

HACKNEY PEOPLE FIRST

(CHARITABLE INCORPORATED ORGANISATION)

REPORT OF THE MANAGEMENT COMMITTEE

The trustees present their report and financial statements for the year ended 31 March 2021.

Legal Status:

Hackney People First was established by a constitution on 7th April 2014

Aims:

The aims of the organisation are:

- To support people with learning difficulties living or working in the London Borough of Hackney through services which enable people with learning difficulties to obtain their full rights and privileges as citizens;
- The advancement of education and training of professionals, carers and the public about the needs of people with learning difficulties so people with learning difficulties may achieve full participation in the community.
- To advance and promote the education of people with learning difficulties in self-advocacy.

Work done in Hackney...

- Attended online meetings to discuss Consultancy Support with various providers; webinars to do with Covid 19 and support during lockdown, as well as Digital Skills training
- Coordinated member involvement in Connect Hackney Learning events
- Register interested members for the event on 26th January organised by Healthwatch Hackney on the vaccination rollout in Hackney
- Attended CCSF Learning Hub Ideas Exchange: 'How to tell your story and raise your profile through effective communication' webinar
- We ran the Better Together Big Meet Ups and Management Committee meetings
- Carried out 1-to-1 interviews with interested participants about experiences of pandemic and thoughts on Better Together project
- We ran the telephony catch-up and informal advocacy service
- We have continued our involvement in Connect Hackney by having Hackney People First representatives on their Older People's Committee.
- We have continued to bring together a small group of our members to check easy-read documents with Estelle Bloom. This has been interesting work, which has also had its challenges, as the subjects in the reports can be very serious and challenging
- We provided advocacy support around Warm Home Discount Scheme

Charitable Incorporated Organisation: 1156543

Becoming a stronger organisation

- Hackney People First is staying strong in many ways. We got money from the following funders to continue the Better Together project, and other activities during lockdown: The National Lottery; Hackney Giving (HCVS); Groundwork; Chapman Charitable Trust; Charities Aid Foundation (CAF); London Community Response Fund; East End Community Foundation; UBS bank; and donations. This project helps people to be less socially isolated and to help with health and wellbeing
- We continued making funding applications, went to workshops, and got help from HCVS.
- We continued to receive great support from the London Accountancy Project (LAP)
- We will continue making applications for funding and get help from HCVS around funding and becoming stronger. We would also like to give a special thanks to Steve who has supported the management committee, and has given very helpful advice and input.

Statement of Trustees' Responsibilities Special Acknowledgement

The trustees are grateful for all the support the organisation gets from the funders, individuals, and other community organisations. Their extended support made it possible for us to reach our present stage of development. In particular we are very grateful to all our main Funders.

The trustees acknowledge the contribution of the Director, staff, and volunteers, through their work, devotion and loyalty.

Charity law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of its results for that period. In preparing those financial statements the trustees are required to:

Select suitable accounting policies and then apply them consistently Make judgements and estimates that are reasonable and prudent

State whether the policies adopted are in accordance with the Charities SORP and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements; and

Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

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

Review and Results

The net movement in funds for the year amounted to £26656 compared with a deficit of (£9,435) in the previous year. The retained reserves at 31st March 2021 amounted to £29,915.

Balance Sheet

Details of the major items on the balance sheet can be found in the notes to the accounts.

The fluctuations in debtors and creditors year on year are purely the result of the timing of receipts and payment around the year-end.

REPORT OF THE MANAGEMENT COMMITTEE (continued)

Reserve Policy

The trustees review their reserve policy periodically and aim to retain an adequate sum to ensure the continuity of its activities. This is to ensure that in the event of a significant drop in funding, the charity will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

Risk Management

The trustees have drawn up a risk register which provides dates and details of action to be taken to reduce the risks faced by the charity. The charity also purchases a range of insurances.

Approved by the Management Committee on 21st July 2021 and signed on its behalf by


.....

Trustee (Chairperson)


.....

Trustee (Treasurer)

HACKNEY PEOPLE FIRST

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

CHARITY NUMBER 1156543

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**LONDON ACCOUNTANCY PRACTICE
SOJOURNER TRUTH CENTRE
161 SUMNER ROAD
LONDON SE15 6JL**

**HACKNEY PEOPLE FIRST
(CHARITABLE INCORPORATED ORGANISATION)
YEAR ENDED 31 MARCH 2021**

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**HACKNEY PEOPLE FIRST
(CHARITABLE INCORPORATED ORGANISATION)
ADMINISTRATIVE INFORMATION
AS AT 31 MARCH 2021**

REGISTRATION DETAILS

Hackney People First is registered as a Charitable Incorporated Organisation in England and Wales - Registered Charity No: 1156543.

GOVERNING DOCUMENT

Hackney People First is governed by its Memorandum and Articles of Association and the Charities Act 2011.

DIRECTORS/ TRUSTEES

Peter AllumChairperson
Patricia Charlesworth.....Vice Chair
Valerie Clery.....Treasurer
Anita Jacques.....Secretary
Junior Brown.....Officer

FORMAL ADDRESS

Hackney People First,
65 Dalston Lane
London E8 2NG

BANKERS

NatWest Bank
Hackney – Amhurst Road Branch
20 Amhurst Road
London E8 1QZ

INDEPENDENT EXAMINER

London Accountancy Practice
Sojourner Truth Centre
161 Sumner Road
London SE15 6JL

HACKNEY PEOPLE FIRST
(CHARITABLE INCORPORATED ORGANISATION)
REPORT OF THE TRUSTEES/DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2021

PRINCIPAL ACTIVITY

The principal activities of the organisation continue to be:

1. To support people with learning difficulties living or working in the London Borough of Hackney through services which enable people with learning difficulties to obtain their full rights and privileges as citizen.
2. The advancement of education and training of professionals, carers and the public about the needs of people with learning difficulties so people with learning difficulties may achieve full participation in the community.
3. To advance and promote the education of people with learning difficulties in self advocacy.

DEVELOPMENTS AND ACHIEVEMENTS DURING THE YEAR

(See Hackney People First separate Annual Report for more information)

STATEMENT OF DIRECTORS' AND TRUSTEES' RESPONSIBILITIES

Law applicable to incorporated Charities in England and Wales requires the trustees, who are also the directors of the Organisation, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of its financial activities during the year then ended. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable standards and statement of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the project will continue in operation.

The directors are responsible for keeping proper accounting records which disclose at any time the financial position of the Company. They are also responsible for safe guarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Sign..... *A. Jacques* Secretary
Anita Jacques

Date..... *20/05/2021*

**HACKNEY PEOPLE FIRST
(CHARITABLE INCORPORATED ORGANISATION)
REPORT OF THE DIRECTORS/ TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

FINANCIAL REVIEW

The results of the year's operation are set out in the attached financial statements. The net movement in funds for the year amounted to £26656 compared with a deficit of (£9,435) in the previous year. The retained reserves at 31st March 2021 amounted to £29,915.

The retained reserves above includes unrestricted (General) fund of £7,093. The trustees have been aware of the need to comply with good practice guidelines issued by the Charity Commission on free reserves and Hackney People First policy is included in the notes to the accounts.

RESERVE POLICY

The Charity Commission requires charities to determine and explain their policy for free reserves. The trustees have reviewed its free reserve policy and have turned its entire unrestricted fund into an emergency reserve to enable HACKNEY PEOPLE FIRST to meet its obligations in the event of a shortfall in income or sudden upturn in expenditure.

RISK MANAGEMENT

The trustees have examined the major risk which HACKNEY PEOPLE FIRST faces and believe that maintaining our free reserves at a reasonable level, combined with our annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which we face and confirm that they have established systems to mitigate the significant risks.

TANGIBLE FIXED ASSETS

The Organisation does not have fixed assets.

FUNDS AVAILABLE

The present level of funding is adequate to support the continuation of the charity operations for the medium term, and the trustees consider the financial position of the charity to be satisfactory.

VOLUNTEERS

HACKNEY PEOPLE FIRST recognises the significant contributions made by volunteers.

**HACKNEY PEOPLE FIRST
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES AND DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2021**

I report on the accounts of the company for the year ended 31 March 2021, which are set out on pages 7 to 8.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement


In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

 Date 1st June 2021
Ade Adebambo, MBA, ACMA, CGMA, ACG
London Accountancy Practice
161 Sumner Road
London SE15 6JL

**HACKNEY PEOPLE FIRST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021**

	Unrestricted Fund	Restricted Fund	2021 Total	2020 Total
	£	£	£	£
Incoming Resources				
Grants, Donations and legacies	2,710	67,518	70,228	8,853
Total Incoming Resources	2,710	67,518	70,228	8,853
Costs of generating funds:				
Charitable activities	0	43,572	43,572	18,288
Total Resources Expended	0	43,572	43,572	18,288
Net Incoming Resources	2,710	23,946	26,656	-9,435
Balances brought forward	4,383	-1,123	3,260	12,695
Fund balances carried forward	7,093	22,823	29,915	3,260

**HACKNEY PEOPLE FIRST
BALANCE SHEET
AS AT 31 MARCH 2021**

	2021	2020
	£	£
CURRENT ASSETS		
Cash at Bank	30,227	3,653
Cash at hand	88	7
	30,315	3,660
CURRENT LIABILITIES		
Creditors and Accruals	400	400
	29,915	3,260
REPRESENTED BY:		
FUNDS:		
Unrestricted	7,093	4,196
Restricted	22,823	8,499
	29,915	12,695

Approved by the Management Committee on 20th May 2021
and signed on its behalf by:

Sign Peter Allum Chair
Peter Allum

Sign V. Clery Treasurer
Valerie Clery

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

1.1 Basis of preparation of Financial Statements

The financial statements are prepared under the historic cost convention and include the results of the charity's operations which are described in the report of the directors /trustees all of which are continuing.

The accounts have been prepared in accordance with the Statements of Recommended Practice for charity accounts.

The charity has taken advantage of the exemption of Financial Reporting Standard No 1 from the requirements to produce a cash flow statement on the grounds that it qualifies as a small charity

1.2 Incoming Resources

1.2.1 Revenue grants are credited to the Statement of Financial Activities on the earlier date of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period.

1.2.2 Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

1.3 Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

1.4 Unrestricted Funds

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further specified purpose and are available for general funds.

1.5 Designated Funds

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

1.6 Resources Expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities.

HACKNEY PEOPLE FIRST
NOTES TO THE ACCOUNTS (CONTD)

2.0 CREDITORS & ACCRUALS

	2021	2020
	£	£
Accountancy Fees	400	400
	<u>400</u>	<u>400</u>

**HACKNEY PEOPLE FIRST
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

INCOMING RESOURCES	Unrestricted Fund	Restricted Fund	Total 2021	Total 2020
	£	£	£	£
Grants, legacies and donations				
National Lottery	0	30160	30160	0
HCVS	0	2963	2963	656
E N Bloom	1,870	0	1870	1820
LB Hackney	0	0	0	5185
GroundWork	0	500	500	0
Chapman Charitable Trust	0	1000	1000	0
Skills for Care	720	0	720	0
SCIE -Selenity	0	0	0	592
Charities Aid Foundation	0	1600	1600	0
London Community Response	0	9597	9597	0
EECF/Emergency Fund	0	7500	7500	0
EECF/Emergency Fund/UBS	0	7500	7500	0
HMRC-JRS Grant	0	6697.95	6697.95	0
L D Grant Donations	120	0	120	0
Total Incoming Resources	2,710	67,518	70,228	8,253
OUTGOING RESOURCES				
Advocacy Co-ordinator	0	20222	20222	13,234
HMRC	0	5985	5,985	682
Pensions	0	1,843	1,843	970
Second Worker Project	0	2,825	2,825	0
Staff Travel	0	142	142	257
LBH-Small Grant reimbursement	0	666	666	0
Telephone & Internet	0	1,319	1,319	0
HCVS Room Hire	0	0	0	890
Website	0	16	16	40
Art Materials	0	2,476	2,476	0
Postage & Stationery	0	136	136	54
Utilities	0	210	210	148
Office Project Equipment	0	3,205	3,205	10
Consultancy	0	3,000	3,000	0
Office software	0	232	232	0
Zoom Meetings	0	144	144	0
Members Travel	0	0	0	127
Payroll Services	0	357	357	352
Accountancy Fees	0	400	400	400
Insurance	0	392	392	392
Sundry Expenses	0	2	2	731
TOTAL RESOURCES EXPENDED	0	43,572	43,572	18,288