2023)

Ms M Nouwens

Mrs R Deacon

Mrs P Fry

Mrs J Heath

Mrs J Chapman

(Appointed 25 April 2022)

Organisational Structure

The NPA has a Board of Trustees that undertakes to manage the business of the Association. The Trustees are representatives elected from the membership of the National Portage Association. The Chair is responsible for the day to day management of the Association, in liaison with the Office Manager

At both Board and Regional level, elected officers are drawn from members who may be parents/carers and practitioners directly involved in Portage Services.

Board members fulfil their role in a voluntary capacity. Some aspects of the work are carried out by a small number of staff employed directly by or contracted by the NPA.

The Board is composed of up to 9 Trustees.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

The elected Board of Trustees comprises:

- Honorary Officers (Chairperson, Vice-Chairperson and Treasurer)
- Two Parent Representatives
- Services Trustee
- Members Trustee
- Social Media Trustee
- Quality Assurance Trustee
- Training Trustee
- Vice Training Trustee
- Co-opted Trustees (up to two members of the Association may be co-opted as Trustees as required, who may serve until the next AGM following their appointment).

Trustees are also Directors of the Company.

Others in attendance at Board meetings at any time may include Regional Project Managers, the Conference Coordinator and the Office Manager.

The members of the Board are elected as follows:

- Officers and general members are elected at the AGM to serve a period of three years.
- Honorary Treasurer is elected at the AGM to serve a period of one year.
- Regional Representatives are elected at Regional Meetings held prior to the AGM to serve a period of three years.
- Co-opted members are appointed to the committee by the committee, to serve a period of one year.

Trustee Induction

New trustees undergo two orientation sessions one with the Chairperson to receive their induction pack and to be briefed on the committee and decision making process. The second session is with the Treasurer and Company Secretary to receive information on their legal obligations under charity and company law as well as internal financial processes. Trustees receive individual support from outgoing post holders. They are encouraged to attend appropriate training events where this will facilitate the understanding of their role.

Objectives and activities

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

The Charity's policy is to consult and discuss with employees, through unions, staff councils and at meetings, matters likely to affect employees' interests.

Information of matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the group's performance.

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the Charity continues and that the appropriate training is arranged. It is the policy of the Charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

Financial Review

The statement of financial activities shows that the total assets less current liabilities of the company at 31st March 2023 stood at £187,447 (2022 - £191,402).

Total incoming resources over the financial year were £79,268 (2022 - £82,442) and the total resources expended were £83,224 (2022 - £72,100). The result was a loss of £3,956 for the year to 31 March 2023 as against a profit for the previous year of £10,342.

Income: There was a small decrease in income over the previous year. There was less demand for Service Registrations and Portage Workshops and donations returned to their normal levels (we had been fortunate enough to receive a significant donation in the previous year).

On the plus side, there was an increase in the number of individual memberships and the Development Day had a higher take up than in the previous year.

Expenditure: The increase in expenditure compared to the previous year is due across the board price increases in rent, office staff costs, travel costs and room hire for the Development Day and Board Meetings.

One grant for £200 was made from Rosie's Fund to a Service in order to support parents and carers with items not covered by their core funding.

Reserves policy

The Trustees follow an established policy. Designated funds have been set up to ensure that each area of work has sufficient funds set aside to ensure the smooth running of each activity. The value of each fund is assessed annually to determine whether it is at an appropriate level and transfers made where necessary. The cost of planned work and the potential liability determines the level of each designated fund. The unrestricted funds (the general reserve and the designated funds, excluding those invested in tangible fixed assets and stock) should be between 3 and 6 months of resources expended. The unrestricted funds stand at £151,077; budgeted expenditure for the year to 31 March 2024 is £60,840 and therefore the required reserves are between £15,210 and £30,420 for 22/23 as at 31 March 2023.

Investment policy

The present policy of the Trustees is to hold all funds in short-term interest-bearing accounts, having regard to the reserves policy and the liquidity requirements of the NPA. Although the Trustees were disappointed at the low interest rates available in the year on these accounts, it has received advice that it would be unwise to start to invest in longer term savings accounts at a time when cash flow requires careful oversight and management.

Planning for the Future

The NPA is focusing on core activities in their Business Plan:

- To improve outcomes for children with SEND by supporting parents and carers.
- To develop sustainable income streams.
- To develop and maintain Portage training packages.
- To support members' services and settings to provide a high-quality level of service delivery.

The Portage Workshop and one day workshops are being used to form the basis of a commercial programme that will provide the Association with a sustainable revenue stream.

Where possible and appropriate, funding will be requested from grant making trusts, although competition for such funding is fierce in the current economic climate, where charities have been losing central and local government funding. Additionally, the Covid-19 pandemic since March 20 has added further pressure to availability of grant funding.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Membership, Registered Services and Stamp of Approval

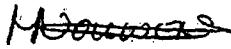
	2021	2022	2023
Individual members	518	468	518
Registered Services	89	95	96
Stamp of Approval	30	29	29

Membership has increased slightly this year, which is very positive. Membership gives an opportunity to support the national voice of the NPA and quality assurance of Portage services so that they continue to deliver high quality teaching to future generations of children and families.

Registered Service numbers have increased slightly this year, which again is very positive. This meets one of the aims on the Business Plan which is to increase the number of services so that more children and families can benefit from the Portage model.

The number of Stamp of Approval settings has stayed consistent this year. The process and criteria for this award is under review and it is hoped that this will increase the numbers so that more settings are being supported to use the Portage Principles to underpin their work with children and families.

The trustees report was approved by the Board of Trustees.



Ms M Nouwens (Treasurer)
Trustee
Dated: 26 September 2023

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

Chair's Report

The National Portage Association (NPA) is a national charity and an umbrella organisation that exists to ensure that high quality support is offered to Early Years children with Special Educational Needs and Disabilities (SEND) and their families. It does this through using a graded criterion to register Services and providing and monitoring high quality training for Portage and Early Years Practitioners. The NPA also runs a Stamp of Approval Scheme for Early Years Settings that indicates they are using the Portage Principles to support all the children in their care, particularly those with SEND.

The NPA has a Board of Trustees that undertakes management of the business of the Association. The Trustees are representatives elected from the membership. The Chair is responsible for the day-to-day management of the Association, in liaison with the Office Manager.

Board members fulfil their role in a voluntary capacity. Some aspects of the work are carried out by a small number of staff employed directly by or contracted by the NPA.

The NPA achieves its aims through: -

- Offering a Code of Practice as a framework for delivering Portage services and reviewing this Code as appropriate.
- Supporting quality of service by providing training with an agreed curriculum as a basic standard for Portage and Early Years Practitioners
- Developing a training curriculum that responds to the training needs of parents, Portage services and professionals associated with the Portage Model.
- Listening and responding to members' concerns at local, regional and national level.
- Encouraging new developments in the delivery of Portage support.
- Working collaboratively with other services dedicated to supporting families and young children.
- Campaigning for all families with a young child with additional support needs to have early access to Portage or other appropriate home visiting services.
- Keeping members informed about Portage via the website, virtual meetings and an annual Development Day.

The Board continues to work on these aims, to ensure that they are met in the most appropriate ways that reflect current practice and thinking.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

Business Plan

The NPA sets a three year Business Plan which lays out what its intentions are to meet the aims of the organisation. The 2023-2026 Business Plan, comprises of fourteen Objectives, as set out below. Each Objective has a number of aims within it.

- To ensure that the NPA is using a business model/approach to develop and sustain its services.
- To increase awareness of the Portage Model and ensure long term sustainability of the charity.
- To develop and maintain a corporate Portage offer to Services and members.
- To ensure that the NPA Policies file is up to date and reflects any national changes.
- To increase the training offer from the NPA for Services, members and families.
- To develop a comprehensive International training offer for colleagues in other countries.
- To develop the NPA communications through social media platforms/tools
- To develop a comprehensive and sustainable offer for Services.
- To ensure that the NPA Code of Practice is relevant and up to date.
- To increase and maintain existing individual membership.
- To increase and maintain the existing number of settings with Stamp of Approval.
- To improve the content and accessibility of the information provided to families.
- To ensure that the NPA remains financially viable with long term financial planning.
- To ensure that the NPA is operating in line with duties and requirements.

Some of the aims of these Objectives are already being implemented and many others are in progress.

Training

A Training Officer has been appointed on a part time fixed term contract to support Tracy Harvey, Chair of Training, to continue the review all of the training processes to ensure that they meet the current needs of the NPA. The training information on the website is also being updated.

The Portage Workshop is currently being revised and it is anticipated that it will be launched to be delivered from September 2023.

IT Infrastructure and the Website

A Consultant has been appointed to completely overhaul the office IT infrastructure This very large piece of work has commenced and the efficiency of the office procedures has already been seen.

Advise and support will also be given on updating the website, which has developed arbitrarily over the years and is not cohesive or easy to navigate

The Consultant has provided his services on a pro bono basis, for which the NPA is hugely indebted.

Office Pay Structure

The NPA has been affected by the pandemic, as has the whole country. Events and training had to be cancelled and the office staff had to adapt to working from home. One of the staff had to be furloughed, which created extra pressure on the remaining team members.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

Service Registration and Membership

Service registration and membership renewal both took place in October in this financial year, which was a change from the previous way it was managed. The new system was successful as it streamlined the process for Services, members and the office.

Development Day

The Development Day which was held in March 2023 took place with a range of interesting seminars, including

- Intensive interaction and supporting those individuals who are at an early stage of communication
- Identifying sensory processing challenges and strategies for improving connection
- Understanding sleep and how we adapt this knowledge to children with SEND
- Understanding and reducing difficult and dangerous behaviour in SEND children

An inspirational keynote speech was delivered on "Unpicking Neurodiversity in Pre-school Children" which was both fascinating and informative.

Because of transport difficulties, some delegates were unable to attend in person and therefore some seminars and the keynote speech were accessed virtually by them. Our thanks go to The Priory Rooms who made this possible.

The Day was well evaluated, with feedback being that all of the seminars and the keynote speech were relevant and interesting.

Virtual Meetings

Virtual meetings for members, managers and Accredited Trainers continue to be well attended. These meetings give opportunities to share information and experiences and to network with colleagues.

Social Media

The profile of the NPA across a number of social media platforms has increased tremendously this year. The time and effort put in by those Trustees who have made this possible is much appreciated.

Thanks

The NPA has a small office team, which is a great support to the Board, members and Services. They continue to maintain a very efficient service and the Board thanks Yvonne H, Office Manager, Yvonne N, Finance Officer and Lauren, Office Administrator for their continued support and dedication to the NPA.

However, the Board is sad to say goodbye to Yvonne H, who is resigning from her position as Office Manager. Yvonne has contributed so much to the NPA by ensuring that all aspects of the Association have been maintained efficiently. Yvonne's enthusiasm and dedication have been greatly appreciated and she will be greatly missed. We wish her well for the future.

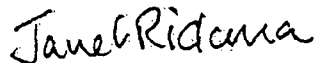
The Board is pleased to welcome Emma as Office Manager, who is already proving an asset to the Association. We hope that she enjoys working with the NPA.

The Board is also sad to say goodbye to Tom Milson, who had to stand down from his position as Media Trustee for personal reasons. We thank Tom for his contribution to the NPA and hope that he continues to enjoy professional and personal success.

Finally, my thanks and appreciation go to the Trustees, staff and members for their commitment and dedication to the NPA.

Approved by the Trustees on 22 September 2023 and signed on their behalf by:

Janet Rickman - Chair Person



NATIONAL PORTAGE ASSOCIATION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NATIONAL PORTAGE ASSOCIATION

I report to the Trustees on my examination of the financial statements of National Portage Association (the Charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the Trustees of the Charity (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 Companies Act 2006 (the 2006 Act).

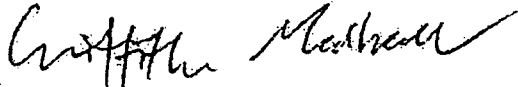
Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act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

Independent examiner's statement

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 Charity as required by section 386 of the 2006 Act; or
- 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 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.



Griffiths Marshall

Beaumont House
172 Southgate Street
Gloucester
GL1 2EZ

Dated: 26 September 2023

NATIONAL PORTAGE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
Income from:							
Donations and legacies	3	19,764	-	19,764	21,456	-	21,456
Charitable activities - Income	6	57,456	-	57,456	60,019	-	60,019
Other trading activities	4	624	-	624	900	-	900
Investments	5	1,424	-	1,424	67	-	67
Total Income		79,268	-	79,268	82,442	-	82,442
Expenditure on:							
Charitable activities - Expenditure	7	83,024	200	83,224	70,916	1,184	72,100
Net (expenditure)/Income for the year/ Net movement in funds		(3,756)	(200)	(3,956)	11,526	(1,184)	10,342
Fund balances at 1 April 2022		175,088	16,315	191,402	163,560	17,500	181,060
Fund balances at 31 March 2023		171,332	16,115	187,447	175,086	16,316	191,402

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 PORTAGE ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	12		155		208
Current assets					
Stocks	13	-		382	
Debtors	14	12,537		3,380	
Cash at bank and in hand		195,072		212,774	
		<u>207,609</u>		<u>216,496</u>	
Creditors: amounts falling due within one year	15	<u>(20,316)</u>		<u>(25,300)</u>	
Net current assets			<u>187,292</u>		<u>191,196</u>
Total assets less current liabilities			<u><u>187,447</u></u>		<u><u>191,402</u></u>
Income funds					
Restricted funds	17		16,115		16,318
<u>Unrestricted funds</u>					
Designated funds	18	20,255		20,307	
General unrestricted funds		<u>151,077</u>		<u>154,778</u>	
			<u>171,332</u>		<u>175,088</u>
			<u><u>187,447</u></u>		<u><u>191,402</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2008, for the year ended 31 March 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2008 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

The financial statements were approved by the Trustees on 26 September 2023

Janev Rickman

Mrs J Rickman
Trustee

Company registration number 04165317

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity Information

National Portage Association is a private company limited by guarantee incorporated in England and Wales. The registered office is Kings Court, 17 School Road, Hall Green, Birmingham, B28 8JG.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The Charity is a Public Benefit Entity as defined by FRS 102.

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

The financial statements have been prepared under the historical cost convention, [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 Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

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

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

1.4 Income

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

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

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.5 Expenditure

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

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

Expenditure is recorded on the accruals basis and liabilities are included when the legal obligation has been created.

Expenditure in charitable activities represents the costs incurred in carrying out the charitable objectives of the project.

Governance costs represent the cost of general administration functions of the charity

Basis of apportionment of expenditure:

- Staff costs are allocated on a basis of time spent on each category of activity.
- Premises costs are allocated by floor area used for the activity.
- Depreciation provision is allocated on the basis of use of the assets.
- All other overheads are allocated to projects as a percentage of direct expenditure.

As a registered charity, the activities are generally exempt from Income Tax and Capital Gains Tax in connection with its direct charitable purpose, but not from VAT.

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% reducing balance
--------------------------------	----------------------

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

1.7 Impairment of fixed assets

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.8 Stocks

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

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 Financial Instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	2023	2022
	£	£
Donations and gifts		
General	1,420	5,048
Gift Aid	270	978
Members Subscriptions	18,074	15,430
	<u>19,764</u>	<u>21,456</u>
For the year ended 31 March 2022		<u>21,456</u>

4 Other trading activities

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Other income	<u>624</u>	<u>900</u>

6 Investments

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Interest receivable	<u>1,424</u>	<u>67</u>

NATIONAL PORTAGE ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023**

6 Charitable activities - Income

	Conferences & Training		Registration of Portage Services		Sales of Training & Information Publications		Total 2023		Conferences & Training		Registration of Portage Services		Sales of Training & Information Publications		Total 2022	
	2023	£	2023	£	2023	£	£	£	2022	£	2022	£	2022	£	£	£
Sales of Goods & Services	45,558		9,930		1,968		57,456		44,761		13,530		1,728		60,019	
Analysis by fund	45,558		9,930		1,968		57,456		44,761		13,530		1,728		60,019	
Unrestricted funds	-		-		-		-		-		-		-		-	
Restricted funds	45,558		9,930		1,968		57,456		44,761		13,530		1,728		60,019	
For the year ended 31 March 2022	44,761		13,530		1,728		60,019		44,761		13,530		1,728		60,019	
Unrestricted funds	-		-		-		-		-		-		-		-	
Restricted funds	44,761		13,530		1,728		60,019		44,761		13,530		1,728		60,019	

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

8

7 Charitable activities - Expenditure

	Conferences & Training	Registration of Portage Services	Training & Information publications	Voluntary Income & Activities for generating funds	Total 2023	Total 2022
	2023	2023	2023	2023		
	£	£	£	£	£	£
Training Fees	15,970	-	-	-	15,970	13,067
Cost of Goods Sold/Written Off	362	-	632	186	1,180	806
Travel	10,994	-	-	-	10,994	4,474
Miscellaneous	-	-	-	-	-	1,691
	<u>27,326</u>	<u>-</u>	<u>632</u>	<u>186</u>	<u>28,144</u>	<u>20,038</u>
Grant funding of activities (see note)	-	-	-	200	200	1,184
Share of support costs (see note 8)	18,861	10,059	3,772	9,221	41,913	38,506
Share of governance costs (see note 8)	6,743	1,037	1,556	3,631	12,967	12,372
	<u>52,930</u>	<u>11,096</u>	<u>5,960</u>	<u>13,238</u>	<u>83,224</u>	<u>72,100</u>
Analysis by fund						
Unrestricted funds	52,930	11,096	5,960	13,038	83,024	70,916
Restricted funds	-	-	-	200	200	1,184
	<u>52,930</u>	<u>11,096</u>	<u>5,960</u>	<u>13,238</u>	<u>83,224</u>	<u>72,100</u>
For the year ended 31 March 2022						
Unrestricted funds	42,621	10,231	5,925	12,139		70,916
Restricted funds	-	-	-	1,184		1,184
	<u>42,621</u>	<u>10,231</u>	<u>5,925</u>	<u>13,323</u>		<u>72,100</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

8 Support costs	Support costs	Governance costs	2023 Support costs		Governance costs	2022
	£	£	£	£	£	£
Depreciation	44	8	52	59	10	69
Premises Expenses	8,400	-	8,400	8,189	-	8,189
General Office	33,330	-	33,330	30,212	-	30,212
Bank Charges	139	-	139	46	-	46
Audit fees	-	2,000	2,000	-	4,328	4,328
Travel	-	2,027	2,027	-	2,096	2,096
General Office	-	5,882	5,882	-	5,332	5,332
Misc	-	434	434	-	598	598
Depreciation	-	2,592	2,592	-	-	-
Bank Charges	-	24	24	-	8	8
	<u>41,913</u>	<u>12,967</u>	<u>54,880</u>	<u>38,506</u>	<u>12,372</u>	<u>50,878</u>
Analysed between						
Charitable activities	<u>41,913</u>	<u>12,967</u>	<u>54,880</u>	<u>38,506</u>	<u>12,372</u>	<u>50,878</u>

Governance costs includes payments to the auditors of £2,000 (2022- £4,328) for audit fees.

9 Trustees

In accordance with the Charity's Memorandum of Association, agreed with the Charity Commission, up to five Trustees may receive reasonable payment for work in respect of the Charity's Training for Trainers course and PW Validation. In the financial year one Trustee received £3,600 (One - £1,150 - 2022)

Out of Pocket Expenses were reimbursed to trustees during the year as follows:

Travel to Board Meetings	£2,027	(2022- £703)
Travel to Other Meetings	£nil	(2022- £410)
Other	£nil	(2022- £319)

10 Employees

There were 3 employees during the year.

	<u>3</u>	<u>3</u>
Wages and salaries	<u>33,887</u>	<u>29,789</u>

During the year no members of staff were paid in excess of £60,000

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

12 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2022	6,482
At 31 March 2023	6,482
Depreciation and impairment	
At 1 April 2022	6,275
Depreciation charged in the year	52
At 31 March 2023	6,327
Carrying amount	
At 31 March 2023	155
At 31 March 2022	208

13 Stocks

	2023 £	2022 £
Finished goods and goods for resale	-	362

14 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	12,537	3,362

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

15 Creditors: amounts falling due within one year

		2023	2022
		£	£
Other taxation and social security		1,525	4,201
Trade creditors		2,781	222
Deferred income	note 16	13,228	16,962
Accruals		2,782	3,916
		<u>20,316</u>	<u>25,301</u>

16 Deferred Income

Deferred income is included in the financial statements as follows:

	2023	2022
	£	£
Accredited trainer fees 2021-22	720	720
Postponement Trainers Forum	747	747
Postponed Portage Workshops	61	8,795
Other deferred income	6,700	6,700
Cumbria Mentoring	5,000	-
	<u>13,228</u>	<u>16,962</u>

17 Restricted funds

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

	Balance at 1 April 2021	Resources expended	Balance at 1 April 2022	Resources expended 31 March 2023	Balance at 31 March 2023
	£	£	£	£	£
Conference	4,387	-	4,387	-	4,387
Rosie's Fund	11,555	(1,184)	10,371	(200)	10,171
Kushlick Legacy	414	-	414	-	414
Service Donations	1,142	-	1,142	-	1,142
	<u>17,498</u>	<u>(1,184)</u>	<u>16,314</u>	<u>(200)</u>	<u>16,114</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2021	Transfers	Balance at 1 April 2022	Transfers	Balance at 31 March 2023
	£	£	£	£	£
Stock book	1,047	(785)	262	-	262
Fixed assets	275	(69)	206	(52)	154
Training development reserve	19,839	-	19,839	-	19,839
	<u>21,161</u>	<u>(854)</u>	<u>20,307</u>	<u>(52)</u>	<u>20,255</u>

19 Cash generated from operations

	2023	2022
	£	£
(Deficit)/surplus for the year	(3,956)	10,342
Adjustments for:		
Investment income recognised in statement of financial activities	(1,424)	(67)
Depreciation and impairment of tangible fixed assets	53	69
Movements in working capital:		
Decrease in stocks	362	685
(Increase)/decrease in debtors	(9,175)	6,696
(Decrease)/increase in creditors	(4,984)	180
Cash (absorbed by)/generated from operations	<u>(19,124)</u>	<u>17,905</u>

NATIONAL PORTAGE ASSOCIATION

England & Wales - Charity number 1087865

Accounts

Charity registration number 1087865

Company registration number 04165317 (England and Wales)

**NATIONAL PORTAGE ASSOCIATION
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

CHARITY COMMISSION
FIRST CONTACT

03 NOV 2022

ACCOUNTS
RECEIVED

NATIONAL PORTAGE ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mrs J Rickman
Mrs T Harvey
Mr T Milson
Miss M Nouwens
Mrs R Deacon

(Appointed 5 February
2022)

Mrs P Fry

(Appointed 5 November
2021)

Mrs J Heath

(Appointed 16 July 2021)

Secretary

Mrs P Fry

Charity number

1087865

Company number

04165317

Principal address

Kings Court
17 School Road
Hall Green
Birmingham
B28 8JG

Registered office

Kings Court
17 School Road
Hall Green
Birmingham
B28 8JG

Auditor

Griffiths Marshall
Beaumont House
172 Southgate Street
Gloucester
GL1 2EZ

NATIONAL PORTAGE ASSOCIATION

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NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

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

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's articles of association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)"

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on the 21 February 2001 and registered as a charity on the 6 August 2001. It was established under a Memorandum of Association, which established the objects of the charitable company and is governed under its Articles of Association. Under those articles:

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantors at 31st March 2022 was 468.

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

Mrs J Rickman	
Mrs S Ensor	(Resigned 5 November 2021)
Ms S Shaikh	(Resigned 5 November 2021)
Mrs J Evans	(Resigned 23 April 2021)
Mrs J Mckinley	(Resigned 22 November 2021)
Ms K Jordan	(Resigned 23 April 2021)
Mrs T Harvey	
Mr T Milson	
Miss M Nouwens	
Mrs R Deacon	(Appointed 5 February 2022)
Mrs P Fry	(Appointed 5 November 2021)
Mrs J Heath	(Appointed 16 July 2021)

Organisational Structure

The NPA has a Board of Trustees that undertakes to manage the business of the Association. The Trustees are representatives elected from the membership of the National Portage Association. The Chair is responsible for the day to day management of the Association, in liaison with the Office Manager

The Membership of the Association is divided into Regions. Each Region elects one of its members to serve as its Regional Representative on the Board of Trustees.

At both Board and Regional level, elected officers are drawn from members who may be parents/carers and practitioners directly involved in Portage Services.

Board members fulfil their role in a voluntary capacity. Some aspects of the work are carried out by a small number of staff employed directly by or contracted by the NPA.

The Board is composed of up to 17 Trustees. These positions are currently under review to ensure that they meet the needs of the Association.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

The elected Board of Trustees comprises:

- Honorary Officers (Chairperson, Vice-Chairperson and Treasurer)
- Three Parent Representatives
- Seven Regional Representatives
- Two representatives of sub-committees appointed by the Board (Training and Monitoring; and Project Steering Group)
- Co-opted Trustees (up to three members of the Association may be co-opted as Trustees as required, who may serve until the next AGM following their appointment).

Trustees are also Directors of the Company.

Others in attendance at Board meetings at any time may include Regional Project Managers, the Conference Coordinator and the Office Manager.

The members of the Board are elected as follows:

- Officers and general members are elected at the AGM to serve a period of three years.
- Honorary Treasurer is elected at the AGM to serve a period of one year.
- Regional Representatives are elected at Regional Meetings held prior to the AGM to serve a period of three years.
- Co-opted members are appointed to the committee by the committee, to serve a period of one year.

Trustee Induction

New trustees undergo two orientation sessions one with the Chairperson to receive their induction pack and to be briefed on the committee and decision making process. The second session is with the Treasurer and Company Secretary to receive information on their legal obligations under charity and company law as well as internal financial processes. Trustees receive individual support from outgoing post holders. They are encouraged to attend appropriate training events where this will facilitate the understanding of their role.

Objectives and activities

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

The Charity's policy is to consult and discuss with employees, through unions, staff councils and at meetings, matters likely to affect employees' interests.

Information of matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the group's performance.

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the Charity continues and that the appropriate training is arranged. It is the policy of the Charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

Financial Review

Thanks to Kathleen Scoble, Finance Officer, for preparing the 2021/22 accounts for the auditors and for her efficiency in managing the accounts through the year.

The statement of financial activities shows that the total assets less current liabilities of the company at 31st March 2022 stood at £191,403. Total incoming resources over the financial year were £82,442 and the total resources expended were £72,099 showing an overall profit of £10,343 for 2021/22.

Due to the relaxation of Covid restrictions we were able to hold the annual Development Day in Birmingham and the Portage Workshops and other training events were a mixture of virtual and face to face training.

Income: The increase in income compared to 2021/22 is due to the Development Day, an increased number of Portage Workshops, extending the period of Service Registration from 12 to 16 months and a substantial donation.

Expenditure: The increase in expenditure compared to 2021/22 is due to the costs associated with the Development Day and increased training.

Six grants totalling £1,184 were made from Rosie's Fund to services in order to support parents and carers with items not covered by their core funding.

General Expenditure covers: staff salaries, office rent, costs of training and general expenses.

Total Assets: Stand at £191,403, an increase on 2021/22.

Reserves policy

The Trustees follow an established policy. Designated funds have been set up to ensure that each area of work has sufficient funds set aside to ensure the smooth running of each activity. The value of each fund is assessed annually to determine whether it is at an appropriate level and transfers made where necessary. The cost of planned work and the potential liability determines the level of each designated fund. The unrestricted funds (the general reserve and the designated funds, excluding those invested in tangible fixed assets and stock) should be between 3 and 6 months of resources expended. The unrestricted funds stand at £154,779; budgeted expenditure for 2022/23 is £67,600 and therefore the required reserves are between £16,900 and £33,800 for 22/23 as at 31 March 2022.

Investment policy

The present policy of the Trustees is to hold all funds in short-term interest-bearing accounts, having regard to the reserves policy and the liquidity requirements of the NPA. Although the Trustees are disappointed at the low interest rates currently available in these accounts, it has received advice that it would be unwise to start to invest in longer term savings accounts at a time when cash flow requires careful oversight and management.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

Planning for the Future

The NPA is focusing on core activities in their Business Plan:

- To improve outcomes for children with SEND by supporting parents and carers.
- To develop sustainable income streams.
- To develop and maintain Portage training packages.
- To support members' services and settings to provide a high-quality level of service delivery.

The Portage Workshop and one day workshops are being used to form the basis of a commercial programme that will provide the Association with a sustainable revenue stream.

Where possible and appropriate, funding will be requested from grant making trusts, although competition for such funding is fierce in the current economic climate, where charities have been losing central and local government funding. Additionally, the Covid-19 pandemic since March 20 has added further pressure to availability of grant funding.

Membership, Registered Services and Stamp of Approval.

	2020	2021	2022
Individual members	514	518	468
Registered Services	84	89	95
Stamp of Approval	35	30	29

Membership has dropped slightly this year, which is disappointing. However, the NPA is planning to increase support to members with some developments, including extending the use of social media so it is hoped that membership will be more attractive. Membership also gives an opportunity to support the national voice of the NPA and quality assurance of Portage services so that they continue to deliver high quality teaching to future generations of children and families.

Registered Service numbers have increased slightly this year, which is very positive. This meets one of the aims on the Business Plan which is to increase the number of services so that more children and families can benefit from the Portage model.

The number of Stamp of Approval settings has dropped again this year. It is hoped that this will increase now that the pandemic is over as this means that settings can once again focus on developing their practice.

Stamp of Approval

The numbers of Early Years settings that have achieved the Stamp of Approval is slowly increasing with the current number being 45. This is excellent as it means that more children are benefitting from the Portage model.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

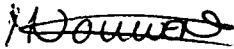
Auditor

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

Disclosure of information to auditor

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

The trustees report was approved by the Board of Trustees.



Mrs M Nouwens (Treasurer)

Dated: 31 August 2022

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

Chair's Report

The National Portage Association (NPA) is a national charity and an umbrella organisation that exists to ensure that high quality support is offered to Early Years children with Special Educational Needs and Disabilities (SEND) and their families. It does this through using a graded criterion to register Services and providing and monitoring high quality training for Portage and Early Years Practitioners. The NPA also runs a Stamp of Approval Scheme for Early Years Settings that indicates they are using the Portage Principles to support all the children in their care, particularly those with SEND.

The NPA has a Board of Trustees that undertakes management of the business of the Association. The Trustees are representatives elected from the membership. The Chair is responsible for the day-to-day management of the Association, in liaison with the Office Manager.

Board members fulfil their role in a voluntary capacity. Some aspects of the work are carried out by a small number of staff employed directly by or contracted by the NPA.

The NPA achieves its aims through: -

- Offering a Code of Practice as a framework for delivering Portage services and reviewing this Code as appropriate.
- Supporting quality of service by providing training with an agreed curriculum as a basic standard for Portage and Early Years Practitioners.
- Developing a training curriculum that responds to the training needs of parents, Portage services and professionals associated with the Portage Model.
- Listening and responding to members' concerns at local, regional and national level.
- Encouraging new developments in the delivery of Portage support. -Working collaboratively with other services dedicated to supporting families and young children.
- Campaigning for all families with a young child with additional support needs to have early access to Portage or other appropriate home visiting services.
- Keeping members informed about Portage via the website, local study days and an annual Development Day.

The Board continues to work on these aims, to ensure that they are met in the most appropriate ways that reflect current practice and thinking.

Business Plan

The NPA sets a three year Business Plan which lays out what its intentions are to meet the aims of the organisation. The 2020-2023 Business Plan, comprises of three Objectives, as set out below. Each Objective has a number of aims within it.

Training

Tracy Harvey, Chair of Training has been reviewing all of the training processes to ensure that they meet the current needs of the NPA. It was found that many of the processes were unclear and therefore were taking up excessive Office and Trustee time. Tracy has also been reviewing the training information on the NPA website and found that some of it was out of date and not easy to access. It was considered that both of these areas of training need a complete evaluation and revision which would take more time than could be reasonably be expected to be given on a voluntary basis. It was therefore decided to employ a Training Officer on part time fixed term contract to carry out the work.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

IT Infrastructure and the Website

The IT infrastructure has not been reviewed for a number of years and many of the systems are outdated so no longer fit for purpose. This has hampered the development of some proposed projects and therefore needs a complete overhaul.

Office Pay Structure

The NPA has been affected by the pandemic, as has the whole country. Events and training had to be cancelled and the office staff had to adapt to working from home. One of the staff had to be furloughed, which created extra pressure on the remaining team members.

Service Registration and Membership.

It was decided to bring the timing of Service and Membership registration in line with each other. Membership Registration has taken place in October and Service Registration in June which has caused some difficulties for the Services which pay for Membership. The new system will also streamline office processes. Both Registrations will now take place in October

Development Day

The Development Day November 2021 took place with a range of interesting seminars, including

Virtual Meetings

Virtual meetings for members, managers and Accredited Trainers continue to be well attended. These meetings give opportunities to share information and experiences and to networks with colleagues.

Thanks

The NPA has a small office team, which is a great support to the Board, members and Services. They continue to maintain a very efficient service and the Board thanks Yvonne Hambidge, Office Manager, Kathleen Scoble, Finance Officer and Lauren Kempson, Office Administrator for their continued support and dedication to the NPA.

However, the Board is sad to say goodbye to Kathleen who is standing down from her role as Finance Officer. Kathleen has contributed so much to the NPA by ensuring that all financial aspects of the Association have been maintained efficiently. Kathleen's enthusiasm and dedication have been greatly appreciated and she will be greatly missed. We wish her well for the future.

The Board is pleased to welcome Yvonne Newman as Finance Officer, who is already proving an asset to the Association. We hope that she enjoys working with the NPA.

Finally, my thanks and appreciation go to the Trustees, staff and members for their commitment and dedication to the NPA.

Janet Rickman, Chairperson

Janet Rickman

NATIONAL PORTAGE ASSOCIATION

STATEMENT OF TRUSTEES RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2022

The Trustees, who are also the directors of National Portage 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 Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

NATIONAL PORTAGE ASSOCIATION

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF NATIONAL PORTAGE ASSOCIATION

Opinion

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

In our opinion, the financial statements:

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

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

NATIONAL PORTAGE ASSOCIATION

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF NATIONAL PORTAGE ASSOCIATION

Matters on which we are required to report by exception

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

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

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

Responsibilities of Trustees

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

Auditor's responsibilities for the audit of the financial statements

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

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

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

NATIONAL PORTAGE ASSOCIATION

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF NATIONAL PORTAGE ASSOCIATION

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

Chris Bourne (Senior Statutory Auditor)
for and on behalf of Griffiths Marshall

31 August 2022

Chartered Accountants
Statutory Auditor

Beaumont House
172 Southgate Street
Gloucester
GL1 2EZ

NATIONAL PORTAGE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total Unrestricted funds 2022 £	Restricted funds 2021 £	Total 2021 £
Income from:						
Donations and legacies	3	21,456	-	21,456	19,975	20,475
Charitable activities - Income	6	60,019	-	60,019	28,325	28,325
Other trading activities	4	900	-	900	2,132	2,132
Investments	5	67	-	67	112	112
Total income		82,442	-	82,442	50,544	51,044
Expenditure on:						
Charitable activities - Expenditure	7	70,916	1,184	72,100	52,351	53,438
Net income/(expenditure) for the year/ Net movement in funds		11,526	(1,184)	10,342	(1,807)	(2,394)
Fund balances at 1 April 2021		163,560	17,500	181,060	165,367	183,454
Fund balances at 31 March 2022		175,086	16,316	191,402	163,560	181,060

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 PORTAGE ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	11		206		275
Current assets					
Stocks	12	362		1,047	
Debtors	13	3,362		10,058	
Cash at bank and in hand		212,774		194,801	
		<u>216,498</u>		<u>205,906</u>	
Creditors: amounts falling due within one year	14	<u>(25,300)</u>		<u>(25,121)</u>	
Net current assets			191,197		180,785
Total assets less current liabilities			<u>191,402</u>		<u>181,060</u>
Income funds					
Restricted funds	16		16,316		17,500
<u>Unrestricted funds</u>					
Designated funds	17	20,307		21,161	
General unrestricted funds		<u>154,779</u>		<u>142,399</u>	
			175,086		163,560
			<u>191,402</u>		<u>181,060</u>

The financial statements were approved by the Trustees on 31 August 2022

Jane Rickman

Mrs J Rickman
Trustee

Company registration number 04165317

NATIONAL PORTAGE ASSOCIATION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	18		17,906		(8,053)
Investing activities					
Investment income received		67		112	
Net cash generated from investing activities			67		112
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			17,973		(7,941)
Cash and cash equivalents at beginning of year			194,801		202,742
Cash and cash equivalents at end of year			<u>212,774</u>		<u>194,801</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

National Portage Association is a private company limited by guarantee incorporated in England and Wales. The registered office is Kings Court, 17 School Road, Hall Green, Birmingham, B28 8JG.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The Charity is a Public Benefit Entity as defined by FRS 102.

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

The financial statements have been prepared under the historical cost convention, [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 Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

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

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

1.4 Income

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

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

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.5 Expenditure

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

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

Expenditure is recorded on the accruals basis and liabilities are included when the legal obligation has been created.

Expenditure in charitable activities represents the costs incurred in carrying out the charitable objectives of the project.

Governance costs represent the cost of general administration functions of the charity

Basis of apportionment of expenditure:

- Staff costs are allocated on a basis of time spent on each category of activity.
- Premises costs are allocated by floor area used for the activity.
- Depreciation provision is allocated on the basis of use of the assets.
- All other overheads are allocated to projects as a percentage of direct expenditure.

As a registered charity, the activities are generally except from Income Tax and Capital Gains Tax in connection with its direct charitable purpose, but not from VAT.

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% reducing balance
--------------------------------	----------------------

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

1.7 Impairment of fixed assets

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.8 Stocks

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

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 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2022	Total 2021
	£	£	£	£
Donations and gifts				
General	5,048	-	5,048	1,680
Gift Aid	978	-	978	963
Members Subscriptions	15,430	-	15,430	17,832
	<u>21,456</u>	<u>-</u>	<u>21,456</u>	<u>20,475</u>
For the year ended 31 March 2021	<u>19,975</u>	<u>500</u>		<u>20,475</u>

4 Other trading activities

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Other income	<u>900</u>	<u>2,132</u>

5 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Interest receivable	<u>67</u>	<u>112</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

6 Charitable activities - Income

	Conferences & Training	Registration of Portage Services	Sales of Training & Information Publications	Total 2022	Conferences & Training	Registration of Portage Services	Sales of Training & Information Publications	Total 2021
	2022	2022	2022		2021	2021	2021	
	£	£	£	£	£	£	£	£
Sales of Goods & Services	44,761	13,530	1,728	60,019	17,233	10,780	312	28,325
Analysis by fund								
Unrestricted funds	44,761	13,530	1,728	60,019	17,233	10,780	312	28,325
Restricted funds	-	-	-	-	-	-	-	-
	44,761	13,530	1,728	60,019	17,233	10,780	312	28,325
For the year ended 31 March 2021								
Unrestricted funds	17,233	10,780	312					28,325
Restricted funds	-	-	-					-
	17,233	10,780	312					28,325

NATIONAL PORTAGE ASSOCIATION

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

8

7 Charitable activities - Expenditure

	Conference & Training	Registration of Portage Services	Training & Information publications	Voluntary Income & Activities for generating funds	Total 2022	Total 2021
	2022	2022	2022	2022		
	£	£	£	£	£	£
Training Fees	13,067	-	-	-	13,067	9,162
Cost of Goods Sold/ Written Off	-	-	806	-	806	-
Travel	4,474	-	-	-	4,474	-
Miscellaneous	1,319	-	168	204	1,691	408
	<u>18,860</u>	<u>-</u>	<u>974</u>	<u>204</u>	<u>20,038</u>	<u>9,570</u>
Grant funding of activities (see note)	-	-	-	1,184	1,184	1,087
Share of support costs (see note 8)	17,328	9,241	3,466	8,471	38,506	35,300
Share of governance costs (see note 8)	6,433	990	1,485	3,464	12,372	7,481
	<u>42,621</u>	<u>10,231</u>	<u>5,925</u>	<u>13,323</u>	<u>72,100</u>	<u>53,438</u>
Analysis by fund						
Unrestricted funds	42,621	10,231	5,925	12,139	70,916	52,351
Restricted funds	-	-	-	1,184	1,184	1,087
	<u>42,621</u>	<u>10,231</u>	<u>5,925</u>	<u>13,323</u>	<u>72,100</u>	<u>53,438</u>
For the year ended 31 March 2021						
Unrestricted funds	29,346	9,070	4,075	9,860		52,351
Restricted funds	-	-	-	1,087		1,087
	<u>29,346</u>	<u>9,070</u>	<u>4,075</u>	<u>10,947</u>		<u>53,438</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

8 Support costs

	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Depreciation	59	10	69	78	14	92
Premises Expenses	8,189	-	8,189	7,597	-	7,597
General Office	30,212	-	30,212	27,563	-	27,563
Bank Charges	46	-	46	62	-	62
Audit fees	-	4,328	4,328	-	2,943	2,943
Travel	-	2,096	2,096	-	-	-
General Office	-	5,332	5,332	-	4,513	4,513
Misc	-	598	598	-	-	-
Bank Charges	-	8	8	-	11	11
	<u>38,506</u>	<u>12,372</u>	<u>50,878</u>	<u>35,300</u>	<u>7,481</u>	<u>42,781</u>
Analysed between						
Charitable activities	<u>38,506</u>	<u>12,372</u>	<u>50,878</u>	<u>35,300</u>	<u>7,481</u>	<u>42,781</u>

Governance costs includes payments to the auditors of £4,328 (2021- £2,943) for audit fees.

9 Trustees

In accordance with the Charity's Memorandum of Association, agreed with the Charity Commission, up to five Trustees may receive reasonable payment for work in respect of the Charity's Training for Trainers course and PW Validation. In the financial year one Trustee received £1,150 (Two - £2,400 - 2021)

Out of Pocket Expenses were reimbursed to trustees during the year as follows:

Travel to Board Meetings	£703	(2021- £nil)
Travel to Other Meetings	£410	(2021- £nil)
Other	£319	(2021- £nil)

10 Employees

There were 3 employees during the year.

	<u>3</u>	<u>3</u>
Wages and salaries	<u>29,789</u>	<u>28,695</u>

During the year no members of staff were paid in excess of £60,000

NATIONAL PORTAGE ASSOCIATION

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

11 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2021	6,483
At 31 March 2022	<u>6,483</u>
Depreciation and impairment	
At 1 April 2021	6,208
Depreciation charged in the year	69
At 31 March 2022	<u>6,277</u>
Carrying amount	
At 31 March 2022	<u>206</u>
At 31 March 2021	<u>275</u>

12 Stocks

	2022 £	2021 £
Finished goods and goods for resale	<u>362</u>	<u>1,047</u>

13 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	3,362	9,883
Other debtors	-	175
	<u>3,362</u>	<u>10,058</u>

NATIONAL PORTAGE ASSOCIATION

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

14 Creditors: amounts falling due within one year

		2022	2021
		£	£
Other taxation and social security		4,200	595
Trade creditors		222	114
Deferred income	note 15	16,962	17,662
Accruals		3,916	6,750
		<u>25,300</u>	<u>25,121</u>

15 Deferred income

Deferred income is included in the financial statements as follows:

	2021	2020
	£	£
Accredited trainer fees 2021-22	720	630
Postponement Trainers Forum	747	1,722
Postponed Portage Workshops	8,795	5,490
Open Awards	-	3,120
Other deferred income	6,700	6,700
	<u>16,962</u>	<u>17,662</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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 April 2020	Incoming resources	Resources expended	Balance at 1 April 2021	Resources expended	Balance at 31 March 2022
	£	£	£	£	£	£
Conference	4,388	-	-	4,388	-	4,388
Rosie's Fund	12,142	500	(1,087)	11,555	(1,184)	10,371
Kushlick Legacy	414	-	-	414	-	414
Service Donations	1,143	-	-	1,143	-	1,143
	<u>18,087</u>	<u>500</u>	<u>(1,087)</u>	<u>17,500</u>	<u>(1,184)</u>	<u>16,316</u>

17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2020	Transfers	Balance at 1 April 2021	Transfers	Balance at 31 March 2022
	£	£	£	£	£
Stock book	1,047	-	1,047	(785)	262
Fixed assets	367	(92)	275	(69)	206
Training development reserve	19,839	-	19,839	-	19,839
	<u>21,253</u>	<u>(92)</u>	<u>21,161</u>	<u>(854)</u>	<u>20,307</u>

18 Cash generated from operations

	2022	2021
	£	£
Surplus/(deficit) for the year	10,342	(2,394)
Adjustments for:		
Investment income recognised in statement of financial activities	(67)	(112)
Depreciation and impairment of tangible fixed assets	70	92
Movements in working capital:		
Decrease in stocks	685	-
Decrease/(increase) in debtors	6,696	(4,937)
Increase/(decrease) in creditors	180	(702)
Cash generated from/(absorbed by) operations	<u>17,906</u>	<u>(8,053)</u>

NATIONAL PORTAGE ASSOCIATION

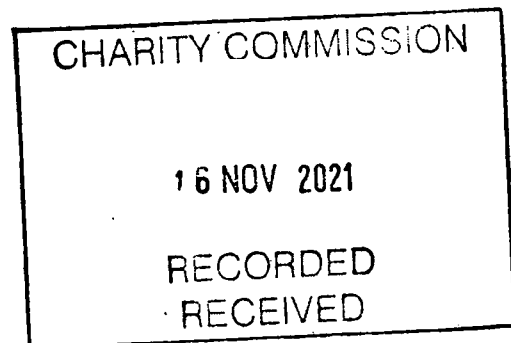
England & Wales - Charity number 1087865

Accounts

Charity Registration No. 1087865

Company Registration No. 04165317 (England and Wales)

NATIONAL PORTAGE ASSOCIATION
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021



NATIONAL PORTAGE ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs J Rickman Mrs S Ensor Ms S Shaikh Mrs J Mckinley Mrs T Harvey Mr T Milson Miss M Nouwens
Secretary	Mrs T Harvey
Charity number	1087865
Company number	04165317
Principal address	Kings Court 17 School Road Hall Green Birmingham B28 8JG
Registered office	Kings Court 17 School Road Hall Green Birmingham B28 8JG
Auditor	Griffiths Marshall Beaumont House 172 Southgate Street Gloucester GL1 2EZ

NATIONAL PORTAGE ASSOCIATION

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NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their report and financial statements for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's articles of association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)"

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on the 21 February 2001 and registered as a charity on the 6 August 2001. It was established under a Memorandum of Association, which established the objects of the charitable company and is governed under its Articles of Association. Under those articles:

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantors at 31st March 2020 was 514.

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

Mrs J Rickman	
Mrs C Silver	(Resigned 18 March 2021)
Mrs S Ensor	
Ms S Shaikh	
Ms V Boys	(Resigned 18 March 2021)
Mrs J Evans	(Resigned 23 April 2021)
Mrs J Mckinley	
Ms K Jordan	(Resigned 23 April 2021)
Mrs T Harvey	
Mr T Milson	
Miss M Nouwens	

Organisational Structure

The NPA has a Board of Trustees that undertakes to manage the business of the Association. The Trustees are representatives elected from the membership of the National Portage Association. The Chair is responsible for the day to day management of the Association, in liaison with the Office Manager

The Membership of the Association is divided into Regions. Each Region elects one of its members to serve as its Regional Representative on the Board of Trustees.

At both Board and Regional level, elected officers are drawn from members who may be parents/carers and practitioners directly involved in Portage Services.

Board members fulfil their role in a voluntary capacity. Some aspects of the work are carried out by a small number of staff employed directly by or contracted by the NPA.

The Board is composed of up to 17 Trustees. These positions are currently under review to ensure that they meet the needs of the Association.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

The elected Board of Trustees comprises:

- Honorary Officers (Chairperson, Vice-Chairperson and Treasurer)
- Three Parent Representatives
- Seven Regional Representatives
- Two representatives of sub-committees appointed by the Board (Training and Monitoring; and Project Steering Group)
- Co-opted Trustees (up to three members of the Association may be co-opted as Trustees as required, who may serve until the next AGM following their appointment).

Trustees are also Directors of the Company.

Others in attendance at Board meetings at any time may include Regional Project Managers, the Conference Coordinator and the Office Manager.

The members of the Board are elected as follows:

- Officers and general members are elected at the AGM to serve a period of three years.
- Honorary Treasurer is elected at the AGM to serve a period of one year.
- Regional Representatives are elected at Regional Meetings held prior to the AGM to serve a period of three years.
- Co-opted members are appointed to the committee by the committee, to serve a period of one year.

Trustee Induction

New trustees undergo two orientation sessions one with the Chairperson to receive their induction pack and to be briefed on the committee and decision making process. The second session is with the Treasurer and Company Secretary to receive information on their legal obligations under charity and company law as well as internal financial processes. Trustees receive individual support from outgoing post holders. They are encouraged to attend appropriate training events where this will facilitate the understanding of their role.

Objectives and activities

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

The Charity's policy is to consult and discuss with employees, through unions, staff councils and at meetings, matters likely to affect employees' interests.

Information of matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the group's performance.

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the Charity continues and that the appropriate training is arranged. It is the policy of the Charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

Financial Review

Thanks to Kathleen Scoble, Finance Officer, for preparing the 2020/21 accounts for the auditors and for her efficiency in managing the accounts through the year.

The statement of financial activities shows that the total assets less current liabilities of the company at 31st March 2021 stood at £181,060. Total incoming resources over the financial year were £51,043 and the total resources expended were £53,437 showing an overall loss of £2,394 for 2020/21. The Covid-19 pandemic and national lockdown through most of 2020/21 meant the Development Day and face to face workshops and training could not be held, although some training income was made from online workshops.

Income: Compared with figures from 2019/20, the decrease in income is explained by limited training opportunities due to the lockdown.

Income has come mainly from core funding: service registrations, membership fees and training. The NPA received some funding from the Government furlough scheme during the pandemic.

Expenditure: Compared with figures from 2019/20, this year's accounts show a decrease in expenditure, as there were no face-to-face training or meetings which saved on room hire, subsistence and travel costs.

Expenditure covers: staff salaries, office rent, costs of training and general expenses.

Total Assets: Stand at £181,060, a decrease on 2019/20.

The loss for the year is readily covered by existing reserves

Reserves policy

The Trustees follow an established policy. Designated funds have been set up to ensure that each area of work has sufficient funds set aside to ensure the smooth running of each activity. The value of each fund is assessed annually to determine whether it is at an appropriate level and transfers made where necessary. The cost of planned work and the potential liability determines the level of each designated fund. The unrestricted funds (the general reserve and the designated funds, excluding those invested in tangible fixed assets and stock) should be between 3 and 6 months of resources expended. The unrestricted funds stand at £142,086; budgeted expenditure for 2021/22 is £58,360 and therefore the required reserves are between £14,590 and £29,180 for 21/22 as at 31 March 2021.

Investment policy

The present policy of the Trustees is to hold all funds in short-term interest-bearing accounts, having regard to the reserves policy and the liquidity requirements of the NPA. Although the Trustees are disappointed at the low interest rates currently available in these accounts, it has received advice that it would be unwise to start to invest in longer term savings accounts at a time when cash flow requires careful oversight and management.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

Planning for the Future

The NPA is focusing on core activities in their Business Plan:

- To improve outcomes for children with SEND by supporting parents and carers.
- To develop sustainable income streams.
- To develop and maintain Portage training packages.
- To support members' services and settings to provide a high-quality level of service delivery.

The Portage Workshop and one day workshops are being used to form the basis of a commercial programme that will provide the Association with a sustainable revenue stream.

Funding will be requested from grant making trusts, although competition for such funding is fierce in the current economic climate, where charities have been losing central and local government funding. Additionally, the Covid-19 pandemic since March 2020 has added further pressure to availability of grant funding.

Membership, Registered Services and Stamp of Approval.

	2019	2020	2021
Individual members	541	514	518
Registered Services	91	84	89
Stamp of Approval	46	35	30

Although the number of members has remained static for the last two years, there is a need to increase membership, which gives professional support to Portage and Early Years colleagues by offering training opportunities, access to materials on the website and affiliation to a national body and also gives them an opportunity to support the national voice of the NPA and quality assurance of Portage services so that they continue to deliver high quality teaching to future generations of children and families.

Registered Service numbers fluctuate slightly. One of the aims on the Business Plan is to increase the number of services so that more children and families can benefit from the Portage model.

Stamp of Approval

The numbers of Early Years settings that have achieved the Stamp of Approval is slowly increasing with the current number being 45. This is excellent as it means that more children are benefitting from the Portage model.

Auditor

The auditor, Griffiths Marshall, is deemed to be reappointed under section 487(2) of the Companies Act 2006.

Disclosure of information to auditor

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

The trustees report was approved by the Board of Trustees.



Mrs M Nouwens (Treasurer)

Dated: 24 September 2021

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

Chair's Report

The National Portage Association (NPA) is a national charity and an umbrella organisation that exists to ensure that high quality support is offered to Early Years children with Special Educational Needs and Disabilities (SEND) and their families. It does this through using a graded criterion to register Services and providing and monitoring high quality training for Portage and Early Years Practitioners. The NPA also runs a Stamp of Approval Scheme for Early Years Settings that indicates they are using the Portage Principles to support all the children in their care, particularly those with SEND.

The NPA has a Board of Trustees that undertakes management of the business of the Association. The Trustees are representatives elected from the membership. The Chair is responsible for the day-to-day management of the Association, in liaison with the Office Manager.

Board members fulfil their role in a voluntary capacity. Some aspects of the work are carried out by a small number of staff employed directly by or contracted by the NPA.

The NPA achieves its aims through: -

- Offering a Code of Practice as a framework for delivering Portage services and reviewing this Code as appropriate.
- Supporting quality of service by providing training with an agreed curriculum as a basic standard for Portage and Early Years Practitioners
- Developing a training curriculum that responds to the training needs of parents, Portage services and professionals associated with the Portage Model.
- Listening and responding to members' concerns at local, regional and national level.
- Encouraging new developments in the delivery of Portage support. -Working collaboratively with other services dedicated to supporting families and young children.
- Campaigning for all families with a young child with additional support needs to have early access to Portage or other appropriate home visiting services.
- Keeping members informed about Portage via the website, local study days and an annual Development Day.

The Board continues to work on these aims, to ensure that they are met in the most appropriate ways that reflect current practice and thinking.

At the last AGM two special resolutions were proposed:

First Proposal

To delete Article 15.1 to 15.11 in respect of Regions.

The Trustees consider that there is no longer the need to divide members into Regions and therefore the role of the Regional Trustee is no longer necessary. Co-ordinating local training, networking days, cluster group meetings and providing support to individual members, which is invaluable, can now be organised centrally. This thinking is prompted by the development of electronic communication and the ability to hold some events virtually

Second Proposal

To replace Article 17.2, which is copied below, with roles that meet the current needs of the NPA.

Current

17.2 The elected member of the Board shall comprise the Honorary Officers, the Membership Co-ordinator, 3 Parent Representatives, the Regional Representatives and 4 members drawn from the committees appointed by the Board under article 26.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

Proposed replacement

17.2 The elected members of the Board shall comprise of the roles set out below.

Chairperson
Vice Chairperson
Treasurer
Company Secretary
Chair of Training
Vice Chair of Training
Media Trustee
Services and Members Trustee

Both of these proposals were carried unanimously.

The Trustees were pleased to co-opt Juliet Davis to the Board, who has taken the role of Quality, Assurance and Development Trustee.

Business Plan

The NPA sets a three year Business Plan which lays out what its intentions are to meet the aims of the organisation. The 2020-2023 Business Plan, comprises of three Objectives, as set out below. Each Objective has a number of aims within it.

- To develop sustainable income streams
- To improve outcomes for children with SEND by supporting parents and carers.
- To support members, services and settings to provide a high quality level of service delivery.

Some of the aims of these objectives have already been implemented and many others are in progress.

The first Objective is of extreme importance as the NPA is now a self-financing organisation as it is no longer in receipt of grants from the Department for Education or any other bodies. Members are encouraged to contribute ways that income can be generated.

Training

Tracy Harvey was elected as Chair of Training at the last AGM. Tracy has been reviewing all of the training processes to ensure that they meet the current needs of the NPA.

Tracy has also been reviewing the Workshop materials. The Behaviour Module has been amended, which will be circulated during the autumn term. Review of the whole Workshop is also taking place to ensure that it reflects the reforms of the Early Years Foundation Stage.

To meet demand during the pandemic, the NPA has run a number of virtual Portage Workshops. Although these were successful it is considered that face to face training is more appropriate for the format of the Workshop and so the virtual Workshops have been discontinued.

A number of Accredited Trainers have also run virtual Workshops within their own services during the pandemic.

One of the aims of the Business Plan is to develop a marketing strategy targeting Early Years organisations where staff could benefit from NPA training. The rationale for this aim is twofold, one to improve outcomes for children with SEND and the other to create an income stream. To this end, a database of Accredited Trainers (ATs) who are willing to train on behalf of the NPA was created. Unfortunately, there has been a poor response from ATs to take up these requests to deliver training. ATs are encouraged to consider accepting these opportunities to support Early Years colleagues and to create income for the NPA.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

NPA Development Day

The Development Day planned for 2020 had to be cancelled due to the pandemic. Another event is planned for November 2021 with a range of interesting topics and guest speakers.

Covid19

The NPA has been affected by the pandemic, as has the whole country. Events and training had to be cancelled and the office staff had to adapt to working from home. One of the staff had to be furloughed, which created extra pressure on the remaining team members.

Virtual Meetings

Following the success of the virtual meetings for managers, meetings for members and Accredited Trainers were introduced. These, too, have been well attended, giving opportunities to share experiences and to network with colleagues.

Thanks

The NPA has a small office team, which is a great support to the Board, members and services. It has been a particularly challenging year for them as they have had to adapt to working from home, without the proper technology to support them. However, they have maintained a very efficient service and the Board thanks Yvonne, Office Manager, Kathleen, Finance Officer and Ellie, Office Administrator for their continued support and dedication to the NPA, particularly through an extremely challenging year.

The Board welcomes the new Office Administrator, Lauren Kempson, who is already proving to be an asset to the Association

The Board is sad to say goodbye to two Trustees, Jill Palmer and Kate Jordan, who have had to stand down for personal reasons. They have both contributed so much, sharing their experience, skills and knowledge to improve the running of the NPA. Their enthusiasm and dedication have been much appreciated and they will be greatly missed. We wish them both well for the future.

Finally, my thanks and appreciation go to the Trustees, staff and members for their commitment and dedication to the NPA.

Janet Rickman

Janet Rickman, Chairperson

NATIONAL PORTAGE ASSOCIATION

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF NATIONAL PORTAGE ASSOCIATION

Opinion

We have audited the financial statements of National Portage Association (the 'Charity') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

NATIONAL PORTAGE ASSOCIATION

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF NATIONAL PORTAGE ASSOCIATION

Matters on which we are required to report by exception

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

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

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

Responsibilities of Trustees

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

Auditor's responsibilities for the audit of the financial statements

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

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

NATIONAL PORTAGE ASSOCIATION

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF NATIONAL PORTAGE ASSOCIATION

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

Chris Bourne (Senior Statutory Auditor)
for and on behalf of Griffiths Marshall

24 September 2021

Chartered Accountants
Statutory Auditor

Beaumont House
172 Southgate Street
Gloucester
GL1 2EZ

NATIONAL PORTAGE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Income from:							
Donations and legacies	3	19,975	500	20,475	20,277	5,425	25,702
Charitable activities - Income	6	28,325	-	28,325	38,041	2,000	40,041
Other trading activities	4	2,132	-	2,132	1,345	-	1,345
Investments	5	112	-	112	461	-	461
Total income		50,544	500	51,044	60,124	7,425	67,549
Expenditure on:							
Charitable activities - Expenditure	7	52,351	1,087	53,438	63,788	6,937	70,725
Gross transfers between funds		-	-	-	488	(488)	-
Net expenditure for the year/ Net movement in funds		(1,807)	(587)	(2,394)	(3,176)	-	(3,176)
Fund balances at 1 April 2020		165,367	18,087	183,454	168,543	18,087	186,630
Fund balances at 31 March 2021		163,560	17,500	181,060	165,367	18,087	183,454

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 PORTAGE ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	11		275		367
Current assets					
Stocks	12	1,047		1,047	
Debtors	13	10,058		5,121	
Cash at bank and in hand		194,801		202,742	
		<u>205,906</u>		<u>208,910</u>	
Creditors: amounts falling due within one year	14	<u>(25,121)</u>		<u>(25,823)</u>	
Net current assets			180,785		183,087
Total assets less current liabilities			<u>181,060</u>		<u>183,454</u>
Income funds					
Restricted funds	16		17,500		18,087
<u>Unrestricted funds</u>					
Designated funds	17	21,253		21,253	
General unrestricted funds		<u>142,307</u>		<u>144,114</u>	
			163,560		165,367
			<u>181,060</u>		<u>183,454</u>

The financial statements were approved by the Trustees on 24 September 2021

Jane Rickman

Mrs J Rickman
Trustee

Company Registration No. 04165317

NATIONAL PORTAGE ASSOCIATION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	18		(8,053)		12,885
Investing activities					
Investment income received		112		461	
Net cash generated from investing activities			112		461
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(7,941)		13,346
Cash and cash equivalents at beginning of year			202,742		189,396
Cash and cash equivalents at end of year			194,801		202,742

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

National Portage Association is a private company limited by guarantee incorporated in England and Wales. The registered office is Kings Court, 17 School Road, Hall Green, Birmingham, B28 8JG.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The Charity is a Public Benefit Entity as defined by FRS 102.

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

The financial statements have been prepared under the historical cost convention, 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 Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

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

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

1.4 Income

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

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

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recorded on the accruals basis and liabilities are included when the legal obligation has been created.

Expenditure in charitable activities represents the costs incurred in carrying out the charitable objectives of the project.

Governance costs represent the cost of general administration functions of the charity

Basis of apportionment of expenditure:

- Staff costs are allocated on a basis of time spent on each category of activity.
- Premises costs are allocated by floor area used for the activity.
- Depreciation provision is allocated on the basis of use of the assets.
- All other overheads are allocated to projects as a percentage of direct expenditure.

As a registered charity, the activities are generally except from Income Tax and Capital Gains Tax in connection with its direct charitable purpose, but not from VAT.

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% reducing balance
--------------------------------	----------------------

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.

1.7 Impairment of fixed assets

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

1.8 Stocks

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

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.

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.10 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.11 Leases

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

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Donations and gifts				
General	1,180	500	1,680	935
Registered Services	-	-	-	5,425
Gift Aid	963	-	963	1,054
Members Subscriptions	17,832	-	17,832	18,288
	<u>19,975</u>	<u>500</u>	<u>20,475</u>	<u>25,702</u>
For the year ended 31 March 2020	<u>20,277</u>	<u>5,425</u>		<u>25,702</u>

4 Other trading activities

	Unrestricted funds	Unrestricted funds
	2021 £	2020 £
Other income	<u>2,132</u>	<u>1,345</u>

5 Investments

	Unrestricted funds	Unrestricted funds
	2021 £	2020 £
Interest receivable	<u>112</u>	<u>461</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

6 Charitable activities - Income

	Conferences & Training	Registration of Portage Services	Sales of Bailey Thomas Training & Information Publications	Bailey Thomas Grant	Total 2021	Total 2020
	£	£	£	£	£	£
Donations, Grant & Subscriptions	-	-	-	-	-	2,000
Sales of Goods & Services	17,233	10,780	312	-	28,325	38,041
	<u>17,233</u>	<u>10,780</u>	<u>312</u>	<u>-</u>	<u>28,325</u>	<u>40,041</u>
Analysis by fund						
Unrestricted funds	<u>17,233</u>	<u>10,780</u>	<u>312</u>	<u>-</u>	<u>28,325</u>	
For the year ended 31 March 2020						
Unrestricted funds	24,894	10,737	2,410	-		38,041
Restricted funds	-	-	-	2,000		2,000
	<u>24,894</u>	<u>10,737</u>	<u>2,410</u>	<u>2,000</u>		<u>40,041</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7 Charitable activities - Expenditure

	Conferences & Training	Registration of Portage Services	Training & Information publications	Voluntary Income & Activities for generating funds	Bailey Thomas Grant	Total 2021	Total 2020
	£	£	£	£	£	£	£
Training Fees	9,162	-	-	-	-	9,162	4,655
Cost of Goods Sold/Written Off	-	-	-	-	-	-	100
Hotel/Room Hire	-	-	-	-	-	-	10,305
Travel	-	-	-	-	-	-	806
Printing and Reproduction	-	-	-	-	-	-	135
Miscellaneous	408	-	-	-	-	408	921
	<u>9,570</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,570</u>	<u>16,922</u>
Grant funding of activities	-	-	-	1,087	-	1,087	4,937
Share of support costs (see note 8)	15,885	8,472	3,177	7,766	-	35,300	38,470
Share of governance costs (see note 8)	3,891	598	898	2,094	-	7,481	10,396
	<u>29,346</u>	<u>9,070</u>	<u>4,075</u>	<u>10,947</u>	<u>-</u>	<u>53,438</u>	<u>70,725</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7 Charitable activities - Expenditure

(Continued)

Analysis by fund

Unrestricted funds	29,346	9,070	4,075	9,860	-	52,351
Restricted funds	-	-	-	1,087	-	1,087
	<u>29,346</u>	<u>9,070</u>	<u>4,075</u>	<u>10,947</u>	<u>-</u>	<u>53,438</u>
	<u><u>29,346</u></u>	<u><u>9,070</u></u>	<u><u>4,075</u></u>	<u><u>10,947</u></u>	<u><u>-</u></u>	<u><u>53,438</u></u>
For the year ended 31 March 2020						
Unrestricted funds	37,489	9,839	4,669	11,791	-	63,788
Restricted funds	-	-	-	4,937	2,000	6,937
	<u>37,489</u>	<u>9,839</u>	<u>4,669</u>	<u>16,728</u>	<u>2,000</u>	<u>70,725</u>
	<u><u>37,489</u></u>	<u><u>9,839</u></u>	<u><u>4,669</u></u>	<u><u>16,728</u></u>	<u><u>2,000</u></u>	<u><u>70,725</u></u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

8 Support costs

	Support costs	Governance costs	2021	2020
	£	£	£	£
Depreciation	78	14	92	122
Premises Expenses	7,597	-	7,597	8,343
General Office	27,563	-	27,563	35,228
Bank Charges	62	-	62	66
Travel	-	-	-	1,643
Misc	-	-	-	542
Audit fees	-	2,943	2,943	2,921
General Office	-	4,513	4,513	-
Bank Charges	-	11	11	-
	<u>35,300</u>	<u>7,481</u>	<u>42,781</u>	<u>48,866</u>
Analysed between				
Charitable activities	<u>35,300</u>	<u>7,481</u>	<u>42,781</u>	<u>48,866</u>

9 Trustees

In accordance with the Association's Memorandum of Association, agreed with the Charity Commission, up to five trustees may receive reasonable payment for work in respect of the Association's Training for Trainers course and PW Validation. In the financial year one trustee, Mrs Jill Evans received £1,050 (in 2020 two trustees received a total of £2,400)

Out of Pocket Expenses were reimbursed to trustees during the year as follows:

Travel to Board Meetings	£nil	(2020 - £1,260)
Travel to Other Meetings	£nil	(2020 - £1,198)
Other	£nil	(2020 - £57)

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2021	2020
	Number	Number
	<u>3</u>	<u>3</u>
Wages and salaries	28,695	30,633
During the year no members of staff were paid in excess of £60,000		

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

11 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2020	6,483
At 31 March 2021	<u>6,483</u>
Depreciation and impairment	
At 1 April 2020	6,116
Depreciation charged in the year	92
At 31 March 2021	<u>6,208</u>
Carrying amount	
At 31 March 2021	<u>275</u>
At 31 March 2020	<u><u>367</u></u>

12 Stocks

	2021 £	2020 £
Finished goods and goods for resale	1,047	1,047
	<u>1,047</u>	<u>1,047</u>

13 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	9,883	5,121
Other debtors	175	-
	<u>10,058</u>	<u>5,121</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

14 Creditors: amounts falling due within one year

		2021	2020
		£	£
Other taxation and social security		595	1,935
Trade creditors		114	135
Deferred income	note 15	17,662	16,716
Accruals		6,750	7,037
		<u>25,121</u>	<u>25,823</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

15 Deferred income

Deferred income is included in the financial statements as follows:

	2021 £	2020 £
Accredited trainer fees 2021-22	630	-
Postponement Trainers Forum	1,722	2,353
Postponed Portage Workshops	5,490	7,548
Open Awards	3,120	-
Other deferred income	6,700	6,815
	<u>17,662</u>	<u>16,716</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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				Movement in funds			
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
Conference	4,389	-	-	-	4,388	-	-	4,388
Rosie's Fund	12,142	-	-	-	12,142	500	(1,087)	11,555
Kushlick Legacy	414	-	-	-	414	-	-	414
Service Donations	1,142	5,425	(4,937)	(488)	1,143	-	-	1,143
Bailey Thomas	-	2,000	(2,000)	-	-	-	-	-
	<u>18,087</u>	<u>7,425</u>	<u>(6,937)</u>	<u>(488)</u>	<u>18,087</u>	<u>500</u>	<u>(1,087)</u>	<u>17,500</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019 £	Resources expended £	Balance at 1 April 2020 £	Movement in funds	
				Incoming resources £	Balance at 31 March 2021 £
Stock book	1,147	(100)	1,047	-	1,047
Fixed assets	490	(123)	367	-	367
Training development reserve	19,839	-	19,839	-	19,839
	<u>21,476</u>	<u>(223)</u>	<u>21,253</u>	<u>-</u>	<u>21,253</u>

18 Cash generated from operations

	2021 £	2020 £
Deficit for the year	(2,394)	(3,176)
Adjustments for:		
Investment income recognised in statement of financial activities	(112)	(461)
Depreciation and impairment of tangible fixed assets	92	124
Movements in working capital:		
(Increase)/decrease in stocks	-	100
(Increase)/decrease in debtors	(4,937)	4,570
(Decrease)/increase in creditors	(702)	11,728
Cash (absorbed by)/generated from operations	<u>(8,053)</u>	<u>12,885</u>

NATIONAL PORTAGE ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	11		275		367
Current assets					
Stocks	12	1,047		1,047	
Debtors	13	10,058		5,121	
Cash at bank and in hand		194,801		202,742	
		<u>205,906</u>		<u>208,910</u>	
Creditors: amounts falling due within one year	14	<u>(25,121)</u>		<u>(25,823)</u>	
Net current assets			<u>180,785</u>		<u>183,087</u>
Total assets less current liabilities			<u>181,060</u>		<u>183,454</u>
Income funds					
Restricted funds	16		17,500		18,087
<u>Unrestricted funds</u>					
Designated funds	17	21,253		21,253	
General unrestricted funds		<u>142,307</u>		<u>144,114</u>	
			<u>163,560</u>		<u>165,367</u>
			<u>181,060</u>		<u>183,454</u>

The financial statements were approved by the Trustees on 24 September 2021

Mrs J Rickman
Trustee

Company Registration No. 04165317