

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

CONTENTS

	Page
Trustees report	1 - 7
Statement of trustees responsibilities	8
Independent auditor's report	9 - 11
Statement of financial activities	12
Balance sheet	13
Statement of cash flows	14
Notes to the financial statements	15 - 24

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

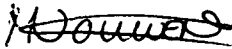
Auditor

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	
		216,498		205,906	
Creditors: amounts falling due within one year	14	(25,300)		(25,121)	
Net current assets			191,197		180,785
Total assets less current liabilities			191,402		181,060
Income funds					
Restricted funds	16		16,316		17,500
<u>Unrestricted funds</u>					
Designated funds	17	20,307		21,161	
General unrestricted funds		154,779		142,399	
			175,086		163,560
			191,402		181,060

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
	<u>44,761</u>	<u>13,530</u>	<u>1,728</u>	<u>60,019</u>	<u>17,233</u>	<u>10,780</u>	<u>312</u>	<u>28,325</u>
Analysis by fund								
Unrestricted funds	44,761	13,530	1,728	60,019	17,233	10,780	312	28,325
Restricted funds	-	-	-	-	-	-	-	-
	<u>44,761</u>	<u>13,530</u>	<u>1,728</u>	<u>60,019</u>	<u>17,233</u>	<u>10,780</u>	<u>312</u>	<u>28,325</u>
For the year ended 31 March 2021								
Unrestricted funds	17,233	10,780	312					28,325
Restricted funds	-	-	-					-
	<u>17,233</u>	<u>10,780</u>	<u>312</u>					<u>28,325</u>

NATIONAL PORTAGE ASSOCIATION

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

8

7 Charitable activities - Expenditure

	Conference s & 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.

	3	3
	<u>3</u>	<u>3</u>
Wages and salaries	29,789	28,695
	<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	6,483
Depreciation and impairment	
At 1 April 2021	6,208
Depreciation charged in the year	69
At 31 March 2022	6,277
Carrying amount	
At 31 March 2022	206
At 31 March 2021	275

12 Stocks

	2022 £	2021 £
Finished goods and goods for resale	362	1,047

13 Debtors

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

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>