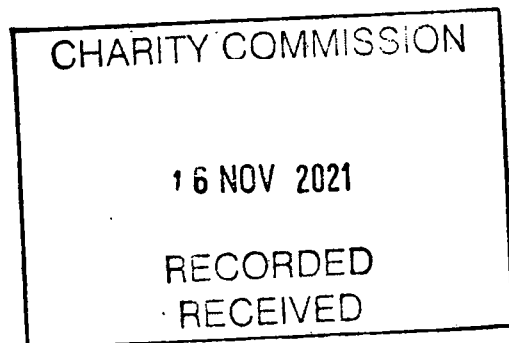


Charity Registration No. 1087865

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	
		205,906		208,910	
Creditors: amounts falling due within one year	14	(25,121)		(25,823)	
Net current assets			180,785		183,087
Total assets less current liabilities			181,060		183,454
Income funds					
Restricted funds	16		17,500		18,087
<u>Unrestricted funds</u>					
Designated funds	17	21,253		21,253	
General unrestricted funds		142,307		144,114	
			163,560		165,367
			181,060		183,454

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	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>
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>

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 Number	2020 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	6,483
Depreciation and impairment	
At 1 April 2020	6,116
Depreciation charged in the year	92
At 31 March 2021	6,208
Carrying amount	
At 31 March 2021	275
At 31 March 2020	367

12 Stocks

	2021 £	2020 £
Finished goods and goods for resale	1,047	1,047

13 Debtors

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

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	
		205,906		208,910	
Creditors: amounts falling due within one year	14	(25,121)		(25,823)	
Net current assets			180,785		183,087
Total assets less current liabilities			181,060		183,454
Income funds					
Restricted funds	16		17,500		18,087
<u>Unrestricted funds</u>					
Designated funds	17	21,253		21,253	
General unrestricted funds		142,307		144,114	
			163,560		165,367
			181,060		183,454

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

Mrs J Rickman
Trustee

Company Registration No. 04165317