

Bradford People First

Charity number 1122294

Annual Report and Financial Statements
for the year ended 30 September 2022



West Yorkshire Community Accounting Service

Bradford People First

Annual Report and Financial Statements for the year ended 30 September 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Bradford People First

Trustees' report for the year ended 30 September 2022

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	Dates
Surekha Thind	Chair	
Obaid Malik	Co-Chair	
Katie Wrigglesworth	Secretary	
Martin McCann	Treasurer	
Anne Marie Osborne-Fitzgerald		
Mehtab Ahmed		
Maariyaah Khan		
Robert Wardle		
Gary Allsopp		
Jane Barratt		Appointed 26 May 2022

Charity number	1122294	Registered in England and Wales
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Registered and principal address	Bankers
Office F13	Virgin Money plc
Mayfield Centre	14 Broadway
Broadway Avenue	Bradford
Bradford	BD1 1EZ
BD5 9NP	

Independent examiner

Simon Bostrom

West Yorkshire Community Accountancy Service CIO

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 2022

Objectives and activities

The charity's objects

To promote the relief of people with learning disabilities through self advocacy.

To promote the advancement of education of the public, professionals and people with learning disabilities in issues relating to learning disabilities.

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 themselves 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-nine years. We raise awareness, deliver training, and continue to campaign for change. We also support 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 topics this year continue to be on health and well being as well as safeguarding issues Hate Crime, BAME issues and Transport concerns.

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

This year has seen us form new working relationships and continue with existing ones. We have been working hard on the co- production project with Btm and Equality together, as well as continuing our partnership with Equality together, People First Keighley and Craven and Btm in regards to the innovation project. Thanks to extra funding from Lloyds we have been able to re-establish our publicity group, We are starting work on our newsletter and with Lloyds money have been able to purchase items for our publicity events. We also commissioned 'Totally Inclusive people' to design an advocacy/craft package that we can use to set up craft sessions and generate income from this.

We have also travelled to London this year and met MPs for Learning disability week. When we returned we wrote an easy read report which we sent to Mencap – this, highlighted difficulties we encountered when we were in London. We have met with our local MP and told him about the issues that matter to us and discussed difficulties we faced when we were at Port Cullis House (houses of parliament). We have attended events with Tracy Brabin and the Police commissioning team. The healthy living group were fundamental in a recent death and dying event where they presented a piece of work on memory boxes, as a result of this we were informed that one group of people with learning disabilities created their own to help them with the loss of a member of their group.

Bradford People First

Trustees' report (continued) for the year ended 30 September 2022

Achievements and performance continued

We have also appeared on channel 4 news to discuss disability hate Crime in West Yorkshire and worked jointly with Mencap on a project this year to work with members of the BAME community who have learning disabilities. This was to create more awareness about the learning disability register and annual health checks. As a result of this work we did, BPF have been asked by Mencap if they can use the film we created on their website. We have been busy working with NHS England carrying out surveys and engaging the local learning disability community in telling us about their experiences with annual health checks, their engagement in health training and their experiences of Diabetes.

We have also been able to establish our tackling disability hate crime group working with other groups of people with learning disabilities and are working with Bradford hate crime alliance and restorative justice. We have worked with the patient involvement team at our local hospital as well as engaging with Waddiloves - our local NHS team who support people with learning disabilities. The Wellbeing team have been planning wellbeing training to deliver to people with learning disabilities that we feel is really needed right now.

Throughout the last year we have supported individuals with learning disabilities with numerous issues, these issues have covered the following – financial issues, safeguarding, hate crime issues, bereavement Covid issues, mental health issues. We have had individuals coming to us through different referral processes, some people have referred their selves, others have come through the job centre, counselling services and social workers.

Through receiving referrals, a number of gaps have been identified as other services criteria limited the support they could give to individuals. This has generated another piece of work for Bradford People first to highlight the issues some people with learning disabilities face who don't fit into certain boxes. The demand for our support and advice has increased enormously, we have delivered training and advice to families and Carers, students on placements and staff at the jobcentre.

We have started work with Shipley college regarding delivering training on healthy relationships. To do this we have joined forces with Step 2 to educate young people with learning disabilities and difficulties about this topic. Another piece of work the team have done is to support individuals to work on their personal stories. We have also supported a number of new and existing volunteers to learn new skills and increase in confidence, which dipped during the periods of lockdown. We have been able to start our forums again after Covid restrictions were lifted.

Financial review

The net income for the year was £30,916, including net income of £24,756 on unrestricted funds and net income of £6,160 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £91,353.

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.

Our reserves have considerably grown within this last year however, as previous management committee minutes' state a number of development worker posts are needed to expand the work we are doing (these have been advertised). Once these posts have been filled the additional amount of reserves will significantly reduce. This amount is also paying for some of the management hours along with one of the development workers hours.

We therefore anticipate that once these positions are filled, our reserves will then return to being more in line with our guidance in our constitution.

Approved by the board of trustees on 19/04/2023

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 2022, which are set out on pages 6 to 11.

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.

Simon Bostrom

20/04/2023

West Yorkshire Community Accountancy Service CIO

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 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Grants and donations	(2)	25,589	94,504	120,093	119,037
Training fees		-	-	-	220
Fees and charges		400	-	400	1,000
Fundraising events		302	-	302	-
Total income		<u>26,291</u>	<u>94,504</u>	<u>120,795</u>	<u>120,257</u>
Expenditure on:					
Salaries, NIC's and pensions	(3)	1,926	54,992	56,918	53,119
Payroll charges		-	625	625	829
Project costs and activities		681	149	830	47
Training and conferences		550	50	600	65
Travel and subsistence		302	302	604	247
Refreshments		451	160	611	21
Rent and rates		5,270	10,374	15,644	9,989
Phone and internet		166	865	1,031	1,019
Postage, printing and office supplies		474	885	1,359	1,823
Insurance		-	1,112	1,112	1,124
Independent examination		-	840	840	840
HR support		-	23	23	90
Memberships and subscriptions		38	109	147	450
Repairs and maintenance		-	113	113	110
Computers and software		666	2,256	2,922	3,165
Room hire		45	908	953	110
DBS checks		-	63	63	254
Volunteer expenses and training		40	440	480	162
Advertising and publicity		-	5,004	5,004	5,864
Cards and gifts		-	-	-	160
Total expenditure		<u>10,609</u>	<u>79,270</u>	<u>89,879</u>	<u>79,488</u>
Net income / (expenditure)		<u>15,682</u>	<u>15,234</u>	<u>30,916</u>	<u>40,769</u>
Transfers between funds	(4)	<u>9,074</u>	<u>(9,074)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>24,756</u>	<u>6,160</u>	<u>30,916</u>	<u>40,769</u>
Fund balances brought forward		<u>66,597</u>	<u>30,366</u>	<u>96,963</u>	<u>56,194</u>
Fund balances carried forward	(4)	<u>91,353</u>	<u>36,526</u>	<u>127,879</u>	<u>96,963</u>

All incoming resources and resources expended derive from continuing activities.

Bradford People First
Balance sheet
as at 30 September 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Debtors and prepayments	(5) 1,345	4,692	6,037	6,690
Cash at bank and in hand	(6) 90,848	31,834	122,682	92,453
Total current assets	92,193	36,526	128,719	99,143
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(7) 840		840	2,180
Total current liabilities	840	-	840	2,180
Net current assets / (liabilities)	91,353	36,526	127,879	96,963
Net assets	91,353	36,526	127,879	96,963
Funds				
Unrestricted funds	91,353	-	91,353	66,597
Restricted funds	-	36,526	36,526	30,366
Total funds	91,353	36,526	127,879	96,963

The financial statements were approved by the board of trustees on 19/04/2023

Surekha Thind (Trustee)

Bradford People First

Notes to the accounts

for the year ended 30 September 2022

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

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains

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

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

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

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Bradford People First
Notes to the accounts continued
for the year ended 30 September 2022

2 Grants and donations	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
City of Bradford Met. District Council	-	4,900	4,900	7,500
Equality Together (Innovations)	-	22,500	22,500	22,500
Equality Together (Lot 2)	-	60,104	60,104	50,857
Lloyds Bank Foundation	25,000	-	25,000	-
Mencap	-	7,000	7,000	26,800
CABAD Test and Trace	-	-	-	6,000
Learning Disability England	-	-	-	5,000
Other donations	589	-	589	380
	<u>25,589</u>	<u>94,504</u>	<u>120,093</u>	<u>119,037</u>

3 Staff costs and numbers	2022	2021
	£	£
Gross salaries	56,188	52,710
Social security costs	2,704	2,221
Employment allowance	(2,704)	(2,221)
Pensions	730	409
	<u>56,918</u>	<u>53,119</u>

The average number of employees during the year was 4.8, being an average of 2.3 full time equivalent (2021: 4.2, 1.9 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2022	2021
	£	£
Costs of the scheme to the charity for the year	730	409
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Bradford Council (Covid-19)	5,650	4,900	7,245	-	3,305
Equality Together (Innovations)	12,186	22,500	17,971	-	16,715
Learning Disability England	1,970	-	906	-	1,064
Equality Together (Lot 2)	1,486	60,104	46,148	-	15,442
Mencap RATS	3,074	-	-	(3,074)	-
Mencap BAME	-	7,000	7,000	-	-
CABAD Test and Trace	6,000	-	-	(6,000)	-
	<u>30,366</u>	<u>94,504</u>	<u>79,270</u>	<u>(9,074)</u>	<u>36,526</u>

Bradford People First

Notes to the accounts continued

for the year ended 30 September 2022

4 Restricted funds continued

Fund name	Purpose of restriction
Bradford Council (Covid-19)	For Covid 'Community Champions' work.
Equality Together (Innovations)	Bradford Innovations fund grant.
Learning Disability England	To assist with communications during Covid.
Equality Together (Lot 2)	Towards salaries, rent and other running costs.
Mencap RATS	For the 'Reasonable Adjustments Project' (RATS).
Mencap BAME	Towards the costs to create GP LD register resources aimed at people from B.A.M.E communities locally.
CABAD Test and Trace	For 'Test and Trace' Anchor treatment. The transfer was to unrestricted funds upon approval from CABAD.

5 Debtors and prepayments

	2022	2021
	£	£
Debtors	5,092	4,521
Other debtors	945	2,169
	<u>6,037</u>	<u>6,690</u>

6 Cash at bank and in hand

	2022	2021
	£	£
Cash at bank	122,479	92,359
Cash in hand	203	94
	<u>122,682</u>	<u>92,453</u>

7 Creditors and accruals

	2022	2021
	£	£
Creditors	-	1,340
Accruals	840	840
	<u>840</u>	<u>2,180</u>

8 Related party transactions

Trustee expenses

During the year trustees received £332 in respect of transport and refreshments in respect of their volunteering time.

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 total employee benefits received by key management personnel were £25,452 (previous year: £15,614).

Bradford People First

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 30 September 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
Income						
Grants and donations	25,589	27,180	94,504	91,857	120,093	119,037
Training fees	-	220	-	-	-	220
Fees and charges	400	600	-	400	400	1,000
Fundraising events	302	-	-	-	302	-
Total income	26,291	28,000	94,504	92,257	120,795	120,257
Expenditure						
Salaries, NIC's and pensions	1,926	-	54,992	53,119	56,918	53,119
Payroll charges	-	-	625	829	625	829
Project costs and activities	681	-	149	47	830	47
Training and conferences	550	-	50	65	600	65
Travel and subsistence	302	7	302	240	604	247
Refreshments	451	6	160	15	611	21
Rent and rates	5,270	-	10,374	9,989	15,644	9,989
Phone and internet	166	-	865	1,019	1,031	1,019
Postage, printing and office supplies	474	-	885	1,823	1,359	1,823
Insurance	-	-	1,112	1,124	1,112	1,124
Independent examination	-	-	840	840	840	840
HR support	-	-	23	90	23	90
Memberships and subscriptions	38	-	109	450	147	450
Repairs and maintenance	-	-	113	110	113	110
Computers and software	666	-	2,256	3,165	2,922	3,165
Room hire	45	-	908	110	953	110
DBS checks	-	-	63	254	63	254
Volunteer expenses and training	40	162	440	-	480	162
Advertising and publicity	-	-	5,004	5,864	5,004	5,864
Cards and gifts	-	160	-	-	-	160
Total expenditure	10,609	335	79,270	79,153	89,879	79,488
Net income / (expenditure)	15,682	27,665	15,234	13,104	30,916	40,769
Transfers between funds	9,074	-	(9,074)		-	-
Net movement in funds	24,756	27,665	6,160	13,104	30,916	40,769
Fund balances brought forward	66,597	38,932	30,366	17,262	96,963	56,194
Fund balances carried forward	91,353	66,597	36,526	30,366	127,879	96,963