

Company Number: 05487998  
Charity Number: 1124792

**People First Merseyside Company Limited  
(A Company Limited by Guarantee)  
Annual Report  
&  
Financial Statements  
For the year ended  
31 March 2022**

Greater Merseyside Community Accountancy Service  
Sefton Council for Voluntary Service  
3rd Floor, Suite 3b  
Burlington House  
Crosby Road North  
Waterloo  
Liverpool  
L22 0LG

SATURDAY



A12 \*ABFMM862\* 29/10/2022 #52  
COMPANIES HOUSE

# People First Merseyside Company Limited

## Contents

---

### Pages

3-12	Trustees' Annual Report
13	Independent Examiner's Report
14	Statement of Financial Activities
15-16	Balance Sheet
17-30	Notes to the Financial Statements

# **People First Merseyside Company Limited**

## **Trustees' Annual Report**

### **For the year ended 31 March 2022**

---

The trustees, who are also Directors for the purposes of the Companies Act, present their annual report and financial statements of the charity for the year ended 31 March 2022. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 applicable in the UK and Republic of Ireland.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

## **Objectives and Activities**

The objects of the charity are to:-

1) To advance and promote the education of those members of the public with learning disabilities or learning difficulties in particular by the provision of training facilities and workshops in self advocacy and related areas, including;

(a) Enabling and assisting people with learning disabilities or learning difficulties to speak up for themselves, to share ideas and voice opinions with others.

(b) Assisting and enabling people with learning disabilities or learning difficulties to enjoy the same rights as everyone else, to attain greater independence, freedom of choice and participation in community.

2) to advance public education about the educational, psychological and emotional needs of people with a learning disability or learning difficulty

3) to promote or assist in promoting research into all aspects of such needs and to disseminate the useful results of such research for the benefit of the public.

In setting our objectives and planning our activities the trustees have given careful consideration to the Charity Commission's guidance on public benefit.

## **Achievements and Performance**

The promotion of Self Advocacy and its benefits for People with learning disabilities is central to People First Merseyside. We aim to help people with learning disabilities in Liverpool and Sefton to:

Improve their Self-confidence and Self Esteem

Reduce Social Isolation

Improve Psychological well being

Have more choice and control over their own lives.

2021 - 2022 has been a year of change for People First Merseyside. In October 2021 the coordinator of 15 years left the organisation. This has left a gap in the workforce. We were able to recruit internally with someone who has worked at the organisation for 20 years and was able to take on the duties of the previous coordinator allowing for an almost seamless transition.

This meant we had to have an internal reorganisation of the workforce; we took on 2 part time workers to back fill a vacant post.

# **People First Merseyside Company Limited**

## **Trustees' Annual Report**

### **For the year ended 31 March 2022**

---

We then lost another full-time worker in December, we recruited externally to fill this post. As soon as we were able, we reopened our office to members as we felt as a user led organisation this was extremely important. We had to adhere to many restrictions including limiting the time members were present and hiring a larger room to allow for social distancing.

We were able to offer members activity on most days as well as supporting members to attend the various partnership and network meetings taking place on Zoom and Teams.

Paid workers were now able to do a mixture of home and office working which is something we have continued to do allowing them more flexibility.

During the whole of the pandemic, we were able to continue with our work in one form or another this is why when restrictions were lifted we were able to respond and adapt to the changes very quickly.

Even though this has still been a difficult year we have been able to achieve positive outcomes and at this point we are able to take on new challenges, and have achieved success in the following areas.

#### **Sefton**

This year the Sefton Group has seen a change in the workforce as the Sefton worker took on the role of coordinator, we recruited internally to fill the vacant post with someone who is extremely skilled and familiar with the geography and landscape of Sefton. This meant that there was a seamless transition.

Our Sefton group have continued to provide a self-advocacy service for adults with a learning disability living within the borough of Sefton. This work is funded by Sefton MBC and Sefton CCGs.

The Sefton group support the work of the Sefton Transforming Care Partnership Board. People First Merseyside are taking a lead in supporting the Learning-Disabled Co Chairs at meetings. This year we have been part of a reorganisation of this board. The changes to health and social care becoming the ICB (integrated Care Board) this board is now called the Sefton Learning Disability and/or Autism Coproduction Board. We continue to be an integral part of this work.

Members in Sefton take part in Community Networking meetings such as Health and Social Care Forum and Healthwatch's Community Champions Network. These meetings are an opportunity to promote the work of People First Merseyside and self-advocacy in Sefton. Meetings are still taking place on Zoom and Teams, however some are now starting to think about returning to face to face meetings.

Members were able to continue being part of these networks and to speak up about the services they receive in Sefton.

This year also we have been involved in some larger pieces of work including the procurement and development of Day opportunities in Sefton. This included development of easy read consultation materials that were to be distributed to people across the borough to enable people to be involved in having a say, as well as supporting the development of a reference group working in partnership with Sefton council to engage with People with learning disabilities and/or autism, parents and carers and professionals.

During this period, we had 5,889 interactions with 991 individuals from Sefton and took part in:

- 82 consultation events

- 72 Training Sessions

- 53 Community Network Meetings

- 159 Awareness Raising Sessions

- 1,566 1 to 1 member support sessions

- 225 Community Activities

# **People First Merseyside Company Limited**

## **Trustees' Annual Report**

### **For the year ended 31 March 2022**

---

Members of People First Merseyside Sefton group gave 4072 volunteer hours valued at delivered £53,600 from April 2021 - March 2022. This number is reflective of recovery as we come away from restrictions a result of the pandemic think this is significant achievement and shows the commitment of our members.

#### **Merseyside Live and Learn project**

People First Merseyside Live and Learn project was funded by the National Lottery Community Fund, John Moores Foundation, PH Holt and The Community Transition Fund in 2021/22 the project provided a social support group run by and for people with a learning disability.

The original project was adversely affected by the pandemic restricting opportunities to access the community. Members talked about a change in direction. It was highlighted that for the last 2 years members have felt less in control of the organisation including how they use the office, many of them felt they had lost the skills they used to have around office skills including using the computers, answering the phone and taking messages, contributing to newsletters and websites etc.

The aims of this new project are to increase the office skills of members to enable them to feel more involved in the day to day running of the office.

For this change to the project we had a peer led approach, some of our more able members became team leaders and were given the opportunity to support the less able members of the group. This increased the skill level of all of our members who were able to take activities such as typing, answering the telephone doing research, using office equipment such as the photocopier and shredder.

During 2021/22 70 people with learning disabilities have taken part in regular meetings and activities.

#### **Dignity And Voices In Dying (DAVID)**

The DAVID Project is funded for 5 years by the National Lottery Community Fund. It aims to address the subject of death and dying for people with learning disabilities. The project was developed after the death of one of People First Merseyside's members. When he died, he had no family to make arrangements for his funeral. Our members expressed a desire to learn more about dying and how to plan for our own deaths.

Despite the continued impact of covid on the delivery of the DAVID project, over the past 12 months we have re-established weekly face-to-face whole-day sessions. This has enabled us to commence and progress key aspects of the Project and revisit some of the potentially more emotive issues with one-to-one support available. Members are keen to advance the DAVID project, to share their experiences and, during the last year we have had a complete change in the workforce, the staff team now comprises one full-time plus two part-time development workers, we have the capacity to organise additional focussed sessions.

In our task and finish groups we have discussed emergency cards, ReSPECT/ADRT forms, decisions regarding resuscitation (DNACPR documentation), Will making and organising a Power of Attorney. A local solicitor specialised in Wills and Probate met with members to answer questions and offer ongoing guidance. A representative from Thompsons Funerals, local co-ordinator of Dignity funerals, joined members in May to discuss funeral planning, while input from Liverpool Bereavement Counselling will consolidate the work already undertaken on the stages of grief. Members are nearing the completion of script-writing in preparation for a series of 6 short informative and accessible films to be made with local film-maker Jake Ryan, in June/ July 2022. These films will serve as a core aspect of future workshops, death cafes and roadshows, alongside member-led presentations, activities, and easy-read booklets.

# **People First Merseyside Company Limited**

## **Trustees' Annual Report**

### **For the year ended 31 March 2022**

---

Additionally, members have continued their collaboration with Photosymbols, an online photo library for easy-read information featuring actors with learning disabilities. They have now met director, Pete Le Grys, in person, provided initial feedback on ideas and selected two representatives who will act as models for a series of images relating to death and bereavement. Members will also act as expert advisors and opportunities for ongoing collaborations are being considered.

Keen to share their learning, members facilitated a Death Cafe, offering a relaxed social space in which topics relating to death and bereavement could be discussed, at a People Shaped Support (PSS) Centre, in December 2021. With the easing of covid restrictions, links with New Directions have been re-established and members are excited at the prospect of delivering workshops to carers.

During this reporting period we have recorded the following:

- 21 steering group sessions.
- 32 task and finish group sessions.
- 29 members engaged with in steering groups and Task and finish Groups .
- 4 Death Cafes

#### **Advocacy Liaison Officer**

Funded by the Steve Morgan Foundation in the period 2021/22 our Advocacy Liaison Officer has continued to provide 1 to 1 issue-based Advocacy for people with learning disabilities and or autism. These individuals come with complex personal issues that take time to deal with.

The grant has had a huge impact on the organisation. As a user led self advocacy group we work with our members in groups, this did not allow us to support members with 1 to 1 issues that were often complex in nature requiring engagement with other organisations and agencies which can be complex and time consuming.

As a small organisation with little spare capacity within the workforce dealing with these issues was difficult. Having an additional worker dedicated to supporting members with these issues meant they were given the support they needed from someone who can spend time with them and support them to navigate complicated systems and processes.

"Having this funding from The Steve Morgan Foundation has given us the capacity to support our members with 1 to 1 complex issues giving them the time and support they need for as long as they need it.

We have noticed an improvement in the physical and mental health of those The Advocacy Liaison officer has supported, he has truly been an asset to the organisation."

Aside from practical support, we also provide emotional support when facing up to frightening issues. Knowing that they have a safety net for all matters gives our members a sense of security which they might otherwise not have available as a person with a learning disability.

In some cases, providing this intermediary role can relieve the pressure on families, and so help maintain positive familial relationships.

In its second year, this project has supported PFM members with a multitude of issues including, but not limited to the following:

- Social Services' referrals for,
- safeguarding,
- new care packages,

# People First Merseyside Company Limited

## Trustees' Annual Report

### For the year ended 31 March 2022

---

rehousing.  
Chasing up medical referrals and attending appointments.  
Domestic abuse  
Hate crimes.  
Support completing and sending forms and attending meetings  
Benefits issues including applications and appeals.  
Debt management including setting up repayments, write-offs, and refunds.  
Official complaints.  
Accessing mental health support including counselling and medication reviews.  
Commercial and tax refunds. -  
Moving homes.  
Occupational Therapy needs and accessibility in the home.  
Financial capacity assessments.

Regardless of the issue in hand, our members know they can come to us for support, and we will do everything in our power to either address the problem directly or signposting to someone who can. This knowledge helps promote a general sense of safety for our members many of whom do not have other sources of support and would otherwise be much more vulnerable. In many cases, having long term and regular engagement with our members means we develop a deep understanding and trust, and therefore can support them in a manner that another agency could not. When an issue is resolved with someone receiving one-to-one advocacy support, often they carry forward acquired knowledge they have learned from the work done together which can help them avoid similar situations in future.

#### **Autism Liaison Officer**

In 2021/22 we employed a autism Liaison officer with funding from NHS England.

Lisa role was to provide support to individuals with a diagnosis of Autism who are not eligible for statutory services. As a result of the pandemic many people with autism had become socially isolated, we wanted to offer people the opportunity to enter back into society in a safe and supportive environment.

Communication is a common but complex challenge for many Autistic people. Lisa uses resources that reduce anxieties including a one-page profile that enables a person to share information about their needs and how they can be supported well e.g., with an employer or when starting with a new group.

Unfortunately, we were unable to secure further funding for this post beyond March 2022.

#### **Lloyds Banking Foundation Fund**

In this funding period we received £25,000 of funding from Lloyds banking Foundation to contribute towards our core costs and to enable us to become more self-sustaining and less reliant on short term project funding. As we had already agreed the organisational budget for this financial year the board made the decision to defer this pot of money into the 2022/23 financial year, allowing us the time to work with a consultant provided by Lloyds to develop a strategic plan and set our priorities for spending.

#### **NHS England commissioned projects**

We have several projects commissioned by NHS England in progress during this reporting period.

##### **Cancer Red Flag Symptoms & Look After Your Lungs:**

# **People First Merseyside Company Limited**

## **Trustees' Annual Report**

### **For the year ended 31 March 2022**

---

During this funding period we were able to deliver those awareness raising roadshows across the Northwest and Yorkshire and Humber that were delayed as a result of the pandemic. In total we delivered 42 roadshows. This was not as many as we originally planned, due to organisations still having restrictions and not allowing others in their buildings.

Those we did deliver were a great success and in total we met 528 individuals and had some really positive feedback from those who attended.

#### **Learning Disability Annual Health Checks:**

In this funding period we have continued to promote annual health checks and attended lots of events promoting the booklets and delivering them across Sefton. The booklets were completed and 10,000 printed.

#### **Passport To Good Health:**

The aim of the project is to promote good general health and health services to people with learning disabilities in Sefton. Again, the project had to be adapted due to Covid lockdown restrictions. The project began with a series of sessions for our members to learn about a range of health issues and services e.g., screening services, Immunisations, chronic conditions etc.

Members then worked on developing an accessible easy read booklet covering a wide range of health topics. The booklets were completed and 4,500 have been printed.

We have been unable to have the 3 events to promote the booklets and raise awareness of general health for people with learning disabilities, parents / carers and provider organisations as organisations still have restrictions about attending face to face events.



# **People First Merseyside Company Limited Trustees' Annual Report For the year ended 31 March 2022**

---

## **Financial Review**

The charity had a deficit for the year of £26,374 (2021: surplus £33,284). The deficit on the unrestricted funds was £17,321 (2021: Surplus 33,714). Net assets at 31 March 2022 were £240,208.

The balance on the general fund at 31 March 2022 was £46,203.

### **Reserves Policy**

The Charity endeavours to retain in its unrestricted funds, sufficient funds to cover three months' turnover for the Charity's core activities. The Trustees require a minimum of at least this figure at the start of each financial year in order to safeguard against budgetary problems occasionally experienced by our core funders. Therefore a Contingency Fund of £59,857 has been designated.

## **Plans for Future Periods**

The Board of Directors continues to discuss and source alternative sources of income to diversify funding streams in the future.

The Trustees have set aside full Redundancy Provisions for staff who meet the criteria.

## **Reference and administrative details**

Charity number: 1124792

Company number: 05487998

Registered Office: 3rd Floor The Investment Centre, 375 Stanley Road, Bootle L20 3EF

# People First Merseyside Company Limited

## Trustees' Annual Report

### For the year ended 31 March 2022

---

#### Our advisors

Independent Examiner: Anthony Deegan MAAT, MICB Pm.dip  
Bankers: Unity Trust Bank, 4 Brindleyplace, Birmingham. B1 2JB

#### Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purposes of charity law. The trustees and officers serving during the year and since the year-end were as follows:

##### Trustees

Andy Bowskill  
Patrick Burke  
Karen Duffy  
Rebecca Ferguson  
Emma Grange  
Nicola Hall  
Phillip Hume  
Geraldine McConaghy - appointed 30 May 2022  
Siobhan Storey  
Susan Williams  
Simon Walker - appointed 28 June 2021  
Jade Martlew  
Paul Walsh

##### Other Key Management personnel:

Co-ordinator to October 2021 Helen Flett  
Co-ordinator from October 2021 Joanne English

# **People First Merseyside Company Limited Trustees' Annual Report For the year ended 31 March 2022**

---

## **Structure, Governance and Management**

### **Governing Document**

People First Merseyside Company Limited is a company limited by guarantee governed by its Memorandum and Articles of Association dated 22nd June 2005. It is registered with the Charity Commission. Anyone over the age of 18 can become a member of the Company and there are currently 13 members (11 in 2021), each of whom agrees to contribute £10 in the event of the charity winding up.

### **Appointment of trustees**

As set out in the Articles of Association the trustees are elected by members of the charitable company attending the Annual General Meeting. The longest service one third of trustees retires each year and is able to offer themselves for re-election.

### **Related parties and co-operation with other organisations**

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager of the charity and any client or supplier is disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

### **Risk Management**

The trustees have a risk management strategy which comprises:

- \* an annual review of the principal risks and uncertainties that the charity faces;
- \* the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- \* the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is the major financial risk for both the charity and its subsidiary. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due, regular liaison with the bank and active management of trade debtors and creditors balances to ensure sufficient working capital by the charity.

Attention has also been focused on non-financial risks arising from fire, health and safety of clients, food hygiene. These risks are managed by ensuring accreditation is up to date, having robust policies and procedures in place, and regular awareness training for staff working in these operational areas.

# People First Merseyside Company Limited

## Trustees' Annual Report

### For the year ended 31 March 2022

---

## Trustees' Responsibilities

The trustees, who are also the directors of People First Merseyside Company Limited for the purpose of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity 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 and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year. In preparing the financial statements, the trustees are required to:

- 1) select suitable accounting policies and then apply them consistently;
- 2) observe the methods and principles on the Charities SORP;
- 3) make judgements and estimates that are reasonable and prudent;
- 4) state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 5) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for the safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the board of trustees on 24th October 2022 and signed on their behalf.

Andrew Bowskill  
Trustee



Sue Williams  
Trustee



# **Independent Examiner's Report To the trustees of People First Merseyside Company Limited For the year ended 31 March 2022**

I report on the accounts of the charity for the year ended 31 March 2022 which are set out on pages 14 to 30.

## **Responsibilities and basis of report**

As the charity's trustees of People First Merseyside (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Company's Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(95)(b) of the 2011 Act.

## **Independent examiner's statement**


I am a member of the AAT and I am bound by the code of ethics issued by FRC's Revised Ethical Standard 2016.

Accounts preparation services were provided by Sefton CVS, my employer, and I as examiner have applied the ethical standard to my work.

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



Anthony Deegan MAAT, MICB Pm.dip  
Community Accountant  
Sefton Council for Voluntary Service  
Crosby Road North  
Waterloo  
Liverpool  
L20 0LG  
24th October 2022

# People First Merseyside Company Limited

## Statement of Financial Activities

(Incorporating Income & Expenditure Account)

### For the year ended 31 March 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Income and endowments from:					
Donations and legacies	2	4,575	-	4,575	1,216
Charitable activities	3	-	235,963	235,963	274,821
Other trading activities	4	7,660	-	7,660	29,211
Investments	5	34	-	34	57
Other	6	295	450	745	3,117
<b>Total income</b>		<b>12,564</b>	<b>236,413</b>	<b>248,977</b>	<b>308,422</b>
Expenditure on:					
Charitable activities	7	29,957	245,394	275,351	275,138
<b>Total expenditure</b>		<b>29,957</b>	<b>245,394</b>	<b>275,351</b>	<b>275,138</b>
<b>Net (expenditure)/income</b>		<b>(17,393)</b>	<b>(8,981)</b>	<b>(26,374)</b>	<b>33,284</b>
Transfers between funds		72	(72)	-	-
Other recognised gains:					
<b>Net movement in funds</b>		<b>(17,321)</b>	<b>(9,053)</b>	<b>(26,374)</b>	<b>33,284</b>
Reconciliation of funds:					
Funds b/fwd		123,383	143,201	266,584	233,299
Funds c/fwd		106,060	134,148	240,208	266,584

The Statement of Financial Activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

All income and expenditure derive from continuing activities.

The notes on pages 17 to 30 form part of these financial statements

# People First Merseyside Company Limited

## Balance Sheet

### As at 31 March 2022

Company Number: 05487998

	Note	2022 £	2021 £
<b>Current Assets</b>			
Debtors	11	21,503	7,679
Cash at bank and in hand	12	245,307	279,233
		<u>266,810</u>	<u>286,912</u>
<b>Creditors: Amounts falling due within one year</b>	13	473	455
		<u>266,337</u>	<u>286,457</u>
<b>Net Current Assets</b>		266,337	286,457
<b>Total Assets Less Current Liabilities</b>		<u>266,337</u>	<u>286,457</u>
<b>Provisions for Liabilities</b>	14	(26,129)	(19,874)
<b>Total Net Assets</b>		<u>240,208</u>	<u>266,583</u>
<b>Funds of the charity</b>			
Designated Funds		59,857	49,925
General Fund		46,203	73,458
		<u>106,060</u>	<u>123,383</u>
<b>Total Unrestricted Funds</b>	15	106,060	123,383
<b>Restricted Funds</b>	16	134,148	143,201
		<u>240,208</u>	<u>266,584</u>
<b>Total Funds</b>		<u>240,208</u>	<u>266,584</u>

The notes on pages 17 to 30 form part of these financial statements

# People First Merseyside Company Limited

## Balance Sheet

### As at 31 March 2022

(cont.)

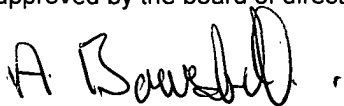
Company Number: 05487998

In approving these financial statements as directors of the company we hereby confirm the following:  
For the year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

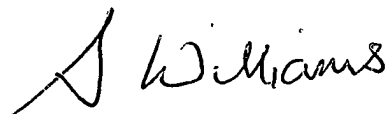
Directors' responsibilities:

- 1) The members have not required the company to obtain an audit for its accounts for the year in question in accordance with section 476.
- 2) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The accounts were approved by the board of directors on 24th October 2022.



Andrew Bowskill, Trustee



Sue Williams, Trustee



# People First Merseyside Company Limited

## Notes to the Accounts

### For the year ended 31 March 2022

---

#### 1 Accounting Policies

##### 1a Basis of preparation

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

People First Merseyside Company Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for Charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The functional currency used by People First Merseyside Company Ltd. is the £ Sterling.

##### 1b. Preparation of the accounts on a going concern basis

The unrestricted reserves are considered to be sufficient and are consistent with the reserves policy. The accounts have therefore been prepared on a going concern basis.

##### 1c. Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

The notes on pages 17 to 30 form part of these financial statements

# People First Merseyside Company Limited

## Notes to the Accounts (cont.)

### For the year ended 31 March 2022

---

#### 1 Accounting Policies (cont.)

##### 1d. Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

##### Self advocacy

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

##### 1e. Fund Accounting

All income and expenditure together with gains and losses are allocated to a specific charitable fund.

Unrestricted funds are available to spend on activities that further any of the purposes of the charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Further details of designated funds together with their purpose are set out in note 15.

Restricted funds are donations which the donor has specified are to be used solely for particular areas of the charity's work or for specific projects being undertaken by the charity. Further details of restricted funds together with their purposes are set out in note 16.

##### 1f. Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### 1g. Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

# People First Merseyside Company Limited

## Notes to the Accounts (cont.)

### For the year ended 31 March 2022

---

#### 1 Accounting Policies (cont.)

##### 1h. Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

##### 1i. Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

#### 2. Donations and Legacies

	2022 £	2021 £
Donations	4,575	1,021
Membership dues	-	195
	<u>4,575</u>	<u>1,216</u>

The notes on pages 17 to 30 form part of these financial statements

# **People First Merseyside Company Limited** **Notes to the Accounts (cont.)** **For the year ended 31 March 2022**

## **3. Charitable Activity Income**

	2022 £	2021 £
Sefton Health Authority	52,400	52,400
National Lottery Dignity&Voices In Dying	75,546	74,531
National Lottery Live & Learn (Live & Learn)	-	18,385
John Moores Foundation	10,000	-
Grantscape	-	5,221
Sefton CCG Community Champions	2,462	-
NHSE Transforming Care	20,978	-
Lloyds Bank Foundation	25,000	8,458
European Social Fund	352	14,425
Merseycare	17,000	-
NHSE Roadshows	-	13,768
PH Holt	-	8,250
NHS Autism Awareness	-	25,000
LCR Cares Covid Fund	-	9,364
Groundwork	-	500
Steve Morgan Foundation	15,000	18,357
NLCF Covid Fund	-	26,162
Sefton MBC Community Transition Fund	17,225	-
	<u>235,963</u>	<u>274,821</u>

Income from charitable activities has been applied to the following activities:

	2022 £	2021 £
Self advocacy	236,163	274,821
	<u>236,163</u>	<u>274,821</u>

The notes on pages 17 to 30 form part of these financial statements

# People First Merseyside Company Limited

## Notes to the Accounts (cont.)

### For the year ended 31 March 2022

---

#### 4. Other trading activity income

	2022 £	2021 £
Services	900	6,900
Management fees	6,760	19,092
Overhead Fees	-	2,136
Room Hire	-	1,083
	<u>7,660</u>	<u>29,211</u>

#### 5. Investment Income

	2022 £	2021 £
Interest Receivable	34	57
	<u>34</u>	<u>57</u>

#### 6. Other Income

	2022 £	2021 £
Other income	745	3,117
	<u>745</u>	<u>3,117</u>

The notes on pages 17 to 30 form part of these financial statements

# **People First Merseyside Company Limited** **Notes to the Accounts (cont.)** **For the year ended 31 March 2022**

---

## **7. Charitable Activities Expenditure**

	Activities Undertaken Directly £	Support Costs £	Total 2022 £	Total 2021 £
Self advocacy	245,050	30,501	275,551	275,138
	<u>245,050</u>	<u>30,501</u>	<u>275,551</u>	<u>275,138</u>

## **8. Support Costs**

	Management & Administration £	Total 2022 £	Total 2021 £
Self advocacy	30,501	30,501	38,565
	<u>30,501</u>	<u>30,501</u>	<u>38,565</u>

The notes on pages 17 to 30 form part of these financial statements

# **People First Merseyside Company Limited** **Notes to the Accounts (cont.)** **For the year ended 31 March 2022**

---

## **9. Staff Costs**

	2022 £	2021 £
Wages and Salaries	171,996	164,763
Redundancy	6,255	3,405
Social Security costs	8,491	8,434
Pension costs	5,015	5,275
	<u>191,757</u>	<u>181,877</u>

The average number of employees during the 2022 was:

	2022 Number	2021 Number
Management & Support Staff	9	9
	<u>9</u>	<u>9</u>

The trustees received no remuneration during the year (2021: £nil).  
The trustees did not receive any expenses during the year (2021: £nil).

# People First Merseyside Company Limited

## Notes to the Accounts (cont.)

### For the year ended 31 March 2022

---

#### 10. Key Management Personnel

The trustees consider that the key management personnel comprise the trustees listed on page 9 and the Senior Management Team as follows:-

##### Senior Management Team

	To October 2021	
	From October 2021	
	2022	2021
	£	£
Co-ordinator - Helen Flett		
Co-ordinator - Joanne English		
Total Remuneration	33,295	31,210

#### 11. Debtors

	2022	2021
	£	£
Amounts falling due within one year		
Trade debtors	21,503	7,679
	21,503	7,679

#### 12. Cash at bank and in hand

	2022	2021
	£	£
Cash at bank	244,919	279,014
Cash in hand	388	219
	245,307	279,233

The notes on pages 17 to 30 form part of these financial statements



# **People First Merseyside Company Limited** **Notes to the Accounts (cont.)** **For the year ended 31 March 2022**

---

**13. Creditors: Amounts falling due within one year**

	2022 £	2021 £
Accruals and deferred income	473	455
	<u>473</u>	<u>455</u>

**14. Provisions for Liabilities**

	2022 £	2021 £
Redundancy provision	26,129	19,874
	<u>26,129</u>	<u>19,874</u>

The notes on pages 17 to 30 form part of these financial statements

# People First Merseyside Company Limited

## Notes to the Accounts (cont.)

### For the year ended 31 March 2022

---

#### 15. Unrestricted Funds

	Balance brought forward 2020 £	Income £	Expenditure £	Transfers between funds £	Balance carried forward 2021 £
<i>General Fund</i>	27,663	33,051	662	12,082	73,458
Designated Funds					
<i>Contingency Fund</i>	62,007	-	-	(12,082)	49,925
<i>Total Funds (previous year)</i>	<u>89,670</u>	<u>33,051</u>	<u>662</u>	<u>-</u>	<u>123,383</u>
	Balance brought forward 2021 £	Income £	Expenditure £	Transfers between funds £	Balance carried forward 2022 £
<i>General Fund</i>	73,457	12,365	(29,759)	(9,860)	46,203
Designated Funds					
<i>Contingency Fund</i>	49,925	-	-	9,932	59,857
<i>Total Funds (current year)</i>	<u>123,382</u>	<u>12,365</u>	<u>(29,759)</u>	<u>72</u>	<u>106,060</u>

The Contingency Fund is designated to cover 3 months' running costs in order to provide against fluctuations in income.

# People First Merseyside Company Limited

## Notes to the Accounts (cont.)

### For the year ended 31 March 2022

#### 16. Restricted Funds

	Balance brought forward 2020 £	Income £	Expenditure £	Transfers between funds £	Balance carried forward 2021 £
<i>Lloyds Bank Foundation</i>	3,360	8,458	(11,818)	-	-
<i>National Lottery Community Fund (DAVID)</i>	24,143	74,531	(63,272)	-	35,402
<i>National Lottery Community Fund (Merseyside Live &amp; Learn Group)</i>	20,088	18,385	(32,302)	-	6,171
<i>National Lottery Community Fund (Don't Live Lonely Lives)</i>	4,645	-	(4,645)	-	-
<i>NHSE Roadshows</i>	43,316	13,768	(26,873)	-	30,211
<i>Sefton MBC</i>	-	52,400	(26,776)	-	25,624
<i>Steve Morgan Foundation</i>	-	18,357	(17,658)	-	699
<i>NHSE Autism Awareness</i>	-	25,000	(569)	-	24,431
<i>Other</i>	48,077	64,472	(91,888)	-	20,661
<b>Total Funds (previous year)</b>	<b>143,629</b>	<b>275,371</b>	<b>(275,801)</b>	<b>-</b>	<b>143,199</b>
<b>Other Funds</b>					
<i>NHSE LeDeR</i>	-	450	(300)	-	150
<i>Groundwork</i>	-	500	(500)	-	-
<i>LCR Cares Covid Fund</i>	-	9,364	(9,364)	-	-
<i>NCLF Covid Fund</i>	-	26,162	(26,162)	-	-
<i>BBC Home Services</i>	-	100	(100)	-	-
<i>P H Holt</i>	-	8,250	-	-	8,250
<i>Sefton CVS Community Resilience</i>	837	-	(288)	-	549
<i>NHSE Passports to Good Health</i>	21,001	-	(14,722)	-	6,279
<i>NHSE Annual Health Checks</i>	21,179	-	(18,538)	-	2,641
<i>European Social Fund</i>	2,773	14,425	(17,198)	-	-
<i>Grantscape Burbo Bank Extension Fund</i>	2,288	5,221	(4,716)	-	2,793
<b>Total other funds (previous year)</b>	<b>48,078</b>	<b>64,472</b>	<b>(91,888)</b>	<b>-</b>	<b>20,662</b>

The notes on pages 17 to 30 form part of these financial statements

# People First Merseyside Company Limited

## Notes to the Accounts (cont.)

### For the year ended 31 March 2022

#### 16. Restricted Funds (cont.)

	Balance brought forward 2021 £	Income £	Expenditure £	Transfers between funds £	Balance carried forward 2022 £
Lloyds Bank Foundation	-	25,000	-	-	25,000
National Lottery Community Fund (DAVID)	35,402	75,546	(66,476)	-	44,472
National Lottery Community Fund (Merseyside Live & Learn Group)	6,172	-	(6,172)	-	-
NHSE Roadshows	30,211	-	(18,062)	-	12,149
Sefton MBC	25,624	52,400	(78,024)	-	-
Steve Morgan Foundation	699	15,000	(15,061)	-	638
NHSE Autism Awareness	24,432	-	(24,432)	-	-
John Moores Foundation	-	10,000	(10,000)	-	-
Other	20,661	58,467	(27,167)	(72)	51,889
<b>Total Funds (current year)</b>	<b>143,201</b>	<b>236,413</b>	<b>(245,394)</b>	<b>(72)</b>	<b>134,148</b>
<b>Other Funds</b>					
NHSE LeDeR	150	450	(450)	-	150
P H Holt	8,250	-	(8,250)	-	-
Sefton CVS Community Resilience	549	-	(549)	-	-
NHSE Passports to Good Health	6,279	-	(2,496)	-	3,783
NHSE Annual Health Checks	2,641	-	(293)	-	2,348
European Social Fund	-	352	(352)	-	-
Grantscape Burbo Bank Extension Fund	2,792	-	(2,720)	(72)	-
Community Champions Fund	-	2,462	(2,462)	-	-
Community Transition Fund	-	17,225	(9,596)	-	7,629
MerseyCare Blood Pathways	-	17,000	-	-	17,000
NHS England DNACPR	-	20,978	-	-	20,978
<b>Total other funds (current year)</b>	<b>20,661</b>	<b>58,467</b>	<b>(27,167)</b>	<b>(72)</b>	<b>51,889</b>

The use of restricted funds is determined by the grant provider.

Lloyds Bank Foundation, core funding to work towards sustainability

Sefton MBC/Sefton CCG's funding to provide a self-advocacy service for people with a learning disability in Sefton delivered in accordance with chapter 4 of the Valuing People White paper

National Lottery funding was received for Dignity and Voices in dying (DAVID) and Live and Learn

NHS England funding for Cancer Red flag/ Lungs, Autism Advocacy Service, Annual health checks and passport to good health projects

John Moores Foundation to deliver Merseyside Live and learn project, enabling people with learning disabilities to engage in community opportunities, build friendships and reduce social isolation.

PH Holt to deliver Merseyside Live and learn project, enabling people with learning disabilities to engage in community opportunities, build friendships and reduce social isolation.

The notes on pages 17 to 30 form part of these financial statements

# People First Merseyside Company Limited

## Notes to the Accounts (cont.)

### For the year ended 31 March 2022

---

#### 16. Restricted Funds (cont.)

Sefton Community Transition fund to deliver Merseyside Live and learn project, enabling people with learning disabilities to engage in community opportunities, build friendships and reduce social isolation.

Steve Morgan foundation funding to provide an Advocacy Liaison officer working 1 to 1 with adults with learning disabilities across Merseyside.

#### 17. Analysis of Net Assets

Previous year ended 31 March 2021

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Current Assets	93,787	49,925	143,201	286,913
Current Liabilities	(455)	-	-	(455)
Long Term Liabilities	(19,874)	-	-	(19,874)
	<u>73,458</u>	<u>49,925</u>	<u>143,201</u>	<u>266,584</u>

Current year ended 31 March 2022

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Totals Funds £
Current Assets	72,805	59,857	134,148	266,810
Current Liabilities	(473)	-	-	(473)
Long Term Liabilities	(26,129)	-	-	(26,129)
	<u>46,203</u>	<u>59,857</u>	<u>134,148</u>	<u>240,208</u>

The notes on pages 17 to 30 form part of these financial statements

# People First Merseyside Company Limited

## Notes to the Accounts (cont.)

### For the year ended 31 March 2022

---

#### 18. Comparative Statement of Financial Activities Information

In order to comply with Financial Reporting Standard 102 which requires comparative information to be provided for all amounts, this note provides the necessary disclosure for comparative purposes of the Statement of Financial Activities for the year ended 31 March 2021.

	Unrestricted Fund £	Restricted Fund £	Total Funds £
Income			
Donations and legacies	1,216	-	1,216
Comparative activities	-	274,821	274,821
Other Trading Activities	29,211	-	29,211
Investments	57	-	57
Other income	2,567	550	3,117
	<hr/>	<hr/>	<hr/>
Total income	33,051	275,371	308,422
	<hr/>	<hr/>	<hr/>
Expenditure on			
Charitable activities	(662)	275,801	275,138
	<hr/>	<hr/>	<hr/>
	(662)	275,801	275,138
	<hr/>	<hr/>	<hr/>
Net income/(expenditure)	33,714	(430)	33,284
Other Recognised gains:			
	<hr/>	<hr/>	<hr/>
Net movement in funds	33,714	(430)	33,284
	<hr/>	<hr/>	<hr/>

The notes on pages 17 to 30 form part of these financial statements