

Bradford People First

Charity number 1122294

Annual Report and Financial Statements
for the year ended 30 September 2021



West Yorkshire Community Accounting Service

Bradford People First

Annual Report and Financial Statements for the year ended 30 September 2021

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Prepared by West Yorkshire Community Accounting Service

Bradford People First

Trustees' report for the year ended 30 September 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position
Surekha Thind	Chair
Obaid Malik	Co-Chair
Katie Wrigglesworth	Secretary
Martin McCann	Co-Treasurer
Anne Marie Osborne-Fitzgerald	Co-Treasurer
Mehtab Ahmed	
Maariyaah Khan	
Robert Wardle	
Gary Allsopp	

Charity number 1122294 Registered in England and Wales

Registered and principal address

Office F13
Mayfield Centre
Broadway Avenue
Bradford
BD5 9NP

Bankers

Yorkshire Bank plc
14 Broadway
Bradford
BD1 1EZ

Independent examiner

Stephen Procter

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is governed by a constitution adopted on 25 January 2005, as amended 18 December 2007, 30 March 2011 and 17 August 2016.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Bradford People First

Trustees' report (continued) for the year ended 30 September 2021

Objectives and activities

The charity's objects

Our objectives are to improve the lives of people with learning disabilities and to make a difference both locally and nationally,

The charity's main activities

Bradford People First is an established self-advocacy group run by and for adults with a learning disability and is part of a national self-advocacy movement that gives people with a learning disability knowledge, skills, and support to have their say and be heard. We aim to promote awareness through educating the public, professionals, and people with learning disabilities about issues that matter.

We believe that people with a learning disability are experts in issues that affect them and should be supported to have their say and be peer supporters. We support people to be included and have a real say in making decisions that affect their lives by speaking up for them selves and other people with a learning disability.

Our organisation works over the whole of Bradford district. We have been a user led organisation for over twenty-seven years; we have a track record of raising awareness, delivering training, campaigning for change, and helping individuals and groups of people with learning disabilities to overcome issues that affect their lives. By working together, we help not just our members and volunteers but others in the community with a learning disability.

We work to ensure people with learning disabilities have equal treatment in all aspects of their lives. Our focus at the beginning of the year has been on wellbeing, whilst still concentrating on those topics close to our heart such as health, safeguarding, BAME issues, hate crime and mate crime and battling inequalities that people with learning disabilities face on a day to day basis.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the promotion of self-advocacy for people with learning disabilities, the promotion of equality and diversity and the advancement of education.

Achievements and performance

At the beginning of this financial year BPF like the rest of the country were continuing to be in the full throws of the pandemic and were operating in a remote way with volunteers. We were supported by one of our partner organisations to distribute free tablets and Wi-Fi boxes to volunteers who did not have this technology and access to the internet.

The staff team continued to help individuals to use WhatsApp, Zoom and other social media platforms as a means of communicating, keeping in touch, and doing work. The team attended different meetings such as treat me well and the 'stay home stay well' group with other partner organisations, Volunteers also continued to attend 'safeguarding voice' meetings online.

Development workers provided advice and guidance to self-advocate on the downloading and use of Strava App to encourage and monitor exercise.

Self-advocates attended a Zoom meeting with Restorative Justice. This was an opportunity for the two organisations to reconnect and share and develop practice and raise awareness of the benefits of community based restorative justice.

Some of the team were involved with training social worker students on line on a number of occasions during the lockdown period.

All volunteers were supported to access book/ vaccination appointments and work continues to support people to book booster vaccines and actively provide support to attend if requested.

Bradford People First

Trustees' report (continued) for the year ended 30 September 2021

Achievements and performance (continued)

One self-advocate and chair of our management committee was supported to produce an easy read vaccine story to encourage others to come forward for vaccine. Regular discussions took place online to ensure everyone understood the regular updates provided by the government.

Staff were also flexible in their way of working to support volunteers with their general wellbeing during this difficult period. The team worked on collecting Covid experiences from people with learning disabilities as part of a piece of work for the healthier lives sub-group.

We worked in collaboration with organisations such as with Mind The Gap and Vicky Ackroyd from Totally Inclusive People to be part of four Creative Doodle Book Zoom online sessions throughout February and March. These creative art-based sessions came at a really good time, allowing us to focus on mental health and wellbeing in a creative and fun way after months of lockdown and restrictions. Work has also continued with Social Prescribers, contributing to a training booklet for them.

One group worked with Mencap on a film to create awareness of the differences between children's services and adult services in a hospital environment for young people with a learning disability of transition age, this is now used on the Mencap website and accessed by health professionals to help young people, it educates both the young person and their parent/ carer about their rights in this situation. One member of the volunteer team was then involved with presenting the work to health professionals working for Manchester NHS trust for Learning Disability week, they were impressed and invited him back next year.

Work was also done in relation to scams. Particularly online fraud to help our volunteers and volunteers in one of our partnership organisations stay safe.

Another piece of work carried out this year has been work on ReSPECT, which replaces the Do Not Resuscitate legislation in hospitals. BPF have been looking through this and providing feedback.

As part of the Covid Community Champions project, a group has been producing accessible training for other people with learning disabilities to roll out.

Once back in the office volunteers have been supported to understand the lateral flow testing, this has been worked on throughout the months and has now meant that the majority of volunteers are now able to carry this process out before coming into the office.

Joint BAME meeting with partners have continued and we have been part of producing a leaflet to create more awareness of the work everyone does in order to increase our reach to the BAME community. Small films focusing on the work done by volunteers from the BAME community at BPF have also been created.

In depth work has been carried out regarding health action plans and quality checking work in relation to what makes a good annual health check to ensure these are working as they should be.

BPF volunteers have also been preparing a training package that they are delivering to the Mencap supported Internship programme in Bradford. Younger members of Bradford People First have written up their own personal journeys to share at this event. Support was provided to Mencap campaigns on a photo shoot in the centre of Bradford.

Work has also commenced re an employability course with HFT- Supported employment to support individuals to develop skills for work.

Lloyds Funding work was also done with the chair and volunteers which culminated in us being granted £25,000 for the next two years for Core funding, starting in year 2021/22.

Bradford People First

Trustees' report (continued) for the year ended 30 September 2021

Achievements and performance (continued)

We continue to work in partnership with BTM, Equality Together and Keighley and Craven People First on the innovation project and have been thinking outside the box supporting individuals to lead on what they want to do as alternatives to day opportunities. They have established several groups, one that focusses on the planning of a trip/ activity that the group then participate in. Other groups have been a job club and wellbeing group and a gaming group taking place at the local gaming shop. The group has also embarked on raising funds themselves and is currently running a raffle. BPF trustees also meets regularly and continue to guide the coordinator and staff team.

Financial review

The net income for the year was £40,769, including net income of £27,665 on unrestricted funds and net income of £13,104 on restricted funds.

Reserves policy

The charity's free reserves at the year end were £66,597.

The reserves policy states that the organisation should have no more than 6 months and no less than 3 months running costs as reserve in order to enable the smooth running of the charity and to allow for an orderly winding up should the charity need to close.

We acknowledge that this year, due to receiving additional unrestricted grant income in respect of Covid, our actual reserves have exceeded our upper policy threshold.

We are currently reviewing how to utilise these additional funds.

Signed on behalf of the board of trustees on 12/05/2022

Surekha Thind (Trustee)

Bradford People First

Independent examiner's report to the trustees of Bradford People First

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30 September 2021, which are set out on pages 7 to 12.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

Stephen Procter

13/05/2022

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Bradford People First
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 30 September 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Grants and donations	(2)	27,180	91,857	119,037	83,234
Training fees		220	-	220	1,471
Fees and charges		600	400	1,000	548
Total income		28,000	92,257	120,257	85,253
Expenditure on:					
Salaries, NIC's and pensions	(3)	-	53,119	53,119	39,108
Payroll charges		-	829	829	774
Project costs and activities		-	47	47	-
Training and conferences		-	65	65	10
Travel and subsistence		7	240	247	133
Refreshments		6	15	21	70
Rent and rates		-	9,989	9,989	16,036
Phone and internet		-	1,019	1,019	908
Postage, printing and office supplies		-	1,823	1,823	1,618
Insurance		-	1,124	1,124	1,062
Independent examination		-	840	840	840
Professional services		-	90	90	1,434
Memberships and subscriptions		-	450	450	425
Repairs and maintenance		-	110	110	177
Computers and software		-	3,165	3,165	1,634
Room hire		-	110	110	60
DBS checks		-	254	254	254
Volunteer expenses and training		162	-	162	-
Advertising and publicity		-	5,864	5,864	550
Other expenses		160	-	160	53
Total expenditure		335	79,153	79,488	65,146
Net income		27,665	13,104	40,769	20,107
Fund balances brought forward		38,932	17,262	56,194	36,087
Fund balances carried forward	(4)	66,597	30,366	96,963	56,194

All incoming resources and resources expended derive from continuing activities.

Bradford People First
Balance sheet
as at 30 September 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Debtors and prepayments	(5) 2,169	4,521	6,690	14,765
Cash at bank and in hand	(6) 65,268	27,185	92,453	42,269
Total current assets	<u>67,437</u>	<u>31,706</u>	<u>99,143</u>	<u>57,034</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(7) 840	1,340	2,180	840
Total current liabilities	<u>840</u>	<u>1,340</u>	<u>2,180</u>	<u>840</u>
Net current assets / (liabilities)	<u>66,597</u>	<u>30,366</u>	<u>96,963</u>	<u>56,194</u>
Net assets	<u>66,597</u>	<u>30,366</u>	<u>96,963</u>	<u>56,194</u>
Funds				
Unrestricted funds	66,597	-	66,597	38,932
Restricted funds	-	30,366	30,366	17,262
Total funds	<u>66,597</u>	<u>30,366</u>	<u>96,963</u>	<u>56,194</u>

The financial statements were approved by the board of trustees on 12/05/2022

Surekha Thind (Trustee)

Bradford People First

Notes to the accounts

for the year ended 30 September 2021

1 Accounting policies

Basis of accounting

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 financial statements have been prepared in accordance with 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) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Bradford People First
Notes to the accounts continued
for the year ended 30 September 2021

2 Grants and donations	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
City of Bradford Met. District Council (Covid-19)	-	7,500	7,500	10,000
CABAD Test and Trace		6,000	6,000	-
Equality Together (Lot 2)	-	50,857	50,857	52,000
Equality Together (Innovations)	-	22,500	22,500	3,750
Learning Disability England		5,000	5,000	-
Mencap	26,800	-	26,800	16,824
Donations	380	-	380	660
	<u>27,180</u>	<u>91,857</u>	<u>119,037</u>	<u>83,234</u>

3 Staff costs and numbers	2021	2020
	£	£
Gross salaries	52,710	38,900
Social security costs	2,221	1,287
Employment allowance	(2,221)	(1,287)
Pensions	409	208
	<u>53,119</u>	<u>39,108</u>

The average number employees during the year was 4.2, being an average of 1.9 full time equivalent (2020: 4.2, 1.3 FTE).

4 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Bradford Council (Covid-19)	-	7,900	2,250	5,650
CABAD Test and Trace		6,000	-	6,000
Equality Together (Lot 2)	-	50,857	49,371	1,486
Equality Together (Innovations)	3,750	22,500	14,064	12,186
Learning Disability England	-	5,000	3,030	1,970
Mencap	13,512	-	10,438	3,074
	<u>17,262</u>	<u>92,257</u>	<u>79,153</u>	<u>30,366</u>

Fund name

Purpose of restriction

Bradford Council (Covid-19)	For Covid 'Community Champions' work.
CABAD Test and Trace	For 'Test and Trace' Anchor treatment.
Equality Together (Lot 2)	Towards salaries, rent and other running costs.
Equality Together (Innovations)	Bradford Innovations fund grant.
Learning Disability England	To assist with communications during Covid.
Mencap	For the 'Reasonable Adjustments Project' (RATS).

Bradford People First
Notes to the accounts continued
for the year ended 30 September 2021

5 Debtors and prepayments	2021	2020
	£	£
Debtors	4,521	4,333
Balance on payroll account (BCPA)	2,169	10,432
	<u>6,690</u>	<u>14,765</u>

6 Cash at bank and in hand	2021	2020
	£	£
Virgin Money current account	92,359	42,163
Cash in hand	94	106
	<u>92,453</u>	<u>42,269</u>

7 Creditors and accruals	2021	2020
	£	£
Creditors	1,340	-
Accruals	840	840
	<u>2,180</u>	<u>840</u>

8 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and Co-ordinator. The total employee benefits received by the Co-ordinator were £15,614 (previous year: £14,103).

Bradford People First

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 30 September 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants and donations	27,180	10,660	91,857	72,574	119,037	83,234
Training fees	220	1,471	-	-	220	1,471
Fees and charges	600	548	400	-	1,000	548
Total income	28,000	12,679	92,257	72,574	120,257	85,253
Expenditure						
Salaries, NIC's and pensions	-	5,344	53,119	33,764	53,119	39,108
Payroll charges	-	-	829	774	829	774
Project costs and activities	-	-	47	-	47	-
Training and conferences	-	-	65	10	65	10
Travel and subsistence	7	-	240	133	247	133
Refreshments	6	-	15	70	21	70
Rent and rates	-	-	9,989	16,036	9,989	16,036
Phone and internet	-	-	1,019	908	1,019	908
Postage, printing and office supplies	-	-	1,823	1,618	1,823	1,618
Insurance	-	-	1,124	1,062	1,124	1,062
Independent examination	-	-	840	840	840	840
Professional services	-	763	90	671	90	1,434
Memberships and subscriptions	-	-	450	425	450	425
Repairs and maintenance	-	-	110	177	110	177
Computers and software	-	-	3,165	1,634	3,165	1,634
Room hire	-	-	110	60	110	60
DBS checks	-	-	254	254	254	254
Volunteer expenses and training	162	-	-	-	162	-
Advertising and publicity	-	-	5,864	550	5,864	550
Other expenses	160	48	-	5	160	53
Total expenditure	335	6,155	79,153	58,991	79,488	65,146
Net income	27,665	6,524	13,104	13,583	40,769	20,107
Fund balances brought forward	38,932	32,408	17,262	3,679	56,194	36,087
Fund balances carried forward	66,597	38,932	30,366	17,262	96,963	56,194