

NORTHAMPTONSHIRE PEOPLE FIRST LTD



**Speaking up for people with
learning difficulties and/or autism**

FINANCIAL STATEMENTS

**FOR THE 12 MONTHS ENDING
31 DECEMBER 2021**

**Charity Number 1097543
Company Registration Number 03030513**

**NORTHAMPTONSHIRE PEOPLE FIRST LTD FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2021**

	Page
Contents	1
Trustees Annual Report	2 – 6
Independent Examiner’s Report	7
Statement of Financial Activities (incorporating the Income and Expenditure Account)	8
Balance Sheet	9
Notes to the Financial Statements	10 - 13

NORTHAMPTONSHIRE PEOPLE FIRST LTD

TRUSTEES ANNUAL REPORT YEAR ENDED 31 DECEMBER 2021

The trustees, who are also directors for the purposes of company law, present their report and the independently examined financial statements of the company for the year ended 31 December 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name: Northamptonshire People First Ltd

Charity registration number: 1097543

Company registration number: 03030513

Principal office & Registered office: Eskdaill House
15 Eskdaill Street
Kettering
Northants
NN16 8RA

Trustees serving during the period: Chair Mrs Susan Elliott
Vice Mr Ben Wesley
Treasurer Miss Angela Still
Secretary Mr M Spiers

Other members/ trustees
Mrs Alex Bell
Mr Edward Marlow
Ms Dinah Elliott
Mr Kevan Mountfield
Mr Phillip Smythe
Mr Adrian Dyson
Miss D Bell

Accountants: DM Accounting Services
5 Bush Hill
Northampton
NN3 2PD

NORTHAMPTONSHIRE PEOPLE FIRST LTD

TRUSTEES ANNUAL REPORT YEAR ENDED 31 DECEMBER 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

The organisation is a charitable company limited by guarantee, incorporated on 8 March 1995 and registered as a charity on 15 May 2003. The company was established under a Memorandum of Association which established the objects and powers of the company and is governed under its Articles of Association. The company changed its name on 16 August 2017 to ***Northamptonshire People First Ltd*** and altered its Memorandum and Articles of Association to reflect this.

RECRUITMENT AND APPOINTMENT OF THE MANAGEMENT COMMITTEE

The directors of the company are also charity trustees for the purposes of charity law and are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected or re-elected to serve until the Annual General Meeting following election or re-election. The charity's work focuses on promotion of the rights of people with learning difficulties and/or autism.

The Management Committee seeks to ensure that these groups are appropriately reflected within the trustee body. The trustees are further assisted by experienced employees who deal with the administration and day to day running of the charity.

OBJECTIVES AND ACTIVITIES

The principal activity of the charity during the year continued to be the promotion of rights of people with learning difficulties and/or autism through the provision of training, advice, information, support services and research. The main objectives and activities for the year continued to focus on providing person centred support while maintaining our user-led values.

Since we have recognised people on the autistic spectrum and included them in our organisation, we have supported an increased amount on a one to one basis. The support that they have needed has been varied, from support with health appointments to benefit advice and guidance.

Our organisation will continue to support people who have a reduced ability to understand new information and learn new skills, with a reduced ability to cope independently that started before adulthood and has a lasting effect on their development. We provide advice and support for families and carers of people with learning difficulties and/or autism.

NORTHAMPTONSHIRE PEOPLE FIRST LTD

TRUSTEES ANNUAL REPORT YEAR ENDED 31 DECEMBER 2021

ACHIEVEMENTS AND PERFORMANCE

The principal funding sources and their purposes are as follows:

Provision of Service - The charity derives the majority of its income from the provision of services to help and support its members to promote self-advocacy and to achieve their goals. The charity also assists its members in raising awareness within the local community and in helping to empower vulnerable adults. The income is used to meet the costs of support staff, provide office space and associated overheads.

Consultancy and Training - During 2021, we have been unable to provide any training or consultancy work due to the current pandemic. We will resume with offering this service as soon as it is safe to do so. We have kept in close contact with Social History Learning Disabilities Team and other local groups via Zoom.

Transforming Care Project - We have not been able to use the remainder of the funds in 2021. Now that we are all able to be together again and have regular meetings we can forward plan the best way to use the remainder of these funds. The funds can be used to support positive care in our community.

Unfortunately, the shared meals project has not been able to continue this year however, some of our members have used the skills they have learnt to continue cooking within their own home with support. We were able to all get together to celebrate Christmas. We had a party with lots of food, singing and games in the office. Staff, volunteers and members have been doing all they can to support the organisation during the pandemic. We have continued to provided guidance to help our service users understand the latest COVID-19 guidelines. We have provided easy read documents and lots of reassurance, some members has been quite anxious about being back in the office.

The office has been open fully since March 8th to all members that we provide a service for through the local authorities. Our offices are very small but we have been able to accommodate everyone while keeping to the government guidelines. We put in place a phased return policy which has worked very well. Meetings did resumed but we didn't have our regular coffee morning/ drop-ins for peer support. We hope to start these again when we can and when everyone feels comfortable.

Research - members had the opportunity to take part in a research project through Zoom. This research was about people with learning disabilities and their wellbeing; this took place in the office and was supported by our staff. Participates also received a voucher for completing a questionnaire. We also had our first visitor in September since the pandemic; a lady from Mencap came to talk to our group about experts by experience. This is another research project hoping to find people with learning disabilities and or autism to advise others because

of their personal experiences. We look forward to reading these pieces of research when they are published.

NORTHAMPTONSHIRE PEOPLE FIRST LTD

TRUSTEES ANNUAL REPORT YEAR ENDED 31 DECEMBER 2021

Fundraising Events – Due to the COVID-19 pandemic, there was only one fundraising activity, the chip shop collection. We are very grateful to Mr and Mrs Dainty for their ongoing collections and support. We will resume all other fundraising activities when it is safe to do so. Fundraising continues to be very much down to each individual's strengths and desires. We do have lots of things that our members want to do in the near future.

FINANCIAL REVIEW

This set of financial statements for Northamptonshire People First, represents the seventeenth year as a registered charity. The pandemic continued to have a huge impact on everyone in the UK, people and organisations alike. Many activities planned by the charity were either cancelled or put back to a later date, due to lockdown restrictions. Income opportunities during the year were very limited. Most other income was similar to 2020, although the infection control grant received in 2020 did not continue in 2021. However, North Northamptonshire Council (was Northamptonshire County Council) gave the Charity a one off grant of £6,061 towards the day services we provide. Other funding opportunities have been put on hold until the pandemic is well under control and we start to head back to some kind of normal.

The charity was unable to fundraise in 2021, due to the continued pandemic lockdowns and restrictions, however most other regular income continued as before. As seen in 2020, activities that took place in 2021 were very limited and the charity had to close due to the restrictions, keeping costs low again for another year. This resulted in the Charity making a significant surplus, during the period, similar to the last year. Income for the year was £63,864 compared to £63,357 in the previous year. There were small increases in NNC provision of support service grants and disability resources monies, but this was balanced by the loss of the Infection Control grant, replaced by the one off day services grant.

Expenditure was slightly higher, up from £49,845 in the previous year to £50,164 in 2021. Staffing costs also increased slightly to £37,910 from £37,179 in the previous year, a 2% increase. As explained above, activities were reduced due to closures impacted by the lockdown restrictions, so other spending such as premises costs and accountancy advice were at similar levels to 2020 and much lower than pre pandemic levels.

The income and expenditure figures resulted in the charity having a net surplus of £13,700 for 2021. Total reserves at year end were £88,350 made up mostly of unrestricted reserves, while the restricted funds were made up of the remaining £1,319 Transforming Care project which should be spent in 2022.

The charity continues to receive an unqualified independent examination, reflecting the good financial systems and procedures in place, giving our stakeholders peace of mind. The charity will continue to have bi-monthly finance meetings, when restrictions are lifted. We discuss

important financial issues, ensuring relevant decisions are made and communicated back to the trustee meetings.

NORTHAMPTONSHIRE PEOPLE FIRST LTD

TRUSTEES ANNUAL REPORT YEAR ENDED 31 DECEMBER 2021

Looking forward, the charity remains in a healthy financial position and will continue to identify funding opportunities to grow the charity, now the pandemic is subsiding and the economic climate improves. Our work is important to the local community we serve and due to the increased need for our services, it is vital that we continue to explore new funding sources, so that long term funding is secured.

PLANS FOR THE FUTURE

Our plan is to continue to raise awareness of the rights of people with learning difficulties and/or autism and to promote the charity, supporting our members on a one to one basis and in group settings. We would like to continue to provide services regarding training and teaching new skills. Our members would like to get back to giving presentations and relevant information about our organisation. We wish to educate, support and campaign in our local area.

We very much hoped that in 2021 we would be able to celebrate 31 years of Northamptonshire People First as we were unable to hold our big celebration in 2020. This still hasn't been able to happen but we will celebrate in 2022. Our shared meals project will start again as soon as possible, allowing larger groups to cook and eat together. We have been able to do some cooking with smaller groups during the year.

We will offer the opportunity for our members to restart the walking group as soon as we possibly can. Members will be encouraged to take part, discuss and plan all activities and work that they wish to do or new skills they would like to learn. We will try to work with and support other local groups/organisations. We will continue to provide peer support to our community whenever possible and start up coffee/drop ins when we can. Members will set dates to start fundraising activities again and they already wish to arrange a sponsored walk and silence in 2022.

The trustees, members and support staff will continue to speak up for the rights of vulnerable adults in society and to empower them so that they can maintain a wider degree of independence.

ACCOUNTANTS

Our Accountants are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

Registered office:
Eskdall House
15 Eskdall Street
Kettering

Signed on behalf of the trustees



Northants
NN16 8RA

Mrs Susan Elliott
Chair & Director/Trustee
Date: 25th April 2022

INDEPENDENT EXAMINER'S REPORT

To: **The trustees of Northamptonshire People First Ltd**

Registered Charity Number: **1097543**

I have examined the accounts of the Charity set out on pages 8 to 13, which have been prepared on the accruals concept for the financial year ending 31st December 2021.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also Directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

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

Basis of independent examiner's statement

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

Independent examiner's statement

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

1. accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
2. the accounts do not accord with such records;
3. where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
4. any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.



Date: 22nd February 2022

Dean Middleton - Accountant
DM Accounting Services

5 Bush Hill
Northampton
NN3 2PB

NORTHAMPTONSHIRE PEOPLE FIRST LTD

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME & EXPENDITURE ACCOUNT)
FOR YEAR ENDED 31ST DECEMBER 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
INCOME					
Income and Endowments From:					
Donations & Legacies	2	212	-	212	62
Charitable Activities	3	1,872	-	1,872	1,872
Income from Investments	4	1	-	1	27
Grants provided by Government/Other Charities	5	61,779	-	61,779	61,396
TOTAL INCOME		63,864	-	63,864	63,357
EXPENDITURE					
Expenditure On:					
Raising Funds	6	-	-	-	-
Charitable Activities	7	34,024	2,894	36,918	36,398
Support Costs	8	13,246	-	13,246	13,447
TOTAL EXPENDITURE		47,270	2,894	50,164	49,845
NET INCOME/(EXPENDITURE)		16,594	(2,894)	13,700	13,512
NET MOVEMENT IN FUNDS		16,594	(2,894)	13,700	13,512
Total Funds Brought Forward	15 & 16	70,437	4,213	74,650	61,138
Transfer of Funds	15 & 16	-	-	-	-
TOTAL FUNDS CARRIED FORWARD		87,031	1,319	88,350	74,651

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.
All of the above amounts relate to continuing activities.

The notes on pages 10 to 13 form part of these financial statements.

NORTHAMPTONSHIRE PEOPLE FIRST LTD
BALANCE SHEET AS AT 31ST DECEMBER 2021

		2021	2020
ASSETS	Notes	£	£
Fixed Assets			
Tangible Assets	11	476	635
Total Fixed Assets		476	635
Current Assets			
Debtors	12	1,750	1,750
Cash at Bank and in Hand	13	87,681	73,609
Total Current Assets		89,431	75,359
Creditors: Amounts Falling Due Within One Year			
Sundry Creditors	14	1,557	1,344
Total Current Liabilities		1,557	1,344
NET CURRENT ASSETS		87,874	74,015
TOTAL ASSETS LESS CURRENT LIABILITIES		88,350	74,650
NET ASSETS		88,350	74,650
FUNDS OF THE CHARITY			
Unrestricted Funds	15	87,031	70,437
Restricted Funds	16	1,319	4,213
TOTAL FUNDS		88,350	74,650

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS 102 SORP.

For the year ended 31st December 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

Trustees' responsibilities:

- The Trustees have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006; and
- The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts were approved by the board on the 25th April 2022
and are signed on their behalf by:

Signed S. Elliott

Name (Printed) SUSAN ELLIOTT

Company Registration Number: 03030513

Charity Registration Number: 1097543

NORTHAMPTONSHIRE PEOPLE FIRST LTD
NOTES TO THE FINANCIAL STATEMENTS - YEAR ENDED 31ST DECEMBER 2021

1. ACCOUNTING POLICIES

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have also been prepared under the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Charities Act 2011

Going Concern - there are no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern.

A summary of the more important accounting policies, which have been applied consistently throughout the company's accounting period is set out below.

- a) Voluntary income is received by way of donations & gifts. Income is shown in full in the Statement of Financial Activities, when received. Gifts in kind are valued at their estimated value to the organisation and are included under the appropriate headings.
- b) Intangible income is valued and included as income, to the extent that it represents goods and services where another party is bearing the financial cost and the benefit is quantifiable. Where it is difficult or not possible to quantify the benefit, or where there is no financial cost borne by another party (e.g. volunteers), the accounts do not include intangible income.
- c) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they were receivable.
- d) Restricted funds are to be used for specified purposes as required by the donor. Expenditure which meets this criteria is allocated to the relevant fund. Income derived from these funds is retained within the funds concerned. Designated funds are part of unrestricted funds which the Trustees have designated to be used for a specific purpose. Where these funds yield income, this is available for general purposes. General funds are also unrestricted funds or designated funds and can be used for the Charity's purposes, as decided by Trustees.
- e) The Charity operates a non-capitalisation policy for items of assets purchased under £1,000.
- f) Depreciation is calculated so as to write off the costs of an asset, less its estimated residual value, over the useful life of that asset as follows: Equipment - 25% & Fixtures & Fittings - 25% both Reducing Balance
- g) Fixed assets are initially recorded at cost.
- h) Payments made under operating leases are charged to the Statement of Financial Activities in the period in which they are incurred.

2. DONATIONS & LEGACIES

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Donations, Collections & Other	212	-	212	62
	212	-	212	62

There was a £58 collection and a rates refund of £154 in 2021.

3. INCOMING FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Fundraising Events	-	-	-	-
Sub-letting Income	1,872	-	1,872	1,872
	1,872	-	1,872	1,872

There was no fundraising event income during 2021 due to the pandemic restrictions.

NORTHAMPTONSHIRE PEOPLE FIRST LTD
NOTES TO THE FINANCIAL STATEMENTS - YEAR ENDED 31ST DECEMBER 2021

4. INCOME FROM INVESTMENTS

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Bank Interest Receivable	1	-	1	27

**5. GRANTS PROVIDED BY GOVERNMENT
AND OTHER CHARITIES**

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
<u>Government Grants</u>				
NNC - Provision of Support Services	31,868	-	31,868	29,563
Disability Resources	14,820	-	14,820	11,983
<u>Other Grants and Income</u>				
NCC - Infection Control	-	-	-	11,415
Clients	9,030	-	9,030	8,435
NNC - Other	6,061	-	6,061	-
	61,779	-	61,779	61,396

NNC Other grant was a one off grant for day services provided.

6. RAISING FUNDS

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Staging Fundraising Events	-	-	-	-

7. CHARITABLE ACTIVITIES

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Provision of Charitable Services:				
Teaching & Support Staff Salary Costs	33,479	2,894	36,373	35,816
Travel and Vehicle Costs	-	-	-	55
Activities	-	-	-	-
Telephone & Website Costs	545	-	545	527
Office Costs, Training & Attendance Fees	-	-	-	-
	34,024	2,894	36,918	36,398

**Analysis of Expenditure on Charitable Activities
By Fund:**

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Total Funds 2020
Provision of Support Services	34,024	-	34,024	27,877
NCC - Infection Control	-	2,894	2,894	8,521
Transforming Care	-	-	-	-
	34,024	2,894	36,918	36,398

8. SUPPORT COSTS

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
<u>Governance Costs</u>				
Premises Costs	8,499	-	8,499	9,260
Accountancy Advice	306	-	306	387
Independent Examination Fees	830	-	830	830
Payroll Fees	264	-	264	264
Pension Costs	1,537	-	1,537	1,363
Depreciation of Office/Kitchen Equipment	159	-	159	212
Insurance	341	-	341	347
Sundry Expenses	1,238	-	1,238	712
Bank Fees & Interest	72	-	72	72
	13,246	-	13,246	13,447

NORTHAMPTONSHIRE PEOPLE FIRST LTD
NOTES TO THE FINANCIAL STATEMENTS - YEAR ENDED 31ST DECEMBER 2021

9. NET OUTGOING RESOURCES FOR THE YEAR

	Total 2021 £	Total 2020 £
After charging; Depreciation	<u>159</u>	<u>212</u>

10. STAFF COSTS AND EMOLUMENTS

Aggregate staff costs were:

	Total 2021 £	Total 2020 £
Salaries & Wages	33,676	32,867
Social Security Costs (Tax & National Insurance)	2,697	2,949
Pension Costs	1,537	1,363
	<u>37,910</u>	<u>37,179</u>

The average number of staff employed by the Charity during the financial years below, amounted to:

	2021	2020
Number of staff	3	3

There are no employee who received emoluments of more than £60,000 per annum.

There are no Trustees who received any remuneration during the year 2021.

11. TANGIBLE FIXED ASSETS

	Equipment £
COST	
At 1st January 2021	10,393
Additions during the period	-
Disposals	-
At 31st December 2021	<u>10,393</u>
DEPRECIATION	
At 1st January 2021	9,758
Charges during the period	159
At 31st December 2021	<u>9,917</u>
NET BOOK VALUE	
31st December 2020	635
31st December 2021	<u>476</u>

12. DEBTORS

	2021 £	2020 £
Prepayments	1,750	1,750
	<u>1,750</u>	<u>1,750</u>

13. CASH AT BANK AND IN HAND

	2021 £	2020 £
Current Account	73,986	59,915
Savings Account	13,695	13,694
	<u>87,681</u>	<u>73,609</u>

14. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Accrued Expences	880.00	850.00
HMRC National Insurance & Taxation	525	370
Pension Contributions	152	124
	<u>1,557</u>	<u>1,344</u>

NORTHAMPTONSHIRE PEOPLE FIRST LTD
NOTES TO THE FINANCIAL STATEMENTS - YEAR ENDED 31ST DECEMBER 2021

15. UNRESTRICTED FUNDS (GENERAL & DESIGNATED)

	Balance at 01/01/2021	Incoming Resources	Outgoing Resources	Transfer of Funds	Balance at 31/12/2021
	£	£	£	£	£
General Funds	70,437	63,864	47,270	-	87,031
	70,437	63,864	47,270	-	87,031

RESTRICTED FUNDS

	Balance at 01/01/2021	Incoming Resources	Outgoing Resources	Transfer of Funds	Balance at 31/12/2021
	£	£	£	£	£
NCC - Infection Control	2,894	-	2,894	-	-
Transforming Care	1,319	-	-	-	1,319
	4,213	-	2,894	-	1,319

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets	Net Current Assets	Total Assets
	£	£	£
Unrestricted Income Funds	476	86,555	87,031
Restricted Income Funds	-	1,319	1,319
Total Funds	476	87,874	88,350

18. TRANSACTIONS WITH TRUSTEES AND RELATED PARTIES

None of the Trustees have been paid any remuneration or received any other benefits from an employment with their charity or related entity.