

Charity registration number 1087865

Company registration number 04165317 (England and Wales)

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

CHARITY COMMISSION
FIRST CONTACT

07 NOV 2023

RECORDED
RECEIVED

CHARITY COMMISSION
FIRST CONTACT

07 NOV 2023

ACCOUNTS
RECEIVED

NATIONAL PORTAGE ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

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

(Appointed 25 April 2022)

Secretary

Mrs P Fry

Charity number

1087865

Company number

04165317

Principal address

Kings Court
17 School Road
Hall Green
Birmingham
B28 8JG

Registered office

Kings Court
17 School Road
Hall Green
Birmingham
B28 8JG

Independent examiner

Griffiths Marshall
Beaumont House
172 Southgate Street
Gloucester
GL1 2EZ

NATIONAL PORTAGE ASSOCIATION

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NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

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

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

Structure, governance and management

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

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

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

Mrs J Rickman

Mrs T Harvey

Mr T Milson

(Resigned 27 March 2023)

Ms M Nouwens

Mrs R Deacon

Mrs P Fry

Mrs J Heath

Mrs J Chapman

(Appointed 25 April 2022)

Organisational Structure

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

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

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

The Board is composed of up to 9 Trustees.

NATIONAL PORTAGE ASSOCIATION

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

The elected Board of Trustees comprises:

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

Trustees are also Directors of the Company.

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

The members of the Board are elected as follows:

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

Trustee Induction

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

Objectives and activities

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

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

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

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

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

Financial Review

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

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

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

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

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

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

Reserves policy

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

Investment policy

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

Planning for the Future

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

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

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

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

NATIONAL PORTAGE ASSOCIATION

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

Membership, Registered Services and Stamp of Approval

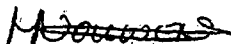
	2021	2022	2023
Individual members	518	488	518
Registered Services	89	95	98
Stamp of Approval	30	29	29

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

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

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

The trustees report was approved by the Board of Trustees.



Ms M Nouwens (Treasurer)

Trustee

Dated: 28 September 2023

NATIONAL PORTAGE ASSOCIATION

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

Chair's Report

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

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

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

The NPA achieves its aims through: -

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

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

NATIONAL PORTAGE ASSOCIATION

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

Business Plan

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

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

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

Training

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

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

IT Infrastructure and the Website

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

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

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

Office Pay Structure

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

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

Service Registration and Membership

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

Development Day

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

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

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

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

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

Virtual Meetings

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

Social Media

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

Thanks

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

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

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

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

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

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

Janet Rickman - Chair Person

Janet Rickman

NATIONAL PORTAGE ASSOCIATION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NATIONAL PORTAGE ASSOCIATION

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

Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

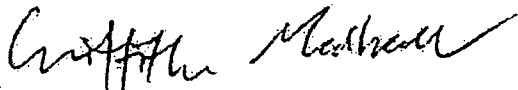
Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act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

Independent examiner's statement

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

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

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



Griffiths Marshall

Beaumont House
172 Southgate Street
Gloucester
GL1 2EZ

Dated: 26 September 2023

NATIONAL PORTAGE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

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

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

NATIONAL PORTAGE ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2023

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

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

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

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

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

Jane Rickman

Mrs J Rickman
Trustee

Company registration number 04165317

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity Information

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

1.1 Accounting convention

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

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

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

1.2 Going concern

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

1.3 Charitable funds

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

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

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

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

1.4 Income

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

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

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.5 Expenditure

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

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

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

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

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

Basis of apportionment of expenditure:

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

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

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	25% reducing balance
--------------------------------	----------------------

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

1.7 Impairment of fixed assets

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.8 Stocks

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

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

1.9 Cash and cash equivalents

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

1.10 Financial Instruments

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

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

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

Basic financial assets

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

Basic financial liabilities

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

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

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

Derecognition of financial liabilities

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

2 Critical accounting estimates and judgements

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

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

3 Donations and legacies

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

4 Other trading activities

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

6 Investments

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

NATIONAL PORTAGE ASSOCIATION

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

6 Charitable activities - Income

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

8

7 Charitable activities - Expenditure

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

8 Support costs

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

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

9 Trustees

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

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

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

10 Employees

There were 3 employees during the year.

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

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

11 Taxation

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

12 Tangible fixed assets

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

13 Stocks

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

14 Debtors

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

15 Creditors: amounts falling due within one year

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

16 Deferred Income

Deferred income is included in the financial statements as follows:

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

17 Restricted funds

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

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

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

18 Designated funds

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

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

19 Cash generated from operations

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