

NORTHAMPTONSHIRE PEOPLE FIRST LTD



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

FINANCIAL STATEMENTS

**FOR THE 12 MONTHS ENDING
31 DECEMBER 2022**

**Charity Number 1097543
Company Registration Number 03030513**

**NORTHAMPTONSHIRE PEOPLE FIRST LTD FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2022**

	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 2022

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 2022.

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 Miss Angela Still
Vice Chair - Vacant
Treasurer Mrs Susan Elliott
Secretary Mark Spiers

Other members/ trustees
Mr Ben Wesley
Mr Adrian Dyson
Mrs Alex Bell
Miss Dawn Bell
Ms Dinah Elliott
Mr Stephen Jones
Mr Edward Barlow -Retired

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

NORTHAMPTONSHIRE PEOPLE FIRST LTD

TRUSTEES ANNUAL REPORT YEAR ENDED 31 DECEMBER 2022

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 2022

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 – We haven't resumed any paid consultancy or training work during 2022. Our members have wanted to remain cautious for the time being because of the pandemic. We will slowly start to introduce this service when the majority feel comfortable to do so. We have however kept in contact with other organisations which we have worked with over the years, sharing information and experiences.

Shared Meals

We have been offering small groups the opportunity to plan, prepare, cook and share nutritious easy meals. They are all pleased we have introduced this again, even if it is on a smaller scale. Members love picking what they want to cook and share the following week. There is lots of discussions about the cost and health benefits of different foods. They have written up a large collection of homemade recipes and have made a folder to refer to.

Celebrating 30 years

This event was 2 years late because of the pandemic but it was definitely worth the wait. All our members were involved in the planning of the party. They choose to book a hall and have a buffet, disco, karaoke, a little bit of fancy dress and lots of great photos. The cake was enormous and very delicious. There was a music quiz with a prize for the winners. Everyone had a wonderful time; it was great to see so many of our supporters together celebrating the success of the organisation. Ian Davies the co-founder of the organisation cut the cake and gave a fitting speech.

Visitors

It's been great to be able to welcome some visitors back into the office, although some members are still quite anxious about covid. We have done it very slowly and gradually. We like to get to know first hand what is happening in our community and share information with different agencies. Our first visitors were from the Progression Team from North Northamptonshire Council, they spoke about the work they do and wanted to know more about what we can offer potential clients.

New Computers

We had to replace our two main computers this year as they were very old and difficult to use. Mr Spies our Secretary and main computer person is delighted to have an up to date model,

NORTHAMPTONSHIRE PEOPLE FIRST LTD

TRUSTEES ANNUAL REPORT YEAR ENDED 31 DECEMBER 2022

making his work load easier to manage. The office coordinator mainly uses the second new one and is very pleased to have better computer equipment.

Activities

Some of our members have enjoyed keeping the office front garden pretty and tidy. Picking and planting flowers in large tubs. Removing litter and weeds. Litter picking has also extended to the carpark at the rear.

A small group went to visit the local farm. They enjoyed petting and feeding the animals. They watched the pig's race, with one of our members pigs winning. They had lunch in the café and a warm drink.

Some of our members have also been setting personal goals that they would like to achieve such as reading, learning to play games on the computer and socialising more. We have been supporting them to complete their goals.

FINANCIAL REVIEW

This set of financial statements for Northamptonshire People First, represents the eighteenth year as a registered charity. The charity has been cautious and gradually getting back to some kind of normal during this period, as the pandemic subsided. Activities were slowly introduced again and the belated 30 year celebration event took place.

Funding and income opportunities during the year were again very limited, but it is hoped that things will improved in 2023. More fundraising events are expected in the near future.

Most income sources were similar to 2021, in fact total income for 2022 was £63,715 compared to £63,864 in the previous year, only a £149 reduction.

Expenditure was higher, up from £50,164 in 2021 to £67,684. Costs were higher than in the previous year as clients resumed their activities, a complete year with 3 members of staff and inflationary pressures. There were increased running costs, especially premises costs, mostly due to heating & lighting. New computer equipment was also purchased. This resulted in the Charity making a small deficit of -£3,969 during the period.

Total reserves at year end were £84,381 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 2023.

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. 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 2022

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. We wish 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 want to continue to have the opportunity to manage their own organisation, dealing with every aspect of running a self-advocacy charity. They want to educate their local community about learning disabilities, autism and the importance of advocacy. Members also want to take part in research that will affect them and their peers.

We hope to get back into fundraising, supermarket collections and sponsored events. The members want to get out in the community, talking about the charity once more. We are planning a sponsored silence and a sponsored walk. All our activities and events are planned by our members at the weekly team meeting.

The trustees, members and support staff will continue to speak up for the rights of vulnerable adults in society and to empower them to speak up for themselves.

ACCOUNTANTS

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

Registered office:
Eskdail House
15 Eskdail Street
Kettering
Northants
NN16 8RA

Signed on behalf of the trustees

ANGELA STILL

Miss Angela Still
Chair & Director/Trustee
Date: 6th March 2023

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 2022.

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: 15th February 2023



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 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
INCOME					
Income and Endowments From:					
Donations & Legacies	2	112	-	112	212
Charitable Activities	3	2,091	-	2,091	1,872
Income from Investments	4	85	-	85	1
Grants provided by Government/Other Charities	5	61,427	-	61,427	61,779
TOTAL INCOME		63,715	-	63,715	63,864
EXPENDITURE					
Expenditure On:					
Raising Funds	6	-	-	-	-
Charitable Activities	7	47,271	-	47,271	36,918
Support Costs	8	20,413	-	20,413	13,246
TOTAL EXPENDITURE		67,684	-	67,684	50,164
NET INCOME/(EXPENDITURE)		- 3,969	- -	3,969	13,700
NET MOVEMENT IN FUNDS		- 3,969	- -	3,969	13,700
Total Funds Brought Forward	15 & 16	87,031	1,319	88,350	74,650
Transfer of Funds	15 & 16	-	-	-	-
TOTAL FUNDS CARRIED FORWARD		83,062	1,319	84,381	88,350

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 2022

		2022	2021
	Notes	£	£
ASSETS			
Fixed Assets			
Tangible Assets	11	357	476
Total Fixed Assets		357	476
Current Assets			
Debtors	12	1,750	1,750
Cash at Bank and in Hand	13	83,681	87,681
Total Current Assets		85,431	89,431
Creditors: Amounts Falling Due Within One Year			
Sundry Creditors	14	1,407	1,557
Total Current Liabilities		1,407	1,557
NET CURRENT ASSETS		84,024	87,874
TOTAL ASSETS LESS CURRENT LIABILITIES		84,381	88,350
NET ASSETS		84,381	88,350
FUNDS OF THE CHARITY			
Unrestricted Funds	15	83,062	87,031
Restricted Funds	16	1,319	1,319
TOTAL FUNDS		84,381	88,350

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 2022 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 6th March 2023
and are signed on their behalf by:

Signed ANGELA STILL

Name (Printed) ANGELA STILL

Company Registration Number: 03030513

Charity Registration Number: 1097543

NORTHAMPTONSHIRE PEOPLE FIRST LTD
NOTES TO THE FINANCIAL STATEMENTS - YEAR ENDED 31ST DECEMBER 2022

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 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Donations, Collections & Other	112	-	112	212
	112	-	112	212

There was a £112 donation in 2022. In 2021 there was a £58 collection and a rates refund of £154.

3. INCOMING FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Fundraising Events	219	-	219	-
Sub-letting Income	1,872	-	1,872	1,872
	2,091	-	2,091	1,872

There was a fundraising event in May 2022. No fundraising event income during 2021 due to the pandemic restrictions.

NORTHAMPTONSHIRE PEOPLE FIRST LTD
NOTES TO THE FINANCIAL STATEMENTS - YEAR ENDED 31ST DECEMBER 2022

4. INCOME FROM INVESTMENTS

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Bank Interest Receivable	85	-	85	1

5. GRANTS PROVIDED BY GOVERNMENT AND OTHER CHARITIES

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
<u>Government Grants</u>				
NNC - Provision of Support Services	33,693	-	33,693	31,868
Disability Resources	14,820	-	14,820	14,820
<u>Other Grants and Income</u>				
Clients	12,914	-	12,914	9,030
NNC - Other	-	-	-	6,061
	61,427	-	61,427	61,779

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

6. RAISING FUNDS

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Staging Fundraising Events	-	-	-	-

7. CHARITABLE ACTIVITIES

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Provision of Charitable Services:				
Teaching & Support Staff Salary Costs	45,408	-	45,408	36,373
Travel and Vehicle Costs	236	-	236	-
Activities	1,089	-	1,089	-
Telephone & Website Costs	538	-	538	545
	47,271	-	47,271	36,918

Analysis of Expenditure on Charitable Activities By Fund:

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Provision of Support Services	47,271	-	47,271	34,024
NCC - Infection Control	-	-	-	2,894
Transforming Care	-	-	-	-
	47,271	-	47,271	36,918

8. SUPPORT COSTS

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Premises Costs	12,113	-	12,113	8,499
Accountancy Advice	595	-	595	306
Expensed Equipment	1,857	-	1,857	-
Independent Examination Fees	800	-	800	830
Payroll Fees	264	-	264	264
Pension Costs	1,654	-	1,654	1,537
Depreciation of Office/Kitchen Equipment	119	-	119	159
Insurance	341	-	341	341
Sundry Expenses	1,572	-	1,572	1,238
Refundable Income	1,026	-	1,026	-
Bank Fees & Interest	72	-	72	72
	20,413	-	20,413	13,246

NORTHAMPTONSHIRE PEOPLE FIRST LTD
NOTES TO THE FINANCIAL STATEMENTS - YEAR ENDED 31ST DECEMBER 2022

9. NET OUTGOING RESOURCES FOR THE YEAR

	Total 2022 £	Total 2021 £
After charging; Depreciation	<u>119</u>	<u>159</u>

10. STAFF COSTS AND EMOLUMENTS

Aggregate staff costs were:

	Total 2022 £	Total 2021 £
Salaries & Wages	40,801	33,676
Social Security Costs (Tax & National Insurance)	4,607	2,696
Pension Costs	1,654	1,537
	<u>47,062</u>	<u>37,909</u>

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

	2022	2021
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 2022.		

11. TANGIBLE FIXED ASSETS

	Equipment £
COST	
At 1st January 2022	10,393
Additions during the period	-
Disposals	-
At 31st December 2022	<u>10,393</u>
DEPRECIATION	
At 1st January 2022	9,917
Charges during the period	119
At 31st December 2022	<u>10,036</u>
NET BOOK VALUE	
31st December 2021	476
31st December 2022	<u>357</u>

12. DEBTORS

	2022 £	2021 £
Prepayments	1,750	1,750
	<u>1,750</u>	<u>1,750</u>

13. CASH AT BANK AND IN HAND

	2022 £	2021 £
Current Account	69,901	73,986
Savings Account	13,780	13,695
	<u>83,681</u>	<u>87,681</u>

14. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Accrued Expenses	880	880
HMRC National Insurance & Taxation	527	525
Pension Contributions	-	152
	<u>1,407</u>	<u>1,557</u>

NORTHAMPTONSHIRE PEOPLE FIRST LTD
NOTES TO THE FINANCIAL STATEMENTS - YEAR ENDED 31ST DECEMBER 2022

15. UNRESTRICTED FUNDS (GENERAL & DESIGNATED)

	Movement In Funds			
	Balance at 01/01/2022	Incoming Resources	Outgoing Resources	Transfer of Funds
	£	£	£	£
General Funds	87,031	63,715	67,684	-
	87,031	63,715	67,684	-

16. RESTRICTED FUNDS

	Balance at 01/01/2022	Incoming Resources	Outgoing Resources	Transfer of Funds	Balance at 31/12/2022
	£	£	£	£	£
NCC - Infection Control	-	-	-	-	-
Transforming Care	1,319	-	-	-	1,319
	1,319	-	-	-	1,319

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets	Net Current Assets	Total Assets
	£	£	£
Unrestricted Income Funds	357	82,705	83,062
Restricted Income Funds	-	1,319	1,319
Total Funds	357	84,024	84,381

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.