

PEOPLE FIRST DORSET
(a company limited by guarantee)

Report and Financial Statements

For the year ended 31st March 2021

Charity number 1106963

Company number 05189356

PEOPLE FIRST DORSET
(a company limited by guarantee)

Financial Statements
For the year ended 31st March 2021

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PEOPLE FIRST DORSET

Company information

For the year ended 31st March 2021

Charity number 1106963

Company number 05189356

Registered office

2 Herringston Barn
Winterborne Herringston
Dorchester
Dorset DT2 9PU

Trustees and Directors who served during the year to 31st March 2021

Graham Waters - Chair
Ruth Bettenson - Treasurer
Richard Maxfield - Director only - Vice Treasurer resigned
Hazel Morgan
Paul Andrew St Quintin
Deborah Ward
Catherine Bolado

Company Secretary

Sara Whistance

Independent accountants

Martin and Company (Bridport) Limited
2 Victoria Grove
Bridport
Dorset DT6 3AA

Bankers

The Co-operative Bank
CCLA Investment Management

PEOPLE FIRST DORSET
Report of the Trustees for the year ended 31st March 2021

PEOPLE FIRST DORSET

Report of the Trustees for the year ended 31st March 2021

The Trustees present their report and the financial statements for the year ended 31st March 2021. The Trustees, who are also directors for the purposes of company law, who served during the year and up to the date of this report, are set out on page 1.

Structure, governance and management

The organisation is a charitable company limited by guarantee (05189356), incorporated on 26 July 2004, and registered as a charity (1106963) on 24 November 2004 as Dorset People First. The name was changed to People First Dorset on 20 March 2014.

The company was established under a Memorandum of Association which sets out the objects of the charitable company and is governed under its Articles of Association. The company updated its Memorandum of Association in September 2018. Under the Articles, the Directors are re-elected or elected at the AGM each year and there must always be a minimum of 3 directors.

The liability of members is limited to a sum not exceeding £1, being the amount that each members undertakes to contribute to the assets of the charity in the event of it being wound up while he, she or it is a member or within one year after he, she or it ceases to be a member.

Objectives and activities

The company is a charity and exists to promote any charity purpose (including the promotion of education and social inclusion) for the benefit of individuals with learning disabilities ("Individuals") assisting these Individuals to integrate into society, in particular (but not exclusively) by:

- (1) enabling Individuals to be self-advocates providing workshops, forums and general support;
- (2) providing local support groups that encourage and enable Individuals to integrate and participate more effectively with the wider community and build confidence in themselves;
- (3) enabling and supporting Individuals to learn new skills that will assist them in progressing towards a more independent and full life, participating more effectively with the wider community and improving their health and wellbeing;
- (4) providing social and educational opportunities for Individuals within the community which promote social inclusion and independence;
- (5) increasing, or co-ordinating, opportunities for Individuals to engage better with the bodies which provide any services that Individuals use and to enable those providers to better meet the needs of Individuals;
- (6) raising public awareness of the issues affecting Individuals, both generally and in relation to their social exclusion; and
- (7) offering guidance, support and assistance to the families and supporters of Individuals in relation to the care and support of Individuals (to the extent that it benefits the Individual)

PEOPLE FIRST DORSET

Report of the Trustees for the year ended 31st March 2021

Achievements and performance

The Charity has with our talented and committed staff continued to work hard during the year to support people with learning disabilities. Activities which are considered to be restricted projects are shown in more detail on page 22.

Operations and Governance at People First Dorset

People First Dorset is a 'self-advocacy' organisation, led and run by people with learning disabilities, with support from staff and volunteers.

We develop self-advocacy in three stages. It starts by coming together at the Friendship Club, followed by Speaking Up and then leading change through our new Action Groups. Our mission is to support people learning disabilities to be independent, have their voices heard and to be included in community life.

People can join People First Dorset as a member if they have a learning disability. Others can apply to join if they are a carer, a professional or represent an organisation. Only one person from any organisation can join as a member.

People First Dorset also offers a Quality Checkers service, where people with learning disabilities review the quality of housing and day services. Our Easy Read service puts information into an accessible format, so that people with learning disabilities are able to read and understand it.

People First Dorset currently have a staff team of 4 full time and 8 part time employees, and are governed by a Board of Trustees, including one person who has a learning disability. Sitting alongside the Board of Trustees is a Management Committee of between 6 -8, the members of which all have a learning disability. With the trustees, they oversee the strategy and operations of the charity. With support from the Operations Manager, the Management Committee meet regularly to talk about current projects and discuss the future direction of People First Dorset. They meet occasionally with the board, who also attend some Management Committee meetings.

In the last year, the Management Committee:-

- Continued meeting monthly, moving meetings to zoom
- Helped develop and adapt projects during the pandemic
- Contributed to new influencing strategy
- Had joint meeting with People First Forum, and gave presentation
- New member joined MC
- Met with CEO of Dorset Council for annual update
- Contributed to research at CASS Business School on user led governance
- Consulted on improving GP annual health check processes in Dorset and BCP.
- A representative from the Management Committee sat on the evaluation panel for the Local Authority's commissioned new employment support service in Dorset.

Much has also been achieved in the last year to strengthen the core of the charity. Thanks to Lloyds Community Foundation Enhance support and Lottery funding our new cloud-based

PEOPLE FIRST DORSET
Report of the Trustees for the year ended 31st March 2021

CRM reporting system has been developed to allow for in-depth evaluation of outcomes and reporting.

The team are also developing a database system to store and manage all data securely, with the ability to produce a range of increasingly essential statistical, activity and performance reports.

How PFD responded to COVID

Right from the start of the of the financial year, the charity and our members had started to be affected by the impact of COVID-19. Rather than reporting on each project as we might normally do, we present a summary of how we have supported beneficiaries over this past year. We welcome this opportunity to share how we have been able to support people with learning disabilities experiencing complex social issues and inequalities, who have been adversely affected by the impact of COVID-19, where they have needed it most.

We have been able to use our established position of trust within this community and support beneficiaries in multiple ways, where their needs were less well served by mainstream provision, and essentially keep people safe and well throughout the pandemic. The main areas of need we have addressed have been isolation and loneliness, accessible information, mental health and physical wellbeing and opportunities to speak up.

What do we normally do

1. Enable people to make and sustain friendships in their community, create opportunities to speak up and develop action groups so that issues affecting the lives of people with learning disabilities can be addressed at the earliest opportunity
2. Empower people with learning disabilities to take the lead in addressing their concerns successfully; to develop stronger self-advocacy skills; have a better understanding of their rights; and build peer networks so they may (more confidently, effectively and independently) address the inequalities they experience on a daily basis
3. Enable people with learning disabilities to develop stronger, more productive relationships with key decision makers (i.e. statutory services, housing, health bodies), who will realise the benefits that working together can produce significant improvements for all.
4. Develop an increased awareness and empathy from the community for people with learning disabilities, who will in turn find the community a more inclusive and fairer environment to live in and engage with.
5. Develop a better understanding of how to create cost effective and sustainable solutions for people with learning disabilities, so we can better address the inequalities they experience.

PEOPLE FIRST DORSET
Report of the Trustees for the year ended 31st March 2021

A global pandemic struck

1. COVID-19 changed everything, for everyone.

2. We listened

Initially, and throughout year, we have actively listened and talked with members, to find out what their needs were at any given time.

We have responded dynamically, innovatively and swiftly (sometimes even creatively) with support as needs changed.

The biggest positive is that the funding has enabled us to support members in the different ways they have needed. Thanks to this, almost all have coped well, despite the very difficult situations many find themselves in.

3. Face to face groups ceased

Immediately we rang all members to check in. How were they coping? We listened. What did they need? We listened some more.

Our members were scared, confused, many struggling with disruption to routines. They missed friends and didn't understand Government guidance.

We have responded with phone calls (some daily), online group calls, sending out vital government updates in an Easy Read format (via social media, mail, email) so that our members have a point of reference to help them understand how the world has changed so dramatically.

We have supported individuals digitally to connect and use zoom. Phone calls have continued to all beneficiaries periodically too, at times where crisis may be more likely. For example, prior to Christmas when a sense of isolation and loneliness can be especially acute, we ensured beneficiaries were okay in the build up to and during the festive time; again when the latest lockdown and vaccines were announced. The team continue to check in to see how beneficiaries are coping and if support needs have changed.

4. We introduced Connect

In May 2020, we developed an eye catching and accessible booklet (initially fortnightly, now monthly) called Connect which reaches over 1500 individuals. Connect enables members to:

- understand key messages from the government, health and local council bodies without becoming confused or scared. We liaise with the council and health bodies to ensure local updates are included.
- have a point of contact and connection with their community via the publication.
- do activities which interest them while in lockdown. The newsletter features a friendship section where individuals can connect with friends on a 'message board' and share news/stories; a speaking up section which highlights members key concerns; a fun activity section with puzzles, word searches, spot the difference etc; and a wellbeing section with simple gentle exercises, recipes, mindfulness activities and more.

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Report of the Trustees for the year ended 31st March 2021

In addition, Connect has:

- helped us and health/council bodies understand key concerns and worries for people with learning disabilities in Dorset and Somerset, as well as learn how people are being resilient. This has informed us in how best to respond to their needs as the pandemic continues and adjust our services to support individual needs.
- supported carers, some of whom we know struggle to share key messages, by providing engaging activities for the people they support.

In some publications we have asked for feedback, enclosing self-addressed postcards which can be easily returned.

5. Introduced a comprehensive programme of online activities

From March until September, in addition to regular phone calls, we held c.90 zoom calls with small groups of members. In October, six monthly Speaking Up groups were re-introduced online, along with eight monthly friendship groups (quizzes, games etc), eight exercise classes (dance, yoga etc) plus wellbeing workshops.

Members have also connected with other self-advocacy groups nationally, notably regular online zoom catch ups with Sunderland People First.

6. Responded at times of additional need

More support was needed in the build up to Christmas, when guidelines changed and when vaccines began to be rolled out. We have supported members to understand why these actions were being introduced and information around them. In the latest lockdown, where members have experienced increased feelings of isolation and loneliness, we have responded with more phone calls to those requiring additional support, and increasing the number of zoom sessions.

We will keep listening to the needs of members as guidance changes in the coming months and adapt our support as required.

The difference our support has made – feedback and notable outcomes

1. Connect

Members are actively involved in contributing to this publication. For example, Paul was feeling low, missing discos, and contacted us to say he was upset they could not start up again. He loves music and likes to DJ. We offered him a monthly slot in Connect where he shares his top ten songs each month, i.e. December featured Christmas songs.

2. Maintaining friendships; avoiding social isolation

We have enabled individuals to maintain friendships, avoid social isolation and even develop new friendships around the country.

We have also provided activities for people to look forward to – both our own and via collaboration. With People First Forum, we helped host their 'Big Night In' online nightclubbing event.

PEOPLE FIRST DORSET
Report of the Trustees for the year ended 31st March 2021

Many of our members are deepening their friendships with the regular zoom calls, getting to know each other in different ways and supporting each other in ways they didn't know they were able to do.

3. Beneficiaries taking the lead and Speaking Up

Beneficiaries remain at the core of our work, and have very much led our response to the pandemic, speaking up about concerns and in turn enabling us to support in ways which work best for them.

Through frequent and ongoing conversations via phone calls and zoom sessions, beneficiaries have fundamentally shaped delivery. Calls inform the team how individuals are coping and of any immediate concerns, enabling us respond to changing needs and develop our response accordingly – in turn supporting them with activities which meet needs.

Exercise to music sessions and physical activity sessions were introduced in response to the demand from individuals for more fun based activities featuring exercise. These are also proving beneficial for the mental well-being of individuals, who say it takes them away from worries of everyday life, giving them something enjoyable and fun to look forward to.

Continued conversations mean we are responsive to further changing needs, such as when new guidelines are announced, and are able to support individuals as necessary.

Beneficiaries take the lead in choosing themes for Speaking Up groups, such as mental health, wellbeing, health checks.

Flexibility during the sessions has been key as individuals may need different support by the time the group is held. For example, in January, when 'a good day' theme was chosen (supporting Dorset Council in their consultation to improve services for people with a learning disability) beneficiaries were anxious about vaccines, so it was necessary to focus on supporting individuals to share these concerns before moving on to the consultation.

Beneficiaries say they feel listened to and that activities are meeting their needs. They say they feel an important part in steering delivery, particularly noted at Speaking Up groups, where beneficiaries are best able to voice concerns and explore solutions.

4. Collaboration and networking

Collaboration with local organisations, i.e. the Local Authority and CCG, has enabled us to share outcomes, ideas and improve services. More productive relationships with all have ensued – online makes joint working faster and often easier. We can connect quickly, with no need to meet in person, and take action as necessary.

We have linked, through Learning Disability England (LDE), with many other self-advocacy organisations around the country to find out how they are managing and sharing best practice. Regular zoom calls hosted by LDE has enabled this to happen.

5. Improved understanding of rights

Members have indicated they have a better understanding of their rights (i.e. rights to vaccine, rights for the right care and support) through building peer support groups and developing their self-advocacy skills online.

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Report of the Trustees for the year ended 31st March 2021

Members are telling us what they need and how they need it, confidently engaging with staff. It is thought the smaller groups have enabled members to develop their skills more effectively.

6. High number of deaths for people with learning disabilities from COVID

It is key to note, and there has been much publicity in the press, the announcement by Public Health England last November highlighting that people with learning disabilities were six times more likely to die in the first wave of the pandemic than other people, and up to 30 times more likely to die if they were younger. People with profound and multiple learning disabilities and people with Down's Syndrome were prioritised for early vaccination. Following much campaigning by many local and national organisations (e.g. LDE, Mencap) and high profile individuals (e.g. Jo Whiley) all people with a learning disability have now been prioritised. This understandably caused considerable anxiety for many of our members.

We have been reassuring members about the vaccines, notably to understand the information around having a vaccine (do they need one, easing fears of if it will hurt, how they work etc) and reminding members of the need to still stay safe and follow guidelines.

We have also sent out Easy Read documents on vaccine information by post and via other links such as the WhatsApp groups which beneficiaries use.

We also made a video with a member who received the vaccine and her experience of it, to share with others who are anxious.

7. Experiences of individuals with mental health conditions and a learning disability

Another unexpected outcome is that we have a small number of beneficiaries who also experience mental health conditions, such as anxiety. The feedback from them is that although it has not been easy, they have said it is not as bad as they thought because 'everyone is in the same boat as us. In 'normal times' they feel more isolated as no-one can see their anxiety and feel left behind. Now that much of the general population are experiencing a degree of anxiety, they feel that they are less alone. Their biggest anxiety is what happens when we 'get back to normal' and they worry that they will be left behind again.

8. Safeguarding alerts

The team spent considerable time dealing with a couple of serious safeguarding alerts, not picked up by statutory services. Both are resolved.

9. Bereavement

We have been exploring developing a new bereavement project in light of some members losing close family. This would be a peer to peer support group, facilitated by trained professionals.

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Report of the Trustees for the year ended 31st March 2021

10. Environment

We secured funding to develop a project which supports members to better understand climate change and the environment. We are conscious that mitigating climate change is important and UN have reported people with disabilities are being left off this agenda. We are working with Dorset County Museum to deliver this.

11. Influencing

We began working with The Social Change Agency (thanks to funding from Lloyds Bank Foundation), putting together a small working party (including two members of our Management Committee and two trustees) to better understand our ability to influence, and develop an influencing strategy.

12. Business Plan

We updated our business plan last year in the light of COVID and are currently developing a new three year business plan, working closely with trustees, staff and our Management Committee.

13. Policies

We updated all of our policies, which were also reviewed by an external evaluator.

14. Trustee Appraisals

We developed and introduced a trustee appraisal system. Trustees received their first appraisals last year.

15. Marketing Materials

We further solidified our brand and are developing additional marketing materials, including a new brochure (aimed at grant providers and funders) and a fundraising flier to be distributed to the local community to raise awareness and further funds.

16. Developing long term sustainability of self-advocacy organisations

People First Dorset are part of a small working group leading a national conversation to explore the future of self advocacy organisations, along with Learning Disability England and the Open University.

17. Working more effectively

As an organisation, working online can bring greater and quicker results for individuals, i.e. less travel means we can have more meetings and conversations online, using our time more effectively.

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Report of the Trustees for the year ended 31st March 2021

18. Meeting CEO Dorset Council

Members had a one-to-one with Matt Prosser, the CEO of Dorset Council, a regular annual catch up, which took place online.

19. Interview panel for Local Authority

The Senior Management Team were part of interview panels for senior director and commissioning roles in Adult Social Care at Dorset Council.

20. Working with our Local Authority

We're taking a key role in the local authority consultation of social care services and their review of the learning disability services across Dorset.

21. Supporting individuals to live independently

We have supported four members to move out of the family home into independent living.

22. Working with research projects nationally

We are also continuing to work with other partners such as University College London on the STORM project, where we are a member of the Steering Group and Working Party. STORM seeks to understand and improve the experiences of people with a learning disability to manage and resist stigma.

23. Easy Read

We are continuing to develop our Easy Read services, notably working with the local authority and House of Lords. We are currently marketing these services more widely.

24. Management Committee and Trustees

Both the Management Committee and Trustees have met monthly online throughout the pandemic, ensuring they are informed of how the team are responding and members are managing.

25. Database

The Senior Management Team have continued to work on creating the new database (now complete), to allow us to better record and monitor outcomes. We have also appointed an external evaluator and designed a measurement tool to monitor these outcomes. It is hoped that if groups resume later in the year, this can be used. We will monitor the situation closely and if we need to change activities and run groups remotely again, we will amend the recording tool appropriately.

Facts and Figures

Number of Zoom Sessions: 156

Number of online Fitness sessions: 52

Number of online Speaking Up sessions: 53

Number of Connect Magazines Distributed: 14, 516

Phone calls made: 1,127

PEOPLE FIRST DORSET
Report of the Trustees for the year ended 31st March 2021

What have we learnt?

- support for individuals has been vital
- with the right support members have been resilient. Lives have not got worse, so there has been little demand for additional statutory services.
- members have learnt to speak up in different ways, e.g. digitally and via the written word
- that being flexible, energetic and creative has been key, in order to adapt services quickly in line with changing needs of individuals and situations
- that everyone is different and there is not a one size fits all. That support needs to be tailored to each individual
- that people with profound and multiple learning disabilities (PMLD) are very hard to connect with in a pandemic, unless we can reach them through their supporters
- that building a toolkit of self care which members can use is key
- that working remotely has enabled great networking and collaboration = better outcomes
- that there have been clearly many inequalities for people with learning disabilities during the pandemic (inappropriate do not resuscitate orders being put on people, much higher number of deaths etc) and that there is still much work to do to ensure equal rights for people with learning disabilities
- that, still the most important thing for almost all members is being able to maintain friendships
- that things can change quickly for people so regular communication is key
- that it is very hard for people with learning disabilities to understand key messages, such as government updates on how to stay safe, and that much reinforcement and easy read ways of demonstrating such messages are vital
- that people will need a lot of support getting back to 'normal'
- that we still love what we do (but we knew that anyway!)

What next?

Getting back to "normal"

It is clear that the long term impact of the pandemic has affected beneficiaries, and a further concern is how they will manage post pandemic. For some who have experienced stress and trauma, the support needed will be quite significant.

We are also increasingly aware from conversations with beneficiaries of the additional staff time and support they are likely to require once they are able to safely transition back to face-to-face meetings. We anticipate running more intensive, smaller and additional meetings/events as we support members to manage the 'new normal' and to re-build their confidence.

It is also clear that beneficiaries have had very different experiences of the pandemic. Some are already 'out and about', keen to 'get back to normal', so support to ensure they still stay safe and take precautions is key. Others have barely left the home and are very anxious about doing so. Support for them to continue to manage the long term lockdown and re-integration is key.

PEOPLE FIRST DORSET
Report of the Trustees for the year ended 31st March 2021

Continued support

Support for beneficiaries, whatever their anxieties are at any given time, will be essential for a long time to come. Also important will be opportunities to listen and share experiences so that beneficiaries learn and develop skills to support each other, where possible. There is already one example of a member who took round a magazine to a friend who was shielding. Both benefited from the experience enormously. The one who received the magazine felt 'thought about' and cared for - the person gifting it, felt really good to be able to support a friend in need. Empowering members to develop peer support networks will be a key focus moving forward.

Even when groups are able to resume, it may take a long time for some to return, and we need to be in a position to support people during this transition.

Long-term funding

With regards to long term funding to support beneficiaries, the staff team have been putting together marketing materials on the charity to help the public and funders better understand what we do, and why support is, and will be, critical. This will be launched as part of a fundraising campaign in the 2021/2022 year.

Developing a strong supporter base may take some time to build, so we will still be reliant on grant funding for a little longer. We also cannot rely on volunteers to support projects where skilled staff are still very much required.

Without funding the organisation would not have been able to respond to the needs of adults with learning disabilities across Dorset in a way which has, and continues, to meet their needs. We know that they would otherwise have struggled so much more, possibly resulting in more beneficiaries reaching crisis points and the need for much greater intervention by ourselves and professionals.

Impact

Funding from a variety of different sources has made a hugely positive and significant impact on our members lives. We are incredibly grateful to all our funders over the last year who have enabled us to support beneficiaries in the ways they need it most.

Our conversations with beneficiaries and their carers tell us that the reason that they have coped, as well as they have, is largely down to the continued activities, calls and support from People First Dorset.

PEOPLE FIRST DORSET
Report of the Trustees for the year ended 31st March 2021

Financial review

The incoming resources for the year amounted to £306,736 of which £255,697 represented restricted funds. The outgoing expenditure amounted to £253,036 of which £254,980 was in respect of restricted projects. The overall surplus of £53,700 has been added to the reserves carried forward.

The total reserves on 31st March 2021 were £134,969 of which £3,897 represented restricted funds.

The results are summarised on page 15 and shown in more detail on pages 21 and 22.

The Charity held £84,251 on deposit with CCLA Investment Management and £141,201 in a Co-Op Deposit account, in addition to money held in the current account with the Co-operative Bank for day to day needs. The Trustees consider that these reserves are sufficient to meet the Charity's requirements for the next financial year.

Responsibilities of the Trustees (Directors)

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP 2015
- make judgements and estimates that are reasonable and prudent and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

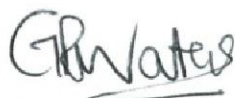
Independent accountants

Martin and Company (Bridport) Limited were appointed as the charitable company's independent accountants during the year and have expressed their willingness to continue.

This report has been prepared in accordance with the Statement of Recommended Practice 2015 (FRS102) - Accounting and Reporting by Charities and in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees (Directors) on
its behalf by:

2021 and signed on



Graham Waters
Chair

PEOPLE FIRST DORSET
Company number 05189356
Statement of Financial Activities (including Income and Expenditure account)
for the year ended 31st March 2021

	Note	Unrestricted Funds 2021 £	Unrestricted Funds 2020 £	Restricted Funds 2021 £	Restricted Funds 2020 £	Total Funds 2021 £	Total Funds 2020 £
Income from:							
Donations	3	3,358	14,364	-	-	3,358	14,364
Charitable activities	3	15,968	20,330	255,697	117,245	271,665	137,575
Coronavirus Job Retention Scheme		31,420	-	-	-	31,420	-
Investments		293	743	-	-	293	743
Total		£ 51,039	£ 35,437	£ 255,697	£ 117,245	£ 306,736	£ 152,682
Expenditure on charitable activities							
Salaries		(1,448)	60,348	190,198	99,766	188,750	160,114
Other expenditure		33,186	36,668	21,756	17,993	54,942	54,661
Grants repayable		-	-	9,344	-	9,344	-
Contribution to overheads		(39,447)	(20,476)	39,447	20,476	-	-
Total		-£ 7,709	£ 76,540	£ 260,745	£ 138,235	£ 253,036	£ 214,775
Net income (expenditure)		58,748	(41,103)	(5,048)	(20,990)	53,700	(62,093)
Transfers between funds		(5,765)	1,321	5,765	(1,321)	-	-
Net movement in funds		52,983	(39,782)	717	(22,311)	53,700	(62,093)
Reconciliation of funds							
Total funds brought forward		72,324	112,106	8,945	31,256	81,269	143,362
Total funds carried forward		£ 125,307	£ 72,324	£ 9,662	£ 8,945	£ 134,969	£ 81,269

PEOPLE FIRST DORSET
BALANCE SHEET
31st MARCH 2021
Company number 05189356

	Note	<u>2021</u>	<u>2020</u>
		£	£
Fixed Assets	6	3,424	-
Current Assets			
Debtors	7	-	-
Cash at Bank		228,634	133,056
Cash in Hand		11	11
		<u>228,645</u>	<u>133,067</u>
Creditors: amounts due within one year	8	<u>97,100</u>	<u>51,798</u>
Net current assets		131,545	81,269
Net assets		<u>£ 134,969</u>	<u>£ 81,269</u>
Reserves	9		
Restricted funds		3,897	8,945
Unrestricted funds		131,072	72,324
Total funds		<u>£ 134,969</u>	<u>£ 81,269</u>

The directors statements required by Section 475(2) and (3) are shown on the following page which forms part of this Balance sheet

PEOPLE FIRST DORSET
BALANCE SHEET (continued)
AT 31st MARCH 2021
DIRECTORS STATEMENTS REQUIRED BY SECTIONS 475(2) AND (3)

In approving these financial statements as directors of the company we hereby confirm:

that for the year stated above the company was entitled to the exemption from audit under Section 477 of the Companies Act 2006

that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31st March 2021; and

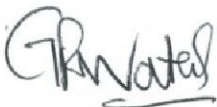
that we acknowledge our responsibilities for :

- (1) ensuring that the company keeps accounting records which comply with Section 386; and
- (2) preparing financial statements which give a true and fair view of the state of affairs of the company as the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

In accordance with section 444 of the Companies Act 2006 the Profit and loss account has not been delivered.

The accounts were approved by the Trustees (Directors) on 2021 and signed on its behalf by



GR Waters
Chair

1. Accounting policies

Basis of preparation

- a) The financial statements 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 2015); 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 with the exception of investments which are included at market value. In preparing the accounts the Trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS 102 the restatement of comparatives was required. In the event no restatements were required.
- b) Preparation of the accounts on a going concern basis
The Trustees have recently updated the Charity's business plan for 2020/2021 to reflect the steps being taken to deal with the effects of the Coronavirus COVID -19. The Trustees consider that the accounts be prepared on a going concern basis
- c) Grants are recognised in the Statement of Financial Activities in the year in which they are received. Generally grants have conditions attached that create a service requirement that must be met by the Charity and accordingly are included as incoming resources from charitable activities.
- d) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which can not be recovered.
- e) Resources expended are allocated to the particular activity where the cost including staff salaries relates directly to that activity.
- f) Depreciation is provided at rates calculated to write off the cost of each asset either over its expected useful life which is estimated to be at 4 years or over the period covered by the grant receivable which may be three years or less.
- g) Unrestricted funds are other incoming resources receivable without specified purpose, budgetary conditions or contracts and are available as general funds.
- h) Restricted funds are to be used for specific purposes as laid down by the grantor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.
- i) Depreciation is provided at rates calculated to write off the cost of each asset in equal instalments over three years.

2. Net incoming resources for the year

This is stated after crediting and charging

Bank deposit interest received

Depreciation of computer equipment

Accountancy and independent examination fees

Trustees expenses

2021

£

2020

£

£ 293

£ 744

1,712

-

1,200

1,200

-

-

3. Incoming resources

Income from donations

K. O'Brien Trust legacy

Other donations

-

7,297

3,358

7,067

£ 3,358

£ 14,364

Income from charitable activities

Grants and contracts

Coronavirus Job Retention Scheme

Other sources

271,665

116,645

31,420

-

-

20,930

£ 303,085

£ 137,575

PEOPLE FIRST DORSET

Notes to the financial statements for the year ended 31st March 2021

4. Expenditure	<u>2021</u>	<u>2020</u>
	£	£
Expenditure on charitable activities		
Employee costs	188,750	160,112
General Administration	45,012	40,888
Premises	7,885	6,950
Repairs	-	72
Travel and subsistence	333	6,753
Depreciation	1,712	-
Grants repaid and repayable	9,344	-
	<u>£ 253,036</u>	<u>£ 214,775</u>

5. Staff costs	£	£
Staff costs excluding contracted as self employed were as follows		
Salaries	173,668	152,808
Employers National Insurance	12,967	9,235
Employers NIC allowance	(4,000)	(3,000)
Statutory Maternity Pay compensation	(1,863)	(5,845)
Statutory Sick Pay grant	(96)	-
Employers pension contributions	8,074	6,914
	<u>£ 188,750</u>	<u>£ 160,112</u>

There were no employees who received total emoluments of more than £60,000.

No Trustee received any remuneration during the year or in the previous year
Trustees were reimbursed for reasonable travelling costs to attend trustee meetings.

The average weekly number of employees during the ye:	Number	Number
Projects and fund raising	10	11
Administration	<u>2</u>	<u>2</u>

6. Tangible fixed assets

Cost	£
Brought forward	21,073
Additions	5,136
Carried forward	<u>£ 26,209</u>

Depreciation

Brought forward	21,073
Charge for the year	1,712
Carried forward	<u>£ 22,785</u>

Net book value

At 31st March 2021	<u>£ 3,424</u>
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At 31st March 2020	<u>£ -</u>
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7. Debtors	<u>2021</u>	<u>2020</u>
	£	£
Contract income receivable	<u>£ -</u>	<u>£ -</u>

8. Creditors: amounts falling due within one year

	<u>2021</u>	<u>2020</u>
	£	£
Income received in advance	88,497	50,598
Creditors	1,638	-
Accruals	6,965	1,200
	<u>£ 97,100</u>	<u>£ 51,798</u>

PEOPLE FIRST DORSET
Notes to the financial statements for the year ended 31st March 2021

9. Reserves

	Unrestricted £	Restricted £
Brought forward at 1st April 2020	72,324	8,945
Surplus (deficit) of income over expenditure	58,748	(5,048)
Transfer between reserves	(5,765)	5,765
Carried forward at 31st March 2021	<u>£ 125,307</u>	<u>£ 9,662</u>

The reserves at the year end are represented by

	Unrestricted £	Restricted £
Fixed assets	3,424	-
Debtors	-	-
Bank and cash	213,218	15,427
	<u>216,642</u>	<u>15,427</u>
Creditors	91,335	5,765
	<u>£ 125,307</u>	<u>£ 9,662</u>

10. Capital

The company has no share capital.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of a winding up.

11. Commitments

Lease of premises

The Charity has a commitment under a lease of the premises at Herringston Barn, Winterborne Herringston near Dorchester. The lease is continuing on a quarter by quarter basis at a rent of £1,187.50 per quarter.

Leasing commitment

The Charity entered into a leasing agreement for an Olivetti colour photocopier. The agreement is for 60 months commencing in June 2018 with quarterly rentals of £1,171.

Pension commitments

The Charity has an obligation under an agreement with the National Employment Savings Trust (NEST) dated 22nd February 2016 to make pension contributions on behalf of three members of staff. The contribution commenced in June 2016 at 5% of qualifying earnings.

Members of staff are making contributions of 3% with effect from April 2019.

12. Taxation

The charitable company is exempt from Corporation Tax on its charitable activities.

13. Related party transactions

There were no related party transactions during the year which require disclosure in these accounts.

PEOPLE FIRST DORSET
INCOME AND EXPENDITURE ACCOUNT
YEAR TO 31ST MARCH 2021

	<u>2021</u>	<u>2021</u>	<u>2021</u>	<u>2020</u>	<u>2020</u>	<u>2020</u>
	<u>Total</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>Restricted</u>	<u>Unrestricted</u>
	£	£	£	£	£	£
Incoming resources						
Grants	266,931	255,697	11,234	72,171	58,701	13,470
Coronavirus Job Retention	31,420	-	31,420	-	-	-
Contracts and work done	4,734	-	4,734	59,235	58,544	691
Legacy	-	-	-	7,297	-	7,297
Donations	3,358	-	3,358	7,067	-	7,067
Bank deposit interest	293	-	293	743	-	743
Other sources	-	-	-	6,169	-	6,169
Total Incoming resources	£ 306,736	£ 255,697	£ 51,039	£ 152,682	£ 117,245	£ 35,437
Resources expended						
Grants repaid and repayable	9,344	9,344	-	-	-	-
Salaries	188,750	190,198	(1,448)	160,114	99,766	60,348
Expenses	54,942	21,756	33,186	54,661	38,469	16,192
Project overhead contribution	-	39,447	(39,447)	-	-	-
Total resources expended	£ 253,036	£ 260,745	£ (£7,709)	£ 214,775	£ 138,235	£ 76,540
Surplus (deficit) for the year	£ 53,700	£ (£5,048)	£ 58,748	£ (£62,093)	£ (£20,990)	£ (£41,103)

PEOPLE FIRST DORSET
Restricted Income and expenditure by Fund
For the year ended 31st March 2021

Speaking Up										
	DCG User Led		Big Lottery		Peoples Health Trust		Dorset Coronavirus Community Fund	Mencap Sport England	Somerset Community Foundation	Nationwide Community Grant
	2021 £	2020 £	2021 £	2020 £	2021 £	2020 £	2021 £	2021 £	2021 £	2021 £
Income										
Grants and contracts	41,000	41,000	73,019	12,200	17,073	12,393	5,000	4,884	1,925	6,944
Work done		600								
	£ 41,000	£ 41,600	£ 73,019	£ 12,200	£ 17,073	£ 12,393	£ 5,000	£ 4,884	£ 1,925	£ 6,944
Expenditure										
Grant repayable			-							
Salaries	32,293	34,212	48,352	8,019	17,190	6,951		4,603	820	4,660
Contribution to overheads	8,200		14,165		2,125					2,284
Expenses	507	13,820	3,356	1,994	1,508	2,592	5,000	281	1,105	
	£ 41,000	£ 48,032	£ 65,873	£ 10,013	£ 20,823	£ 9,543	£ 5,000	£ 4,884	£ 1,925	£ 6,944
Surplus (deficit) for the year	-	(6,432)	7,146	2,187	(2,850)	2,850	-	-	-	-
Transfer to unrestricted funds		6,432	2,187		2,850	-				
Brought forward	£ -	£ -	£ 9,333	£ 2,187	£ -	£ 2,850	£ -	£ -	£ -	£ -
Carried forward										

Speaking Up											
	Discovery Grant		Somerset CC Bridgwater		Somerset CC Taunton		Somerset CC Yeovil		Wessex Water	Tampon Tax	Comic Relief
	2021 £	2020 £	2021 £	2020 £	2021 £	2020 £	2021 £	2020 £	2020 £	2020 £	2020 £
Income											
Grants and contracts	18,073	11,245	6,381	4,769	6,381	7,000	6,381	5,875	1,244	6,000	3,447
Work done	£ 18,073	£ 11,245	£ 6,381	£ 4,769	£ 6,381	£ 7,000	£ 6,381	£ 5,875	£ 1,244	£ 6,000	£ 3,447
Expenditure											
Grant repayable	5,765										
Salaries	10,287	8,157	4,184	3,283	4,683	4,522	4,184	4,524	830	3,742	
Contribution to overheads	3,953		2,170		1,405		1,694				
Expenses	3,633	3,088	27	1,486	293	2,478	803	2,520	414	2,258	
	£ 23,838	£ 11,245	£ 6,381	£ 4,769	£ 6,381	£ 7,000	£ 6,381	£ 7,044	£ 1,244	£ 6,000	£ -
Surplus (deficit) for the year	(5,765)	-	-	-	-	-	-	(1,169)	-	-	3,447
Transfer from unrestricted funds	5,765										(1,321)
Brought forward	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,169	£ -	£ -	(2,126)
Carried forward											

Friendship Club						
	Young Friendship Club		Communities Against Cancer		DC Community Impact Grant	Dorset Coronavirus Fund Digital
	2021 £	2020 £	2021 £	2020 £	2021 £	2020 £
Income						
Grants and contracts		5,700		4,640	4,866	2,500
Work done	£ -	£ 5,700	£ -	£ 4,640	£ 4,866	£ 2,500
Expenditure						
Grants repayable	3,579					
Salaries		4,000		3,016	3,229	5,095
Expenses		1,921		1,295	1,637	1,150
	£ 3,579	£ 5,921	£ -	£ 4,311	£ 4,866	£ 6,245
Surplus (deficit) for the year	(3,579)	(221)	-	329	-	(6,245)
Transfer from unrestricted funds						
Brought forward	£ 3,579	£ 3,800	£ 329		£ -	£ 6,245
Carried forward	£ -	£ 3,579	£ 329	£ 329	£ -	£ -

Core						Total	Total
	Lloyds Bank Foundation		Weymouth Town Council		CAF Resilience Fund	Lottery Community Fund	
	2021 £	2020 £	2021 £	2020 £	2021 £	2021 £	2020 £
Income							
Grants and contracts	24,750		566	1,132	19,959	15,095	255,697
Work done	£ 24,750	£ -	£ 566	£ 1,132	£ 19,959	£ 15,095	£ 117,245
Expenditure							
Grants repayable							
Salaries	24,750	12,330	566	1,085	16,508	11,389	9,344
Contribution to overheads		3,407		47	3,451		190,198
Expenses						3,706	39,447
	£ 24,750	£ 15,737	£ 566	£ 1,132	£ 19,959	£ 15,095	21,756
Surplus (deficit) for the year	-	(15,737)	-	0	-	-	(5,048)
Transfer from unrestricted funds		15,737					5,765
Brought forward	£ -	£ -	£ -	£ 0	£ -	£ -	8,945
Carried forward							9,662