

PEMBROKESHIRE PEOPLE FIRST

England & Wales · Charity number 1091201

Details

Other names PEMBROKESHIRE ADVOCACY

Status Registered

Legal form Charitable company

Company number [04391979](#)

Registered 2002-03-19

Register [View on the Charity Commission register](#)

Contact

Address Portcullis House
Old Hakin Road
Merlins Bridge
Haverfordwest
SA61 2DA

Phone 01437 769135

Email info@pembrokeshirepeople1st.org.uk

Website www.pembrokeshirepeople1st.org.uk

Activities

Objects: 1. THE RELIEF AND SUPPORT OF PEOPLE WITH LEARNING DISABILITIES AND/OR AUTISM THROUGH THE PROVISION OF ADVOCACY, TRAINING, AND GROUP WORK USING THE ARTS, WHICH WILL HELP PEOPLE KNOW AND ATTAIN THE SAME RIGHTS AS EVERYONE ELSE.2. TO ADVANCE THE EDUCATION AND TRAINING OF PEOPLE WITH LEARNING DISABILITIES AND/OR AUTISM, TO DEVELOP THEIR SKILLS, CAPACITIES AND CAPABILITIES TO ENABLE THEM TO PARTICIPATE FULLY IN SOCIETY.3. TO ADVANCE EDUCATION AND RAISE AWARENESS OF THE PUBLIC IN THE EXPERIENCES OF AND ISSUES AFFECTING PEOPLE WITH LEARNING DISABILITIES AND/OR AUTISM.

Activities: Pembrokeshire People First is an organisation for adults with learning disabilities, autism and neurodiversity. The services provided include 1:1 advocacy, support with campaigning on issues important to our members, StaySocial - a drop in centre, counseling, self advocacy groups and training in independent living skills.

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, Disability, Arts/culture/heritage/science, Economic/community Development/employment
- **Who:** Elderly/old People, People With Disabilities

Geography

- **Area of benefit:** PEOPLE WITH A LEARNING DISABILITY LIVING IN PEMBROKESHIRE.
- Carmarthenshire
- Ceredigion
- Pembrokeshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£719,242	£645,603	£238,799	27
2024-03-31	£585,147	£612,825	£165,160	28
2023-03-31	£455,899	£444,896	-	-
2022-03-31	£477,021	£484,139	-	-
2021-03-31	£483,682	£436,024	-	-

Trustees

Name	Role	Appointed
ELIZABETH RAWLINGS	Chair	2024-09-17
Christopher Palmer		2025-02-17
Claire Bullock		2025-01-19
DYLAN IAN JENKINS EYNON		2024-09-17
Darren Thomas		2025-07-01
Julie Fulton		2020-11-24
Micheline Gaynor Hambidge		2025-02-24
Sophie Hinksman		2018-10-18

PEMBROKESHIRE PEOPLE FIRST

England & Wales - Charity number 1091201

Accounts

REGISTERED COMPANY NUMBER: 04391979 (England and Wales)
REGISTERED CHARITY NUMBER: 1091201

**Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 March 2025
for
Pembrokeshire People First**

Ashmole and Co.
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX



Pembrokeshire People First

**Contents of the Financial Statements
for the Year Ended 31 March 2025**

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Pembrokeshire People First

Report of the Trustees for the Year Ended 31 March 2025

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Hello and thank you for taking the time to read this report. There will be lots to read and we won't be able to capture all of the success and the bits that have been hard in one report, So, we will tell you about the main highs and lows and welcome anyone to come and talk to us who would like to learn more.

Firstly the dry bit. What does it say in our paperwork that we do? Why does PPF exist?

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects of the charity are as follows:

- (1) To support people with learning difficulties and/or autism through the provision of advocacy, training and group work using the arts, which will help people know and attain the same rights as everyone else.
- (2) To advance the education and training of people with learning difficulties and/or autism, to develop their skills, capacities and capabilities to enable them to participate fully in society.
- (3) To advance education and raise awareness of the public in the experiences and of the issues affecting people with learning difficulties and/or autism.

Pembrokeshire People First
Report of the Trustees
for the Year Ended 31 March 2025

OBJECTIVES AND ACTIVITIES

Significant activities

Pembrokeshire People First
Report of the Committee of Management
For the year ended 31st March 2024

PPF continues to be a member-led charity with a list of members that has grown to over 480 people. Our members had the opportunity to access any or all of the projects we have had running this year. These projects are all linked to the aims and objectives listed above.

One of the great things about PPF is that we remain a constant that people can access when they need us. They may come and go as they explore other opportunities but if life changes, they are always welcomed back through the highs and the lows. We provide support for approximately 250 members each month.

The strategies we used to meet these aims:

We ran a range of projects so that we could meet the wide range of needs of our members. This included smaller group sessions, 1:1 work, and larger sessions to provide opportunities for developing friendships and reducing isolation.

One of the greatest strengths of PPF has been its continuity. The trustees want to ensure that kindness and equity remain the foundation of all of our delivery. The staff, freelancers and volunteers all continue to demonstrate great strength and resilience as they support people. For this, the trustees are truly grateful.

We have continued to grow as an organisation through out what turned out to be a very challenging year, with staff departures and a restructuring of the management team to better take the charity forward. We continued to provide supported employment opportunities for 15 members, at Mor and via Citizen Champions and the Dream Team.

The SPF funding for the MOR project was extended from the end of December 2024 to the end of February 2025 which was a big help in covering this project's core costs. We were also invited to bid for (and were successful in getting) continuation funding for the MOR project from April 2025.

While the majority of front-line projects such as ; MOR, Wellbeing, stay social, moving on, gaming, 1 to 1 Coaching and Benefits, dream team, citizens champions, campaigns and easy read continued as usual, however, funding pressures continue to be a challenge due to ongoing cost of living inflationary pressures, and ongoing statutory service providers budget pressures.

For further information, please see our website at <http://www.pembrokeshirepeople1st.org.uk> and our Facebook page is available at Facebook:Pembrokeshire People First, for additional project information.

The staffing complement at the beginning and end of the financial year was as follows:

Staffing Members	1st April 2024	31st March 2025
No. of full time staff	5	3
No. of part time staff over 25 hours per week	3	1
No. of part time staff less than 25 hours per week	5	7
No. of supported members being employed	14	15
Total Head Count	27	26

Pembrokeshire People First

Report of the Trustees for the Year Ended 31 March 2025

OBJECTIVES AND ACTIVITIES

The above shows that while employed staff numbers reduced by 1 due to two senior staff members leaving the charity by mutual agreement. We continued to employ 15 members through the assisted work programme, which has been very beneficial to them.

Summary of Financial Position	2024	2025
	£	£
Income for the Year	585,147	719,242
Expenditure for the Year	612,825	645,603
Salary & Pension Costs (inc in expenditure)	410,678	437,360
Net Surplus/(Loss) for the Year	(27,278)	73,639
Restricted Reserves	147,326	232,719
Unrestricted Reserves	17,844	6,080
Net Movement in Unrestricted Reserves	(9,668)	(11,764)

The financial year to March 2025 saw a substantial increase in income (£134,095) while expenditure increased by £32,778 primarily due to the additional SPF funding to support the craft workshop at MOR. This grant funding was also augmented by the continued employment of 15 members via the access to work scheme which resulted in a total of £232,606 funding. WE were grateful for the funding support given to us by the Garfield Weston foundation, Moondance foundation and Haverfordwest town council to name a few. Unfortunately, our costs also increased due to the high level of rental commitments and one-off additional governance cost which has depleted our unrestricted funds by £11,764. The trustees are aware of the need to replenish the unrestricted reserve funds to a more sustainable level. However, our trading position remained strong with a surplus on restricted funds of £85,403 for the year.

STRATEGIC REPORT

Financial review

Reserves policy

The trustees have determined the level of reserves that the charity ought to have (that is those funds that are freely available and not part of the restricted fund), and are working towards achieving this.

Financial and risk management objectives and policies

The Trustees are aware of the major risks the organisation face and are working to address and reduce them. The Trustees are actively engaged in recruiting new additional Trustees who will be given a suitable induction programme, Trustees are in contact with staff on a daily basis and hold formal Trustees meetings each month..

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Pembrokeshire People First is a company limited by guarantee governed by its Memorandum and Articles of Association; it is also a registered charity with the Charity Commissioners, Anyone over the age of 18 can become a member of the company.

Pembrokeshire People First
Report of the Trustees
for the Year Ended 31 March 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

As set out in the Memorandum of Articles and Association, the trustees are elected bi-annually by the members of the company at AGM.

New trustees undergo an orientation session to brief them as to their legal obligations under charity and company law, the committee and decision-making processes, the business plan and recent financial performance of the charity.

During the induction period they will meet all employees, trustees and committee members. Trustees are encouraged to attend external training events that will facilitate the undertaking of their role. The Management Committee meets regularly and administers the charity.

The Trustees have strengthened the board during this financial year with the appointment of 6 new trustees, which has strengthened the Board with a wider range of people with professional backgrounds and skills to help take the organisation forward. However, the board continues to look for further additions to the board as opportunities become available. The induction process is also under review to ensure it is fit for purpose.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04391979 (England and Wales)

Registered Charity number

1091201

Registered office

Portcullis House
Old Hakin Road
Merlins Bridge
Haverfordwest
Pembrokeshire
SA61 1XE

Trustees

J Fulton
S Hinksman
L M Hinksman (resigned 7.5.25)
A Jones (resigned 6.12.24)
C Poupard (resigned 6.12.24)
J C D Tyler (resigned 6.12.24)
I Eynon (appointed 17.9.24)
Mrs E Rawlings (appointed 17.9.24)
M G Hambidge (appointed 10.3.25)
L Burton (appointed 10.3.25)
C Palmer (appointed 10.3.25)
C Bullock (appointed 10.3.25)

Company Secretary

J Fulton

Pembrokeshire People First

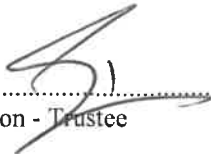
**Report of the Trustees
for the Year Ended 31 March 2025**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Ashmole and Co.
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors,
on *10th September 2025* and signed on the board's behalf by:


.....
I Eynon - Trustee

**Independent Examiner's Report to the Trustees of
Pembrokeshire People First**

Independent examiner's report to the trustees of Pembrokeshire People First ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

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

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

N Mills FCCA

Ashmole and Co.
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Date:15.09.25.....

Pembrokeshire People First

Statement of Financial Activities
for the Year Ended 31 March 2025

	Notes	Unrestricted fund £	Restricted fund £	31.3.25 Total funds £	31.3.24 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	1,510	(1)	1,509	598
Charitable activities					
Charitable activities	5	51,636	662,131	713,767	576,843
Other trading activities	3	594	3,270	3,864	7,619
Investment income	4	89	13	102	87
Total		<u>53,829</u>	<u>665,413</u>	<u>719,242</u>	<u>585,147</u>
EXPENDITURE ON					
Charitable activities					
Charitable activities	6	<u>65,593</u>	<u>580,010</u>	<u>645,603</u>	<u>612,825</u>
NET INCOME/(EXPENDITURE)		(11,764)	85,403	73,639	(27,678)
RECONCILIATION OF FUNDS					
Total funds brought forward		17,844	147,316	165,160	192,838
TOTAL FUNDS CARRIED FORWARD		<u><u>6,080</u></u>	<u><u>232,719</u></u>	<u><u>238,799</u></u>	<u><u>165,160</u></u>

The notes form part of these financial statements

Pembrokeshire People First

**Balance Sheet
31 March 2025**

	Notes	Unrestricted fund £	Restricted fund £	31.3.25 Total funds £	31.3.24 Total funds £
FIXED ASSETS					
Tangible assets	12	-	12,583	12,583	3,862
CURRENT ASSETS					
Debtors	13	10,691	71,067	81,758	154,474
Prepayments and accrued income		1	-	1	-
Cash at bank and in hand		89	158,348	158,437	43,541
		<hr/>	<hr/>	<hr/>	<hr/>
		10,781	229,415	240,196	198,015
CREDITORS					
Amounts falling due within one year	14	(4,701)	(9,279)	(13,980)	(36,717)
		<hr/>	<hr/>	<hr/>	<hr/>
NET CURRENT ASSETS		6,080	220,136	226,216	161,298
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		6,080	232,719	238,799	165,160
		<hr/>	<hr/>	<hr/>	<hr/>
NET ASSETS		6,080	232,719	238,799	165,160
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
FUNDS					
	16				
Unrestricted funds				6,080	17,844
Restricted funds				232,719	147,316
				<hr/>	<hr/>
TOTAL FUNDS				238,799	165,160
				<hr/> <hr/>	<hr/> <hr/>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

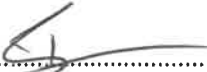
- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Pembrokeshire People First

Balance Sheet - continued
31 March 2025

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 10th September 2025 and were signed on its behalf by:


.....
I Eynon - Trustee

The notes form part of these financial statements

Pembrokeshire People First

**Cash Flow Statement
for the Year Ended 31 March 2025**

	Notes	31.3.25 £	31.3.24 £
Cash flows from operating activities			
Cash generated from operations	1	125,689	(111,753)
Net cash provided by/(used in) operating activities		<u>125,689</u>	<u>(111,753)</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(12,043)	(4,544)
Interest received		102	87
Net cash used in investing activities		<u>(11,941)</u>	<u>(4,457)</u>
Change in cash and cash equivalents in the reporting period			
		113,748	(116,210)
Cash and cash equivalents at the beginning of the reporting period	2	<u>43,541</u>	<u>159,751</u>
Cash and cash equivalents at the end of the reporting period	2	<u><u>157,289</u></u>	<u><u>43,541</u></u>

The notes form part of these financial statements

Pembrokeshire People First

Notes to the Cash Flow Statement
for the Year Ended 31 March 2025

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.25	31.3.24
	£	£
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	73,639	(27,678)
Adjustments for:		
Depreciation charges	3,322	682
Interest received	(102)	(87)
Decrease/(increase) in debtors	72,715	(98,882)
(Decrease)/increase in creditors	(23,885)	14,212
Net cash provided by/(used in) operations	<u>125,689</u>	<u>(111,753)</u>

2. ANALYSIS OF CASH AND CASH EQUIVALENTS

	31.3.25	31.3.24
	£	£
Cash in hand	1,582	1,582
Notice deposits (less than 3 months)	156,855	41,959
Overdrafts included in bank loans and overdrafts falling due within one year	(1,148)	-
Total cash and cash equivalents	<u>157,289</u>	<u>43,541</u>

3. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.24	Cash flow	At 31.3.25
	£	£	£
Net cash			
Cash at bank and in hand	43,541	114,896	158,437
Bank overdraft	-	(1,148)	(1,148)
	<u>43,541</u>	<u>113,748</u>	<u>157,289</u>
Total	<u>43,541</u>	<u>113,748</u>	<u>157,289</u>

The notes form part of these financial statements

Pembrokeshire People First

Notes to the Financial Statements for the Year Ended 31 March 2025

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and Equipment - 15% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Pembrokeshire People First

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

2. DONATIONS AND LEGACIES		31.3.25	31.3.24
		£	£
Donations		<u>1,509</u>	<u>598</u>
3. OTHER TRADING ACTIVITIES		31.3.25	31.3.24
		£	£
Commissioned work and other income		<u>3,864</u>	<u>7,619</u>
4. INVESTMENT INCOME		31.3.25	31.3.24
		£	£
Deposit account interest		<u>102</u>	<u>87</u>
5. INCOME FROM CHARITABLE ACTIVITIES		31.3.25	31.3.24
		£	£
Grants	Activity	<u>713,767</u>	<u>576,843</u>
	Charitable activities		
Grants received, included in the above, are as follows:			
		31.3.25	31.3.24
		£	£
Access to Work		230,840	232,606
BBC Children in Need		-	7,110
Hywel Dda		115,195	97,509
PCC Dream Team/Charter RIF including JD LD Champion		40,436	33,889
PCC Food Poverty Grant		3,500	5,000
PCC Service Level Agreement		25,000	-
PCC Housing Support Grant		28,547	28,547
Police & Crime Commissioner Dyfed Powys		4,800	4,800
CCC Dream Team		4,254	4,254
Lloyds Bank Foundation		25,000	50,000
Big Lottery Cost of Living Grant		-	10,000
Groundwork UK Tesco Community Fund		-	1,500
PCC UK Shared Prosperity		161,059	36,301
PCC Communities Shared Prosperity		25,126	20,028
PCC Enhancing Pembrokeshire		3,001	30,899
PCC Citizen Champion		14,800	14,400
Garfield Weston		15,000	-
Haverfordwest Town Council		1,336	-
PCC Warm Spaces		4,605	-
Planed		968	-
Moondance Foundation		10,000	-
National Parks Authority		300	-
		<u>713,767</u>	<u>576,843</u>

Pembrokeshire People First

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2025**

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 7) £	Totals £
Charitable activities	<u>563,210</u>	<u>82,393</u>	<u>645,603</u>

7. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Charitable activities	<u>60,074</u>	<u>22,319</u>	<u>82,393</u>

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.25	31.3.24
	£	£
Auditors' remuneration	3,751	2,574
Depreciation - owned assets	3,322	682
Other operating leases	<u>37,501</u>	<u>32,100</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

The following trustees are also member employees of the charity and during the year ended 31st March 2024 were remunerated as below:

	Aggregate amount of emoluments	Aggregate value of pension contributions
Trustee: LM Hinksman	£9,576	£286

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Pembrokeshire People First

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

10. STAFF COSTS

	31.3.25	31.3.24
	£	£
Wages and salaries	437,360	403,321
Other pension costs	5,822	7,357
	<u>443,182</u>	<u>410,678</u>

The average monthly number of employees during the year was as follows:

	31.3.25	31.3.24
Average number of employees during year	<u>27</u>	<u>26</u>

No employees received emoluments in excess of £60,000.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	174	424	598
Charitable activities			
Charitable activities	35,000	541,843	576,843
Other trading activities	7,569	50	7,619
Investment income	87	-	87
Total	<u>42,830</u>	<u>542,317</u>	<u>585,147</u>
EXPENDITURE ON			
Charitable activities			
Charitable activities	<u>52,497</u>	<u>560,328</u>	<u>612,825</u>
NET INCOME/(EXPENDITURE)	(9,667)	(18,011)	(27,678)
RECONCILIATION OF FUNDS			
Total funds brought forward	27,512	165,326	192,838
TOTAL FUNDS CARRIED FORWARD	<u>17,845</u>	<u>147,315</u>	<u>165,160</u>

Pembrokeshire People First

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2025**

12. TANGIBLE FIXED ASSETS

	Plant and Equipment £	Office equipment £	Totals £
COST			
At 1 April 2024	4,544	-	4,544
Additions	7,495	4,548	12,043
	<u>12,039</u>	<u>4,548</u>	<u>16,587</u>
At 31 March 2025			
DEPRECIATION			
At 1 April 2024	682	-	682
Charge for year	1,806	1,516	3,322
	<u>2,488</u>	<u>1,516</u>	<u>4,004</u>
At 31 March 2025			
NET BOOK VALUE			
At 31 March 2025	<u>9,551</u>	<u>3,032</u>	<u>12,583</u>
At 31 March 2024	<u>3,862</u>	<u>-</u>	<u>3,862</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25 £	31.3.24 £
Trade debtors	80,277	152,965
Prepaid expenses	1,481	1,509
	<u>81,758</u>	<u>154,474</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25 £	31.3.24 £
Bank loans and overdrafts (see note 15)	1,148	-
Trade creditors	3,418	8,253
Social security and other taxes	6,176	6,152
Accrued expenses	3,238	22,312
	<u>13,980</u>	<u>36,717</u>

Pembrokeshire People First

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

15. LOANS

An analysis of the maturity of loans is given below:

	31.3.25 £	31.3.24 £
Amounts falling due within one year on demand:		
Bank overdrafts	<u>1,148</u>	<u>-</u>

Amounts shown as bank loans and overdrafts (see note 14) in 2024/25 represented a timing difference between when the restricted expenditure has been incurred and the receipt of the restricted funding in the Charity's bank account. This was not an actual bank loan, merely a timing difference.

16. MOVEMENT IN FUNDS

	At 1.4.24 £	Net movement in funds £	At 31.3.25 £
Unrestricted funds			
General fund	17,844	(11,764)	6,080
Restricted funds			
Restricted	147,316	85,403	232,719
TOTAL FUNDS	<u>165,160</u>	<u>73,639</u>	<u>238,799</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	53,829	(65,593)	(11,764)
Restricted funds			
Restricted	665,413	(580,010)	85,403
TOTAL FUNDS	<u>719,242</u>	<u>(645,603)</u>	<u>73,639</u>

Pembrokeshire People First

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	27,512	(9,668)	17,844
Restricted funds			
Restricted	165,326	(18,010)	147,316
TOTAL FUNDS	<u>192,838</u>	<u>(27,678)</u>	<u>165,160</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	42,830	(52,498)	(9,668)
Restricted funds			
Restricted	542,317	(560,327)	(18,010)
TOTAL FUNDS	<u>585,147</u>	<u>(612,825)</u>	<u>(27,678)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.23 £	Net movement in funds £	At 31.3.25 £
Unrestricted funds			
General fund	27,512	(21,432)	6,080
Restricted funds			
Restricted	165,326	67,393	232,719
TOTAL FUNDS	<u>192,838</u>	<u>45,961</u>	<u>238,799</u>

Pembrokeshire People First

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

16. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	96,659	(118,091)	(21,432)
Restricted funds			
Restricted	1,207,730	(1,140,337)	67,393
TOTAL FUNDS	<u>1,304,389</u>	<u>(1,258,428)</u>	<u>45,961</u>

17. RELATED PARTY DISCLOSURES

Please refer to Note 9 for details of related party transactions.

Pembrokeshire People First

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2025**

	31.3.25 £	31.3.24 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	1,509	598
Other trading activities		
Commissioned work and other income	3,864	7,619
Investment income		
Deposit account interest	102	87
Charitable activities		
Grants	713,767	576,843
Total incoming resources	719,242	585,147
 EXPENDITURE		
Charitable activities		
Wages	437,360	403,321
Pensions	5,822	7,357
Travel and subsistence	33,728	32,183
Fundraising costs	3,453	4,613
Freelance costs	38,847	42,141
Training	976	809
General office expenses	22,849	15,557
Sundry expenses	-	750
Bad Debts	14,100	2,376
Events and catering	-	1,475
Venue hire	2,753	7,440
Plant and machinery	1,806	682
Computer equipment	1,516	-
	563,210	518,704
 Support costs		
Management		
Rent and premises costs	37,501	32,100
Rates and water	191	-
Insurance	2,930	2,736
Light and heat	4,520	23,079
Telephone and internet	8,716	7,762
Computer costs	4,196	8,724
Legal and professional fees	416	1,644
Carried forward	58,470	76,045

This page does not form part of the statutory financial statements

Pembrokeshire People First

Detailed Statement of Financial Activities
for the Year Ended 31 March 2025

	31.3.25 £	31.3.24 £
Management		
Brought forward	58,470	76,045
Office equipment leasing	777	-
Sundry expenses	664	332
Bank charges	163	168
	<u>60,074</u>	<u>76,545</u>
Governance costs		
Auditors' remuneration	3,751	2,574
Professional fees	18,568	15,002
	<u>22,319</u>	<u>17,576</u>
Total resources expended	<u>645,603</u>	<u>612,825</u>
Net income/(expenditure)	<u><u>73,639</u></u>	<u><u>(27,678)</u></u>

This page does not form part of the statutory financial statements

PEMBROKESHIRE PEOPLE FIRST

England & Wales - Charity number 1091201

Accounts

REGISTERED COMPANY NUMBER: 04391979 (England and Wales)
REGISTERED CHARITY NUMBER: 1091201

**Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 March 2024
for
Pembrokeshire People First**

Ashmole and Co.
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX



Pembrokeshire People First

**Contents of the Financial Statements
for the Year Ended 31 March 2024**

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Pembrokeshire People First

Report of the Trustees for the Year Ended 31 March 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Hello and thank you for taking the time to read this report. There will be lots to read and we won't be able to capture all of the success and the bits that have been hard in one report, So, we will tell you about the main highs and lows and welcome anyone to come and talk to us who would like to learn more.

Firstly the dry bit. What does it say in our paperwork that we do? Why does PPF exist?

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects of the charity are as follows:

- (1) To support people with learning difficulties and/or autism through the provision of advocacy, training and group work using the arts, which will help people know and attain the same rights as everyone else.
- (2) To advance the education and training of people with learning difficulties and/or autism, to develop their skills, capacities and capabilities to enable them to participate fully in society.
- (3) To advance education and raise awareness of the public in the experiences and of the issues affecting people with learning difficulties and/or autism.

Pembrokeshire People First

Report of the Trustees for the Year Ended 31 March 2024

OBJECTIVES AND ACTIVITIES

Significant activities

Pembrokeshire People First
Report of the Committee of Management
For the year ended 31st March 2024

PPF continues to be a member-led charity with a list of members that has grown to over 480 people. Our members had the opportunity to access any or all of the projects we have had running this year. These projects are all linked to the aims and objectives listed above.

One of the great things about PPF is that we remain a constant that people can access when they need us. They may come and go as they explore other opportunities but if life changes, they are always welcomed back through the highs and the lows. We provide support for approximately 250 members each month.

The strategies we used to meet these aims:

We ran a range of projects so that we could meet the wide range of needs of our members. This included smaller group sessions, 1:1 work, and larger sessions to provide opportunities for developing friendships and reducing isolation.

One of the greatest strengths of PPF has been its continuity. The trustees want to ensure that kindness and equity remain the foundation of all of our delivery. The staff, freelancers and volunteers all continue to demonstrate great strength and resilience as they support people. For this, the trustees are truly grateful.

We have continued to grow as an organisation through out a challenging year and provided supported employment opportunities for members, at Mor and via Citizen Champions and the Dream Team.

We were successful in securing £197,000 SPF funding to expand the Mor Project in Letterston and leased a workshop premises. We were also successful in securing £36,300 SPF funding for the "Take a Bow" project which eventually transferred to Arts Care along with one member of staff.

While the majority of front line projects continued as usual, funding for these projects started to become more difficult, due to the local Authority and Health Board's increasing financial pressures.

For further information, please see our website at <http://www.pembrokeshire-people-first-ppf/>. Please note that this is currently under review. Also a Facebook page is available at Facebook:Pembrokeshire People First, for additional project information.

PPF employed some external management consultants and freelance support to review and develop the website and social media, which inevitably depleted our reserves.

The staffing complement at the beginning and end of the financial year was as follows:

Staffing Members	1st April 2023	31st March 2024
No. of full time staff	7	5
No. of part time staff over 25 hours per week	4	3
No. of part time staff less than 25 hours per week	4	5
No. of supported members being employed	0	14
Total Head Count	15	27

The above shows that while employed staff numbers have reduced by 2 members of staff, the major new initiative during the year was to employ 14 members through the assisted work programme, which has been very beneficial to them.

Pembrokeshire People First
Report of the Trustees
for the Year Ended 31 March 2024

OBJECTIVES AND ACTIVITIES

Summary of Financial Position	2023	2024
	£	£
Income for the Year	455,900	585,147
Expenditure for the Year	444,897	612,825
Salary & Pension Costs (inc in expenditure)	337,515	410,678
Net Surplus/(Loss) for the Year	11,003	(27,678)
Restricted Reserves	165,326	147,326
Unrestricted Reserves	27,512	17,844
Net Movement in Unrestricted Reserves		(9,668)

The financial year to March 2024 saw a substantial increase in both income (£129,247) and expenditure (£167,928) primarily due to the additional SPF funding to support the craft workshop at MOR. This grant funding was also augmented by a significant increase in the number of members being employed which resulted in a total of £232,606 access to work funding, to support 14 member employees. Unfortunately, our costs also increased resulting in a loss of £27,678. This was primarily due to one of Governance and freelance support costs.

The trustees are aware and are working to resolve the staffing issues at the year end and are aware of the need to replenish our reserves going forward.

STRATEGIC REPORT

Financial review

Reserves policy

The trustees have determined the level of reserves that the charity ought to have (that is those funds that are freely available and not part of the restricted fund), and are working towards achieving this.

Financial and risk management objectives and policies

The Trustees are aware of the major risks the organisation face and are working to address and reduce them. The Trustees are actively engaged in recruiting new additional Trustees who will be given a suitable induction programme, Trustees are in contact with staff on a daily basis and hold formal Trustees meetings each month..

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Pembrokeshire People First is a company limited by guarantee governed by its Memorandum and Articles of Association; it is also a registered charity with the Charity Commissioners, Anyone over the age of 18 can become a member of the company.

Recruitment and appointment of new trustees

As set out in the Memorandum of Articles and Association, the trustees are elected bi-annually by the members of the company at AGM.

New trustees undergo an orientation session to brief them as to their legal obligations under charity and company law, the committee and decision making processes, the business plan and recent financial performance of the charity.

During the induction period they will meet all employees, trustees and committee members. Trustees are encouraged to attend external training events that will facilitate the undertaking of their role. The Management Committee meets regularly and administers the charity.

The Trustees are aware of the need to strengthen the Board with a wider range of people with professional backgrounds and skills to help take the organisation forward. The induction process is also under review to ensure it is fit for purpose.

Pembrokeshire People First

**Report of the Trustees
for the Year Ended 31 March 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04391979 (England and Wales)

Registered Charity number

1091201

Registered office

Portcullis House
Old Hakin Road
Merlins Bridge
Haverfordwest
Pembrokeshire
SA61 1XE

Trustees

J Fulton
S Hinksman
L M Hinksman
A Jones
C Poupard
J C D Tyler
I Eynon (appointed 17.9.24)
Mrs E Rawlings (appointed 17.9.24)

Company Secretary

J Fulton

Independent Examiner

Ashmole and Co.
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 17 September 2024 and signed on the board's behalf by:



I Eynon - Trustee

**Independent Examiner's Report to the Trustees of
Pembrokeshire People First**

Independent examiner's report to the trustees of Pembrokeshire People First ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

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

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



N Mills FCCA

Ashmole and Co.
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Date: 19.12.24.....

Pembrokeshire People First

Statement of Financial Activities
for the Year Ended 31 March 2024

	Notes	Unrestricted fund £	Restricted fund £	31.3.24 Total funds £	31.3.23 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	174	424	598	8,369
Charitable activities					
Charitable activities	5	35,000	541,843	576,843	444,137
Other trading activities	3	7,569	50	7,619	3,379
Investment income	4	87	-	87	15
Total		<u>42,830</u>	<u>542,317</u>	<u>585,147</u>	<u>455,900</u>
EXPENDITURE ON					
Charitable activities					
Charitable activities	6	<u>52,497</u>	<u>560,328</u>	<u>612,825</u>	<u>444,897</u>
NET INCOME/(EXPENDITURE)		(9,667)	(18,011)	(27,678)	11,003
RECONCILIATION OF FUNDS					
Total funds brought forward		27,512	165,326	192,838	181,835
TOTAL FUNDS CARRIED FORWARD		<u><u>17,845</u></u>	<u><u>147,315</u></u>	<u><u>165,160</u></u>	<u><u>192,838</u></u>

The notes form part of these financial statements

Pembrokeshire People First

**Balance Sheet
31 March 2024**

	Notes	Unrestricted fund £	Restricted fund £	31.3.24 Total funds £	31.3.23 Total funds £
FIXED ASSETS					
Tangible assets	12	-	3,862	3,862	-
CURRENT ASSETS					
Debtors	13	282	154,192	154,474	55,592
Cash at bank and in hand		21,338	22,203	43,541	159,751
		<u>21,620</u>	<u>176,395</u>	<u>198,015</u>	<u>215,343</u>
CREDITORS					
Amounts falling due within one year	14	(3,776)	(32,941)	(36,717)	(22,505)
NET CURRENT ASSETS		<u>17,844</u>	<u>143,454</u>	<u>161,298</u>	<u>192,838</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		17,844	147,316	165,160	192,838
NET ASSETS		<u>17,844</u>	<u>147,316</u>	<u>165,160</u>	<u>192,838</u>
FUNDS	15				
Unrestricted funds				17,844	27,512
Restricted funds				147,316	165,326
TOTAL FUNDS				<u>165,160</u>	<u>192,838</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

Pembrokeshire People First

Balance Sheet - continued
31 March 2024

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 17 September 2024 and were signed on its behalf by:



I Eynon - Trustee

The notes form part of these financial statements

Pembrokeshire People First

**Cash Flow Statement
for the Year Ended 31 March 2024**

	Notes	31.3.24 £	31.3.23 £
Cash flows from operating activities			
Cash generated from operations	1	(111,753)	11,667
Net cash (used in)/provided by operating activities		<u>(111,753)</u>	<u>11,667</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(4,544)	-
Interest received		87	15
Net cash (used in)/provided by investing activities		<u>(4,457)</u>	<u>15</u>
Change in cash and cash equivalents in the reporting period			
Cash and cash equivalents at the beginning of the reporting period		(116,210)	11,682
Cash and cash equivalents at the end of the reporting period		<u>159,751</u>	<u>148,069</u>
Cash and cash equivalents at the end of the reporting period		<u>43,541</u>	<u>159,751</u>

The notes form part of these financial statements

Pembrokeshire People First

**Notes to the Cash Flow Statement
for the Year Ended 31 March 2024**

1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.24	31.3.23
	£	£
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(27,678)	11,003
Adjustments for:		
Depreciation charges	682	-
Interest received	(87)	(15)
Increase in debtors	(98,882)	(7,082)
Increase in creditors	14,212	7,761
	<u>(111,753)</u>	<u>11,667</u>
Net cash (used in)/provided by operations	<u>(111,753)</u>	<u>11,667</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.23	Cash flow	At 31.3.24
	£	£	£
Net cash			
Cash at bank and in hand	159,751	(116,210)	43,541
	<u>159,751</u>	<u>(116,210)</u>	<u>43,541</u>
Total	<u>159,751</u>	<u>(116,210)</u>	<u>43,541</u>

The notes form part of these financial statements

Pembrokeshire People First

Notes to the Financial Statements for the Year Ended 31 March 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and Equipment - 15% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Pembrokeshire People First

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

2. DONATIONS AND LEGACIES

	31.3.24	31.3.23
	£	£
Donations	598	7,369
Events	-	1,000
	<u>598</u>	<u>8,369</u>

3. OTHER TRADING ACTIVITIES

	31.3.24	31.3.23
	£	£
Commissioned work and other income	<u>7,619</u>	<u>3,379</u>

4. INVESTMENT INCOME

	31.3.24	31.3.23
	£	£
Deposit account interest	<u>87</u>	<u>15</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	31.3.24	31.3.23
	£	£
Grants	<u>576,843</u>	<u>444,137</u>

Grants received, included in the above, are as follows:

	31.3.24	31.3.23
	£	£
Access to Work	232,606	8,445
BBC Children in Need	7,110	7,610
CPF	-	(26,998)
Department of Work & Pensions	-	1,480
HDUHB	-	150
Hywel Dda	97,509	36,610
National Lottery	-	19,700
PAVS Making it Happen	-	4,446
PAVS SCAF Fund	-	3,500
PAVS Innovation Fund	-	9,500
PAVS LDIF	-	6,000
PCC Dream Team/Charter RIF including JD LD Champion	33,889	138,319
PCC UKCRF	-	86,412
PCC Food Poverty Grant	5,000	5,949
PCC Service Level Agreement	-	25,000
PCC Housing Support Grant	28,547	47,206
PCC Learning Disability Champion Project	-	16,740
Police & Crime Commissioner Dyfed Powys	4,800	4,800
Postcode Community Trust	-	24,658
South Pembs GP Cluster (Training LD Awareness)	-	2,900
	<u>409,461</u>	<u>422,427</u>
Carried forward	409,461	422,427

Pembrokeshire People First

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

5. INCOME FROM CHARITABLE ACTIVITIES - continued

	31.3.24	31.3.23
	£	£
Brought forward	409,461	422,427
The British Institute PPF	-	200
We Can	-	21,510
CCC Dream Team	4,254	-
Lloyds Bank Foundation	50,000	-
Big Lottery Cost of Living Grant	10,000	-
Groundwork UK Tesco Community Fund	1,500	-
PCC UK Shared Prosperity	36,301	-
PCC Communities Shared Prosperity	20,028	-
PCC Enhancing Pembrokeshire	30,899	-
PCC Citizen Champion	14,400	-
	<u>576,843</u>	<u>444,137</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct	Support	
	Costs	costs (see	
	£	note 7)	Totals
	£	£	£
Charitable activities	<u>518,704</u>	<u>94,121</u>	<u>612,825</u>

7. SUPPORT COSTS

	Management	Governance	
	£	costs	Totals
	£	£	£
Charitable activities	<u>76,545</u>	<u>17,576</u>	<u>94,121</u>

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.24	31.3.23
	£	£
Auditors' remuneration	2,574	918
Depreciation - owned assets	<u>682</u>	<u>-</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

9. TRUSTEES' REMUNERATION AND BENEFITS

The following trustees are also member employees of the charity and during the year ended 31st March 2024 were remunerated as below:

	Aggregate amount of emoluments	Aggregate value of pension contributions
Trustee:		
LM Hinksman	£8,008	£240
C Poupard	£4,095	-

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

10. STAFF COSTS

	31.3.24 £	31.3.23 £
Wages and salaries	403,321	322,690
Other pension costs	7,357	15,745
	<u>410,678</u>	<u>338,435</u>

The average monthly number of employees during the year was as follows:

31.3.24	31.3.23
<u> </u>	<u> </u>

No employees received emoluments in excess of £60,000.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	8,369	-	8,369
Charitable activities			
Charitable activities	26,172	417,965	444,137
Other trading activities	3,379	-	3,379
Investment income	15	-	15
Total	<u>37,935</u>	<u>417,965</u>	<u>455,900</u>
EXPENDITURE ON			
Charitable activities			
Charitable activities	<u>88,279</u>	<u>356,618</u>	<u>444,897</u>

Pembrokeshire People First

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted fund £	Restricted fund £	Total funds £
NET INCOME/(EXPENDITURE)	(50,344)	61,347	11,003
RECONCILIATION OF FUNDS			
Total funds brought forward	77,856	103,979	181,835
TOTAL FUNDS CARRIED FORWARD	<u>27,512</u>	<u>165,326</u>	<u>192,838</u>
12. TANGIBLE FIXED ASSETS			Plant and Equipment £
COST			
Additions			4,544
DEPRECIATION			
Charge for year			682
NET BOOK VALUE			
At 31 March 2024			<u>3,862</u>
At 31 March 2023			<u>-</u>
13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
		31.3.24	31.3.23
		£	£
Trade debtors		152,965	54,262
Prepaid expenses		1,509	1,330
		<u>154,474</u>	<u>55,592</u>

Pembrokeshire People First

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Trade creditors	8,253	15,363
Social security and other taxes	6,152	5,331
Accrued expenses	22,312	1,811
	<u>36,717</u>	<u>22,505</u>

15. MOVEMENT IN FUNDS

	At 1.4.23	Net movement in funds	At 31.3.24
	£	£	£
Unrestricted funds			
General fund	27,512	(9,668)	17,844
Restricted funds			
Restricted	165,326	(18,010)	147,316
	<u>192,838</u>	<u>(27,678)</u>	<u>165,160</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	42,830	(52,498)	(9,668)
Restricted funds			
Restricted	542,317	(560,327)	(18,010)
	<u>585,147</u>	<u>(612,825)</u>	<u>(27,678)</u>

Pembrokeshire People First

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	77,856	(50,344)	27,512
Restricted funds			
Restricted	103,979	61,347	165,326
TOTAL FUNDS	<u>181,835</u>	<u>11,003</u>	<u>192,838</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	37,935	(88,279)	(50,344)
Restricted funds			
Restricted	417,965	(356,618)	61,347
TOTAL FUNDS	<u>455,900</u>	<u>(444,897)</u>	<u>11,003</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.22 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	77,856	(60,012)	17,844
Restricted funds			
Restricted	103,979	43,337	147,316
TOTAL FUNDS	<u>181,835</u>	<u>(16,675)</u>	<u>165,160</u>

Pembrokeshire People First

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	80,765	(140,777)	(60,012)
Restricted funds			
Restricted	960,282	(916,945)	43,337
TOTAL FUNDS	<u>1,041,047</u>	<u>(1,057,722)</u>	<u>(16,675)</u>

16. RELATED PARTY DISCLOSURES

Please refer to Note 9 for details of related party transactions.

Pembrokeshire People First

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2024**

	31.3.24 £	31.3.23 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	598	7,369
Events	-	1,000
	<hr/>	<hr/>
	598	8,369
Other trading activities		
Commissioned work and other income	7,619	3,379
Investment income		
Deposit account interest	87	15
Charitable activities		
Grants	576,843	444,137
	<hr/>	<hr/>
Total incoming resources	585,147	455,900
 EXPENDITURE		
Charitable activities		
Wages	403,321	322,690
Pensions	7,357	14,825
Travel and subsistence	32,183	8,854
Fundraising costs	4,613	41,402
Freelance costs	42,141	15,253
Training	809	1,998
General office expenses	15,557	5,816
Sundry expenses	750	1,872
Bad Debts	2,376	-
Events and catering	1,475	-
Venue hire	7,440	-
Plant and machinery	682	-
	<hr/>	<hr/>
	518,704	412,710
Support costs		
Management		
Insurance	2,736	1,969
Light and heat	55,179	15,262
Telephone and internet	7,762	5,629
Computer costs	8,724	748
Legal and professional fees	1,644	-
Carried forward	76,045	23,608

This page does not form part of the statutory financial statements

Pembrokeshire People First

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2024**

	31.3.24 £	31.3.23 £
Management		
Brought forward	76,045	23,608
Sundry expenses	332	-
Bank charges	168	643
	<u>76,545</u>	<u>24,251</u>
Governance costs		
Recruitment	-	920
Auditors' remuneration	2,574	918
Professional fees	15,002	6,098
	<u>17,576</u>	<u>7,936</u>
Total resources expended	<u>612,825</u>	<u>444,897</u>
Net (expenditure)/income	<u>(27,678)</u>	<u>11,003</u>

This page does not form part of the statutory financial statements

PEMBROKESHIRE PEOPLE FIRST

England & Wales - Charity number 1091201

Accounts

Registered Company Number 04391979 (England and Wales)
Registered Charity Number: 1091201

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2023
for
Pembrokeshire People First

Pritchard & Co
Chartered Certified Accountants
16 Main street
Fishguard
Pembrokeshire
SA65 9HJ

Pembrokeshire People First

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for the year ended 31 March 2023**

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The committee of management presents its report with the financial statements for the charity for the year ended 31st March 2023

REFERENCE AND ADMINISTRATIVE INFORMATION

CHAIRPERSON	James Tyler
TRUSTEES	Anishia Jones Courtney Poupard Lucy Hinksman Sophie Hinksman Julie Fulton
REGISTERED OFFICE	Portcullis House Old Hakin Road Merlins's Bridge Haverfordwest Pembrokeshire SA61 1XE
REGISTERED COMPANY NUMBER	04391979 (ENGLAND & WALES)
REGISTERED CHARITY NUMBER	1091201
ACCOUNTANTS	Pritchard & Co., 16 Main Street, Fishguard, Pembrokeshire, SA65 9HJ
BANKERS	Lloyds Bank plc, 7 Victoria Place, Haverfordwest Pembrokeshire, SA61 2JX

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is a company limited by guarantee and none of the officers hold any shares in the company. A committee of management administers the charity.

Governing document

Pembrokeshire People First is a company limited by guarantee governed by its Memorandum and Articles of Association; it is also a registered charity with the charity Commissioners. Anyone over the age of 18 can become a member of the company.

Trustee selection methods

As set out in the Memorandum of Articles and Association, the trustees are elected bi-annually by the members of the company at AGM.

New trustees undergo an orientation session to brief them as to their legal obligations under charity and company law, the committee and decision making processes, the business plan and recent financial performance of the charity.

During the induction period they will meet all employees, trustees and committee members. Trustees are encouraged to attend external training events that will facilitate the undertaking of their role. The Management Committee meets regularly and administers the charity.

Hello and thank you for taking the time to read this report. There will be lots to read and we won't be able to capture all of the successes and the bits that have been hard in one report. So, we will tell you about the main highs and lows and welcome anyone to come and talk to us who would like to learn more.

Firstly, the dry bit. What does it say in our paperwork that we do? Why does PPF exist?

OBJECTS AND ACTIVITIES

The objects of the charity are as follows:-

- (1) To support people with learning disabilities and/or autism through the provision of advocacy, training and group work using the arts, which will help people know and attain the same rights as everyone else.
- (2) To advance the education and training of people with learning disabilities and/or autism, to develop their skills, capacities and capabilities to enable them to participate fully in society.
- (3) To advance education and raise awareness of the public in the experiences and of the issues affecting people with learning disabilities and/or autism.

The human bit - How did the team at PPF ensure we met these aims? How did we make this happen?

PPF continues to be a member-led charity with a list of members that has grown to nearly 500 people aged from 11 to 77. Our members had the opportunity to access any or all of our 13 projects we have had running this year. These projects are all linked to the aims and objectives listed above.

One of the great things about PPF is that we remain a constant that people can access when they need us. They may come and go as they explore other opportunities but if life changes, they are always welcomed back through the highs and the lows. We provide support for approximately 150 members each month.

The strategies we used to meet these aims:

We ran a range of projects so that we could meet the wide range of needs of our members. This included smaller groups sessions, 1:1 work and larger sessions to provide opportunities for developing friendships and reducing isolation.

One of the greatest strengths of PPF has been continuity. However, when Karen Chandler, our Chief Officer took the difficult decision to leave us this year after giving over a decade of her time and commitment, it has been challenging. Both emotionally and strategically for members and the staff team. The trustees want to take this opportunity to thank Karen for her dedication and tenacity when dealing with all the daily challenges a third sector organisation deals with – from crisis calls at 2am to funding the next project (and current) projects that all mean so much to our members.

Recruitment was a difficult process. We did end up recruiting internally and have welcomed Jen Greene, our existing Operations Manager, into the post from the 1st November 2022. It was always going to be challenge for anyone coming in to fill such big boots but Jen is a familiar face at PPF and has helped maintain some continuity through this transition.

The PPF trustees want to ensure that kindness and equity remain the foundation of all of delivery. The staff, freelancers and volunteers all continue to demonstrate great strength and resilience as they support people. For this, the management committee and trustees are truly grateful.

As mentioned last year, we have grown as an organisation and as a membership. As the number of members registered with us grows, the needs grow and therefore we have had to look at where we run our projects. It is with thanks to co-production with the Pembrokeshire Supported Employment Project (previously Norman Industries) that we have been able to secure a small premises in Letterston to enable our growth of Mor, our enterprise project. It was a great achievement that we were able to increase our supported employment opportunities for members and take on four new supported employees in Jan 2023. This takes our total number of supported employees to nine out of a team of nineteen staff. We are super proud of our growing team and the opportunities and support the organisation provides.

PPF values the work with its stakeholders and supporters. In a time where one challenge lessens, another has risen; the cost of living crisis. It is these societal challenges that make it more important than ever to work collaboratively with other organisations to help the most vulnerable when they struggle to put food on the table and keep a roof over their heads.

We continue to look for new premises in the area that will hopefully enable us to deliver and expand on our current portfolio of projects.

How did PPF deliver on its objectives?

We have worked to maintain the projects we ran during the last financial year as they were identified as the best way to meet the needs of our members. The list of projects include:

Counselling

PPF provides a free counselling service one day a week to enable access to therapeutic services for our members. This provides a space for members to process, develop self-resilience and talk about issues they may not be able to talk about anywhere else. Sadly, Bridget left the team but we are grateful for Maya, with her extensive experience of working with our members and is a trainee psychologist, and has filled the post. She continues to provide the same quality of empathy, warmth and support that our members expect in sessions that are accessible and non-judgemental.

Gaming Club

Gaming club is delivered both face to face in the community and on-line, providing a space for adults to game in a safe environment that encourages friendships behind the competition and banter!

Moving On

Members can be referred in or self-refer into these sessions which focus on the development of independent living skills. This covers everything from budgeting to baking, eating healthily to discussing where to go to for health advice. The topics are varied but address some of the key issues around how to move on to live independently, develop emotional resilience and/or maintain independence. The members were sad to say goodbye to Alastair who brought flair and joy but have welcomed new team members.

Mor

The pilot of our enterprise project focusing on supporting members to develop their own paper based range of products crafted from the paper they have made from recyclable waste generated from the office has come to an end. However, we have reached a point where members can access supported employment placements. The remit of the project remains the same - using the shredded waste they have saved, they are continuing to produce seeded papers, lino print cards and air fresheners. We have reached the aim from last year to develop opportunities within the project and look to secure further funding to expand on these opportunities for more of our members. Watch this space!

Take a Bow

Based on such a successful pilot, we have funded a continuation of the Take A Bow project out of reserves while we look to secure further funding to sustain the project long term. The group attending show commitment, talent and growth. They talk constantly about how important the project is to them and we as a team will continue to fight to keep this unique project going into the remainder of 2023.

The Wellbeing Group

The group is an open group meeting face to face every Thursday morning welcoming anyone with a Learning Disability and/or autism to come and explore ways people can take control to prioritise and develop their own wellbeing. The group discuss and learn about wellbeing techniques from mindfulness to singing, to seated yoga! Everyone is acknowledged as unique and as having their own challenges, but it is a safe emotional space to share stories about those challenges and realise that even if we are all different, sometimes coming together can really help us to develop support networks and stay well. Especially while we still process and adapt to the long term effects of the covid pandemic.

Stay Social Drop In

This project is well and truly back up and running with the added element of pairing up with a local café to provide hot food to some of our most vulnerable and isolated members.

With the numbers of attendees anywhere between 30 and 40, it is a truly heart warming atmosphere involving so many of our members coming together each week. It continues to be a source of joy to see so many people rekindling friendships and developing new ones

1:1 Advocacy Lite

Since our advocacy team moved to Advocacy West Wales, we continue to refer into their services but have maintained a small service for those short pieces of work, particularly around supporting people through the benefits claim process and reassessment for Personal Independence Payments. This can be extremely stressful but we are pleased to confirm that a number of our referrals have been successful in appealing or claiming the correct amount of benefits they are entitled to thanks to the support of our worker. This can be living changing for some after living in poverty. Our advocacy lite worker also helps out with smaller issues such as supporting people to read formal letters, signpost to other services and make applications for a bus pass. We were sad to see Jon Strawbridge leave (but continue to work with him in his new role as a trainee social worker) and have welcomed Victoria to the team, utilising her vast experience from her work at the DWP.

Training

We continue to work with the local health board to work towards delivering LD Awareness training to staff in GP surgeries. Our members are sharing their lived experiences to advise and inform our collaborative partners on what they find most challenging about accessing health services. This again can involve sharing personal stories to a group of strangers which can be intimidating and scary. But they do it to affect change and we are grateful for their time and dedication to making this happen.

Regional Work

The Dream Team continue to proactively take part in collaborative work across the three counties with support from Pembrokeshire People First, Carmarthenshire People First and Our Voice, Our Choice. They lead meetings with people from the statutory sector and other stakeholders using their lived experience to advise and inform providing a positive link between statutory services and the third sector.

Other engagement work includes supporting members at the Pembrokeshire Learning Disability Partnership Board meetings, the Regional Partnership Board meetings and in the development of the new local Day Opportunities. There are many more engagement activities that happen all of which have the goal of ensuring the voice of adults with a learning disability or a neuro diverse condition are heard in the development of local services.

Citizen Champions

PPF continues to host the supported employment placements of three Citizen Champions who champion the use of easy read communication, regional partnership working and equality within the community. The support these champions provide to statutory bodies, other third sector organisations and local businesses is both impressive and demonstrative that there is no limit to the value provided by experts with lived experience!

Youth Group

The youth group has embraced the change to holiday provision providing a range of arts and drama sessions for young people not in school and looking for new challenges and opportunities. It also provides some respite for families and carers during the holidays when there are a limited number of affordable activities for young people with specific needs.

Campaigns group

This work remains unfunded but as the heart of our self-advocacy ethos, the group strive to ensure that the voices of adults with learning disabilities and/or autism are heard whether it's in parliament successfully challenging changes to the Human Rights Act or ensuring that people have support to access crucial service altering consultations.

Other smaller projects

We were grateful for smaller pots of funding which have allowed us to do some crisis work. Many of our members have been through trauma in their lives, and as access to limited specialist psychologist input continues due to service pressures, there is more need than ever for that emergency crisis support. This may involve the simple provision of a warm, safe space with a cuppa or someone to listen and provide a hug at a time when someone feels emotionally lost and other relationships have broken down.

Funders

We appreciate the 'human' voices at the end of the phone who listen, make changes and provide endless support for PPF. Without you, most of our work couldn't happen. They are truly instrumental in making the difference in our communities. We look forward to continuing our work with these fantastic organisations in the next twelve months.

Our staff team, volunteers and freelancers

There is nothing as scary and unavoidable as change. It is even harder when there are changes to the staff team. As the team gets bigger, there are inevitably more changes. We have had to say goodbye to some faces that have been such an integral part of PPF but have been delighted to finance officer. Helen, one of our new volunteers is proving an absolute asset across the projects and Delyth and her family are an integral part of the support that keeps projects such as Take A Bow going.

The team have been amazing at keeping projects going through such significant changes. They have welcomed new team members and been integral in supporting Jen in her new role as Chief Officer and our team of trustees.

Moving forwards – what's next?

As the year draws to a close, we have been delighted to spend time face to face with our members working on the new PPF Manifesto. We have been grateful to Lloyd at Media and Motion for filming the day and capturing it in a new light. Our new accessible Manifesto will be produced as a video to make it easier for our members to see what we are working towards in the next two years and hold us to account when needed. This manifesto won't just be a collection of words but a visual expression of the needs of our members, the faces behind the stories and a clear remit of what PPF will be working on in 2023-2025.

Thank you to everyone involved in making the day a magnificent display of self advocacy, equity and inclusion and most of all, kindness and joy. We can't wait to share the video with you!

Conclusion

As with every review of a year at PPF, it never ceases to amaze the trustees how PPF has travelled in a relatively short space of time and how much has been achieved. Writing the trustee report is a time to reflect and appreciate every voice that has been heard, every person that has helped or supported us and every member that has helped shape PPF into what it is today. Thank you never seems enough.

Financial Review

The trustees have determined the level of reserves that the charity ought to have (that is those funds that are freely available and not part of the restricted fund), and are working towards achieving this.

Risk Management

The committee of Management have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks

Statement of the Committee's Responsibilities

Company law requires the committee to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements the directors are required to:

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

The committee is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with the reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006, applicable standards, the statement of recommended practice and regulations made under the Charities Act 1993. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The report of the directors has been prepared in accordance with the special provisions within Part 15 of the Companies Act 2006 relating to small companies.

On Behalf Of The Board

L. Hinksman

Lucy Hinksman - Trustee

20-2-2024

dated

I report on the accounts of the Trust for the year ended 31st March 2023, which are set out on pages 9 to 14

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 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 the 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 you as 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 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

S.J. Davies B.Sc(Hons) Econ, FCCA

Stephen J Davies
Pritchard & Co.

Chartered Certified Accountants

16 Main Street

Fishguard

Pembrokeshire

SA65 9HJ

30th January 2024..dated

	Notes	Unrestricted funds £	Restricted funds £	31 Mar 2023 Total funds £	31 Mar 2022 Total funds £
INCOME & ENDOWMENTS FROM					
Donations and legacies	2	33,540	417,965	451,505	201,408
Other trading activities	2	<u>4,394</u>	<u>0</u>	<u>4,394</u>	<u>275,613</u>
		37,934	417,965	455,899	477,021
EXPENDITURE ON					
Charitable activities	3	53,905	70,126	124,031	446,380
Management		<u>34,373</u>	<u>286,492</u>	<u>320,865</u>	<u>37,759</u>
		<u>88,278</u>	<u>356,618</u>	<u>444,896</u>	<u>484,139</u>
NET INCOME/EXPENDITURE)		(50,344)	61,347	11,003	(7,118)
RECONCILIATION OF FUNDS					
Total funds brought forward		77,855	103,979	181,834	188,952
TOTAL FUNDS CARRIED FORWARD		<u>27,511</u>	<u>165,326</u>	<u>192,837</u>	<u>181,834</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities

	Notes	Unrestricted funds £	Restricted funds £	31 Mar 2023 Total Funds £	31 Mar 2022 Total Funds £
CURRENT ASSETS					
Debtors		1,330	54,262	55,592	48,509
Bank account and cash in hand		<u>27,994</u>	<u>131,757</u>	<u>159,751</u>	<u>148,069</u>
		29,324	186,019	215,343	196,578
CREDITORS					
Amounts falling due within one year		(1,812)	(20,694)	(22,506)	(14,744)
		<u>27,512</u>	<u>165,325</u>	<u>192,837</u>	<u>181,834</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>27,512</u>	<u>165,325</u>	<u>192,837</u>	<u>181,834</u>
NET ASSETS/(LIABILITIES)					
		<u>27,512</u>	<u>165,325</u>	<u>192,837</u>	<u>181,834</u>
FUNDS					
Unrestricted funds				27,512	77,855
Restricted funds				165,325	103,979
Total funds				<u>192,837</u>	<u>181,834</u>

For the period ended 31st March 2021 the company was entitled to exemption under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions and have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the board and signed on their behalf by

L. Hinksman

Lucy Hinksman - Trustee

20-2-2024

dated

1. Accounting Policies

Basis of Accounting

The accounts have been prepared under the historical cost convention and in accordance with applicable UK Accounting Standards. In preparing the accounts the charity follows best practice as set out in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRSSE) effective 1 January 2015.

Income

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for a 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.

2. Donations and Legacies

	31 March 2023	31 March 2022
	£	£
Donations	7,368	2,305
Grants	444,137	427,026
Commissioned work	3,379	24,903
Other income	1,015	22,787
	<u>455,899</u>	<u>477,021</u>

2. Donations and legacies (continued)

Grant income during the period was as follows :

	31 March 2023	31 March 2022
	£	£
Amazon Smile Charitable Programme	0	7
Access to Work - LH	3,465	0
Access to Work - MC	2,490	0
Access to Work - ER	2,490	0
BBC Children in Need	7,610	0
Carmarthenshire PE	0	0
CPF	(26,998)	0
Changemakers	0	500
Covid JRS Grant	0	1,581
Department of Works & Pensions	1,480	0
Disability Wales	0	12,511
Disability Wales Ltd	0	500
DWP Access to Work	0	1,988
HDUHB	150	0
Hywel Dda	36,610	97,681
ICF Funding	0	178,522
Lloyds Bank Foundation	0	25,100
Milford Haven Port Authority	0	300
National Lottery	19,700	0
Office for Police and Crime Commission	0	3,600
PAVS - making it happen	4,446	0
PAVS - LDIF	6,000	0
PAVS - SCAF Fund	3,500	5,975
PAVS - Innovation fund	9,500	10,525
Paypal Grant	0	0
Pears Grant	0	2,000
PCC Dream Team/ Charter RIF including JD LD Champion	138,319	0
Pembrokeshire County Council - UKCRF	86,412	0
PCC Food Poverty Grant	5,949	
PCC Service Level Agreement	25,000	25,000
PCC Housing Support Grant	47,206	34,707
PCC Learning Disability Champion Project	16,740	9,800
Police and Crime Commissioner Dyfed Powys	4,800	
Post Code Community Trust	24,658	
Public Donations	0	1,198
Government - Supporting people grant	0	0
Pembrokeshire Care Share and Give	0	0
Planed - Leader project	0	6,211
Staff Covid Recognition Award	0	8,820
Valero	0	500
South Pembs GP Cluster (Training LD Awareness)	2,900	
The British Instit PPF	200	
We Can	21,510	
	<hr/>	<hr/>
	444,137	427,026
	<hr/>	<hr/>

3. Charitable activities

	Direct Costs £	Support Costs (see note 4) £	Totals £
Charitable activities	70,126	0	70,126
Management Costs	<u>340,396</u>	<u>34,373</u>	<u>374,769</u>
	<u>410,522</u>	<u>34,373</u>	<u>444,895</u>

4. Support Costs

Management £	Finance £	Information Technology £	Governance costs £	Totals £
22,859	643	2,935	7,936	<u>34,373</u>

5. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023.

6. Staff Costs

The average number of monthly employees during the year was as follows :-

31 March 2023	31 March 2022
<u>15</u>	<u>12</u>

7. Debtors

	31 March 2023 £	31 March 2022 £
Trade debtors	54,262	47,931
Prepayments	<u>1,330</u>	<u>578</u>
	<u>55,592</u>	<u>48,509</u>

8. Creditors: amounts falling due after more than one year

	31 March 2023 £	31 March 2022 £
Trade Creditors	15,363	7,161
Social Security ad other taxes	5,331	6,689
Accruals and deferred income	<u>1,812</u>	<u>894</u>
	<u>22,506</u>	<u>14,744</u>

9. Movement in funds

	At 31 Mar 22 £	Net movement in funds £	At 31 Mar 23 £
Unrestricted funds			
Unrestricted funds grants/non grants	77,855	(50,344)	27,511
Restricted funds			
Restricted funds	<u>103,979</u>	<u>61,347</u>	<u>165,326</u>
	<u>181,834</u>	<u>11,003</u>	<u>192,837</u>

Net movement in funds, included in the above are as follows:

9. Movement in funds (continued)

	Incoming Resources £	Resources Expended £	Movement in funds £
Unrestricted funds			
Unrestricted funds	37,934	(88,278)	(50,344)
Restricted funds			
Restricted funds	417,965	(356,618)	61,347
	<u>455,899</u>	<u>(444,896)</u>	<u>11,003</u>

10. Related party disclosures

There were no related party transactions for the year ended 31st March 2023.

	31 March 2023 £	31 March 2022 £
Income and endowments - Donations and legacies		
Donations	7,368	2,305
Grants	444,137	425,445
Covid JRS Grants	0	1,581
Commissioned Work & other income	3,379	24,903
ICF projects those managed on the behalf of other organisations	0	22,785
Events	1,000	0
Bank interest received	15	2
	<u>455,899</u>	<u>477,021</u>
Expenditure on:		
Charitable activities		
Wages	337,515	309,279
General office expenses	5,816	6,064
Projects expenditure	0	117,837
Fundraising costs	41,402	3,285
Travel & subsistence	8,854	1,071
Freelance costs	15,253	4,962
Misc	1,872	2,800
Training	1,998	1,082
	<u>412,710</u>	<u>446,380</u>
Support costs - Management		
Rent and rates and light and heat	15,262	14,485
Covid - 19 Costs	0	13,344
Insurances	1,968	1,963
Telephone	5,629	3,945
	<u>22,859</u>	<u>33,737</u>
Finance		
Bank charges	643	119
Information technology		
Equipment, repairs and renewals	748	3,009
Governance		
Accountancy and professional fees	7,936	894
	<u>9,327</u>	<u>4,022</u>
Total resources expended	444,896	484,139
Net income	<u>11,003</u>	<u>(7,118)</u>

PEMBROKESHIRE PEOPLE FIRST

England & Wales - Charity number 1091201

Accounts

Registered Company Number 04391979 (England and Wales)
Registered Charity Number: 1091201

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2022
for
Pembrokeshire People First

Pritchard & Co
Chartered Certified Accountants
16 Main street
Fishguard
Pembrokeshire
SA65 9HJ

Pembrokeshire People First

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for the year ended 31 March 2022**

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The committee of management presents its report with the financial statements for the charity for the year ended 31st March 2022

REFERENCE AND ADMINISTRATIVE INFORMATION

CHAIRPERSON	James Tyler
TRUSTEES	Anishia Jones Courtney Poupard Lucy Hinksman Sophie Hinksman Julie Fulton
REGISTERED OFFICE	Portcullis House Old Hakin Road Merlins's Bridge Haverfordwest Pembrokeshire SA61 1XE
REGISTERED COMPANY NUMBER	04391979 (ENGLAND & WALES)
REGISTERED CHARITY NUMBER	1091201
ACCOUNTANTS	Pritchard & Co., 16 Main Street, Fishguard, Pembrokeshire, SA65 9HJ
BANKERS	Lloyds Bank plc, 7 Victoria Place, Haverfordwest Pembrokeshire, SA61 2JX

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is a company limited by guarantee and none of the officers hold any shares in the company. A committee of management administers the charity.

Governing document

Pembrokeshire People First is a company limited by guarantee governed by its Memorandum and Articles of Association; it is also a registered charity with the charity Commissioners. Anyone over the age of 18 can become a member of the company.

Trustee selection methods

As set out in the Memorandum of Articles and Association, the trustees are elected bi-annually by the members of the company at AGM.

New trustees undergo an orientation session to brief them as to their legal obligations under charity and company law, the committee and decision making processes, the business plan and recent financial performance of the charity.

During the induction period they will meet all employees, trustees and committee members. Trustees are encouraged to attend external training events that will facilitate the undertaking of their role. The Management Committee meets regularly and administers the charity.

OBJECTS AND ACTIVITIES

The objects of the charity are as follows:-

- (1) To support people with learning disabilities and/or autism through the provision of advocacy, training and group work using the arts, which will help people know and attain the same rights as everyone else.
- (2) To advance the education and training of people with learning disabilities and/or autism, to develop their skills, capacities and capabilities to enable them to participate fully in society.
- (3) To advance education and raise awareness of the public in the experiences and of the issues affecting people with learning disabilities and/or autism

How did PPF ensure we met these aims?

PPF remains a member-led charity with a list of members that has grown to over 400 people aged from 11 to 76. Our members had the opportunity to access any of the 12 projects we have run this year. One of the great things about PPF is that we remain a constant that people can access when they need us. They may come and go as they explore other opportunities but if life changes, they are always welcomed back through the highs and the lows. We provide support for approximately 150 members each month.

The strategies we used to meet these aims:

We ran a range of projects so that we could meet the wide range of needs of our members. This included smaller groups sessions, 1:1 work and larger sessions to provide opportunities for developing friendships and reducing isolation.

We continued to ensure that kindness and equity remained the foundation of all of delivery. The staff, freelancers and volunteers have all demonstrated great strength and resilience as they support people back into the community through the presence of covid. They have set the example and inspired/encouraged through every step of the way. For this, the management committee and trustees are truly grateful.

PPF values the work with its stakeholders and supporters. As we move forward, co-production is at the top of the agenda to ensure we are in the best position to meet our charitable purposes. The staff team have taken the time and made the commitment to further increase collaborative work with organisations such as Carmarthenshire People First, Norman Industries and Barod.

We have invested in systems to enable us to continue with hybrid working. The staff team has grown considerably meaning that we can no longer all fit in our office building! 2022-23 will also prioritise finding a space that better suits the needs of the members.

How did PPF deliver on its objectives?

Despite the challenges of lockdowns, hybrid working, and a lack of face to face meetings due to covid, each project has adapted and continued to provide a space for our members to gather, share, develop and remain safe.

Counselling

PPF provides a free counselling service one day a week to enable access to therapeutic services for our members. This provides a space for members to process, develop self-resilience and talk about issues they may not be able to talk about anywhere else. We are lucky enough to have a trained counsellor on the staff team who ensures that sessions remain accessible and non-judgemental.

Gaming Club

Gaming club remains on-line, providing a space for adults to game in a safe environment that encourages friendships behind the competition and banter! The gang look forward to moving back to face to face as soon as they can do it safely.

Moving On

Members can be referred in or self-refer into these sessions which focus on the development of independent living skills. This covers everything from budgeting to baking, eating healthily to discussing where to go to for health advice. The topics are varied but address some of the key issues around how to move on to live independently or maintain independence.

Mor

We have been fortunate to be funded through UKCRF money to pilot our first project working towards employment. Our members have been supported to develop their own paper based range of products crafted from the paper they have made from recyclable waste generated from the office. Using the shredded waste, they have produced seeded papers, lino print cards and air fresheners. It is very early days and yet the members have been supported to achieve so much. They have tremendous skills that have been developed through lockdowns and it is great to be face to face and watching these skills grow. We are delighted that this project will give us the scope to develop further supported employment opportunities as asked for by our members.

Take a Bow

2021 saw the start of the PPF Art Academy where a group of members with learning disabilities and autism worked together to produce shows and routines that were shown to the public. The feedback was tremendous and based on this, we will look to secure further funding to enable our members to attend this as an alternative day opportunity.

The Self Advocacy Group

The self-advocacy group has been meeting online providing support and friendship to those isolated. Our facilitators have now brought the group back to meeting face to face every Thursday morning at the Johnston Institute (community hall). The group has renamed themselves as Come Together and as requested by the members are working on ways to improve wellbeing and confidence following such emotionally challenging times. It has been great to provide a service so adapted and responsive to the members. As always, our staff and volunteers have supported members to create welcoming sessions that are crucial in this stage of recovery for the community and the journey into our new normal.

Stay Social Drop In

We have been delighted to have this return after so long. Out of all our projects, this was the one that was last to return face to face. It was always the most challenging in terms of keeping people safe because we wanted a space where people could just drop in as they did before Covid. However, with the numbers of attendees anywhere between 30 and 40 and providing food for this number in limited kitchen space, staff had to plan the return of this project very carefully. The trustees are very grateful for the time and work that went into this. It has been marvellous to see so many people rekindling friendships and developing new ones. We have welcomed a new wave of membership post covid due to the limited re-opening of the day centres. New faces bring new energy and new ideas. We can't wait to capture all this in our next Manifesto Day.

1:1 Advocacy Lite

Since our advocacy team moved to Advocacy West Wales, we continue to refer into their services but have maintained a small service for those short pieces of work, particularly around supporting people through the benefits claim process and reassessment for Personal Independence Payments. This can be extremely stressful but we are pleased to confirm that a number of our referrals have been successful in appealing or claiming the correct amount of benefits they are entitled to thanks to the support of our worker. This can be living changing for some after living in poverty. Our advocacy lite worker also helps out with smaller issues such as supporting people to read formal letters, signpost to other services and make applications for a bus pass.

TPOOL (The Prime of Our Lives)

This project has now come to a conclusion. We have launched the final report and welcome the input from stakeholders to take these recommendations forward. Thank you to all the participants who shared their hard hitting personal lived experiences. Their bravery to share such personal information for the benefit of others to try and make things better never ceases to humble and inspire.

Training

We continue to work with the local health board to work towards delivering LD Awareness training to staff in GP surgeries. Our members are sharing their lived experiences to advise and inform our collaborative partners on what they find most challenging about accessing health services. This again can involve sharing personal stories to a group of strangers which can be intimidating and scary. But they do it to affect change and we are grateful for their time and dedication to making this happen.

Regional Work

The Dream Team continue to proactively take part in collaborative work across the three counties with support from Pembrokeshire People First, Carmarthenshire People First and Our Voice, Our Choice. They lead meetings with people from the statutory sector and other stakeholders using their lived experience to advise and inform providing a positive link between statutory services and the third sector.

Other engagement work includes supporting members at the Pembrokeshire Learning Disability Partnership Board meetings, the Regional Partnership Board meetings and in the development of the new local Day Opportunities. There are many more engagement activities that happen all of which have the goal of ensuring the voice of adults with a learning disability or a neuro diverse condition are heard in the development of local services.

Youth Group

The youth group is changing from the evening provision to providing workshops during school holidays. Thank you to Children In Need in supporting us to adapt the service to meet the need of our younger members. Working with funders is such a crucial part of our work. They help us to adapt our projects for a world where Covid has had a huge affect on the younger generation.

Other smaller projects

We were grateful for smaller pots of funding which have allowed us to do some crisis work, member volunteer development and face to face activities outdoors with our members which has been a welcome change from all the online engagement. These projects have all gone well and we will be looking at ways to fund these moving forward.

Funders

We appreciate the 'human' voices at the end of the phone who listen, make changes and provide endless support for PPF. Without you, most of our work couldn't happen. They are truly instrumental in making the difference in our communities. We look forward to continuing our work with these fantastic organisations in the next twelve months.

Our staff team, volunteers and freelancers

There is no mention of team work in our constitution but it is essential for the daily operations and ensuring the work we do happens. Nothing happens without these fantastic people on the ground and they work together supremely well showing that when there is kindness, there are few barriers that can be overcome. Our PPF team go over and above what we ask of them in endless ways, time and time again.

Moving forwards – what's next?

As a member led organisation, it's necessary to go back to our members for our remit. Before Covid we always ran our Manifesto Day every two years to give our members a chance to gather and tell us what projects and services they wanted PPF to deliver. When Covid 19 hit, we were only able to facilitate a smaller online session. Now we are able to arrange larger gatherings face to face, our intention is to prioritise this and ask the question to our members – what next?

Conclusion

As with every review of a year at PPF, it never ceases to amaze the trustees how PPF has travelled in a relatively short space of time and how much has been achieved. Writing the trustee report is a time to reflect and appreciate every voice that has been heard, every person that has helped or supported us and every member that has helped shape PPF into what it is today. Thank you never seems enough.

Financial Review

The trustees have determined the level of reserves that the charity ought to have (that is those funds that are freely available and not part of the restricted fund), and are working towards achieving this.

Risk Management

The committee of Management have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks

Statement of the Committee's Responsibilities

Company law requires the committee to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements the directors are required to:

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

The committee is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with the reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006, applicable standards, the statement of recommended practice and regulations made under the Charities Act 1993. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The report of the directors has been prepared in accordance with the special provisions within Part 15 of the Companies Act 2006 relating to small companies.

On Behalf Of The Board

.....
L. Hinksman

Lucy Hinksman - Trustee

.....
13-4-2023

dated

I report on the accounts of the Trust for the year ended 31st March 2022, which are set out on pages 9 to 14

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 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 the 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 you as 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 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

S.J. Davies B.Sc(Hons) Econ, FCCA



Pritchard & Co.
Chartered Certified Accountants
16 Main Street
Fishguard
Pembrokeshire
SA65 9HJ

4th April 2023 dated

	Notes	Unrestricted funds £	Restricted funds £	31 Mar 2022 Total funds £	31 Mar 2021 Total funds £
INCOME & ENDOWMENTS FROM					
Donations and legacies	2	21,531	179,877	201,408	249,178
Other trading activities	2	9,173	266,440	275,613	234,504
		<u>30,704</u>	<u>446,317</u>	<u>477,021</u>	<u>483,682</u>
EXPENDITURE ON					
Charitable activities	3	47,081	399,299	446,380	131,522
Management		37,759	0	37,759	304,502
		<u>84,840</u>	<u>399,299</u>	<u>484,139</u>	<u>436,024</u>
NET INCOME/EXPENDITURE		(54,136)	47,018	(7,118)	47,658
RECONCILIATION OF FUNDS					
Total funds brought forward		131,991	56,961	188,952	141,294
TOTAL FUNDS CARRIED FORWARD		<u>77,855</u>	<u>103,979</u>	<u>181,834</u>	<u>188,952</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities

Notes	Unrestricted funds £	Restricted funds £	31 Mar 2022 Total Funds £	31 Mar 2021 Total Funds £
CURRENT ASSETS				
Debtors	578	47,931	48,509	1,501
Bank account and cash in hand	76,209	69,724	145,933	194,311
	<u>76,787</u>	<u>117,655</u>	<u>194,442</u>	<u>195,812</u>
CREDITORS				
Amounts falling due within one year	(1,068)	(13,676)	(14,744)	(6,860)
	<u>75,719</u>	<u>103,979</u>	<u>179,698</u>	<u>188,952</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>77,855</u>	<u>103,979</u>	<u>181,834</u>	<u>188,952</u>
NET ASSETS/(LIABILITIES)	<u>77,855</u>	<u>103,979</u>	<u>181,834</u>	<u>188,952</u>
FUNDS				
Unrestricted funds			77,855	131,991
Restricted funds			103,979	56,961
Total funds			<u>181,834</u>	<u>188,952</u>

For the period ended 31st March 2021 the company was entitled to exemption under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions and have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the board and signed on their behalf by

L. Hinksman

Lucy Hinksman - Trustee

18-4-2023

dated

1. Accounting Policies

Basis of Accounting

The accounts have been prepared under the historical cost convention and in accordance with applicable UK Accounting Standards. In preparing the accounts the charity follows best practice as set out in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRSSE) effective 1 January 2015.

Income

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for a 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.

2. Donations and Legacies

	31 March 2022	31 March 2021
	£	£
Donations	2,305	2,258
Grants	427,026	246,921
Commissioned work	24,903	43,165
Other income	22,787	191,338
	<u>477,021</u>	<u>483,682</u>

2. Donations and legacies (continued)

Grant income during the period was as follows :

	31 March 2022 £	31 March 2021 £
Amazon Smile Charitable Programme	7	0
Baring Foundation	0	5,000
BBC Children in Need	0	7,110
Changemakers	500	0
Citizens Advice Bureau	0	2,500
Community Foundation in Wales	0	21,835
Covid JRS Grant	1,581	19,130
Didymus Foundation	0	0
Disability action	0	4,605
Disability Wales	12,511	0
Disability Wales Ltd	500	0
Disability Wales DPO Funding - covid recovery	0	8,417
DWP Access to Work	1,988	0
Police and Crime Commissioner Dyfed Powys	0	3,600
Edward Gosling	0	5,000
Groundwork Tesco bags of hope	0	500
HDUHB (Tier 0 funding)	0	32,050
Hywel Dda	97,681	0
ICF Funding	178,522	0
Lloyds Bank Foundation	25,100	25,000
Milford Haven Port Authority	300	0
Moondance Foundation	0	5,000
National Lottery Community Fund	0	10,308
Neighbourly	0	400
Office for Police and Crime Commission	3,600	0
PAVS - pitch a project	0	0
PAVS - SCAF Fund	5,975	2,412
PAVS - Volunteer training project	0	14,000
PAVS - Innovation fund	10,525	0
Paypal Grant	0	598
Pears Grant	2,000	0
Pembrokeshire County Council on behalf of Welsh Government	0	1,000
Pembrokeshire County Council - Enhancing Pembs fund	0	7,000
PCC Service Level Agreement	25,000	0
PCC Housing Support Grant	34,707	0
PCC Learning Disability Champion Project	9,800	0
Public Donations	1,198	0
Government - Supporting people grant	0	35,471
Pembrokeshire Care Share and Give	0	130
Planed - Leader project	6,211	0
Staff Covid Recognition Award	8,820	0
Valero	500	0
WCVA (VSEF)	0	25,855
Welsh Government Grant	0	10,000
	427,026	246,921

3. Charitable activities	Direct Costs £	246,921 Support Costs (see note 4) £	146,445 Totals £
Charitable activities	131,522	0	131,522
Management Costs	<u>259,923</u>	<u>44,579</u>	<u>304,502</u>
	<u>391,445</u>	<u>44,579</u>	<u>436,024</u>

4. Support Costs	Management £	Finance £	Information Technology £	Governance costs £	Totals £
	33,737	119	3,009	894	37,759

5. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022.

6. Staff Costs

The average number of monthly employees during the year was as follows :-

31 March 2022	31 March 2021
<u>12</u>	<u>12</u>

7. Debtors

	31 March 2022 £	31 March 2021 £
Trade debtors	47,931	665
Prepayments	578	836
	<u>48,509</u>	<u>1,501</u>

8. Creditors: amounts falling due after more than one year

	31 March 2022 £	31 March 2021 £
Trade Creditors	7,161	901
Social Security ad other taxes	6,689	5,180
Accruals and deferred income	894	894
	<u>14,744</u>	<u>6,975</u>

9. Movement in funds

	At 31 Mar 21 £	Net movement in funds £	At 31 Mar 22 £
Unrestricted funds			
Unrestricted funds grants/non grants	131,991	(54,136)	77,855
Restricted funds			
Restricted funds	56,961	47,018	103,979
	<u>188,952</u>	<u>(7,118)</u>	<u>181,834</u>

Net movement in funds, included in the above are as follows:

9. Movement in funds (continued)

	Incoming Resources £	Resources Expended £	Movement in funds £
Unrestricted funds			
Unrestricted funds	30,704	(84,840)	(54,136)
Restricted funds			
Restricted funds	446,317	(399,299)	47,018
	<u>477,021</u>	<u>(484,139)</u>	<u>(7,118)</u>

10. Related party disclosures

There were no related party transactions for the year ended 31st March 2021

	31 March 2022 £	31 March 2021 £
Income and endowments - Donations and legacies		
Donations	2,305	2,257
Grants	425,445	227,791
Covid JRS Grants	1,581	19,130
Commissioned Work	24,903	43,165
ICF projects those managed on the behalf of other organisations	22,785	191,338
Bank interest received	2	1
	<u>477,021</u>	<u>483,682</u>
Expenditure on:		
Charitable activities		
Wages	309,279	245,351
General office expenses	6,064	2,447
Projects expenditure	117,837	130,482
Event costs		0
Fundraising costs	3,285	1,040
Travel & subsistence	1,071	718
Freelance costs	4,962	10,999
Misc	2,800	238
Training	1,082	170
	<u>446,380</u>	<u>391,445</u>
Support costs - Management		
Rent and rates and light and heat	14,485	12,834
Covid - 19 Costs	13,344	22,163
Insurances	1,963	2,192
Telephone	3,945	3,130
	<u>33,737</u>	<u>40,319</u>
Finance		
Bank charges	119	105
Information technology		
Equipment, repairs and renewals	3,009	3,261
Governance		
Accountancy and legal fees	894	894
	<u>4,022</u>	<u>4,260</u>
Total resources expended	484,139	436,024
Net income	<u>(7,118)</u>	<u>47,658</u>

PEMBROKESHIRE PEOPLE FIRST

England & Wales - Charity number 1091201

Accounts

Registered Company Number 04391979 (England and Wales)
Registered Charity Number: 1091201

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2021
for
Pembrokeshire People First

Pritchard & Co
Chartered Certified Accountants
Ffynnonddofn
74 High Street
Fishguard
Pembrokeshire
SA65 9AU

Pembrokeshire People First

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for the year ended 31 March 2021**

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The committee of management presents its report with the financial statements for the charity for the year ended 31st March 2021

REFERENCE AND ADMINISTRATIVE INFORMATION

CHAIRPERSON	James Tyler
TRUSTEES	Anishia Jones Courtney Poupard Christopher Rickards Lucy Hinksman Sophie Hinksman Julie Fulton Marilyn Jenkins
REGISTERED OFFICE	Portcullis House Old Hakin Road Merlins's Bridge Haverfordwest Pembrokeshire SA61 1XE
REGISTERED COMPANY NUMBER	04391979 (ENGLAND & WALES)
REGISTERED CHARITY NUMBER	1091201
ACCOUNTANTS	Pritchard & Co., Ffynnonddofn, 74 High Street, Fishguard, Pembrokeshire, SA65 9AU
BANKERS	Lloyds Bank plc, 7 Victoria Place, Haverfordwest Pembrokeshire, SA61 2JX

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is a company limited by guarantee and none of the officers hold any shares in the company. A committee of management administers the charity.

Governing document

Pembrokeshire People First is a company limited by guarantee governed by its Memorandum and Articles of Association; it is also a registered charity with the charity Commissioners. Anyone over the age of 18 can become a member of the company.

Trustee selection methods

As set out in the Memorandum of Articles and Association, the trustees are elected bi-annually by the members of the company at AGM.

New trustees undergo an orientation session to brief them as to their legal obligations under charity and company law, the committee and decision making processes, the business plan and recent financial performance of the charity.

During the induction period they will meet all employees, trustees and committee members. Trustees are encouraged to attend external training events that will facilitate the undertaking of their role. The Management Committee meets regularly and administers the charity.

OBJECTS AND ACTIVITIES

The objects of the charity are as follows:-

- (1) The relief and support of people with learning disabilities and/or autism through provision of an advocacy, training, and advice service, which will help people know and attain the same rights as everyone else.
- (2) To advance the education and training of people with learning disabilities and or autism, to develop their skills, capacities and capabilities to enable them to participate fully in society.
- (3) To advance education and raise awareness of the public in the experiences and of the issues affecting people with learning disabilities and/or autism

We never thought we would be writing such a similar report to last year. How many of us imagined another Christmas with Covid related restrictions and that many of us would still be working from home?

Our core values have not changed. PPF continues to empower people with a learning disability and/or autistic people to ensure:

- Real choice
- Involvement
- Getting voices heard
- Learning new skills
- Making a difference

In short, living life fully. However, that has truly been challenging for our members, our volunteers our staff team and our collaborative partners. We have continued to deliver our previous services, started many new projects and have done this while doing our best to keep people safe from Covid 19. We have educated, supported and shared resources in what has truly been a united effort in the community to look after each other. The trustees and management committee are supremely proud of the part the PPF team have played in this.

Strategic work

We continue to be fully involved with the Pembrokeshire Learning Disability Strategy, and are working with our colleagues in Pembrokeshire County Council, and the Learning Disability Champions, to take this forward into coming years.

Supporting and growing the Dream Team – a regional group of people with learning disabilities committed to ensuring there is “nothing about us, without us”, and promoting the LD Charter (www.ldcharter.com). The Dream team numbers over 35 members from three counties and is developing its reach and influence.

We continue to welcome involvement in our local authority's plans for the future, including transforming day opportunities and developing packages to encourage college leavers to remain in the area. We meet regularly with senior staff and welcome their collaborative approach.

In 2020-21 we were represented at every level, including the West Wales Regional Partnership Board (where James Tyler is a User Representative); at the 3-counties' Regional Improving Lives Partnership; at the Pembrokeshire Learning Disability Partnership Board; the 3 Counties Advocacy Strategy Network; Continued Education and Day Opportunities Project Groups, and many other initiatives.

We are delighted to welcome James Tyler as our National Council rep for All Wales People First, and that he was elected Chair of the Council.

This year, PPF continued its co-productive and collaborative work, including linking with Carmarthenshire People First and Barod in the Easy Read collaboration, Planet Easy Read. Co-production is often quoted, and even more often under-estimated in terms of the time and commitment needed to make it a success.

Advocacy and one to one work

PPF has always had advocacy at its core. However, we have recognised that one to one advocacy in the three counties needs to take a different shape in order to continue to provide a key service for our members. It was a difficult step but our advocacy department moved to Advocacy West Wales (AWW) one of the main providers of advocacy for vulnerable adults in the area. It is vital for our members to not be identified by their labels or diagnoses but by the person each individual is and therefore how each individual will have different needs. We are fortunate that AWW has an experienced and flexible team that recognises this fact and can provide advocacy for someone whether they have mental health support needs, are a carer and has a learning disability or are a parent with autism that needs support around housing.

One of the hardest parts of this move was losing such key members of our team. Peter Irvine, Shelly Newton and Kate Isherwood have made such an impact to the lives of PPF members but have moved to AWW to continue their work with a bigger advocacy team. However, at times it does feel that we speak with them as much now as we did when they were at PPF. They remain only a call, an email or even a 'zoom' away!

As the need for one to one advocacy way outstrips the support available, PPF retains a very limited one to one service for those smaller time sensitive issues such as renewal of PIP claims, support around police intervention or as a signposting service for support from our existing membership.

Self-advocacy groups

PPF continues with its self-advocacy group work. This can be challenging as we negotiate this new world online. We will continue to work towards ensuring that our members don't get left behind and can still access our groups and other services to develop their confidence, voices and self-advocacy skills. We are fortunate to have such great partners such as Arts Care Gofal Celf, who can facilitate these sessions in a way that are fun, supportive and truly developmental.

ASC Us and our work with adults on the spectrum.

At the end of 2019-20, we were seeking funding for our 'Matrix Centre'. Sadly, we were unsuccessful in securing funding. However, we continue to work with autistic adults. We hope to expand on this as covid restrictions ease and allow more face to face work. One of the toughest challenges can be securing employment. So, one of our aims for the next financial year is to explore how we can make this happen. Watch this space!

Counselling

We continue to work closely with Paul Satori and are hugely grateful for the counselling they have provided for our members. Again, the need for counselling remains constant and continues to grow. Covid restrictions have had such an effect on our daily lives from reducing our access to our community, social support as well as how we can say goodbye to those we have loved but have died during the pandemic. That inability to say goodbye at a funeral or have that last visit to a care home is painful and unprecedented.

We have a qualified and experienced member of staff who has been able to provide counselling face to face when possible but online when needed keeping those doors of support open and providing help to people to develop their own techniques to manage their own mental health with key emotional resilience strategies.

Gaming

Our very popular gaming club, funded by BBC Children in Need, is where people with a learning disability and autistic people can come and play console games and meet new people. We are always busy and it can get very competitive! A big thank you goes out to the team who have moved this online to ensure that our members have a safe space to meet online, sustain friendships and have fun. A small respite from what has truly been another challenging year.

Moving On

In Moving On, one of our biggest and most successful projects, we teach living skills such as cooking and managing your money and much more to people who are working towards a more independent lifestyle. We focus on relationships and how to manage your feelings. We think that managing your feelings and learning the skills needed to help you say how you feel are very important. We also learn about relaxation and how to calm down when you are worrying. We are grateful to Pembrokeshire County Council for funding this via Supporting People.

Young Moving On

Our group changes as our members grow and develop into amazing young adults. We want to take this chance to thank our younger membership who have shown such resilience in the last twelve months. We also want to thank those who have become adults and are moving towards independence and new opportunities. We have thoroughly enjoyed being part of your journey and wish you all the best for the future. Children in Need have been and continue to be a truly supportive funder for this vital project.

Training

We have had the opportunity to explore designing and producing online training thanks to the collaborative efforts of Karen Davies at Norman Industries and the remarkable videography skills of Sal at Lifeseekers CIC. This is still in the early stages of development but the aim is to have a selection of accessible online training for employers looking to employ someone with a disability and for adults with a disability to have to aid them moving into work based placements. In the meantime, we are working to refresh and recruit new members to deliver awareness raising courses to people in the health sector.

TPOOL (The Prime of Our Lives)

Our research project, focussing on older people with a learning disability, was one of the projects that has been particularly affected by covid restrictions. All the one to one face to face meetings have been delayed, one of the issues being a difficulty securing regular support to access online sessions. We need to hear from the people who have been so adversely affected by society's move and reliance to accessing online groups, support and financial services. Face to face group gatherings have also been affected which is such a key part of any research project. So, thank to our funders who have extended the project for a further twelve months to allow for this key information to be collected and collated.

Health Check Champions

PPF has been involved in The ICF project supporting the employment of Health Check Champions in their role of promoting vital aspects of health care for adults with a disability such as annual health checks. The project reaches across the three counties employing 4 people with learning disabilities including PPF's own Courtney Poupard.

Funding

We are extremely grateful to our collaborative partners and the opportunities for joint working that have arisen over the last twelve months. Some fantastic projects are being developed and delivered which we hope will continue into 2021 and 2022.

We have taken a step closer to achieving the dream of developing our earned income branch of PPF. The aim is to be able to deliver self sustaining projects while still delivering a supportive service for our members. It is a dream for so many third sector organisations and like many we are still a long way off.

It is funders such as the Lloyds Foundation, Disability Wales, Community Foundation in Wales and so many others that fund our work on a day to day basis. The people within these organisations provide not just money but support and resources that make such a difference to the lives of our members. Thank you just doesn't cut it.

The staff team

It is a team that gives so much. We are constantly having to remind them to practice what they preach in terms of self care and looking after their well being. They give so much in time, effort and sheer tenacity. They are remarkable and for that we are truly grateful.

A special thanks goes out to Karen Chandler as our Chief Officer for steering PPF through the day to day roller-coaster that is keeping a third sector organisation not just sustainable and safe, but kind. Something that has been immeasurable while we have all struggled during the last twelve months.

The foundations of PPF are of course the members. We have been through the last twelve months together. Through the highs and the lows. You share so much with us and we are grateful for your support when it has been tricky to deliver a consistent service during the pandemic.

We look forward to working with you all in the next financial year and hopefully seeing more of you face to face again. Bring on the rest of 2021 and 2022!

FINANCIAL REVIEW

The trustees have determined the level of reserves that the charity ought to have (that is those funds that are freely available and not part of the restricted fund), and are working towards achieving this.

RISK MANAGEMENT

The committee of Management have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks

STATEMENT OF COMMITTEE'S RESPONSIBILITIES

Company law requires the committee to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards have been followed, subject to any material departures

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the

The committee is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with the reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006, applicable standards, the statement of recommended practice and regulations made under the Charities Act 1993. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The report of the directors has been prepared in accordance with the special provisions within Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD

James Tyler
.....

James Tyler : Chairperson

31.1.22
.....

dated

I report on the accounts of the Trust for the year ended 31st March 2021, which are set out on pages 9 to 14

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 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 the 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 you as 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 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

S.J. Davies B.Sc(Hons) Econ, FCCA

Stephen J Davies

**Pritchard & Co.
Chartered Certified Accountants
Ffynnonddofn
74 High Street
Fishguard
Pembrokeshire
SA65 9AE**

.....dated

	Notes	Unrestricted funds £	Restricted funds £	31 Mar 2021 Total funds £	31 Mar 2020 Total funds £
INCOME & ENDOWMENTS FROM					
Donations and legacies	2	2,257	246,921	249,178	156,426
Other trading activities	2	56,709	177,795	234,504	286,586
		<u>58,966</u>	<u>424,716</u>	<u>483,682</u>	<u>443,012</u>
EXPENDITURE ON					
Charitable activities	3	13,915	117,607	131,522	72,425
Management		<u>22,416</u>	<u>282,086</u>	<u>304,502</u>	<u>299,964</u>
		<u>36,331</u>	<u>399,693</u>	<u>436,024</u>	<u>372,389</u>
NET INCOME/EXPENDITURE)		22,635	25,023	47,658	70,623
RECONCILIATION OF FUNDS					
Total funds brought forward		109,356	31,938	141,294	70,671
TOTAL FUNDS CARRIED FORWARD		<u>131,991</u>	<u>56,961</u>	<u>188,952</u>	<u>141,294</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities

	Notes	Unrestricted funds £	Restricted funds £	31 Mar 2021 Total Funds £	31 Mar 2020 Total Funds £
CURRENT ASSETS					
Debtors		0	1,501	1,501	1,482
Bank account and cash in hand		131,991	62,320	194,311	146,787
		<u>131,991</u>	<u>63,821</u>	<u>195,812</u>	<u>148,269</u>
CREDITORS					
Amounts falling due within one year		0	(6,860)	(6,860)	(6,975)
		<u>131,991</u>	<u>56,961</u>	<u>188,952</u>	<u>141,294</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>131,991</u>	<u>56,961</u>	<u>188,952</u>	<u>141,294</u>
NET ASSETS/(LIABILITIES)					
		<u>131,991</u>	<u>56,961</u>	<u>188,952</u>	<u>141,294</u>
FUNDS					
Unrestricted funds				131,991	109,356
Restricted funds				56,961	31,938
Total funds				<u>188,952</u>	<u>141,294</u>

For the period ended 31st March 2021 the company was entitled to exemption under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the board and signed on their behalf by

J Tyler

J Tyler - Trustee

L Hinksman

Lucy Hinksman - Trustee

31-1-22

dated

1. Accounting Policies

Basis of Accounting

The accounts have been prepared under the historical cost convention and in accordance with applicable UK Accounting Standards. In preparing the accounts the charity follows best practice as set out in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRSSE) effective 1 January 2015.

Income

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for a 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.

2. Donations and Legacies

	31 March 2021	31 March 2020
	£	£
Donations	2,258	9,981
Grants	246,921	146,445
Commissioned work	43,165	78,353
Other income	191,338	208,233
	<u>483,682</u>	<u>443,012</u>

2. Donations and legacies (continued)

Grant income during the period was as follows :

	31 March 2021	31 March 2020
	£	£
Baring Foundation	5,000	0
BBC Children in Need	7,110	10,000
Citizens Advice Bureau	2,500	0
Community Foundation in Wales	21,835	32,725
Covid JRS Grant	19,130	0
Didymus Foundation	0	2,000
Disability action	4,605	0
Disability Wales DPO Funding - covid recovery	8,417	0
Police and Crime Commissioner Dyfed Powys	3,600	0
Edward Gosling	5,000	0
Groundwork Tesco bags of hope	500	0
HDUHB (Tier 0 funding)	32,050	0
Lloyds Bank Foundation	25,000	25,000
Masonic Foundation	0	11,813
Money Saving Expert	0	450
Moondance Foundation	5,000	0
Misc grant	0	425
National Lottery Community Fund	10,308	35,982
Neighbourly	400	0
PAVS - pitch a project	0	3,300
PAVS - SCAF Fund	2,412	0
PAVS - Volunteer training project	14,000	0
Paypal Grant	598	0
Pembrokeshire County Council on behalf of Welsh Government	1,000	0
Pembrokeshire County Council - Enhancing Pembs fund	7,000	3,844
Pembrokeshire County Council on behalf of Welsh Government - Supporting people grant	35,471	0
Pembrokeshire Care Share and Give	130	0
Planed - Leader project	0	3,162
WCVA - Active Inclusion	0	17,744
WCVA (VSEF)	25,855	0
Welsh Government Grant	10,000	0
	<hr/>	<hr/>
	246,921	146,445
	<hr/>	<hr/>
3. Charitable activities	246,921	146,445
Direct Costs	Support Costs (see note 4)	Totals
£	£	£
Charitable activities	0	131,522
Management Costs	44,579	304,502
	<hr/>	<hr/>
	391,445	436,024
	<hr/>	<hr/>

4. Support Costs

Management	Finance	Information Technology	Governance costs	Totals
£	£	£	£	£
40,319	105	3,261	894	44,579
<hr/>				

5. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021.

6. Staff Costs

The average number of monthly employees during the year was as follows :-

	31 March 2021	31 March 2020
	12	12

7. Debtors

	31 March 2021	31 March 2020
	£	£
Trade debtors	665	560
Prepayments	836	922
	<u>1,501</u>	<u>1,482</u>

8. Creditors: amounts falling due after more than one year

	31 March 2021	31 March 2020
	£	£
Trade Creditors	1,339	901
Social Security ad other taxes	3,733	5,180
Accruals and deferred income	1,788	894
	<u>6,860</u>	<u>6,975</u>

9. Movement in funds

	At 31 Mar 20 £	Net movement in funds £	At 31 Mar 21 £
Unrestricted funds			
Unrestricted funds grants/non grants	109,356	23,635	132,991
Restricted funds			
Restricted funds	31,938	24,023	55,961
	<u>141,294</u>	<u>47,658</u>	<u>188,952</u>

Net movement in funds, included in the above are as follows:

	Incoming Resources £	Resources Expended £	Movement in funds £
Unrestricted funds			
Unrestricted funds	58,966	(35,331)	23,635
Restricted funds			
Restricted funds	424,716	(400,693)	24,023
	<u>483,682</u>	<u>(436,024)</u>	<u>47,658</u>

10. Related party disclosures

There were no relatd party transactions for the year ended 31st March 2020

	31 March 2021 £	31 March 2020 £
Income and endowments		
Donations and legacies		
Donations	2,257	9,981
Grants	227,791	146,445
Covid JRS Grants	19,130	0
Commissioned Work	43,165	78,353
ICF projects those managed on the behalf of other organisations	191,338	208,233
Bank interest received	1	0
	<u>483,682</u>	<u>443,012</u>
Expenditure on:		
Charitable activities		
Wages	245,351	258,725
General office expenses	2,447	4,293
Projects expenditure	130,482	70,004
Fundraising costs	1,040	2,421
Travel & subsistence	718	6,933
Freelance costs	10,999	2,025
Misc	238	4,142
Training	170	1,198
	<u>391,445</u>	<u>349,741</u>
Support costs		
Management		
Rent and rates and light and heat	12,834	14,814
Covid - 19 Costs	22,163	0
Insurances	2,192	1,976
Telephone	3,130	2,535
	<u>40,319</u>	<u>19,325</u>
Finance		
Bank charges	105	154
Information technology		
Equipment, repairs and renewals	3,261	2,275
Governance		
Accountancy and legal fees	894	894
	<u>4,260</u>	<u>3,323</u>
 Total resources expended	 436,024	 372,389
 Net income	 <u>47,658</u>	 <u>70,623</u>