

Bradford People First

Charity number 1122294

Annual Report and Financial Statements
for the year ended 30 September 2023



Annual Report and Financial Statements
for the year ended 30 September 2023

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Prepared by West Yorkshire Community Accountancy Service CIO

Bradford People First

Trustees' report for the year ended 30 September 2023

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	Resigned 9 January 2023
Anne Marie Osborne-Fitzgerald		Resigned 24 May 2023
Mehtab Ahmed		
Maariyaah Khan		
Robert Wardle		
Gary Allsopp		
Jane Barratt		
Jack Allinson		Appointed 24 May 2023
Charity number	1122294	Registered in England and Wales

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 FCIE

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 2023

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, learning difficulty or neurodiversity 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, difficulties and neurodiversity about issues that matter.

We believe that people with a learning disability, learning difficulty 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 thirty years. We raise awareness, deliver training, and continue to campaign for change. We also support individuals and groups of people with learning disabilities, difficulties and neurodiversity 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 continues to be on health and well being as well as safeguarding issues Hate Crime, ethnically diverse 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 go into our second year of funding with Lloyds which has enabled us to continue with Hate crime awareness work, produce our Newsletter and carry on with our vital Wellbeing work- as part of this, the team created a wellbeing training package. And we were granted funding to do some 'Positive Pop up events in the Community, working in partnership with people first Keighley and Craven.

We have also been out and about in the community delivering training to the local job centre, midwives, perinatal team, local internship programme and a local college. We also delivered training to groups of people with learning disabilities at a local day opportunity. During the year we have received numerous referrals for support from people within the community, ranging from people wishing to join our organisation to requests for advocacy advice and support.

We joined forces with our local health centre for people with learning disabilities by helping them campaign for the red bag scheme – enabling anyone with a learning disability an opportunity to have a red bag which flags up their requirements when going to hospital.

We have created a new business plan this year which has helped us to keep focus and concentrate on the work that really matters to us going forward. We have found this has helped when applying for new funding .

The volunteers have taken part in first aid awareness training and Mental health first Aid awareness training. We have continued to raise funds ourselves by running tombola's and attending an event at Bradford ice rink last December who raised money for us.

In March we had an event where we spoke with the financial Conduct authority . We had a big celebration for our 30th year in September. Our expertise is sought on a regular basis and we attend a number of different focus groups on different subjects such as safeguarding, mobility and health

Bradford People First

Trustees' report (continued) for the year ended 30 September 2023

Financial review

The net income for the year was £2,277, including net expenditure of £17,326 on unrestricted funds and net income of £19,603 on restricted funds after transfers.

Reserves policy

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.

The charity's free reserves, excluding fixed assets, at the year end were £74,027.

Going concern

At the time of approving these accounts we have learnt that our local authority funding will not be renewed.

Whilst this is a significant part of our annual income we have sufficient reserves to continue in the short term and will be looking at alternative funding sources during the year. At the time of approval the trustees consider the charity to be a going concern.

Approved by the board of trustees on 17/06/2024

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 2023, 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 FCIE

26/06/2024

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 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
Grants and donations	(2)	1,625	114,932	116,557	120,093
Training fees		400	-	400	400
Fundraising events		133	-	133	302
Other income		231	-	231	-
Total income		2,389	114,932	117,321	120,795
Expenditure on:					
Salaries, NIC's and pensions	(3)	11,927	72,504	84,431	56,918
Payroll charges		509	-	509	625
Project costs and activities		-	-	-	830
Training and conferences		-	932	932	600
Travel and subsistence		96	729	825	604
Refreshments		216	449	665	611
Rent and rates		1,838	16,818	18,656	15,644
Phone and internet		70	972	1,042	1,031
Postage, printing and office supplies		773	51	824	1,359
Insurance		430	768	1,198	1,112
Independent examination		792	90	882	840
HR support		-	-	-	23
Memberships and subscriptions		39	444	483	147
Repairs and maintenance		-	-	-	113
Computers and software		2,796	1,224	4,020	2,922
Room hire		30	225	255	953
DBS checks		184	123	307	63
Volunteer expenses and training		-	-	-	480
Advertising and publicity		15	-	15	5,004
Total expenditure		19,715	95,329	115,044	89,879
Net income / (expenditure)		(17,326)	19,603	2,277	30,916
Fund balances brought forward		91,353	36,526	127,879	96,963
Fund balances carried forward	(4)	74,027	56,129	130,156	127,879

All incoming resources and resources expended derive from continuing activities.

Bradford People First
Balance sheet
as at 30 September 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Debtors and prepayments	(5) 1,723	13,819	15,542	6,037
Cash at bank and in hand	(6) 73,452	42,310	115,762	122,682
Total current assets	<u>75,175</u>	<u>56,129</u>	<u>131,304</u>	<u>128,719</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(7) 1,148	-	1,148	840
Total current liabilities	<u>1,148</u>	<u>-</u>	<u>1,148</u>	<u>840</u>
Net current assets / (liabilities)	<u>74,027</u>	<u>56,129</u>	<u>130,156</u>	<u>127,879</u>
Net assets	<u>74,027</u>	<u>56,129</u>	<u>130,156</u>	<u>127,879</u>
Funds				
Unrestricted funds	74,027	-	74,027	91,353
Restricted funds	-	56,129	56,129	36,526
Total funds	<u>74,027</u>	<u>56,129</u>	<u>130,156</u>	<u>127,879</u>

The financial statements were approved by the board of trustees on 17/06/2024

Surekha Thind (Trustee)

Bradford People First

Notes to the accounts

for the year ended 30 September 2023

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

At the time of approving these accounts we have learnt that our local authority funding will not be renewed. Whilst this is a significant part of our annual income we have sufficient reserves to continue in the short term and will be looking at alternative funding sources during the year. At the time of approval the trustees consider the charity to be a going concern.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if 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.

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 2023

2 Grants and donations	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
City of Bradford Met. District Council	-			4,900
Equality Together (Innovations)	-	22,770	22,770	22,500
Equality Together (Lot 2)	-	59,912	59,912	60,104
Lloyds Bank Foundation	-	27,250	27,250	25,000
Mencap	-	-	-	7,000
CNET Mental Wellbeing	-	5,000	5,000	-
Other donations	1,625	-	1,625	589
	<u>1,625</u>	<u>114,932</u>	<u>116,557</u>	<u>120,093</u>

3 Staff costs and numbers	2023 £	2022 £
Gross salaries	83,135	56,188
Social security costs	4,921	2,704
Employment allowance	(4,921)	(2,704)
Pensions	1,296	730
	<u>84,431</u>	<u>56,918</u>

The average number of employees during the year was 5.7, being an average of 3 full time equivalent (2022: 4.8, 2.3 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2023 £	2022 £
Costs of the scheme to the charity for the year	1,296	730
Amount of any contributions outstanding at the year end	266	-
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)	3,305	-	3,305	-	-
Equality Together (Innovations)	16,715	22,770	19,545	-	19,940
Learning Disability England	1,064	-	1,064	-	-
Lloyds Bank Foundation	-	27,250	21,558	-	5,692
Equality Together (Lot 2)	15,442	59,912	49,857	-	25,497
CNET Mental Wellbeing	-	5,000	-	-	5,000
	<u>36,526</u>	<u>114,932</u>	<u>95,329</u>	<u>-</u>	<u>56,129</u>

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.
Lloyds Bank Foundation	Towards core costs.
Equality Together (Lot 2)	Towards salaries, rent and other running costs.
CNET Mental Wellbeing	Towards pop up events within the community to increase our reach to people with learning disabilities to better manage their mental wellbeing.

Bradford People First
Notes to the accounts continued
for the year ended 30 September 2023

5 Debtors and prepayments	2023	2022
	£	£
Debtors	-	400
Accrued income	13,819	4,692
Other debtors	1,723	945
	<u>15,542</u>	<u>6,037</u>

6 Cash at bank and in hand	2023	2022
	£	£
Cash at bank	114,898	122,479
Cash in hand	864	203
	<u>115,762</u>	<u>122,682</u>

7 Creditors and accruals	2023	2022
	£	£
Accruals	882	840
	<u>1,148</u>	<u>840</u>

8 Related party transactions

Trustee expenses

During the year trustees were paid a total of £96 in respect of transport and refreshments in respect of their volunteering time (previous year £332).

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 £38,827 (previous year: £25,452).

Bradford People First

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 30 September 2023

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
Income						
Grants and donations	1,625	25,589	114,932	94,504	116,557	120,093
Training fees	400	400	-	-	400	400
Fundraising events	133	302	-	-	133	302
Other income	231	-	-	-	231	-
Total income	2,389	26,291	114,932	94,504	117,321	120,795
Expenditure						
Salaries, NIC's and pensions	11,927	1,926	72,504	54,992	84,431	56,918
Payroll charges	509	-	-	625	509	625
Project costs and activities	-	681	-	149	-	830
Training and conferences	-	550	932	50	932	600
Travel and subsistence	96	302	729	302	825	604
Refreshments	216	451	449	160	665	611
Rent and rates	1,838	5,270	16,818	10,374	18,656	15,644
Phone and internet	70	166	972	865	1,042	1,031
Postage, printing and office supplies	773	474	51	885	824	1,359
Insurance	430	-	768	1,112	1,198	1,112
Independent examination	792	-	90	840	882	840
HR support	-	-	-	23	-	23
Memberships and subscriptions	39	38	444	109	483	147
Repairs and maintenance	-	-	-	113	-	113
Computers and software	2,796	666	1,224	2,256	4,020	2,922
Room hire	30	45	225	908	255	953
DBS checks	184	-	123	63	307	63
Volunteer expenses and training	-	40	-	440	-	480
Advertising and publicity	15	-	-	5,004	15	5,004
Total expenditure	19,715	10,609	95,329	79,270	115,044	89,879
Net income / (expenditure)	(17,326)	15,682	19,603	15,234	2,277	30,916
Fund balances brought forward	91,353	66,597	36,526	30,366	127,879	96,963
Fund balances carried forward	74,027	91,353	56,129	36,526	130,156	127,879