

NORTHAMPTONSHIRE PEOPLE FIRST LTD



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

FINANCIAL STATEMENTS

**FOR THE 12 MONTHS ENDING
31 DECEMBER 2023**

**Charity Number 1097543
Company Registration Number 03030513**

**NORTHAMPTONSHIRE PEOPLE FIRST LTD FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2023**

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NORTHAMPTONSHIRE PEOPLE FIRST LTD

TRUSTEES ANNUAL REPORT YEAR ENDED 31 DECEMBER 2023

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 2023.

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 Ben Wesley
Treasurer Mrs Alex Bell
Secretary Mark Spiers

Other members/ trustees
Mr Adrian Dyson
Miss Dawn Bell
Ms Dinah Elliott
Mr Stephen Jones - Retired
Mrs Susan Elliott - Retired
Miss Bernie Ward- Retired

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

NORTHAMPTONSHIRE PEOPLE FIRST LTD

TRUSTEES ANNUAL REPORT YEAR ENDED 31 DECEMBER 2023

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 2023

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. Some of our members live alone and are supported to do so as independently as possible. All income is used to meet the costs of support staff, provide office space, activities and associated overheads.

Consultancy and Training - In March and October of this year, we have been able to work with researchers from the open university on easy read tool kits and booklets, for people with learning disabilities and/or autism. Both the booklets and toolkits are health related. Our members also had the opportunity to share their experiences of their own care from health professionals, with the researchers. All of our participant's received love to shop vouchers for all sessions.

Shared Meals

This activity now takes place fortnightly, on a Thursday. Our members pre plan what they will be cooking, taking into consideration each other's dietary needs and the costs. They always choose healthy, nutritious meals. Their own recipe folder has low sugar, gluten free, dairy free and vegetarian options, they regularly add new recipes to their recipe folder. Members help with the preparation, such as chopping and slicing, helping to measure out the ingredients and putting it all together. They are mindful of portion control and the different food types needed to eat a balanced diet.

Activites

During the summer we all went on a boat trip from Northampton, Becketts Park. The Crusader Community is a charity that has two boats which you can hire, it is fully staffed with volunteers. This time we went on the new boat called Community Spirit. Next year, we hope to hire the Mountbatten boat which will take us along Grand Union Cannel. Whilst on board we all had a picnic and took in the sights. It was very enjoyable and relaxing.

We still have a weekly team meeting where we address the coming week and make plans and share information with our members. We have a weekly coffee morning on a Tuesday and a games afternoon. Our members favourite games are Bingo, Uno and Lexican. Baking sessions are arranged for small groups, where they make cakes or biscuits for everyone. Members are always considerate of others dietary needs.

We have lots of craft supplies, members can make pre-prepared crafts or independently using the supplies to make whatever they wish. Members do make cards regularly for each other and their loved ones.

NORTHAMPTONSHIRE PEOPLE FIRST LTD

TRUSTEES ANNUAL REPORT YEAR ENDED 31 DECEMBER 2023

ACHIEVEMENTS AND PERFORMANCE CONT'D

Visitors

We are now welcoming visitors for lots of different occasions, whether its work related or socially. We have held two events this year, where members can invite someone to come in for coffee and cake. Everyone enjoys these afternoons and like to share what they do here with their nearest and dearest.

New Equipment and Redecoration

We have purchased a new computer and new printer for the office. These are for general use by all staff and members that would like access to the office equipment. We have redecorated all our office space and repaired the porch entrance at the front of the building. Everywhere looks much fresher and more inviting. All our members were involved with the planning and designing. They picked the colours for the walls and the new chairs for the middle meeting room. Our members are also maintaining the large flower pots to the front of the building, all year round and keeping the area litter free.

In November we stopped subletting our separate office to the left of our ground floor. We are hoping to make this into a quiet area for when its needed, an area where we can hold confidential meetings and also a space where we can run peaceful activities. A space where our members can relax if needed. Members already have some great colour and furniture ideas for this space.

FINANCIAL REVIEW

This set of financial statements for Northamptonshire People First, represents the nineteenth year as a registered charity. The charity has been financially prudent and is now back to some kind of normal, after the pandemic subsided a few years ago. Activities have been re-introduced again, with some new activities experienced by our members.

New funding and income opportunities during the year were very limited, but it is hoped that things may improve in 2024.

Most income sources were similar to 2023, though the charity did receive more income from clients during 2023 which helped increase total income from £63,715 in 2022 to £77,293 in 2023, an increase of 21%.

Expenditure was slightly up from £67,684 in 2022 to £69,677 in 2023. Most of this increase was due to higher premises costs such as lighting and heating, the redecoration of our offices and the purchase of new I.T. equipment mentioned above. This resulted in the Charity making a small surplus of £7,616 in 2023 compared to a deficit of -£3,969 in 2022.

NORTHAMPTONSHIRE PEOPLE FIRST LTD

TRUSTEES ANNUAL REPORT YEAR ENDED 31 DECEMBER 2023

FINANCIAL REVIEW CONT'D

Total reserves at year end were £91,997 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 2024.

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.

Looking forward, the charity remains in a healthy financial position and will continue to identify funding opportunities to grow the charity, as 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.

A reserve policy is maintained at a level than ensures the charity's core activity can continue during a period of unforeseen difficulty. In setting the level of reserves, the charity has considered the reliability of income and financial risk. The charity concluded that it should hold reserves sufficient to fund the charity's costs for 3 months, giving time to consider its options and find a solution to any potential difficulties that may arise. This level has been calculated at £17,420. At 31st December 2023 the level of free unrestricted reserves was £90,678, significantly above the level required in the policy.

PLANS FOR THE FUTURE

Our plan for the new year is to continue to raise awareness for the rights of people with learning difficulties and/or autism. Our members wish to do more work on easy read materials, giving themselves and others better access to information that they can understand. We want to continue to work with other organisations and individuals that will support and benefit our community.

Our staff will continue to support our members to learn new life skills, which in turn will help them to manage tasks easier and with more independence. Many would like the opportunity to access training courses, such as first aid.

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.

Members are looking forward to arranging different types of activities and planning fundraising events. They are starting to gain more confidence since the Covid pandemic, showing their interest in supermarket collections and community networking events. They are also going to

NORTHAMPTONSHIRE PEOPLE FIRST LTD

TRUSTEES ANNUAL REPORT YEAR ENDED 31 DECEMBER 2023

PLANS FOR THE FUTURE CONT'D

plan days out for smaller groups, taking into consideration all of our members different interests and hobbies. 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:
Eskdaill House
15 Eskdaill Street
Kettering
Northants
NN16 8RA

Signed on behalf of the trustees

ANGELASTILL

Miss Angela Still
Chair & Director/Trustee
Date: 15th April 2024

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 9 to 14, which have been prepared on the accruals concept for the financial year ending 31st December 2023.

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: 20th February 2024

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 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
INCOME					
Income and Endowments From:					
Donations & Legacies	2	-	-	-	112
Charitable Activities	3	1,635	-	1,635	2,091
Income from Investments	4	334	-	334	85
Grants provided by Government/Other Charities	5	75,324	-	75,324	61,427
TOTAL INCOME		77,293	-	77,293	63,715
EXPENDITURE					
Expenditure On:					
Raising Funds	6	-	-	-	-
Charitable Activities	7	49,281	-	49,281	47,271
Support Costs	8	20,396	-	20,396	20,413
TOTAL EXPENDITURE		69,677	-	69,677	67,684
NET INCOME/(EXPENDITURE)		7,616	-	7,616	(3,969)
NET MOVEMENT IN FUNDS		7,616	-	7,616	(3,969)
Total Funds Brought Forward	15 & 16	83,062	1,319	84,381	88,350
Transfer of Funds	15 & 16	-	-	-	-
TOTAL FUNDS CARRIED FORWARD		90,678	1,319	91,997	84,381

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 11 to 14 form part of these financial statements.

NORTHAMPTONSHIRE PEOPLE FIRST LTD
BALANCE SHEET AS AT 31ST DECEMBER 2023

ASSETS	Notes	2023 £	2022 £
Fixed Assets			
Tangible Assets	11	268	357
Total Fixed Assets		268	357
Current Assets			
Debtors	12	1,750	1,750
Cash at Bank and in Hand	13	91,165	83,681
Total Current Assets		92,915	85,431
Creditors: Amounts Falling Due Within One Year			
Sundry Creditors	14	1,186	1,407
Total Current Liabilities		1,186	1,407
NET CURRENT ASSETS		91,729	84,024
TOTAL ASSETS LESS CURRENT LIABILITIES		91,997	84,381
NET ASSETS		91,997	84,381
FUNDS OF THE CHARITY			
Unrestricted Funds	15	90,678	83,062
Restricted Funds	16	1,319	1,319
TOTAL FUNDS		91,997	84,381

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 2023 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 15th April 2024.
and are signed on their behalf by:

Signed ANGELIA STILLK

Name (Printed) A. STILLK

Company Registration Number: 03030513

Charity Registration Number: 1097543

NORTHAMPTONSHIRE PEOPLE FIRST LTD
NOTES TO THE FINANCIAL STATEMENTS - YEAR ENDED 31ST DECEMBER 2023

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 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Donations, Collections & Other	-	-	-	112
	-	-	-	112

3. INCOMING FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Fundraising Events	-	-	-	219
Sub-letting Income	1,560	-	1,560	1,872
Training & Consultancy	75	-	75	-
	1,635	-	1,635	2,091

£75 was received for training via University of East Anglia.

The sub letting of a room was discontinued at 31st October 2023.

NORTHAMPTONSHIRE PEOPLE FIRST LTD
NOTES TO THE FINANCIAL STATEMENTS - YEAR ENDED 31ST DECEMBER 2023

4. INCOME FROM INVESTMENTS

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Bank Interest Receivable	334	-	334	85

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

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
<u>Government Grants</u>				
NNC - Provision of Support Services	34,596	-	34,596	33,693
Disability Resources	14,820	-	14,820	14,820
<u>Other Grants and Income</u>				
Clients	25,908	-	25,908	12,914
	75,324	-	75,324	61,427

6. RAISING FUNDS

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Staging Fundraising Events	-	-	-	-

7. CHARITABLE ACTIVITIES

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Provision of Charitable Services:				
Teaching & Support Staff Salary Costs	46,631	-	46,631	45,408
Travel and Vehicle Costs	1,592	-	1,592	236
Activities	545	-	545	1,089
Telephone & Website Costs	513	-	513	538
	49,281	-	49,281	47,271

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

	Unrestricted Funds 2023	Restricted Funds 2023	Total Funds 2023	Total Funds 2022
Provision of Support Services	49,281	-	49,281	47,271
	49,281	-	49,281	47,271

8. SUPPORT COSTS

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Premises Costs	15,439	-	15,439	12,113
Accountancy Advice	313	-	313	595
Expensed Equipment	753	-	753	1,857
Independent Examination Fees	800	-	800	800
Payroll Fees	284	-	284	264
Pension Costs	2,058	-	2,058	1,654
Depreciation of Office/Kitchen Equipment	89	-	89	119
Insurance	343	-	343	341
Sundry Expenses	245	-	245	1,572
Refundable Income	-	-	-	1,026
Bank Fees & Interest	72	-	72	72
	20,396	-	20,396	20,413

NORTHAMPTONSHIRE PEOPLE FIRST LTD
NOTES TO THE FINANCIAL STATEMENTS - YEAR ENDED 31ST DECEMBER 2023

9. NET OUTGOING RESOURCES FOR THE YEAR

	Total 2023 £	Total 2022 £
After charging;		
Depreciation	<u>89</u>	<u>119</u>

10. STAFF COSTS AND EMOLUMENTS

Aggregate staff costs were:

	Total 2023 £	Total 2022 £
Salaries & Wages	43,014	40,801
Social Security Costs (Tax & National Insurance)	3,617	4,607
Pension Costs	2,058	1,654
	<u>48,689</u>	<u>47,062</u>

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

	2023	2022
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 2023.

11. TANGIBLE FIXED ASSETS

COST

	Equipment £
At 1st January 2023	10,393
Additions during the period	-
Disposals	-
At 31st December 2023	<u>10,393</u>

DEPRECIATION

	Equipment £
At 1st January 2023	10,036
Charges during the period	89
At 31st December 2023	<u>10,125</u>

NET BOOK VALUE

	Equipment £
31st December 2022	357
31st December 2023	<u>268</u>

12. DEBTORS

	2023 £	2022 £
Prepayments	1,750	1,750
	<u>1,750</u>	<u>1,750</u>

13. CASH AT BANK AND IN HAND

	2023 £	2022 £
Current Account	77,051	69,901
Savings Account	14,114	13,780
	<u>91,165</u>	<u>83,681</u>

14. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Accrued Expenses	880	880
HMRC National Insurance & Taxation	306	527
	<u>1,186</u>	<u>1,407</u>

NORTHAMPTONSHIRE PEOPLE FIRST LTD
NOTES TO THE FINANCIAL STATEMENTS - YEAR ENDED 31ST DECEMBER 2023

15. UNRESTRICTED FUNDS (GENERAL & DESIGNATED)

	Movement In Funds			
	Balance at 01/01/2023	Incoming Resources	Outgoing Resources	Transfer of Funds
	£	£	£	£
General Funds	83,062	77,293	69,677	-
	83,062	77,293	69,677	-

16. RESTRICTED FUNDS

	Balance at 01/01/2023	Incoming Resources	Outgoing Resources	Transfer of Funds	Balance at 31/12/2023
	£	£	£	£	£
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	268	90,410	90,678
Restricted Income Funds	-	1,319	1,319
Total Funds	268	91,729	91,997

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.