

HERTS PEOPLE FIRST

England & Wales · Charity number 1091095

Details

Other names	NHPF, NORTH HERTS PEOPLE FIRST
Status	Registered
Legal form	Other
Registered	2002-03-13
Register	View on the Charity Commission register

Contact

Address	Herts People First LEYDEN HOUSE Leyden Road Stevenage Hertfordshire SG1 2BP
Phone	01438 759009
Email	admin@hertspeoplefirst.org

Activities

Objects: A) TO ASSIST AND SUPPORT PEOPLE WITH LEARNING DIFFICULTIES LIVING OR WORKING IN HERTFORDSHIRE AND ITS ENVIRONS THROUGH SERVICES WHICH ENABLE PEOPLE WITH LEARNING DIFFICULTIES TO OBTAIN THEIR FULL RIGHTS AND PRIVILEGES AS CITIZENS B) THE ADVANCEMENT OF EDUCATION AND TRAINING OR PEOPLE WITH LEARNING DIFFICULTIES, PROFESSIONALS, CARERS AND THE PUBLIC ABOUT THE NEEDS OF PEOPLE WITH LEARNING DIFFICULTIES SO PEOPLE WITH LEARNING DIFFICULTIES MAY ACHIEVE FULL PARTICIPATION IN THE COMMUNITY

Activities: A user led, rights based, self advocacy organisation run by and for adults with a learning disability. We run self advocacy groups, forum meetings, attend local, countywide and National consultation meetings. We provide 'Keep Safe' and 'Our Rights' training to people with a learning disability and staff. We operate in the area of Hertfordshire and the Eastern Region.

Classification

- **How:** Provides Advocacy/advice/information, Other Charitable Activities
- **What:** Education/training, Disability
- **Who:** People With Disabilities

Geography

- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£2,583	£24,381	-	-
2024-03-31	£15,541	£30,828	-	-
2023-03-31	£41,546	£45,162	-	-
2022-03-31	£40,410	£39,522	-	-
2021-03-31	£52,666	£42,801	-	-

Trustees

Name	Role	Appointed
CAROL LEE		2017-12-14
JOHN SIMMONS		2017-12-14
MARIE CLARE		2017-12-14

HERTS PEOPLE FIRST

England & Wales - Charity number 1091095

Accounts

Trustee Report

About our year and our money

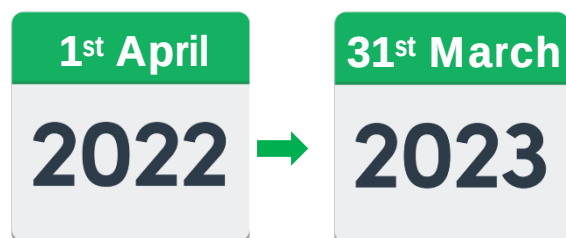


This is an Easy Read of our **Trustees Annual Report and Financial Statements** for the year ending **31st March 2023**

Inside this Report



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This report is what we have done at **Herts People First** between **1st April 2022** to **31st March 2023**.



Our report is in easy read as much as possible. This is to make it easier for our members to understand.

Who is who at Herts People First

Trustee Board members



Carol Lee MBE

Chair



John Simmons

Treasurer



Marie Clare

Secretary

Our staff

Alex Morris



Independent Consultant

Jane Dellow



Main Office

Leyden House
Leyden Road
Stevenage SG1 2BP



Charity number - 1091095



Independent examiner



Josephine Rackstraw
75 Roman Way
Godmanchester
Huntingdon. PE29 2RW



Community Accountant



Jane Seymour
2b Regent Street
Stotfold SG5 4ED



Trustee Annual Report



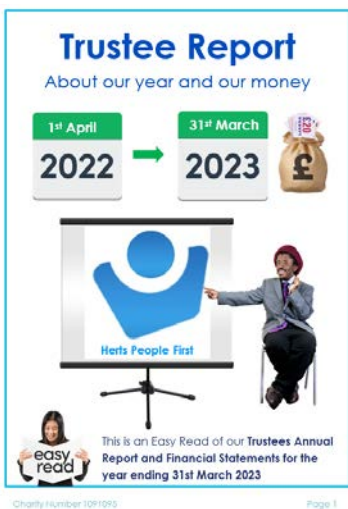
Our Trustees have checked this Annual Report.

They agree it covers everything the law says they need to report on.

Some bits of this report are written in hard words.

These have to be there to meet the rules and laws about Trustee Reports.

These are in the grey box like this one below.



The Trustees present their report with the financial statements of the Charity for the year ended 31st March 2023.



Herts People First (HPF) has a set of rules called a **Constitution**. The Constitution was agreed at a special meeting on the 24th November 2001.

The Constitution says what work we can do and how we are run.



Herts People First is registered with the Charity Commission.

This organisation checks charities are being run well and safely.



Our Board of Trustees is legally in charge of our Charity.

They check Herts People First is run safely and manage risks to the Charity.



Trustees are elected every 2 years at the Annual General Meeting.

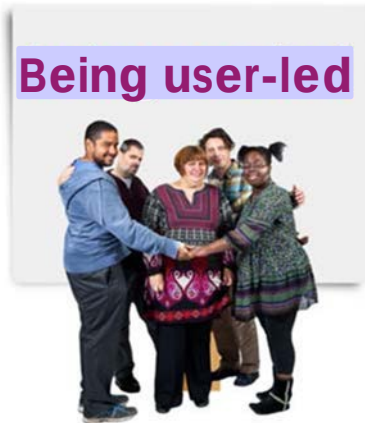


Trustees give their time for free to Herts People First as volunteers.

The Charity is an unincorporated association and governed by a constitution dated 24th November 2001.

How Herts People First is run

Being user-led



Herts People First is a user - led organisation.

A user - led organisation is one that is run and controlled by people who use support services.

For Herts People First this means all Trustees are people with learning disabilities.

The Trustees are elected by members of Herts People First who have full membership rights and are people with learning disabilities who live in Hertfordshire. Trustees must be over 18 years of age and live in Hertfordshire.

Herts People First activities take place in Hertfordshire and the Eastern Region.

The Management Committee (Trustees) and Honorary Officers are elected or appointed from the full members living in the Hertfordshire area to the Management Committee by the full members. The members of the Management Committee resign on a bi-annual basis (every 2 years) at the Annual General Meeting held in September or as soon as practicable, but may be re-elected or re-appointed. No Management Committee member may be under the age of 18. Further Trustees may be appointed at the discretion of the trustees in accordance with the Charity constitution.

All trustees give their time as volunteers and receive no remuneration or other benefits.

Full membership is open to adults with a learning disability living in Hertfordshire.

Public Benefit



Charities have to stick to rules about something called **Public Benefit**.

This means charities have to say how their work is :

- **Public** - the charity must do work that make things better for the public
- **Benefit** - charities must make sure their work makes things better for people



Charities can say which groups of people they support.



Our Trustees understand the Charity Commission guidance about **Public Benefit** and make sure the work of Herts People First fit within these rules.



Our aims



Every charity has aims.

These are what the charity is trying to do. HPF has 2 main aims which are in our Constitution.



1. To make sure people with learning disabilities in Hertfordshire know about and get their rights



2. To provide training and education for people with learning disabilities in Hertfordshire for people to learn new skills and gain in confidence to help them take part in their community.



To train people who do not have a learning disability to understand the rights and needs of people with a learning disability.



Covid-19 and Herts People First



Covid -19 continued to effect what Herts People First did and how we did it.

‘Living with Covid-19’ was hard to understand and do. Local plans to help people with learning disabilities hadn’t involved them or made Easy Read until later in the year.



Trustees met by Zoom to plan and make decisions.



Trustees reviewed the effects of Covid -19 regularly. After talking with members, it was agreed to continue holding group meetings on-line.



Members could meet with staff on a 1 to 1 in person with safe measures in place to:

- Prepare for any new health ideas to keep well and not spread infections.
- Provide 1 to 1 advocacy and support for referrals.
- Give support in a crisis and practical help.



Working to achieve our aims



1. To make sure people with learning disabilities in Hertfordshire know about and get their rights



Having access to good easy information has continued to be 1 area of work Herts People First have focused on this year. We have raised the importance of having:

- Good quality Easy Read information
- A range of ways to give information - through films for example.
- Meetings recorded so people can look at the recordings in their own time and at their own pace.

Herts People First have led the way with all the above and given advice on and produced Easy Read documents for Herts County Council (HCC) and others for free.

1 to 1 support, advocacy and signposting

To make sure people got their rights Herts People First continued with 1 to 1 support, Advocacy and signposting.

People said the support they had was given at the right time, by the right people in the right way.



Working to achieve our aims



- 2.** To provide training and education for people with learning disabilities in Hertfordshire for people to learn new skills and gain in confidence to help them take part in their community.



Herts People First continued to give people training, support and opportunities to use their tablets and smartphones.



We also continued with the weekly social Zoom meeting. Members said it was important to them to talk to people they could not meet face to face.



We worked with the Sadie Centre in Letchworth (used to be known as the Letchworth Centre for Healthy Living) to hold a weekly on-line group for people with learning disabilities to take part in a 20 week Positive Movement course.



Positive Movement is chair-based Pilates, Yoga and Tai chi exercises, it includes the Alexander Technique and Mindfulness. The group is led by qualified teachers.



Herts People First supported this course as people said they had lost confidence in their mobility and it stopped them getting out and about.

At the end of the course people who took part were more confident with their walking and felt stronger.

Working to achieve our aims



In Zoom meetings, we spoke up and shared information about lots of issues affecting people with learning disabilities:

- We held monthly self advocacy groups and met with other groups locally and in the Eastern Region.
- We went to all the Learning Disability Co-production Board meetings.
- We went to all the Regional Health Co-production meetings.
- We met with Hertfordshire Disabled People's User Led organisations to talk about working together.
- We worked with Herts Equality Council to run a hybrid (an in person and on-line meeting) 'Equal Voice' conference. 7 people from HPF joined on-line on the day.
- We ran Local Forum meetings. Speakers gave information on:
 1. The new Hertfordshire and West Essex Health Boards
 2. Citizens Advice and help for Cost of Living
 3. Adult Care Services Information and Advice



Working to achieve our aims



healthwatch
Hertfordshire



4. Healthwatch Hertfordshire – what they do and their next survey

We took part in surveys and research:

- **Lloyds Bank** Funding research on 'Making funding applications easy'

Hertfordshire County Council:

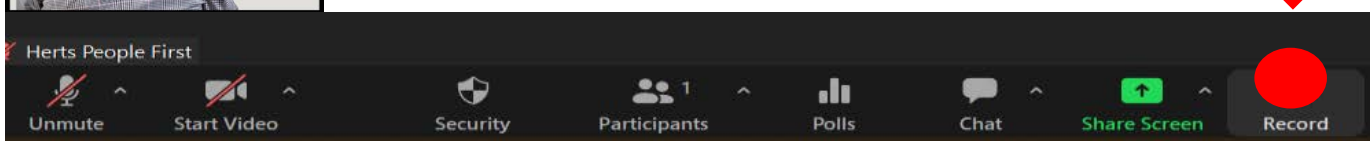
- Connected Lives Gateway
- Adult Care Services Information and Advice
- People who use services (User Voice)

On-line Meetings

To take part in on-line meetings with the big organisations we work with, we told them want to do this by Zoom instead of Teams.



We asked for meetings to be recorded so people can watch them in their own time and at their own pace.





2. To train people who do not have a learning disability to understand the rights and needs of people with a learning disability.



We have trained people how to:

- Support people with a learning disability



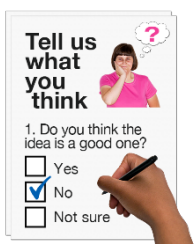
- Understand the rights of Disabled People



- Make Easy Read information



- Do good research



- Make good easy information for surveys



- Include people with learning disabilities in meetings

How we did with the goals we set ourselves 2022 - 2023

Trustee Board members



Carol Lee MBE

Chair



John Simmons

Treasurer



Marie Clare

Secretary



Trustee Board members



We were not able to recruit new Trustees or advisors.

Our Governance and plans

We achieved these goals:

- Provide 1 to 1 advocacy, signposting and support in a crisis
- Provide support to use technology, to understand Covid, health information and to hold a weekly social zoom.

We partly achieved these goals:

- A Big Plan for Herts People First
- Make decisions about our partnerships and to look at how people get their voice heard
- See how we can run our own hybrid meetings

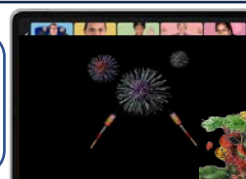
Our highlights

Watching The Rumble Awards on-line

Taking part in the Equal Voice conference. We learnt a lot about running a hybrid meeting.

Seeing friends at the weekly social meeting on Zoom

The Christmas Zoom Party and New Years Eve get together



Our highlights

Positive Movement!

Having information to help me with the cost of living was good. I felt a lot better after that meeting

Hearing the latest report on Disability Hate Crime in England

What people said about what we did – feedback from all the different people we work with

Thank you very much again for inviting me along to the Forum yesterday, it was such a great opportunity to talk about our organisation and the work we do, and lovely to meet everyone too

When you need someone or are in difficulty they (Herts People First) are always there

I like going to People First meetings as they put you at ease when trying to say something and give you confidence to speak up

Thank you so much for your help, support and guidance in the creation of an Easy Read version of the HCC Covid-19 Recovery Plan, it is so greatly appreciated

Really good as well that HCC produced the Covid Recovery Document in Easy Read because of People First's input !



That was a really great meeting last night which highlighted many things for me

Really valuable interaction and discussion around the questionnaire

HPF are a good place to go to have things explained in easy ways

Thank you for another informative meeting

About our money



How we fund our work



We mainly raise money through grants and bids.

Managing risk



This is when you look at what could go wrong, make a plan just in case and say how to put things right. For Herts People First risks are things that make it hard to run the Charity well, or could mean it has to close.



At Herts People First the Trustees have the responsibility for looking at risks.

They work together on a **risk list** where they work out what steps to take to make things safer for Herts People First.



Staff training, good policies and safe ways of working are some of the ways we manage risks at Herts People First.

Herts People First Trustees have read and acknowledge the Charity Commission fundraising guidelines for Trustees. Herts People First do not at present raise funds from the general public.

Herts People First recognise the risks of operating as a Charity within a social care and health environment. With significant uncertainty regarding the charity's sources of income it is committed to establish policies and procedures that manage the risks associated with its business.

About our money



Reserves Policy

Charities have **reserves** which is a word for emergency savings.

Reserves money is used if a charity has to close. It is used to pay off any money it owes.

At Herts People First our Trustee Board decides how much money to have as emergency savings.

This is called the **Reserves Policy**.

Trustees look at this every year.

Our Trustees decided Herts People First should have enough money to pay its costs for 3 months.

Trustees looked carefully at all of Herts People First money and are happy there is a safe amount of **reserves**.

Reserves policy

The Management Committee of Herts People First has given consideration to the need for a reserves policy in relation to the organisation's accounts. The funding for the charity is viewed uncertain in the current economic climate and the Management Committee are mindful of this in their entire decision making.

The Management Committee regard the minimum level of reserves to be the equivalent of three months salaries for staff employed by the organisation plus redundancy. For the year ended 31st March 2023, this would represent approximately £15,000. The unrestricted free reserves held at this date total £88,909. The Management Committee monitor this situation regularly and review the policy on at least an annual basis.



Some money Herts People First is given is to run special projects. We can only spend that money on running those projects. This is called **restricted money**.



We have to be able to show what we are spending any **restricted money** on. We keep good records to show how we are spending **restricted money** on the right things.



Restricted reserves

If Herts People First closed we could be asked to pay back some of the **restricted money** for any work we have not done.

The amount we could have to pay back is called **restricted reserves**.



£15,693

Herts People First has £15,693 of **restricted reserves** at the end of March 2023.



Herts People First also has things we own. This could be equipment, computers and furniture we have bought.



We only count things we own for more than 1 year. These things we own are called **fixed assets**.



We add up how much money these things are worth.

We have to remember that if we sold them we would get less money than we paid for them.



If we add up all our money and take away our **fixed assets** and our **restricted reserves** we can see how much is left.

This money is called **free reserves**.



£88,909

Herts People First has £88,909 of **free reserves** at the end of March 2023.



Our money 2022 — 2023

Income - **Expense** = **Balance**
(Money Coming In) (Money Going Out) (What is left)



-



£41,546 - **£45,162** = **-£3,616**



Money In Bank + **Balance** = **Money In Bank**
March 2022 (What is left) **March 2023**
£108,218 **-£3,616** **£104,602**

March

2022

March

2023

1st April

2023

31st March

2024

Our future plans

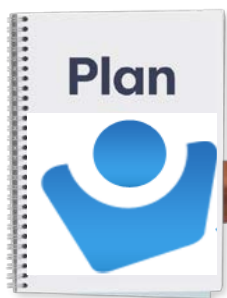


Herts People First want to carry on work and activities to achieve our aims and help makes the lives of people with learning disabilities in Hertfordshire better.



We will:

- Look at the difference Herts People First has made to people's lives.
- Agree our 'Plan for the future'.



Approved by the Trustees and signed on their behalf by:



Carol Lee MBE
Chair



John Simmons
Treasurer

Date: 22/01/2024

Herts People First
INDEPENDENT EXAMINERS REPORT FOR
THE YEAR ENDED 31 MARCH 2022

I report on the accounts for the year ended 31st March 2023, which are set out on pages 24 - 32.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's statement

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Josephine Rackstraw
75 Roman Way
Godmanchester
Huntingdonshire PE29 2RW

Signed

Date: **22 / 01/ 2024**

Herts People First

Statement of Financial Activities

For the year ended 31st March 2023

	Notes	Unrestricted Funds £	Restricted Funds £	2023 Total Funds £	2022 Total Funds £
Incoming resources					
Grants and donations	2	40,925	-	40,925	41,235
Charitable activities	3	515	-	515	(825)
Investment income	4	106	-	106	-
Total income		41,546	-	41,546	40,410
Resources expended:					
Charitable activities	5	45,162	-	45,162	39,522
Total expenditure		45,162	-	45,162	39,522
Net movement in funds		(3,616)	-	(3,616)	888
Reconciliation of funds:					
Total Funds brought forward		92,525	15,693	108,218	107,330
Total funds carried forward	11	88,909	15,693	104,602	108,218

The notes on pages 26 - 32 form part of these financial statements.

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

All income and expenditure derives from continuing activities.

Herts People First

Balance Sheet

As at 31st March 2023

	Notes	2023	2022
		£	£
Fixed Assets			
Tangible assets	6	657	820
Current Assets			
Debtors & prepayments	7	586	3,736
Bank and cash balances		<u>111,755</u>	<u>114,792</u>
Total Current Assets		<u>112,341</u>	<u>118,528</u>
Creditors: Amounts falling due within one year	8	(8,396)	(11,130)
Net Current Assets		103,945	107,398
Net Assets		<u>104,602</u>	<u>108,218</u>
Funds of the charity			
Unrestricted income funds	11	88,909	92,525
Restricted income funds	11	15,693	15,693
Total charity funds		<u>104,602</u>	<u>108,218</u>

The financial statements were approved by the trustees on 22nd January 2024 and signed on their behalf by:

.....
Carol Lee MBE
Chair

.....
John Simmons
Treasurer

The notes on pages 26 - 32 form part of these accounts

Herts People First

Notes to the Accounts

ACCOUNTING POLICIES

1.0 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts have been prepared on a going concern basis and represent a true and fair view of the position of the charity as at the end of the accounting period.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

1.1 Accounting convention

The financial statements have been prepared under the historical cost convention

1.2 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation and are depreciated over the estimated useful economic lives. The depreciation rate currently in use for all fixed assets held for use by the charity is 20% on the reducing balance.

1.3 Pension costs

The charity operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged as an expense in the year they are payable. Contributions are allocated between restricted and unrestricted funds based on hours worked.

1.4 Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Resources expended have been analysed and have been allocated 100% to the relevant fund.

Herts People First

Notes to the Accounts

1.5 Incoming Resources

The charity derives its income from donations, legacies and other voluntary income and grants that provide core funding.

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- Any performance conditions attached to the item (s) of income have been met or are fully within the control of the charity or its subsidiary;
- There is sufficient certainty that the receipt of the income is considered probably; and
- The amount can be measured reliably.

Donation income is included within the Statements of Financial Activities as it is received. Legacies are recognised when the above criteria are met. Grants are recognised in the period to which they relate.

1.6 Governance costs

Governance costs are those costs associated with maintaining the governance of the charity as opposed to the management of the charity's activities

1.7 Fund Accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects. No funds have currently been designated.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Herts People First

Notes to the Accounts

2 Grants and donations	Unres £	Res. £	2023 £	2022 £
Herts CC – IHSCCT	37,998	-	37,998	37,798
HMRC Employment Allowance	2,427	-	2,427	2,437
Opening Doors/Lloyds Foundation donation	500	-	500	-
Good Things Foundation	-	-	-	1,000
	<u>40,925</u>	<u>-</u>	<u>40,925</u>	<u>41,235</u>

In 2022, Good Things Foundation was a restricted fund of £1,000

3 Charity activities income	Unres £	Res. £	2023 £	2022 £
Herts CC – Self Advocacy	-	-	-	(1,500)
Other Fees	515	-	515	675
	<u>515</u>	<u>-</u>	<u>515</u>	<u>(825)</u>

In 2022, there were no restricted funds

4 Investment income	Unres £	Res. £	2023 £	2022 £
Interest receivable	106	-	106	-
	<u>106</u>	<u>-</u>	<u>106</u>	<u>-</u>

Charitable activities				
5 Expenditure	Unres £	Res. £	2023 £	2022 £
Salaries	30,984	-	30,984	26,401
Depreciation	163	-	163	203
Governance	600	-	600	780
Other costs	13,415	-	13,415	12,138
	<u>45,162</u>	<u>-</u>	<u>45,162</u>	<u>39,522</u>

Herts People First

Notes to the Accounts

For comparative purposes below is the split of charitable expenditure for 2021

Charitable activities				
5 Expenditure	Unres	Res.	2022	2021
	£	£	£	
Salaries	25,677	724	26,401	31,811
Depreciation	203	-	203	254
Governance	780	-	780	610
Other costs	11,862	276	12,138	10,126
	38,522	1,000	39,522	42,801
Other Costs	Unres	Res.	2023	2022
	£	£	£	£
Support	3,150	-	3,150	5,803
Travelling Expenses	112	-	112	341
General Running Costs	2,846	-	2,846	2,654
Preparation	32	-	32	32
Bookkeeping Fees	1,200	-	1,200	1,200
Telephone	393	-	393	383
Training and professional fees	5,250	-	5,250	1,647
Equipment	257	-	257	-
Self Advocacy	175	-	175	-
Website Costs	-	-	-	78
	13,415	-	13,415	12,138

Governance Costs	Unres	Res.	2023	2022
	£	£	£	£
Examination Fees/ Accounts preparation	600	-	600	600
AGM & Meeting costs	-	-	-	180
	600	-	600	780

Herts People First

Notes to the Accounts

6 Fixed assets	Core	Self Adv.	Involv. People	Sub Total C/FWD
Cost	£	£	£	£
At 1 April 2022	18,474	777	995	20,246
Additions	-	-	-	-
At 31 March 2023	18,474	777	995	20,246
Depreciation				
At 1 April 2022	17,864	636	926	19,426
Charge for the year	122	27	14	163
At 31 March 2023	17,986	663	940	19,589
Net book values				
At 31 March 2022	610	141	69	820
At 31 March 2023	488	114	55	657

7 Debtors & Prepayments	2023	2022
	£	£
Prepayments and accrued income	586	3,736
	<u>586</u>	<u>3,736</u>

8 Creditors: Amounts falling due within one year	2023	2022
	£	£
Trade and other Creditors	5,700	8,124
Accruals	1,808	1,048
Tax Liabilities	888	1,958
	<u>8,396</u>	<u>11,130</u>

9 Trustees' Remuneration and Expenses

No remuneration has been directly or indirectly paid or payable for the year out of the funds of the charity to any trustee or to any person or person connected with any of them for their work as a trustee, but they were reimbursed their travel and other expenses incurred.

Nil costs for 2023 (2022: £0) were paid in order to facilitate trustees with support requirements to attend meetings to manage the charity.

10 Employees' Remuneration

Number of employees

The average monthly number of employees during the period was:

	2023 Number	2022 Number
Direct Charitable Expenditure	<u>1</u>	<u>1</u>

Employment costs

	2023 £	2022 £
Gross salary	27,027	22,020
Employers N.I.	2,427	2,359
Employers Pension costs	<u>1,291</u>	<u>1,298</u>
	<u>30,745</u>	<u>25,677</u>

The total amount paid to key management personnel is £27,027.

There were no employees whose annual emoluments were £50,000 or more.

There is only one member of staff, who is responsible for running the charity.

11 Fund Analysis	General £	HPF Dev. & Training £	Star Partner- ship £	Digital Project	Total C/Fwd £
Incoming Resources	41,546	-	-	-	41,546
Resources Expended	45,162	-	-	-	45,162
Net incoming resources before transfers	(3,616)	-	-	-	(3,616)
Transfer between funds	-	-	-	-	-
Net movement in funds	(3,616)	-	-	-	(3,616)
Total Funds B/fwd	92,525	3,523	12,170	-	108,218
Total Funds C/Fwd	88,909	3,523	12,170	-	104,602
Fixed Assets	657	-	-	-	657
Bank	96,062	3,523	12,170	-	111,755
Other Current Assets	586	-	-	-	586
Current Liabilities	(8,396)	-	-	-	(8,396)
	88,909	3,523	12,170	-	104,602

Herts People First

Notes to the Accounts

Herts People First development and training money is for the development of self advocacy leaders and their supporters and a strengthened Hertfordshire based self advocacy user led organisation. This was in response to the recommendation from the review of self advocacy by the NDTi in 2012.

Star Partnership is a new restricted fund from monies transferred from the old Fulfilling Lives funds held for others pot. Currently proposals are being considered by the Charity Trustees for how this money will be spent.

The Good Things Foundation grant is for the supply of 10 tablets, mobile wi-fi and data, training and support for 10 people with learning disabilities in Hertfordshire who didn't have access to technology or the internet.

Independent Examiner's Remuneration

12

Fees of £600 have been accrued for the 2023 examination and preparation of accounts.

	2023	2022
	£	£
Examination Fee	300	300
Preparation of Accounts	300	300
	600	600

13 Commitments under operating leases

At 31 March 2023 the charity had no annual commitments under non-cancellable operating leases.



And a Big Thank You to



Herts People First volunteers



Herts County Council - for funding



**Leyden House Day Service,
Stevenage – for office services**



**Lloyds Bank Foundation – for
your donation**



**The Sadie Centre – for the free
Positive Movement course**

HERTS PEOPLE FIRST

England & Wales - Charity number 1091095

Accounts

Trustee Report

About our year and our money

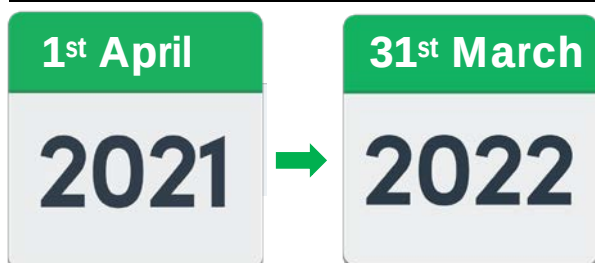


This is an Easy Read of our **Trustees Annual Report and Financial Statements** for the year ending **31st March 2022**

Inside this Report



What is in each section	Page number
Who is who at Herts People First	3
Trustees Report	4 - 5
Trustees Duties	6
How Herts People First is run	7
Public Benefit	8
Our Aims	9
Covid-19 and Herts People First	10
What people said about what we did	11-15
Working to achieve our aims	16
Some highlights of our year	17 - 21
About our Money	22
Our future Plans	23
Independent Examiner's Report	24 - 25
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Thank You's	



This report is what we have done at **Herts People First** between **1st April 2021** to **31st March 2022**.



Our report is in easy read as much as possible. This is to make it easier for our members to understand.

Who is who at Herts People First

Trustee Board members



Carol Lee MBE

Chair



John Simmons

Treasurer



Marie Clare

Secretary

Our staff

Alex Morris



Independent Consultant

Jane Dellow



Main Office

Leyden House
Leyden Road
Stevenage SG1 2BP



Charity number - 1091095



Independent examiner



Josephine Rackstraw
75 Roman Way
Godmanchester
Huntingdon. PE29 2RW



Community Accountant



Jane Seymour
2b Regent Street
Stotfold SG5 4ED



Trustee Annual Report



Our Trustees have checked this Annual Report.



They agree it covers everything the law says they need to report on.

Some bits of this report are written in hard words.



These have to be there to meet the rules and laws about Trustee Reports.

These are in the grey box like this one below.

The Trustees present their report with the financial statements of the Charity for the year ended 31st March 2022.



Herts People First (HPF) has a set of rules called a **Constitution**. The Constitution was agreed at a special meeting on the 24th November 2001.

The Constitution says what work we can do and how we are run.



Herts People First is registered with the Charity Commission.

This organisation checks charities are being run well and safely.



Our Board of Trustees is legally in charge of our Charity.

They check Herts People First is run safely and manage risks to the Charity.



Trustees are elected every 2 years at the Annual General Meeting.

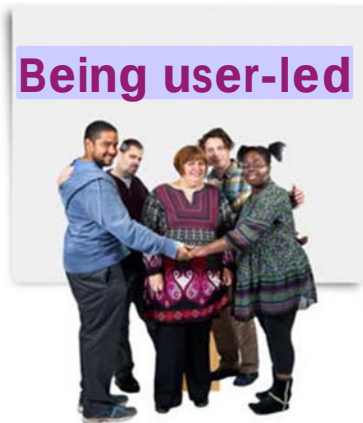


Trustees give their time for free to Herts People First as volunteers.

The Charity is an unincorporated association and governed by a constitution dated 24th November 2001.

How Herts People First is run

Being user-led



Herts People First is a user - led organisation.

A user - led organisation is one that is run and controlled by people who use support services.

For Herts People First this means all Trustees are people with learning disabilities.

The Trustees are elected by members of Herts People First who have full membership rights and are people with learning disabilities who live in Hertfordshire. Trustees must be over 18 years of age and live in Hertfordshire.

Herts People First activities take place in Hertfordshire and the Eastern Region.

The Management Committee (Trustees) and Honorary Officers are elected or appointed from the full members living in the Hertfordshire area to the Management Committee by the full members. The members of the Management Committee resign on a bi-annual basis (every 2 years) at the Annual General Meeting held in September or as soon as practicable, but may be re-elected or re-appointed. No Management Committee member may be under the age of 18. Further Trustees may be appointed at the discretion of the trustees in accordance with the Charity constitution.

All trustees give their time as volunteers and receive no remuneration or other benefits.

Full membership is open to adults with a learning disability living in Hertfordshire.

Public Benefit



Charities have to stick to rules about something called **Public Benefit**.

This means charities have to say how their work is :

- **Public** - the charity must do work that make things better for the public
- **Benefit** - charities must make sure their work makes things better for people



Charities can say which groups of people they support.



Our Trustees understand the Charity Commission guidance about **Public Benefit** and make sure the work of Herts People First fit within these rules.



Our aims



Every charity has aims.

These are what the charity is trying to do. HPF has 2 main aims which are in our Constitution.



1. To make sure people with learning disabilities in Hertfordshire know about and get their rights



2. To provide training and education for people with learning disabilities in Hertfordshire so people learn new skills and gain in confidence to help them take part in their community.



To train people who do not have a learning disability so they understand the rights and needs of people with learning disabilities.



Covid-19 and Herts People First



The Covid -19 pandemic continued to effect what Herts People First did and how we did it.



Trustees met by Zoom to plan and make decisions.



Trustees reviewed the effects of Covid -19 every month and agreed to keep all group meetings on-line.



Members could meet with staff on a 1 to 1 with safe Covid measures in place to:

- Set up tablets / i-pads / smartphones and internet connections so people could take part in video call meetings
- Prepare for any new Covid rules
- Arrange and go to Health appointments including the Covid and flu vaccination
- To provide 1 to 1 advocacy and support for referrals
- To give support in a crisis and practical help





What people said about what we did



I learnt to do zoom meetings for the very first time. Its been good talking to everyone about what I've been doing during the week and how we've been getting on, its really taught me a lot

I like it when its someone's birthday coming up. We sing Happy Birthday to them. There is no other way for me to wish people a happy birthday



I go to the weekly zoom social meeting, it's often the only people I meet during the week. The only time I don't go is when I'm on holiday or when I got Covid. The meetings are well run. And its nice to meet up with people I don't get to see face to face.



The Covid information was very good it helped by making me feel safer. I learnt a lot of things I didn't know before.



When Omicron came we were helped to get better masks as we learnt Omicron was easier to catch and our usual masks weren't as good.



I lost my job during the first lockdown. I enjoy gardening and People First helped me to join a local community garden where I grow vegetables, do some cooking and learn about Healthy Eating.



We had fun on-line with a Christmas eve and New Years Eve party. We dressed up and wore hats, did a Christmas quiz and watched some fun dances



Working to achieve our aims



1. To make sure people with learning disabilities in Hertfordshire know about and get their rights

The pandemic showed more than ever the inequalities faced by people with learning disabilities.

The weekly zoom social meetings, started in the first year of Covid-19, not only gave people the chance to catch up with friends, they were also a place to show new Easy Read information and films.

Feedback from members has been that having information in ways people could understand was, over the last 2 years, one of the most important things Herts People First did.

Having good easy information has been 1 area of work Herts People First have focused on this year. We have raised the importance of having:

- Good quality Easy Read information
- A range of ways to give information - thorough films for example
- To record meetings so people can look at the recordings in their own time and at their own pace

Herts People First have led the way with all of the above, and produced Easy Read documents for Herts County Council (HCC) for free.





1 to 1 support, advocacy and signposting

To make sure people got their rights Herts People First continued with 1 to 1 support and Advocacy.

This is what people said about the support they received and what it meant to them:

I was helped to get somewhere safe to live for a few weeks after I was attacked. Then I moved to new home - a place that I wasn't going to be battered. I feel happier in myself. I've got people around me who are friendly and I feel part of the community. I'm cooking for myself and eating much healthier meals. I think I'd still be living in fear at my old flat if Herts People First hadn't stepped in.

I was helped to get the right support in the right way. I could have done with this support years ago but hadn't known I could have it or how to ask for it. I now get a direct payment and have support to shop, cook, clean, to manage my bills - I'm a lot less worried.

I was supported to get my Covid vaccination and Annual Health Check. I also had help to set up an i-pad so I could take part in zoom meetings, I like these as I get information about what's going on.

I needed someone to speak to my support staff as they weren't doing what I wanted. In the end I had to change the support agency. It was a stressful time but it got sorted in the end.

Before Covid I had lots of places to go to where I'd see friends, I used to volunteer at a Charity but this all stopped. I miss some people I don't see now. I've joined a local gardening group and like it a lot.

Working to achieve our aims



1. To provide training and education for people with learning disabilities in Hertfordshire so people learn new skills and gain in confidence to help them take part in their community.



Herts People First continued to give training and support to people to use digital technology.



We were given a grant by The Good Things Foundation for 10 tablets, mobile data, training and support to 10 people with learning disabilities in Hertfordshire.



Herts People First worked with the Hemel Campaigners with this project.

As well as training to use the tablets and smartphones we gave training on:



- how their on-line personal information would be used
- scams and other internet fraud
- safeguarding



Some people also had an access assessment and received extra equipment as part of the project to help them use their technology:

Headphones, large print keyboard, hard case tablet protector case to stop breakages.

Working to achieve our aims



In Zoom meetings, we spoke up and shared information about lots of issues affecting people with learning disabilities:

- We met with self advocacy groups locally, in the Eastern Region and Nationally (the Oi conference)
- We went to all of the Learning Disability Co-production Board (LDCB) meetings and continued to host them by Zoom.



Partners in history
Share your history
Heritage and history projects
Your Heritage: Exploring Public History, Heritage, and Co-production
Regional and Local History Research
Heritage Degrees
Hertfordshire Year of Culture 2020
News
Events
History on the move
History in public
Heritage for Business
Oral History Archive

Virus Diaries

Living with a Pandemic

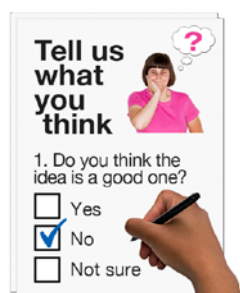
Audio and Photo Diaries Tell the Story



- We worked with the University of Hertfordshire Oral history project. Several people were interviewed about their experience of the Covid-19 lockdowns. Their stories to be put on the University website.

We took part in surveys:

- Intalink, which is a partnership of Herts County Council and Bus Companies, asked us about buses and bus services.
- Intalink also wanted to know what we thought about the new Orange Travel Wallet they wanted to buy.





We gave feedback on what we liked and what we thought could be better.

We replied on the HCC Learning Disability Big Plan Check – in survey. We said what was important to us:

1. On being healthy
2. About where we live
3. And being involved in our local communities

Action on the Big Plan for adults with Learning Disabilities

The Big Plan for adults with learning disabilities in Hertfordshire
Hertfordshire Learning Disability and Community Strategy 2019 - 2024

Our Big Plan for adults with Learning Disabilities started in 2019 before the COVID pandemic. You can have a look at it by clicking this link [the big plan easyread document](#)

The Big Plan has an action plan. We want to make sure that the new action plan has the right things in it. We now need your help to make sure this happens

We did a big consultation when we wrote the Big Plan. We now want to check back about how things are for you. We are calling this a check in. (This is not a 12-week consultation)

- The COVID pandemic has made it hard to get people together to talk, so we are sending this out by email for people to share with their contacts
- You can tell us your views on the next page or online using this link <https://surveys.hertfordshire.gov.uk/s/BigPlan/>

You can also scan this QR Code

September 16 We need to do this work in August and September 2021. Please send your information back by 16th September

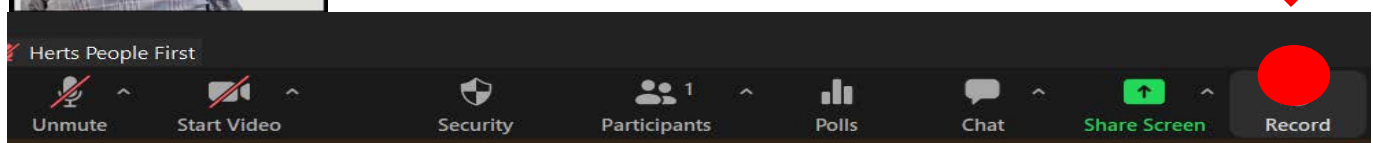
On-line Meetings



To take part in on-line meetings we've told people we want to do this by Zoom instead of Teams.



And we've asked for meetings to be recorded so we can watch them in our own time and at our own pace.



Our highlights

The Christmas Zoom and New Years Eve parties!



Learning how to use a tablet and getting onto Zoom
The Digital Inclusion Project

Hearing information at the Local Forum, the speakers were good

Sending the NHS Easy Read newsletter out to people every 3 months



Watching the Christmas Lectures on Zoom. We Watched the programme together then talked about it after.

Trustee Board members



Carol Lee MBE

Chair



John Simmons

Treasurer



Marie Clare

Secretary

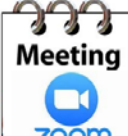
Our Governance plans for 2021-2022

It was another challenging year but we achieved all of the aims we set ourselves, including:

- Holding a Zoom AGM in March 2022.



Holding 4 Zoom Local Forums



Meeting



**North Herts and Stevenage
Local Learning Disability Forum**

Thursday

To Join the Zoom Meeting:
<https://us02web.zoom.us/j/6844302940>
 Meeting ID: 684 430 2940

July

7

2022

Agenda

About our money



How we fund our work



We mainly raise money through grants and bids.

Managing risk



This is when you look at what could go wrong, make a plan just in case and say how to put things right. For Herts People First risks are things that make it hard to run the Charity well, or could mean it has to close.



At Herts People First the Trustees have the responsibility for looking at risks.

They work together on a **risk list** where they work out what steps to take to make things safer for Herts People First.



Staff training, good policies and safe ways of working are some of the ways we manage risks at Herts People First.

Herts People First Trustees have read and acknowledge the Charity Commission fundraising guidelines for Trustees. Herts People First do not at present raise funds from the general public.

Herts People First recognise the risks of operating as a Charity within a social care and health environment. With significant uncertainty regarding the charity's sources of income it is committed to establish policies and procedures that manage the risks associated with its business.

About our money



Reserves Policy

Charities have **reserves** which is a word for emergency savings.

Reserves money is used if a charity has to close. It is used to pay off any money it owes.

At Herts People First our Trustee Board decides how much money to have as emergency savings.

This is called the **Reserves Policy**.

Trustees look at this every year.

Our Trustees decided Herts People First should have enough money to pay its costs for 3 months.

Trustees looked carefully at all of Herts People First money and are happy there is a safe amount of **reserves**.

Reserves policy

The Management Committee of Herts People First has given consideration to the need for a reserves policy in relation to the organisation's accounts. The funding for the charity is viewed uncertain in the current economic climate and the Management Committee are mindful of this in their entire decision making.

The Management Committee regard the minimum level of reserves to be the equivalent of three months salaries for staff employed by the organisation plus redundancy. For the year ended 31st March 2022, this would represent approximately £15,000. The unrestricted free reserves held at this date total £92,525. The Management Committee monitor this situation regularly and review the policy on at least an annual basis.



Some money Herts People First is given is to run special projects. We can only spend that money on running those projects. This is called **restricted money**.



We have to be able to show what we are spending any **restricted money** on. We keep good records to show how we are spending **restricted money** on the right things.



Restricted reserves

If Herts People First closed we could be asked to pay back some of the **restricted money** for any work we have not done.

The amount we could have to pay back is called **restricted reserves**.



£15,693

Herts People First has £15,693 of **restricted reserves** at the end of March 2022.



Herts People First also has things we own. This could be equipment, computers and furniture we have bought.



We only count things we own for more than 1 year. These things we own are called **fixed assets**.



We add up how much money these things are worth.

We have to remember that if we sold them we would get less money than we paid for them.



If we add up all our money and take away our **fixed assets** and our **restricted reserves** we can see how much is left.

This money is called **free reserves**.



£92,525

Herts People First has £92,525 of **free reserves** at the end of March 2022.



Our money 2021 — 2022

Income - **Expense** = **Balance**
(Money Coming In) (Money Going Out) (What is left)



-



£40,410 - **£39,522** = **£888**



Money In Bank + **Balance** = **Money In Bank**
March 2021 (What is left) **March 2022**
£107,330 **£888** **£108,218**

March

2021

March

2022

1st April

2022

31st March

2023

Our future plans

To continue to:

- provide 1 to 1 advocacy, signposting and support in a crisis
- provide support to use technology, to understand Covid and other health information and to hold the weekly Friday zoom meeting.
- to make decisions about our partnerships and to look at how people get their voice heard

HPF will also look to:

- recruit Trustees and advisors.
- See if we are able to put on more social events for members.

We will also plan:

- to write a Big Plan for Herts People First
- to see how we can run our own hybrid meetings (on-line and face to face)



Approved by the Trustees and signed on their behalf by:



Carol Lee MBE
Chair

Date: 7/11/2022



John Simmons
Treasurer

Herts People First
INDEPENDENT EXAMINERS REPORT FOR
THE YEAR ENDED 31 MARCH 2022

I report on the accounts for the year ended 31st March 2022, which are set out on pages 24 - 32.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's statement

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Josephine Rackstraw
75 Roman Way
Godmanchester
Huntingdonshire PE29 2RW

Date: **30 / 09/ 2022**

Herts People First
Statement of Financial Activities
For the year ended 31st March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Incoming resources					
Grants and donations	2	40,235	1,000	40,235	41,766
Charitable activities	3	(825)	-	(825)	10,900
Total income		39,410	1,000	40,410	52,666
Resources expended:					
Charitable activities	4	38,522	1,000	39,522	42,801
Total expenditure		38,522	1,000	39,522	42,801
Net movement in funds		888	-	888	9,865
Reconciliation of funds:					
Total Funds brought forward		91,637	15,693	107,330	97,465
Total funds carried forward	10	92,525	15,693	108,218	107,330

The notes on pages 26 to 32 form part of these financial statements.

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

Herts People First

Balance Sheet

As at 31st March 2022

	Notes	2022	2021
		£	£
Fixed Assets			
Tangible assets	5	820	1,023
Current Assets			
Debtors & prepayments	6	3,736	24,308
Bank and cash balances		114,792	96,324
Total Current Assets		118,528	120,632
Creditors: Amounts falling due within one year	7	(11,130)	(14,325)
Net Current Assets		107,398	106,307
Net Assets		<u>108,218</u>	<u>107,330</u>
Funds of the charity			
Unrestricted income funds	10	92,525	91,637
Restricted income funds	10	15,693	15,693
Total charity funds		<u>108,218</u>	<u>107,330</u>

The financial statements were approved by the trustees on 7/11/2022 and signed on their behalf by:

.....
Carol Lee MBE
Chair

.....
John Simmons
Treasurer

The notes on pages 26 -3 2 form part of these accounts

Herts People First

Notes to the Accounts

ACCOUNTING POLICIES

1.0 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts have been prepared on a going concern basis and represent a true and fair view of the position of the charity as at the end of the accounting period.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

1.1 Accounting convention

The financial statements have been prepared under the historical cost convention

1.2 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation and are depreciated over the estimated useful economic lives. The depreciation rate currently in use for all fixed assets held for use by the charity is 20% on the reducing balance.

1.3 Pension costs

The charity operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged as an expense in the year they are payable. Contributions are allocated between restricted and unrestricted funds based on hours worked.

1.4 Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Resources expended have been analysed and have been allocated 100% to the relevant fund.



Herts People First

Notes to the Accounts

1.5 Incoming Resources

The charity derives its income from donations, legacies and other voluntary income and grants that provide core funding.

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- Any performance conditions attached to the item (s) of income have been met or are fully within the control of the charity or its subsidiary;
- There is sufficient certainty that the receipt of the income is considered probably; and
- The amount can be measured reliably.

Donation income is included within the Statements of Financial Activities as it is received. Legacies are recognised when the above criteria are met. Grants are recognised in the period to which they relate.

1.6 Governance costs

Governance costs are those costs associated with maintaining the governance of the charity as opposed to the management of the charity's activities

1.7 Fund Accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects. No funds have currently been designated.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Herts People First

Notes to the Accounts

2 Grants and donations	Unres £	Res. £	2022 £	2021 £
Herts CC – Joint Finance Joint Commissioning Team (Involving people) North Herts and Stevenage Local Forum	-	-	-	2,425
Herts CC – LDCB	-	-	-	1,750
Herts CC – Self Advocacy	-	-	-	1,466
Herts CC – Covid – 19	-	-	-	25,125
Herts CC – IHSCCT	37,798	-	37,798	3,866
HMRC Employment Allowance	2,437	-	2,437	5,000
Good Things Foundation	-	1,000	1,000	-
	<u>40,235</u>	<u>1,000</u>	<u>41,235</u>	<u>41,766</u>

In 2021, there were no restricted funds

3 Charity activities income	Unres £	Res. £	2021 £	2020 £
Herts CC – Co-Production	-	-	-	6,025
Herts CC – Self Advocacy	(1,500)	-	(1,500)	1,500
Herts CC – support for 3 Reps	-	-	-	3,375
Other Fees	675	-	675	-
	<u>(825)</u>	<u>-</u>	<u>(825)</u>	<u>10,900</u>

In 2021, there were no restricted funds.

4 Charitable activities Expenditure	Unres £	Res. £	2022 £	2021 £
Salaries	25,677	724	26,401	31,811
Depreciation	203	-	203	254
Governance	780	-	780	610
Other costs	11,862	276	12,138	10,126
	<u>38,522</u>	<u>1,000</u>	<u>39,522</u>	<u>42,801</u>

Herts People First

Notes to the Accounts

For comparative purposes below is the split of charitable expenditure for 2021

4 Charitable activities				
Expenditure	Unres	Res.	2021	2020
	£	£	£	
Salaries	31,811	-	31,811	26,371
Depreciation	254	-	254	318
Governance	610	-	610	624
Other costs	10,126	-	10,126	22,854
	42,801	-	42,801	50,167

Other Costs	Unres	Res.	2022	2021
	£	£	£	£
Support	5,803	-	5,803	5,500
Travelling Expenses	341	-	341	398
General Running Costs	2,654	-	2,654	2,236
Producing Information	-	-	-	164
Preparation	32	-	32	32
Bookkeeping Fees	1,200	-	1,200	1,200
Telephone	333	50	383	518
Training and professional fees	1,421	226	1,647	-
Website Costs	78	-	78	78
	11,862	276	12,138	10,126

Governance Costs	Unres	Res.	2021	2020
	£	£	£	£
Examination Fees/ Accounts preparation	600	-	600	600
AGM & Meeting costs	180	-	180	10
	780	-	780	610

Herts People First

Notes to the Accounts

5 Fixed assets	Core	Self Adv.	Involv. People	Sub Total C/FWD
Cost	£	£	£	£
At 1 April 2021	18,474	777	995	20,246
Additions	-	-	-	-
At 31 March 2022	18,474	777	995	20,246
Depreciation				
At 1 April 2021	17,712	602	909	19,223
Charge for the year	152	34	17	203
At 31 March 2022	17,864	636	926	19,426
Net book values				
At 31 March 2021	762	175	86	1,023
At 31 March 2022	610	141	69	820

6 Debtors & Prepayments	2022 £	2021 £
Debtors	-	23,316
Prepayments and accrued income	3,736	992
	<u>3,736</u>	<u>24,308</u>

7 Creditors: Amounts falling due within one year	2022 £	2021 £
Trade and other Creditors	8,124	8,803
Accruals	1,048	3,775
Tax Liabilities	1,958	1,747
	<u>11,130</u>	<u>14,325</u>

8 Trustees' Remuneration and Expenses

No remuneration has been directly or indirectly paid or payable for the year out of the funds of the charity to any trustee or to any person or person connected with any of them for their work as a trustee, but they were reimbursed their travel and other expenses incurred.

Nil costs for 2022 (2021: £0) were paid in order to facilitate trustees with support requirements to attend meetings to manage the charity.

Herts People First

Notes to the Accounts

9 Employees' Remuneration

Number of employees

The average monthly number of employees during the period was:

	2022	2021
	Number	Number
Direct Charitable Expenditure	<u>1</u>	<u>1</u>

Employment costs

	2022	2021
	£	£
Gross salary	22,020	28,465
Employers N.I.	2,359	2,134
Employers Pension costs	<u>1,298</u>	<u>1,212</u>
	<u>25,677</u>	<u>31,811</u>

The total amount paid to key management personnel is £22,020.

There were no employees whose annual emoluments were £50,000 or more.

There is only one member of staff, who is responsible for running the charity.

10 Fund Analysis	General	HPF Dev. & Training	Star Partner- ship	Digital Project
	£	£	£	
Incoming Resources	39,410	-	-	1,000
Resources Expended	38,522	-	-	1,000
Net incoming resources before transfers	888	-	-	-
Transfer between funds	-	-	-	-
Net movement in funds	888	-	-	-
Total Funds B/fwd	91,637	3,523	12,170	-
Total Funds C/Fwd	92,525	3,523	12,170	-
Fixed Assets	820	-	-	-
Bank	99,099	3,523	12,170	-
Other Current Assets	3,736	-	-	-
Current Liabilities	(11,130)	-	-	-
	92,525	3,523	12,170	-

Herts People First

Notes to the Accounts

Herts People First development and training money is for the development of self advocacy leaders and their supporters and a strengthened Hertfordshire based self advocacy user led organisation. This was in response to the recommendation from the review of self advocacy by the NDTi in 2012.

Star Partnership is a new restricted fund from monies transferred from the old Fulfilling Lives funds held for others pot. Currently proposals are being considered by the Charity Trustees for how this money will be spent.

The Good Things Foundation grant is for the supply of 10 tablets, mobile wi-fi and data, training and support for 10 people with learning disabilities in Hertfordshire who didn't have access to accessible technology or the internet.

Independent Examiner's Remuneration

11

Fees of £600 have been accrued for the 2022 examination and preparation of accounts.

	2022	2021
	£	£
Examination Fee	300	300
Preparation of Accounts	<u>300</u>	<u>300</u>
	<u>600</u>	<u>600</u>

12 Commitments under operating leases

At 31 March 2022 the charity had no annual commitments under non-cancellable operating leases.



And a Big Thank You to



Herts People First volunteers



Our funders:

Herts County Council



Good Things Foundation



**Leyden House Day Service -
Stevenage**

In partnership with
Hertfordshire Community Foundation



Hertfordshire Community

Foundation – for their free training

HERTS PEOPLE FIRST

England & Wales - Charity number 1091095

Accounts

Trustee Report

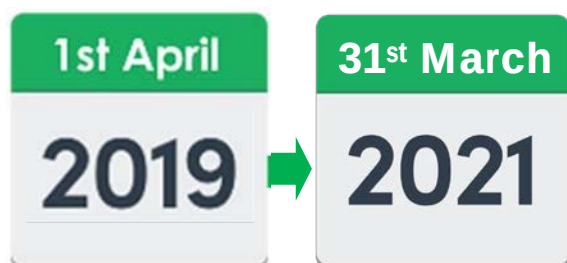
About our year and our money



This is an easy read version of our **Trustees Annual Report and Financial Statements for the year ending 31st March 2021**

Inside this Report

What is in each section	Page number
Who is who at Herts People First	3
Trustees Report Trustees Duties How Herts People First is run Public Benefit Our Aims and Impact Coronavirus and Herts People First Some highlights of our year About our Money Future Plans	 4-5 6 7 8 –13 14 15 16 17—21 22
Independent Examiner's Report	23
Statement of Financial Activities	24—25
Notes to the Financial Statements	26—32
Thank You's	33



This report is what we have done at **Herts People First** between **1st April 2020** to **31st March 2021**.



Our report is in easy read as much as possible. This is to make it easier for our members to understand.

Who is who at Herts People First

Trustee Board members



Carol Lee MBE

Chair



John Simmons

Treasurer



Marie Clare

Secretary

Our staff

Alex Morris



Independent Consultant

Jane Dellow



Main Office

Leyden House
Leyden Road
Stevenage SG1 2BP



Charity number - 1091095



Independent examiner



Josephine Merry
75 Roman Way
Godmanchester
Huntingdon
PE29 2RW



Community Accountant



Jane Seymour
2b Regent Street
Stotfold SG5 4ED



Trustee Annual Report



Our Trustees have checked this Annual Report.

They agree it covers everything the law says they need to report on.

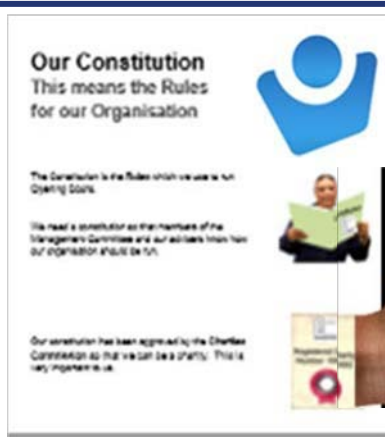
Some bits of this report are written in hard words.



These have to be there to meet the rules and laws about Trustee Reports.

These are in the grey box like this one below.

The Trustees present their report with the financial statements of the Charity for the year ended 31st March 2021.



Herts People First (HPF) has a set of rules called a **Constitution**. The Constitution was agreed at a special meeting on the 24th November 2001.

The Constitution says what work we can do and how we are run.



Herts People First is registered with the Charity Commission.

This organisation checks charities are being run well and safely.



Our Board of Trustees is legally in charge of our Charity.

They check Herts People First is run safely and manage risks to the Charity.



Trustees are elected every 2 years at the Annual General Meeting.

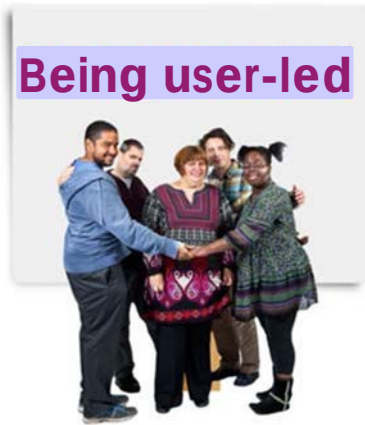


Trustees give their time for free to Herts People First as volunteers.

The Charity is an unincorporated association and governed by a constitution dated 24th November 2001.

How Herts People First is run

Being user-led



Herts People First is a user - led organisation.

A user - led organisation is one that is run and controlled by people who use support services.

For Herts People First this means all Trustees are people with learning disabilities.



The Trustees are elected by members of Herts People First who have full membership rights and are people with learning disabilities who live in Hertfordshire. Trustees must be over 18 years of age.



Herts People First activities take place in Hertfordshire and the Eastern Region.

The Management Committee (Trustees) and Honorary Officers are elected or appointed from the full members living in the Hertfordshire area to the Management Committee by the full members. The members of the Management Committee resign on a bi-annual basis at the Annual General Meeting held in September or as soon as practicable, but may be re-elected or re-appointed. No Management Committee member may be under the age of 18. Further Trustees may be appointed at the discretion of the trustees in accordance with the Charity constitution.

All trustees give their time as volunteers and receive no remuneration or other benefits.

Full membership is open to adults with a learning disability living in Hertfordshire.

Public Benefit



Charities have to stick to rules about something called **Public Benefit**.

This means charities have to say how their work is :

- **Public** - the charity must do work that make things better for the public
- **Benefit** - charities must make sure their work makes things better for people



Charities can say which groups of people they support.



Our Trustees understand the Charity Commission guidance about **Public Benefit** and make sure the work of Herts People First fits within these rules.



Our aims



Every charity has aims.

These are what the charity is trying to do. HPF has 2 main aims which are in our Constitution.



1. To make sure people with learning disabilities in Hertfordshire know about and get their rights



2. To provide training and education for people with learning disabilities in Hertfordshire so people learn new skills and gain in confidence to help them take part in their community.



To train people who do not have a learning disability so they understand the rights and needs of people with learning disabilities.

Working to achieve our aims



1. To make sure people with learning disabilities in Hertfordshire know about and get their rights

My rights



Herts People First is a rights organisation. We make sure people know about their rights and support them to speak up if they do not get their rights.

Herts People First agreed this aim and rights would be the focus for Herts People First for this year :

- Transport
- Learning
- Health
- Hate Crime and Keep Safe
- Easy read and easy to find information
- Equalities

We talked about these rights at:

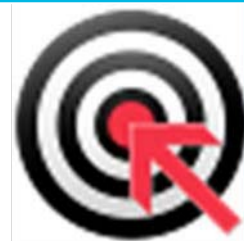
- Self advocacy groups
- North Herts & Stevenage Local Forum
- Healthwatch Hertfordshire

• Adult Care Services:

1. Learning Disability Co-production Board
2. Community Support Team
3. Learning Disability Planning and Partnership Group



Working to achieve



1. To make sure people with learning disabilities in Hertfordshire know about and get their rights



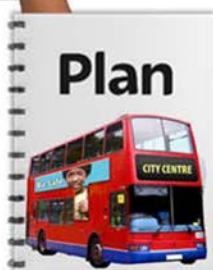
We worked with partners to choose the questions to ask people with learning disabilities, then supported people with their replies on these surveys :

- Healthwatch Annual Health Checks
- The Learning Disability Survey
- Learning Disability Co-production Board survey

We supported people to reply to the Intalink Plan to make buses better in Hertfordshire.

We went to these events:

- Talking about Equalities run by Hertfordshire Equality Council and Herts County Council
- 2 COMPACT meetings



The COMPACT is a written agreement between Voluntary Groups, like Herts People First, and Statutory Groups like Herts County Council. The Compact lists rules for everyone to follow to work together in the best way, and what to do if you are not happy.

Working to achieve our aims



2. To provide training and education for people with learning disabilities in Hertfordshire so people learn new skills and gain in confidence to help them take part in their community.



Working together to Keep Safe in Hertfordshire

We talked with Hertfordshire Police and Hertfordshire County Council about working in partnership.



Keep Safe teams were set up to take care of Keep Safe in local towns :

- Hemel Hempstead
- Hoddesdon
- Bishops Stortford



People with learning disabilities worked with local police.



Keep Safe teams gave training to places joining Keep Safe.

They told their local community about Keep Safe at events, by making a local leaflet, in their local paper and on social media.



Working to achieve our aims



2. To train people who do not have a learning disability so they understand the rights and needs of people with learning disabilities.

We train people in different ways :



Carol Lee took part in table discussions for the Hertfordshire Adult Care Services Connected Lives developing leaders programme.



Police, paid and unpaid support workers and people working at places joining the Keep Safe scheme received training.

Herts People First advise on and show Good Practice on involving people with learning disabilities in:

Meeting Rules		
	Everyone will have a chance to have a say	
	Keep to time	
	Give people time to say what they want	
	One person to talk at a time	

- Meetings
- Training
- Easy Read information
- Ways to consult
- Easy ways to access things

Working to achieve our aims



Working on things that are important to people with learning disabilities to make life better.

Orange Travel Wallet



We updated the Easy Read Orange Wallet flyer with Herts County Council.

We advised Healthwatch on their Easy Read Annual Health Check survey

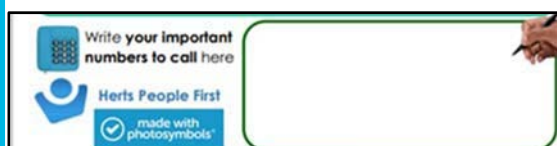
At the beginning of the Coronavirus crisis we made the Easy Read booklet by Opening Doors called **'My Plan for being Safe and Staying in'** useful for people in Hertfordshire.

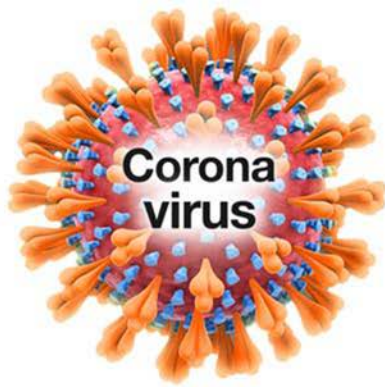


We made a **'Who Can Help'** sheet which we printed and posted to Herts People First members. We shared these by e-mail for everyone with a learning disability in Hertfordshire to use.



We worked with people who live by themselves to have an easy to see list of their **In Case of an Emergency (ICE)** phone numbers. This was in case they were taken to hospital with Covid -19.





Coronavirus and Herts People First



The Covid-19 pandemic and lockdown meant Herts People First had to change what we did and how we did it very quickly. Most of our work with people was face-to-face in groups or at meetings.



All face to face meetings stopped for Herts People First on the 13th March 2020 and we had to set up other ways to continue the work of the Charity.



Our funders continued to pay our grants and allowed us to work differently to help people to be safe.



Most of our work has been to make sure people understood the lockdown rules and information coming from the Government to keep safe. This work continues.



Trustees met weekly by phone to begin with to plan.

Our highlights - speaking up:



Volunteers

5 Hemel Campaigners volunteered to take care of Keep Safe in Hemel Hempstead

12 people volunteered to take care of Keep Safe in Hoddesdon



Herts People First support a further 6 people to represent other people with Learning Disabilities at meetings.



Partnership Board

Herts People First made the Learning Disability Partnership Board report 2014 — 2019 Easy Read

Co-production Board

Herts People First agreed to be one of the organisations on the new Learning Disability Co-production Board.



About our money



How we fund our work

We mainly raise money through grants and bids.

Managing risk

This is when you look at what could go wrong, make a plan just in case and say how to put things right. For Herts People First risks are things that make it hard to run the Charity well, or could mean it has to close.



At Herts People First the Trustees have the responsibility for looking at risks.

They work together on a **risk list** where they work out what steps to take to make things safer for Herts People First.



Staff training, good policies and safe ways of working are some of the ways we manage risks at Herts People First.

Herts People First Trustees have read and acknowledge the Charity Commission fundraising guidelines for Trustees. Herts People First do not at present raise funds from the general public.

Herts People First recognise the risks of operating as a Charity within a social care and health environment. With significant uncertainty regarding the charity's sources of income it is committed to establish policies and procedures that manage the risks associated with its business.

About our money



Reserves Policy

Charities have **reserves** which is a word for emergency savings.

Reserves money is used if a charity has to close. It is used to pay off any money it owes.

At Herts People First our Trustee Board decides how much money to have as emergency savings.

This is called the **Reserves Policy**.

Trustees look at this every year.

Our Trustees decided Herts People First should have enough money to pay its costs for 3 months.

This year Trustees looked carefully at all the money and are happy this is a safe amount of **reserves** for Herts People First at the moment.

Reserves policy

The Management Committee of Herts People First has given consideration to the need for a reserves policy in relation to the organisation's accounts. The funding for the charity is viewed uncertain in the current economic climate and the Management Committee are mindful of this in their entire decision making.

The Management Committee regard the minimum level of reserves to be the equivalent of three months salaries for staff employed by the organisation plus redundancy. For the year ended 31st March 2020, this would represent approximately £15,000. The unrestricted free reserves held at this date total £80,819. The Management Committee monitor this situation regularly and review the policy on at least an annual basis.



Some money Herts People First is given is to run special projects. We can only spend that money on running those projects. This is called **restricted money**.



We have to be able to show what we are spending any **restricted money** on. We keep good records to show how we are spending **restricted money** on the right things.



Restricted Reserves

If Herts People First closed we could be asked to pay back some of the **restricted money** for any work we have not done.

The amount we could have to pay back is called **restricted reserves**.



£15,693

Herts People First has **£15,693** of **restricted reserves** at the end of March 2020.



Herts People First also has things we own. This could be equipment, computers and furniture we have bought.



We only count things we will own for more than 1 year. These things we own are called **fixed assets**.



We add up how much money these things are worth.

We have to remember that if we sold them we would get less money than we paid for them.



If we add up all our money and take away our **fixed assets** and our **restricted reserves** we can see how much is left.

This money is called **free reserves**.



£80,819

Herts People First has **£80,819** of **free reserves** at the end of March 2020.

About our money 2019 — 2020



Herts People First

Herts People First Money



Income

(Money Coming In)



£51,953

-

Expense

(Money Going Out)



-

-

£50,167

=

=

=

Balance

(What is left)



£1,786



+



=



**Money In Bank
March 2019
£95,679**

Balance
(What is left)
£1,786

**Money In Bank
March 2020
£97,465**

Our future plans



Funding

To look at all our money.

To get money for what people with Learning Disabilities have said is most important



Partnerships

To look at who we would like to work with.



How we work and what we do

We will review this to help us decide what we want to do and how we do this in the future — we will put this in a new Herts People First plan



Approved by the Trustees and signed on their behalf by:



Carol Lee MBE
Chair



John Simmons
Treasurer

Date: 25/01/2021



**INDEPENDENT EXAMINERS REPORT
FOR THE YEAR ENDED 31 MARCH 2020**

I report on the accounts for the year ended 31st March 2020, which are set out on pages 24— 32.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's statement

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Josephine Merry
75 Roman Way
Godmanchester, Huntingdon PE29 2RW

Date: 25 / 01/ 2021

Herts People First
Statement of Financial Activities
For the Year ended 31st March 2020

	Notes	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £	2019 Total Funds £
Incoming resources					
Grants and donations	2	47,736	-	47,736	35,099
Charitable activities	3	2,717	1,500	4,217	23,298
Total income		50,453	1,500	51,953	58,397
Resources expended:					
Charitable activities	4	42,994	7,173	50,167	42,681
Total expenditure		42,994	7,173	50,167	42,681
Net movement in funds		7,459	(5,673)	1,786	15,716
Reconciliation of funds:					
Total Funds brought forward		74,313	21,366	95,679	79,963
Total funds carried forward	10	81,772	15,693	97,465	95,679

The notes on pages 26 to 32 form part of these financial statements.

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

All income and expenditure derives from continuing activities.

Herts People First

Balance Sheet

As at 31st March 2020

	Notes	2020	2019
		£	£
Fixed Assets			
Tangible assets	5	1,277	827
Current Assets			
Debtors & prepayments	6	1,178	1,513
Bank and cash balances		<u>112,802</u>	<u>102,804</u>
Total Current Assets		113,980	104,317
Creditors: Amounts falling due within one year	7	(17,792)	(9,465)
Net Current Assets		96,188	94,852
Net Assets		<u>97,465</u>	<u>95,679</u>
Funds of the charity			
Unrestricted income funds	10	81,772	74,313
Restricted income funds	10	15,693	21,366
Total charity funds		<u>97,465</u>	<u>95,679</u>

The financial statements were approved by the trustees on 25th January 2021 and signed on their behalf by:

.....
Carol Lee MBE
Chair

.....
John Simmons
Treasurer

The notes on pages 26 - 32 form part of these accounts

Herts People First

Notes to the Accounts

ACCOUNTING POLICIES

1.0 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts have been prepared on a going concern basis and represent a true and fair view of the position of the charity as at the end of the accounting period.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

1.1 Accounting convention

The financial statements have been prepared under the historical cost convention

1.2 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation and are depreciated over the estimated useful economic lives. The depreciation rate currently in use for all fixed assets held for use by the charity is 20% on the reducing balance.

1.3 Pension costs

The charity operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged as an expense in the year they are payable. Contributions are allocated between restricted and unrestricted funds based on hours worked.

1.4 Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Resources expended have been analysed and have been allocated 100% to the relevant fund.

Herts People First

Notes to the Accounts

1.5 Incoming Resources

The charity derives its income from donations, legacies and other voluntary income and grants that provide core funding.

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- Any performance conditions attached to the item (s) of income have been met or are fully within the control of the charity or its subsidiary;
- There is sufficient certainty that the receipt of the income is considered probably; and
- The amount can be measured reliably.

Donation income is included within the Statements of Financial Activities as it is received. Legacies are recognised when the above criteria are met. Grants are recognised in the period to which they relate.

1.6 Governance costs

Governance costs are those costs associated with maintaining the governance of the charity as opposed to the management of the charity's activities

1.7 Fund Accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects. No funds have currently been designated.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Herts People First

Notes to the Accounts

2	Grants and donations	Unres £	Res. £	2020 £	2019 £
	Herts CC – Joint Finance	9,702	-	9,702	9,702
	Joint Commissioning Team	17,000	-	17,000	17,000
	Herts CC – Herts SAN	17,500	-	17,500	-
	North Herts and Stevenage Local Forum	1,430	-	1,430	-
	HMRC Employment Allow.	2,104	-	2,104	3,000
	PCC Keep Safe Herts	-	-	-	4,977
	Community Foundation	<u>-</u>	<u>-</u>	<u>-</u>	<u>420</u>
		47,736	-	47,736	35,099

In 2019, £4,977 for PCC Keep Safe Herts and £420 Community Foundation were the only restricted funds under grants and donations.

3	Charity activities income	Unres £	Res. £	2020 £	2019 £
	North Herts and Stevenage Local Forum	-	-	-	1,430
	Herts CC – Herts SAN	-	-	-	17,500
	Support and Travel	2,157	1,500	3,657	3,236
	Other Fees	<u>560</u>	<u>-</u>	<u>560</u>	<u>1,132</u>
		2,717	1,500	4,217	23,298

In 2019, the only restricted funds were £826 for support and travel. North Herts and Stevenage Local Forum and Herts CC - Herts SAN income has come through as grants and donations for 2020 onwards.

4	Charitable activities Expenditure	Unres £	Res. £	2020 £	2019 £
	Salaries	26,122	249	26,371	26,487
	Depreciation	318	-	318	205
	Governance	616	8	624	967

Other costs	<u>15,938</u>	<u>6,916</u>	<u>22,854</u>	<u>15,022</u>
	<u>42,994</u>	<u>7,173</u>	<u>50,167</u>	<u>42,681</u>

Herts People First

Notes to the Accounts

For comparative purposes below is the split of charitable expenditure for 2019

Charitable activities

Expenditure	Unres £	Res. £	2019 £	2018 £
Salaries	26,223	264	26,487	28,082
Depreciation	205	-	205	257
Governance	959	8	967	1,171
Other costs	<u>14,324</u>	<u>698</u>	<u>15,022</u>	<u>55,201</u>
	<u>41,711</u>	<u>970</u>	<u>42,681</u>	<u>84,711</u>

Other Costs	Unres £	Res. £	2020 £	2019 £
Support	8,105	2,337	10,442	187
Travelling Expenses	3,012	278	3,290	4,609
General Running Costs	2,072	115	2,187	2,235
Producing Information	36	79	115	33
Administration	-	602	602	50
Consultation & Advice	-	-	-	5,350
Preparation	33	-	33	-
Conf, meetings & Rm Hire	472	205	677	536
Bookkeeping Fees	1,200	-	1,200	1,200
Telephone	828	-	828	783
Training and prof. fees	70	3,300	3,370	-
Equipment	32	-	32	-
Website Costs	<u>78</u>	<u>-</u>	<u>78</u>	<u>39</u>
	<u>15,938</u>	<u>6,916</u>	<u>22,854</u>	<u>15,022</u>

Governance Costs

	Unres £	Res. £	2020 £	2019 £
Examination Fees/ Accounts preparation	600	-	600	600
AGM & Meeting costs	<u>16</u>	<u>8</u>	<u>24</u>	<u>367</u>
	<u>616</u>	<u>8</u>	<u>624</u>	<u>967</u>

Herts People First

Notes to the Accounts

5 Fixed assets	Core	Joint Finance	Involv. People	Sub Total C/ FWD
Cost	£	£	£	£
At 1 April 2019	17,706	777	995	19,478
Additions	768	-	-	768
At 31 March 2020	18,474	777	995	20,246
Depreciation				
At 1 April 2019	17,283	507	861	18,651
Charge for the year	238	53	27	318
At 31 March 2020	17,521	560	888	18,969
Net book values				
At 31 March 2019	423	270	134	827
At 31 March 2020	953	217	107	1,277

6 Debtors & Prepayments	2020	2019
	£	£
Debtors	1,052	1,379
Prepayments and accrued income	<u>126</u>	<u>134</u>
	<u>1,178</u>	<u>1,513</u>

7 Creditors: Amounts falling due within one year	2020	2019
	£	£
Trade and other Creditors	16,060	7,692
Accruals	95	107
Tax Liabilities	<u>1,637</u>	<u>1,666</u>
	<u>17,792</u>	<u>9,465</u>

8 Trustees' Remuneration and Expenses

No remuneration has been directly or indirectly paid or payable for the year out of the funds of the charity to any trustee or to any person or person connected with any of them for their work as a trustee, but they were reimbursed their travel and other expenses incurred.

Taxi costs of £24 (2019: £168.20) were paid in order to facilitate trustees with support requirements to attend meetings to manage the charity.

Herts People First

Notes to the Accounts

9 Employees' Remuneration

Number of employees

The average monthly number of employees during the period was:

	2020 Number	2019 Number
Direct Charitable Expendi-	<u>1</u>	<u>1</u>

Employment costs

	2020 £	2019 £
Gross salary	23,073	20,888
Employers N.I.	2,104	3,801
Employers Pension costs	<u>1,194</u>	<u>1,798</u>
	<u>26,371</u>	<u>26,487</u>

The total amount paid to key management personnel is £23,073.

There were no employees whose annual emoluments were £50,000 or more.

There is only one member of staff, who is responsible for running the charity

10 Fund Analysis	Gen- eral £	PCC Keep Herts Safe £	Co-Prod Board £	HPF Dev. & Training £	Star Part- ner- ship £	Total C/Fd £
Incoming Resources	50,453	-	1,500	-	-	51,953
Resources Expended	42,994	4,946	2,227	-	-	50,167
Net incoming resources before	7,459	(4,946)	(727)	-	-	1,786
Transfer between	-	-	-	-	-	-
Net movement in	7,459	(4,946)	(727)	-	-	1.786
Total Funds B/fwd	74,313	4,946	727	3,523	12,170	95,679
Total Funds C/Fwd	81,772	-	-	3,523	12,170	97,465
Fixed Assets	1,277	-	-	-	-	1,277
Bank	97,109	-	-	3,523	12,170	112,802
Other Current Assets	1,178	-	-	-	-	1,178
Current Liabilities	(17,792)	-	-	-	-	(17,792)
	81,772	-	-	3,523	12,170	97,465

Herts People First

Notes to the Accounts

Herts Community Foundation Police and Crime Commissioner Action Fund: 'Working together to Keep Safe in Hertfordshire' is a supported volunteering project to support 20 people with learning disabilities as volunteers to set up 4 Keep Safe teams to take care of Keep Safe in local towns.

Co-production Board. This fund is for support, travel and involvement costs for the self-advocate representative to the Learning Disability Partnership Board to represent the LDPB at the Adult Care Services Co-production Board.

Herts People First development and training money is for the development of self advocacy leaders and their supporters and a strengthened Hertfordshire based self advocacy user led organisation. This was in response to the recommendation from the review of self advocacy by the NDTi in 2012.

Star Partnership is a new restricted fund from monies transferred from the old Fulfilling Lives funds held for others pot. Currently proposals are being considered by the Charity Trustees for how this money will be spent.

11 Independent Examiner's Remuneration

Fees of £600 have been accrued for the 2020 examination and preparation

	2020	2019
	£	£
Examination Fee	300	300
Preparation of Accounts	<u>300</u>	<u>300</u>
	<u>600</u>	<u>600</u>

12 Commitments under operating leases

At 31 March 2020 the charity had no annual commitments under non-cancellable operating leases.



And a Big Thank You to

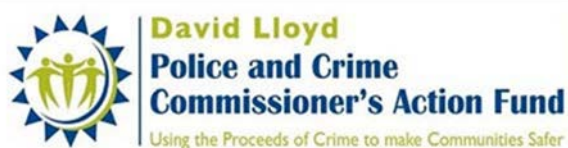


Herts People First volunteers



Our funders:

Herts County Council



Office of the Police and Crime
Commissioner with

Hertfordshire Community
Foundation



Leyden House Day Service

For the use of one of their rooms for
our office

