

# **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**

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**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 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 £
<b>Income from:</b>					
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
<b>Total income</b>		<u>149,550</u>	<u>44,396</u>	<u>193,946</u>	<u>194,418</u>
<b>Expenditure on:</b>					
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
<b>Total expenditure</b>		<u>112,437</u>	<u>84,284</u>	<u>196,721</u>	<u>216,641</u>
<b>Net income / (expenditure)</b>		<u>37,113</u>	<u>(39,888)</u>	<u>(2,775)</u>	<u>(22,223)</u>
<b>Fund balances brought forward</b>		<u>27,815</u>	<u>47,109</u>	<u>74,924</u>	<u>97,147</u>
<b>Fund balances carried forward</b>	(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
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	(5)	3,166	-	3,166	4,419
<b>Total fixed assets</b>		<u>3,166</u>	<u>-</u>	<u>3,166</u>	<u>4,419</u>
<b>Current assets</b>					
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
<b>Total current assets</b>		<u>65,251</u>	<u>7,221</u>	<u>72,472</u>	<u>76,371</u>
<b>Current liabilities:</b>					
<b>amounts falling due within one year</b>					
Creditors and accruals	(8)	3,489	-	3,489	5,866
<b>Total current liabilities</b>		<u>3,489</u>	<u>-</u>	<u>3,489</u>	<u>5,866</u>
<b>Net current assets / (liabilities)</b>		<u>61,762</u>	<u>7,221</u>	<u>68,983</u>	<u>70,505</u>
<b>Net assets</b>		<u>64,928</u>	<u>7,221</u>	<u>72,149</u>	<u>74,924</u>
<b>Funds</b>					
Unrestricted funds		64,928	-	64,928	27,815
Restricted funds		-	7,221	7,221	47,109
<b>Total funds</b>		<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**

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

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

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

<b>4 Restricted funds</b>	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
<b>Cost</b>	£	£	£
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
<b>Depreciation</b>			
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
<b>Net book value</b>			
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 £
<b>Income</b>						
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
<b>Total income</b>	<b>149,550</b>	<b>86,245</b>	<b>44,396</b>	<b>108,173</b>	<b>193,946</b>	<b>194,418</b>
<b>Expenditure</b>						
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
<b>Total expenditure</b>	<b>112,437</b>	<b>89,147</b>	<b>84,284</b>	<b>127,494</b>	<b>196,721</b>	<b>216,641</b>
<b>Net income / (expenditure)</b>	<b>37,113</b>	<b>(2,902)</b>	<b>(39,888)</b>	<b>(19,321)</b>	<b>(2,775)</b>	<b>(22,223)</b>
<b>Fund balances brought forward</b>	<b>27,815</b>	<b>30,717</b>	<b>47,109</b>	<b>66,430</b>	<b>74,924</b>	<b>97,147</b>
<b>Fund balances carried forward</b>	<b>64,928</b>	<b>27,815</b>	<b>7,221</b>	<b>47,109</b>	<b>72,149</b>	<b>74,924</b>

# **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**

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**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:

<b>Name</b>	<b>Position</b>
Tracey Lines	
Charlotte Longbottom	
Steven Brundle	
Stephen Whiteside	
Tom Walsh	

<b>Charity number</b>	1125278	Registered in England and Wales
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<b>Registered and principal address</b>	<b>Bankers</b>
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 £
<b>Income from:</b>					
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
<b>Total income</b>		<u>149,550</u>	<u>44,396</u>	<u>193,946</u>	<u>194,418</u>
<b>Expenditure on:</b>					
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
<b>Total expenditure</b>		<u>112,437</u>	<u>84,284</u>	<u>196,721</u>	<u>216,641</u>
<b>Net income / (expenditure)</b>		<u>37,113</u>	<u>(39,888)</u>	<u>(2,775)</u>	<u>(22,223)</u>
<b>Fund balances brought forward</b>		<u>27,815</u>	<u>47,109</u>	<u>74,924</u>	<u>97,147</u>
<b>Fund balances carried forward</b>	(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
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	(5)	3,166	-	3,166	4,419
<b>Total fixed assets</b>		<u>3,166</u>	<u>-</u>	<u>3,166</u>	<u>4,419</u>
<b>Current assets</b>					
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
<b>Total current assets</b>		<u>65,251</u>	<u>7,221</u>	<u>72,472</u>	<u>76,371</u>
<b>Current liabilities:</b>					
<b>amounts falling due within one year</b>					
Creditors and accruals	(8)	3,489	-	3,489	5,866
<b>Total current liabilities</b>		<u>3,489</u>	<u>-</u>	<u>3,489</u>	<u>5,866</u>
<b>Net current assets / (liabilities)</b>		<u>61,762</u>	<u>7,221</u>	<u>68,983</u>	<u>70,505</u>
<b>Net assets</b>		<u>64,928</u>	<u>7,221</u>	<u>72,149</u>	<u>74,924</u>
<b>Funds</b>					
Unrestricted funds		64,928	-	64,928	27,815
Restricted funds		-	7,221	7,221	47,109
<b>Total funds</b>		<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**

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

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

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

<b>4 Restricted funds</b>	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
<b>Cost</b>	£	£	£
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
<b>Depreciation</b>			
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
<b>Net book value</b>			
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 £
<b>Income</b>						
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
<b>Total income</b>	<b>149,550</b>	<b>86,245</b>	<b>44,396</b>	<b>108,173</b>	<b>193,946</b>	<b>194,418</b>
<b>Expenditure</b>						
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
<b>Total expenditure</b>	<b>112,437</b>	<b>89,147</b>	<b>84,284</b>	<b>127,494</b>	<b>196,721</b>	<b>216,641</b>
<b>Net income / (expenditure)</b>	<b>37,113</b>	<b>(2,902)</b>	<b>(39,888)</b>	<b>(19,321)</b>	<b>(2,775)</b>	<b>(22,223)</b>
<b>Fund balances brought forward</b>	<b>27,815</b>	<b>30,717</b>	<b>47,109</b>	<b>66,430</b>	<b>74,924</b>	<b>97,147</b>
<b>Fund balances carried forward</b>	<b>64,928</b>	<b>27,815</b>	<b>7,221</b>	<b>47,109</b>	<b>72,149</b>	<b>74,924</b>

# **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