

# **People First Keighley & Craven**

Charity number 1125278

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



# **People First Keighley & Craven**

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

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**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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
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 £
<b>Income from:</b>					
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
<b>Total income</b>		<b>18,431</b>	<b>155,257</b>	<b>173,688</b>	<b>142,081</b>
<b>Expenditure on:</b>					
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	-
<b>Total expenditure</b>		<b>24,513</b>	<b>100,335</b>	<b>124,848</b>	<b>136,494</b>
<b>Net income / (expenditure)</b>		<b>(6,082)</b>	<b>54,922</b>	<b>48,840</b>	<b>5,587</b>
<b>Transfers between funds</b>		<b>(2,471)</b>	<b>2,471</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(8,553)</b>	<b>57,393</b>	<b>48,840</b>	<b>5,587</b>
<b>Fund balances brought forward</b>		<b>24,227</b>	<b>44,191</b>	<b>68,418</b>	<b>62,831</b>
<b>Fund balances carried forward</b>	(4)	<b>15,674</b>	<b>101,584</b>	<b>117,258</b>	<b>68,418</b>

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
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	(5)	6,225	-	6,225	1,536
<b>Total fixed assets</b>		<u>6,225</u>	<u>-</u>	<u>6,225</u>	<u>1,536</u>
<b>Current assets</b>					
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
<b>Total current assets</b>		<u>12,915</u>	<u>103,389</u>	<u>116,304</u>	<u>71,059</u>
<b>Current liabilities:</b>					
<b>amounts falling due within one year</b>					
Creditors and accruals	(8)	3,466	1,805	5,271	4,177
<b>Total current liabilities</b>		<u>3,466</u>	<u>1,805</u>	<u>5,271</u>	<u>4,177</u>
<b>Net current assets / (liabilities)</b>		<u>9,449</u>	<u>101,584</u>	<u>111,033</u>	<u>66,882</u>
<b>Net assets</b>		<u>15,674</u>	<u>101,584</u>	<u>117,258</u>	<u>68,418</u>
<b>Funds</b>					
Unrestricted funds		15,674	-	15,674	24,227
Restricted funds		-	101,584	101,584	44,191
<b>Total funds</b>		<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**

<b>2 Grants, contracts and donations</b>	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>

<b>3 Staff costs and numbers</b>	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.

<b>Defined contribution pension scheme</b>	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	-	-

<b>4 Restricted funds</b>	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 £
<b>Income</b>						
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
<b>Total income</b>	<b>18,431</b>	<b>33,589</b>	<b>155,257</b>	<b>108,492</b>	<b>173,688</b>	<b>142,081</b>
<b>Expenditure</b>						
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	-
<b>Total expenditure</b>	<b>24,513</b>	<b>45,743</b>	<b>100,335</b>	<b>90,751</b>	<b>124,848</b>	<b>136,494</b>
<b>Net income / (expenditure)</b>	<b>(6,082)</b>	<b>(12,154)</b>	<b>54,922</b>	<b>17,741</b>	<b>48,840</b>	<b>5,587</b>
<b>Transfers between funds</b>	<b>(2,471)</b>	<b>(2,090)</b>	<b>2,471</b>	<b>2,090</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(8,553)</b>	<b>(14,244)</b>	<b>57,393</b>	<b>19,831</b>	<b>48,840</b>	<b>5,587</b>
<b>Fund balances brought forward</b>	<b>24,227</b>	<b>38,471</b>	<b>44,191</b>	<b>24,360</b>	<b>68,418</b>	<b>62,831</b>
<b>Fund balances carried forward</b>	<b>15,674</b>	<b>24,227</b>	<b>101,584</b>	<b>44,191</b>	<b>117,258</b>	<b>68,418</b>