

People First Keighley & Craven

England & Wales · Charity number 1125278

Details

Other names	PEOPLE FIRST KEIGHLEY
Status	Registered
Legal form	Other
Registered	2008-07-30
Register	View on the Charity Commission register

Contact

Address	Room 26 Central Hall Alice Street Keighley West Yorkshire BD21 3JD
Phone	01535 607222
Email	admin@peoplefirstkc.com
Website	www.peoplefirstkc.com

Activities

Objects: TO RELIEVE THE NEEDS OF PEOPLE WITH LEARNING DIFFICULTIES INCLUDING ENABLING THEM TO MANAGE A VOLUNTARY GROUP, SPEAK UP FOR THEMSELVES AND GO ON SOCIAL OUTINGS.

Activities: A self Advocacy Charity run by and for adults with learning disabilities to break down barriers and bring people together train groups of professionals about what a learning disability is and meet with service providers to talk about our issues.organise events and raise funds to keep the charity runningHold social events throughout the yearWe are also a accredited training centre

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Accommodation/housing, Economic/community Development/employment, Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Bradford City
- North Yorkshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£193,946	£196,721	-	-
2024-03-31	£194,418	£216,641	-	-
2023-03-31	£174,475	£202,766	-	-
2022-03-31	£221,410	£125,438	-	-
2021-03-31	£173,688	£124,848	-	-

Trustees

Name	Role	Appointed
Charlotte Longbottom		2018-11-20
STEPHEN WHITESIDE		2017-11-01
Steven Brundle		2018-11-20
TOM WALSH		2013-10-04
Tracy Lines		2017-04-27

Accounts

People First Keighley & Craven

Charity number 1125278

Annual Report and Financial Statements **for the year ended 31 March 2025**



People First Keighley & Craven

Annual Report and Financial Statements
for the year ended 31 March 2025

Contents	Page
Trustees' report	2 to 7
Examiner's report	8
Statement of financial activities	9
Balance sheet	10
Notes to the accounts	11 to 16

Prepared by West Yorkshire Community Accountancy Service CIO

People First Keighley & Craven

Trustees' report for the year ended 31 March 2025

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
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Tracey Lines	
Charlotte Longbottom	
Steven Brundle	
Stephen Whiteside	
Tom Walsh	

Charity number	1125278	Registered in England and Wales
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Registered and principal address	Bankers
Room 26, Central Hall	Virgin Money
Alice Street	73 North Street
Keighley	Keighley
BD21 3JD	BD21 3SD

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2025

Structure, governance and management

The charity is governed by a constitution adopted on 1 April 2007, as amended 8 July 2008.

People First Keighley & Craven is governed by a Board of Trustees who are responsible for the strategic direction, governance, and financial oversight of the charity. Trustees meet regularly (every 6 weeks) to review performance, ensure compliance with legal and regulatory requirements, and support the organisation to develop. David Wilford supports the board to deliver its legal governance and charitable objectives.

The charity is led operationally by a staff team who report to the Trustees. Trustees ensure that appropriate policies, safeguarding measures, and financial controls are in place and reviewed regularly.

Method of recruitment and appointment of trustees

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

Objectives and activities

The charity's objects

To relieve the needs of people with learning difficulties including enabling them to manage a voluntary group, speak up for themselves and go on social outings.

The charity's main activities

People First Keighley and Craven is a self and group advocacy organisation, and day service. Working with adults with learning disabilities and/or neurodiversity.

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 advancement of education and the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

Achievements and performance

Advocacy and Voice

Advocacy remained central to the charity's work throughout the year. Members were supported to take part in speaking-up activities, discussions, and engagement with local partners. Trustees observed increased confidence among members, with many actively sharing their views and representing themselves both within the organisation and externally.

The one to ones have continued to help people live the lives they want to.

We continued providing lived-experience training to Airedale Hospital and Bradford University.

We began working with Sue Ryder Care providing their CPD on supporting people with learning disabilities and/or those who are neurodivergent.

Members were reporters at the Learning Disability England Conference and did a great job of covering the important event on our podcast.

Life stories work

Meet the team, YouTube series.

Social, Community and Wellbeing Activities

The charity delivered regular social activities and group sessions aimed at reducing isolation and promoting wellbeing. These activities provided safe, inclusive spaces where members could build friendships, develop peer support networks, and enjoy shared experiences. Trustees recognise the importance of these activities in supporting emotional wellbeing and community inclusion.

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2025

Trips out of the office:

Yorkshire Dales National Park Accessibility Assessment.
Visit to Brontë Museum to support their use of accessible information.
Inclusive Wellbeing Festival 2024
Bradford 2025 launch event!
Co-production group event at Manningham Mills.
Healthier lives meetings throughout the year.
People Powered Press work, creating art using the world's largest letter press.
Modality event supporting our local GPs to do annual health checks with people with learning disabilities at Cougar Park
Safer streets events.
Airedale hospital PFKC event to thank us for the work we've done together.
Community Positive Board in Keighley Library.
Positivity pop up in Keighley town centre
Positivity pop up at Modality event.
Naidex trip and stall.
Group litter picking sessions
This Is Me Festival Trip.
Learning Retreat to Beamsley Project.
Hoot creative arts collaboration work.
Beechcliffe School Information Day
Summer Wellbeing Walk at Cliffe Castle
Walk and Draw at Cliffe Castle

Events at Central Hall

Visit from Mencap
Seated Exercise Session
Airedale Hospital Sensory room consultation
M-Technique training
Women's health event in the office.
Awards ceremony for members.
PFKC Boyband video (at a request from a 1-1).
Mince Pie Moment Event.
Learning Disability Awareness Week Celebrations.
Autism Awareness Week.
Italian Day
Learning Disabilities event with Wil Quick
Talking Mats event- with member SB
Self Care Week
International Day Of Persons With A Disability.
Chinese New Year Celebration
Volunteer Appreciation Week celebrations.
Oliver's Outreach- donating to homeless people.
McMillan Coffee Morning in memory of a member's Grandad.
Halloween video
Love Workshop all about music and Love with Dr Katherine Williams and Dr Lucy Series.
Makaton awareness day.
Frontline wellbeing Makaton Training.
Everybody's Equal video.
Vegan week
Hidden disabilities official organisation week

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2025

Social nights

Airedale Heifer social night.
PFKC Summer Bash at Bingley Rugby Club.
Taylor's on the green social night.
Brontë Restaurant social night.
Games Night at Central Hall!
Christmas Ball.
Balti House Social Night.
The Inn At Eastburn social night.

Skills Development and Learning

Members were supported to develop a range of skills through structured activities, creative projects, and group decision-making. Trustees note the positive impact of these opportunities on confidence, communication, and independence.

Training provided was:

Mental Capacity Act Training.
What is bias? training.
Social media training refresher (new for recently joined members).
Accessible Information
Chinese New Year with Alina
Makaton level one training for volunteers and new staff.
National self care week workshops
UN Women UK workshops with Catrina about CSW69.
Try It, Like It, Do It event with Mencap and Our Active Community. This had lots of wellbeing workshops and training.
Hate crime awareness training and informational videos.
Gentle Dental training at Cougar Park with Modality.
Safer streets training.
Anaphylaxis Awareness Training.
Communication training for social workers and social work students.
Wellbeing walk training at Cliffe Castle.
Pride month workshop
Voting passport week.
Dying Matters Week

Inclusive Wellbeing Festival Sessions

Innabox disability training session.
Happiness Enchanters Confidence Session
MissFits movement workshop
InclusFit fitness session
Kirran Shah wellbeing sessions
JiggleFiit body positivity dance class
Modality partnership mindfulness session.
Eat, Move, Be Happy session.
The M Technique workshop.
Kate Stanforth and Chris audio movement media session

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2025

The People First Podcast

The People First podcast continued to be an important platform for skills development and self-expression, enabling members to share lived experience while gaining experience in media, teamwork, and public communication.

Podcasts go out every Wednesday from February to the middle of December.

Here are the podcasts between April 24 – March 25:

Interview from Future Leader Event in Bradford
Interview with Jo from Bradford Talking Media
Interview from Safer streets Skipton
Interview with author Tiffany Yu about her book The Anti Ableist Manifesto
Interview from Naidex
Interview with Staveley Court, Supported Living
Interview about Dying Matters Awareness Week
Interview with Adam Stanton Wharmby
Interview with Vicky Foxcroft.
Interview with Alex Craddock Sports
Interview with Pride in the Dales
Interview with Sean from the Good Shepherd Centre
Learning Retreat
Interview with Inga Julia Reichelt
Interview with Tom Howells from The Good Food Partnership
Women's Health podcast.
Interview with Maggie Philbin
Interview with Anton Lesser.
Interview with Outside The Box.
Interview with Motability
Interview with Bradford Council about Waste and Recycling
Interview with Brooke Millhouse of Disabled and Proud
Interview with Take a Hike
Interview with Airedale and Wharfedale Autism Resource
Accessible Information
Annual General Meeting coverage
Interview with Ali's sensory boxes
Life Stories
Learning Disability England Conference
Interview with Clive Mantel
Interview with local service called Magpies.
Interview with SELFA
Interview with Rhiannon from Rhitrition.
Interview with Makaton Charity practitioners.
Interview with Holibreaks, Equality Together & Janet Clarke.
This Is Me Festival Podcast.
Interview with Gary Bourlet
Interview with Skipton Step Into Action
Vegan week
Hate Crime Awareness week
Hallowe'en Special
Voting podcast
Podcast with Coach Sean who runs our football sessions
Special Olympics interview.
World Cerebral Palsy Day.
Interview with People Powered Press
Interview with facilitators from our Inclusive Wellbeing Festival

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2025

The People First Podcast

The People First podcast continued to be an important platform for skills development and self-expression, enabling members to share lived experience while gaining experience in media, teamwork, and public communication.

Podcasts go out every Wednesday from February to the middle of December.

Communication and Public Engagement

The charity maintained an active public presence through social media, particularly Facebook. Trustees consider this an effective way of demonstrating transparency, celebrating achievements, and raising awareness of learning disability issues. Posts throughout the year highlighted member involvement, activities, and key messages around inclusion and self-advocacy.

We were covered in Aspire Magazine for the work around the Inclusive Wellbeing Festival.

We were interviewed on the Disabled And Proud Podcast.

We were interviewed on BCB radio about our Safer Streets initiative.

We were featured on Able magazines website.

We created our own magazine to support the Inclusive Wellbeing Festival.

We do a round up of the week that is shared on our social media and on our website so that families and friends can see what their loved ones have been working on.

Our newsletter is another great resource to see what we have been doing.

Financial review

The Trustees confirm that the charity has managed its finances responsibly during the reporting period. Funds have been used to deliver activities in line with the charity's objectives and to support members effectively. Appropriate financial controls and oversight arrangements are in place.

The net expenditure for the year was £2,775, including net income of £37,113 on unrestricted funds and net expenditure of £39,888 on restricted funds.

Reserves policy

The Board of Trustees consider that they should review the level of reserves held by the charity at regular intervals. The Board of Trustees feel that reserves should equate to approximately three months running costs to ensure that adequate resources are available to allow continued furtherance of the objectives of the charity in the event of a temporary shortfall in incoming resources while alternative funds are sought. The management committee believe that holding adequate funds to cover three months operating costs would allow for an orderly winding up of the organisation and would also enable the organisation to be able to meet its obligations towards staff and creditors in the event of there being no possibility of securing alternative longer-term funding. This would equate to approximately £50,000.

The charity's free reserves, excluding fixed assets, at the year end were £61,762.

Approved by the board of trustees on 03/02/2026

Stephen Whiteside (Trustee)

People First Keighley & Craven

Independent examiner's report to the trustees of People First Keighley & Craven

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2025, which are set out on pages 9 to 16.

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

03/02/2026

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

People First Keighley & Craven
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2025

	Notes	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Income from:					
Grants, contracts and donations	(2)	4,854	44,396	49,250	108,199
Activity contributions		59,240	-	59,240	6,747
Fundraising		45	-	45	2,434
Day services income		85,411	-	85,411	77,038
Total income		<u>149,550</u>	<u>44,396</u>	<u>193,946</u>	<u>194,418</u>
Expenditure on:					
Salaries NI and pensions	(3)	53,501	80,157	133,658	132,631
DBS checks		112	-	112	100
Freelance and sessional workers		2,308	1,658	3,966	7,630
Freelance board support, admin and finance		11,693	-	11,693	12,788
Events, activities and service delivery		5,092	495	5,587	15,626
Equipment and resources		3,021	391	3,412	888
Insurance		1,326	-	1,326	1,015
Memberships and subscriptions		393	-	393	1,282
Advertising and publicity		477	1,110	1,587	5,061
Food and refreshments		2,697	-	2,697	110
Rent and utilities		13,589	-	13,589	13,366
Repairs and maintenance		336	-	336	115
Room and facility hire		1,715	-	1,715	5,046
Stationery, printing and postage		974	-	974	3,238
Telephone and internet		2,950	-	2,950	2,385
Travel		1,236	102	1,338	2,100
Training and welfare		4,603	125	4,728	4,182
Independent examination		1,080	-	1,080	1,800
IT, support and software		2,171	246	2,417	2,462
Other expenses		632	-	632	870
Depreciation		2,531	-	2,531	3,946
Total expenditure		<u>112,437</u>	<u>84,284</u>	<u>196,721</u>	<u>216,641</u>
Net income / (expenditure)		<u>37,113</u>	<u>(39,888)</u>	<u>(2,775)</u>	<u>(22,223)</u>
Fund balances brought forward		<u>27,815</u>	<u>47,109</u>	<u>74,924</u>	<u>97,147</u>
Fund balances carried forward	(4)	<u>64,928</u>	<u>7,221</u>	<u>72,149</u>	<u>74,924</u>

All incoming resources and resources expended derive from continuing activities.

People First Keighley & Craven

Balance sheet

as at 31 March 2025

		2025	2025	2025	2024
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	3,166	-	3,166	4,419
Total fixed assets		<u>3,166</u>	<u>-</u>	<u>3,166</u>	<u>4,419</u>
Current assets					
Debtors and prepayments	(6)	22,536	27,051	49,587	60,047
Cash at bank and in hand	(7)	42,715	(19,830)	22,885	16,324
Total current assets		<u>65,251</u>	<u>7,221</u>	<u>72,472</u>	<u>76,371</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	3,489	-	3,489	5,866
Total current liabilities		<u>3,489</u>	<u>-</u>	<u>3,489</u>	<u>5,866</u>
Net current assets / (liabilities)		<u>61,762</u>	<u>7,221</u>	<u>68,983</u>	<u>70,505</u>
Net assets		<u>64,928</u>	<u>7,221</u>	<u>72,149</u>	<u>74,924</u>
Funds					
Unrestricted funds		64,928	-	64,928	27,815
Restricted funds		-	7,221	7,221	47,109
Total funds		<u>64,928</u>	<u>7,221</u>	<u>72,149</u>	<u>74,924</u>

The financial statements were approved by the board of trustees on 03/02/2026

Stephen Whiteside (Trustee)

People First Keighley & Craven

Notes to the accounts

for the year ended 31 March 2025

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.

Tangible fixed assets

Tangible fixed assets costing more than £250 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Freehold land: nil

Freehold buildings: over 50 years

Computers and equipment: over 4 years

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.

People First Keighley & Craven

Notes to the accounts

for the year ended 31 March 2025

1 Accounting policies continued

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.

People First Keighley & Craven
Notes to the accounts continued
for the year ended 31 March 2025

2 Grants, contracts and donations	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford VCS Alliance	-	5,000	5,000	-
City of Bradford Metropolitan District Council	-	5,500	5,500	5,000
Equality Together	-	27,075	27,075	51,645
Equality Together Innovation fund	-	3,696	3,696	23,580
Keighley Town Council	-	3,000	3,000	-
Asda Foundation	-	-	-	400
Community Chest Keighley	-	-	-	497
National Lottery Community Fund (NLCF)	-	-	-	27,051
Other grants and donations	4,854	125	4,979	26
	<u>4,854</u>	<u>44,396</u>	<u>49,250</u>	<u>108,199</u>

3 Staff costs and numbers	2025	2024
	£	£
Gross salaries	127,756	126,693
Social security costs	8,947	8,910
Employment allowance	(5,000)	(5,000)
Pensions	1,955	2,028
	<u>133,658</u>	<u>132,631</u>

The average number of employees during the year was 7.4, being an average of 4.9 full time equivalent (2024: 7.1, 4.9 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2025	2024
	£	£
Costs of the scheme to the charity for the year	1,955	2,028
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
	£	£	£	£	£
CBMDC Wellbeing	4,786	5,000	9,786	-	-
Community Chest Keighley	298	-	298	-	-
CBMDC Creative	-	5,000	-	-	5,000
Innovation Fund	7,446	3,696	11,142	-	-
Lot 2 Self Advocacy	23,950	27,075	51,025	-	-
NLCF	5,629	-	5,629	-	-
CBMDC Safer streets	-	500	500	-	-
Keighley Town Council	-	3,000	779	-	2,221
Sovereign	5,000	-	5,000	-	-
Training grant	-	125	125	-	-
	<u>47,109</u>	<u>44,396</u>	<u>84,284</u>	<u>-</u>	<u>7,221</u>

People First Keighley & Craven

Notes to the accounts continued

for the year ended 31 March 2025

4 Restricted funds

Fund name	Purpose of restriction
CBMDC Wellbeing	Towards the wellbeing project.
Community Chest Keighley	Towards the cost of IT equipment.
CBMDC Creative	For a project giving our members the skills to express themselves using various creative disciplines including music, creative writing, and art.
Innovation Fund	Funding from Equality Together to help people plan their own day opportunities.
Lot 2 Self Advocacy	Lot 2 funding for self and group advocacy and peer support.
NLCF	To cover core costs, salaries and support learning holidays.
CBMDC Safer streets	For a project to enable us to reach out into the community to highlight the challenges our community is facing on the streets.
Keighley Town Council	For a project to enable us to reach out into the community to highlight the challenges our community is facing on the streets.
Sovereign	Towards the Your Health, My Life project.
Training grant	Grant towards training costs.

5 Tangible assets

	Computers	Equipment	Total
Cost	£	£	£
At 1 April 2024	8,280	9,548	17,828
Additions	-	1,278	1,278
At 31 March 2025	8,280	10,826	19,106
Depreciation			
At 1 April 2024	7,608	5,801	13,409
Charge for year	336	2,195	2,531
At 31 March 2025	7,944	7,996	15,940
Net book value			
At 31 March 2025	336	2,830	3,166
At 31 March 2024	672	3,747	4,419

6 Debtors and prepayments

	2025	2024
	£	£
Debtors	21,670	27,674
Prepayments	425	315
Accrued income	27,051	31,051
Other debtors	441	1,007
	49,587	60,047

7 Cash at bank and in hand

	2025	2024
	£	£
Cash at bank	22,821	16,144
Cash in hand	64	180
	22,885	16,324

People First Keighley & Craven
Notes to the accounts continued
for the year ended 31 March 2025

8 Creditors and accruals

	2025	2024
	£	£
Creditors	609	2,266
Accruals	2,880	3,600
	<u>3,489</u>	<u>5,866</u>

9 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 total employee benefits received by key management personnel were £28,926 (previous year: £28,926).

People First Keighley & Craven

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2025

	2025 Unrestricted funds £	2024 Unrestricted funds £	2025 Restricted funds £	2024 Restricted funds £	2025 Total funds £	2024 Total funds £
Income						
Grants, contracts and donations	4,854	26	44,396	108,173	49,250	108,199
Activity contributions	59,240	6,747	-	-	59,240	6,747
Fundraising	45	2,434	-	-	45	2,434
Day services income	85,411	77,038	-	-	85,411	77,038
Total income	149,550	86,245	44,396	108,173	193,946	194,418
Expenditure						
Salaries NI and pensions	53,501	48,672	80,157	83,959	133,658	132,631
DBS checks	112	100	-	-	112	100
Freelance and sessional workers	2,308	1,529	1,658	6,101	3,966	7,630
Board support, admin and finance	11,693	5,752	-	7,036	11,693	12,788
Events, activities and service delivery	5,092	7,439	495	8,187	5,587	15,626
Equipment and resources	3,021	45	391	843	3,412	888
Insurance	1,326	347	-	668	1,326	1,015
Memberships and subscriptions	393	1,282	-	-	393	1,282
Advertising and publicity	477	3,095	1,110	1,966	1,587	5,061
Food and refreshments	2,697	52	-	58	2,697	110
Rent and utilities	13,589	4,740	-	8,626	13,589	13,366
Repairs and maintenance	336	-	-	115	336	115
Room and facility hire	1,715	1,019	-	4,027	1,715	5,046
Stationery, printing and postage	974	622	-	2,616	974	3,238
Telephone and internet	2,950	2,385	-	-	2,950	2,385
Travel	1,236	901	102	1,199	1,338	2,100
Training and welfare	4,603	4,182	125	-	4,728	4,182
Independent examination	1,080	1,800	-	-	1,080	1,800
IT, support and software	2,171	941	246	1,521	2,417	2,462
Other expenses	632	298	-	572	632	870
Depreciation	2,531	3,946	-	-	2,531	3,946
Total expenditure	112,437	89,147	84,284	127,494	196,721	216,641
Net income / (expenditure)	37,113	(2,902)	(39,888)	(19,321)	(2,775)	(22,223)
Fund balances brought forward	27,815	30,717	47,109	66,430	74,924	97,147
Fund balances carried forward	64,928	27,815	7,221	47,109	72,149	74,924

People First Keighley & Craven

Charity number 1125278

Annual Report and Financial Statements **for the year ended 31 March 2025**



People First Keighley & Craven

Annual Report and Financial Statements
for the year ended 31 March 2025

Contents	Page
Trustees' report	2 to 7
Examiner's report	8
Statement of financial activities	9
Balance sheet	10
Notes to the accounts	11 to 16

Prepared by West Yorkshire Community Accountancy Service CIO

People First Keighley & Craven
Trustees' report for the year ended 31 March 2025

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
Tracey Lines	
Charlotte Longbottom	
Steven Brundle	
Stephen Whiteside	
Tom Walsh	

Charity number	1125278	Registered in England and Wales
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Registered and principal address	Bankers
Room 26, Central Hall	Virgin Money
Alice Street	73 North Street
Keighley	Keighley
BD21 3JD	BD21 3SD

Independent examiner
Simon Bostrom FCIE

West Yorkshire Community Accountancy Service CIO
Stringer House
34 Lupton Street
Leeds
LS10 2QW

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2025

Structure, governance and management

The charity is governed by a constitution adopted on 1 April 2007, as amended 8 July 2008.

People First Keighley & Craven is governed by a Board of Trustees who are responsible for the strategic direction, governance, and financial oversight of the charity. Trustees meet regularly (every 6 weeks) to review performance, ensure compliance with legal and regulatory requirements, and support the organisation to develop. David Wilford supports the board to deliver its legal governance and charitable objectives.

The charity is led operationally by a staff team who report to the Trustees. Trustees ensure that appropriate policies, safeguarding measures, and financial controls are in place and reviewed regularly.

Method of recruitment and appointment of trustees

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

Objectives and activities

The charity's objects

To relieve the needs of people with learning difficulties including enabling them to manage a voluntary group, speak up for themselves and go on social outings.

The charity's main activities

People First Keighley and Craven is a self and group advocacy organisation, and day service. Working with adults with learning disabilities and/or neurodiversity.

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 advancement of education and the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

Achievements and performance

Advocacy and Voice

Advocacy remained central to the charity's work throughout the year. Members were supported to take part in speaking-up activities, discussions, and engagement with local partners. Trustees observed increased confidence among members, with many actively sharing their views and representing themselves both within the organisation and externally.

The one to ones have continued to help people live the lives they want to.

We continued providing lived-experience training to Airedale Hospital and Bradford University.

We began working with Sue Ryder Care providing their CPD on supporting people with learning disabilities and/or those who are neurodivergent.

Members were reporters at the Learning Disability England Conference and did a great job of covering the important event on our podcast.

Life stories work

Meet the team, YouTube series.

Social, Community and Wellbeing Activities

The charity delivered regular social activities and group sessions aimed at reducing isolation and promoting wellbeing. These activities provided safe, inclusive spaces where members could build friendships, develop peer support networks, and enjoy shared experiences. Trustees recognise the importance of these activities in supporting emotional wellbeing and community inclusion.

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2025

Trips out of the office:

Yorkshire Dales National Park Accessibility Assessment.
Visit to Brontë Museum to support their use of accessible information.
Inclusive Wellbeing Festival 2024
Bradford 2025 launch event!
Co-production group event at Manningham Mills.
Healthier lives meetings throughout the year.
People Powered Press work, creating art using the world's largest letter press.
Modality event supporting our local GPs to do annual health checks with people with learning disabilities at Cougar Park
Safer streets events.
Airedale hospital PFKC event to thank us for the work we've done together.
Community Positive Board in Keighley Library.
Positivity pop up in Keighley town centre
Positivity pop up at Modality event.
Naidex trip and stall.
Group litter picking sessions
This Is Me Festival Trip.
Learning Retreat to Beamsley Project.
Hoot creative arts collaboration work.
Beechcliffe School Information Day
Summer Wellbeing Walk at Cliffe Castle
Walk and Draw at Cliffe Castle

Events at Central Hall

Visit from Mencap
Seated Exercise Session
Airedale Hospital Sensory room consultation
M-Technique training
Women's health event in the office.
Awards ceremony for members.
PFKC Boyband video (at a request from a 1-1).
Mince Pie Moment Event.
Learning Disability Awareness Week Celebrations.
Autism Awareness Week.
Italian Day
Learning Disabilities event with Wil Quick
Talking Mats event- with member SB
Self Care Week
International Day Of Persons With A Disability.
Chinese New Year Celebration
Volunteer Appreciation Week celebrations.
Oliver's Outreach- donating to homeless people.
McMillan Coffee Morning in memory of a member's Grandad.
Halloween video
Love Workshop all about music and Love with Dr Katherine Williams and Dr Lucy Series.
Makaton awareness day.
Frontline wellbeing Makaton Training.
Everybody's Equal video.
Vegan week
Hidden disabilities official organisation week

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2025

Social nights

Airedale Heifer social night.
PFKC Summer Bash at Bingley Rugby Club.
Taylor's on the green social night.
Brontë Restaurant social night.
Games Night at Central Hall!
Christmas Ball.
Balti House Social Night.
The Inn At Eastburn social night.

Skills Development and Learning

Members were supported to develop a range of skills through structured activities, creative projects, and group decision-making. Trustees note the positive impact of these opportunities on confidence, communication, and independence.

Training provided was:

Mental Capacity Act Training.
What is bias? training.
Social media training refresher (new for recently joined members).
Accessible Information
Chinese New Year with Alina
Makaton level one training for volunteers and new staff.
National self care week workshops
UN Women UK workshops with Catrina about CSW69.
Try It, Like It, Do It event with Mencap and Our Active Community. This had lots of wellbeing workshops and training.
Hate crime awareness training and informational videos.
Gentle Dental training at Cougar Park with Modality.
Safer streets training.
Anaphylaxis Awareness Training.
Communication training for social workers and social work students.
Wellbeing walk training at Cliffe Castle.
Pride month workshop
Voting passport week.
Dying Matters Week

Inclusive Wellbeing Festival Sessions

Innabox disability training session.
Happiness Enchanters Confidence Session
MissFits movement workshop
InclusFit fitness session
Kirran Shah wellbeing sessions
JiggleFiit body positivity dance class
Modality partnership mindfulness session.
Eat, Move, Be Happy session.
The M Technique workshop.
Kate Stanforth and Chris audio movement media session

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2025

The People First Podcast

The People First podcast continued to be an important platform for skills development and self-expression, enabling members to share lived experience while gaining experience in media, teamwork, and public communication.

Podcasts go out every Wednesday from February to the middle of December.

Here are the podcasts between April 24 – March 25:

Interview from Future Leader Event in Bradford
Interview with Jo from Bradford Talking Media
Interview from Safer streets Skipton
Interview with author Tiffany Yu about her book The Anti Ableist Manifesto
Interview from Naidex
Interview with Staveley Court, Supported Living
Interview about Dying Matters Awareness Week
Interview with Adam Stanton Wharmby
Interview with Vicky Foxcroft.
Interview with Alex Craddock Sports
Interview with Pride in the Dales
Interview with Sean from the Good Shepherd Centre
Learning Retreat
Interview with Inga Julia Reichelt
Interview with Tom Howells from The Good Food Partnership
Women's Health podcast.
Interview with Maggie Philbin
Interview with Anton Lesser.
Interview with Outside The Box.
Interview with Motability
Interview with Bradford Council about Waste and Recycling
Interview with Brooke Millhouse of Disabled and Proud
Interview with Take a Hike
Interview with Airedale and Wharfedale Autism Resource
Accessible Information
Annual General Meeting coverage
Interview with Ali's sensory boxes
Life Stories
Learning Disability England Conference
Interview with Clive Mantel
Interview with local service called Magpies.
Interview with SELFA
Interview with Rhiannon from Rhitriton.
Interview with Makaton Charity practitioners.
Interview with Holibreaks, Equality Together & Janet Clarke.
This Is Me Festival Podcast.
Interview with Gary Bourlet
Interview with Skipton Step Into Action
Vegan week
Hate Crime Awareness week
Hallowe'en Special
Voting podcast
Podcast with Coach Sean who runs our football sessions
Special Olympics interview.
World Cerebral Palsy Day.
Interview with People Powered Press
Interview with facilitators from our Inclusive Wellbeing Festival

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2025

The People First Podcast

The People First podcast continued to be an important platform for skills development and self-expression, enabling members to share lived experience while gaining experience in media, teamwork, and public communication.

Podcasts go out every Wednesday from February to the middle of December.

Communication and Public Engagement

The charity maintained an active public presence through social media, particularly Facebook. Trustees consider this an effective way of demonstrating transparency, celebrating achievements, and raising awareness of learning disability issues. Posts throughout the year highlighted member involvement, activities, and key messages around inclusion and self-advocacy.

We were covered in Aspire Magazine for the work around the Inclusive Wellbeing Festival.

We were interviewed on the Disabled And Proud Podcast.

We were interviewed on BCB radio about our Safer Streets initiative.

We were featured on Able magazines website.

We created our own magazine to support the Inclusive Wellbeing Festival.

We do a round up of the week that is shared on our social media and on our website so that families and friends can see what their loved ones have been working on.

Our newsletter is another great resource to see what we have been doing.

Financial review

The Trustees confirm that the charity has managed its finances responsibly during the reporting period. Funds have been used to deliver activities in line with the charity's objectives and to support members effectively. Appropriate financial controls and oversight arrangements are in place.

The net expenditure for the year was £2,775, including net income of £37,113 on unrestricted funds and net expenditure of £39,888 on restricted funds.

Reserves policy

The Board of Trustees consider that they should review the level of reserves held by the charity at regular intervals. The Board of Trustees feel that reserves should equate to approximately three months running costs to ensure that adequate resources are available to allow continued furtherance of the objectives of the charity in the event of a temporary shortfall in incoming resources while alternative funds are sought. The management committee believe that holding adequate funds to cover three months operating costs would allow for an orderly winding up of the organisation and would also enable the organisation to be able to meet its obligations towards staff and creditors in the event of there being no possibility of securing alternative longer-term funding. This would equate to approximately £50,000.

The charity's free reserves, excluding fixed assets, at the year end were £61,762.

Approved by the board of trustees on 03/02/2026

Stephen Whiteside (Trustee)

People First Keighley & Craven

Independent examiner's report to the trustees of People First Keighley & Craven

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2025, which are set out on pages 9 to 16.

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

03/02/2026

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

People First Keighley & Craven
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2025

	Notes	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Income from:					
Grants, contracts and donations	(2)	4,854	44,396	49,250	108,199
Activity contributions		59,240	-	59,240	6,747
Fundraising		45	-	45	2,434
Day services income		85,411	-	85,411	77,038
Total income		<u>149,550</u>	<u>44,396</u>	<u>193,946</u>	<u>194,418</u>
Expenditure on:					
Salaries NI and pensions	(3)	53,501	80,157	133,658	132,631
DBS checks		112	-	112	100
Freelance and sessional workers		2,308	1,658	3,966	7,630
Freelance board support, admin and finance		11,693	-	11,693	12,788
Events, activities and service delivery		5,092	495	5,587	15,626
Equipment and resources		3,021	391	3,412	888
Insurance		1,326	-	1,326	1,015
Memberships and subscriptions		393	-	393	1,282
Advertising and publicity		477	1,110	1,587	5,061
Food and refreshments		2,697	-	2,697	110
Rent and utilities		13,589	-	13,589	13,366
Repairs and maintenance		336	-	336	115
Room and facility hire		1,715	-	1,715	5,046
Stationery, printing and postage		974	-	974	3,238
Telephone and internet		2,950	-	2,950	2,385
Travel		1,236	102	1,338	2,100
Training and welfare		4,603	125	4,728	4,182
Independent examination		1,080	-	1,080	1,800
IT, support and software		2,171	246	2,417	2,462
Other expenses		632	-	632	870
Depreciation		2,531	-	2,531	3,946
Total expenditure		<u>112,437</u>	<u>84,284</u>	<u>196,721</u>	<u>216,641</u>
Net income / (expenditure)		<u>37,113</u>	<u>(39,888)</u>	<u>(2,775)</u>	<u>(22,223)</u>
Fund balances brought forward		<u>27,815</u>	<u>47,109</u>	<u>74,924</u>	<u>97,147</u>
Fund balances carried forward	(4)	<u>64,928</u>	<u>7,221</u>	<u>72,149</u>	<u>74,924</u>

All incoming resources and resources expended derive from continuing activities.

People First Keighley & Craven

Balance sheet

as at 31 March 2025

		2025	2025	2025	2024
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	3,166	-	3,166	4,419
Total fixed assets		<u>3,166</u>	<u>-</u>	<u>3,166</u>	<u>4,419</u>
Current assets					
Debtors and prepayments	(6)	22,536	27,051	49,587	60,047
Cash at bank and in hand	(7)	42,715	(19,830)	22,885	16,324
Total current assets		<u>65,251</u>	<u>7,221</u>	<u>72,472</u>	<u>76,371</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	3,489	-	3,489	5,866
Total current liabilities		<u>3,489</u>	<u>-</u>	<u>3,489</u>	<u>5,866</u>
Net current assets / (liabilities)		<u>61,762</u>	<u>7,221</u>	<u>68,983</u>	<u>70,505</u>
Net assets		<u>64,928</u>	<u>7,221</u>	<u>72,149</u>	<u>74,924</u>
Funds					
Unrestricted funds		64,928	-	64,928	27,815
Restricted funds		-	7,221	7,221	47,109
Total funds		<u>64,928</u>	<u>7,221</u>	<u>72,149</u>	<u>74,924</u>

The financial statements were approved by the board of trustees on 03/02/2026

Stephen Whiteside (Trustee)

People First Keighley & Craven

Notes to the accounts

for the year ended 31 March 2025

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.

Tangible fixed assets

Tangible fixed assets costing more than £250 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Freehold land: nil

Freehold buildings: over 50 years

Computers and equipment: over 4 years

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.

People First Keighley & Craven

Notes to the accounts

for the year ended 31 March 2025

1 Accounting policies continued

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.

People First Keighley & Craven
Notes to the accounts continued
for the year ended 31 March 2025

2 Grants, contracts and donations	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford VCS Alliance	-	5,000	5,000	-
City of Bradford Metropolitan District Council	-	5,500	5,500	5,000
Equality Together	-	27,075	27,075	51,645
Equality Together Innovation fund	-	3,696	3,696	23,580
Keighley Town Council	-	3,000	3,000	-
Asda Foundation	-	-	-	400
Community Chest Keighley	-	-	-	497
National Lottery Community Fund (NLCF)	-	-	-	27,051
Other grants and donations	4,854	125	4,979	26
	<u>4,854</u>	<u>44,396</u>	<u>49,250</u>	<u>108,199</u>

3 Staff costs and numbers	2025	2024
	£	£
Gross salaries	127,756	126,693
Social security costs	8,947	8,910
Employment allowance	(5,000)	(5,000)
Pensions	1,955	2,028
	<u>133,658</u>	<u>132,631</u>

The average number of employees during the year was 7.4, being an average of 4.9 full time equivalent (2024: 7.1, 4.9 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2025	2024
	£	£
Costs of the scheme to the charity for the year	1,955	2,028
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
	£	£	£	£	£
CBMDC Wellbeing	4,786	5,000	9,786	-	-
Community Chest Keighley	298	-	298	-	-
CBMDC Creative	-	5,000	-	-	5,000
Innovation Fund	7,446	3,696	11,142	-	-
Lot 2 Self Advocacy	23,950	27,075	51,025	-	-
NLCF	5,629	-	5,629	-	-
CBMDC Safer streets	-	500	500	-	-
Keighley Town Council	-	3,000	779	-	2,221
Sovereign	5,000	-	5,000	-	-
Training grant	-	125	125	-	-
	<u>47,109</u>	<u>44,396</u>	<u>84,284</u>	<u>-</u>	<u>7,221</u>

People First Keighley & Craven

Notes to the accounts continued

for the year ended 31 March 2025

4 Restricted funds

Fund name	Purpose of restriction
CBMDC Wellbeing	Towards the wellbeing project.
Community Chest Keighley	Towards the cost of IT equipment.
CBMDC Creative	For a project giving our members the skills to express themselves using various creative disciplines including music, creative writing, and art.
Innovation Fund	Funding from Equality Together to help people plan their own day opportunities.
Lot 2 Self Advocacy	Lot 2 funding for self and group advocacy and peer support.
NLCF	To cover core costs, salaries and support learning holidays.
CBMDC Safer streets	For a project to enable us to reach out into the community to highlight the challenges our community is facing on the streets.
Keighley Town Council	For a project to enable us to reach out into the community to highlight the challenges our community is facing on the streets.
Sovereign	Towards the Your Health, My Life project.
Training grant	Grant towards training costs.

5 Tangible assets

	Computers	Equipment	Total
Cost	£	£	£
At 1 April 2024	8,280	9,548	17,828
Additions	-	1,278	1,278
At 31 March 2025	8,280	10,826	19,106
Depreciation			
At 1 April 2024	7,608	5,801	13,409
Charge for year	336	2,195	2,531
At 31 March 2025	7,944	7,996	15,940
Net book value			
At 31 March 2025	336	2,830	3,166
At 31 March 2024	672	3,747	4,419

6 Debtors and prepayments

	2025	2024
	£	£
Debtors	21,670	27,674
Prepayments	425	315
Accrued income	27,051	31,051
Other debtors	441	1,007
	49,587	60,047

7 Cash at bank and in hand

	2025	2024
	£	£
Cash at bank	22,821	16,144
Cash in hand	64	180
	22,885	16,324

People First Keighley & Craven
Notes to the accounts continued
for the year ended 31 March 2025

8 Creditors and accruals

	2025	2024
	£	£
Creditors	609	2,266
Accruals	2,880	3,600
	<u>3,489</u>	<u>5,866</u>

9 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 total employee benefits received by key management personnel were £28,926 (previous year: £28,926).

People First Keighley & Craven

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2025

	2025 Unrestricted funds £	2024 Unrestricted funds £	2025 Restricted funds £	2024 Restricted funds £	2025 Total funds £	2024 Total funds £
Income						
Grants, contracts and donations	4,854	26	44,396	108,173	49,250	108,199
Activity contributions	59,240	6,747	-	-	59,240	6,747
Fundraising	45	2,434	-	-	45	2,434
Day services income	85,411	77,038	-	-	85,411	77,038
Total income	149,550	86,245	44,396	108,173	193,946	194,418
Expenditure						
Salaries NI and pensions	53,501	48,672	80,157	83,959	133,658	132,631
DBS checks	112	100	-	-	112	100
Freelance and sessional workers	2,308	1,529	1,658	6,101	3,966	7,630
Board support, admin and finance	11,693	5,752	-	7,036	11,693	12,788
Events, activities and service delivery	5,092	7,439	495	8,187	5,587	15,626
Equipment and resources	3,021	45	391	843	3,412	888
Insurance	1,326	347	-	668	1,326	1,015
Memberships and subscriptions	393	1,282	-	-	393	1,282
Advertising and publicity	477	3,095	1,110	1,966	1,587	5,061
Food and refreshments	2,697	52	-	58	2,697	110
Rent and utilities	13,589	4,740	-	8,626	13,589	13,366
Repairs and maintenance	336	-	-	115	336	115
Room and facility hire	1,715	1,019	-	4,027	1,715	5,046
Stationery, printing and postage	974	622	-	2,616	974	3,238
Telephone and internet	2,950	2,385	-	-	2,950	2,385
Travel	1,236	901	102	1,199	1,338	2,100
Training and welfare	4,603	4,182	125	-	4,728	4,182
Independent examination	1,080	1,800	-	-	1,080	1,800
IT, support and software	2,171	941	246	1,521	2,417	2,462
Other expenses	632	298	-	572	632	870
Depreciation	2,531	3,946	-	-	2,531	3,946
Total expenditure	112,437	89,147	84,284	127,494	196,721	216,641
Net income / (expenditure)	37,113	(2,902)	(39,888)	(19,321)	(2,775)	(22,223)
Fund balances brought forward	27,815	30,717	47,109	66,430	74,924	97,147
Fund balances carried forward	64,928	27,815	7,221	47,109	72,149	74,924

People First Keighley & Craven

Independent examiner's report to the trustees of People First Keighley & Craven

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2025, which are set out on pages 9 to 16.

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.

Signed: 

Name: Simon Bostrom FCIE

03/02/2026

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Accounts

People First Keighley & Craven

Charity number 1125278

Annual Report and Financial Statements **for the year ended 31 March 2024**



People First Keighley & Craven

Annual Report and Financial Statements
for the year ended 31 March 2024

Contents	Page
Trustees' report	2 to 11
Examiner's report	12
Statement of financial activities	13
Balance sheet	14
Notes to the accounts	15 to 19

Prepared by West Yorkshire Community Accountancy Service CIO

People First Keighley & Craven

Trustees' report for the year ended 31 March 2024

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
Lindsey Hurt	Co-chair	Resinged March 2024
Daniel Jones	Co-chair	Resinged March 2024
Alex Millar	Treasurer	Resinged March 2024
Tracey Line	Secretary	
Rebecca Brooksbank		Resinged March 2024
Charlotte Longbottom		
Steven Brundle		
Stephen Whiteside	Health and Safety Officer	
Simon Waggett		Resinged March 2024
Tom Walsh		

Charity number	1125278	Registered in England and Wales
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Registered and principal address

Room 26, Central Hall
Alice Street
Keighley
BD21 3JD

Bankers

Virgin Money
73 North Street
Keighley
BD21 3SD

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 1 April 2007, as amended 8 July 2008.

Method of recruitment and appointment of trustees

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

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2024

Objectives and activities

The charity's objects

To relieve the needs of people with learning difficulties including enabling them to manage a voluntary group, speak up for themselves and go on social outings.

The charity's main activities

People First Keighley and Craven is a self and group advocacy organisation, and day service. Working with adults with learning disabilities and/or neurodiversity.

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 advancement of education and the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

Who we are

We are People First Keighley & Craven we're a registered charity, company, day service and podcast. We are adults with learning disabilities and/or neurodiversity and our organisation is run by and for us. Our work is centred around advocacy in both individual and group formats.

We work to break down barriers and inequalities, through campaigns and events. We work to bring people together, and support people to become active, included members of the community. We want to make the world a better place for all.

We work in an equitable way ensuring a true person-centred approach.

Achievements and performance

What we did in 2023/2024 financial year at PFKC.

We had eight social nights, each supporting around 40 individuals with learning disabilities and/or neurodiversity to socialise and learn social skills each month.

We had 3 learning holidays in this period of time.

In total we provided our disabled community with twenty seven events both small and large, these were run by PFKC, and occasionally in partnership with other organisations.

Funding we got:

£5000 mental health grant

£500 Asda fund for the podcast

Our podcast and YouTube channel became a widely used resource for adults with learning disabilities and for those who work with them.

Some of our favourite resources from 23/24 are:

Podcast interview with a speech and language therapist.

Podcast with the service called Gig Buddies.

Podcast with Rueben Reuter

What a special episode we had with Channel 4 News reporter Rueben Reuter! Our podcast team at People First Keighley and Craven spoke to Rueben about his job and what he does, what his future plans are, and any advice he has to people with Learning Disabilities trying to find work!

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance continued

Autism Awareness Week

Breast cancer podcast interview

Lindsey and Charlotte hosted Julie, a breast care nurse, about what she does so they can incorporate breast health into their Women's Health work. The self check information was particularly important and the podcast shared that information to our wider community.

This is me festival-table and podcast

Big Soup Day Service podcast feature.

We did a great episode featuring Tracy from The Big Soup Theatre Group who talked to us about what goes on at their rehearsals and performances. We also got to talk to People First Keighley and Craven presenter Tom who is also a member of Big Soup.

Interview with journalist Saba Salman and advocate Shaun Webster MBE.

They spoke about advocacy, learning disabilities and their book Made Possible.

Skipton Pride podcast

Our Podcast lead Adam and some of the team were at Skipton Pride, sharing information about what we do and finding out why having pride celebrations are important in small communities as well as Cities. It was a very colourful and fun day with some interesting interviews.

We featured Wendy from **Down Syndrome Training and Support Service**, who spoke to us about the charity and the important services they provide.

Another highlight is the interview of Tom Jameson, editor of Able Magazine. The whole office got involved asking how a magazine about disability runs.

How does it feel? - Video by members.

This video shows why advocacy groups are so important. We are so very grateful to the members for sharing their words.

Dying matters podcast.

We spoke to Dr Mike Hughes, who we interviewed live at the Dying Matters event earlier this year, and asked him more questions about palliative care for people with learning disabilities and the importance of having conversations about dying.

Citizen Network Podcast

We spoke to Simon Duffy about the Citizen Network and the work he has done to support people with disabilities over the years.

Epilepsy Action Podcast

Epilepsy Action sent Mags to teach us more about Epilepsy.

Meet the team YouTube video series.

Solidifying each members role and responsibilities. This has proven a very effective way of ensuring all members have purpose and are using their talents and developing them.

Achievements:

We became an official bronze-level Makaton Friendly charity! This was important to us because of the fact that some of our members use Makaton and we also wanted to ensure that when we create work we can make it as accessible as possible so using signs when speaking helps communicate more effectively.

Dementia training for everyone, staff, volunteers and members. We received our dementia friendly badges. This work was with The Alzheimer's Society.

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance continued

Charity Film Award Top 10

We are really proud that our members hard work, dedication and creativity has culminated in a national level film award recognition! We were in the Charity Film Awards final! Read more in The Keighley News.

Naidex conference

We had a stall at Naidex to promote our learning holidays and our advocacy work.

We went to interview others with disabilities for our podcast to hear what the challenges are for others with disabilities and bring that information back for our campaign work.

We brought three members who represented our organisation superbly during the first live podcast of adults with learning disabilities interviewing Brooke Millhouse!

Our podcast was shortlisted by The Lovie Awards for diversity, equity and inclusion!

This means we were judged by industry professionals to be in the top 4 podcasts out of all applicants across the whole of Europe. This highlights the great work that the podcast team have achieved over the past 12 months.

Congratulations! Your organisation has been shortlisted for the 13th Annual Lovie Awards. This is a remarkable accomplishment for you and your team. It's time to promote your recognition and make sure the world knows about it.

You Are Now Officially an Industry Leader

With the prestige and cachet that accompany the Lovie Awards, you've now joined the ranks of European Internet's best and brightest, making you an industry leader.

Fire safety training for all

Our fire marshals also took part in some really important fire training with Seed Training. We're so grateful for them coming in so we can help make our office more safe!

Work covered at PFKC

Religious education.

With some members wanting to celebrate Eid and Easter some other members researched other religious holidays and we made a celebration tree with symbols of lots of religious occasions to show anyone new that everyone is welcome in our office!

Climate awareness week

Dying matters event

Domestic abuse awareness video training

We worked on a special project with The Domestic Abuse team and Safeguarding Voice Group making a video to tell people what to do to get help in a safeguarding situation.

Mental health awareness week

Sustainability Week at PFKC

We have our own compost caddy in the office and take our contents to the community allotment in Silsden. We are really happy with the progress of our onions, potatoes, tomatoes, chillies, peppers, strawberries and radishes. Our head gardener has been researching herbs for planting next!

Work with Asda Keighley on our money matters shopping work.

HUGE thanks to Suzie at Keighley Asda for the generous package of tea, coffee, milk, sugar & biscuits after our admin lead Kim contacted her to see if Asda can support us. We looked at the difference between supermarket own and named brand items.

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance continued

Learning Disability Week 2023

This Learning Disability Awareness week we decided to really think about what we as an organisation stand for. This led us to think about what each of us stand for personally.

Airedale Hospital Learning Disability Awareness Stall

Celebrating the launch of the Red Bags with Sarah & Tracy from Waddiloves.

Representing learning disabilities at the Mental Diversity Law Network Conference.

Work with Cliffe Castle Museum with their Cliffe Castle Support Group.

We went to help improve the museum for future visitors with additional support needs!

Allotment opening

Mandela day celebrations

Our new member asked us to share in his celebration of Mandela day as he is from South Africa we feel very lucky to share this special Occasion together.

Our allotment harvest week.

Our allotment has had its first big harvest! Those potatoes were grown from some old seeded potatoes donated by someone in Skipton!

We made celebratory potato wedges made from the potatoes grown in our allotment! Big thanks to Daniel, Rebecca and Janet who made those!

Accessible football trip visiting Liverpool football club sponsored by Slater and Gordon

"Best day ever" – Graeme member of PFKC

We then interviewed the accessibility manager at Liverpool Football club which was so interesting. Listen to the finished podcast here:

Our Unique Learning Holidays.

The array of colours people have been enjoying to eat and the confidence and friendships that are growing is wonderful!

Sessions such as Gentle Dental oral care with Catrina and Eat, Move, be Happy with Anna and Cerin in the afternoon. We are all set to shop with confidence in our choices!

Disability advocacy in history trip.

We had a fantastic day at Leeds Industrial Museum at Armley Mills to see the "Any Work That Wanted Doing" exhibition.

We were given a tour by the curator, activist and author Gill Crawshaw, she also was interviewed for the podcast on location and we will share the write up about the day and what we've learned today during Disability History Month.

It was eye opening finding how disabilities were treated in the 1800s, especially in the textile industry.

Thanks Gill & Leeds Industrial Museum and all the PFKC staff for a fabulous day!

Health Event at Cougar Park for adults with learning disabilities.

Schools and college outreach: we got to present our work at Hazelbeck School's open day on Tuesday! It was lovely to be able to show what we offer to leaving students and get to meet other services in the local area!

We worked with the **Bradford Safeguarding Board** on a set of new hate crime awareness videos! We had fun and learned a lot about this very important topic to us.

We were invited to talk to training **paramedics at the University of Bradford**, voicing their opinions on how they would like to be treated if they were taken into hospital. We are so proud that they went and spoke about this very important issue!

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance continued

Advocacy Easy Read, we worked on the difference between equality and equity! We have been really interested in learning the difference between them, so we can all understand more about how we support people as an equitable organisation!

We have worked with **Wil Quick, co-production partnership** co-ordinator at Equality Together.

We started our Positivity Pop Up Events with Bradford People First

We were using the mental health wellbeing grant we were awarded for our joint application to reach adults with learning disabilities. We gave out free fidget spinners, sensory items, stress toys, mindful colouring books, exercise bands and more!

Started our induction of NHS staff at Airedale Hospital.

The training is about learning disability and neurodiversity for the new staff induction. It was so lovely to be invited for the third time and to get to discuss and teach about hospital passports, respect forms, STOMP and red bags, which we have discussed and worked on before.

Covid health event.

It has been developed with AWC Modality Partnership to create a familiar, safe environment for people with learning disabilities and/or autism (& their families/carers) to get their Covid Vaccinations.

- * Fidget aids available
- * Leaflets and information about services in the area
- * Coffee and a chat.

The Big Thanks Conference.

Read all about the big thanks in our newsletter dedicated to sharing every detail of our day dedicated to gratitude for the members, the organisation, our supporters, founders and council.

All Inc Events : Christmas ball.

Minister for Disabilities in government.

We have talked about the pros and cons of the decision, how it has made our members feel, the impact it will have and where we can get reliable information about government news.

Mince Pie Moments!

We set up a Positivity Pop-Up and connected with people from the other organisations that work in Central Hall like Keighley Rotary Club and The Cellar Trust! Our local MP Robbie Moore MP joined us for our Mince Pie Moments, where he answered some questions from us! We also enjoyed being a part of the Fun, Friends, Fridays Club from Our Lives Our Way !

Our Christmas “rap-up” of the year video.

Library Promotion Work

We had seven library visits supporting 34 members to get their library card to borrow books. Here is a video about our library visits:

Chinese new year celebrations.

Incorporating other cultures is important so that everyone feels welcome and valued. Our volunteer Alina led this week of work and it was fantastic.

The People First Podcast hosted a project with **Hoot Creative Arts** on Wednesday where they gave some training about making podcasts for the Kirklees Year of Music! It was wonderful to host such a lovely group.

Groups we attended and contributed to:

Bradford safeguarding voice group meeting
Co-Production Partnership Group with Equality Together.
Healthier Lives Meeting
DPAG

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance continued

Supporting the community.

We had 9 Student social work visits to our office for the day.

We had 5 visits from new staff at Waddiloves.

Co-Production work

We created a "Be Kind" Game with Bringing Us Together charity and Tony Bamforth. This was an excellent experience to use a fun game to encourage advocacy.

Organisations / individuals we have worked with in the 23/24 financial period:

David Weale- Speech and Language Therapist
Gig Buddies
Reuben Reuter- Channel 4 News Reporter
Poppy's Papercuts
Sm@rt Technology
The National Trust
Northern Ballet- artists
Julie Hodgins- Women's Health Nurse
This Is Me Festival
Big Soup
Gr8 Minds
Saba Salman- journalist and author
Shaun Webster MBE
Skipton Pride
Wendy Uttley- Down syndrome Training and Support Service
Tom Jameson- Able Magazine
Dying Matters
Dr. Mike Hughes
Simon Duffy
Epilepsy Action
Bradford Safeguarding Voice
Equality Together
Healthier Lives
DPAG
Bradford University
Tony Bamforth- Bringing Us Together
The Makaton Charity
The Alzheimer's Society
Turning Point
Naidex
Celia Hensmen- the Disability Policy Centre
Seed Training
The Domestic Abuse Team and Safeguarding Voice Group
Silsden Community Allotment
Asda Keighley
Airedale NHS Foundation Trust
Mental Diversity Law Network
Val Preston- Cliffe Castle Support Group
Cliffe Castle Museum
Slater and Gordon
Liverpool Football Club
Craven Museum- Skipton Town Hall
Eat, Move, Be Happy

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2024

Organisations / individuals we have worked with in the 23/24 financial period continued:

Gill Crawshaw- Leeds Industrial Museum
Lucy Webster- journalist
Robbie Moore MP
Stand Out Socks
AWC Modality Partnership
Cougar Park
IMAS
Outside the Box
Hazelbeck School
Bradford Safeguarding Adults Board
Bradford Hate Crime Alliance
Safer Bradford
Learning Disability England
Keighley Town Council
Stand Out
BTM
Champions Charity
Hoot Creative Arts
Happiness Enchanters
Brooklands School
Rhritition
Wil Quick- Co-production Partnership co-coordinator- Equality Together
Bradford People First
Bradford Libraries
Citizen Network
West Yorkshire Police
City of Bradford Metropolitan District Council
Waddiloves
Bradford District Care- NHS Foundation Trust
Rotary Club of Skipton Craven
Broughton Sanctuary
Inclusfit
MHFA England
Disability Confident
Holibreak
Playing For Kicks

People First Keighley & Craven
Trustees' report (continued) for the year ended 31 March 2024



People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2024

Financial review

The net expenditure for the year was £22,223, including net expenditure of £2,902 on unrestricted funds and net expenditure of £19,321 on restricted funds.

Reserves policy

The Board of Trustees consider that they should review the level of reserves held by the charity at regular intervals. The Board of Trustees feel that reserves should equate to approximately three months running costs to ensure that adequate resources are available to allow continued furtherance of the objectives of the charity in the event of a temporary shortfall in incoming resources while alternative funds are sought. The management committee believe that holding adequate funds to cover three months operating costs would allow for an orderly winding up of the organisation and would also enable the organisation to be able to meet its obligations towards staff and creditors in the event of there being no possibility of securing alternative longer-term funding. This would equate to approximately £50,000.

The charity's free reserves, excluding fixed assets, at the year end were £23,396.

Approved by the board of trustees on 9/6/2025

Tom Walsh (Trustee)

People First Keighley & Craven

Independent examiner's report to the trustees of People First Keighley & Craven

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024, which are set out on pages 13 to 19.

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

13/6/2025

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

People First Keighley & Craven
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2024

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Grants, contracts and donations	(2)	26	108,173	108,199	135,197
Activity contributions		6,747	-	6,747	10,640
Fundraising		2,434	-	2,434	-
Day services income		77,038	-	77,038	28,638
Total income		<u>86,245</u>	<u>108,173</u>	<u>194,418</u>	<u>174,475</u>
Expenditure on:					
Salaries NI and pensions	(3)	48,672	83,959	132,631	123,330
DBS checks		100	-	100	62
Freelance and sessional workers		1,529	6,101	7,630	17,237
Legal, professional and consultancy		5,752	7,036	12,788	7,160
Events, activities and service delivery		7,439	8,187	15,626	12,125
Equipment and resources		45	843	888	1,969
Insurance		347	668	1,015	853
Memberships and subscriptions		1,282	-	1,282	50
Advertising and publicity		3,095	1,966	5,061	5,325
Food and refreshments		52	58	110	160
Rent and utilities		4,740	8,626	13,366	12,856
Repairs and maintenance		-	115	115	383
Room and facility hire		1,019	4,027	5,046	4,587
Stationery, printing and postage		622	2,616	3,238	1,374
Telephone and internet		2,385	-	2,385	2,196
Travel		901	1,199	2,100	896
Training and welfare		4,182	-	4,182	1,078
Independent examination		1,800	-	1,800	1,800
IT, support and software		941	1,521	2,462	4,590
Other expenses		298	572	870	279
Depreciation		3,946	-	3,946	4,456
Total expenditure		<u>89,147</u>	<u>127,494</u>	<u>216,641</u>	<u>202,766</u>
Net income / (expenditure)		<u>(2,902)</u>	<u>(19,321)</u>	<u>(22,223)</u>	<u>(28,291)</u>
Fund balances brought forward		<u>30,717</u>	<u>66,430</u>	<u>97,147</u>	<u>125,438</u>
Fund balances carried forward	(4)	<u>27,815</u>	<u>47,109</u>	<u>74,924</u>	<u>97,147</u>

All incoming resources and resources expended derive from continuing activities.

People First Keighley & Craven

Balance sheet

as at 31 March 2024

		2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	4,419	-	4,419	8,365
Total fixed assets		<u>4,419</u>	<u>-</u>	<u>4,419</u>	<u>8,365</u>
Current assets					
Debtors and prepayments	(6)	32,996	27,051	60,047	25,462
Cash at bank and in hand	(7)	(3,734)	20,058	16,324	67,665
Total current assets		<u>29,262</u>	<u>47,109</u>	<u>76,371</u>	<u>93,127</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	5,866	-	5,866	4,345
Total current liabilities		<u>5,866</u>	<u>-</u>	<u>5,866</u>	<u>4,345</u>
Net current assets / (liabilities)		<u>23,396</u>	<u>47,109</u>	<u>70,505</u>	<u>88,782</u>
Net assets		<u>27,815</u>	<u>47,109</u>	<u>74,924</u>	<u>97,147</u>
Funds					
Unrestricted funds		27,815	-	27,815	30,717
Restricted funds		-	47,109	47,109	66,430
Total funds		<u>27,815</u>	<u>47,109</u>	<u>74,924</u>	<u>97,147</u>

The financial statements were approved by the board of trustees on 9/6/2025

Tom Walsh (Trustee)

People First Keighley & Craven

Notes to the accounts

for the year ended 31 March 2024

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.

Tangible fixed assets

Tangible fixed assets costing more than £250 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Freehold land: nil

Freehold buildings: over 50 years

Computers and office equipment: over 4 years

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.

People First Keighley & Craven

Notes to the accounts

for the year ended 31 March 2024

1 Accounting policies continued

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.

People First Keighley & Craven
Notes to the accounts continued
for the year ended 31 March 2024

2 Grants and donations	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Asda Foundation	-	400	400	-
City of Bradford Metropolitan District Council	-	5,000	5,000	-
Community Chest Keighley	-	497	497	-
Equality Together	-	51,645	51,645	48,366
Equality Together Innovation fund	-	23,580	23,580	22,500
National Lottery Community Fund (NLCF)	-	27,051	27,051	53,535
Keighley Town Council	-	-	-	2,596
Sovereign Healthcare	-	-	-	5,000
Other donations	26	-	26	3,200
	<u>26</u>	<u>108,173</u>	<u>108,199</u>	<u>135,197</u>

3 Staff costs and numbers	2024	2023
	£	£
Gross salaries	126,693	117,606
Social security costs	8,910	8,766
Employment allowance	(5,000)	(5,000)
Pensions	2,028	1,958
	<u>132,631</u>	<u>123,330</u>

The average number of employees during the year was 7.1, being an average of 4.9 full time equivalent (2023: 6.7, 4.9 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2024	2023
	£	£
Costs of the scheme to the charity for the year	2,028	1,958

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Asda Foundation	-	400	400	-	-
CBMDC	-	5,000	214	-	4,786
Community Chest Keighley	-	497	199	-	298
Innovation Fund	8,644	23,580	24,778	-	7,446
Lot 2 Self Advocacy	-	51,645	27,695	-	23,950
NLCF	52,786	27,051	74,208	-	5,629
Sovereign	5,000	-	-	-	5,000
	<u>66,430</u>	<u>108,173</u>	<u>127,494</u>	<u>-</u>	<u>47,109</u>

Fund name	Purpose of restriction
Asda Foundation	Towards equipment purchases.
CBMDC	Towards the wellbeing project.
Community Chest Keighley	Towards the cost of IT equipment.
Innovation Fund	Funding from Equality Together to help people plan their own day opportunities.
Lot 2 Self Advocacy	Lot 2 funding for self and group advocacy and peer support.
NLCF	To cover core costs, salaries and support learning holidays.
Sovereign	Towards the Your Health, My Life project.

People First Keighley & Craven
Notes to the accounts continued
for the year ended 31 March 2024

5 Tangible assets	Computers	Office equipment	Total
<u>Cost</u>	£	£	£
At 1 April 2023	8,280	9,548	17,828
Additions	-	-	-
At 31 March 2024	8,280	9,548	17,828
<u>Depreciation</u>			
At 1 April 2023	5,538	3,925	9,463
Charge for year	2,070	1,876	3,946
At 31 March 2024	7,608	5,801	13,409
<u>Net book value</u>			
At 31 March 2024	672	3,747	4,419
At 31 March 2023	2,742	5,623	8,365

6 Debtors and prepayments	2024	2023
	£	£
Debtors	27,674	20,238
Prepayments	315	292
Accrued income	31,051	4,000
Other debtors	1,007	932
	60,047	25,462

7 Cash at bank and in hand	2024	2023
	£	£
Cash at bank	16,144	67,365
Cash in hand	180	300
	16,324	67,665

8 Creditors and accruals	2024	2023
	£	£
Creditors	2,266	2,545
Accruals	3,600	1,800
	5,866	4,345

9 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 total employee benefits received by key management personnel were £27,526 (previous year: £37,029).

People First Keighley & Craven

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2024

	2024 Unrestricted funds £	2023 Unrestricted funds £	2024 Restricted funds £	2023 Restricted funds £	2024 Total funds £	2023 Total funds £
Income						
Grants, contracts and donations	26	3,200	108,173	131,997	108,199	135,197
Activity contributions	6,747	10,640	-	-	6,747	10,640
Fundraising	2,434	-	-	-	2,434	-
Day services income	77,038	28,638	-	-	77,038	28,638
Total income	86,245	42,478	108,173	131,997	194,418	174,475
Expenditure						
Salaries NI and pensions	48,672	45,729	83,959	77,601	132,631	123,330
DBS checks	100	62	-	-	100	62
Freelance and sessional workers	1,529	6,032	6,101	11,205	7,630	17,237
Legal, professional and consultancy	5,752	1,265	7,036	5,895	12,788	7,160
Events, activities and service delivery	7,439	9,477	8,187	2,648	15,626	12,125
Equipment and resources	45	1,024	843	945	888	1,969
Insurance	347	103	668	750	1,015	853
Memberships and subscriptions	1,282	50	-	-	1,282	50
Advertising and publicity	3,095	914	1,966	4,411	5,061	5,325
Food and refreshments	52	160	58	-	110	160
Rent and utilities	4,740	2,026	8,626	10,830	13,366	12,856
Repairs and maintenance	-	383	115	-	115	383
Room and facility hire	1,019	3,043	4,027	1,544	5,046	4,587
Stationery, printing and postage	622	760	2,616	614	3,238	1,374
Telephone and internet	2,385	355	-	1,841	2,385	2,196
Travel	901	896	1,199	-	2,100	896
Training and welfare	4,182	1,078	-	-	4,182	1,078
Independent examination	1,800	1,079	-	721	1,800	1,800
IT, support and software	941	908	1,521	3,682	2,462	4,590
Other expenses	298	279	572	-	870	279
Depreciation	3,946	4,456	-	-	3,946	4,456
Total expenditure	89,147	80,079	127,494	122,687	216,641	202,766
Net income / (expenditure)	(2,902)	(37,601)	(19,321)	9,310	(22,223)	(28,291)
Transfers between funds	-	37,658	-	(37,658)	-	-
Net movement in funds	(2,902)	57	(19,321)	(28,348)	(22,223)	(28,291)
Fund balances brought forward	30,717	30,660	66,430	94,778	97,147	125,438
Fund balances carried forward	27,815	30,717	47,109	66,430	74,924	97,147

People First Keighley & Craven

Charity number 1125278

Annual Report and Financial Statements **for the year ended 31 March 2024**



People First Keighley & Craven

Annual Report and Financial Statements
for the year ended 31 March 2024

Contents	Page
Trustees' report	2 to 11
Examiner's report	12
Statement of financial activities	13
Balance sheet	14
Notes to the accounts	15 to 19

Prepared by West Yorkshire Community Accountancy Service CIO

People First Keighley & Craven

Trustees' report for the year ended 31 March 2024

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
Lindsey Hurt	Co-chair	Resigned March 2024
Daniel Jones	Co-chair	Resigned March 2024
Alex Millar	Treasurer	Resigned March 2024
Tracey Line	Secretary	
Rebecca Brooksbank		Resigned March 2024
Charlotte Longbottom		
Steven Brundle		
Stephen Whiteside	Health and Safety Officer	
Simon Waggett		Resigned March 2024
Tom Walsh		

Charity number 1125278 Registered in England and Wales

Registered and principal address

Room 26, Central Hall
Alice Street
Keighley
BD21 3JD

Bankers

Virgin Money
73 North Street
Keighley
BD21 3SD

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 1 April 2007, as amended 8 July 2008.

Method of recruitment and appointment of trustees

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

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2024

Objectives and activities

The charity's objects

To relieve the needs of people with learning difficulties including enabling them to manage a voluntary group, speak up for themselves and go on social outings.

The charity's main activities

People First Keighley and Craven is a self and group advocacy organisation, and day service. Working with adults with learning disabilities and/or neurodiversity.

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 advancement of education and the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

Who we are

We are People First Keighley & Craven we're a registered charity, company, day service and podcast. We are adults with learning disabilities and/or neurodiversity and our organisation is run by and for us. Our work is centred around advocacy in both individual and group formats.

We work to break down barriers and inequalities, through campaigns and events. We work to bring people together, and support people to become active, included members of the community. We want to make the world a better place for all.

We work in an equitable way ensuring a true person-centred approach.

Achievements and performance

What we did in 2023/2024 financial year at PFKC.

We had eight social nights, each supporting around 40 individuals with learning disabilities and/or neurodiversity to socialise and learn social skills each month.

We had 3 learning holidays in this period of time.

In total we provided our disabled community with twenty seven events both small and large, these were run by PFKC, and occasionally in partnership with other organisations.

Funding we got:

£5000 mental health grant

£500 Asda fund for the podcast

Our podcast and YouTube channel became a widely used resource for adults with learning disabilities and for those who work with them.

Some of our favourite resources from 23/24 are:

Podcast interview with a speech and language therapist.

Podcast with the service called Gig Buddies.

Podcast with Rueben Reuter

What a special episode we had with Channel 4 News reporter Rueben Reuter! Our podcast team at People First Keighley and Craven spoke to Rueben about his job and what he does, what his future plans are, and any advice he has to people with Learning Disabilities trying to find work!

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance continued

Autism Awareness Week

Breast cancer podcast interview

Lindsey and Charlotte hosted Julie, a breast care nurse, about what she does so they can incorporate breast health into their Women's Health work. The self check information was particularly important and the podcast shared that information to our wider community.

This is me festival-table and podcast

Big Soup Day Service podcast feature.

We did a great episode featuring Tracy from The Big Soup Theatre Group who talked to us about what goes on at their rehearsals and performances. We also got to talk to People First Keighley and Craven presenter Tom who is also a member of Big Soup.

Interview with journalist Saba Salman and advocate Shaun Webster MBE.

They spoke about advocacy, learning disabilities and their book Made Possible.

Skipton Pride podcast

Our Podcast lead Adam and some of the team were at Skipton Pride, sharing information about what we do and finding out why having pride celebrations are important in small communities as well as Cities. It was a very colourful and fun day with some interesting interviews.

We featured Wendy from **Down Syndrome Training and Support Service**, who spoke to us about the charity and the important services they provide.

Another highlight is the interview of Tom Jameson, editor of Able Magazine. The whole office got involved asking how a magazine about disability runs.

How does it feel? - Video by members.

This video shows why advocacy groups are so important. We are so very grateful to the members for sharing their words.

Dying matters podcast.

We spoke to Dr Mike Hughes, who we interviewed live at the Dying Matters event earlier this year, and asked him more questions about palliative care for people with learning disabilities and the importance of having conversations about dying.

Citizen Network Podcast

We spoke to Simon Duffy about the Citizen Network and the work he has done to support people with disabilities over the years.

Epilepsy Action Podcast

Epilepsy Action sent Mags to teach us more about Epilepsy.

Meet the team YouTube video series.

Solidifying each members role and responsibilities. This has proven a very effective way of ensuring all members have purpose and are using their talents and developing them.

Achievements:

We became an official bronze-level Makaton Friendly charity! This was important to us because of the fact that some of our members use Makaton and we also wanted to ensure that when we create work we can make it as accessible as possible so using signs when speaking helps communicate more effectively.

Dementia training for everyone, staff, volunteers and members. We received our dementia friendly badges. This work was with The Alzheimer's Society.

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance continued

Charity Film Award Top 10

We are really proud that our members hard work, dedication and creativity has culminated in a national level film award recognition! We were in the Charity Film Awards final! Read more in The Keighley News.

Naidex conference

We had a stall at Naidex to promote our learning holidays and our advocacy work.

We went to interview others with disabilities for our podcast to hear what the challenges are for others with disabilities and bring that information back for our campaign work.

We brought three members who represented our organisation superbly during the first live podcast of adults with learning disabilities interviewing Brooke Millhouse!

Our podcast was shortlisted by The Lovie Awards for diversity, equity and inclusion!

This means we were judged by industry professionals to be in the top 4 podcasts out of all applicants across the whole of Europe. This highlights the great work that the podcast team have achieved over the past 12 months.

Congratulations! Your organisation has been shortlisted for the 13th Annual Lovie Awards. This is a remarkable accomplishment for you and your team. It's time to promote your recognition and make sure the world knows about it.

You Are Now Officially an Industry Leader

With the prestige and cachet that accompany the Lovie Awards, you've now joined the ranks of European Internet's best and brightest, making you an industry leader.

Fire safety training for all

Our fire marshals also took part in some really important fire training with Seed Training. We're so grateful for them coming in so we can help make our office more safe!

Work covered at PFKC

Religious education.

With some members wanting to celebrate Eid and Easter some other members researched other religious holidays and we made a celebration tree with symbols of lots of religious occasions to show anyone new that everyone is welcome in our office!

Climate awareness week

Dying matters event

Domestic abuse awareness video training

We worked on a special project with The Domestic Abuse team and Safeguarding Voice Group making a video to tell people what to do to get help in a safeguarding situation.

Mental health awareness week

Sustainability Week at PFKC

We have our own compost caddy in the office and take our contents to the community allotment in Silsden. We are really happy with the progress of our onions, potatoes, tomatoes, chillies, peppers, strawberries and radishes. Our head gardener has been researching herbs for planting next!

Work with Asda Keighley on our money matters shopping work.

HUGE thanks to Suzie at Keighley Asda for the generous package of tea, coffee, milk, sugar & biscuits after our admin lead Kim contacted her to see if Asda can support us. We looked at the difference between supermarket own and named brand items.

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance continued

Learning Disability Week 2023

This Learning Disability Awareness week we decided to really think about what we as an organisation stand for. This led us to think about what each of us stand for personally.

Airedale Hospital Learning Disability Awareness Stall

Celebrating the launch of the Red Bags with Sarah & Tracy from Waddiloves.

Representing learning disabilities at the Mental Diversity Law Network Conference.

Work with Cliffe Castle Museum with their Cliffe Castle Support Group.

We went to help improve the museum for future visitors with additional support needs!

Allotment opening

Mandela day celebrations

Our new member asked us to share in his celebration of Mandela day as he is from South Africa we feel very lucky to share this special Occasion together.

Our allotment harvest week.

Our allotment has had its first big harvest! Those potatoes were grown from some old seeded potatoes donated by someone in Skipton!

We made celebratory potato wedges made from the potatoes grown in our allotment! Big thanks to Daniel, Rebecca and Janet who made those!

Accessible football trip visiting Liverpool football club sponsored by Slater and Gordon

"Best day ever" – Graeme member of PFKC

We then interviewed the accessibility manager at Liverpool Football club which was so interesting. Listen to the finished podcast here:

Our Unique Learning Holidays.

The array of colours people have been enjoying to eat and the confidence and friendships that are growing is wonderful!

Sessions such as Gentle Dental oral care with Catrina and Eat, Move, be Happy with Anna and Cerin in the afternoon. We are all set to shop with confidence in our choices!

Disability advocacy in history trip.

We had a fantastic day at Leeds Industrial Museum at Armley Mills to see the "Any Work That Wanted Doing" exhibition.

We were given a tour by the curator, activist and author Gill Crawshaw, she also was interviewed for the podcast on location and we will share the write up about the day and what we've learned today during Disability History Month.

It was eye opening finding how disabilities were treated in the 1800s, especially in the textile industry.

Thanks Gill & Leeds Industrial Museum and all the PFKC staff for a fabulous day!

Health Event at Cougar Park for adults with learning disabilities.

Schools and college outreach: we got to present our work at Hazelbeck School's open day on Tuesday! It was lovely to be able to show what we offer to leaving students and get to meet other services in the local area!

We worked with the **Bradford Safeguarding Board** on a set of new hate crime awareness videos! We had fun and learned a lot about this very important topic to us.

We were invited to talk to training **paramedics at the University of Bradford**, voicing their opinions on how they would like to be treated if they were taken into hospital. We are so proud that they went and spoke about this very important issue!

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance continued

Advocacy Easy Read, we worked on the difference between equality and equity! We have been really interested in learning the difference between them, so we can all understand more about how we support people as an equitable organisation!

We have worked with **Wil Quick, co-production partnership** co-ordinator at Equality Together.

We started our Positivity Pop Up Events with Bradford People First

We were using the mental health wellbeing grant we were awarded for our joint application to reach adults with learning disabilities. We gave out free fidget spinners, sensory items, stress toys, mindful colouring books, exercise bands and more!

Started our induction of NHS staff at Airedale Hospital.

The training is about learning disability and neurodiversity for the new staff induction. It was so lovely to be invited for the third time and to get to discuss and teach about hospital passports, respect forms, STOMP and red bags, which we have discussed and worked on before.

Covid health event.

It has been developed with AWC Modality Partnership to create a familiar, safe environment for people with learning disabilities and/or autism (& their families/carers) to get their Covid Vaccinations.

- * Fidget aids available
- * Leaflets and information about services in the area
- * Coffee and a chat.

The Big Thanks Conference.

Read all about the big thanks in our newsletter dedicated to sharing every detail of our day dedicated to gratitude for the members, the organisation, our supporters, founders and council.

All Inc Events : Christmas ball.

Minister for Disabilities in government.

We have talked about the pros and cons of the decision, how it has made our members feel, the impact it will have and where we can get reliable information about government news.

Mince Pie Moments!

We set up a Positivity Pop-Up and connected with people from the other organisations that work in Central Hall like Keighley Rotary Club and The Cellar Trust! Our local MP Robbie Moore MP joined us for our Mince Pie Moments, where he answered some questions from us! We also enjoyed being a part of the Fun, Friends, Fridays Club from Our Lives Our Way !

Our Christmas “rap-up” of the year video.

Library Promotion Work

We had seven library visits supporting 34 members to get their library card to borrow books. Here is a video about our library visits:

Chinese new year celebrations.

Incorporating other cultures is important so that everyone feels welcome and valued. Our volunteer Alina led this week of work and it was fantastic.

The People First Podcast hosted a project with **Hoot Creative Arts** on Wednesday where they gave some training about making podcasts for the Kirklees Year of Music! It was wonderful to host such a lovely group.

Groups we attended and contributed to:

Bradford safeguarding voice group meeting
Co-Production Partnership Group with Equality Together.
Healthier Lives Meeting
DPAG

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2024

Achievements and performance continued

Supporting the community.

We had 9 Student social work visits to our office for the day.

We had 5 visits from new staff at Waddiloves.

Co-Production work

We created a "Be Kind" Game with Bringing Us Together charity and Tony Bamforth. This was an excellent experience to use a fun game to encourage advocacy.

Organisations / individuals we have worked with in the 23/24 financial period:

David Weale- Speech and Language Therapist
Gig Buddies
Reuben Reuter- Channel 4 News Reporter
Poppy's Papercuts
Sm@rt Technology
The National Trust
Northern Ballet- artists
Julie Hodgins- Women's Health Nurse
This Is Me Festival
Big Soup
Gr8 Minds
Saba Salman- journalist and author
Shaun Webster MBE
Skipton Pride
Wendy Uttley- Down syndrome Training and Support Service
Tom Jameson- Able Magazine
Dying Matters
Dr. Mike Hughes
Simon Duffy
Epilepsy Action
Bradford Safeguarding Voice
Equality Together
Healthier Lives
DPAG
Bradford University
Tony Bamforth- Bringing Us Together
The Makaton Charity
The Alzheimer's Society
Turning Point
Naidex
Celia Hensmen- the Disability Policy Centre
Seed Training
The Domestic Abuse Team and Safeguarding Voice Group
Silsden Community Allotment
Asda Keighley
Airedale NHS Foundation Trust
Mental Diversity Law Network
Val Preston- Cliffe Castle Support Group
Cliffe Castle Museum
Slater and Gordon
Liverpool Football Club
Craven Museum- Skipton Town Hall
Eat, Move, Be Happy

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2024

Organisations / individuals we have worked with in the 23/24 financial period continued:

Gill Crawshaw- Leeds Industrial Museum
Lucy Webster- journalist
Robbie Moore MP
Stand Out Socks
AWC Modality Partnership
Cougar Park
IMAS
Outside the Box
Hazelbeck School
Bradford Safeguarding Adults Board
Bradford Hate Crime Alliance
Safer Bradford
Learning Disability England
Keighley Town Council
Stand Out
BTM
Champions Charity
Hoot Creative Arts
Happiness Enchanters
Brooklands School
Rhritition
Wil Quick- Co-production Partnership co-coordinator- Equality Together
Bradford People First
Bradford Libraries
Citizen Network
West Yorkshire Police
City of Bradford Metropolitan District Council
Waddiloves
Bradford District Care- NHS Foundation Trust
Rotary Club of Skipton Craven
Broughton Sanctuary
Inclusfit
MHFA England
Disability Confident
Holibreak
Playing For Kicks

People First Keighley & Craven
Trustees' report (continued) for the year ended 31 March 2024



People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2024

Financial review

The net expenditure for the year was £22,223, including net expenditure of £2,902 on unrestricted funds and net expenditure of £19,321 on restricted funds.

Reserves policy

The Board of Trustees consider that they should review the level of reserves held by the charity at regular intervals. The Board of Trustees feel that reserves should equate to approximately three months running costs to ensure that adequate resources are available to allow continued furtherance of the objectives of the charity in the event of a temporary shortfall in incoming resources while alternative funds are sought. The management committee believe that holding adequate funds to cover three months operating costs would allow for an orderly winding up of the organisation and would also enable the organisation to be able to meet its obligations towards staff and creditors in the event of there being no possibility of securing alternative longer-term funding. This would equate to approximately £50,000.

The charity's free reserves, excluding fixed assets, at the year end were £23,396.

Approved by the board of trustees on 9/6/2025

Tom Walsh (Trustee)

People First Keighley & Craven

Independent examiner's report to the trustees of People First Keighley & Craven

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024, which are set out on pages 13 to 19.

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

13/6/2025

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

People First Keighley & Craven
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2024

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Grants, contracts and donations	(2)	26	108,173	108,199	135,197
Activity contributions		6,747	-	6,747	10,640
Fundraising		2,434	-	2,434	-
Day services income		77,038	-	77,038	28,638
Total income		<u>86,245</u>	<u>108,173</u>	<u>194,418</u>	<u>174,475</u>
Expenditure on:					
Salaries NI and pensions	(3)	48,672	83,959	132,631	123,330
DBS checks		100	-	100	62
Freelance and sessional workers		1,529	6,101	7,630	17,237
Legal, professional and consultancy		5,752	7,036	12,788	7,160
Events, activities and service delivery		7,439	8,187	15,626	12,125
Equipment and resources		45	843	888	1,969
Insurance		347	668	1,015	853
Memberships and subscriptions		1,282	-	1,282	50
Advertising and publicity		3,095	1,966	5,061	5,325
Food and refreshments		52	58	110	160
Rent and utilities		4,740	8,626	13,366	12,856
Repairs and maintenance		-	115	115	383
Room and facility hire		1,019	4,027	5,046	4,587
Stationery, printing and postage		622	2,616	3,238	1,374
Telephone and internet		2,385	-	2,385	2,196
Travel		901	1,199	2,100	896
Training and welfare		4,182	-	4,182	1,078
Independent examination		1,800	-	1,800	1,800
IT, support and software		941	1,521	2,462	4,590
Other expenses		298	572	870	279
Depreciation		3,946	-	3,946	4,456
Total expenditure		<u>89,147</u>	<u>127,494</u>	<u>216,641</u>	<u>202,766</u>
Net income / (expenditure)		<u>(2,902)</u>	<u>(19,321)</u>	<u>(22,223)</u>	<u>(28,291)</u>
Fund balances brought forward		<u>30,717</u>	<u>66,430</u>	<u>97,147</u>	<u>125,438</u>
Fund balances carried forward	(4)	<u>27,815</u>	<u>47,109</u>	<u>74,924</u>	<u>97,147</u>

All incoming resources and resources expended derive from continuing activities.

People First Keighley & Craven

Balance sheet

as at 31 March 2024

		2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	4,419	-	4,419	8,365
Total fixed assets		<u>4,419</u>	<u>-</u>	<u>4,419</u>	<u>8,365</u>
Current assets					
Debtors and prepayments	(6)	32,996	27,051	60,047	25,462
Cash at bank and in hand	(7)	(3,734)	20,058	16,324	67,665
Total current assets		<u>29,262</u>	<u>47,109</u>	<u>76,371</u>	<u>93,127</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	5,866	-	5,866	4,345
Total current liabilities		<u>5,866</u>	<u>-</u>	<u>5,866</u>	<u>4,345</u>
Net current assets / (liabilities)		<u>23,396</u>	<u>47,109</u>	<u>70,505</u>	<u>88,782</u>
Net assets		<u>27,815</u>	<u>47,109</u>	<u>74,924</u>	<u>97,147</u>
Funds					
Unrestricted funds		27,815	-	27,815	30,717
Restricted funds		-	47,109	47,109	66,430
Total funds		<u>27,815</u>	<u>47,109</u>	<u>74,924</u>	<u>97,147</u>

The financial statements were approved by the board of trustees on 9/6/2025

Tom Walsh (Trustee)

People First Keighley & Craven

Notes to the accounts

for the year ended 31 March 2024

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.

Tangible fixed assets

Tangible fixed assets costing more than £250 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Freehold land: nil

Freehold buildings: over 50 years

Computers and office equipment: over 4 years

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.

People First Keighley & Craven

Notes to the accounts

for the year ended 31 March 2024

1 Accounting policies continued

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.

People First Keighley & Craven
Notes to the accounts continued
for the year ended 31 March 2024

2 Grants and donations	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Asda Foundation	-	400	400	-
City of Bradford Metropolitan District Council	-	5,000	5,000	-
Community Chest Keighley	-	497	497	-
Equality Together	-	51,645	51,645	48,366
Equality Together Innovation fund	-	23,580	23,580	22,500
National Lottery Community Fund (NLCF)	-	27,051	27,051	53,535
Keighley Town Council	-	-	-	2,596
Sovereign Healthcare	-	-	-	5,000
Other donations	26	-	26	3,200
	<u>26</u>	<u>108,173</u>	<u>108,199</u>	<u>135,197</u>

3 Staff costs and numbers	2024	2023
	£	£
Gross salaries	126,693	117,606
Social security costs	8,910	8,766
Employment allowance	(5,000)	(5,000)
Pensions	2,028	1,958
	<u>132,631</u>	<u>123,330</u>

The average number of employees during the year was 7.1, being an average of 4.9 full time equivalent (2023: 6.7, 4.9 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2024	2023
	£	£
Costs of the scheme to the charity for the year	2,028	1,958

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Asda Foundation	-	400	400	-	-
CBMDC	-	5,000	214	-	4,786
Community Chest Keighley	-	497	199	-	298
Innovation Fund	8,644	23,580	24,778	-	7,446
Lot 2 Self Advocacy	-	51,645	27,695	-	23,950
NLCF	52,786	27,051	74,208	-	5,629
Sovereign	5,000	-	-	-	5,000
	<u>66,430</u>	<u>108,173</u>	<u>127,494</u>	<u>-</u>	<u>47,109</u>

Fund name	Purpose of restriction
Asda Foundation	Towards equipment purchases.
CBMDC	Towards the wellbeing project.
Community Chest Keighley	Towards the cost of IT equipment.
Innovation Fund	Funding from Equality Together to help people plan their own day opportunities.
Lot 2 Self Advocacy	Lot 2 funding for self and group advocacy and peer support.
NLCF	To cover core costs, salaries and support learning holidays.
Sovereign	Towards the Your Health, My Life project.

People First Keighley & Craven
Notes to the accounts continued
for the year ended 31 March 2024

5 Tangible assets	Computers	Office equipment	Total
<u>Cost</u>	£	£	£
At 1 April 2023	8,280	9,548	17,828
Additions	-	-	-
At 31 March 2024	8,280	9,548	17,828
<u>Depreciation</u>			
At 1 April 2023	5,538	3,925	9,463
Charge for year	2,070	1,876	3,946
At 31 March 2024	7,608	5,801	13,409
<u>Net book value</u>			
At 31 March 2024	672	3,747	4,419
At 31 March 2023	2,742	5,623	8,365

6 Debtors and prepayments	2024	2023
	£	£
Debtors	27,674	20,238
Prepayments	315	292
Accrued income	31,051	4,000
Other debtors	1,007	932
	60,047	25,462

7 Cash at bank and in hand	2024	2023
	£	£
Cash at bank	16,144	67,365
Cash in hand	180	300
	16,324	67,665

8 Creditors and accruals	2024	2023
	£	£
Creditors	2,266	2,545
Accruals	3,600	1,800
	5,866	4,345

9 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 total employee benefits received by key management personnel were £27,526 (previous year: £37,029).

People First Keighley & Craven

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2024

	2024 Unrestricted funds £	2023 Unrestricted funds £	2024 Restricted funds £	2023 Restricted funds £	2024 Total funds £	2023 Total funds £
Income						
Grants, contracts and donations	26	3,200	108,173	131,997	108,199	135,197
Activity contributions	6,747	10,640	-	-	6,747	10,640
Fundraising	2,434	-	-	-	2,434	-
Day services income	77,038	28,638	-	-	77,038	28,638
Total income	86,245	42,478	108,173	131,997	194,418	174,475
Expenditure						
Salaries NI and pensions	48,672	45,729	83,959	77,601	132,631	123,330
DBS checks	100	62	-	-	100	62
Freelance and sessional workers	1,529	6,032	6,101	11,205	7,630	17,237
Legal, professional and consultancy	5,752	1,265	7,036	5,895	12,788	7,160
Events, activities and service delivery	7,439	9,477	8,187	2,648	15,626	12,125
Equipment and resources	45	1,024	843	945	888	1,969
Insurance	347	103	668	750	1,015	853
Memberships and subscriptions	1,282	50	-	-	1,282	50
Advertising and publicity	3,095	914	1,966	4,411	5,061	5,325
Food and refreshments	52	160	58	-	110	160
Rent and utilities	4,740	2,026	8,626	10,830	13,366	12,856
Repairs and maintenance	-	383	115	-	115	383
Room and facility hire	1,019	3,043	4,027	1,544	5,046	4,587
Stationery, printing and postage	622	760	2,616	614	3,238	1,374
Telephone and internet	2,385	355	-	1,841	2,385	2,196
Travel	901	896	1,199	-	2,100	896
Training and welfare	4,182	1,078	-	-	4,182	1,078
Independent examination	1,800	1,079	-	721	1,800	1,800
IT, support and software	941	908	1,521	3,682	2,462	4,590
Other expenses	298	279	572	-	870	279
Depreciation	3,946	4,456	-	-	3,946	4,456
Total expenditure	89,147	80,079	127,494	122,687	216,641	202,766
Net income / (expenditure)	(2,902)	(37,601)	(19,321)	9,310	(22,223)	(28,291)
Transfers between funds	-	37,658	-	(37,658)	-	-
Net movement in funds	(2,902)	57	(19,321)	(28,348)	(22,223)	(28,291)
Fund balances brought forward	30,717	30,660	66,430	94,778	97,147	125,438
Fund balances carried forward	27,815	30,717	47,109	66,430	74,924	97,147

People First Keighley & Craven
Independent examiner's report to the trustees of People First Keighley & Craven

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024, which are set out on pages 13 to 19.

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.

Signed:  Name: Simon Bostrom FCIE

13/6/2025

West Yorkshire Community Accountancy Service CIO
Stringer House
34 Lupton Street
Leeds
LS10 2QW

Accounts

People First Keighley & Craven

Charity number 1125278

Annual Report and Financial Statements **for the year ended 31 March 2022**



West Yorkshire Community Accounting Service

People First Keighley & Craven

Annual Report and Financial Statements for the year ended 31 March 2022

Contents	Page
Trustees' report	2 to 5
Examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 to 14

Prepared by West Yorkshire Community Accountancy Service CIO

People First Keighley & Craven

Trustees' report for the year ended 31 March 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
Alex Millar	Chair	Appointed October 2021
Lindsey Hurt	Vice-chair	Appointed October 2021
Tracey Line	Secretary	
Rebecca Brooksbank	Treasurer	Appointed October 2021
Adrian Swallow		
Charlotte Longbottom		
Steven Brundle		
Jane-Frances Whatmuff		
James Brown		
Stephen Whiteside	Health and Safety Officer	
Simon Waggett		
Tom Walsh		

Charity number 1125278 Registered in England and Wales

Registered and principal address	Bankers
Room 26, Central Hall	Virgin Money
Alice Street	73 North Street
Keighley	Keighley
BD21 3JD	BD21 3SD

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 1 April 2007, as amended 8 July 2008.

Method of recruitment and appointment of trustees

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

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2022

Objectives and activities

The charity's objects

To relieve the needs of people with learning difficulties including enabling them to manage a voluntary group, speak up for themselves and go on social outings.

The charity's main activities

People First Keighley and Craven is a self advocacy organisation run by and for young people and adults with learning disabilities. We bring people together to learn life skills, to speak up, be heard and to change attitudes towards people with learning disabilities. We provide campaigning, volunteering opportunities, social activities and job coaching. We are also an accredited training centre with NCFE.

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 advancement of education and the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

Achievements and performance

Chief Officer Report

Covid 19

This has been another difficult year with Covid 19 still impacting everyone's lives.

The office remained open throughout apart from 1 week when the decision was made to close it due to the amount of members and staff that had contracted the virus and a significant increase in transmission across the district.

We have been very fortunate that none of our members needed to spend time in hospital, and all symptoms were mild.

We have been very grateful to all our members, staff and visitors who followed our strict Covid 19 protocols, this helped to keep everyone safe.

We continued with the protocol to continue to take lateral flow tests and temperature checks within our office, and constantly reviewed our risk assessments and policies.

The introduction of the desk seating plan was very successful and added to people's sense of safety and security, it reduced the need for people to move around the office and helped with the cleaning schedule.

We did receive funding from the local authority from the Covid 19 recovery fund and we used some of this to employ a cleaner who maintained the overall offices.

We also purchased items that supported the safe reopening of the offices, such as screens between desks, visors, sanitising station.

Projects

We introduced several new projects which was funded through ESF (European Social Fund).

The First project was called 'All INC' which proved to be very successful and popular, the 2nd project is called 'What A load Of Scrap' and will run during 2022.

Both these projects delivered a 'Cook & Eat' weekly session.

During the pandemic we worked on many Covid 19 specific projects, sharing information and collecting data that was shared with local authorities, NHS & Public Health England.

Learning Holidays

During 2021 we delivered 3 learning holidays supporting people to develop and learn new skills to help them better manage their own health, the annual conference was held at the Rendezvous Hotel, again this was a huge success and was well attended.

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2022

Mencap

We worked in partnership with Keighley Healthy Living and funding from Mencap to deliver an inclusive/mixed ability dance group, this dance class was led by a member of staff from People First, each week we learnt a dance from a different country, the dancing was finished off with lunch celebrating that country, the food was prepared and served by staff from People First. The countries we visited were, France, Switzerland, Hungary, Russia, Finland, Latvia, Netherlands, and back home to the UK.

HR

Due to the increase workload and projects the decision was made to introduce a new role to the management team, the role of team leader which is a full time position and has proved vital to the organisation.

We hosted young gentleman called Usama a student from Bradford University, he worked on our social media and publicity, he quickly become part of team and has lots of hidden talents such as writing poetry, and has self-published two books, he has a fabulous sense of humour!!!!!!!

Throughout the year we have seen some staff leave and others join the organisation and I would like to thank all the staff for their hard work and dedication to the organisation.

Training

During 2021 we designed and introduced a new training package and policy called 'Professional Boundaries Policies and Procedures' to help us to make sure we are working safely and professionally.

Policies

A new policy was introduced called 'Medication' this policy is more for the learning holidays, where we often support people with medication.

Mission Statement.

The board made the decision to make a slight amendment to the mission statement, this does not affect the organisations aims and objectives.

Business Plan

To support the organisations business plan to generate income we applied and were successful in becoming registered with BMDC Day Opportunities provider list, this means that individuals can choose or be referred to use their personal budgets to attend our services.

Office Equipment & Processes

We have managed to purchase a refurbished secure server to host our organisations documents, this has been a much needed upgrade to our very first 'server' which could no longer store the information we have.

Website

After receiving quotes from several IT Web Designers the decision was made to work with Rachel Burton of Burtondean Website & Development, who has worked closely with our members to design a website that meets the organisation's needs.

As part of this the decision was taking to redesign the logo and colour scheme, the new branding was chosen by the board of trustee's and wider membership.

Board of Trustees

As part of the governance and due diligence the voting for new board members took place, with the roles been awarded to:

Chairperson- Alex Millar

Vice chairperson -Lindsey Hurt

Treasurer Rebecca -Brooksbank

Secretary- Tracy Line

A huge congratulations to them and a Huge thank you to the outgoing members of the board.

As an organisation we have lots of very exciting things in the pipeline and are looking forward to sharing our news throughout the year.

Hannah Bennett

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2022

Chairpersons Report



Hi

My name is Alex Millar and I am the Chairperson,

I have really enjoyed my time working as the chairperson of People First Keighley & Craven.

We have been very busy working hard to run our organisation during the pandemic and we have had to make lots of changes in the way we work to keep everyone safe.

My role in People First is to make sure that the board know what is happening and that everything is discussed and a vote taken.

We hold monthly board meetings and I go to the meetings every month and help to make decisions about rules which are necessary and ask questions about our organisations.

In the office I check that the staff and members are alright. If they have any issues they can talk to me, and I will try to help if I can, if I can't I will suggest someone who can help them.

Part of my role is to attend meetings and events outside the office as representative of People First K.C.

To support the work of the board of trustees we receive support from an independent person, which helps us when we need to make difficult or complicated decisions.

We are really looking forward to the next year, our business plan is already very busy !!!!!!!

On behalf of People First Keighley & Craven I would like to thank all the staff team, members, funders all our supporters and stakeholders.

With Your support we have and will continue to deliver fantastic services across the district.

Thank you
Alex

Financial review

The net income for the year was £8,180, including net income of £-14,986 on unrestricted funds and net expenditure of £6,806 on restricted funds after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £22,213.

The Board of Trustees consider that they should review the level of reserves held by the charity at regular intervals. The Board of Trustees feel that reserves should equate to approximately three months running costs, currently £34,569, to ensure that adequate resources are available to allow continued furtherance of the objectives of the charity in the event of a temporary shortfall in incoming resources while alternative funds are sought. The management committee believe that holding adequate funds to cover three months operating costs would allow for an orderly winding up of the organisation and would also enable the organisation to be able to meet its obligations towards staff and creditors in the event of there being no possibility of securing alternative longer-term funding.

Approved by the board of trustees on 1/2/2023

Tom Walsh (Trustee)

People First Keighley & Craven

Independent examiner's report to the trustees of People First Keighley & Craven

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2022, which are set out on pages 6 to 14.

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

1/2/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

People First Keighley & Craven
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Grants, contracts and donations	(2)	14,534	172,950	187,484	155,257
Activity contributions		6,154	-	6,154	-
Fundraising		3,164	-	3,164	1,983
Day services income		24,608	-	24,608	16,448
Total income		48,460	172,950	221,410	173,688
Expenditure on:					
Salaries NI and pensions	(3)	3,193	113,199	116,392	79,472
Payroll and bookkeeping costs		2,841	5,192	8,033	7,260
DBS checks		50	-	50	250
Sessional support		1,740	25,621	27,361	5,070
Legal, professional and consultancy		1,621	3,026	4,647	4,808
Events and activities		2,976	610	3,586	-
Equipment and resources		222	7,102	7,324	850
Insurance		783	728	1,511	1,155
Memberships and subscriptions		21	39	60	118
Advertising and publicity		907	1,457	2,364	136
Catering and refreshments		28	45	73	44
Rent and utilities		5,037	7,455	12,492	12,492
Repairs and maintenance		-	57	57	2,182
Room and facility hire		6,815	8,345	15,160	-
Stationery, printing and postage		860	1,812	2,672	1,189
Telephone and internet		761	1,394	2,155	1,528
Travel		40	45	85	134
Training		1,665	132	1,797	499
Independent examination		324	576	900	900
IT, support and software		1,153	2,861	4,014	4,425
Other expenses		190	60	250	89
Depreciation		2,247	-	2,247	2,247
Total expenditure		33,474	179,756	213,230	124,848
Net income / (expenditure)		14,986	(6,806)	8,180	48,840
Fund balances brought forward		15,674	101,584	117,258	68,418
Fund balances carried forward	(4)	30,660	94,778	125,438	117,258

All incoming resources and resources expended derive from continuing activities.

People First Keighley & Craven

Balance sheet

as at 31 March 2022

		2022	2022	2022	2021
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	8,447	-	8,447	6,225
Total fixed assets		<u>8,447</u>	<u>-</u>	<u>8,447</u>	<u>6,225</u>
Current assets					
Debtors and prepayments	(6)	17,529	44,767	62,296	40,548
Cash at bank and in hand	(7)	10,650	50,011	60,661	75,756
Total current assets		<u>28,179</u>	<u>94,778</u>	<u>122,957</u>	<u>116,304</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	5,966	-	5,966	5,271
Total current liabilities		<u>5,966</u>	<u>-</u>	<u>5,966</u>	<u>5,271</u>
Net current assets / (liabilities)		<u>22,213</u>	<u>94,778</u>	<u>116,991</u>	<u>111,033</u>
Net assets		<u>30,660</u>	<u>94,778</u>	<u>125,438</u>	<u>117,258</u>
Funds					
Unrestricted funds		30,660	-	30,660	15,674
Restricted funds		-	94,778	94,778	101,584
Total funds		<u>30,660</u>	<u>94,778</u>	<u>125,438</u>	<u>117,258</u>

The financial statements were approved by the board of trustees on 1/2/2023

Tom Walsh (Trustee)

People First Keighley & Craven

Notes to the accounts

for the year ended 31 March 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 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.

Tangible fixed assets

Tangible fixed assets costing more than £250 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Freehold land: nil

Freehold buildings: over 50 years

Computers and office equipment: over 4 years

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.

People First Keighley & Craven

Notes to the accounts

for the year ended 31 March 2022

1 Accounting policies continued

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.

People First Keighley & Craven
Notes to the accounts continued
for the year ended 31 March 2022

2 Grants, contracts and donations	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
CABAD (Other funding)	400	-	400	-
CABAD (Transformation fund)	-	1,600	1,600	1,600
CABAD (Test and Trace)	50	-	50	6,000
City of Bradford Met. District Council	1,684	1,632	3,316	-
Disability Action	-	1,500	1,500	4,500
Equality Together	-	48,187	48,187	47,470
Equality Together Covid Community Champions	4,900	-	4,900	-
Equality Together Innovation fund	-	22,500	22,500	-
ESF Community Grant	-	31,146	31,146	7,430
Inclusion North	7,500	-	7,500	7,500
Mencap	-	797	797	-
National Lottery Community Fund	-	52,326	52,326	50,757
North Yorkshire County Council	-	13,262	13,262	-
Keighley Community Health	-	-	-	15,000
Leeds Community Foundation (LCF)	-	-	-	15,000
	<u>14,534</u>	<u>172,950</u>	<u>187,484</u>	<u>155,257</u>

3 Staff costs and numbers	2022	2021
	£	£
Gross salaries	112,995	78,000
Social security costs	5,813	4,305
Employment allowance	(4,000)	(4,000)
Pensions	<u>1,584</u>	<u>1,167</u>
	<u>116,392</u>	<u>79,472</u>

The average number of employees during the year was 8.6, being an average of 5.2 full time equivalent (2021: 5.6, 3.4 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	1,584	1,167
Amount of any contributions outstanding at the year end	-	-

People First Keighley & Craven

Notes to the accounts continued

for the year ended 31 March 2022

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Adult Social Care Grant NYCC	-	13,262	13,262	-	-
BMDC COVID Grant	-	1,632	1,632	-	-
Disability Action	-	1,500	1,500	-	-
ESF Community Grant	4,035	31,146	31,331	-	3,850
Inclusion North	4,736	-	4,736	-	-
Innovation Fund	7,668	22,500	18,340	-	11,828
Keighley Community Health	11,368	-	11,368	-	-
Equality Together	-	48,187	50,703	-	(2,516)
MENCAP	-	797	797	-	-
NLCF (Big Lottery)	59,737	52,326	33,647	-	78,416
CABAD (Test and Trace)	6,000	-	6,000	-	-
CABAD (Transformation Fund)	1,600	1,600	-	-	3,200
BMDC all inclusive	6,440	-	6,440	-	-
	<u>101,584</u>	<u>172,950</u>	<u>179,756</u>	<u>-</u>	<u>94,778</u>

Fund name	Purpose of restriction
Adult Social Care Grant NYCC	For equipment purchases.
BMDC COVID Grant	Covid emergency funding.
Disability Action	For the purchase of new computers and associated equipment.
ESF Community Grant	For the 'All Inclusive' project.
Inclusion North	From the 'Keeping Neurodivergent People Connected' fund.
Innovation Fund	To help people plan their own day opportunities.
Keighley Community Health	For health related work.
Equality Together	Lot 2 funding for self and group advocacy and peer support.
MENCAP	Joint funding agreement with Keighleyl Healthy Living for the Round the World project.
NLCF (Big Lottery)	To cover core costs and some salaries and support learning holidays.
CABAD (Test and Trace)	For 'Test and Trace' community engagement.
CABAD (Transformation Fund)	Towards consultancy work for service development.
BMDC all inclusive	To provide themed social events each year and associated costs.

5 Tangible assets	Computers	Office equipment	Total
<u>Cost</u>	£	£	£
At 1 April 2021	6,936	2,049	8,985
Additions	-	4,469	4,469
At 31 March 2022	<u>6,936</u>	<u>6,518</u>	<u>13,454</u>
<u>Depreciation</u>			
At 1 April 2021	1,734	1,026	2,760
Charge for year	1,734	513	2,247
At 31 March 2022	<u>3,468</u>	<u>1,539</u>	<u>5,007</u>
<u>Net book value</u>			
At 31 March 2022	<u>3,468</u>	<u>4,979</u>	<u>8,447</u>
At 31 March 2021	<u>5,202</u>	<u>1,023</u>	<u>6,225</u>

People First Keighley & Craven
Notes to the accounts continued
for the year ended 31 March 2022

6 Debtors and prepayments	2022	2021
	£	£
Debtors	7,568	16,139
Prepayments	1,079	1,199
Accrued income	23,715	-
Other debtors	29,934	23,210
	<u>62,296</u>	<u>40,548</u>

7 Cash at bank and in hand	2022	2021
	£	£
Cash at bank	57,406	75,001
Cash in hand	3,255	755
	<u>60,661</u>	<u>75,756</u>

8 Creditors and accruals	2022	2021
	£	£
Creditors	4,715	3,510
Accruals	900	900
Other creditors	351	861
	<u>5,966</u>	<u>5,271</u>

9 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 total employee benefits received by key management personnel were £35,776 (previous year: £34,502).

10 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2022	2021
	£	£
Within one year	12,492	12,492
In the second to fifth years inclusive	5,205	17,697
Over five years from the balance sheet date	-	-
	<u>17,697</u>	<u>30,189</u>

People First Keighley & Craven

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
Income						
Grants, contracts and donations	14,534	-	172,950	155,257	187,484	155,257
Activity contributions	6,154	-	-	-	6,154	-
Fundraising	3,164	1,983	-	-	3,164	1,983
Day services income	24,608	16,448	-	-	24,608	16,448
Total income	48,460	18,431	172,950	155,257	221,410	173,688
Expenditure						
Salaries NI and pensions	3,193	10,303	113,199	69,169	116,392	79,472
Payroll and bookkeeping costs	2,841	2,223	5,192	5,037	8,033	7,260
DBS checks	50	200	-	50	50	250
Sessional support	1,740	1,920	25,621	3,150	27,361	5,070
Legal, professional and consultancy	1,621	900	3,026	3,908	4,647	4,808
Events and activities	2,976	-	610	-	3,586	-
Equipment and resources	222	79	7,102	771	7,324	850
Insurance	783	299	728	856	1,511	1,155
Memberships and subscriptions	21	25	39	93	60	118
Advertising and publicity	907	38	1,457	98	2,364	136
Catering and refreshments	28	-	45	44	73	44
Rent and utilities	5,037	3,200	7,455	9,292	12,492	12,492
Repairs and maintenance	-	595	57	1,587	57	2,182
Room and facility hire	6,815	-	8,345	-	15,160	-
Stationery, printing and postage	860	148	1,812	1,041	2,672	1,189
Telephone and internet	761	396	1,394	1,132	2,155	1,528
Travel	40	77	45	57	85	134
Training	1,665	499	132	-	1,797	499
Independent examination	324	271	576	629	900	900
IT, support and software	1,153	1,043	2,861	3,382	4,014	4,425
Other expenses	190	50	60	39	250	89
Depreciation	2,247	2,247	-	-	2,247	2,247
Total expenditure	33,474	24,513	179,756	100,335	213,230	124,848
Net income / (expenditure)	14,986	(6,082)	(6,806)	54,922	8,180	48,840
Transfers between funds	-	(2,471)	-	2,471	-	-
Net movement in funds	14,986	(8,553)	(6,806)	57,393	8,180	48,840
Fund balances brought forward	15,674	24,227	101,584	44,191	117,258	68,418
Fund balances carried forward	30,660	15,674	94,778	101,584	125,438	117,258

Accounts

People First Keighley & Craven

Charity number 1125278

Annual Report and Financial Statements **for the year ended 31 March 2021**



West Yorkshire Community Accounting Service

People First Keighley & Craven

Annual Report and Financial Statements for the year ended 31 March 2021

Contents	Page
Trustees' report	2 to 8
Examiner's report	9
Statement of financial activities	10
Balance sheet	11
Notes to the accounts	12 to 16

Prepared by West Yorkshire Community Accounting Service

People First Keighley & Craven

Trustees' report for the year ended 31 March 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	Dates
Alex Millar	Chair	Appointed October 2021
Lindsey Hurt	Vice-chair	Appointed October 2021
Tracey Line	Secretary	
Rebecca Brooksbank	Treasurer	Appointed October 2021
Adrian Swallow		
Charlotte Longbottom		
Steven Brundle		
Jane-Frances Whatmuff		
James Brown		
Stephen Whiteside	Health and Safety Officer	
Simon Waggett		
Tom Walsh		

Charity number 1125278 Registered in England and Wales

Registered and principal address

Room 26, Central Hall
Alice Street
Keighley
BD21 3JD

Bankers

Virgin Money
73 North Street
Keighley
BD21 3SD

Independent examiner

Simon Bostrom

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 1 April 2007, as amended 8 July 2008.

Method of recruitment and appointment of trustees

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

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities

The charity's objects

To relieve the needs of people with learning difficulties including enabling them to manage a voluntary group, speak up for themselves and go on social outings.

The charity's main activities

People First Keighley and Craven is a self advocacy organisation run by and for young people and adults with learning disabilities. We bring people together to learn life skills, to speak up, be heard and to change attitudes towards people with learning disabilities. We provide campaigning, volunteering opportunities, social activities and job coaching. We are also an accredited training centre with NCFE.

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 advancement of education and the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

Achievements and performance

Working During the Corona Virus Pandemic.

In March 2020 we held our Annual conference, the conference was held at The Rendezvous Hotel in Skipton, we had 50 people attend the conference, these numbers were lower than expected because this was the week before the country went into the National Lockdown and the Corona Virus had already started to impact every one of us.

The conference was very successful and was attended by the Deputy Lord Mayor of Bradford, Councillor Shabir Hussain, Keighley & Ilkley MP Robbie Moore and commissioners from Bradford Metropolitan Council.

Once our office was closed on the 23rd of March 2020, we immediately began working from home to enable us to continue to provide the much-needed support to our members and family carers. We realised that our planned Learning Holidays would not be able to take place and so we had to take the decision to cancel the two that were due to take place in March and June, we had hoped that the one planned for November would be able to take place!!!!!!

We immediately developed an action plan of what we needed to do, as outlined below.

- Daily welfare checks for all the members who work in the office and this is recorded on a contact sheet,
- Contacting members who do not come into the office and live alone who do not receive support, daily by text and phone, if the text is not answered I then phone them.
- Using FaceTime (where possible) to check how people are looking after themselves, i.e., showering, getting dressed etc. to be able to monitor mental wellbeing.
- Using FaceTime so members can see a different face from that of their carers.
- Welfare checks for carers using text, email, FaceTime.
- WhatsApp groups for members
- WhatsApp group for staff
- We are now using zoom conference calls, and this is working well, we will be using this to continue our advocacy work, still working on the safeguarding issues, ready for when all this is over!!!!
- Putting up to date government and public health England information re coronavirus on our Facebook page
- Inclusion North easy read information is added to our Facebook page We have a Facebook chat group,
- Holding on line quizzes.

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance continued

- We are currently organising a virtual cinema night, (we all watch the same movie at the same time in our own homes so we can then chat about it)
- Held 'Party in Da House' (same principle as above)
- Our service is currently operating from 8am-10pm, due to the use of social media.
- All staff have signed up to the Bradford Volunteering page
- 4 staff have made themselves available to social care providers in the area to cover shifts, do shopping, collect medications etc.
- 1 member of staff lives in Leeds, his 2nd job is with a Creative Support, I will be requesting that he volunteers on the Leeds council website to offer support to other services.
- The radio station team are working to put some shows together via Zoom.
- Recipes and exercise sessions will be added to our Facebook page.
- I have applied for some funds to purchase tablets for people who do not currently have access to a tablet, or are using family carers, having their own will support their independence and mental well-being and will enable them to choose who they stay in contact with.
- We are also writing and sending postcards to members who do not use social media,

I was asked if our action plan could be shared with other services in the district to show what could be put in place quickly and relatively cheaply.

This action plan and welfare checks allowed us to focus on what was needed in the short term to ensure people were getting the support they needed, such as medication, shopping and paying bills.

The dried and tinned food we had purchased for the planned learning holidays were donated to the local food banks to provide the much-needed food for members of the communities.

On 3 occasions between March and December in partnership with Equality Together we provided and delivered over 100 welfare packs to our members across Bradford District and Craven, these packs included vital supplies such as Tea, Sugar, Coffee, snacks and treats, information regarding organisations that could provide support, they also included activities such as adult colouring books, word searches, crosswords, jig saws and puzzles and the all-important loo rolls.

Unfortunately, during the early months of lock down one of our members of staff who was funded through the Reaching Communities programme decided that she no longer wished to work and left in June, and so we then had to recruit for a new person which we did and had a new worker join the organisation July 2020.

As the pandemic became increasingly part of our day to day lives, we continued to deliver our services remotely.

We quickly saw how people's mental health were becoming impacted and had to start supporting people to contact GP's, Adult Services, and First Response and care providers to access additional support. We have supported 5 people who threatened suicide, we supported them to get additional support and support for their families, only 1 of these people had any previous history of threats or attempting suicide.

We worked in partnership with West Yorkshire & Harrogate Health Care Partnership to deliver a project called 'keeping Neuro Divergent People Connected' this project was in direct response to Covid 19 and the impact it was having for people with Autism and other associated needs. We focused on providing support to individuals who do not normally access services but were in danger of becoming significantly more isolated due to the pandemic.

We also worked in partnership with Bradford Talking Media (BTM) who had received funding to purchase tablets that could be distributed across the district to enable people to become or stay connected to our organisation but also to maintain or make new friends and find other organisations that can offer support.

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance continued

As an organisation we had previously discussed finding new premises to one that was more suitable, and as a result of the pandemic the opportunity to move came available and during August and September we moved to our new premises.

The new premises are more central to the town and provides us with the opportunity to expand our services, which in turn will enable us to support more people.

As we settled into the new way of working via Zoom, Microsoft Teams, WebEx and Skype by October we identified that the people we support were beginning to suffer from 'Zoom' fatigue and were beginning to disengage from the work and focus groups that we were running or were involved in.

Throughout the pandemic we have constantly looked at new ways to provide services and we started delivering cook and eat sessions via zoom, a choice of meals were offered via our social media page and weekly zoom meeting so that our members could decide what they would like to cook, once the decision was made the recipe and ingredients were sent via email, WhatsApp and on social media the week before so that people could buy the ingredients and prepare for the live session, they could either make the meal while following the zoom call or save it to make it a later date.

Virtual walks were also introduced, a member of staff would go for a walk around a well-known beauty spot and live stream the walk, pointing out areas of interests, wildlife or plants so that a conversation could take place, during the live walks many members choose to join in the session by walking in their gardens, lounges or up and down stairs, this all helps with their physical and mental health.

What have we learned? What has been unexpected?

We have learned that we can learn new ways of working such as conference calls and the use of digital IT has made people feel connected.

We have learned that we do not have to do things the same way and to embrace change and experiences to improve our service delivery.

What has gone well?

Moving to new premises which has enabled us to offer some face-to-face services for people who are unable to access or use digital IT, as it the new premises allows us to work in a Covid safe environment,

The use of digital technology for people to stay connected.

The opportunity for more proactive working partnerships with other organisations across the district.

Staff's ability to move from office based to remote working.

The move to new premises.

The opportunity to purchase reconditioned PC's as they were no longer needed by an organisation as they had found new ways of working.

The opportunity to develop new projects in response to Covid 19.

The opportunity to implement new HR processes such as Evalu8,

Development of a joint social media page called 'Stay Home, Stay Safe' with Bradford People First and Equality Together.

Working with Community Action Bradford on providing intelligence from the local community on their fears, beliefs, and myths concerns around anything in relation to Covid 19.

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance continued

What has been challenging – and - How are we changing what we do?

Collecting and recording data as a large majority of the service have been telephone, FaceTime calls etc. and staff did not always record these, due to the amount of calls they were making.

We are now looking to invest in a Customer Relationship Management System (CRM) to enable accurate records to be made.

Staff having to use their personal laptops and mobile phones for remote working.

Refurbished laptops have been purchased for each member of staff for them to be able use at home to enable them to separate work and home life. New mobile phones are being purchased on pay as you go contracts.

Due to social media staff becoming contactable out of normal working hours and weekends. Individuals developing dependency on specific staff and feeling angry or distressed if they could not contact them immediately.

Training developed around Professionals Boundaries for staff and the people we support.

Staff having to develop the skills to support people with their Mental Health Support Needs,

External training provided on, Safeguarding, Sleep Hygiene, Suicide Awareness, Stress Buster, Wellbeing & Resilience, Managing Change.

Purchasing large amount of PPE/Cleaning products and clear roller banners to place between desks to develop safe working practices that were not budgeted for.

Staff developing the skills and confidence to work safely within the guidelines and boundaries.

Managing the staff team when staff are having to self-isolate or do not have childcare.

Supporting staff with their own mental health, staff feeling they should answer their phones or messages out of working hours.

In January we lost another member of staff due to Covid 19 and them having other commitments, and again had to recruit for the post funded by Reaching Communities, we were successful in recruiting a replacement quickly so we are now able to move forward with the project.

What learning would be useful for others?

To provide services that support people need at the time they need them but to then ensure that the person does not develop a long-term dependency on that service or member of staff so that when things do begin to return to some level of normality the person has the skills to be able to cope with it.

What are our plans for the coming year? And longer ahead? How will these help our community?

We have now provisionally booked 3 learning holidays for 2021, however we may still have to work with reduced numbers to maintain the safety of everyone involved.

What support do we need to do this?

To be able to offset the budget spent on unplanned PPE & Mobile phones into the learning holiday's budget for the year 2020.

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance continued

Some of the Partners we have worked with during the pandemic.

Stomp Stamp Health Promotion working with LeDER
Bradford Safeguarding Voice
West Yorkshire & Harrogate Health Care Partnership,
UK Sikh Assembly
Keighley College Prevention of Cyber Bullying/Spam emails
Disability Awareness in Sport
GP's Patient Voice Meetings
Keighley Creative Arts, 100 women and girls project
Supporting Victims of Disability Hate Crimes
Redeeming Our Communities
London South Bank University
Inclusion North
Bristol University
Bradford District Care Trust
AWC Modality health Practices
Bradford Talking Media (BTM)
Equality Together
Bradford People First
Race Equality Network
Community Action Bradford And District
Airedale Hospital
Leeds Bradford Airport (this project is currently on hold until we can visit the airport)

Quotes from some of the people we have supported and worked with during the year,

'Dear Hanna, Many thanks for your e-mail below. I can't believe that the Conference was only on the 14th of March! – It seems like a lot longer ago than that. I really did enjoy coming along for a few hours and spending time with your Team. It was great fun and very informative. Many thanks for asking me to join you all, and if I can be of any help going forward, please do let me know.

I hope that you are all keeping well during these difficult times.

Happy Easter, and with all the very best.

Robbie Moore MP for Keighley & Ilkley

*Hi Hanna, I would like to thank you for acquiring the tablet for ****. I have already noticed that she is becoming a little more confident in using the appropriate keys/ and tapping the necessary icons etc. It has been so good in enabling her to see and communicate with her long-time friends from her office /People First during the long isolation period when they cannot meet up socially, [Mum]'*

'I miss my friends and I like using the tablet I can see them all and talk to each other. I enjoyed the zoom meeting today I feel happy about using it and I am getting better using it. Thank you Hanna from Jane'

'Your service has been a life saver for us, I do not know what we would have done without you' (family carer)

'We are so grateful for everything you do, we cannot thank you enough' (family carer)

'You always go above and beyond, I have lost contact with my usual support network of people of support who I can speak to, you are the only person I speak to who I can talk to about how lonely I am.'

*'Hi Hanna hope all is good with you in this very strange time we find ourselves in , I know I have already thank you for getting the iPad for all at ***** but I just wanted to let you know how things were going , I was speaking to Elaine yesterday and asking how thing where going, she has told me the iPad have been an absolute god send for all, it has given then something to do in this most difficult time even D has now got in to using his they have played games look up things in internet and u tube it has brought so much fun and laughter to all, I can't thanks you enough for them especially getting them one each has made all the difference as one to share it would have created some real problems.'*

Kind regards keep safe, Kathy'

People First Keighley & Craven

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance continued

'Matthew 'My tablet has really helped me to stay in touch with friends and family and I have really enjoyed using it and thank you so much for sending them out to all of us much appreciated :)'

'Lizzie absolutely loves the tablet. Has it on most of the day, even when watching TV or playing her play station. Does not ask for our help with anything at all. It's given her another dimension to her life at home and made her a lot more curious. And as it's hers, we are not allowed to be around when she's using it, so it has given her more independence.'

Thank you so much for Rebecca's tablet, it has been brilliant for her during these strange and trying times. The tablet has enabled her to stay connected visually with people outside her household and entertained her with games and Facebook, and Google.

Once again thank you so much on behalf of Rebecca and myself. 😊

'Daniel loves the tablet and being able to take part in zoom meetings, he is really looking forward to being able to stay in touch with his family in Wales, he really surprised us last week, he had used the tablet on his own to watch WWE on google'

Financial review

The net income for the year was £48,840, including net expenditure of £8,553 on unrestricted funds and net income of £57,393 on restricted funds, after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £9,449.

The Board of Trustees consider that they should review the level of reserves held by the charity at regular intervals. The Board of Trustees feel that reserves should equate to approximately three months running costs, currently £34,569, to ensure that adequate resources are available to allow continued furtherance of the objectives of the charity in the event of a temporary shortfall in incoming resources while alternative funds are sought. The management committee believe that holding adequate funds to cover three months operating costs would allow for an orderly winding up of the organisation and would also enable the organisation to be able to meet its obligations towards staff and creditors in the event of there being no possibility of securing alternative longer-term funding.

Whilst the reserves at 31 March 2021 fell below our target we are currently forecasting reserves of around £22,000 at the March 2022 year end.

The reserves policy will be reviewed on an annual basis as part of our ongoing due diligence process.

Covid-19 and going concern

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

Signed on behalf of the board of trustees on 20/01/2022

People First Keighley & Craven

Independent examiner's report to the trustees of People First Keighley & Craven

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021, which are set out on pages 10 to 16.

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

20/01/2022

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

People First Keighley & Craven
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Grants, contracts and donations	(2)	-	155,257	155,257	108,492
Activity contributions		-	-	-	7,151
Fundraising		1,983	-	1,983	8,878
Day services income		16,448	-	16,448	16,800
Other income		-	-	-	760
Total income		18,431	155,257	173,688	142,081
Expenditure on:					
Salaries, NIC and pension	(3)	10,303	69,169	79,472	75,466
Payroll and bookkeeping costs		2,223	5,037	7,260	2,919
DBS checks		200	50	250	134
Sessional support		1,920	3,150	5,070	5,600
Legal, professional and consultancy		900	3,908	4,808	7,637
Events and activities		-	-	-	5,763
Equipment and resources		79	771	850	1,926
Insurance		299	856	1,155	964
Memberships and subscriptions		25	93	118	90
Advertising and publicity		38	98	136	4,152
Catering and refreshments		-	44	44	3,652
Rent and utilities		3,200	9,292	12,492	12,492
Repairs and maintenance		595	1,587	2,182	73
Room and facility hire		-	-	-	5,744
Stationery, printing and postage		148	1,041	1,189	4,490
Telephone and internet		396	1,132	1,528	1,183
Travel		77	57	134	828
Training		499	-	499	1,007
Volunteer expenses		-	-	-	101
Independent examination		271	629	900	780
IT, support and software		1,043	3,382	4,425	1,407
Other expenses		50	39	89	86
Depreciation		2,247	-	2,247	-
Total expenditure		24,513	100,335	124,848	136,494
Net income / (expenditure)		(6,082)	54,922	48,840	5,587
Transfers between funds		(2,471)	2,471	-	-
Net movement in funds		(8,553)	57,393	48,840	5,587
Fund balances brought forward		24,227	44,191	68,418	62,831
Fund balances carried forward	(4)	15,674	101,584	117,258	68,418

All incoming resources and resources expended derive from continuing activities.

People First Keighley & Craven

Balance sheet

as at 31 March 2021

		2021	2021	2021	2020
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	6,225	-	6,225	1,536
Total fixed assets		<u>6,225</u>	<u>-</u>	<u>6,225</u>	<u>1,536</u>
Current assets					
Debtors and prepayments	(6)	8,131	32,417	40,548	26,504
Cash at bank and in hand	(7)	4,784	70,972	75,756	44,555
Total current assets		<u>12,915</u>	<u>103,389</u>	<u>116,304</u>	<u>71,059</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	3,466	1,805	5,271	4,177
Total current liabilities		<u>3,466</u>	<u>1,805</u>	<u>5,271</u>	<u>4,177</u>
Net current assets / (liabilities)		<u>9,449</u>	<u>101,584</u>	<u>111,033</u>	<u>66,882</u>
Net assets		<u>15,674</u>	<u>101,584</u>	<u>117,258</u>	<u>68,418</u>
Funds					
Unrestricted funds		15,674	-	15,674	24,227
Restricted funds		-	101,584	101,584	44,191
Total funds		<u>15,674</u>	<u>101,584</u>	<u>117,258</u>	<u>68,418</u>

The financial statements were approved by the board of trustees on 20/01/2022

Rebecca Brooksbank (Trustee)

People First Keighley & Craven

Notes to the accounts

for the year ended 31 March 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.

Tangible fixed assets

Tangible fixed assets costing more than £250 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computers and office equipment: over 4 years

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.

People First Keighley & Craven
Notes to the accounts continued
for the year ended 31 March 2021

2 Grants, contracts and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
CABAD (Test and Trace)	-	6,000	6,000	-
CABAD (Transformation Fund)	-	1,600	1,600	-
Disability Action	-	4,500	4,500	-
Equality Together	-	47,470	47,470	45,500
ESF Community Grant	-	7,430	7,430	-
Inclusion North	-	7,500	7,500	-
Keighley Community Health	-	15,000	15,000	-
Leeds Community Foundation (LCF)	-	15,000	15,000	-
National Lottery Community Fund	-	50,757	50,757	61,520
Bradford MDC	-	-	-	1,200
Friends of Airedale Hospital	-	-	-	272
	<u>-</u>	<u>155,257</u>	<u>155,257</u>	<u>108,492</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	78,000	73,489
Social security costs	4,305	4,000
Employment allowance	(4,000)	(3,000)
Pensions	1,167	977
	<u>79,472</u>	<u>75,466</u>

The average number employees during the year was 5.6, being an average of 3.4 full time equivalent (2020: 5.5, 3 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	1,167	977
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 £
BMDC (All-inclusive)	6,440	-	-	-	6,440
CABAD (Test and Trace)	-	6,000	-	-	6,000
CABAD (Transformation Fund)	-	1,600	-	-	1,600
Disability Action	-	4,500	242	(4,258)	-
Equality Together	-	47,470	54,199	6,729	-
ESF Community Grant	-	7,430	3,395	-	4,035
Inclusion North	-	7,500	2,764	-	4,736
Keighley Community Health	-	15,000	3,632	-	11,368
LCF Innovations	-	15,000	7,332	-	7,668
National Lottery Comm. Fund	37,751	50,757	28,771	-	59,737
	<u>44,191</u>	<u>155,257</u>	<u>100,335</u>	<u>2,471</u>	<u>101,584</u>

People First Keighley & Craven

Notes to the accounts continued

for the year ended 31 March 2021

4 Restricted funds continued

Fund name	Purpose of restriction
BMDC (All-inclusive)	To provide themed social events each year and associated costs.
CABAD (Test and Trace)	For 'Test and Trace' community engagement.
CABAD (Transformation Fund)	Towards consultancy work for service development.
Disability Action	For the purchase of new computers and associated equipment. Transfer in respect of equipment purchased from the fund £5,436) but transferred to unrestricted funds as it is intended for general use, less a transfer of £1,178 contribution from general funds.
Equality Together	Lot 2 funding for self and group advocacy and peer support. Transfer being a contribution to the project costs from general funds.
ESF Community Grant	For the 'All Inclusive' project.
Inclusion North	From the 'Keeping Neurodivergent People Connected' fund.
Keighley Community Health	For health related work.
LCF Innovations	To help people plan their own day opportunities.
National Lottery Comm. Fund	To cover core costs and some salaries and support learning holidays.

5 Tangible assets

	Computers	Office equipment	Total
<u>Cost</u>	£	£	£
At 1 April 2020	-	2,049	2,049
Additions	6,936	-	6,936
At 31 March 2021	6,936	2,049	8,985
<u>Depreciation</u>			
At 1 April 2020	-	513	513
Charge for year	1,734	513	2,247
At 31 March 2021	1,734	1,026	2,760
<u>Net book value</u>			
At 31 March 2021	5,202	1,023	6,225
At 31 March 2020	-	1,536	1,536

6 Debtors and prepayments

	2021	2020
	£	£
Debtors	16,139	8,460
Funds held by payroll provider	23,210	17,290
Prepayments	1,199	754
	40,548	26,504

7 Cash at bank and in hand

	2021	2020
	£	£
Cash at bank	75,001	43,628
Cash in hand	755	927
	75,756	44,555

People First Keighley & Craven
Notes to the accounts continued
for the year ended 31 March 2021

8 Creditors and accruals

	2021	2020
	£	£
Creditors	4,371	3,397
Accruals	900	780
	<u>5,271</u>	<u>4,177</u>

9 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 the Co-ordinator. The total employee benefits received by the Co-ordinator were £31,459 (previous year: £31,966).

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

10 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2021	2020
	£	£
Within one year	12,492	-
In the second to fifth years inclusive	17,697	-
Over five years from the balance sheet date	-	-
	<u>30,189</u>	<u>-</u>

People First Keighley & Craven

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants, contracts and donations	-	-	155,257	108,492	155,257	108,492
Activity contributions	-	7,151	-	-	-	7,151
Fundraising	1,983	8,878	-	-	1,983	8,878
Day services income	16,448	16,800	-	-	16,448	16,800
Other income	-	760	-	-	-	760
Total income	18,431	33,589	155,257	108,492	173,688	142,081
Expenditure						
Salaries, NIC and pension	10,303	19,204	69,169	56,262	79,472	75,466
Payroll and bookkeeping costs	2,223	843	5,037	2,076	7,260	2,919
DBS checks	200	134	50	-	250	134
Sessional support	1,920	2,174	3,150	3,426	5,070	5,600
Legal, professional and consultancy	900	1,722	3,908	5,915	4,808	7,637
Events and activities	-	5,165	-	598	-	5,763
Equipment and resources	79	1,319	771	607	850	1,926
Insurance	299	356	856	608	1,155	964
Memberships and subscriptions	25	90	93	-	118	90
Advertising and publicity	38	627	98	3,525	136	4,152
Catering and refreshments	-	3,004	44	648	44	3,652
Rent and utilities	3,200	4,621	9,292	7,871	12,492	12,492
Repairs and maintenance	595	73	1,587	-	2,182	73
Room and facility hire	-	1,784	-	3,960	-	5,744
Stationery, printing and postage	148	1,871	1,041	2,619	1,189	4,490
Telephone and internet	396	438	1,132	745	1,528	1,183
Travel	77	347	57	481	134	828
Training	499	538	-	469	499	1,007
Volunteer expenses	-	46	-	55	-	101
Independent examination	271	780	629	-	900	780
IT, support and software	1,043	521	3,382	886	4,425	1,407
Other expenses	50	86	39	-	89	86
Depreciation	2,247	-	-	-	2,247	-
Total expenditure	24,513	45,743	100,335	90,751	124,848	136,494
Net income / (expenditure)	(6,082)	(12,154)	54,922	17,741	48,840	5,587
Transfers between funds	(2,471)	(2,090)	2,471	2,090	-	-
Net movement in funds	(8,553)	(14,244)	57,393	19,831	48,840	5,587
Fund balances brought forward	24,227	38,471	44,191	24,360	68,418	62,831
Fund balances carried forward	15,674	24,227	101,584	44,191	117,258	68,418